



American Pacific College

CAMPUS LOCATION

American Pacific College™
VAN NUYS MAIN CAMPUS
14435 Sherman Way, Suite 210
Van Nuys, California 91405

Classroom Extension for the
Automotive Shop at
7300 Van Nuys Boulevard
Van Nuys, California 91405

Phone (818) 781-0001
Fax (818) 781-5007
email: aguerra@apc.edu

American Pacific College™
EL MONTE CAMPUS
9460 Telstar Avenue, Suite 5
El Monte, California 91731

Phone (323) 306-3136
Fax (626) 453-0409

SCHOOL CATALOG

www.apc.edu

2012 - 2013

Date of publication: November 28th, 2011

WELCOME..!

Dear Student:

Thank you for choosing to attend American Pacific College! It is a pleasure to have you with us! When we started in 1994, we pledged to provide a learning environment that will enable our students to be productive and successful employees. American Pacific College is a private post-secondary vocational school dedicated to meeting the demands of the job market for specialized training in the neighboring San Fernando and San Gabriel Valleys.

Our program curricula are constantly updated to meet the changing technology in today's working world. Both our instructional and administrative staff care about you and your future. We are here to help you succeed. We not only help you monitor your progress, our school directors regularly meet with each of you individually to discuss your status and evaluate your training. Our goal is to help you meet yours!

The course of study you have chosen will require dedication and hard work in order to successfully enter the working world. Although it will require time and effort, your future will be brighter and you will have more opportunities to succeed.

We look forward to working with you as you build your career path in American Pacific College. The American Pacific College team is here for you. Please take advantage of this great opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Augusto V. Guerra", with a horizontal line underneath.

AUGUSTO V. GUERRA
President

Accreditations, Authorizations, Recognitions and Memberships:

- American Pacific College is approved to operate by the State of California's Bureau for Private Postsecondary Education - BPPE. This approval means that our institution is in compliance with the California Private Postsecondary Act of 2009.
- Certified by the BAR-Bureau of Automotive Repair to offer BAR certified course – Smog Check Program.
- Approved by the Workforce Investment Act or "WIA" to provide funding through the Department of Labor to individuals who have been laid off or dislocated. The funds are administered by the One-Stop Agencies.

HISTORY OF THE SCHOOL

American Pacific College has been in existence for almost 20 years. On October 18, 2013 the ownership was restructured as a Limited Liability Company (LLC) organized under the laws of the State of California and officially given the name of American Pacific College, LLC. Since October 14, 1994, American Pacific College has focused on delivering effective training programs by responding to the training needs of the community.

We have since proudly served many students in Los Angeles County for almost 20 years.

From the beginning, our curricula and instructional outlines were developed using various resources. We researched the job market to identify the skills needed to fulfill the jobs available for our students. We also maintain a Program Advisory Committee that consists of employers that provide us real information on their needs in a real world employment situation. We base the validity of our curricula and instructional outlines on the number of graduates successfully placed into the job market.

American Pacific College is recognized by the Bureau for Private Postsecondary and Vocational Education since 1994. It has been our mission to build career paths to students to make them employable for entry-level positions upon graduation. Our goal has remained consistent in helping our graduates obtain employment in their field of study.

American Pacific College does not have a pending petition in bankruptcy, nor is operating as a debtor in possession nor has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it with the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec. 1101 et seq.).

OWNERSHIP

American Pacific College is owned by American Pacific College, LLC, a California Limited Liability Company in accordance with the Secretary of State's California Corporations Code Sections. The corporation is located at its main campus at 14435 Sherman Way, Suite 210, Van Nuys, California 91405. This entity is a single member LLC and its ownership interest is set forth below:

Augusto V. Guerra, Member with 100% Percentage Interest

PHILOSOPHY OF THE SCHOOL

The mission of American Pacific College is to provide quality vocational training in fields that employers demand. Within our supportive training environment, in our classrooms, APC programs will provide students with the education necessary to enable graduates to obtain employment in entry-level or higher positions.”

American Pacific College continually demonstrates through a comfortable and productive training environment its philosophy that students receive thorough and effective training for their chosen careers. We are further dedicated to our students meeting and exceeding their educational goals so that they may be employed as productive and successful employees in their chosen occupations.

American Pacific College is committed to demonstrating excellence in our performance. Our motto and operating commitment, in everything we do, is setting...

“Benchmarks for Quality”

The following overall objectives represent our focus and philosophy:

1. To provide training in careers of high market demand by remaining aware of current and future industry employment demands.
2. To provide excellent motivation and pragmatic training in a highly qualified and caring training program.
3. To encourage students to excel as individuals by building a supportive growth environment.
4. To develop positive attitudes of respect towards work.

PROGRAM ADVISORY COMMITTEES

American Pacific College utilizes an Industrial Board for gathering ideas and expertise for the development, expansion and/or revision of our programs with relevant information. This source helps American Pacific College make its decisions regarding curriculum, equipment, techniques and methods. Our Program Advisory Committees meet formally once a year. The list of our members is:

Committee Chair: Deborah DeVries, PhD

Executive Director
Foundation for Educational and Employment

Committee Co-Chair: Alva Santiago

IT Certified Technician
PowerTek Learning Center

Automotive Technology Committee

Jose Angel Santiago
District Technical Specialist
NISSAN North America

Khachatur Malkdzhyan
Automotive Technician
Owner of Auto Easy Smog

Ray Ortiz
Automotive Technician
Economy Test Only 2

Computer/Business Committee

Alva Santiago
IT Certified Technician
PowerTek Learning Center

John Hodder
Co-founder
Left to Write Productions

Marios Stilianakis
Principal
MASTIL Business Consulting

Amilcar Rivas
Computer Repair Technician/Owner
AR Computer and Software

Sultan Salahuddin
Owner
Priceless Computer

APPROVAL DISCLOSURE STATEMENT

American Pacific College is a private institution and it is approved to operate by the Bureau of Private Postsecondary Education. It's main campus is located at 14435 Sherman Way, Suite 210, Van Nuys, California 91405, and its branch located at 9460 Telstar Avenue, Suite 5, El Monte, California 91731 were granted institutional approval to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code §94909 [a][2]. The Bureau's approval means that the institution is in compliance with the California Private Postsecondary Act of 2009. Except as provided in subdivision (b) of Section 94890, an approval to operate shall be for a term of five years. The following courses have been approved:

<u>Course Name</u>	<u>Total Clock Hours</u>	<u>Total SCU</u>
Automobile Performance Technician	1440	48.00
Automobile Performance and Electrical Service	720	24.00
Computerized Office Administrative Assistant	720	24.00
Bookkeeping / Accounting Clerk	720	24.00
Medical Office / Claims	720	24.00
Computer Systems / Technical Support Specialist	1080	36.00
Computer Repair and Troubleshooting	720	24.00

DEFINITION OF CLOCK HOURS: This institution follows the State of California's BPPE conversion criteria by converting 30 Clock Hours = 1 Semester Credit Unit. A Clock Hour consists of a 60-minute span of time of instruction per hour, in which 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break

Instruction is in residence with faculty, accommodating students at an occupancy level of 150 students at any one time. California statute requires that a student, who successfully completed a course of study, be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

- Workman's Compensation (Vocational Rehabilitation)
- Job Training & Partnership Act

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

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

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

www.bppe.ca.gov

Telephone: (888) 370-7589, or by
Fax at (916) 263-1897

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



Augusto V. Guerra, Executive Director

ADMINISTRATION AND FACULTY QUALIFICATIONS

The specific current list of faculty members, and their qualifications is presented below, minimum qualifications include a relevant degree and/or a minimum of three years of experience in the field and attend continuing education programs in teaching methodology/techniques and professional development.

ADMINISTRATIVE PERSONNEL

Augusto V. Guerra	President, Executive Director/School Director <i>BA in Business and over 30 years of experience in private postsecondary education.</i>
Catherina Labbe	Assistant School Director / Admissions <i>Over 16 years of experience in private postsecondary schools, and currently attending PCC and majoring in Business Administration.</i>
Kevin T. Shaw	Director of Placement / Student Services <i>Over 21 years of experience in private postsecondary schools and ESL Instructor.</i>
Natalia Guerra	Administrative Assistant / Accounting

FACULTY

COMPUTER DEPARTMENT

Adgar Pacheco	Computer Curriculum Specialist / Instructor <i>Over 16 years of experience in the field and as an instructor.</i>
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AUTOMOTIVE DEPARTMENT

Jose de Jesus Barajas	Automotive Instructor <i>Over 15 years of experience as a Automotive Mechanic and Instructor. Clean Air Car–Smog Check License.</i>
Clyde Nakamura	Automotive Instructor – Part Time <i>Degree, BAR Certified Instructor, ASE Recertified Professional. Over 35 years of professional experience.</i>

READ THIS STATEMENT BEFORE SIGNING AN ENROLLMENT AGREEMENT:

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, (888) 370-7589, (916) 431-6959 or by fax (916) 263-1897.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs 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.

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

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all 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."

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

Telephone: (916) 431-6959

ADMISSIONS REQUIREMENTS

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

- High School graduate or equivalent GED. Pass an entrance examination [standardized test] administered by the school.
- Students who do not have a high school diploma or GED, but are 18 years old or older may be admitted after passing an ATB (Ability-to-Benefit) test that determines the student's ability to benefit from his/her program of instruction. American Pacific College uses the Wonderlic Basic Skills Test (WBST) in English and Examen de Nivel Escolástico SLE-Formulario V in Spanish. This test is a national recognized entrance test. The acceptable scores will help us to determine that the student will benefit from the training and are scored following the publisher's guidelines. This ATB test is administered by an independent test administrator or proctor.

Each applicant accepted for training must provide the school with a copy of their High School Diploma or transcript. Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code, as mentioned above.

An applicant who has not passed the admissions requirements may appeal the decision to the School Director who makes the final determination in such cases. In the case of an applicant's failure to pass the entrance exam, the School Director will indicate to the applicant that a another attempt for an examination will be arranged at a later day, not less than 2 weeks.

Applicants not meeting the admissions requirements will not be accepted by the school.

Credit for previous training or work experience may be granted in selected circumstances. For specific admission requirements, see each description on page 8, following the admissions and registration procedures in this catalog.

ADMISSIONS AND REGISTRATION PROCEDURES*

1. The applicant submits the admission application.
2. Once the application is completed, the applicant is given a tour, the catalog and relevant addenda, and an oral description of the programs.
3. Interested applicants are given the entrance examination or the ATB Wonderlic Basic Skills Test (WBST), in English or Spanish, as appropriate. This Wonderlic entrance test is administered by an independent third party or proctor. To be considered for admissions, applicants must successfully achieve minimum passing scores on the Wonderlic Basic Skills Test, which are: 200 for the Verbal section and 210 for the Quantitative section, in addition to the procedures listed in this policy.
4. Spanish speaking students are evaluated during the interview to confirm how proficient they are with the English Language. This is performed orally by asking simple questions in English.
5. The admissions officer checks that necessary documents are included and certifies that applicants meet all requirements.

6. The admissions officer gives applicants the NOTICE OF STUDENT RIGHTS and gives applicants the date of registration, and the date of the first day of class. At this point, the student can formally be enrolled at the school and an Enrollment Agreement shall be prepared.
7. Applicants proceed to the Financial Office. Student payment plans are discussed.
8. The applicant is then given a temporary attendance card, a permit to enter class.

* The admission procedures for students with mental or physical handicaps are the same as those for non-handicap students. For information on special facilities for handicap students, please refer to the description of the campus facilities.

PREVIOUS CREDIT UNITS EARNED

Students enrolling in any program offered at American Pacific College can have previous credit units earned considered in final summation pursuant to credit units required for graduation. In order to have previous credit units taken into account, the student or enrollee must show satisfactory proof to school official. Acceptable proof would be an official academic transcript printed on institutional letterhead, diploma or certificate. Student should make this type of request at the time of enrollment or at an early stage of the training.

Students lacking such written proof from other institutions still have the recourse of taking a challenge examination to validate sufficient knowledge to forego a particular subject. Students seeking this credit unit recognition must make a written request prior to or at the time of enrollment addressed to the School Director. These situations will be examined on a case-by-case basis and are subject to approval or denial at the discretion of the management of American Pacific College. Under no circumstances will the student be able to challenge or transfer credits equivalent to more than 25% of the program.

PREVIOUS CREDIT AWARDED FOR EXPERIENTIAL LEARNING

Students enrolling in any program offered at American Pacific College can obtain credit for prior experiential learning or hands-on experience by employment by validating at least two years of experience in the related field.

A form for experience verification must be completed and submitted to the school for review. The learning experience must demonstrate a balance between theory and practice. The faculty evaluating the prior learning shall prepare a written report to the school director. Upon verification and discretion of the school director this credit will be granted. If for any reason the report presented to the school director is not in favor to the applicant, the applicant may appeal the decision to the School Director who makes the final determination, for this appeal other ways of evaluation may take place. The amount of credit should not exceed 25% of the program. The tuition cost will be prorated to the number of credit units the student receives. There is no charge for these assessments.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION

The transferability of credits you earn at American Pacific College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in any of our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 American Pacific College to determine if your diploma or certificate will transfer.

DISCLOSURE: American Pacific College has not entered into an articulation or transfer agreement with any other college or university at this time.

ACADEMIC POLICIES

ATTENDANCE

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

TARDINESS

Each student should comply with the academic calendar and schedule established by American Pacific College. Tardiness is defined as arriving for class more than 15 (fifteen) minutes after the start of a class meeting. Each 15 minute increment of tardiness will be allocated as time being absent from class.

For example: If a student is 15 minutes late to class every day for 8 (eight) days in a course or module, the student's attendance will be recorded as absent for 2 (two) hours during that module.

Students should make every effort to attend each class session on time to avoid poor attendance patterns which could affect their final grade.

ABSENCES

Students absent from class should present reasonable excuses. Except in the case of a student on an official leave of absence, students absent 14 (fourteen) consecutive calendar days will be dismissed. Any student absent for a period greater than 30 (thirty) percent of the days during the program will not be eligible for graduation unless he/she can demonstrate the absences were justified and returns to make up the hours missed.

MAKE UP WORK

Students will be required to make-up all assignments, exams, or other work missed as a result of any excused or unexcused absence. The student must make arrangements with the instructor to ensure that all work is made-up before the end of the module in which the work was missed. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam must be made with the instructor within two days of returning from an absence. All arrangements are subject to approval by the school's director.

CLASS SIZE

The average class size is 20 - 25 students, depending on the size of the classroom and program. There is maximum student ratio of twenty-five students per instructor.

RE-ENTRY

A student who has canceled or has been terminated and desires to re-enter the course of study must notify the school and follow the required Admissions' procedures. A student who was terminated for any reason must have an interview with the School Director and explain the cause why he/she should be re-instated. Final decision is taken by the School Director.

SATISFACTORY PROGRESS

STANDARDS:

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

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects and other required course work.
2. Maintain a cumulative average level of semester credit units earned which are at least two-thirds (2/3) of the scheduled units which should have been earned as defined by the contract period.

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

3. Maintain a cumulative average attendance level of at least 14 hours per week (approximately 56 hours per month) out of a typical 80 hours per month for a full-time student. Students scheduled to attend less than 80 hours per month must maintain an average attendance level of at least thirty percent (30%) of the scheduled hours indicated on their enrollment contract.

For example: A student scheduled to attend 20 hours per week would have to maintain an average weekly attendance of at least 14 hours per week ($20 \times .70 = 14$). In this case, a student missing more than 6 hours per week is not meeting the satisfactory attendance policy as indicated in the enrollment contract.

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences, (10 class days/14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (see below). Students who expect to be absent 10 class days/14 calendar days or more days should request a Leave of Absence from the education office.

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

4. Complete the course within one and one-half (1 1/2) times the length of the course as defined in the enrollment agreement. If the student fails to complete minimum grade point average or fails to complete the training within the maximum time frame, the student must be dismissed.

For example: If the student has contracted to complete the course within 14 weeks, he or she must complete within 21 weeks.

EVALUATION PERIODS:

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

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

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

For example: A student enrolled in a 14 week, 18 semester credit unit program would be evaluated for SAP after week 3.5; week 7; week 10.5 and week 14. These dates would correspond to the point at which the student was scheduled to have completed 4.5, 9, 13.5 and 18 semester credit units.

ACADEMIC PROBATION:

At American Pacific College, students who fail to meet the SAP (Satisfactory Academic Progress) standards during a given evaluation period will be placed on academic probation for one additional evaluation period of one month (30 calendar days). Probationary students who fail to meet SAP by the conclusion of the probation may be terminated at the discretion of the institution. Probationary students, who meet SAP by the conclusion of the probationary period, will be removed from academic probation.

LICENSURE

American Pacific College provides training in the automotive field in the Smog Certification program, and students pursuing a Smog License through the Bureau of Automotive Repair are required to complete the following modules: Level 1, Level 2, ASE Alternatives: A6, A8 and L1, as well as the pertinent current update course.

The State of California's Bureau of Automotive Repair – BAR mandates that for Smog Check Repair Technician Examination Qualifications all candidates must meet any one of the following requirement options:

- 1) ASE Certification - Electrical/Electronic Systems (A6), Engine Performance (A8) and Advanced Engine Performance Specialist (L1), or
- 2) Associate of Arts or Associate of Science degree in Automotive Technology, and one year repair experience in the engine performance area, or
- 3) Certificate in Automotive Technology with a minimum of 720 hours course work that includes at least 280 hours in the engine performance, and one year of repair experience in the engine performance area, or
- 4) Two years repair experience in the engine performance area, and successful completion of BAR Specified Diagnostic and Repair Training.

GRADUATION REQUIREMENTS

The student must comply with the following requirements in order to receive a diploma:

1. Completion of the total number of hours required by the student's program.
2. Have a minimum grade point average of 70 on a scale of 100 at the completion of the contracted period of studies.
3. Passing all components of the selected program with a minimum average of 70 points.
4. Meet all financial obligations incurred with the institution.
5. Participate in an Exit Interview with the Job Placement Department.

Students who take longer than originally scheduled to complete must do so within the Satisfactory Academic Progress Guidelines.

DIPLOMA

American Pacific College awards a Diploma to those students who have met program requirements and their responsibilities to the school. In certain cases, a student may complete his or her program, but is not eligible for graduation because his/her minimum grade point average requirement (70) has not been met. This institution also awards certificates of completion for each of its courses / modules within its curriculum. In addition, the student receives a transcript of grades upon completion of the prescribed course of study at no additional cost. Additional transcripts will be provided upon request at a cost of \$12.00.

EXIT INTERVIEWS

An Exit Interview will be scheduled with the Job Placement Department whether the student elects to participate in or waive placement privileges. These exit Interviews are essential in explaining APC's extensive student tracking and assessment system and the role each student will play in it throughout the coming year. This is a requirement for graduation.

APPEAL PROCEDURES:

American Pacific College offers the option to students who wish to appeal the decision that they are not making Satisfactory Academic Progress. These students must submit a written request to the SAP Review Committee. The SAP Review Committee is comprised of the Instructor and the Curriculum Specialist and the Campus Director. The letter should describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The SAP Review Committee shall evaluate the appeal within a reasonable time-frame and notify the student in writing of its decision. The decision of the committee shall be final.

LEAVE OF ABSENCE:

At American Pacific College, students who find it necessary to take a Leave of Absence (LOA) from school for personal, medical or other reasons must request such LOA's in writing. Generally, such leaves will be granted for up to 30 days. If you believe you will need a longer LOA you must make special request to the School Director. At no time will students be allowed LOA's of longer than 90 days for non-medical reasons. LOA's for medical reasons may be granted for up to 6 months with a note from the student's physician. The Leave of Absence may not be granted for a period of time which would cause the student to take longer than one and one-half (1 ½) times the normal length of the enrollment period to complete. Should a student know in advance that a leave will be necessary, the request must be submitted prior to its beginning, and then the student should immediately call the school and make a request.

If the student fails to return to school after the Leave of Absence, the student will automatically be terminated. In the case of Rehab student all insurance agencies and rehabilitation counselors will be notified.

POLICY RELATING TO CONDUCT

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of the school's student conduct policy include, but not limited to, the following:

1. Incidents of an intoxicated or drugged state of behavior.
2. Possession of illegal drugs or alcohol upon school premises.
3. Possession of weapons or instruments construed as weapons upon school premises.
4. Behavior creating a safety hazard to other persons or to the facilities.
5. Defacing or destruction of school property.
6. Disrespectful or lewd behavior towards another student, school administrator or faculty member, including profanity and/or illicit sexual advancements.
7. Stealing; evidence of acting in a conspiracy or as an accomplice in a crime on school property.
8. Cheating or changing grades on tests.
9. Any other stated violation or infraction to the Code of Conduct as determined by the Director.

Students in violation of the policy relating to conduct may be subject a suspension or termination from the school. Please see suspension and termination policy below.

SUSPENSION AND TERMINATION

American Pacific College reserves the right to suspend or terminate any student whose attendance, academic standing, or personal behavior does not comply with the standards, rules and regulations of the school. Students who have been suspended or terminated may be reinstated only upon approval of the School Director.

REQUIRED STUDY TIME

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

GRADING SYSTEM

GRADE	VALUE	POINTS	DEFINITION
A	4	90 -100	EXCELLENT
B	3	80 - 89	ABOVE AVERAGE
C	2	70 - 79	AVERAGE
D	1	60 - 69	BELOW AVERAGE
F	0	0 - 59	FAILURE
N	0	N/A	INCOMPLETE

STUDENT RECORDS

Student records are maintained for at least five years from the date of student's graduation, termination or withdrawal. They are retained by the school and are available for the students upon individual request.

STUDENT GRIEVANCE POLICY

Should any student have a grievance (unresolved complaint) about status, grades, records, faculty, or other, the normal recourse is for the student to consult with the Instructor. In the event, a satisfactory resolution is not achieved at this level; the student will be referred to School's Director. If the decision rendered is still disputed by the student, the case may be considered for further judgment by the School's President, Augusto V. Guerra at (818) 781-0001 or by writing to him at the Van Nuys Main Campus located at 14435 Sherman Way, Suite 210, Van Nuys, California 91405.

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) 370-7489 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

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

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

Telephone: (888) 370-7589

Web site: www.bppe.ca.gov

STUDENT SERVICES

- Academic advising is provided to students on a daily basis, both by the student's own instructor and by the School Director. Personal and non-academic counseling is referred to community professionals.
- Students are encouraged to request books or any other educational material from the libraries at their classrooms, or access the internet from any computer system in the computer labs.
- A list of nearby hospitals, restaurants, apartments and bus pass information is available from the Admissions Department.
- Students receive identification cards noting they are registered with American Pacific College.
- The student receives a transcript of grades upon completion of the prescribed course of study at no additional cost. Additional transcripts will be provided upon request for a nominal fee.

FOREIGN STUDENTS: If your residence is out of the United States of America, we would like to inform our applicants that American Pacific College does not admit students from other countries. We are not authorized to provide F1/M1 student visas.

NON-DISCRIMINATION POLICY AND PROCEDURES

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

FAMILY RIGHT AND PRIVACY ACT

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

DRUG AND ALCOHOL PREVENTION AWARENESS POLICY

American Pacific College maintains a strict policy regarding the use of drugs and alcohol. According to the provisions of federal law, information concerning use and misuse of chemicals (including drugs and alcohol) shall be available as well as resource information of all chemical dependency programs in the community. As part of our prevention awareness program, we post notices concerning this matter in a conspicuous place at the school, and this information is regularly distributed to students and staff. In addition, we periodically invite professionals in the community to conduct prevention seminars on our premises.

PROGRAM CHANGES

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

PAYMENT SCHEDULE

Registration fee must be paid at the time of enrollment. The payment methods accepted by this institution are cash, check or money order, and all major credit cards are accepted. The terms of payment are either payment in advance or on a weekly basis according to the total duration of the course.

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

CALENDAR AND HOURS OF OPERATION

Office Hours:

Monday to Friday 8:00 AM to 9:00 PM

Instructional Hours: Full-Time Day 9:00 AM to 5:00 PM

Full-Time Evening

8:00 AM to 12:00 Noon

1:00 PM to 5:00 PM

6:30 PM to 10:30 PM

American Pacific College offers morning, afternoon, and evening classes. Appropriate breaks are scheduled during all classes. Break time is calculated at ten minutes per instructional hours. Please see class schedules posted on the bulletin boards throughout the campus.

American Pacific College offers year-round enrollment. Start dates always occur on Monday, or Tuesday when the school is closed on Monday for a recognized holiday, for all programs and all sessions. Please check with the Admissions Department regarding the latest start and ending dates for each program.

FINANCIAL AID PROGRAMS

American Pacific College does not offer Federal and State financial aid programs at this time, but we work with local WorkSource Centers and EDD offices through the WiA, TAA and ETP programs. These agencies refer students to our schools. WIA participants are pre-qualified for these programs by the centers.

SCHOOL HOLIDAYS

On the following days, American Pacific College will be closed:

**New Year's Eve
New Year's Day
Martin Luther King's Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
the Friday following Thanksgiving
Christmas Eve
Christmas Day**

In 2013, the school will be closed on December 23 until January 2, 2013.

In 2014, the school will be closed on December 22 until January 2, 2014.

VOCATIONAL REHABILITATION DEPARTMENT

This Department works as a liaison between the school and private or state vocational rehabilitation agencies.

Its objective is to provide assistance to those students who are being vocationally rehabilitated.

Applicants desiring to attend American Pacific College under Vocational Rehabilitation programs are required to apply for these programs through their respective agencies. Upon receiving letter of approval, American Pacific College will invoice the student's respective insurance company.

PLACEMENT ASSISTANCE

American Pacific College provides assistance and guidance for our graduates and/or active students who are seeking employment. Our main purpose is to enable the students, at the completion of the training program, to find jobs and to provide support services to keep their jobs and continue their overall professional development. Furthermore, the APC team gladly provides the support skills, and the supportive environment to allow students to feel free to ask for additional information, and to build confidence in their skills.

American Pacific College provides graduate students with up-to-date information about current job market surveys. These market surveys are continuously updated by our APC Career Placement Specialist through our extensive employment network.

American Pacific College makes no guarantee to the student that employment will be secured upon graduation.

HOUSING ASSISTANCE

American Pacific College does not offer any dormitory facilities nor does it offer any assistance locating outside housing or to find housing. In addition; we do not provide availability of housing located reasonably near American Pacific College, and we cannot provide the applicant with an estimation of the approximate cost or range of cost of the housing. American Pacific College is not responsible to find or assist our students in finding housing. We recommend our applicants to check on the availability and costs of local housing, by checking internet sources for local listings and prices.

NOTICE OF STUDENT'S RIGHT TO CANCEL CONTRACT

1. At American Pacific College, you may cancel your contract for school, without any penalty or obligations at the first class session or on the seventh day after enrollment, whichever is later.
2. On your first class session as described in the Notice of Cancellation Form, the school will provide you with this form; which will be given to you in the first class you go to. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
3. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
4. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
5. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

Telephone: (916) 431-6959

REFUND POLICY

Even if you withdraw at the first class session, or the seventh day after enrollment, whichever is later you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the uncompleted portion of the course less the cost to the school of any unreturned equipment and a registration fee not to exceed \$75.00. The refund shall be calculated in the following manner and shall be made within 30 days after the date the school receives the student's written Notice of Cancellation.

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

Hypothetical Refund Example:

Assume that a student, upon enrollment in a 400-hour course, pays \$2,000.00 for tuition, \$75.00 for registration and \$150.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500.00 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

\$2,075.00	-	\$75	x	300 clock hours of instruction <u>paid for but not received</u>	=	\$1,500.00	=	*\$1,500.00
amount paid		registration		400 clock hours of instruction		initial refund		actual refund
for instruction		fee (amount		for which the student has paid		(deduct \$0 for		amount
(\$2,000 tuition		school may retain)				documented cost of		
plus \$75						unreturned equipment)		
registration)								

*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1,650.00 (\$1,500.00 + \$150.00).

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

- You notify the school of your withdrawal or the actual date of withdrawal.
- The school terminates your enrollment.
- You fail to attend classes for a two-week period (10 class days or 14 calendar days). In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

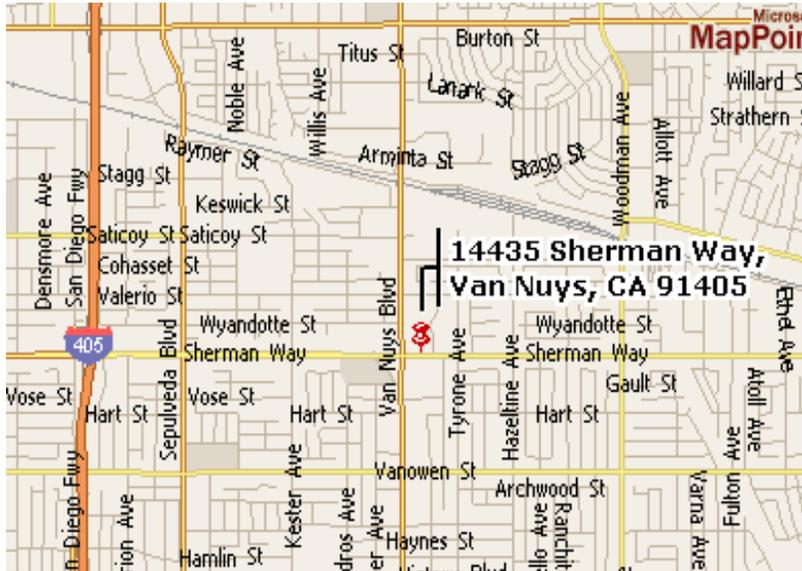
If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

STUDENT LOAN REPAYMENT:

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

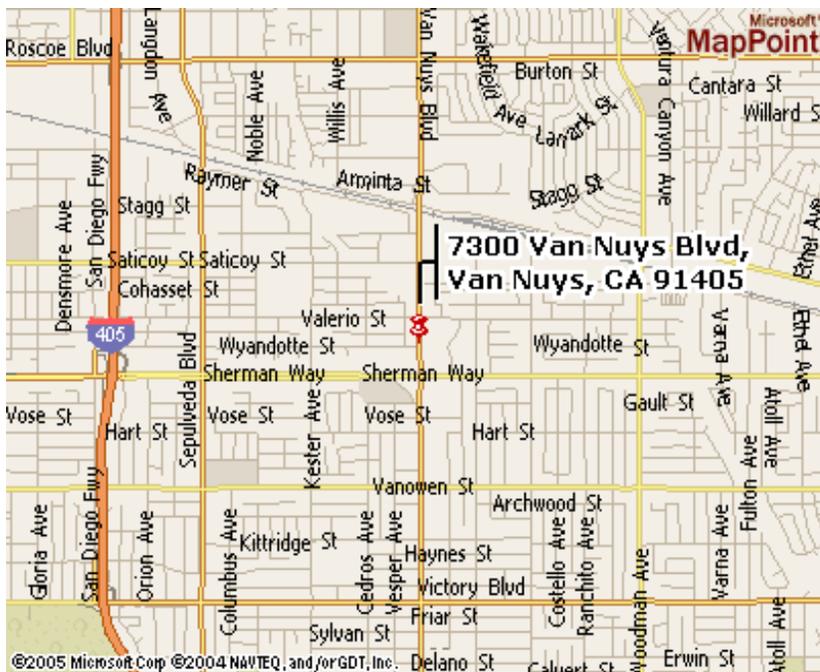
PHYSICAL FACILITIES

American Pacific College / Main Campus
14435 Sherman Way, Suite 210
Van Nuys, CA 91405



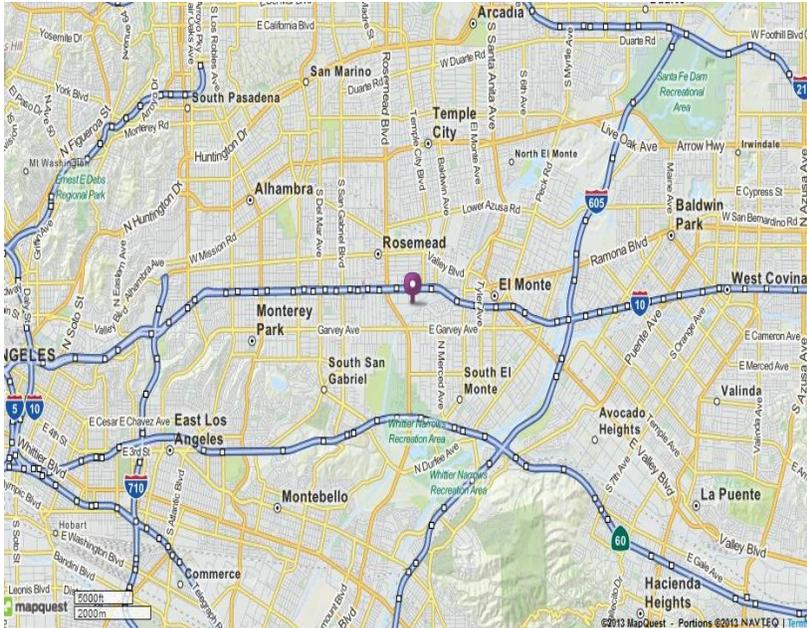
The school consists of approximately 3,000 square feet in the city of Van Nuys, which is the location for the City of Los Angeles' San Fernando Valley Government offices. Van Nuys is the hub for health, industrial and commercial activities in the San Fernando Valley. Van Nuys boasts several hospitals, an airport and large commercial and industrial complexes available to the students. Public transportation and parking facilities are adjacent to the school.

AUTOMOTIVE SHOP/CLASSROOM EXTENSION
7300 Van Nuys Boulevard
Van Nuys, California 91405



Our Automotive Shop/Classroom Extension is located right around the corner from Sherman Way, on Van Nuys Blvd. and can accommodate approximately 20 students at one time. This extension consists of approximately 1,600 square feet.

American Pacific College / Branch Campus
9460 Telstar Avenue, Suite 5
El Monte, CA 91731



American Pacific College is conducive to effective training: it has an adjacent parking lot, air conditioned classrooms and computer labs, ventilated mechanic shops, indirect lighting and accessible bus lines. There is no smoking in the shops, classrooms and computer labs, keeping a smoke-free environment for students. Restrooms and offices are a few steps away from the classrooms. Classrooms have been designed to hold not more than 20 to 25 students.

Computer classrooms are well ventilated and well lit. The equipment includes up-to-date personal computers and peripherals. Special software is also available for voice activation commands to accommodate the students with limited hand use.

List of equipment include:

- Pentium 4 class or better Computers
- Network Cards
- Sound Cards / Speakers
- Printers / Scanners
- Large Screen Display Projectors
- Overhead Projectors and Transparencies
- Headphones

For the automotive program, a tool crib is available to the faculty and students, furnishing various tools and teaching aids. In addition to classroom and Administrative Offices, the school also maintains a collection of resource/support materials.

List of large equipment include:

- Bear Engine Analyzer with Gas Analyzer
- Lab Scope
- TIS Reprogramming Interface Module
- OEM Tech 2 Scanner
- CAN Capable Communication Adapter Module
- AST Volvo Retriever Tool
- Injection Pulse Width Tester
- Bi-Directional Scan Tool
- Shop 5 Key Program
- OEM GM Dealer Equipment
- Snap-on Code Retrieval Tool
- Snap-on MT2500 Scanner Updated
- OTC Genesis
- Mitchell Repair Information
- OTC 4000
- Fuel Injection Adapter Set with Pressure Gauge and Adapters
- NAPA Fuel Injection Cleaning Kit
- FLUKE 89 Digital Volt Meter
- Work Benches with Vise
- TV – VCR Combo
- Overhead Projectors and Transparencies
- 7000 Pound Load Capacity Hydraulic Hoist
- Fuel Gauges
- Toolboxes
- Headlamp Assembly Aiming Tools

We have over one hundred hand tools in the automotive shop and classrooms for training purposes, to include fractional, (*Standard*) metric wrenches and power tools.

CLASS DELIVERY AND GROUP DYNAMICS

Even though enrollment at American Pacific College is open, it is still possible to group students by level, program of choice, enrollment and graduation dates. This enables the instructor to use lecture for delivery of subject matter, common denominators can then be found to help the students interact with each other in an atmosphere that encourages learning. The instructors strive to incorporate “new” students into established small groups in order to help the student gain confidence and quickly adapt to the learning experience. Other group activities such as demonstrations, lecture, and movies are scheduled as possible to maintain the group as a whole working to meet common educational goals.

LIBRARY AND OTHER LEARNING RESOURCES

American Pacific College offers a variety of different materials and aids to enhance and facilitate the student's learning experience, either in their field of choice or expand their knowledge in other subjects. In order to guide the students and make their study sessions more productive, American Pacific College makes these materials available to students, faculty and staff on site. The Learning Resources Library policy outlines the acquisition, maintenance and use of these materials.

DEFINITION

1. The Learning Resources Library consists of books, trade magazines, periodicals and internet access, other printed media, software, tutorials, technical and specification manuals.
2. All materials of the Learning Resources Library will be readily accessible to students, faculty and staff free of charge. However, students' requests for any materials will be honored first.
3. Learning Resources will be stored in classrooms in which the information is relevant. Computer Repair Labs will have computer assembly manuals and specifications, technical journals and other related materials. The Automotive Repair Shop will store the collection of Automobile specifications, Component Locators, diagrams, etc. on site.
4. Students are always encouraged to use any resource, faculty will be better suited to advise the students and assist them in finding the materials that will answer their questions. However, administrative and clerical staff will have a good understanding of the materials and also assist students as needed.

PROCEDURE FOR STUDENT ACCESS

5. The Faculty will make sure all materials are kept in the assigned display location in the areas in which they teach. At the end of the period, instructors will make sure materials are complete.
6. Curriculum Specialists will maintain an inventory of all materials related to the subjects within their area of expertise. Instructional staff will work with Curriculum Specialists to maintain all materials in good order and make recommendations based on students' needs and interests.
7. Students, faculty and staff are expected to take reasonable care of all materials, damaged and/or missing materials must be reported to the instructor, clerical or administrative staff as soon as possible. Only the school director can determine if a charge should be assessed if there is negligence in the use or care Library Resource materials and/or media.
8. All materials will be accessible first to students and if available, to faculty and staff for use on site in all classroom and office areas. However it is forbidden to bring books and other printed media to break room or areas where food and beverages are consumed.
9. Students can make use of all materials on site by requesting them from faculty, clerical or administrative staff. If a student, faculty or staff member wishes to take any media home, it must be checked out first. Clerical and administrative staff will have access to the media check-out log. Preference will be given to students working on related subjects in class. If allowable, materials can be checked out for no more than 7 calendar days.

PROGRAMS

OUTLINES AND OBJECTIVES

AUTOMOBILE PERFORMANCE TECHNICIAN

1440 Total Clock Hours / 47.50 Semester Credit Units

DOT 620.261-010 Automobile Mechanic (Automotive Service)

DOT 620.261-030 Automobile Service Station Mechanic (Automotive Service)

DOT 620.281-066 Tune Up (Automotive Service)

OBJECTIVE:

The Automobile Performance Technician Program prepares the student for the challenge of the current automobile repair and service field. It provides the student with the knowledge to successfully perform repairs and troubleshooting on modern vehicles. It includes the technical information essential to service fuel injected vehicles equipped with an onboard computer. Ignition and carburetor skills are included as well. The program enables the student to follow ethical and accepted repair practices, the student will also learn how to interpret, follow and write repair orders and ensure accurate and complete work. This Basic level of the program leads to an entry-level automotive technician position; while successful graduation from the Advanced level prepares the student for jobs that require a higher degree of complex troubleshooting skills.

PROGRAM OUTLINE

Classes Monday through Friday

36 Weeks/9 Months – Full Time Day Schedule: 9:00 AM to 5:00 PM

72 Weeks/18 Months – Full Time Evening Schedule: 8:00 AM to 12:00 Noon - 1:00 PM to 5:00 PM - 6:00 PM to 10:00PM

BASIC

Module Number	Subject	Clock Hours
AUTO 01 A	Automobile Service	80
AUTO 02 A	Electricity	80
AUTO 03 A	Ignition Systems	80
AUTO 04 A	Carburetor and Fuel Injection Systems	80
AUTO 05 A	Emission Control Systems I	80
AUTO 06 A	Computer Controlled Systems I	80
AUTO 07 A	Tune Up and Driveability	80
TOTAL		560

ADVANCED

AUTO 01 B	Engine Diagnosis	80
AUTO 01 C	Business and Legislation	80
AUTO 01 D	Brake Systems	80
AUTO 02 B	Engine Electrical Systems	80
AUTO 02 C	Automotive Computer Circuits	80
AUTO 03 B	Electronic Ignition	80
AUTO 04 B	Feedback Carburetor	80
AUTO 04 C	Throttle Body Injection	80
AUTO 04 D	Multiport Injection	80
AUTO 05 B	Emission Control Systems II	80
AUTO 06 B	Computer Controlled Systems II	80
TOTAL		1440

AUTOMOBILE PERFORMANCE AND ELECTRICAL SERVICE

720 Total Clock Hours / 24 Semester Credit Units

DOT 620.261-010 Automobile Mechanic (Automotive Service)

DOT 620.261-030 Automobile Service Station Mechanic (Automotive Service)

DOT 620.281-066 Tune Up (Automotive Service)

OBJECTIVE:

The Automobile Performance and Electrical Service Program has been designed to prepare students for entry-level automotive service jobs, including basic elements of driveability tune-up, fuel injection and computer control, service, simple repairs and adjustments. The practical approach of the program provides hands-on experiences in the diagnosis and maintenance of electrical, fuel and ignition systems. The program develops additional general automotive skills such as periodic service checks, component removal and installation, and includes positive customer communication tools. This program is oriented towards the fundamental need of the demanding automotive service industry: trained technicians with practical skills.

PROGRAM OUTLINE

Classes Monday through Friday

18 Weeks/5 Months – Full Time Day Schedule: 9:00 AM to 5:00 PM

36 Weeks/9 Months – Full Time Evening Schedule: 8:00 AM to 12:00 Noon - 1:00 PM to 5:00 PM - 6:00 PM to 10:00PM

Module Number	Subject	Clock Hours
<i>AUTO 01 A</i>	<i>Automobile Service</i>	<i>80</i>
<i>AUTO 02 A</i>	<i>Electricity</i>	<i>80</i>
<i>AUTO 03 A</i>	<i>Ignition Systems</i>	<i>80</i>
<i>AUTO 04 A</i>	<i>Fuel Injection Systems and Carburetors</i>	<i>80</i>
<i>AUTO 05 A</i>	<i>Emission Control Systems I</i>	<i>80</i>
<i>AUTO 05 B</i>	<i>Emission Control Systems II</i>	<i>80</i>
<i>AUTO 06 A</i>	<i>Computer Controlled Systems I</i>	<i>80</i>
<i>AUTO 06 B</i>	<i>Computer Controlled Systems II – OBD II</i>	<i>80</i>
<i>AUTO 07 A</i>	<i>Tune Up and Driveability</i>	<i>80</i>
TOTAL		720

COMPUTERIZED OFFICE ADMINISTRATIVE ASSISTANT

720 Hours / 24 Semester Credit Units

DOT 213.362-010 (Computer Operator)

DOT 203.382-030 (Word Processing)

DOT 219.362-010 (Clerk, Administrative)

DOT 216.482-010 / 209.652-010 (Computer Accounting, Computer Accounting Clerk)

OBJECTIVE:

This Computerized Office Administrative Assistant program has been designed to prepare students for entry-level employment in any office setting. This program prepares students to use computerized office systems applications, such as: word processing, spreadsheets, bookkeeping, office information management and databases.

PROGRAM OUTLINE

Classes Monday through Friday

15 Weeks/4 Months – Full Time Day Schedule: 9:00 AM to 5:00 PM

30 Weeks/8 Months – Full Time Evening Schedule: 8:00 AM to 12:00 Noon - 1:00 PM to 5:00 PM - 6:00 PM to 10:00PM

Module Number	Subject	Clock Hours
COA 01	<i>Typing Skills, Keyboard, Numeric Keypad</i>	80
COA 02	<i>Ms Windows Xp, Vista and/or 7 Introduction to Network Environment</i>	80
COA 03	<i>Word Processing</i>	80
COA 04	<i>Word Processing Practices I</i>	80
COA 30	<i>Spreadsheets</i>	80
COA 35	<i>Excel Practices I</i>	80
COA 50	<i>Power Point Presentation Software</i>	40
COA 60	<i>Outlook and Internet Explorer</i>	40
COA 90	<i>Access Database Software</i>	80
BUS 50	<i>Reviews and Final Project Presentation, Job search and Resume preparation</i>	*
TOTAL		720

* Extra credit

BOOKKEEPING / Accounting Clerk
720 Hours / 24 Semester Credit Units

OBJECTIVE:

This Computer Systems Bookkeeping / Accounting Clerk program has been designed to prepare students for entry-level employment in any office environment. This program prepares students to use computerized office systems applications, such as: word processing, spreadsheets, bookkeeping, accounting applications, as well the concept of the accounting cycle and basic financial statements.

PROGRAM OUTLINE

Classes Monday through Friday

15 Weeks/4 Months – Full Time Day Schedule: 9:00 AM to 5:00 PM

30 Weeks/7 Months – Full Time Evening Schedule: 8:00 AM to 12:00 Noon - 1:00 PM to 5:00 PM - 6:00 PM to 10:00PM

<i>Module Number</i>	<i>Subject</i>	<i>Clock Hours</i>
COA 01	<i>Typing Skills, Keyboard, Numeric Keypad</i>	80
COA 02	<i>Ms Windows Xp, Vista and/or7 Introduction to Network Environment</i>	80
COA 03	<i>Word Processing</i>	80
COA 04	<i>Word Processing Practices I</i>	80
COA 30	<i>Spreadsheets</i>	80
COA 35	<i>Excel Practices I</i>	80
COA 08	<i>Accounting I</i>	80
COA 09	<i>Accounting II</i>	80
COA 50	<i>Power Point Presentation Software</i>	80
BUS 50	<i>Reviews, Final project submission, Job Search Skills and Resume preparation.</i>	*
TOTAL		720

* Extra credit

MEDICAL OFFICE / CLAIMS
720 Hours / 24 Semester Credit Units

OBJECTIVE:

This Computer Systems Medical Office, Health Claims program has been designed to prepare students for entry-level employment in any Medical Claims, Billing Office or Medical Practice. This program prepares students to use computerized applications, to administer day to day operations of medical offices including, appointment scheduling, lab or test requests and results, insurance billing and coding; general claim administration. The Student will also learn word processing and Typing, nowadays indispensable skills necessary in any modern Office environment.

PROGRAM OUTLINE

Classes Monday through Friday

15 Weeks/4 Months – Full Time Day Schedule: 9:00 AM to 5:00 PM

30 Weeks/7 Months – Full Time Evening Schedule: 8:00 AM to 12:00 Noon - 1:00 PM to 5:00 PM - 6:00 PM to 10:00PM

Module Number	Subject	Clock Hours
COA 01	<i>Typing Skills, Keyboard, Numeric Keypad</i>	80
COA 02	<i>Ms Windows Xp, Vista and/or7 Introduction to Network Environment</i>	80
COA 03	<i>Word Processing</i>	80
COA 04	<i>Word Processing Practices I</i>	80
COA 30	<i>Spreadsheets</i>	80
COA 35	<i>Excel Practices I</i>	80
COA 14	<i>Medical Terminology</i>	80
COA 16	<i>Front Office</i>	40
COA 17	<i>Back Office</i>	40
COA 18	<i>Insurance Claims</i>	80
BUS 50	<i>Reviews, Final project submission, Job Search Skills and Resume preparation.</i>	*
TOTAL		720

* Extra credit

COMPUTER SYSTEMS/ TECHNICAL SUPPORT SPECIALIST

1015 Hours / 33.50 Semester Credit Units

DOT 033.162-018 (Technical Support Specialists)

DOT 033.167-010 (Computer Systems Hardware Analyst)

DOT 039.264-010 (Micro Computer Support Specialist)

OBJECTIVE:

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

PROGRAM OUTLINE

Classes Monday through Friday

26 Weeks/7 Months – Full Time Day Schedule: 9:00 AM to 5:00 PM

52 Weeks/13 Months – Full Time Evening Schedule: 8:00 AM to 12:00 Noon - 1:00 PM to 5:00 PM - 6:00 PM to 10:00PM

Module Number	Subject	Course Hours
COA 01	<i>Typing Skills, Keyboard, Numeric Keypad</i>	80
COA 02	<i>Ms Windows Xp, Vista and/or7 Introduction to Network Environment</i>	80
COA 03	<i>Word Processing</i>	80
COA 30	<i>Spreadsheets</i>	80
COA 05	<i>Customer Service/Sales Skills</i>	40
CRT 01	<i>PC Architecture, Basic Computer Service Concepts</i>	80
CRT 02	<i>PC Memory, Disk System, and PC Bus Architecture</i>	80
CRT 03	<i>Peripheral Devices, and Printers</i>	80
CRT 04	<i>Hardware Configuration, OS and Application Software Installation</i>	40
CRT 05	<i>Troubleshooting Techniques</i>	80
CRT 06	<i>Network Fundamentals</i>	40
TEC 02	<i>CompTIA A+</i>	240
BUS 50	<i>Reviews and Final Project Presentation, Job search and Resume preparation</i>	15
TOTAL		1015

COMPUTER REPAIR AND TROUBLESHOOTING

720 Hours / 24 Semester Credit Units

OBJECTIVE:

This Computer Repair and Troubleshooting program has been designed to prepare students for any work environment where computers are present. At the completion of the program, the graduate will be able to maintain, diagnose, repair and upgrade computers in a variety of form factors in diverse architectures: From, the ATX to modern versions to the more contemporary BTX and NLX and the planar architecture. Processor makes address the Intel® Pentium family Intel Celeron (D) through the Intel Core i7 Extreme and Xeon families as they become more available and prevalent. Plus the AMD® Athlon through the AMD FX 8 Core and Opteron. Onboard Integrated Video, Audio and Network as well as separate adapter cards configuration are all covered. Basic Hard Drive partitioning and setup, memory issues, USB Serial/Parallel and Firewire Data Port interfaces configuration and Network configurations are addressed in the program also. Power Supplies; and installation of peripherals. In addition to the above, the student will learn Ms Operating Systems and application software, such as: MS Windows XP through Windows 8. MS-Office Suite and Diagnostic software: SISOft Sandra, and Check-it, etc. The student will be prepared to gain entry-level employment in PC Repair Shops, MIS and IT Departments in Medium to large size corporations, Computer Retail Outlets, Computer Manufacturers, Computer Assembly Plants, Schools and Universities, Engineering Departments, Appliance Stores and any similar positions throughout Latin America.

PROGRAM OUTLINE

Classes Monday through Friday

15 Weeks/4 Months – Full Time Day Schedule: 9:00 AM to 5:00 PM

30 Weeks/8 Months – Full Time Evening Schedule: 8:00 AM to 12:00 Noon - 1:00 PM to 5:00 PM - 6:00 PM to 10:00PM

Module Number	Subject	Clock Hours
COA 01	<i>Typing Skills, Keyboard, Numeric Keypad</i>	80
COA 02	<i>Ms Windows Xp, Vista,7 and 8 Introduction to Network Environment</i>	80
COA 03	<i>Word Processing</i>	80
CRT 01	<i>PC Architecture, Basic Computer Service Concepts</i>	80
CRT 02	<i>PC Memory, Disk System, and PC Bus Architecture</i>	80
CRT 03	<i>Peripheral Devices, and Printers</i>	80
CRT 04	<i>Hardware Configuration, OS and Application Software Installation</i>	80
CRT 05	<i>Troubleshooting Techniques</i>	80
CRT 06	<i>Network Fundamentals</i>	80
BUS 50	<i>Reviews and Final Project Presentation, Job search and Resume preparation</i>	*
Total		720

COURSE DESCRIPTIONS

AUTOMOBILE PERFORMANCE TECHNICIAN

1440 Total Clock Hours / 47.50 Credit Units

DOT 620.261-010 Automobile Mechanic (Automotive Service)

DOT 620.261-030 Automobile Service Station Mechanic (Automotive Service)

DOT 620.281-066 Tune Up (Automotive Service)

COURSE DESCRIPTIONS:

AUTO 01 A Automobile Service

How often should the tires be rotated? How long does a timing belt last? What is included in a 7500 mile maintenance service? Answers to these and many other Automobile service questions will be provided to the student who will practice on real life situations. Additional tasks include but are not limited to: Wheel Bearing Packing, 15 point quick inspection, Basic Repair order interpretation and practice in a variety of maintenance operations.

AUTO 02 A Electricity

This subject will introduce the student to the basics of electricity; full coverage of the theory of circuits and Ohm's law. Electrical Measurements, voltage, amperes, ohms will also be covered in detail. The student will learn how to use the Analog Multimeter as well as the D.V.O.M. This module provides the foundation for component bench testing as the students will familiarize themselves with testing equipment and electrical measurements in general.

AUTO 03 A Ignition Systems

This module covers the complexities of the ignition circuit theory and actual case study, diagnosis and repair. Primary, Secondary and Trigger Circuits identification, description and operation are the main concepts the student will learn. The student will develop a strong foundation necessary for the understanding of modern electronic ignition systems. The student will learn to identify and troubleshoot the ignition primary and secondary circuits.

AUTO 04 A Carburetor and Fuel Injection Systems

Fuel Systems comprehensive coverage beginning with carburetor theory, Venturi, Pressure theories, operation and repair. Students will learn how to perform routine carburetor adjustments. Identify different types of carburetors and properly service them in accordance to specifications. Fuel injection system cleaning, troubleshooting, testing and repair are also part of this course. Students will identify and work with various Throttle Body and Multiport Systems prevalent in today's vehicles.

AUTO 05 A Emission Control Systems I

It is becoming more important to understand emission control nowadays. It is crucial to be able to test and repair these systems as this is now part of routine maintenance. What is a PCV Valve? How does it work? What is the EGR circuit? Not knowing the answers to these and other emission related questions can ruin the best tune up. In this module the student will identify all the components and understand their interaction with the fuel injection and computerized engine controls.

AUTO 06 A Computer Controlled Systems I

The student will be introduced to the inner workings of the automotive computer, the ECU, and sensors. Any unknown underhood device connected to the vast array of wires is usually called "sensor" by the layman. In this module the student will learn the reality about sensors and how they carry engine information to the computer. The student will gain insight on sensor construction and operation. This is one of the key subjects necessary to understanding modern automobile operation. Introduction to the concepts of data stream and trouble code retrieval

AUTO 07 A Tune Up and Driveability

There is more to a tune up than merely replacing the spark plugs and filters. What does a major tune up include or a minor tune up? Few problems can be more annoying than a vehicle that runs almost right but shakes intermittently or misses badly during acceleration. The students will learn how to deal with these problems avoiding guesswork. "Fine tuning" could describe this course in two words; the student will learn how to find what causes these malfunctions. Problems such as "soft codes", "ghost codes" and intermittent conditions will be discussed here. Practice with scanning tools and D.V.O.M. is emphasized.

AUTO 01B *Engine Diagnosis*

Is that noise a rod knock or just a noisy lifter? Does it need just a valve adjustment or a complete engine overhaul? The student will get some “hands on experience” on the most accurate engine block and cylinder head diagnostic procedures. The student will learn how to identify potential engine malfunctions and wear through modern diagnosis testing, the easy way! The student will be familiar with the internal combustion engine operation and a variety of troubleshooting tools.

AUTO 01 C *Business and Legislation*

This course encompasses proper business etiquette, the legal aspect and ethics. The student will learn how to prepare, interpret and follow repair orders. They will learn intensive documentation practice. Job pricing part selection and sound business practices are emphasized as well. Extensive Case discussions, warranty policies and selling techniques are addressed in this module.

AUTO 01 D *Brake Systems*

The student will learn about different brake systems available in foreign and domestic automobile makes. Disk and Drum types are included. Brakes routine service, special problem troubleshooting and rebuilding are also part of the course. The student will become familiar with different systems and learn how to perform repairs and component replacement.

AUTO 02 B *Engine Electrical Systems*

Today’s automobile electrical circuits are not user friendly. Highly technical information is required to repair a “short” in the headlights or to simply install accessories. This course will give the student the confidence to work on automobile electrical circuits. The student will learn the electrical symbols necessary to interpret trace and repair a variety of chassis electrical problems from A to Z. Electrical diagrams analysis and troubleshooting included. The student will apply and expand on basic electricity principles to the Starting and Charging Systems. This subject will enable the student to understand and diagnose a variety of engine electrical conditions such as: No start, low battery state of charge, alternator over or undercharging, intermittent electrical problems, etc. Starter and Alternator testing and inspection are also part of the course.

AUTO 02 C Automotive Computer Circuits

Today's automobile electrical circuits are not user friendly. The introduction of the computer has made wiring diagrams harder to understand. Special precautions must be taken to work on these systems as it is very easy to damage solid state components. There is technical information required to repair a "short" in the wiring or to simply install accessories. This course will give the student the confidence to work on automobile computerized control circuits. The student will learn the electrical symbols necessary to interpret, trace and repair a variety of chassis electrical problems from A to Z. Electrical diagrams analysis and troubleshooting included.

AUTO 03 B Electronic Ignition

This is the second part of the Ignition System Basics Course. The student will apply previous knowledge and expand on it to learn the finer points of the electronic ignition. There have been a variety of systems on the market since the mid 70's. The student will learn the principles of these systems and get some practice on servicing, adjusting and troubleshooting ignition systems. This course is also a stepping stone for computerized engine controls.

AUTO 04 B Feedback Carburetor

Traditionally called the "Electronic Carburetor" by the neophyte, the feedback carburetor relies on sensors and the onboard computer to control the mixture and acceleration functions. Although not very complex in nature, specialized information is required to properly service this carburetor. The student will acquire the knowledge and some practical experience needed to identify, understand and work on this popular carburetor. Feedback carburetor theory and mechanics are the intermediate step between the regular mechanical carburetor and the first throttle body fuel injection systems.

AUTO 04 C Throttle Body Injection

This was one of the first mass produced fuel injection systems available on the market. After studying the feedback carburetor this is the next logical step. The student will learn how to identify, the different fuel injection systems and gain insight on the operation and service of throttle body injection systems; Single Point, Dual Point in Domestic and Imports.

AUTO 04 D Multiport Injection

This is the most modern system and it will become the standard, pretty soon. The student will learn component identification, troubleshooting and replacement. The student will learn how to use specialized electronic diagnostic equipment, and the D.V.O.M. to test systems, sensors and individual components as well. Practice with real life cases.

AUTO 05 B Emission Control Systems II

This module includes more tips and practice on emission systems. Faulty emission systems can rob some power and performance from the engine. The student will learn about common emission problems and how they can be remedied. Practices with the gas analyzer and results interpretation are also part of this course. Extra practice on trouble code retrieval and problem solving strategies will also be given.

AUTO 06 B Computer Controlled Systems II

This course provides the student with a deeper insight of the automobile computer operation and extra practice as well. The concept of Sensors and Actuators will be reinforced with case study and actual problems. Actuators and Sensors are usually confused. The student will learn about actuator control and how they are related to the rest of the system. Sensor testing and system performance testing are included. The student will gain valuable experience on following flow charts, electrical schematics and tracing the actual circuit on the automobile. Extra practices with the scanner trouble code retrieval tools are included as well.

AUTOMOBILE PERFORMANCE AND ELECTRICAL SERVICE

720 Total Clock Hours / 24 Credit Units

DOT 620.261-010 Automobile Mechanic (Automotive Service)

DOT 620.261-030 Automobile Service Station Mechanic (Automotive Service)

DOT 620.281-066 Tune Up (Automotive Service)

COURSE DESCRIPTIONS:

AUTO 01 A Automobile Service

How often should the tires be rotated? How long does a timing belt last? What is included in a 7500 mile maintenance service? Answers to these and many other Automobile service questions will be provided to the student who will practice on real life situations. Additional tasks include but are not limited to: Wheel Bearing Packing, 15 point quick inspection, Basic Repair order interpretation and practice in a variety of maintenance operations.

AUTO 02 A Electricity

This subject will introduce the student to the basics of electricity; full coverage of the theory of circuits and Ohm's law. Electrical Measurements, voltage, amperes, ohms will also be covered in detail. The student will learn how to use the Analog Multi-meter as well as the D.V.O.M. This module provides the foundation for component bench testing as the students will familiarize themselves with testing equipment and electrical measurements in general.

AUTO 03 A Ignition Systems

This module covers the complexities of the ignition circuit theory and actual case study, diagnosis and repair. Primary, Secondary and Trigger Circuits identification, description and operation are the main concepts the student will learn. The student will develop a strong foundation necessary for the understanding of modern electronic ignition systems. The student will learn to identify and troubleshoot the ignition primary and secondary circuits.

AUTO 04 A Carburetor and Fuel Injection Systems

Fuel Systems comprehensive coverage beginning with carburetor theory, Venturi and Pressure theories, operation and repair. Students will learn how to perform routine carburetor adjustments, Identify different types of carburetors and properly service them in accordance to specifications. Fuel injection system cleaning, troubleshooting, testing and repair are also part of this course. Students will identify and work with various Throttle Body and Multi-port Systems prevalent in today's vehicles.

AUTO 05 A Emission Control Systems I

It is becoming more and more important to understand emission control nowadays. It is crucial to be able to test and repair these systems as this is now part of routine maintenance. What is a PCV Valve? How does it work? What is the EGR circuit? Not knowing the answers to these and other emission related questions can ruin the best tune up. In this module the student will identify all the components and understand their interaction with the fuel injection and computerized engine controls.

AUTO 05 B Emission Control Systems II

This module includes more tips and practice on emission systems. Faulty emission systems can rob some power and performance from the engine. The student will learn about common emission problems and how they can be remedied. Practices with the gas analyzer and results interpretation are also part of this course. Extra practice on trouble code retrieval and problem solving strategies will also be given.

AUTO 06 A Computer Controlled Systems I

The student will be introduced to the inner workings of the automotive computer, the ECU, and sensors. Any unknown under hood device connected to the vast array of wires is usually called "sensor" by the layman. In this module the student will learn the reality about sensors and how they carry engine information to the computer. The student will gain insight on sensor construction and operation. This is one of the key subjects necessary to understanding modern automobile operation. Introduction to the concepts of data stream and trouble code retrieval

AUTO 06 B Computer Controlled Systems II

This course provides the student with a deeper insight of the automobile computer operation and extra practice as well. The concept of Sensors and Actuators will be reinforced with case study and actual problems. Actuators and Sensors are usually confused. The student will learn about actuator control and how they are related to the rest of the system. Sensor testing and system performance testing are included. The student will gain valuable experience on following flow charts, electrical schematics and tracing the actual circuit on the automobile. Extra practices with the scanner trouble code retrieval tools are included as well.

AUTO 07 A Tune Up and Driveability

There is more to a tune up than merely replacing the spark plugs and filters. What does a major tune up include? What does a minor tune-up as well? Few problems can be more annoying than a vehicle that runs almost right but shakes intermittently or missed badly during acceleration. The students will learn how to deal with these problems avoiding guesswork. "Fine tuning" could describe this course in two words; the student will learn how to find what causes these malfunctions. Problems such as "soft codes", "ghost codes" and intermittent conditions will be discussed here. Practice with scanning tools and D.V.O.M. is emphasized.

COMPUTERIZED OFFICE ADMINISTRATIVE ASSISTANT

720 Hours / 24 Semester Credit Units

COURSE DESCRIPTIONS:

COA 01 *Keyboard, Numeric Keypad, Typing Skills*

This Module is designed to lead the student through the process of learning modern typing techniques. The student will use a computer based training software to learn correct fingering for the normal typewriter and extended fingering for the PC keyboard and Numeric Keypad. At the completion of this first stage, the student will work to improve his/her speed and accuracy. The software is very user friendly and has a great deal of feedback for the user to facilitate the student through all the lessons and skills.

COA 02 *MS-Windows and Introduction to a Network Environment*

This course is designed to provide the students exposure to the essential components of a computer: input, processing and output devices. The student will become familiar with the software and hardware terminology. This course will cover the following: Microsoft DOS, basic commands, utilities, upgrades and safety procedures to preserve the data. The student will study Microsoft Windows Operating Systems and Windows Network Operating systems.

COA 03 *Word Processing*

This module will introduce the student to the fundamentals of word processing. Through hands-on experience, the student will learn word processing application software, to include procedures such as those to retrieve, save, edit, format, correct, sort, etc. In addition, this program will also include advanced functions of the application such as mail merge, creating and printing envelopes and labels. File management, graphics, charts, and inserting and linking data sources and objects between office suite programs are also included.

COA 04 *Word Processing Practices I*

The student will apply the tools learned in the previous module to create, edit and format a series of standard business letters, forms, lists labels, etc. From the basic correspondence topics to include letter styles: Block, semi block formal and more informal business communications. The request, inquiry, complaint and response letters and tables are all covered.

COA 30 Spreadsheets

This course will provide the student with the concepts of spreadsheets, their uses and capabilities. The student will learn the procedures of how to design, create and edit spreadsheets. The student will also learn functions, formulas, formatting, text handling and charting. In addition, the student will learn to use spreadsheets to simulate scenarios perform a what-if analysis.

COA 35 Excel Practices I

This module starts with a Business Math to introduce the student to formulas and functions. The student will then work on a variety of spreadsheets designed to further illustrate and reinforce spreadsheet concepts acquired previously. Practices are designed to show the student the real life application of this application software. Creating ad hoc formulas, using functions linking cells and working with ranges are but a few of the topics covered in this module.

COA 50 Power Point Presentation Software

The student will be introduced to the concept, uses and creation of this powerful medium and visual aid. Students will learn how to plot and compress information and present it in a logical, condensed format. The student will learn how to incorporate themes, backgrounds, transitions, graphics and animations to enhance their work.

COA 60 Outlook and Internet Explorer

The student will learn how to efficiently use an online browser to access information about a variety of subjects, travel scheduling research, purchases, reservations, etc. The Ms Outlook calendar, e-mail and scheduling program will also be covered. Multiple calendar management, the journal, contacts meeting scheduling and interacting with an exchange server are all covered.

COA 10 Access Database Software

The concept of databases, their uses and principles will be introduced to the student. In this module, the student will learn how to design, create, populate and maintain a Ms Access database and link the data to spreadsheets, create tables, queries and reports to quickly manipulate and find data.

Elective I and II

While not compulsory for satisfactory program completion, students are encouraged to choose one or two applications or business courses to satisfy Electives I and II, according to their scholastic level, competency and vocational aspiration. Students with outstanding academic progress can take advantage of this self-paced program by completing the electives in a shorter period of time and by requesting another application as part of their training program.

In the event that the student is willing to only complete the prerequisites of the program, the student will be provided with a customized time-frame of 560 hours, unless the student is able to complete his/her training in fewer hours, the student will receive credit for the hours not used. This will only be done with the School Director's approval.

BUS 50 Reviews, Final Project Submission, Job Search Skills and Resume Preparation

This module will provide the student with the opportunity to review areas of concern and be able to complete all of their pending work for final submission to be graded. At this time the student are encourage to meet with the placement department to initialize the job search process and to start working on preparing their resumes.

BOOKKEEPING / ACCOUNTING CLERK

720 Hours / 24 Semester Credit Units

COURSE DESCRIPTIONS:

COA 01 *Keyboard, Numeric Keypad, Typing Skills*

This Module is designed to lead the student through the process of learning modern typing techniques. The student will use a computer based training software to learn correct fingering for the normal typewriter and extended fingering for the PC keyboard and Numeric Keypad. At the completion of this first stage, the student will work to improve his/her speed and accuracy. The software is very user friendly and has a great deal of feedback for the user to facilitate the student through all the lessons and skills.

COA 02 *MS-Windows and Introduction to a Network Environment*

This course is designed to provide the students exposure to the essential components of a computer: input, processing and output devices. The student will become familiar with the software and hardware terminology. This course will cover the following: Microsoft DOS, basic commands, utilities, upgrades and safety procedures to preserve the data. The student will study Microsoft Windows Operating Systems and Windows Network Operating systems. Networking environments and user procedures are included.

COA 03 *Word Processing*

This module will introduce the student to the fundamentals of word processing. The student will learn through hands-on experience with word processing application software to include file creation, editing, saving, retrieval, formatting, correction, sorting and advanced application functions such as mail merge, label and envelope printing. File management, graphics, charts, and insertion and linking of data sources and objects are also included.

COA 04 *Word Processing Practices I*

The student will apply the tools learned in the previous module to create, edit and format a series of standard business letters, forms, lists labels, etc. From the basic correspondence topics to include letter styles: Block, semi block formal and more informal business communications. The request, inquiry, complaint and response letters and tables are all covered.

COA 30 Spreadsheets

This course will provide the student with spreadsheets concepts of, their use and capabilities. The student will learn the procedures of how to design, create and edit spreadsheets for a variety of scenarios. The student will also learn functions, formulas, formatting, text handling and charting. What-if-Analysis, advanced spreadsheet printing topics and file management are also covered. Exercises with different mathematical formulas, functions and scenarios are part of this module as well.

COA 35 Excel Practices I

This module starts with a Business Math to introduce the student to formulas and functions. The student will then work on a variety of spreadsheets designed to further illustrate and reinforce spreadsheet concepts acquired previously. Practices are designed to show the student the real life application of this application software. Creating ad hoc formulas, using functions linking cells and working with ranges are but a few of the topics covered in this module.

COA 08 Accounting I

After learning about principles of accounting such as: the accounting equation, debits, credits, entries and the balance sheet the module progresses into basic support procedures used in an accounting or billing department, the student will also practice with the Quicken accounting software package.

COA 09 Accounting II

This module focuses on more advanced bookkeeping and reporting topics such as Accounts Payable and Accounts Receivable procedures. Purchase Orders, A/R Aging and Transaction Posting, the creation of statements and account reconciliation. The student will learn and practice the more advanced QuickBooks accounting software.

BUS 50 Reviews, Final Project Submission, Job Search Skills and Resume Preparation

This module will provide the student with the opportunity to review areas of concern and be able to complete all of their pending work for final submission to be graded. At this time the student are encourage to meet with the placement department to initiate the job search process and to start working on preparing their resumes.

MEDICAL OFFICE / CLAIMS
720 Hours / 24 Semester Credit Units

COURSE DESCRIPTIONS:

COA 01 *Keyboard, Numeric Keypad, Typing Skills*

This Module is designed to lead the student through the process of learning modern typing techniques. The student will use a computer based training software to learn correct fingering for the normal typewriter and extended fingering for the PC keyboard and Numeric Keypad. At the completion of this first stage, the student will work to improve his/her speed and accuracy. The software is very user friendly and has a great deal of feedback for the user to facilitate the student through all the lessons and skills.

COA 02 *MS-Windows and Introduction to a Network Environment*

This course is designed to provide the students exposure to the essential components of a computer: input, processing and output devices. The student will become familiar with the software and hardware terminology. This course will cover the following: Microsoft DOS, basic commands, utilities, upgrades and safety procedures to preserve the data. The student will study Microsoft Windows Operating Systems and Windows Network Operating systems. Networking environments and user procedures are included.

COA 03 *Word Processing*

This module will introduce the student to the fundamentals of word processing. The student will learn through hands-on experience with word processing application software to include file creation, editing, saving, retrieval, formatting, correction, sorting and advanced application functions such as mail merge, label and envelope printing. File management, graphics, charts, and insertion and linking of data sources and objects are also included.

COA 04 *Word Processing Practices I*

The student will apply the tools learned in the previous module to create, edit and format a series of standard business letters, forms, lists labels, etc. From the basic correspondence topics to include letter styles: Block, semi block formal and more informal business communications. The request, inquiry, complaint and response letters and tables are all covered.

COA 30 Spreadsheets

This course will provide the student with spreadsheets concepts of, their use and capabilities. The student will learn the procedures of how to design, create and edit spreadsheets for a variety of scenarios. The student will also learn functions, formulas, formatting, text handling and charting. What-if-Analysis, advanced spreadsheet printing topics and file management are also covered. Exercises with different mathematical formulas, functions and scenarios are part of this module as well.

COA 35 Excel Practices I

This module starts with a Business Math to introduce the student to formulas and functions. The student will then work on a variety of spreadsheets designed to further illustrate and reinforce spreadsheet concepts acquired previously. Practices are designed to show the student the real life application of this application software. Creating ad hoc formulas, using functions linking cells and working with ranges are but a few of the topics covered in this module.

COA 14 Medical Terminology

This course will provide the student with the concepts of basic medical terminology. The book and tapes are designed to lead the students through a learning process of terms and medical skills to build their vocabulary for the proper terms that will be encountered in a medical field environment. Students will learn the terms and definition.

COA 16 Front Office

This module will introduce the student to the fundamentals of office suite applications. Through hands-on experience, the student will learn word processing and spreadsheet software. Furthermore, the student will be provided a variety of tools to be able to set up and organize the office flow of information by grasping the concepts uses and capabilities of office suite applications. The student will learn how to design, create and update spreadsheets files and link or incorporate spreadsheet links or files into word processing documents. Additionally, this program will also include advanced functions of the application such as mail merge plus volume envelope, label creation and printing, graphics and charts are also covered.

COA 17 Back Office

During this module, the student will work on more advanced spreadsheet and database operations. Through extensive practice with Microsoft Excel and Microsoft Access, the student will transition from spreadsheets to database tables; progressing from the spreadsheet to the database. Establishing links between programs, creating queries and reports to automate specific data retrieval. The student will also use Microsoft PowerPoint to create presentations and learn to use Microsoft Outlook to manage appointments, create customized calendars, manage meetings and e-mail communication, joint projects, etc.

COA 18 *Insurance Claims*

During this course, the student will be trained to understand the necessary procedures involved in the medical billing process required in the insurance industry. This course will also include an overview of the private insurance groups, Medicare/Medicaid and Workers' Compensation. This course will provide the student with an understanding of the responsibilities of the following: medical billing, medical terminology, the use of medical reference books, benefits structures and health insurance contracts. In addition, the course will provide the student with an in-depth theory of the coordination of benefits and provider's services. Hands-on practice using real software applications to simulate the regular flow of information on a health services provider office environment is also included.

BUS 50 *Reviews, Final Project Submission, Job Search Skills and Resume Preparation*

This module will provide the student with the opportunity to review areas of concern and be able to complete all of their pending work for final submission to be graded. At this time the student are encourage to meet with the placement department to initialize the job search process and to start working on preparing their resumes.

COMPUTER SYSTEMS/ TECHNICAL SUPPORT SPECIALIST

1015 Hours / 33.50 Semester Credit Units

COURSE DESCRIPTIONS:

COA 01 Keyboard, Numeric Keypad, Typing Skills

The training is designed to help the student gradually reach a satisfactory typing speed at a comfortable pace while developing healthy, ergonomic work habits. It is known that at least 30 wpm is required for any computer operator. Extended practice of keyboarding skills, numeric keypad through repetition and easy lessons will enable the student to reach this goal.

COA 02 Ms Windows 2000/Xp, Introduction to Network Environment

The student will learn how to interact with Windows operating system. Basic and advanced operations will be mastered through courseware self paced tutorials and guided practice projects. Topics include: File Management, saving and retrieving, printing issues and desktop user customization. Multitasking in various simultaneous applications is practiced as well. Students also learn and practice how to work in a Network environment.

COA 03 Word Processing

This course covers introductory through advanced Microsoft Word, among other topics, the student will learn how to create and work with documents in a variety of formats and layouts. Light desktop publishing practices are assigned to students. The student will be exposed to a wealth creative of tools to fashion, tables, newsletters and graphics while working a number of sample documents indispensable in the current business world.

COA 30 Spreadsheets

This course will provide the student with spreadsheets concepts of, their use and capabilities. The student will learn the procedures of how to design, create and edit spreadsheets for a variety of scenarios. The student will also learn functions, formulas, formatting, text handling and charting. What-if-Analysis, advanced spreadsheet printing topics and file management are also covered. Exercises with different mathematical formulas, functions and scenarios are part of this module as well.

COA 05 Customer Service/Sales Skills

The mastery of quality customer service has been identified as a must for any employee in a company that delivers a product or service. This course will provide the student with an in-depth understanding of how to interact with the customer. The student will begin by understanding the need for customer service training. The student will learn and practice good customer service skills on daily real life scenarios. The Computer Based Tutorials encourage the student and constantly reinforce the material with quizzes. Special emphasis is placed on sales techniques, communication and problem solving. Fundamentals of collections and telemarketing are included.

CRT 01 PC Architecture, Basic Computer Service Concepts

This course covers computer component identification, description, location and theory of operation. PC assembly is extensively practiced as well. The student will learn to identify different makes, models and types of components such as motherboards, adapter cards and other assorted peripherals on a variety of computers while at the same time be introduced to computer electronic assembly basics such as do's and don'ts and safety issues. Extensive practice and repetition are built into the modules to ensure the student assimilates the concepts.

CRT 02 PC Memory, Disk System and PC Bus Architecture

The student will learn principles of the PC's memory structures. The student will also cover the PC's disk storage which will cover the Hard Disk Drive, Floppy Drive and CD-ROM drives. The course also introduces basic PC Bus Architecture which include; PCI, AGP, and System Buses.

CRT 03 Peripheral Devices and Printers

The student will learn about all the external components of a PC example: Printers, Scanners, external back up media, input devices and all hardware connected through adapter cards other ports, dedicated or universal: Serial, parallel and SCSI in addition to the ubiquitous USB interface will be studied as real life projects new hardware configuration and conflict repairs are assigned to teams of students. Different types of printers and their operation and troubleshooting.

CRT 04 Hardware Configuration, OS and Application Software Installation

The student will learn to install an Operating System on the PC as well as become familiar with Application Software. Hard drive advanced preparation such as partitioning, low level format, configuration and multiple partitions on a variety of hard drive makes and models is offered. Once the students masters software installation he/she will then extensively practice final Hardware and Software configuration

CRT 05 Troubleshooting Techniques

New system configuration as well as reconfiguration of used computers after upgrade is extensively practiced. Real problems as well as malfunctions and a variety of bugs inserted by instructors will be studied and solved by student teams in order to teach the student organized troubleshooting strategies. Practice with troubleshooting trees and other diagnostic tools will be introduced to students. System assembly and configuration/set-up from the ground up is repetitively performed by students.

CRT 06 Network Fundamentals

This section will cover all the basics of PC networking. Network topologies, wire layout and connectors file and resource sharing, and network performance are covered. The student will learn to set up a small peer to peer network as well as a larger server based network. The student will learn networking terms and how to work with Network Operating Systems as well.

TEC 02 CompTIA A+

The course starts with a quick but comprehensive review of computer operation theory including PC Architecture, Hard Drive Operation, Adapter Cards, Motherboard setup and operation, etc. With the preliminaries covered, the student will embark on an intensive study of the finer points of computer hardware and software topics. The student will learn how to identify and troubleshoot all computer components. In preparation for the A+ test the student must be very comfortable dealing in all areas the Computer Technology Industry Association has deemed crucial. Computer Hardware, Computer Software Operating Systems, Customer Service. The course is intended for those with a strong background in computer repair and will prepare the computer professional for the A+ certification Exam.

BUS 50 Reviews, Final Project Submission, Job Search Skills and Resume Preparation

This module will provide the student with the opportunity to review areas of concern and be able to complete all of their pending work for final submission to be graded. At this time the student are encourage to meet with the placement department to initialize the job search process and to start working on preparing their resumes

COMPUTER REPAIR AND TROUBLESHOOTING

720 Hours / 24 Semester Credit Units

COA 01 Keyboard, Numeric Keypad, Typing Skills

This training is designed to help the student gradually reach a satisfactory typing speed at a comfortable pace while developing healthy, ergonomic work habits. It is known that at least 30 wpm is required for any computer operator. Extended practice of keyboarding skills, numeric keypad through repetition and easy lessons will enable the student to reach this goal.

COA 02 Ms Windows 2000/Xp, Introduction to Network Environment

The student will learn how to interact with Windows operating system. Basic and advanced operations will be mastered through courseware self paced tutorials and guided practice projects. Topics include: File Management, saving and retrieving, printing issues and desktop user customization. Multitasking in various simultaneous applications is practiced as well. Students also learn and practice how to work in a Network environment.

COA 03 Word Processing

This course covers introductory through advanced Microsoft Word, among other topics, the student will learn how to create and work with documents in a variety of formats and layouts. Light desktop publishing practices are assigned to students. The student will be exposed to a wealth creative of tools to fashion, tables, newsletters and graphics while working a number of sample documents indispensable in the current business world.

CRT 01 PC Architecture, Basic Computer Service Concepts

This course covers computer component identification, description, location and theory of operation. PC assembly is extensively practiced as well. The student will learn to identify different makes, models and types of components such as motherboards, adapter cards and other assorted peripherals on a variety of computers while at the same time be introduced to computer electronic assembly basics such as do's and don'ts and safety issues. Extensive practice and repetition are built into the modules to ensure the student assimilates the concepts.

CRT 02 PC Memory, Disk System, and PC Bus Architecture

The student will learn principles of the PC's memory structures. The student will also cover the PC's disk storage which will cover the Hard Disk Drive, Floppy Drive and CD-ROM drives. The course also introduces basic PC Bus Architecture which include; PCI, AGP, and System Buses.

CRT 03 Peripheral Devices, Printers and Scanners

The student will learn about all the external components of a PC example: Printers, Scanners, external back up media, input devices and all hardware connected through adapter cards other ports, dedicated or universal: Serial, parallel and SCSI in addition to the ubiquitous USB interface will be studied as real life projects new hardware configuration and conflict repairs are assigned to teams of students. Different types of printers and their operation and troubleshooting.

CRT 04 Hardware Configuration, OS Installation and Application installation

The student will learn to install an Operating System on the PC as well as become familiar with Application Software. Hard drive advanced preparation such as partitioning, low level format, configuration and multiple partitions on a variety of hard drive makes and models is offered. Once the students masters software installation he/she will then extensively practice final Hardware and Software configuration.

CRT 05 Troubleshooting Techniques

New system configuration as well as reconfiguration of used computers after upgrade is extensively practiced. Real problems as well as malfunctions and a variety of bugs inserted by instructors will be studied and solved by student teams in order to teach the student organized troubleshooting strategies. Practice with troubleshooting trees and other diagnostic tools will be introduced to students. System assembly and configuration/set-up from the ground up is repetitively performed by students.

CRT 06 Network Fundamentals

This section will cover all the basics of PC networking. Network topologies, wire layout and connectors file and resource sharing, and network performance are covered. The student will learn to set up a small peer to peer network as well as a larger server based network. The student will learn networking terms and how to work with Network Operating Systems as well.

BUS 50 Reviews, Final Project Submission, Job Search Skills and Resume Preparation

This module will provide the student with the opportunity to review areas of concern and be able to complete all of their pending work for final submission to be graded. At this time the student are encourage to meet with the placement department to initialize the job search process and to start working on preparing their resumes.

American Pacific College

PROGRAM COSTS

2013 / 2014

Code Name	Program Name	Total Hours	SCU	Registration Fee	Tuition	Books / Supplies	Tools / Materials	Total
MEC-100	Automobile Performance Technician	1440	48	75	14,400.00	300	700.00 (Tools)	15,475.00
MEC-110	Automobile Performance and Electrical Service	720	24	75	7,200.00	200	700.00 (Tools)	8,175.00
COM-100	Computerized Office Administrative Assistant	720	24	75	7,200.00	300	-	7,575.00
COM-120	Bookkeeping / Accounting Clerk	720	24	75	7,200.00	300	-	7,575.00
COM-150	Medical Office / Claims	720	24	75	7,200.00	300	-	7,575.00
TEC-100	Computer Systems / Technical Support Specialist	1015	33.50	75	10,150.00	450	600.00 (Materials)	11,275.00
TEC-120	Computer Repair and Troubleshooting	720	24	75	7,200.00	300	600.00 (Materials)	8,175.00