



# California Premiere College Catalog

January 1, 2013 to January 31, 2014  
Revised Edition

Prior to enrollment, California Premiere College shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:

**California Premiere College**  
2530 N Grand Ave  
Santa Ana, CA 92705  
Tel. (714) 744-6004  
Fax (714) 744-6028  
E-mail: [tirscsa@pacbell.net](mailto:tirscsa@pacbell.net)  
[www.californiapremierecollege.com](http://www.californiapremierecollege.com)

This institution is a private institution approved to operate by the Bureau for Private Postsecondary Education.

## Statements

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](http://www.bppe.ca.gov), phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897.

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. Previous editions of the Catalog are available to College students upon request.

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](http://www.bppe.ca.gov)).

This School does not participate in federal and state financial aid programs.

The University reserves the right to change the Academic calendar and all policies and procedures according to its sole discretion

This Catalog is permanently archived by the College.

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## Ownership

California Premiere College is a private corporation operating in California. The principal shareholders are Martha A. Zapien and Jonathan Zapien. California Premiere College has received approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311. The Bureau's approval means that the Institute and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Course approval must be renewed annually and is subject to continuing review. Approval exists for the following Programs:

Auto-Electric Technician	Auto Electric/Fuel Injection Technician
Computer Repair Technician	Electricity Technician Residential
Data Entry Processing Technician	Electricity Technician Commercial
Electro-Mechanical Assembly Technician	Electronics tester/Assembly Technician
Electronics Tester Technician	Medical Assistant Front Office
Fuel Injection Technician	Medical Assistant Back Office
Fashion Design and Sewing	Computer Repair Data Entry
Floral Designer	
Human Resources Generalist	
Medical Assistant Front/Back Office	
Professional Child Care	
Electricity Technician Residential and Commercial	

California Statute requires that a student, who successfully completes a course of study, be awarded an appropriate award verifying this fact. All students graduating from California Premiere College will be awarded a Certificate.

Prospective enrollees are encouraged to visit the physical facility of the school and to discuss personal education and occupational plans with school personnel prior to enrolling or signing enrolling agreements. This school currently does not have sponsored programs available or government grants to pay for portions of tuition and fees.

All information contained in this School catalog is current and correct and is so certified as true by the School President/Owner.

Sincerely

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Martha A. Zapien, President

and

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Jonathan Zapien, Owner

## **SCHEDULES AND OFFICE HOURS**

Office Hours: 9: 00 a.m. to 5:00 p.m.  
Monday through Friday

Instruction Hours: 9:00 a.m. to 3:00 p.m.  
Monday through Friday

Instruction Hours 3:00 p.m. to 9:00 p.m.  
Evening: Monday through Friday

## **School Calendar**

California Premiere College has open-entry enrollment and classes start on Monday of each week. Students will be advised of the starting and ending dates at the time of enrolling.

Important scheduling information (Operating hours, holidays, vacations, class schedules, and revisions) will be announced to the students in advance of occurring.

The school is closed during the following vacation and holiday periods:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Break

## **California Premiere College Authorization Council:**

California Premiere College is authorized and approved to operate and teach the curriculum on page 1. By the California Dept. of Consumer Affairs,

Bureau for Private Postsecondary Education.

They are located at:

2535 Capitol Oaks Drive Suite 400

Sacramento, CA 95833

P (916) 445-3427

F (916) 263-1897

[www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Mission Statement**

The Mission of the California Premiere College is to serve our community by providing excellent vocational training and skills needed to develop an elite caliber of graduates that are ready to place themselves in the workforce.

California Premiere College shall provide a catalog pursuant to section 94909 of the Code which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

## **History-Philosophy-Objectives**

California Premiere College has a twenty five-year history of serving the Spanish speaking community. The majority of our enrollments have been supported by the Vocational Rehabilitation Industry. Our many success stories have come out of our philosophy of providing vocational training to our students that not only improve skills for job readiness, but we also try to instill self-esteem and dedication towards ones' goals.

California Premiere College seeks to identify, understand and meet the needs of its students. The Institute seeks to enhance existing programs and develop future programs that will continually meet industry requirements for qualified entry-level workers. We understand that providing up-to-date curriculum and equipment, our graduates can be successful in the labor force of today and the future.

## **School Facilities and Equipment**

California Premiere College is located in an attractive professional office building in the city of Santa Ana, County of Orange, California. The campus is easily accessible from the Grand Avenue exits of the Garden Grove (22), and Santa Ana (5) freeways. The school has a reception area, thirteen (13) classrooms and an administrative section. The classrooms are equipped with workbenches, electronic equipment and computers (according to the programs taught in that room). All work areas are well lit, air conditioned/heated, and set-up for both lecture and lab. The facility and the equipment that is utilized is in full compliance with all Federal, State and Local safety regulations to included fire, building and health. The facility is fully accessible to the disabled.

The facilities can accommodate as many as 250 students. Each class size is designed to give students constant access to the instructor. The average classroom and lab ratio is 1 instructor for every 15 students. The equipment is continuously upgraded to meet industry trends. Classrooms with computer hardware utilize business applications common to the industry, giving students experience with up-to-date technology.

This facility and its equipment comply with all federal, state and local requirements relevant to fire and building safety codes.

## **Admissions Policy and Procedures**

**This school provides equal opportunity to all prospective enrollees without regards to race, gender, age, ethnic origin, religion or disability.**

Applicants, and those interested in applying, receive a complete tour of the facility. At this time they may fill out our Application for Admission and have an interview with the Admission Officer to go over what is required, and expected. This includes the courses availability, schedule, tuition, fees, catalog, brochure, equipment prices, materials, and a profile of the instructional staff.

For those without a high school diploma or equivalent, will take an aptitude test. This is the Wonderlic Test and the minimum score must be achieved (score suggested by Wonderlic) to determine the applicant's "Ability to Be Trained." A practicable situational assessment is conducted to determine manual dexterity, eye-hand coordination and suitability for training.

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 procedures for physically handicapped individuals follow the above guidelines with a recommendation for alternative tools or techniques where appropriate. Each disabled applicant will be evaluated to determine how California Premiere College may serve him or her best.**

## **Admission Requirements**

Students should apply for admissions as soon as possible in order to be officially accepted for a specific program and starting date. To apply, prospective students will complete the initial questionnaire and visit the school for a tour of our facility.

California Premiere College does not have dormitory facilities under its control or housing available near its student facilities.

All prospective students are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school's equipment and facility, and to ask questions relating to California Premiere College's curriculum, and career objectives. Personal interviews also enable the school's administration to determine whether an applicant is acceptable for enrollment into the program.

The School follows an open enrollment system. The following additional items will apply to an applicant:

- High school graduates, GED, or ATB.
- He or she must be at least eighteen years old.
- If not a high school graduate successfully complete and pass the required ATB test.
- Complete a student enrollment agreement.
- Applicants must have read, completed and signed an enrollment agreement and paid the required registration fee.
- A Letter of Authorization for Services when enrolling under rehabilitation benefits.

The School reserves the right to reject students if the items listed above are not successfully completed prior to the first day of class.

California Premiere College does not provide assistance with visa services and will not vouch for student status and any associated charges.

California Premiere College accepts students from all over the world, both from English-speaking and from non-English-speaking countries, all instruction is in English. Accordingly, all applicants are required to have a sufficient level of English proficiency to allow them to successfully complete the program. VESL is provided to benefit the non-English speaking students at free cost.

A student must attain a grade of “C” or higher in the Wonderlic Test to be eligible to continue with his or her studies at the College.

### **Granting 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 they enrolled. Although California Premiere College does not hold any contracts or agreements with other accepted trade or post-secondary institutions, if a student has obtained credits, units, or hours from such institutions - the acceptance of these credits will be subject to review in order to determine the equivalency. Credits may also be obtained through challenge examinations and achievement tests. Generally, the student is required to take the California Premiere College’s Achievement Exam of such class and must score at least 80% to receive credit. Such placement indications support admissions requirements for ability-to-benefit students, and can be demonstrated as to satisfactory proficiency, appropriate credit and a list describing any transfer or articulation agreements allowed between the school’s Director and any other Trade School, College or University that provides for the transfer of credits earned in the program of instruction.

## **Notice Concerning The Transferability Of Credits And Credentials Earned At Our Institution**

“The transferability of credits you earn at California Premiere College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in either the Auto-Electric Technician, Auto Electric/Fuel Injection Technician, Computer Repair Technician, Electricity Technician Residential, Data Entry Processing, Technician, Electricity Technician Commercial, Electro-Mechanical Assembly Technician, Electronics tester/Assembly Technician, Electronics Tester Technician, Medical Assistant Front Office, Fuel Injection Technician, Medical Assistant Back Office, Fashion Design and Sewing, Computer Repair Data Entry, Floral Designer, Human Resources Generalist, Medical Assistant Front/Back Office, Professional Child Care, Electricity Technician Residential and Commercial program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.”

## **Student Conduct Policy**

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

## **Academic Honesty Policy**

Students at California Premiere College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination, corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. As institutions, we also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty or coercing students into acts of dishonesty.

## **Procedures**

In cases where a violation of academic honesty is discovered, the faculty member is encouraged to file an "Academic Misconduct Incident Report" form and distribute the form to the appropriate offices listed. Once the student has committed an act of academic dishonesty, said student may not withdraw from the course to receive the grade of "W".

There are two categories of sanctions: Limited and College-wide. Limited sanctions include an academic action such as assigning a lower grade or a grade of "F" for the assignment, project, or test. College-wide sanctions include any sanction that will affect a student's standing with the college-at-large, up to and including **suspension or expulsion from CALIFORNIA PREMIERE COLLEGE**.

## **Student Records Policy**

This institution 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 written permission of the student. State law requires the school to maintain these records for a minimum of 5 years. 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**

California Premiere College has instituted a Drugs and Alcohol Abuse Awareness and Prevention Policy. All students are informed that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance or alcohol within the premises (*or parking facilities*) of the School is strictly prohibited. Students violating this rule will be subject to immediate termination. Drug free awareness pamphlets are available regarding information on: (a) the dangers of drug and alcohol abuse (b) assistance with drug and alcohol abuse counseling (c) penalties for the abuse of alcohol or drugs and (d) rehabilitation programs.

The School has established a relationship for its student body with the National Council on Alcoholism and Drug Dependency. Some drug Information HOT LINES are:

National Institute on Drug Abuse	(800) 662-HELP/ (800) 843-4971
National Institute on Drug Abuse	(714) 834-6032
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept. Of Education, S.W. Regional Office	(213) 598-7661
U.S. Dept. of Education, Task Force	(202) 708-9069

Students or individuals distributing drugs to students will be referred to the authorities and the school will press charges for drug distribution. For first time convictions of the use of a controlled substance or alcohol abuse, he or she may be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone less than 21 years of age.

All schools are required to have a program or plan of drug prevention in effect. This program must be available to students as well as to staff members. A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted; the school would then be considered to be in compliance with the drug prevention requirement. In some cases many agencies are supported by the state and the cost to the user may be little or nonexistent.

## **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/she must notify the school by calling the receptionist or the instructor in advance. However, this notification does not excuse the absence or tardiness. Absences and tardiness will be recorded. Students that are tardy three (3) times for more than 20 minutes total, in one grading cycle (one month) will equal one absence added to that grading period.

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, but not below 70% they will be placed on attendance probation for a month. The probation can be cleared during the following month by improving the cumulative attendance record to 80% or above. Failure to meet these requirements may result in termination from the program of study.

Students who have missed one week of consecutive class meetings and who have not contacted the school will receive a warning notification through the mail. A student will be terminated for failing to attend classes for a two-week period, without notification to the school.

## **Make Up Work**

Make up work is available at the discretion of the instructor. Any tests must be made up within one week of the date missed. Students must coordinate a schedule with their instructor, to comply with this policy.

## **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. The leave will involve no additional charges to the student from the school. A leave of absence may not exceed sixty days. If the leave of absence does go over sixty days, the student must bring a note from a physician for physical problems, or write an explanation of having to leave the local area but will return.

## **Satisfactory Academic Progress (SAP)**

In order to be considered to be making satisfactory academic progress toward a certificate, a student must maintain specified grade point averages, average attendance, as well as proceed through the course at a pace leading to completion in a specified time frame.

The checkpoints for SAP is every 4 weeks at which time the registrar checks the students SAP and makes a report and sends them to counselors and to the students.

In order to be considered to be making SAP as established by California Premiere College, a student must: Maintain a minimum cumulative grade average of 70%.

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 70% is required for graduation.

The following chart represents the equivalents of the grades assigned:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

Students, who do not achieve a 70% cumulative grade average at the end of each 4-week grading period but has a score of 60% to 69%, will be placed on academic probation for the next 4-week grading period. If their cumulative grade average at the end of the probationary period is less than 70%, it will be determined that the student is making unsatisfactory academic progress. They may be terminated from their program of study.

A student receiving a grade of F (0%-59) must retake that class. When the student is permitted to re-take any course or portion of a course, the second grade substitutes for the first, even if it is lower.

The Institution does not assign grades of incomplete. A student who does not complete a class will receive a grade of (F) for that class.

**Attendance Probation:** The student must maintain a cumulative attendance of 80%. If a student's attendance is 70 to 79 for a four-week grading period, they will be placed on attendance probation for the next 4 weeks. The probation can be cleared during the following 4 weeks by improving their cumulative attendance record during that period of 80% or above. Failure to meet these requirements may result in termination from the program of study.

The maximum time frame for completion will be no longer than 150% 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 each quarter of each program.

Students who withdraw from school will be evaluated on course work completed at the time of withdrawal. The Institute does not offer non-credit remedial course work.

Students who may wish to contest a determination that they are not making satisfactory academic progress must submit a written appeal to the School Director. The letter should describe any circumstance that the student believes deserve special consideration. The Director will evaluate the appeal and inform the student of their decision in writing.

Satisfactory academic progress standards are consistently applied to all students within categories of students, e.g. full-time, part-time, and varying programs established by the Institution.

### **Suspension and Termination**

TISC dba: California Premiere College 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 of the School's Director.

### **Re-Entry Policy**

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 this 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 TISC dba: California Premiere College, a student must achieve a cumulative grade average of C (70%) or better and an attendance average of 80% or better. In addition, the student must fulfill the required financial agreement and have an exit interview. A Certificate is awarded for successful completion of the program for which the student enrolled. The Certificate will be issued when the student has satisfied all financial obligations to the school.

## **Placement Assistance**

Prior to graduation students will meet with the Placement Coordinator for assistance with the following:

- Resume Preparation
- Job Seeking Skills Counseling
- Job Leads
- Job Interviews

Placement assistance is considered to be one of the most important services offered by California Premiere College. Placement services are always available for graduates.

Note: Schools are not permitted by law to make a guarantee of placement and therefore we do not. However, California Premiere College emphasizes placement efforts for each qualified graduate.

## **Student Services**

### **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. Vocational counseling sessions are available through the instructors and the administrative staff. Student transcripts are available upon request.

### **Reference Literature**

Trade publications and reference texts are available to the students for use on the school premises, in the school library. Checking out of text books may also be arranged.

### **Student Body Card**

All students are provided with ID cards, which qualify them for special discounts at participating vendors.

## Refresher Courses

Graduates of all programs are welcome to return to the school for “brush ups” of any material previously studied. This service is provided on a space available. The duration of this privilege may not exceed two (2) weeks and may only have one “brush up” of classes taken, unless special arrangements are made.

## Financial Assistance and Scholarships:

- a.) California Premiere College does not participate in any Federal or California State financial aid programs.
- b.) However, California Premiere College offers students with a Scholarship
- c.) Scholarships may be available, in some cases, to students participating in programs such as: Unemployment Insurance Benefits, and Workers’ Compensation Cases. When the cost of our courses exceeds the funds available for that particular student, California Premiere College may provide Scholarships following a thorough evaluation for determining the set amount and time granted per capita.
- d.) TISC dba: California Premiere College also provides the opportunity for an “In-House” loan program to assist with the cost of the desired course(s). The loan program is not a scholarship. It is a cash paying system for students that are unable to complete the entire cost for the course(s). The payments are broken down to pay an amount every four weeks the student attends California Premiere College. The Student must give a down payment of half the total cost of the course(s) and then make payments every four weeks. If payments are not received in a timely manner or on the set date agreed upon, interest may be incurred at 2% of the total amount that payment is due for on a daily basis. The interest added shall commence the day after the due date and cease upon receipt of payment.

**IMPORTANT NOTE Regarding “In-House” Loan Program:** It is the responsibility of each student to provide the exact amount of each payment in the timeframe agreed upon as outlined in a “Loan Agreement.” As stated in each *Enrollment Agreement* – *“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”* **The Certificate of Completion will not be granted unless the tuition is paid in full.** This loan does not apply to the cost of materials. The materials and supplies that are needed to take the program must be purchased by the student prior to their start date.

## Tuition and Fee Policy

All tuition and fees are due and payable by the first day of each month unless other arrangements are made with the School. If a student requests, and is granted, an in-house loan for partial payment of tuition and fees, the student is expected to make equal monthly payments and must pay off the loan prior to graduation. The Certificate is issued when the student is free of indebtedness to the School. **Failure to comply with the terms of the “In-House” loan may result in suspension or termination. 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.**

## Tuition and Fees

## **BILINGUAL INSTRUCTIONS**

<b><u>AUTO-ELECTRIC TECHNICIAN</u></b>	<b><u>20 Weeks</u></b>
Tuition	\$ 5,950.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 275.00
Uniforms	\$ 100.00
<b>TOTAL</b>	<b>\$ 6,400.00</b>

<b><u>AUTO-ELECTRIC/ FUEL INJECTION TECHNICIAN</u></b>	
Tuition	\$ 7,474.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 350.00
Uniform	\$ 100.00
<b>TOTAL</b>	<b>\$7,999.00</b>

<b><u>ELECTRICITY TECHNICIAN COMMERCIAL</u></b>	
Tuition	\$ 6,649.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 275.00
Uniform	\$ 100.00
<b>TOTAL</b>	<b>\$ 7,099.00</b>

<b><u>ELECTRONICS TESTER TECH.</u></b>	
Tuition	\$ 6,123.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 400.00
<b>TOTAL</b>	<b>\$ 6,598.00</b>

<b><u>ELECTRONICS TESTER /ASSEMBLY ASSEMBLY TECHNICIAN</u></b>	
Tuition	\$ 7,723.50
Registration	\$ 75.00
Expenses & Textbooks	\$ 450.00
<b>TOTAL</b>	<b>\$ 8,247.50</b>

<b><u>MEDICAL ASSISTANT BACK OFFICE</u></b>	
Tuition	\$ 6,099.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 300.00
Uniform	\$ 100.00
<b>TOTAL</b>	<b>\$ 6,574.00</b>

<b><u>COMPUTER REPAIR TECH.</u></b>	
Tuition	\$ 6,124.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 325.00
<b>TOTAL</b>	<b>\$ 6,524.00</b>

<b><u>COMPUTER REPAIR/DATA ENTRY</u></b>	
Tuition	\$ 7,655.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 425.00
<b>TOTAL</b>	<b>\$ 8,155.00</b>

<b><u>HUMAN RESOURCES</u></b>	
Tuition	\$5,774.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 475.00
<b>TOTAL</b>	<b>\$ 6,324.00</b>

<b><u>FLORAL DESIGN</u></b>	
Tuition	\$5,225.00

<b><u>FUEL INJECTION TECHNICIAN</u></b>	<b><u>20 Weeks</u></b>
Tuition	\$ 5,950.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 275.00
Uniform	\$ 100.00
<b>TOTAL</b>	<b>\$ 6,400.00</b>

<b><u>ELECTRICITY TECHNICIAN RESIDENTIAL</u></b>	
Tuition	\$6,649.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 275.00
Uniform	\$ 100.00
<b>TOTAL</b>	<b>\$ 7,099.00</b>

<b><u>ELECTRICITY TECHNICIAN RESIDENTIAL/ COMMERCIAL</u></b>	
Tuition	\$ 8,349.75
Registration	\$ 75.00
Expenses & Textbooks	\$ 350.00
Uniform	\$ 100.00
<b>TOTAL</b>	<b>\$ 8,874.75</b>

<b><u>ELECTRO-MECH. ASSEMBLY</u></b>	
Tuition	\$ 4,925.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 250.00
<b>TOTAL</b>	<b>\$ 5,250.00</b>

<b><u>MEDICAL ASSISTANT FRONT OFFICE</u></b>	
Tuition	\$ 6,124.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 275.00
Uniform	\$ 100.00
<b>TOTAL</b>	<b>\$ 6,574.00</b>

<b><u>MEDICAL ASSISTANT FRONT/BACK OFFICE</u></b>	
Tuition	\$ 7,667.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 375.00
Uniform	\$ 100.00
<b>TOTAL</b>	<b>\$ 8,217.00</b>

<b><u>BUSINESS OFFICE ADMINISTRATION</u></b>	
Tuition	\$ 5,574.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 300.00
<b>TOTAL</b>	<b>\$ 5,949.00</b>

<b><u>PROFESSIONAL CHILDCARE</u></b>	
Tuition	\$ 6,124.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 300.00
<b>TOTAL</b>	<b>\$ 6,499.00</b>

<b><u>FASHION DESIGN &amp; SEWING</u></b>	
Tuition	\$ 6,075.00
Registration	\$ 75.00
Expenses & Textbooks	\$ 300.00
<b>TOTAL</b>	<b>\$ 6,450.00</b>

Registration	\$ 75.00
Expenses, Textbooks & Uniform	\$ 425.00
TOTAL	\$ 5,725.00

## **Cancellation Policy and Refund**

Students may cancel their enrollment agreement contract with California Premiere College without any penalty or obligation (except the non-refundable registration fee) by midnight of the seven business day following the first day of class.

To cancel the contract for training, mail or deliver a signed and dated copy of the Cancellation Notice, or any other written notice, or send a telegram to: California Premiere College, 2530 North Grand Avenue, Santa Ana, CA 92705.

If the student cancels any payment made and any negotiable instrument signed by the student, minus the registration fee, shall be returned to the student within 45 days following the school's receipt of the student's Cancellation Notice.

If the school issued any equipment to the student, the student must return the equipment within 10 days following the withdrawal date. If the student does not return the equipment within this 10-day period, the school will keep an amount out of what the student has paid that equals the cost of the equipment issued.

## **Disclosure for Cancellation, Withdrawal, and Refund Policy**

Each student has the right to cancel the enrollment agreement and obtain a refund of charges:

- a.) Therefore, each student is advised that in the event they wish to exercise their right to cancel or withdraw from a program, as mentioned, that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice on the day of enrollment or seven days after enrollment, whichever is later.
- b.) TISC dba: California Premiere College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed \$250.00. If you withdraw from the program/course, you may be entitled to a refund if you have attended less than sixty percent (60%) of the program/course hours required to graduate. If you have attended more than sixty percent (60%) of said required hours, you will not be entitled to a refund.
- c.) In the event that you are entitled to a refund, the school will remit a refund minus the registration fee, of \$75.00 within forty-five (45) days following your written withdrawal notice. You are obligated to pay only for the educational services rendered and for unreturned equipment. The refund shall be on a pro rata basis where the amount of hours you have paid for instruction is multiplied by the current "Unit per hour Index," minus the set total price (amount may vary depending scholarships/grants/loans).
- d.) If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 10 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, within this 10-day period, the school may offset against the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the pro rated refund amount. The documented cost of the equipment may be less than the amount charged, and the charges stated in the contract.

**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 THE BALANCE THAT IS OWED THE SCHOOL.**

### **1. Return of Equipment**

If students receive any equipment and/or materials from the school, they must return the material or equipment within 10 days following the date of the student’s withdrawal. If not returned within this 10 day period, the school may deduct the value of the equipment and/or materials specified in the contract from the refund amount due, and the student may keep the unreturned items. In addition, any percentages of materials which have been used by the student are considered to be unusable. Therefore, the value of these materials will be deducted from any refund.

### **2. Refund Calculation Formula**

The student shall have their refund calculated on a “pro-rata” basis depending on how many scheduled hours remain in the course at the time of the withdrawal. Don’t forget the amount, less registration and less equipment. The calculations below are for tuition only, and then add the rest for registration and equipment.

*Refunds are calculated as follows:*

The refund shall be the amount the student paid for instruction, multiplied by a fraction of the numerator of which is the number of hours of instruction that the student has not yet received but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student has paid.

Example: A student is enrolled in a course that is 720 clock hours long and withdraws from class after fifteen days of instruction. Class is scheduled to meet five hours per day. Therefore, 75 hours of the student’s course have elapsed and 645 hours remain. If the student paid the total price of \$5875.00 for tuition and \$75.00 for registration, \$150.00 for materials, and \$600.00 cost to the school for tools and equipment as specified in the enrollment agreement, the refund would be calculated as follows: Assume the student has paid \$1,500.00 and returns all of their tools and equipment.

Determine the instructional cost per hour:

Total \$ amount of instruction		5875.00
Total program hours	/	720.00
Instructional cost per hour	=	8.1597

Step Two: Determine the total \$ amount paid for instruction:

$$\text{Amount paid } 1500.00 - (75.00 + 150.00 + 600.00) = 675.00$$

Step Three: Determine the hours paid for but not yet received:

Total \$ amount for instruction		675.00
Instructional cost per hour	/	8.1597
Total number of hours paid for	=	82.72
Minus total hours completed	-	75.00
Hours paid for but not received	=	7.72

Step Four: Determine the \$ amount of the refund:

Total \$ amount for instruction		675.00
Hours paid for but not received	x	7.72
Divided by hours paid for	/	82.72
Equals initial refund	=	63.02
Plus returned equipment	+	600.00
<b>TOTAL REFUND</b>	<b>=</b>	<b>663.02</b>

California Premiere College will make any applicable refunds within 30 or 45 calendar days following the date of the student's withdrawal.

A student who wishes to cancel or voluntarily terminate after starting training may submit a written notice to the school Director. In any event, the termination date for refund for computation purposes is the last date of actual attendance by the student.

### **Student Tuition Recovery Fund (STRF) Disclosures**

Explanation of your rights with respect to the STRF.

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

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

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

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

"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.

The Student Tuition Recovery Fund (STRF) was established by the State Legislature to protect any California resident who attends a private post-secondary institution from losing money if he/she prepaid tuition and suffered a financial loss as a result of the school: (a) closing; (b) failing to live up to its enrollment agreement; or (c) refusing to pay a court judgment. To be eligible, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you received lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing and education, specifically those who hold student visas, are not considered a "California resident." To qualify for STRF reimbursement, you must file an STRF application within one year of receiving notice from the Bureau for Private Postsecondary and Vocational Education that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file an STRF application. If

a judgment is obtained, you must file an STRF application within two (2) years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95798-0818 telephone (916) 431-6959 fax (916) 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **GRIEVANCE POLICY**

California Premiere College does not discriminate in its educational or employment programs, policies, practices, or procedures on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation including gender identity and veteran status. In addition, harassment related to any of these areas is prohibited. Student allegations of discrimination are grounds for initiating a grievance complaint.

California Premiere College will not subject students to unfair or retaliatory action as a result of initiation of a grievance complaint. If informal grievance procedures such as making a good faith effort to resolve the grievance with the individual(s) involved are not satisfactory, the student may initiate formal grievance procedures by taking the following steps:

Step 1: The student is encouraged to resolve the problem informally with the faculty, staff member or student involved.

Step 2: If Step 1 does not resolve the problem, the student may submit his or her grievance complaint to Student Services ([tirsca@pacbell.com](mailto:tirsca@pacbell.com)). Student Services will contact the appropriate department at the College to ascertain whether the grievance can be resolved without the necessity of taking it to the Appeals Committee, or whether there is another process at the College to which the student should be referred (e.g. grade appeal procedure, etc.). Student Services will then communicate with the student, informing them either (1) there has been a resolution of this grievance, and communicating that resolution, or (2) that this is the wrong process, and advising them which process to use and how to proceed, or (3) that this matter has been referred to the Appeals Committee, which shall conduct a hearing and render a decision in writing within a timely fashion. The Appeal Committee's decision is final and binding.

## **DIVERSITY AND NON DISCRIMINATION**

### **DIVERSITY STATEMENT**

California Premiere College is strongly committed to furthering the academic success and the general development of a diverse and international student body. California Premiere College works to promote a learning environment characterized by inclusiveness, where we value awareness and understanding of each other's differences and similarities, and strive to treat all with dignity and respect. Multiculturalism reflects our commitment to advancing the College's mission to be an inclusive community by making its academic programs, educational services, and employment opportunities available to all qualified individuals.

## **NON-DISCRIMINATION STATEMENT**

California Premiere College does not discriminate on any basis and is committed to equality of opportunity. Discrimination is defined as (1) treating members of a protected class less favorably because of their membership in that class or (2) having a policy or practice that has a disproportionately adverse impact on protected class members. California Premiere College will not engage in discrimination against any person because of race, color, sex, religion, national origin, age, disability, sexual orientation including gender identity, and/or veteran status and will comply with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations. This non-discrimination policy applies to admissions, employment, access to and treatment in the College programs and activities.

### **Student Complaint Policy/Procedure**

“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 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov) P (916) 431-6959 F (916) 263-1897”

## California Premiere College Programs

All programs being offered at California Premiere College has been developed to serve the needs of the employers in that industry. As such we research each industry for the latest innovations, requirements and expectations from these employers. Our students' are exposed to the work requirements of the industry they will enter upon successful job placement.

### **AUTO ELECTRIC TECHNICIAN D.O.T. 721.281-010**

**TOTAL HOURS 600**

Career Objectives: The objective of this program is for students to learn the fundamentals of automotive electricity and electronics. Alternators and Generators: Upon completion of this segment, a student will be able to recognize and use the different types of tools and measuring instrumentation. They will learn how to assemble and disassemble alternators and generators of the domestic and foreign manufactures. Starting Motor: Upon completion students' will be able to test and diagnose starters. Auto-Electric Diagnosis: The student will be able to develop basic skills in servicing techniques, troubleshooting procedures and repairs.

### **MODULES**

**CLOCK HOURS 600**

Auto Electric Equipment	Identifying the equipment that is used	10
Language of Electricity	Learning the proper words used in diagnostics	10
Safety:	Proper use of test equipment.	10
Basic Electricity:	Understanding its positive and negative Functions.	10
Basic Knowledge of electronics:	How to identify spark plugs and coils.	20
Basic troubleshooting diagnostic:	How to use different test lamps.	40
Battery-maintenance and care:	Proper procedures for cleaning and maintaining a battery.	90
Basic knowledge of a starter:	How to identify the parts of a starter.	100
Basic knowledge of charge system:	Learn the functions, diagnostic and repair process.	80
Basic knowledge of the alternator	Functions, Diagnosis and repair	60
Gasoline Motor	Fuel Requirements	20
Basic knowledge of 4 speed engine:	Understanding admission, explosion and scope.	10
Basic functions of ignition system:	Understanding the basic functions of a tester	110
	Voltage, regulator tester, analyzer	
	MultiMate, switch coil and distributors.	
Basic use of electronic equipment:	How to use V-40, mine tune and diode testers.	10
Maintenance of Distributors'	Maintenance of Contact Points	20

*No prerequisite required unless otherwise noted. All courses are sequential.*

**COMPUTER REPAIR TECHNICIAN  
D.O.T 003.161-014**

**TOTAL HOURS 600**

Career Objectives: The student entering this program will learn the history of computers the principals and background on how we can manipulate them. This program will also prepare the student to repair and upgrade microcomputers at the component level. Students will be introduced to software and hardware diagnosing tools that will be utilized during lab time to develop techniques.

MODULES HOURS 600		CLOCK
Introduction to Microcomputers:	How the computer works and its history.	50
Memory RAM & ROM:	How these memories work	30
SIMMS, SIPs and DIPs:	Memory Modules.	30
Safety guidelines:	Proper use of computer to avoid damage and short circuits.	19
Power Supply:	To determine variable Computer Key boards & monitors.	25
Input Units (Keyboard):	How are signals received by the computer?	30
Output Units:	How are messages sent out by the computer?	40
Introduction to DOS:	How to input information that allows the user to handle various Windows.	40
Introduction to Windows:	Learning basic Windows commands.	45
Diagnosing a computer:	Analyzing and understanding the function of Computers.	45
Floppy Disks:	How to identify different types of Disks.	40
Floppy Drives:	How to identify different types of Drives.	40
Hard Disk Drives:	How to identify different types of Hard Drives.	40
CD-ROM drives:	How the CD-ROM drive works and its use.	36
Assembling a computer:	Hands on application of computer assembly.	50
Introduction to: Microsoft Internet Explorer	Using Internet & DSL connection, browsing Web Sites search engines, FTP, sending E-mail and designing Basic Web Sites using Power Point.	40

*No prerequisite required unless otherwise noted. All courses are sequential.*

**BUSINESS OFFICE ADMINISTRATION  
D.O.T. 203.582-054**
**TOTAL HOURS 600**

Career Objectives: This course is designed to develop and update the student skills and move them up to a higher-level user. Students will develop an understanding of the PC and its capabilities such as batch files, line editing and debugging. Students are trained on Windows-2007 and many other applications.

**MODULES**
**CLOCK HOURS 600**

Introduction to microcomputer IBM and PC Compatible	Understanding the basic computer system.	30
Hardware and Software	Difference between hardware and Software	30
<ul style="list-style-type: none"> <li>• Peripherals</li> <li>• Operating System Software</li> <li>• Application Software</li> </ul>	connection of all the different peripherals and their description.	
Introduction to Operating System	Understanding the path in a tree structure	60
<ul style="list-style-type: none"> <li>• MS-DOS</li> <li>• Windows 9x</li> </ul>	Internal and External Commands What is Windows? Using basic commands and its components. Understanding a desktop structure, My Computer, Recycle Bin and Brief Case.	
Introduction to Word Processing:	Working with Documents in Microsoft Word	90
Introduction to Spreadsheet:	Working With Documents in Word Perfect	
	What is a Spreadsheet? And how it Works	90
	Working with Spreadsheet documents using Excel commands.	
Introduction and Working with Database Management System Under Windows:	Designing, creating databases using auto forms reports, datasheets and macros.	90
Introduction to Electronic Graphic Presentation	Designing presentations using Power Point, using slides, templates, objects, clipart and running the presentation.	90
Introduction to:	Internet & DSL connection, browsing Web Sites	120
Microsoft Internet Explorer	search engines, FTP, sending E-mail and designing Basic Web Sites using Power Point.	

*No prerequisite required unless otherwise noted. All courses are sequential.*

**ELECTRO-MECHANICAL ASSEMBLY**  
**D.O.T. 726.684-018**

**TOTAL HOURS 600**

Career Objectives: The Student entering this course will receive the training necessary to enter into the field of Electronic Assembly and qualify for a position using “NASA” type soldering. Following this training, the student will also qualify as an Entry Level Electro-Mechanical Assembler, having been trained in the latest technology.

**MODULES** **CLOCK HOURS 600**

Electronic Color Code:	Understanding the different value of the colors.	45
Schematic Symbols:	Identifying the components by their schematic symbols.	32
Component identification and safety:	Identifying each component and their use to protect the student from any injury or product loss.	76
Terminology:	Understanding technical terminology.	72
Blueprint reading:	Learning how to read a blueprint like a map.	20
Precision soldering techniques:	Developing precision soldering skills.	75
Inspection and quality control:	Learning how to control the quality of soldering.	25
Wire harness, cable assembly:	Techniques on how to connect wire and cables.	70
Project assembly:	How to assemble a radio.	35
Electronics precision terminals:	Techniques on soldering different terminals in precision.	70
Tools and their use:	Identifying tools and how to use them.	30
Micrometers, caliper use:	How to take measurements using these tools.	30
Parts list:	How to check the list of parts for any device	20

*No prerequisite required unless otherwise noted. All courses are sequential.*

**ELECTRONICS TESTER  
D.O.T. 726.281-014**
**TOTAL HOURS 600**

Career Objectives: This training will give the student a new focus in the field of electronics. This course is an intermediate level between Technical and Assembler. Following this training the student will be able to use any testing equipment to locate damaged components, be it Analog or Digital. Safety in operating equipment is a priority

MODULES		CLOCK HOURS 600
Component identification:	To determine component type and testing.	20
Blueprint readings/schematic Symbols:	Service manuals and schematic to diagnose problems.	40
Equipment safety and tool use:	Proper use of test equipment.	380
Measuring or voltage:	Proper procedures of live voltage tracing.	15
Current resistance:	Proper procedures to measure amperage and resistive components.	15
RLC bridges:	Loading devices.	30
Special measuring instruments:	Proper use of signal tracer, oscilloscope variable transformer and isolation transformers.	40
Operating precautions:	Proper use of test equipment when doing live testing.	60

*No prerequisite required unless otherwise noted. All courses are sequential.*

**FUEL INJECTION TECHNICIAN  
D.O.T. 620.281-014**
**TOTAL HOURS 600**

Career Objectives: Students enrolled in the Electronic Fuel Injection Technician program will gain competency in the basic requirements that an ignition system needs to run an engine using fuel injection. The student will learn to analyze troubleshooting using the appropriate meters. This preparatory course will lead to employable skills as an apprentice technician in the electronic fuel injection field.

MODULES		CLOCK HOURS 600
Electronic Control Module		
Air/Fuel Mixture Requirements	Lecture, Analytical and Troubleshooting	30
Electronic Carburetors	Study of the very first automobiles carburetors to electronic.	40
Electronically Controlled Fuel Injection	E.L.M. (Prom) Electronic Control Module, Functions	60
Electronic Control Module		
System Configuration	Standard E.C.M. Description, Cylinder head temp sensor Techniques	200
Throttle Body Injection (1980 - 1990)	Understand the History and Technical Functions of TBI	60
Port Fuel Injection (1990 - present)	Test MPI (Multi-point Injection) Interface with the ECM	60
Components and Their Function	E.C.M. Components such as the EPROM PROGRAMS upgrades in prom versions timing of fuel, air, pressure, and temperature sensor controls.	150

**FASHION DESIGN & SEWING**  
**D.O.T 142.081-010**

**TOTAL HOURS 600**

Career Objectives: This training will train students in the art of dress and pattern making. Each graduate will have the necessary skills to work in the sewing industry in the field of sewing machine operator, pattern maker, sample pattern maker, alterations, zipper installation and replacement. Graduates will be familiar with most of the types of sewing machines used in the industry today.

The students will learn basic sewing skills, as well as alterations and are encouraged to create their own designs. The course essentials approximately 600 hundred hours of classroom lab instruction. Each student will do research regarding the sewing field of design.

MODULES	CLOCK HOURS 600
Basic Clothing	20
Dress Design Pattern Maker:	88
Pattern Maker I	
Pattern Maker II	
Pattern Maker III	
Pattern Making	20
Round Collar and Elastic	20
Button & Button Hole	20
Hems	20
Foot Stitch	20
Zippers	20
Buttons	20
Basic Sewing & Single Needle	24
Sew Over lock	20
Blind Stitch	26
Double Needle Cover Stitch	20
Advance Sewing	22
Elastic With use of Regular and Special Foot	20
Double and Narrow Hemming	20
Construction of Skirts:	100
With Darts	
Waist Band	
Ruffles	
Baby Foot	20
Setting Collars	20
Application of Shirt Sleeves to Cuffs	20
Construction of complete Blouse	40

*No prerequisite required unless otherwise noted. All courses are sequential.*

**HUMAN RESOURCES GENERALIST  
D.O.T 166.117-018**
**TOTAL HOURS 600**

Career Objectives: The Human Resources course is designed to provide the student with entry-level skills in human resource and the knowledge necessary to successfully perform multi-faceted office and personnel functions in a variety of office, administrative, employee relation's environment. This course was developed to provide an exciting component of human resources study.

**MODULES** **CLOCK HOURS 600**


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Essentials Series of Windows 9X	120
File Management, menus and dialog boxes, Customizing Word Processing Programs, Microsoft Word	120
Preparation for letters, research papers, and newsletters. Microsoft Excel	120
Worksheet Management, Data Entry. Budgets, Expense Reports, Tables, Reports.	120
Human Relations	120
Human Relations, Organizational Theory, Organizational Structures, Work group Dynamics.	120
Employment Law	120
State and Federal Employment Laws Law in Developing an Employees' Policies Overtime Laws, Workers Compensation, and Employee Safety etc.	120

**MEDICAL ASSISTANT FRONT/BACK OFFICE  
D.O.T. 079.362-010**
**TOTAL HOURS 600**

Career Objectives: The Program is designed to provide graduates with the requisite knowledge and technical skills necessary to obtain an entry-level position. The program provides instruction in both administrative (front office) and clinical (Back office). This program provides basic Knowledge for the following list of positions: Medical Assistant Front/Back office, Medical Billing, Medical Laboratory Assistant, Admission Clerk, ER registration Clerk, Claims processor and Medical Collections Clerk.

**MODULES** **CLOCK HOURS 600**


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Introduction to Medical Assisting	10
Medical Terminology, Human Anatomy, Safety Issues	40
Administrative (Front Office)	250
Computer Skills, Keyboard Techniques, Mouse Techniques, Typing Tutor, Word Processor, Spreadsheet-Accounting Records and Field Names, Electronic Files, Answering Phones etc.	280
Clinical (Back Office)	280
Taking Medical Histories, Taking and Recording Vital Signs Explaining Treatment Procedures to Patients and Clinical Externship	280

**FLORAL DESIGNER**  
**D.O.T. 142.081-010**

**TOTAL HOURS 600**

Career Objectives: The four hundred and eighty hour (480) Floral Designer is designed to provide graduates with the requisite knowledge and technical skills necessary to obtain an entry-level position. The program provides instruction in flower arrangements, bridal accessories, center peaces and balloon arrangement.

This program aims to provide basic knowledge in order to be marketable in Floral Design field: The following is a list of positions that the students shall be eligible for as a floral designer or as their own business.

<u>MODULES</u>	<u>CLOCK HOURS 600</u>
<b>FLOWER ARRANGEMENTS</b>	
Wedding Ceremony & Reception Decorations	160
Sympathy Flowers	75
Funeral Arrangements	60
Casket Pieces	60
<b>BRIDAL ACCESSORIES</b>	
Loop Bows	50
Corsages Single & Double	55
Bridesmaid Bouquets	25
Bouquets	47
<b>CENTERPIECES</b>	
Wedding Centerpieces	10
Dinner Centerpieces	10
Holiday Centerpieces	8
Birthday Centerpieces	8
<b>BALLOON ARRANGEMENTS</b>	
Inflation of a Latex Balloon	10
Balloons in Fresh and Silk Arrangements	10
Single Roll Balloon Arch	6
Balloon Bouquets	6

*No prerequisite required unless otherwise noted. All courses are sequential.*

**ELECTRICITY TECH. RESIDENTIAL  
AND COMMERCIAL  
D.O.T. 824.261-010**

**TOTAL HOURS 600**

**Career Objectives:** This course is designed so that the graduates will have the knowledge and technical skills necessary to obtain an entry-level position in residential and commercial electricity. The student will gain knowledge of the basic electricity circuits, electric diagrams, and electric installations on residential, electrical industrial motors, industrial system controls and power systems. The program provides instruction bilingual English/Spanish in residential/commercial electricity and three weeks of internship.

**MODULES**

**CLOCK HOURS 600**

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Basic Electricity and Circuits: Basic Electricity Electric Circuits	50
Electric Diagrams: Electric Diagrams-Basic and How to Read Them Hands on with Diagrams	30
Electric Installation on Residential General Concepts of Installations Basic Residential Laws and NEC Codes	75
Basic Concepts of Motors DC Motors AC Motors	75
General Concepts for Controls Symbols Interpretations for Controls Single Phase Motor Control	75
Basic Concepts of Power Control System Low Voltage Control Systems High Voltage Control Systems	75
Externship	220

**PROFESSIONAL CHILD CARE  
D.O.T. 355.674.010**

**TOTAL HOURS 600**

Career Objectives: student entering this program will learn the knowledge and technical skills necessary to obtain an entry level-position in the child care field. The student will have a total of 16 ECE units in the four core areas (Child growth and development; Child family, community programs for youth children and child nutrition health and safety). The program provides instruction bilingual English/Spanish in the professional childcare field, child growth development, child family and community programs for youth children and child nutrition health and safety that will include CPR/Firs Aid Certification and one month externship.

<u>MODULES</u>	<u>CLOCK HOURS 600</u>
The child growth and development stages	20
What is childcare, Lecture – Child development associate	
Supervising and Administrating young children	20
Differences in child care programs – Program Qualities	
Teaching & Suggesting guidelines to observe young children	25
Areas of development – Class work	
Providing hands on and child environment	25
Rest area – Indoor/Outdoor area	
Daily Routines and operating a home day care	20
Equipment, materials, toys and structure – Safety	
Introduction to Child, family & their communities	30
Rest area – Indoor/Outdoor area	
Health and safety practices in the children center	20
Food preparation and Nutrition	20
Creative music experience, literacy, materials and movements	20
Handling daily routines	20
Group time in your classroom	15
1 <sup>st</sup> . & 2 <sup>nd</sup> . Language acquisition	15
Development Thinking and reasoning skills	30
Science and Mathematics	
Relation between parents & children	30
Creative art experiences	25
Caring for infants and toddlers	25
The special needs child	25
Establish young children self discipline and self control	25
Professional development	25
Play ground	25
Externship practice	120
Becoming a licensed Family Child care provider	20

*No prerequisite required unless otherwise noted. All courses are sequential.*

## **Staff Members**

### **Administrative**

#### **Owner/Director**

#### **Financial Officer**

#### **Martha A. Zapien**

As President/Director of California Premiere College, Ms. Zapien brings with her over twenty years experience in the electronic industry as well as in management and administration. Her experience includes, but is not limited to the development of a bilingual vocational department at Worker's Compensation Services in Santa Ana, as well as, Los Angeles CA. Ms. Zapien also brings with her a strong employer base and a solid placement record. Additionally, her experience extends to working with state compliance issues; marketing; recruiting and is knowledgeable in the Worker's Compensation Rehabilitation field. She is actively involved in Postsecondary Education, BPPVE; OBRA; CAAA; SCRE AND ISCET as well as many other community organizations. She continues to stay current with the laws pertaining to vocational rehabilitation as it applies to the California Worker's Compensation System. Ms. Zapien also holds degrees in Architectural Design, Computer Aid Drafting (CAD) as well as being a Quality Control Inspector in Electronics.

### **Owner/Stock Holder**

#### **Jonathan Zapien**

Mr. Zapien is a silent partner with Ms. Zapien in that he owns a percentage of stock in the school but does not have specific duties. He is someone that will take over in cases where the Director may not be able to be present at the school due to physical health or any other issues involved. More qualifications in his background file transcript certificate.

### **Educational Manager**

#### **Compliance Officer**

#### **Consulting Assistant in Accreditation**

#### **Alla Mia D'Amourse**

Ms. D'Amourse brings thirty years of experience to this institution. She has experience being a teacher, Director of an accredited school with three campuses, to owning her own school. As Director in other schools she has led institutions through the accreditation process therefore, knowing the process of obtaining Accreditation. She has also been called as an examiner for an accreditation agency to be a part of a team in conducting numerous site visits to institutions that have applied for initial accreditation and re-accreditation. She is instrumental in making sure the instructor's lesson plans stay abreast with industry trends and that the instructors are following their lesson plans. As a compliance officer, Ms. D'Amourse stays abreast of the rules and regulations for proprietary schools by reviewing websites as the Bureau of Private Postsecondary Education (BPPVE) and CAPPS California Association of Private and Postsecondary Schools, and the US Department of Education.

**Associate Director**  
**Office Manager**

**Gloria Covarrubias**

As Director's Assistant, Ms. Covarrubias presents with 20 years of experience in administration and accounting within the Worker's Compensation System of California. Her experience includes the coordination and administration as well as supervising and managing of a bilingual vocational department at Worker's Compensation Services, Santa Ana, CA. Her degree was obtained at I. M.C. She is a technical writer where she uses her talents in helping with the writing of lesson plans and exams as new courses are added and updated. She also teaches proper grammar in Spanish to our students to instill better writing skills.

**Placement Coordinator**

**Josue Cancino**

Mr. Cancino brings with him, ten years of Human Resources experience. He has worked in educational institutions for ten years in all levels, from Elementary School to University. He managed the Arts Department for 5 years at the Universidad del Golfo in Mexico. He is also instructor for the Microsoft, Adobe and Web development subjects. He has worked for employment and staffing agencies where he has come across many situations in which labor laws and Human Resource studies have been put to use. He has worked with many people of different levels of educational backgrounds and therefore, he is able to help students prepare for their job interviews, create their resumes, and give them entry level leads in their field of study. His experience is a great asset to our institution as we try to provide placement to all students that graduate.

**Registrar**  
**Admissions Officer**  
**Receptionist**

**Leticia Correa**

Ms. Orozco presents as an experienced task achiever who follows through to obtain successful, as well as positive results, with her responsibilities as Admissions Coordinator and Registrar for California Premiere College. Her experience as a long-term employee within an office environment enhances her ability to work with the students as they prepare to enter new vocational goals.

## **Faculty Members**

### **Auto-Electric**

#### **David E Higa**

Mr. Higa has many years of experience in the automotive industry. He started by taking automotive repair at Cypress College. He has worked in private shops and also in dealerships as a general auto mechanic. He, therefore, has a vast knowledge and experience of not only the Auto-electric field but in all types of automotive repair. He is an excellent instructor that explains troubleshooting in the field of automotive electronics. He is patient and spends time with each student to ensure that they understand all that is needed to have the knowledge to be a good auto-electric mechanic.

#### **Pedro Jimenez**

Mr. Jimenez presents over 18 years experience within the automotive service industry. This experience extends to the assembly and disassembly of both foreign and domestic alternators and starters as well as to the total electrical system within an automobile. Mr. Jimenez holds a degree in Technical Automotive Engineering, from Mexico City. He presents as an experienced General Automotive Mechanic in foreign and domestic automobiles. Additionally, he is experienced in bodywork as well as specializing in suspension work, and wheel alignment and balance. Mr. Jimenez also holds a degree as a Graphic Arts Designer in Publications. This total experience is easily passed from instructor to student within the classroom environment, where his students gain from his vast experience as well as his patient manner of teaching.

### **Electronic Fuel Injection**

#### **Mario Romel**

Mr. Romel presents with over 25 years experience within the service of foreign and domestic automobiles. This experience ranges from machine shop work level to working on a combination of: cylinder heads; engine blocks; heavy machinery and rebuilding of gasoline and diesel engines. This vast experience also includes the tune-up of foreign and domestic vehicles. Other experience includes assembly and disassembly of foreign and domestic Alternators and knowledge of the Fuel Injection System. Mr. Romel demonstrates a style of teaching, which easily comes together in the classroom where he passes the experience on to his students.

### **Computer Repair & Data Entry**

#### **Maria Elena Hernandez**

As a graduate in both Data Entry and Computer Repairs at California Premiere College, she is well aware of the method used by the instructor in either class. She was top of her class and has brought her own experience where she had taught Spanish Literacy in a government school in Mexico. So not only does she bring teaching experience, she uses what she had learned to assist the instructor in the classroom. She is there to assist any students that are having a hard time understanding the subject being taught and is helpful in making sure the students get one-on-one attention.

## **Electro-Mechanical Assembly**

### **Martha A. Zapien**

Ms. Zapien presents with over twenty years experience within the Electronics Industry. Her experience exposes her students to commercial and military precision soldering techniques as well as introducing them to electronic components and the assembly of these components. She is also an experienced Quality Control Inspector as well as Electro Mechanical/Computer Aid Drafter in the industry. Ms Zapien is a member of the International Society of Certified Electronics Technicians.

## **Electronics Tester/Computer Repair**

### **Martin Cortez**

Mr. Cortez comes to our institution with over 28 years of experience in the electronics field. He had started by taking 90 units in the field of electronics in the Bakersfield Community College and also at the Long Beach Community College. He then went to work for The Good Guys, as an electronic technician and also worked with Radio Shack as their Senior Technician. Over the years he has attended trade show and also took seminar classes put on by Sony, to stay abreast in the industry trends. Working in an environment where he had to train other employees about the repair of electronic problems, he found it rewarding to teach and decided this is what he wanted to do. Mr. Zelaya came to Technologic Institute of Southern California in 2004 and he is a very efficient instructor in the field of electronics.

## **Fashion Design & Sewing**

### **Daniel Montecinos**

Mr. Montecinos presents with over 16 years experience within the Fashion Design & Sewing Industry. His experience includes Pattern Designer, Pattern Maker, and Designing and creating wedding gowns, men's clothing and he has the knowledge to work on Industrial Machines. He has continued to expand through the growth and advancement of this ever-changing industry. Mr. Montecinos background and interest in this field stems from his Fashion Design & Sewing studies in Mexico City as well as his knowledge on the Sewing industry. He continues to stay current with the industry. He enhances his Fashion Design skills with current computer skills. Mr. Montecinos continues to practice a kinder, gentler, one-on-one approach to teaching in hands on classroom/shop environment.

## **Medical Assistant**

### **Esteban Monreal**

Dr. Monreal has over 10 years of experience within the Surgical, Hematologic, Emergency Medicine, Emergency Care, and Traumatology Field. His experience includes 10 years of experience as instructor of Medical Assistant and Phlebotomy. In Mexico, he worked in the Nuevo Hospital Civil and Hospital Cruz Roja. His experience leads him to lecture in the areas of anticoagulation management, comma, seizures, First Aid and CPR, EKC, advance phlebotomy, prescription and administration of medications, bleeding disorders, various techniques of blood drawing patient preparation, examination room preparation, examples of blood components, blood collections procedures, vaccine techniques, gynecology and obstetrics exams preparations. He took many courses in Mexico and California since 1993 including the InterAmerican College and Family Health Services in San Diego, American Red Cross in LA, Cruz Roja and Universidad de Guadalajara in Mexico. Living in California since 2000 he continues to stay current with the field. Dr. Monreal continues to practice a kinder, gentler, one on one approach to teaching in hands on, classroom environment.

## **Floral Designer**

### **Marco Gallegos**

Mr. Escalera studied Floral Design in Acapulco, Mexico and worked at the Acapulco Princess Hotel, which is regarded as one of the twenty-five finest hotels in the world. Here, he worked for five years escalating his creativity by making not just one, but sometimes up to three hundred arrangements a day, depending on the time of seasons, holidays, weddings and also the annual grand meeting held by the President of Mexico. Here he made an arrangement for the President himself to have in the meeting room of the conference with the bankers of the country. The goal of the hotel is to make it one of the most impressive environments for tourists. When he moved to the United States, he has worked for Bridal Shops and for Catering agencies. Whenever he had assistance in making arrangements he noticed that he found it fun and rewarding to teach other people some of his skills. He decided to become an instructor and have come to work at the California Premiere College.

## **Electricity Technician** **Residential & Commercial**

### **Gerardo Aviña**

Mr. Aviña brings ten years of experience to our institution. His experience includes not only working as an electrical technician for residential but also for commercial systems. He has also worked in High Voltage areas. This high-tension work was done for eight years for the Federal Electrical Commission. He also has worked with residential and commercial motors and refrigeration units and electrical welding. He is working for the UNION and he is an Electrician's Licensed.

### **Wilfredo Chihuan**

Mr. Chihuan is a Project Management Professional with an extensive experience in sales and marketing. His experience includes coordinate advertising programs, promoting of products and services, account management, and building public relations in order to get new clientele. As a business man, he owns a construction company where he plans, organizes and directs activities, schedules the projects in logical steps and budget time required to meet deadlines, determines labor requirements and dispatched workers to construction sites, inspects and review projects to monitor compliance with building and safety codes and other regulations to meet consultants, clients, suppliers and subcontractors expectations As an account executive his tasks typically involved: meeting and liaising with clients to discuss and identify their advertising requirements; working with agency colleagues to devise an advertising campaign that meets the client's brief and budget; presenting, alongside agency colleagues (particularly the account manager), the campaign ideas and budget to the client; negotiating with clients and agency staff about the details of campaigns; presenting creative work to clients for approval or modification..

### **Human Resources Generalist**

#### **Helen Fraire**

Ms. **Fraire** is a wonderful addition to our staff and faculty. She not only instructs in the Human Resources Generalist Course but also is ours. She brings with her eight years of Human Resources experience. She has worked as a manager for employment companies where she has come across many situations in which labor laws and Human Resource studies have been put to use. For example, workers compensation recruiting, terminating, payroll, documentation, sexual harassment, training, career development, employee benefits, safety, etc. She has worked with many people of different levels of educational backgrounds and therefore, is able to help students understand the Human Resources field with very basic concepts and examples and continue the course to include with more difficult concepts in a smooth transition.

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