

C@ledonian



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School Catalog for the period July 1st., 2012 to June 30th., 2013

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School Governing Body, Administrators, and Faculty



Ownership

Guillermo “William” Frias is the sole owner of the corporation

Bulletin effective July 9, 2012 to July 10, 2013

Directors

- Mr. William Frias – President
- Mr. Yesid Colon – Treasurer
- Ms. Susan Napoles – Secretary

Administrative Officials

- Mr. William Frias – General Manager/ Veterans Record Clerk/ VA Certifying Official
- Mrs. Erica Bolanos– Director of Admissions/Veterans Record Clerk/ VA Certifying Official

Instructors

| | | |
|----------------------------|--|--------------------|
| Mr. Yesid Colon A.A. | | Ali Borghei M.S. |
| Ms. Elba Karely Bernal B.A | | Adam Victkor B.S. |
| Ms. Marisol Castillo B.A. | | Agustina Sepulveda |
| Mr. Jumar Busto B.A. | | Janeth Bailey A.A. |
| Mr. Bradley Smith A.A. | | Rey De La Torre |

Office Hours

8:30 a.m. - 4:30 p.m. Monday through Friday
 Closed Saturday & Sunday

Academic Calendar

Please refer to the catalog insert for class start and end dates. The weekly schedule of classes for each program is listed along with information for each program.

The school closes on the following legal holidays:

| | |
|--|---|
| <p>New Years Day Martin L. King Day Presidents’ Day Good Friday</p> | <p>Labor Day Thanksgiving Day Day after Thanksgiving Christmas Break (from the 23rd of Dec to the 2nd of Jan.) New Years Eve</p> |
| <p>Memorial Day Independence Day</p> | |

All information in this catalog is current and correct as certified by,



William Frias
 Director

Mission and Purpose - Philosophy

“The mission of Caledonian is to develop and deliver the type of high quality training demanded by the office worker and computer industry that leads to high achievements, thereby helping others to reach their educational and career goals.”

This mission statement will help our organization focus directly on the new position vocational education must embrace. As the marketplace becomes increasingly competitive, a company's ability to succeed will depend upon its workers' skills, and their adaptability to rapid technological advances and changing business practices. This flexibility will be crucial to one's survival in the job market. It is our mission to provide our students with these tools.

State Approval

Caledonian is a private institution granted institutional provisional approval from the Bureau for Private Postsecondary and Education. The Bureau's approval means that this institution and its operation comply with the standards established under the laws regarding occupational instruction by private postsecondary educational institutions.

Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code. VA Facility Code: 25164805

Approved for the training of eligible Federal Employees under federal workers comp programs. DOL Provider: 613519200

Approved programs and courses:

| | |
|---------------------------------------|---|
| Computer Software Applications | D.O.T 203-582-054/219.362-010 |
| Computerized Bookkeeping | D.O.T 203-582-054/219.362-010 |
| Computer Repairs | D.O.T 633.261-014 / 633.281-014 and-030 |
| Computer System Technician | D.O.T 633.261-014 / 633.281-014 and-030 |
| Networking | D.O.T 633.261-014 / 633.281-014 and-030 |
| Microcomputers Engineering | D.O.T 633.261-014 / 633.281-014 and-030 |
| Child Care | D.O.T 203-582-054 / 219.362-010 |

School facilities and equipment

Caledonian is located in at 6055 E. Washington Blvd. suite 455 in the City of Commerce. The facility is easily accessible from the Washington Blvd. exit on Washington Blvd off the 5 Fwy. The total square footage of the facility is 1300 sq. ft., and all administrative offices, classrooms and restrooms are well lighted, air conditioned and accessible to the handicapped.

The classroom and laboratory areas are efficiently designed and well equipped to be representative of the industry and to give students a learning experience, which duplicates practical work situations.

This institution, the facilities it occupies and the equipment it utilizes fully comply with, any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

Instruction is offered to students “in residence” and by tutors externally. Our classroom can accommodate as many 6 students. Class size is designed to give students constant access to the instructor. The average classroom ratio is one instructor for every 1 student.

The workshop is continuously upgraded with state-of-the-art equipment. Designed and equipped to give students a learning experience similar to a typical work environment. Maximum capacity for each course is as follows:



| | |
|--------------------------------|---|
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| Computerized Bookkeeping | 7 |
| Computer Repairs | 7 |
| Computer System Technician | 7 |
| Networking | 7 |
| Microcomputers Engineering | 7 |
| Child Care | 7 |

Admissions Policy and Procedures

Students may enroll on any day school is in session. This school provides equal opportunity to all prospective enrollees without regard to race, sex, age, ethnic origin, religion or disability.

Applicants receive a complete tour of the facilities including: courses available, schedules, tuition fees, equipment and materials fees. 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.

The admissions procedure for disabled individuals follows the above guidelines with a recommendation for alternative tools or techniques where appropriate. Each disabled applicant will be individually evaluated to determine how the school may serve him or her appropriately.

Admission Requirements

Students may enroll on any day school is in session. Enrollees shall be eighteen years of age or older. If under 18 years of age, an applicant must prove he/she is a high school graduate, or possess a GED or equivalency. Each person is accepted only if, in the school's opinion, such individual has the possibility of success in the chosen objective. Ability to benefit is determined by evaluations administered by a vocational counselor that authorizes each individual injured worker’s training program. Potential students, whose primary language is not English, must possess an intermediate English proficiency language level. Intermediate language proficiency indicates that student understands and speaks conversational and academic English.

Granting of Academic Credit

Before enrollment, the student will be asked to list any previous education, training, or experience in the exact area of training for which enrolled and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person and DVA will be notified of the evaluation result.

Attendance Requirements

The school expects students to attend all classes on a regular basis. Students should arrive for class on time and should not be absent for any session of instruction. If a student expects to be absent or late, he or she must notify the school by calling the receptionist or the instructor in advance. However, this notification does not excuse the absence. Cutting of classes will be considered as unexcused absences. All absences will be recorded. DOL, VA and *Vocational Rehabilitation Students*: All absences will be recorded and reported to respective counselors. An administration staff member will counsel students with attendance problems. **Students must maintain a minimum attendance record of 80% each month. If a student drops below 80% attendance, they will be placed on attendance probation for a month.** The probation can be cleared during the following month by improving the attendance record for that month to 80% or above. If the probation was not cleared the student will be dropped from enrollment. Students who have missed one week of consecutive class meetings and who have not contacted the school will receive a mailed warning notification. If they still fail to contact the



school before the stated deadline, their program of studies will be terminated.

Make Up Work

Make up work may be available at the discretion of the instructor.

Leave Of Absence

This institution may grant no more than a single leave of absence to a student in any twelve-month period. A student requesting a leave of absence must do so in writing. The school, in writing, must approve the leave of absence. If granted, the leave will not involve additional charges to the student from the school. A leave of absence may not exceed sixty days.

Student Conduct Policy

A student may be dismissed from school for being in an intoxicated state; possession of drugs or alcohol on school premises; possession of weapons on school premises; behavior creating a safety hazard to anyone at the school; disobedient or disrespectful behavior to another student, administrator, or faculty member(s).

Student Records Policy

The school maintains students' records for a period prescribed by law at its principal place of business. The Federal Right of Privacy Act of 1974 enables all students to review their academic records, including grades, attendance, and counseling. Student records are confidential and only such agencies or individuals authorized by law are allowed access without the written permission of the student. The school will maintain these records for five-years, and transcripts will be kept permanently. Students may request a review of their records by writing to the director of the school. All such reviews will be scheduled during regular school hours under appropriate supervision.

Drug and Alcohol Abuse Prevention/Awareness Policy

Caledonian established a Drug and Alcohol Abuse Awareness and Prevention Policy. Informational literature is distributed to each enrolling student in order to promote awareness of the significant health risks and dangers of substance abuse. Students will be informed of the legal sanctions for the possession or distribution of illicit drugs and the health hazard of alcohol abuse. Students will also receive a description of counseling, treatment, and rehabilitation programs that are available.

Satisfactory Academic Progress

The Higher Education Act mandates that institutions of higher education establish minimum standards for "Satisfactory Academic Progress". In order to be considered as making satisfactory academic progress toward a certificate, a student must maintain a specified grade point averages as well as proceed through the course at a pace leading to completion in a specified time frame.

In order to be considered to be making SAP as established by this school, a student must:

1. Maintain a minimum cumulative grade average of C (70%).
2. For purposes of determining satisfactory academic progress, each course is divided into grading periods. Students receive a letter grade based on a numeric grading system in both their theory and practical work. A minimum cumulative grade average of C (70%) is required for graduation.

The following chart represents the equivalents of the grades assigned:

| | | | |
|------------|---|-----|----------------|
| 90% - 100% | A | 4.0 | Excellent |
| 80% - 89% | B | 3.0 | Good |
| 70% - 79% | C | 2.0 | Satisfactory |
| 60% - 69% | D | 1.0 | Unsatisfactory |
| 0% - 59% | F | 0.0 | Failing |
| | W | | Withdraw |

3. Students who do not achieve a C (70%) cumulative grade average at the end of each grading period will be placed on academic probation for the next grading period. If the student’s cumulative grade average at the end of the probationary period is less than 70%, the student will be determined to be making unsatisfactory academic progress.

4. A student receiving a grade D (60%-69%) for any grading period may be required to retake that module based on the recommendation of the instructor. A student receiving a grade F (0%-59%) must retake that module. When students are permitted to re-take any course or portion of a course, the second grade substitutes for the first, even if it is lower.

5. The maximum time frame for completion will be no longer than 150 percent of the published length of the program of study. Periods during which the student has formally requested and received a leave of absence or has officially withdrawn from this institution will not be considered in calculating the attendance rate or maximum time frame. Maximum time frame and projected completion dates are calculated at the midpoint and at other periodic intervals of each program.

6. The Institution does not assign grades of incomplete. A student who does not complete a module will receive a grade of “F” for that module. The school does not offer non-credit remedial coursework.

7. Satisfactory academic progress standards are consistently applied to all students.

8. Attendance Probation: If a student drops below 80% attendance for any month they will be placed on attendance probation. Failure to meet these requirements can result in termination from the program of study.

9. Students who appeal a negative determination regarding satisfactory academic progress must submit a written appeal to the Academic Review Committee. The Committee consists of the school’s director and the instructor. The letter should describe any circumstances that the student believes deserve special consideration. The Committee will evaluate the appeal and inform the student of their decision in writing.

Suspension and Termination

Caledonian reserves the right to suspend or terminate any student whose attendance, academic progress or personal behavior does not comply with the standards and rules of the school. Reinstatement is only possible upon approval by the school administration.

Conditions for re-enrollment Policy

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified. Re-entering students will be charged at the current tuition rates for newly entering students. Amounts paid during their first period of enrollment will be credited to their account. If the student re-enters within twelve months of the withdrawal, the registration fee will be waived.



Graduation Requirements

In order to graduate from any course offered at Caledonian a student must achieve a cumulative grade average of C (70%) or better. The student must also pass a final exam with a minimum grade of C (70%). A Certificate of Completion is awarded for successful completion of the program for which you enrolled. The Certificate of Completion will be issued after the student has satisfied all financial obligations to the school.

Placement Assistance

Job placement assistance is not provided to students who enroll in single modules or sections of any program. Prior to graduation students will meet with placement department for assistance with the following:

- Resume Preparation
- Portfolio Review and Preparation
- Job Seeking Skills Counseling
- Job Leads
- Job Interviews

Note: Schools are not permitted by law to make a guarantee of placement. However, Caledonian emphasizes placement efforts for each qualified graduate.

Student Services

Housing

A list of information on nearby housing is available upon student request.

Transportation

Regular bus service offering multiple connections is available within walking distance of the school. Carpool rides may also be arranged when possible.

Counseling

All students will be issued periodic performance and progress reports. Counseling sessions are available through the instructors and the administrative staff. Student transcripts are available upon request.

Reference Literature / Library Resources

The main source for academic material available for the student is through the internet access provided. Internet access is available for all students during the school's operating hours. Trade publications and reference texts are available to the students for use on the school premises. Checking texts out may also be arranged, the student may do so by speaking to the school's receptionist and leaving their current contact information and one reference as well as a list of the titles they would like to check out.

Refresher Courses

Graduates of all programs are welcome to return to the school for "brush up" of any material previously studied. This service is provided on a space available basis and there is no tuition charge. The duration of this privilege may not exceed two (2) weeks. However, graduates are always welcome to contact the school with technical questions. All refresher work must be scheduled through the instructor, and no outside projects for profits will be permitted.

Tuition Policy

All tuition and fees are due and payable by the first day of each term unless other arrangements are made with the school. The Certificate of Completion is issued when the student is free of indebtedness to the school. Any uncollected balance subsequent to a student's separation from the institution may be referred for collection and/or reported to a commercial credit-reporting agency.

The school does not provide federal financial aid or State sponsored students loans.

Student Loan Policies

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

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. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

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

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund and;
2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

Refund and Cancellation Policy

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges and that the length of the completed portion of the course should bear to its total length. Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited schools.

To cancel the enrollment contract, mail or deliver a signed and dated copy of the cancellation notice, or any other written notice, or send a telegram to: Attention Mr. William Frias, 6055 E. Washington Blvd. Suite 455, Commerce, CA 90040.

Equipment for Vocational Rehabilitation Students

Computer equipment provided to rehabilitation students are the property of the payer until the student successfully completes training. All computer equipment provided and other computer peripherals are covered by a one (1) year manufactory warranty. The school will install the equipment at the designated location. The school will provide technical support to active students. The school considers an active student all those who are in the process of training or participating in job placement services. All malfunctioning equipment shall be returned to Caledonian's laboratories for repairs, the school does not repair equipment at the student's home. In out-of-state cases Caledonian will provide a local service for maintenance and repairs.

Return of Equipment

Students withdrawing from classes must return the same within 30 days following the date of the student's withdrawal. If not returned within this 30-day period, the school may deduct the value of the equipment and/or materials specified in the contract from the refund amount due. In addition, any percentage of materials, which has been used up by the student, is considered to be non-returnable. Therefore, the value of these materials will be deducted from any refund.

Refund Calculation Formula

A student may withdraw from the school at any time. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A Student, who cancels this agreement in writing to the above address, refunded all monies paid within 30 days after receipt of the notice of cancellation. The notice may be mailed, faxed, or delivered in person. If a student is rejected for training or if a course is canceled, the student will receive a refund of all monies paid within 30 days. If a student withdraws, or is suspended, or expelled after the aforementioned 7 day period for cancellation, all tuition and fees (i.e., educational costs), less a registration fee not to exceed the lesser amount of 5% of the total charges or \$75, shall be refunded on a pro-rata basis. Once purchased, equipment becomes the property of the student, unless they are returned in good condition allowing for reasonable wear and tear, (some equipment may not be returnable due to health or safety reasons) within ten (10) days following the date of student's withdrawal. If returnable as above, the school will refund the total amount collected for the listed equipment.

In calculating any tuition refund due the period of enrollment is from first class session, or the seventh day after enrollment, whichever is later, the time and percentage or fraction of attendance will be determined by the time of attendance divided by the total hours in the program. In all cases of students who withdraw, or who are suspended or expelled, or fails to attend classes for 3 weeks prior to successful completion, or if the school closes prior to completing a course, the following minimum refund policy shall apply: The refund of tuition and other fees (excluding equipment fees shall be equal to the total amount of tuition multiplied by the fraction or percentage of time remaining. **Hypothetical Example:** A student who completes 20% (or 1/5th) of a course with educational costs of \$ 1,075 will receive a prorated refund of educational costs, less registration fee described in paragraph 1, as follows $(1,075 - \$75 = \$1,000 \times .80 \text{ (or } 4/5) = \800). Any refund of equipment fees will be made as described in paragraph 2. All refunds will be made within 30 days from the date of cancellation or withdrawal (as described in par 1 and 3 above). If the Student does not return from an approved Leave of Absences period as stated in school's Catalog, refunds would be made within 30 days from the end of the Leave of Absence period. Within 10 days of any refund, the student will be notified of the amount of the refund and to whom the refund was made. For students receiving tuition assistance, a tuition refund will be made first to any lender up to the amount of such disbursement; any additional refunds will next be made to other sponsoring source up to the amount of such disbursement; any additional refunds due will be made to the student or sponsor.

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money. The student will be eligible to receive STRF benefits if the student prepaid tuition and suffered a financial loss, as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

You must pay the state-imposed fee 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 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 fee, if either of the following applies:

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

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

You may be eligible for STRF if you are a California resident or enrolled in a residency program, prepaid tuition, paid the STRF fee, 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 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 an institution for a violation of an act.

To qualify for STRF reimbursement, the student must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If the student does not receive notice from the Bureau, they have four years from the date of closure to file a STRF application. If a judgment is obtained, the student must file a STRF application within two years of the final judgment.

It is important that the student keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the moneys paid to the school. Questions regarding the STRF may be directed to: The Bureau for Private Postsecondary and Education, 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 ❖ Phone: (916) 431-6959

Student's Rights/Student Grievance Policy and Procedure

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director, William Frias. A student or any member of the public has the right to file a complaint about this institution with the Bureau for Private Postsecondary Education, by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov. 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, California, 95833 www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax: (916) 263-1897

Workers Compensation, VA, DOL

Even though the school is approved to work with the general public, all of its students belong to the California Worker's Compensation system, DOL workers comp or the Veteran Administration. The school will provide tuition relief on a case by case consideration for those students with funding problems.



Program description, tuition and fee schedules

Course # 051 Computer Software Applications (270 Hours): This course draws from the basic computer practices and procedures commonly used in modern offices. The student will become proficient in the following core sections of office computerization: Business Communications, which instructs the student how to prepare letters, memorandums, reports and proposals; Introduction to Computers exposes the student to an overview of software applications widely used in Microsoft Windows; Keyboarding Applications employs the application of keyboarding techniques in formatting documents with speed and accuracy; Word Processing applies techniques such as creating, modifying, and saving documents using Microsoft Word; Desktop Publishing introduces the design and preparation of annual reports, product specification sheets, brochures, and catalogs using the Microsoft Publisher or other graphics program; Spreadsheet Management familiarizes the student with the basic functions of a spreadsheet by building, formatting, and saving various worksheets using Microsoft Excel. Career Development Services teaches the student successful development techniques beneficial to building and maintaining professional growth

| Sections | Description | Hours | SCU |
|--------------|--------------------|------------|----------|
| Section I | Intro to Computers | 30 | |
| Section II | Windows XP | 30 | |
| Section III | Keyboarding | 30 | 3 |
| Section IV | Word Processing | 45 | |
| Section V | Desktop Publishing | 45 | 3 |
| Section VI | Spreadsheet Mgmt | 45 | |
| Section VII | Microsoft Access | 45 | 3 |
| Total | | 270 | 9 |

Course #052 Computerized Bookkeeping (240 Hours): This program is designed to provide different levels of expertise in clerical positions. Students will be able to get an overview of office procedures, as well as specialize in a particular area of the record keeping process. The training in this program is diverse. It offers the opportunity to be employed in any accounting support occupation. Students will learn from a basic course of study to specialized areas. With the specialized training provided in this program, the student will have the ability to apply for a specific job position, for example; Accounts Payable Clerk, Accounts Receivable Clerk, Payroll Clerk, Billing Clerk, Data Entry Clerk - to name a few.

| Sections | Description | Hours | SCU |
|--------------|---------------------------|------------|------------|
| Section I | Intro to Computers | 30 | 1.0 |
| Section II | General Office Procedures | 30 | 1.0 |
| Section III | Bookkeeping | 90 | 3.0 |
| Section IV | Tax Preparation | 45 | 1.5 |
| Section V | Auditing | 45 | 1.5 |
| Total | | 240 | 8.0 |



Course #053 Computer Repairs (330 Hours): This course covers the principal types of basic methods used in the construction of PC's. Personal Computers' components and their function are discussed. Conveys supporting knowledge and skills for beginning students. A combination of Lab and lecture exercises will provide fundamentals, essentials for a career in computer equipment repairs. The concepts presented in this lecture /lab course are those most important in the repair of computer equipment.

| Sections | Description | Hours | SCU |
|--------------|---|------------|------------|
| Section I | PC Components and Peripheral Equipments | 45 | 1.5 |
| Section II | Operating System | 45 | 1.5 |
| Section III | System Configuration | 45 | 1.5 |
| Section IV | Assembling a PC | 45 | 1.5 |
| Section V | Software Optimization | 45 | 1.5 |
| Section VI | Communication Features and Internet | 45 | 1.5 |
| Section VII | Data Back-up and Resorting Procedures | 60 | 2.0 |
| Total | | 330 | 8.0 |

Course #054 Computer Systems Technician (330 Hours): This course will provide the student with the knowledge to deal with a large percentage of the problems likely to be encounter with a computer. It will enable the student to diagnose problems and correct them as well. It prepares the student for A+ Certification. Includes installation, configuration and upgrading, diagnosing and troubleshooting, printers, portables, Dos/Windows and Networks.

| Sections | Description | Hours | SCU |
|--------------|---|------------|-------------|
| Section I | Installation, Configuration and upgrading | 30 | 1.0 |
| Section II | Diagnosing and troubleshooting | 60 | 2.0 |
| Section III | Safety and Preventive Maintenance | 30 | 1.0 |
| Section IV | Motherboard/ Processors and RAM | 30 | 1.0 |
| Section V | Printers | 30 | 1.0 |
| Section VI | Video Display Adapters and the Monitor | 15 | 0.5 |
| Section VII | Portable systems | 15 | 0.5 |
| Section VIII | Basic Networking | 30 | 1.0 |
| Section IX | Customer Satisfaction | 15 | 0.5 |
| Section X | Operative Systems: Dos/Windows | 60 | 2.0 |
| Section XI | Memory Management | 15 | 0.5 |
| Section XII | Networks | 30 | 1.0 |
| Total | | 330 | 11.0 |



Course #055 Networking Technician (315 Hours): The student will be trained to configure and install network systems (TCP/IP). This course covers a wide range of vendor and product neutral networking technologies. Networking basis, protocol, operating systems, applications, multi-vendor environments, transmission media, WANs, Network management and troubleshooting, etc.

| Sections | Description | Hours | SCU |
|--------------|-----------------------------------|------------|-------------|
| Section I | Networking Bases | 15 | 0.5 |
| Section II | Network Models | 15 | 0.5 |
| Section III | Protocols and Packets | 30 | 1.0 |
| Section IV | Data Link Protocols | 15 | 0.5 |
| Section V | Network Operating systems | 30 | 1.0 |
| Section VI | Network Applications | 30 | 1.0 |
| Section VII | Multi-vendor environments | 30 | 1.0 |
| Section VIII | Transmission Media | 15 | 0.5 |
| Section IX | Network Interface Cards | 15 | 0.5 |
| Section X | Network Connectivity Devices | 15 | 0.5 |
| Section XI | Wide Area Networks | 30 | 1.0 |
| Section XII | Network Security and Management | 15 | 0.5 |
| Section XIII | Network Monitoring and Management | 15 | 0.5 |
| Section XIV | Network Troubleshooting | 30 | 1.0 |
| Section XV | Internet Technology | 15 | 0.5 |
| Total | | 315 | 10.5 |

Course #056 Microcomputers Engineering (720 Hours): A comprehensive course that includes some of the most important sections and subjects enumerated in the above described courses. The student will learn the principles of computer software, computer architecture, networks and telecommunications. This course provides a thorough overview of all aspects of computers in a layer-by-layer approach, from physical transmission characteristics through end-user applications. The course ends with a discussion of integrated services such as voice and video.

| Sections | Description | Hours | SCU |
|--------------|--|-------|-----|
| Section I | Windows Operating System | 30 | 1 |
| Section II | Software Applications | 60 | 2 |
| Section III | Installation, Configuration and upgrading | 30 | 1 |
| Section IV | Diagnosing and troubleshooting | 60 | 2 |
| Section V | Safety and Preventive Maintenance | 15 | 0.5 |
| Section VI | Motherboard/Processors/RAM | 30 | 1 |
| Section VII | Printers | 15 | 0.5 |
| Section VIII | Function, structure, operation and file management | 30 | 1 |
| Section IX | Memory Management | 15 | 0.5 |
| Section X | Portable Systems | 15 | 0.5 |
| Section XI | Customer satisfaction | 15 | 0.5 |
| Section XII | Networking Basics | 15 | 0.5 |
| Section XIII | Network Models | 15 | 0.5 |
| Section XIV | Protocols and packets | 30 | 1 |
| Section XV | Data links Protocols | 15 | 0.5 |

| | | | |
|---------------|--|------------|-----------|
| Section XVI | Network Operative Systems | 60 | 2 |
| Section XVII | Network Applications | 30 | 1 |
| Section XVIII | Multi-Vendors Environments | 30 | 1 |
| Section XIX | Transmission Media | 15 | 0.5 |
| Section XX | Network Interface Cards | 15 | 0.5 |
| Section XXI | Network Connectivity Devices | 15 | 0.5 |
| Section XXII | Wide Areas Networks | 30 | 1 |
| Section XXIII | Network Security and Management | 30 | 1 |
| Section XXIV | Network Monitoring and Management | 30 | 1 |
| Section XXV | Network Troubleshooting | 30 | 1 |
| Section XXVI | Internet Technology | 30 | 1 |
| Section XXVII | Video Display Adapters and the Monitor | 15 | 0.5 |
| Total | | 720 | 24 |

Course #057. Child development /child care course (195 Hours) : This course is derived from the basic practices and procedures commonly used in child care and school base settings. It provides the students with the basic fundamental concepts of child development and child care practices. It addresses the knowledge, skills, attitudes, and behaviors associated with supporting and promoting optimal growth and development of infants and children. The course prepares the student for a vocational objective, enhancing additionally their development as family and community members, as well as, professionals, citizens, parents, and caregivers. Students gain awareness of the many types of careers opportunities that are available in human services, and education-related fields. Students who have this preparation will know how to foster a prenatal and early childhood development; how to establish a safe and healthy climate in a day care center, individual, or school type setting. Students will acquire a higher order of thinking, communication, leadership, and management processes as they grow and develop into knowledgeable professionals.

| SECTIONS | DESCRIPTION | HOURS | SCU |
|--------------|---|------------|------------|
| Section I | INTRODUCTION TO CHILDHOOD EDUCATION: CHILD DEVELOPMENT | 60 | 2.0 |
| Section II | IMPLEMENTING EARLY CHILDHOOD PRACTICES: | 45 | 1.5 |
| Section III | MANAGEMENT AND SOCIAL ISSUES: | 45 | 1.5 |
| Section IV | TRAINING PREPARATION AND CHILD CARE CAREER OPTIONS | 45 | 1.5 |
| TOTAL | | 195 | 6.5 |



Class Schedule: All Courses are offered Mornings and Afternoons

| Mornings Monday - Friday | |
|---------------------------------|-------------------------|
| CLASS | 8:30 a.m. - 9:30 a.m. |
| BREAK | 9:30 a.m. - 9:50 a.m. |
| CLASS | 9:50 a.m. - 11:00 a.m. |
| BREAK | 11:00 a.m. - 11:20 am. |
| CLASS | 11:20 a.m. - 12:30 p.m. |

| Afternoons Monday - Friday | |
|-----------------------------------|-----------------------|
| CLASS | 1:00 p.m. – 2:30 p.m. |
| BREAK | 2:30 p.m. – 2:50 p.m. |
| CLASS | 2:50 p.m. – 3:50 p.m. |
| BREAK | 3:50 p.m. - 4:10 p.m. |
| CLASS | 4:10 p.m. - 5:00 p.m. |
| | |

Course Fees:

| Classroom Classes | Tuition |
|--|---------------------|
| Course # 051 Computer Software Applications | 6,000 |
| Course #052 Computerized Bookkeeping | 6,000 |
| Course #053 Computer Repairs | 6,000 |
| Course #054 Computer Systems Technician | 6,000 |
| Course #055 Networking Technician | 6,000 |
| Course #056 Microcomputers Engineering | 6,000 |
| Course #057. Child development/child care course | 6,000 |
| REGISTRATION (NON-REFUNDABLE) | \$75.00 |
| EQUIPMENT | Market price |
| BOOKS AND MATERIALS | \$100.00 |

Home Training and Tutoring

Home training is available for all the courses listed above. The students choosing HT will be charged \$70.00 per hour on an average, depending of the location.



INSTRUCTORS***Yesid Colon: Computer Software Application***

Instructor was born in Palmira Valle, Colombia. In 1992 he attended Instituto Colombiano de Educación Empresarial IDEE, In Cali Colombia. In August 1996, he received a System Information Technology degree with emphasis in programming.

Yesid has been working as Computer Software Instructor over eight years, Four years in Colombia and four years in USA. During that time he provided Computer Software Applications Courses.

He has skills in Operative System D.O.S. in all versions, Windows 3.1 – 95 – 98 – ME and Windows XP. Application: Microsoft Office in all versions, MS Access, MS Outlook, MS Publisher, Adobe Photoshop, Data Base Fox Pro, Dbase III, QuickBooks 2004, Internet Explorer in all versions. Programming Language: COBOL, Pascal, and RPG.

Elba Karely Bernal: Child Care with Child Development

Instructor was born in Los Angeles, California. In 2003 she attended California State University, Los Angeles. In March 2004 she received a Bachelor of Arts Degree in Child Development with an emphasis in Multiple Subjects.

She has solid knowledge and increased awareness concerning the overall development of children, including, but not limited to physical, cognitive, and emotional. Other fields of study that are especially important to her include family issues such as family abuse, poverty and the abandonment of children within the home and issues in the educational system affecting children today.

Elba has been working as a Child Development Specialist for over two years. Applying the methods and teaching philosophy acquired through her education both in a classroom setting and special programs specific to low income families such as the WIC Program.

Marisol Castillo: Child Care with Child Development

Instructor was born in Los Angeles, California. Marisol attended California State University, Los Angeles. She received a Bachelor of Arts Degree in Child Development with emphasis in Multiple Subjects and Child Life Specialist.

Marisol has worked in the child care center field for more than four years. She has also worked as an after-school lead teacher, as well as tutoring children in the English and math subjects since 2005. Marisol completed an intensive internship with Miller Children's Hospital in Long Beach, California. While working with the hospital, she coordinated daily events, and advocated for the children and their families.

Jumar Busto: Computer Software Applications

Instructor was born in Narvacan, Ilocos Sur, Philippines. In June 2005, he received his undergraduate degree in Business Management at the University of Phoenix in Pasadena, California. His curriculum vitae includes Accounting, Marketing, Finance, E-Commerce/E-Business, and Management.

Prior to joining Caledonian, Jumar worked as an executive assistant in the Healthcare industry where he gained professional hands-on experience in Microsoft Office. He currently teaches Microsoft Office Software Applications, QuickBooks Pro, Rentrigh, and Dragon. He also tutors Math and English subjects to LAUSD elementary school children for the federally sponsored No Child Left Behind program.

Bradley Smith: Computer software Applications. Graphic Design

Instructor Bradley Smith teaches Graphic Design. He has in-depth knowledge of Photoshop, Illustrator, InDesign, Corel Quark, Front Page and Dreamweaver. In addition to teaching graphic design for Caledonian, Bradley does freelance advertising and is also professor at Antelope Valley College in Lancaster, CA.

Prior to working for Caledonian he was an ROP teacher for LA City Schools and a catalog/brochure designer for SMC Corporation. He also designed food product and cosmetic labels for Hurst Label.

Ali Borghei

M.S. Degree Information Technology

B.S. Degree Information Management and Business Information Technology

Computer Skills: Adobe Creative Suite: Photoshop, Illustrator, Dreamweaver, Flash, Entourage, File Maker. Microsoft Office Suite: Word, Excel, Outlook, PowerPoint.

Note: For more information regarding instructor's bios go to: www.caletraining.com

Financial Stability

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

Notice concerning transferability of credits

The transferability of credits you earn at Caledonian is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificates you earn from Caledonian's certificate programs is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Caledonian to determine if your certificate will transfer.

Caledonian currently does not have transfer or articulation agreements with any other college or university.

**Caledonian
6055 E. Washington Blvd.
Suite 455
Commerce, CA 90040**

I have received a copy of the Catalog and/or Veterans Information Bulletin, which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person): _____

Signature: _____

Enrolled by: _____

Date: _____

