

Catalog January 1, 2012-December 31, 2012
SUTECH School of Vocational and Technical Training
Administrative and Academic Policies

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Los Angeles Main Campus
3455 E. Olympic Blvd
Los Angeles, Ca 90023
(323)262-3210 Fax (323)262-0459
www.sutechschool.com

Raul S. Morales, Medical Assistant, Instituto Superior de Ciencias Medicas, Cuba
Carmen Ham, Child Care Provider, Instructor. Los Mochis University. Mexico
Jacinto Morales, Automotive Mechanics Specialist, Los Angeles, CA.
Jose Manuel Gutierrez, Building Maintenance, Instructor.
Peter Nam, IREC and BPI certified, Solar Energy System Installer, Green Building: Retrofitting and Weatherization Instructor.
Mike Hernandez, Outreach Coordinator.

FACILITIES

The SUTECH Los Angeles Main Campus located at 3455 E. Olympic Blvd., Los Angeles, Ca 90023 is housed in two modern, air-conditioned one story and one story buildings. The facilities contain classrooms, computer, and medical laboratories, resource center, and staff offices in approximately 12,000 square feet. The facilities are designed to maintain small classes of 10 to 20 students per classroom. The school facility is designed to accommodate 80 to 100 students each session. The facilities will not accommodate students who require a wheelchair. The training equipment is of the type and variety found in the industry. The SUTECH Los Angeles Main Campus is located just outside of downtown Los Angeles with a variety of restaurant, retail stores and other business within walking distance. The School provides parking and is conveniently located to private and public transportation.

SUTECH Riverside Campus located at 7028 Indiana Ave. Riverside, Ca 92506 is housed in a modern, air conditioned one story building. The facility contains 5 classrooms, computer laboratory, resource center, and staff offices in approximately 4,000 square feet. The facilities are designed to maintain small classes 10 to 15 students per classroom. The school facility is also designed to accommodate 90 to 100 students each session. The facilities will not accommodate students who require a wheel chair. The training equipment is of the type and variety found in the industry.

SUTECH Riverside Campus is located off the I-91 freeway close to downtown Riverside with a variety of restaurants, retail stores, and other businesses within walking distance. The school provides parking and is conveniently located to private and public transportation.

Industrial Equipment: The Main and Branch campuses have all the necessary equipment for lecture and laboratory practice. Examples of Classroom equipment include audio/video, overhead and film projectors. Laboratory equipment includes PC compatible computers, Automotive Repair equipment, Metal Shop, etc.

Safety Compliance: The Main and Branch campus facilities and equipment comply with all local, state, and federal safety and health rules and regulations.

ADMINISTRATION

SUTECH School of Vocational & Technical Training administrated by:
Felix Montero, President, Director of Students Services Los Angeles
Oswaldo Forero, Vice President, Director of Student Services Riverside

ADMINISTRATION POLICIES

OBJECTIVES & PHILOSOPHY

The philosophy of the school is directed towards providing students the opportunity to achieve their career goals in an individualized and positive environment. Students who need more time to practice or study receive this at no further cost. The instructional methods and techniques assure our students of being ready for employment in the shortest possible time. To accomplish this, we offer small class sizes combined with competency based training methods, programs and materials.

Our goal is to provide the Hispanic community with the type of education and training that will best serve their general and special needs. To accomplish this, all education and training programs are delivered in both Spanish and English. Our objective is to graduate individuals who are competent to secure entry-level employment and to advance in their chosen field.

ADMISSION REQUIREMENTS

The programs offered by the School are open to men and women with desire to become skilled in a variety of industries. Applicants must be over the age of 17 and possess a high school diploma or a GED or the ability to benefit from the training offered. The school determines whether an applicant is qualified for admission through assessment and evaluation of prior achievement, adaptability, and aptitude. Special tests are used to determine their adaptability to learning and ability to benefit.

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.

FOREIGN EXCHANGE STUDENT ADMISSION

SUTECH SCHOOL OF VOCATIONAL & TECHNICAL TRAINING admits foreign students from other countries, however it does not provide visa services nor will it vouch for student status and it will not accept any responsibilities for any

charges that may arrive from any foreign students attending the school.

PROCEDURES

An applicant makes an appointment for an interview and test with the Admissions staff. The applicant will complete an application covering their personal, educational, and employment history, and the area of occupational interest. The applicant is then taken on a tour of the facilities. This tour includes an explanation of what goes on in each classroom and a review of course equipment and materials. Following the tour, the admission test is administered. The test is evaluated and graded; and results are discussed in detail with the applicant.

Each candidate is counseled to determine his or her aptitude for this industry. A recommendation is then made regarding the general and specific courses needed to achieve their goals. If a determination is made that the applicant is eligible for admission the enrollment and registration forms are completed. The candidate is informed of the schedule of classes and the requirements to complete the course.

CREDIT FOR PRIOR EDUCATION OR TRAINING:

Sutech School of Vocational & Technical Training has not entered into an articulation or transfer agreement with any other colleges or Universities.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR SCHOOL”

“The transferability of credits you earn at SUTECH School of Vocational & Technical Training is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the Vocational Technical Training program that you elected is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate that you earn at this School is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all the 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 SUTECH School of Vocational & Technical Training to determine if your Certificate will transfer.”

Policies and Procedures for the award of Credit

The School does not award credit or take part in awarding for prior experimental learning.

Distance Learning Program

The School does not offer or have a distance learning program

Vocational Rehabilitation Program: Students under Vocational Rehabilitation benefits, either through State or private rehabilitation agency, should apply for these benefits through the appropriate agency.

Social Security programs: Students under Social Security Benefit program must submit the form, provided by the Social Security Office, to the admissions prior to enrollment.

Job Related Programs: If a student is currently employed and is interested in a program at SUTECH, he/she should contact the personnel office or management at his/her company to determine if his/her employer has a job related sponsored programs available.

NON - DISCRIMINATION POLICY

The school does not discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment within their selected program area in Admissions, Advising, Training, Placement Employment, or any other activities.

SCHEDULE & CALENDAR

SUTECH has an open-exist enrollment policy. New students are taken into ongoing classes as vacancies arise.

DAY CLASSES

Solar Energy Systems Installer	Monday - Thursday 9:00 a.m. - 2:00 p.m.
Green Building: Retrofitting and Weatherization	Monday - Thursday 9:00 a.m. - 2:00 p.m.
Building Maintenance/Electricity	Monday - Friday 9:00 a.m. - 3:00 p.m.
Property Management	Monday - Friday 9:00 a.m. - 3:00 p.m.
Light Mechanic	Monday - Friday 8:00 a.m. - 3:00 p.m.
Digital Photography	Monday - Friday 9:00 a.m. - 3:00 p.m.
Microcomputer Applications	Monday - Friday 9:00 a.m. - 3:30 p.m.
Microcomputer Technology	Monday - Friday 9:00 a.m. - 3:30 p.m.
Medical Assistant	Monday - Friday 9:00 a.m. - 3:00 p.m.
Medical Billing and Coding	Monday - Friday 9:00 a.m. - 3:00 p.m.
Child Care Provider	Monday - Friday 9:00 a.m. - 3:00 p.m.

SUTECH observes the following holidays: Martin Luther King’s Birthday, President’s Day, Good Friday, Memorial Day, 4th of July, Labor Day, 2 days for Thanksgiving, Christmas Day through New Year’s Day, and any special holiday declared for emergency or extraordinary purpose.

ACADEMIC POLICIES

CONDUCT

Students are expected to treat school personnel, other students, and the premises with consideration; no graffiti on walls, equipment, or furniture. Smoking, eating, visiting are not permitted in the classroom or computer room. At the discretion of the Director, a student may be dismissed from school for any incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to another student, an administrator, or faculty member, or any other stated or determined infraction of conduct and this will be cause for termination of their training.

Probation and Dismissal Policies

Students that do not abide by the schools rules will be put in probation with possibilities of being dismissed from the program.

ATTENDANCE

Students are expected to attend scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. All absence and attendance is recorded. It is the responsibility of the student to telephone in advance to advise if they will be absent or late, just as it is necessary to inform an employer.

1. Absence: Satisfactory attendance must be maintained. All course work missed due to absences must be made up. One un-excused absence or 5 total absences per month are considered excessive.

2. Tardiness: Tardiness is a disruption of a good learning environment and is discouraged. Tardiness without legitimate reason on three occasions within one month will be considered as one absence. Tardiness is defined as being late 10 or more minutes after the beginning of a class.

3. Interruption for Unsatisfactory Attendance: Students with five absences in one month will receive written notification of probation for a period of one month. Any unexcused absences during probation may be cause for interruption of the student’s training program.

4. Leave of Absence: Only one written request for a leave of absence will be considered each year. Such leave may be granted to a student at the discretion of the School Administration. A leave of absence for over 30 days will only be granted for verified medical reasons for a period of up to 100 days.

5. Make-up Work: Students must arrange make-up time for course work missed with the instructor; however absences will remain on record.

6. Suspension: Re-Admittance: Students, who have had their training suspended for cause, may be re-admitted to classes upon written request and affirmation that the actions which caused the suspension will not occur again.

7. Termination: Students will be terminated of their training for the following reasons:

- Unsatisfactory attendance
- Possession of drugs, alcohol or weapons on school premises
- Disobedient or disrespectful behavior.

GRADING AND PROGRESS

Student’s progress is evaluated using oral, written, and practical tests and projects each month. The oral and written tests account for 30% of the grade, practical application tests account for 70%. A test grade of 74% or less will require a retake of the specific test. The School’s grading system is as follows.

A	93 – 100	D	70 – 77
B	85 – 92	F	69
C	78 – 84	I	Incomplete

When the grade average for a student is under 69 for a month, the student will be placed on probation. If the grade average for the next month remains 69 or below the student training may be interrupted. Re-enrollment may only be approved after evidence is submitted that conditions, which caused the interruption, have been rectified.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

General Statement: The Higher Education Act mandates that institutions of higher education establish minimum standards of "SATISFACTORY ACADEMIC PROGRESS" for students receiving financial aid. The School applies these standards to all students, regardless of whether or not they are financial aid recipients.

Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated with the performance standards not by the School.

Elements of Satisfactory Progress:

1. Students are graded as they complete units of the curriculum. Grades are determined as a compilation of examination scores (written and practical and such other criteria and observation as the school deems appropriate in the training of technical personnel. To maintain Satisfactory Academic Progress, a student must achieve a cumulative grade average during the first twenty five percent of 70% or better 74% or better during the second twenty five percent, and 78% or better for the remainder of the course and graduation.

2. To maintain Satisfactory Academic Progress, a student must achieve a cumulative grade average of 74% or better.

Course Title	Length	Maximum Time Allowable
Solar Energy Systems Installers	10 weeks	15.00 weeks
Green Building: Retrofitting and Weatherization	10 weeks	15.00 weeks
Building Maintenance/Electricity	17 weeks	25.50 weeks
Property Management	17 weeks	25.50 weeks
Light Mechanic	15 weeks	22.50 weeks
Digital Photography	15 weeks	22.50 weeks
Microcomputer Applications	16 weeks	24.00 weeks
Microcomputer Technology	16 weeks	24.00 weeks
Medical Assistant	16 weeks	24.00 weeks
Medical Billing and Coding	15 weeks	22.50 weeks
Child Care Provider	16 weeks	22.50 weeks

These time frames are based upon full time attendance and will be adjusted, on a pro-rata basis, in the event that the students changes from one curriculum or schedule to another. All students will be evaluated upon completion of each quarter of the stated course time to determine if, on a percentage basis, the student has made sufficient progress towards the course objectives, the obtaining of a certificate and the completion of the entire curriculum within the maximum time frame expressed in the prior paragraph.

3. To maintain Satisfactory Academic Progress, a student may have absences (net of makeup time) of up to 25% of the total course length. Lost attendance time, while a student is on an approved leave of Absence, will not be counted as an absent time.

Uncompleted Subjects and Remediation: Students will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remedied or makeup lost work. This work shall be given full standing and credit with respect to the evaluation of the students maintaining of Satisfactory Progress.

Withdrawal and Reinstatement: A student not maintaining Satisfactory Academic Progress, during the first 25% of the stated course period, will be placed an academic probation for the next 24% of the course. If, at the end of the probationary period, the student has corrected the progress deficiencies, the student shall be deemed ineligible for financial aid awards and may be subject to expulsion at the discretion of the School Director. In that event the student will not: be permitted to graduate until the progress deficiencies are corrected. In order to graduate, the student will then be obligated to extend their course of study by up to 25%. If, at the end of that period the student has not corrected the deficiencies and met all other criteria necessary for graduation, the student shall be subject to expulsion at the discretion of the School Director.

Academic Review Procedures and Appeal Process:

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for challenge,
2. The Director, in consultation with the instructor will review all requests, and determination will be made to either retain the records intact or change them.
3. The student may meet with the Director and anyone he/she may designate to review the conclusions.
4. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings, and make a recommendation to the Director for final action.
5. Parental access to records is not permitted unless the student is a dependent, in which case all items in number 3 and 4 shall apply to parents.

A student placed on academic probation or deemed not to be making satisfactory academic progress may review and appeal the determination through the School Director whose judgment in this matter shall be final, conclusive and binding.

Advance Standing: Students may challenge each unit of study by formally petitioning to have administered to them a challenge test. The test must be taken at least one week before scheduled instruction in that unit. Students obtaining a passing score will be permitted to advance to the next unit of study. However, no fee adjustments will be made since course credit is being granted.

Change of Program: Program changes must be requested to the Director. A student must attend all classes in which originally enrolled until the requested change is officially authorized. The School reserves the right to make program changes and/or adjustments from time to time as necessary to remain current with industry standards and technology. Any changes in tuition will not affect those students already enrolled.

COURSE DURATION

Courses are measured in class hours of supervised instruction. The required projects for each course must be completed unless the student has been given credit for prior training or experience or demonstrates through practical and written tests the level of competency required for employment. A class hour is 50 minutes.

Definition of Hours: One semester hour to equal to 15 lecture hours, or 30 laboratory hours, or 45 externships of shop hours.

GRADUATION REQUIREMENTS

Upon completion of all classroom and practical/laboratory education and training with a grade average of no less than 74%, the student will be issued a certificate attesting to his/her successful completion.

STUDENT RECORDS AND RIGHTS OF PRIVACY

The Family Educational Rights and Privacy Act enable all students to review their academic record, including grades, attendance, and advising reports. Students records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. Student Records are to be kept for a period of no less than 5 years. Transcripts are to be retained permanently. Students may request a review of their records by writing to the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision. Students may inspect and amend or revise their own financial aid records. Students may not inspect financial records of their parents.

STUDENT SERVICES

ADVISING

Each student will have a review of his/her progress each month. These students experiencing academic or other problems will be advised by an Instructor and/or the Director to help overcome whatever difficulty is being experienced. Advising on other problems is provided as needed. Students are encouraged to take advantage of this service.

HOUSING

The School does not maintain housing for students, nor does it make specific recommendations regarding housing. However, some accommodations are available in the community.

TRANSPORTATION

Public bus transportation is available with stops, located close to campus. It may also be possible for the school to arrange for transportation by another student if schedules are compatible.

REFERENCE MATERIALS

The school maintains a number of reference books, magazines and other pertinent publications germane to the programs offered. Reference materials are kept for use on the school premises, but can be checked out by special permission of the course instructor. In these cases, all materials must be signed off by the student and returned the next school day.

STUDENT LEARNING RESOURCE CENTER / LIBRARY

The school makes available to all students a computer room equipped with multiple computers that are online computers to have access to the world wide web that have also been programmed with the most current software related to the course offered .

Students are encouraged to ask the computer department instructor or their course instructor for support on the use of these services.

LANGUAGE REQUIREMENTS / SERVICES

The School does not have English language proficiency requirements nor does it offer students language services. All school courses are primarily given in the English language; however SUTECH School of Vocational & Technical Training is staffed with mostly bilingual instructors that are proficient in Spanish the most common language used in the surrounding community. Monolingual students are offered course instructions and tutoring by course instructors at no additional cost.

Our goal is to provide the Hispanic community with the type of education and training that will best serve their general and special needs. To accomplish this, all education and training programs are delivered in both Spanish and English. Our objective is to graduate individuals who are competent to secure entry-level employment and to advance in their chosen field.

JOB PLACEMENT ASSISTANCE

Placement assistance is provided to graduates at no additional charge. However, no guarantee for employment or level of income can be made. Some companies contact the School for likely candidates for employment; known vacancies in the field will be posted on the bulletin board in the workshop area. Classes are provided where special attention is given to such topics as resume preparation, the job search, interview techniques, how to retain employment, and advancement in the machine technology industry.

TUITION POLICIES

TUITION PAYMENT POLICY

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes.

FINANCIAL AID

Our Student Body is 100% contract and customized with different government agencies, private industry and private rehabilitation companies. As a result the School does not provide Financial Aid for private students.

TUITION FEE & SCHEDULE

Course Title	Tuition	Registration	Books & Supplies	Total Fee
Solar Energy Systems Installers	\$4,975	\$75	\$500	\$5,550
Green Building: Retrofitting and Weatherization	\$4,975	\$75	\$500	\$5,550
Building Maintenance/Electricity	\$4,925	\$75	\$400	\$5,400
Property Management	\$4,925	\$75	\$400	\$5,400
Light Mechanic	\$4,725	\$75	\$400	\$5,200
Digital Photography	\$4,625	\$75	\$650	\$5,350
Microcomputer Applications	\$4,575	\$75	\$500	\$5,150
Microcomputer Technology	\$4,575	\$75	\$500	\$5,150
Medical Assistant	\$4,729	\$75	\$746	\$5,550
Child Care Provider	\$4,575	\$75	\$500	\$5,150
Medical Billing and Coding	\$4,625	\$75	\$646	\$5,346

STUDENT LOANS

Students receiving student loans are responsible for paying the full amount of the loan. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds.

REFUND POLICY

1. A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If a student is rejected for training or if a course is canceled, the Student will receive a refund of all monies paid within 30 days. A Student may withdraw from school at any time and receive a refund of paid for, but unused costs. If a Student withdraws or is suspended or expelled after the aforementioned 7 day period for cancellation, all tuition and fees (i.e., educational costs), less a registration fee not to exceed \$75 shall be refunded on a pro-rata basis.

2. Once purchased, equipment becomes the property of the Student, unless it is returned in good condition allowing for reasonable wear and tear, (some equipment costs may not be returnable due to health or safety reasons) within ten (10) days following the date of the Student's withdrawal. If not returned as above, the school may retain the documented cost of the listed equipment.

3. In calculating any tuition refund due, the time and percentage or fraction of attendance will be determined by the time of attendance divided by the total hours in the program. In all cases of students who withdraw or who are suspended or expelled, or fails to attend classes for 3 consecutive weeks, prior to successful completion or if the School closed prior to competing a course, the following minimum refund policy shall apply: The refund of tuition and other fees (excluding equipment fees) shall be equal to the total amount of tuition multiplied by the fraction or percentage of time remaining.

For computation purposes, the date of withdrawal or termination is the actual last date of attendance by the student.

4. All refunds will be made within 30 days from the date of cancellation or withdrawal (as described in par.1 and 3 above). If the student does not return from an approved leave of absence period as stated in the School Catalog, (however, such leave of absence may never exceed 60 calendar days for regular leave or 100 calendar days for a verified medical reason), refunds will be made within 30 days from the end of the leave of absence period. The Student will receive a Notice of Refund stating the amount of the refund and to whom the refund was made.

5. For Students receiving Federal Title IV financial aid or other tuition assistance, any tuition refunds will be made first to any title IV lender or other tuition lender up to the amount of such disbursement; any additional refunds will next be made to other Title IV funding source accounts or any other sponsoring source up to the amount of such disbursement; any additional refunds due will be made to the student or sponsor. Any overpayment of monies disbursed for no-tuition educational expenses will be based on the percentage of time completed over the total time in the payment period. The student will be responsible for the repayment of any such overpayment. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency or individual.

6. In case of prolonged illness or accident, in family or other circumstances that make it impractical to complete the program, the School shall make a settlement, which is reasonable and fair to both parties.

SCHOOL FINANCIAL STATUS

SUTECH School of Vocational & Technical Training is financially stable and does not have a pending petition in bankruptcy, it is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted reorganization under Chapter 11 of the United States Bankruptcy Code.

STUDENT TUITION RECOVERY FUND (STRF)

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

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

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

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

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

For further information contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, California 95833
www.bppe.ca.gov

Toll free (888)370-7589 fax (916)263-1897

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the **Bureau for Private Postsecondary Education** must have a procedure and operational plan for handling students' com-plaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Bureau for Private Postsecondary Education accrediting commission.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

All complaints considered by the Bureau for Private Postsecondary Education must be in written form, with permission from the complainants for the Bureau for Private Postsecondary Education to forward a copy of the complaint to the school for a response. The Bureau for Private Postsecondary Education will keep the complainants informed as the status of the complaint as well as the final resolution.

Please direct all inquiries to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, California 95833
www.bppe.ca.gov

Toll free (888)370-7589 fax (916)263-1897

A copy of the Bureau for Private Postsecondary and Education's Complaint Form is available at the school and may be obtained by contacting Felix Montero, President.

GREEN BUILDING: RETROFITTING AND WEATHERIZATION

Occupational Code 47-4099.03

Weatherization is the practice of protecting a building and its interior from the elements, particularly from sunlight, precipitation, and wind, and of modifying a building to reduce energy consumption and optimize energy efficiency.

Perform a variety of activities to weatherize homes and make them more energy efficient. Duties include repairing windows, insulating ducts, and performing heating, ventilating, and air-conditioning (HVAC) work.

Retrofitting that ensures the maintenance and preservation of buildings and the continued operation and maintenance of energy efficiency technologies.

SUBJECTS

Green building Overview	10
Recognize different types of energy sources	15
Explain energy conservation measures:	15
SMART homes and Integrated Microelectronics	
Basic Electricity Fundamentals	20
Test and diagnose Air Flow Systems:	20
Blower Door & Duct Blaster	
Apply insulation materials	20
Install and seal air ducts, combustion air openings, or ventilation openings	20
Install storm windows or storm doors.	20
Prepare and apply weather-stripping, glazing, caulking,	20
Wrap air ducts and water lines with insulating materials	20
Prepare cost estimates or specifications for weatherization services.	10
Health and Safety in Indoor Quality & Overall Comfort	10
Total Class Hours	200

SCHEDULE

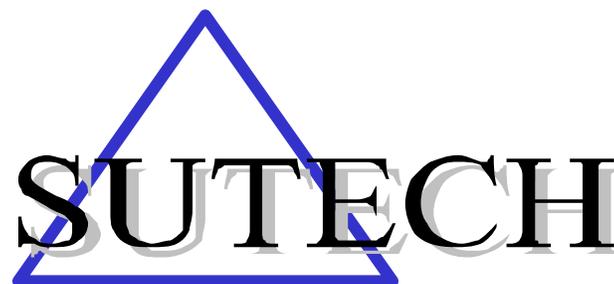
Monday to Thursday

9:00 am - 2:00 pm

Length: 10 Weeks

TUITION

Registration Fee	\$ 75
Books, Materials & Tools	\$ 500
Tuition Fee	\$ 4,975
Total	\$5,550



California State licensed to operate since 1987

SUTECH School of Vocational and Technical Training

3455 E. Olympic Blvd., Los Angeles, CA 90023 + (323) 262-3210 + fax (323) 262-0459
7028 Indiana Ave., Riverside, CA 92506 + (951) 684-1802 + fax (951) 684-1896

O
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BUILDING MAINTENANCE/ELECTRICITY

Occupation Code # 899.381-010

Through theory and practical experience, graduates of this course will develop the necessary skills to enter into a building maintenance.

The student may repair and maintain physical structures of commercial, industrial and residential establishments. The student will use hand tools and power tools and will replace defective electrical switches and other electrical fixture. The student will also repair plumbing fixtures and pipes and will repair woodwork, plaster and paint structures.

The student may repair and maintain electrical switches of commercial, industrial and residential establishments such as factories, office buildings, apartments and houses. The student will use hand tools and power tools and will install or replace wiring and electrical components, circuits, and other electrical fixtures.

SUBJECTS

Theory, Terminology, Safety	40
Usage of Power and Hand tools	40
Plumbing	60
Structure Repair	100
Basic Electricity	100
Electrical Switches	100
Basic Home Improvement	100

Total Class Hours 540

SCHEDULE

Monday to Friday

9:00 am - 3:00 pm

Length: 17 Weeks

Saturday Practice

8:00 am - 1:00 pm

TUITION

Registration Fee	\$ 75
Books, Materials & Tools	\$ 400
Tuition Fee	\$ 4,925
Total	\$5,400



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PROPERTY MANAGEMENT

Occupation Code # 186.167-018

Manage apartment house complex or development for owners or property management firm: Shows prospective tenants apartments and explains occupancy terms. Inform of availability of nearby schools, shopping malls, recreational facilities, and public transportation.

Rents or leases apartments, collects security deposit as required and completes lease form outlining conditions and terms of occupancy when required. Collects rents due and issue receipts. Investigates tenant complaints concerning malfunctioning of utilities and/or furnished household appliances or goods, and inspects vacated apartments to determine need for repairs or maintenance. Directs and coordinates activities of maintenance staff engaged in repairing plumbing or electrical malfunctions, painting apartments or buildings, and performing landscaping or gardening work, or arranges for outside personnel to perform repairs. Resolves tenant complaints concerning other tenants or visitors. May arrange for other services, such as trash collections, extermination, or carpet cleaning, and may clean public areas of building and make minor repairs to equipment or appliances.

SUBJECTS

Introduction to Computers	100
Accounting	150
Tenant Pro Software Introduction	95
Landlords and Tenants Responsibilities	95
Summary of Class and Review	100

Total Class Hours 540

SCHEDULE

Monday to Friday

9:00 am - 3:00 pm

Length: 17 Weeks

Saturday Practice

8:00 am - 1:00 pm

TUITION

Registration Fee	\$ 75
Books, Materials & Tools	\$ 400
Tuition Fee	\$ 4,925
Total	\$5,400



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LIGHT MECHANIC

Occupation Code # 620.261-010

Successful graduates of this course will have the skills, knowledge and experience to attain entry-level employment as a light mechanic technician.

The student will learn:

Electrical System: Recognize and describe the characteristics of series, parallel circuits, and wire color identification, installation of fuse box, interpretation of diagrams of the different circuits and gages of a vehicle.

Carburetor, Brakes, Scope and Ignition System: Repair and overhaul brake system in vehicle, introduction to fuel systems as carburetor theory; disassembly and rebuild. Electronic ignition, diagnostic and testing; engine analyzer theory; interpretation of waves at the screen of ignition system.

Advance Emission: California smog check program history and requirements, basic inspection procedures, program repair and re-test procedures; engine performance diagnostic and repair; automotive electrical and electric system, power train, computerize engine controls, ignition systems, fuel gates and emission control.

SUBJECTS

Mechanic Fundamentals	100
Basic Mathematics	20
Equipment Operations	40
Electrical Systems	50
Alternators and Starters	75
Carburetors, Brakes, Scope and Ignition I	120
Advance Emission	120
Total Class Hours	525

SCHEDULE

Monday to Friday

9:00 am - 3:00 pm

Length: 16 Weeks

Saturday Practice

8:00 am - 1:00 pm

TUITION

Registration Fee	\$ 75
Books, Materials & Tools	\$ 400
Tuition Fee	\$ 4,725
Total	\$5,200



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DIGITAL PHOTOGRAPHY / VIDEO EDITING

Occupation Code # 962.262-010

Successful graduates of this course will have attained the skills, knowledge and experience for entry-level employment at digital imaging companies ranging from computer output service bureaus, publications and internet website design firms. The student will learn Photoshop, scanning images, digital retouching, color manipulation, special effects and printing using computer output devices.

In the Video edition section students will learn how to edit video tape, and sound tracks: evaluate and select scenes in terms of dramatic and entertainment value and story continuity; Review edited video tape in monitor and make corrections from the sun for Residential, Commercial or Industrial use. Locates and Installs Solar Panels, electrical systems on structure according to specifications and blueprints.

SUBJECTS

Digital Photography:	9 Weeks
Introduction to Photo Shop	90
Photo Shop Tools Manipulation	30
Scanning Images	30
Photo Retouching Techniques	30
Color Manipulation Techniques	30
Special Effects of Images	30
Output Devices and Print	30
Video Editing:	6 Weeks
Introduction to Video Editing	30
Mixing Video Techniques	45
Video Inserts	45
Audio Insert	30
Outputting Video Tape	30
Total Class Hours	450

SCHEDULE

Monday to Friday

9:00 am - 3:00 pm

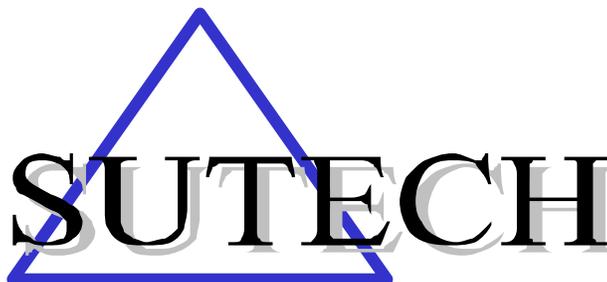
Length: 15 Weeks

Saturday Practice

8:00 am - 1:00 pm

TUITION

Registration Fee	\$ 75
Books, Materials & Tools	\$ 500
Tuition Fee	\$ 4,975
Total	\$5,550



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COMPUTER APPLICATIONS

Occupation Code # 213.362-010

Successful graduates of this course will have attained the skill, knowledge and experience for entry-level employment in automated offices.

Graduates of this bilingual course will develop the necessary skills to enter the computerized business sector. This course covers in detail the operation of the following software packages: Windows Me, XP and Vista, as well as, Microsoft Word, Excel, Power Point, Access and Internet Browsing.

The participant will perform clerical duties in an office environment.

SUBJECTS

Computer Fundamental	60
Typing Skills	40
Windows XP, Vista and 7	80
Ms Word	80
Ms Excel	80
Ms Power Point	80
Ms Access	80
Introduction to Internet	40
Total Class Hours	540

SCHEDULE

Monday to Thursday

9:00 am - 3:00 pm Length: 16 Weeks

Saturday Lab

8:00 am - 1:00 pm

TUITION

Registration Fee	\$ 75
Books, Materials & Tools	\$ 200
Tuition Fee	\$ 4,275
Total	\$4,550



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COMPUTER TECHNOLOGY

Occupation Code # 213.362-010

Successful graduates of this course will have attained the skill, knowledge and experience to attain entry-level employment in automated offices or businesses dedicated to the functions and operations of microcomputers.

This course will prepare the students in the principles of computer functions, the operations of Windows Me, XP and Vista, as well as, Ms Word, Ms Power Point, Ms Access, and Ms Excel.

An in-depth study is done in the principles and technical aspects of the microcomputer and peripheral equipment. Assembling, installation and troubleshooting procedures are studied including servicing and second source.

SUBJECTS

Computer Fundamentals	60
Typing Skills	40
Windows 2000, Me, and XP	100
Installation, Diagnostic, and Configuration	200
Computer Trouble Shooting Repair	100
Internet and Browsing	40

Total Class Hours **540**

SCHEDULE

Monday to Thursday

9:00 am - 3:00 pm

Length: 16 Weeks

Saturday Lab

8:00 am - 1:00 pm

TUITION

Registration Fee	\$ 75
Books, Materials & Tools	\$ 200
Tuition Fee	\$ 4,275
Total	\$4,550



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MEDICAL ASSISTANT

Occupation Code # 079.362-010

Graduates of this course will have the skills to run a front medical office performing such duties as scheduling appointments, receiving money for bills, keeping x-ray and other medical records, performing secretarial tasks, and complete insurance forms. The graduate may key data into computer to maintain office patient records, keep billing records, enter financial transactions into bookkeeping ledgers, compute and mail monthly statements.

The successful graduate will perform any combination of the following duties under direction of the physician to assist in examination and treatment of patients: Interview patients, measure vital signs (such as pulse rate, temperature, blood pressure, weight and height), record information on patients charts, prepare treatment rooms for examination of patients, drape patients with covering, position instruments and equipment, hand instruments and materials to doctor as directed, clean and sterilize instruments. The graduate will also know how to perform inventories order medical supplies and materials, operate electrocardiograph (EKG), and other equipment to administer routine diagnostic test or call to any medical facility or department to schedule patients for tests, give injections or treatments, and perform routine laboratory tests.

The student will receive two certificates licenses, one for Phlebotomy and one for EKG, upon completion of each subject. The student will also receive a CPR and first Aid Certificate, after completion of a one day seminar given by the Red Cross.

SUBJECTS

Anatomy and Physiology	100
Clinical Procedures	100
Office Procedures	80
Typing and Keyboarding	40
Introduction to Computers	40
Computer Software Applications	120
Total Class Hours	480

SCHEDULE

Monday to Thursday

9:00 am - 3:00 pm

Length: 20 Weeks (4 weeks Internship)

Saturday Lab

8:00 am - 1:00 pm

TUITION

Registration Fee	\$ 75
Books, Materials & Tools	\$ 355
Tuition Fee	\$ 4,625
Total	\$5,055



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CHILD CARE PROVIDER

Occupation Code # 143.062-018

Successful graduates will have attained the skill, knowledge, and experience for entry-level employment.

The students will know how to take care of babies, young children, and older children, usually while the children's parents or guardians are at work or away for other reason. They will work individually with one child or with groups of children to create a safe, comfortable, and creative environment in which children can mature and learn. Generally the children are under the age of six, however, an increasing number of school age children require before and/or after school child care while their parents work.

SUBJECTS

Learning Development for Infants	30
Learning Development for 2 & 3 Years Old	60
Learning Development for Preschool Children	30
Emotional and Self Development	20
Social, Physical & Cognitive Development	60
Language & Creative Development	50
Learning through Observation	20
Families and Communities	20
Guidance, Health, Safety, and Nutrition	40
Program Management and Externship	150

Total Class Hours **480**

SCHEDULE

Monday to Friday

9:00 am - 3:00 pm

Length: 16 Weeks (4 weeks Internship)

TUITION

Registration Fee	\$ 75
Books, Materials & Tools	\$ 500
Tuition Fee	\$ 4,575
Total	\$5,150



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MEDICAL BILLING

Occupation Code # 214.362-022 / 042

Compiles and prepare patient's charges for medical services. Reads computer printout to ascertain costs and type of treatment and/or care performed for patient. Compute costs using calculator. Type invoices indicating total items for treatment and/or care and cost amounts. Verifies hospitalization insurance coverage, computes patients' benefits, and complies itemized hospital bills: Types insurance assignment form with data, such as names of insurance company and policy holder, policy number, and physician's diagnosis. Telephones, writes, or wires insurance company to verify patient's coverage and to obtain information concerning extent of benefits. Computes total hospital bill showing amounts to be paid by insurance company and by patient, using adding and calculating machines. Answer patient questions regarding statements and insurance coverage. Telephones or writes companies with unpaid insurance claims to obtain settlement of claim. Prepare forms outlining hospital expenses for governmental, welfare, and other agencies paying bill of specified patient.

SUBJECTS

Typing and Keyboarding	30
Microsoft Windows, XP Intro., Fundamentals to Operating Systems	30
Introduction to Microsoft Word	40
Introduction to Microsoft Excel	40
Medical Terminology and Basic Anatomy	120
Medisoft Accounting Software	80
Medical Billing	100
Professional Development	10

Total Class Hours

450

SCHEDULE

Monday to Thursday

9:00 am - 3:00 pm

Length: 15 Weeks

Saturday Lab

8:00 am - 1:00 pm

TUITION

Registration Fee	\$ 75
Books, Materials & Tools	\$ 650
Tuition Fee	\$ 4,825
Total	\$5,550



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