

AT CTS OUR COMMITMENT IS TO YOUR SUCCESS!

CTS Offices are open Monday through Friday
From 8 a.m. to 5 p.m.

Please come in at your convenience, or telephone (619) 424-6650
or 582-9133 for an appointment to visit our two campuses.
CTS professionals are working toward one goal-your future!

CTS BOARD OF DIRECTORS

Stewart Westdal, Chairman of the Board
William Baker, Secretary
Michael Vo, Financial Officer
John Riess, Member
Mary Benard, Member
Adriana Alcaraz, Member
Mary Kay Jackson, Member

SOUTH COUNTY SITE

497 11th St., Suite 4
Imperial Beach, CA 91932
Phone: (619) 424-6650
Fax: (619) 424-3255

CITY HEIGHTS SITE

5348 University Ave. Suite 210
San Diego, CA 92105
Phone: (619) 582-9133
Fax: (619) 582-9134

On the web at www.ctsjobs.org

January 1, 2012 – December 31, 2012

WELCOME TO CTS AND OPPORTUNITY

We are proud of Comprehensive Training System's record of growth and quality training, and we offer you an exciting opportunity to take that first important step to a fulfilling career.



For the past three decades, CTS has continuously worked to improve our training methods, our curriculum, and our communication with you, our students and employers.

CTS is committed to providing the best training, counseling, and job placement assistance possible. Our dedicated and professional team, from friendly receptionists, skilled and knowledgeable instructors, to caring counselors and job placement specialists, are eager to help develop your skills and grow your success.

Make the most of your training time here. At CTS we work together towards one important goal...your future!

Sincerely,

Linda Blair Forth
President

TABLE OF CONTENTS

I. History of Comprehensive Training Systems	4
II. Mission Statement	5
III. School Information	6
A. Hours of Business.....	6
1. Office Hours	6
2. Instructional Hours	6
B. Instructors	7
C. Current Programs Offered	8
D. Physical Facilities	9
E. Equipment	9
IV. Student Services and Information	10
A. Remediation and Basic Education	10
B. Non-discrimination Statement	10
C. Academic Advising Services	10
D. Student Housing.....	10
E. Termination Date	11
F. Clock Hours	11
G. Placement Assistance.....	11
H. Follow-up.....	11
I. Records Retention	11
J. Student Complaint Procedure	12
V. Financial Information	13
A. The Programs of Study Approved.....	13
B. Program of Study Fees	13
C. Rejected Students.....	16
D. Procedure to Cancel Enrollment Agreement	16
E. Minimum Cancellation and Refund Policy.....	16
F. Financial Aid Assistance.....	16
G. State of California – Student Tuition Recovery Fund	17
VI. Admission Procedures and Requirements	18
A. Articulation.....	18
B. Notice of Concerning Transferability of Credits and Credentials	18
A. Attendance Policy.....	20
B. Tardiness.....	21
C. Excused Absence	21
D. Makeup Work	21
E. Dropout and Leave of Absence Policies	21
F. Progress Monitoring	21
G. Progress/Grading Systems.....	21
H. Academic Probation	23
I. Reinstatement to Class.....	23
J. Student Conduct	24
K. Termination.....	25
VII. Program of Study Information	
A. Building Maintenance	25
B. Basic Manufacturing Techniques	26
C. Residential and Commercial Green Technology.....	27
D. Solar Energy Applications.....	28
E. Construction	29
F. Medical Assistant-Lab Technician	30
G. Healthcare Information Technology.....	31
H. Administrative I.....	32
I. Administrative II	33
J. Microcomputer Operator.....	34
K. Computer Repair/Service Technician	35
L. Computer Network Technician	36
M. A+ Certification	37
N. Network+ Certification	38
O. Website Design I.....	40
P. Website Design II	41
Q. VESL	42
VIII. Description of Classes.....	44
IX. Veterans Addendum.....	47
IX. Calendar of Classes	48

HISTORY OF COMPREHENSIVE TRAINING SYSTEMS:

Comprehensive Training Systems (CTS) was created by its founder and current President, Linda Blair Forth, in 1985 to provide high level, quality training in a diverse assortment of skill areas, to underemployed and unemployed populations in San Diego County.

An advisory board of community leaders assisted President Blair Forth in developing a viable proposal with appropriate curriculum to gain initial funding. Subcontracted with Catholic Community Services for the first two years of its existence, CTS became an independent entity on January 1, 1987. Since that time, it has been operating independently, receiving a majority of its funds from the San Diego Workforce Partnership/Private Industry Council.

CTS has not only an active Board of Directors that provides general overall direction and guidance; but also an Industrial Advisory Boards, that offer direct industry feedback to insure the various program curriculum reflect current industry practices and techniques. CTS has earned the respect and support of the industries it serves, as well as area political leaders and the community at large.

Now into its third decade of operation, CTS has graduated over 85000 students in various occupational skill areas. It continues to offer new programs and set new standards for leadership and program excellence.





MISSION STATEMENT:

Comprehensive Training Systems has committed its energies and resources to providing the highest quality, most up-to-date training in the areas of its contractual agreements with its funding agencies, to every qualified individual man or woman, regardless of race, creed, color, or other identity, without exception. Comprehensive Training Systems commits to the following values to guide our efforts:

- 1) Respect for Individuals
- 2) Highest Standards of Integrity
- 3) Teamwork
- 4) Dedication to Our Employer/Customers
- 5) Innovation

Comprehensive Training Systems is committed to continuing its quest for the highest possible standard of excellence, fairness, and professional behavior.

SCHOOL INFORMATION

APPROVAL DISCLOSURE STATEMENT:

Comprehensive Training Systems (CTS), 497 11th St. Suite 4, Imperial Beach, CA 91932, was granted institutional approval from the Bureau for Private Post-Secondary Education, pursuant to California Education Code Section 94915. The Bureau's Approval recognizes that the institution and its operation comply with the Private Post-Secondary Education guidelines. Institutional approval must be reapproved every three years and is subject to continuing review.

STATEMENT OF FINANCIAL SECURITY

Comprehensive Training Systems is financially sound and has never filed for bankruptcy. Comprehensive Training Systems is not operating as a debtor in possession or has filed a petition within the preceding five years or has had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

HOURS OF BUSINESS:

OFFICE HOURS:

Open from 8 a.m. to 5 p.m., Monday through Friday

INSTRUCTIONAL HOURS:

Classes are scheduled from 8 a.m. to 4:45 p.m. Monday through Thursday and 8 a.m. to 3:45p.m. on Friday.

Important scheduling information (operation hours, holiday, vacation, class schedules and revisions of them) will be announced in advance.

The following is a list of holiday periods when the school will be closed:

New Year's Day	Independence Day
Martin Luther King's Birthday	Labor Day
Easter Holiday	Thanksgiving and the following Friday
Memorial Day	Christmas Day
Floating Holiday (TBA)	

INSTRUCTORS:

All Comprehensive Training Systems (CTS) instructors are possess industry recognized certifications in their field of expertise. CTS instructors are industry experienced and possess the expertise and knowledge required to meet industry standards.

Anthony Coker, Building Maintenance Instructor

Mr. Coker has 15 years' experience as a property maintenance supervisor in the in the building maintenance industry. He possesses certifications from Universal Environment Protection Association.

Tim Loveall, Basic Manufacturing Techniques Instructor

Mr. Loveall has 35 years' experience in the manufacturing field with specialization in welding and HVAC systems. His talents also include regional property manager with a large local property maintenance firm.

Cassandra Lacher, Medical Assistant – Lab Technician Instructor

Ms. Lacher possess over 15 years' experience in the healthcare industry in medical assisting. She possesses certifications as a certified medical assistant and CPR instructor.

Joe Figueroa, Computer Instructor

Mr. Figueroa has 27 years of industry experience in computer systems, computer repair, multimedia, web design and computer applications.

CURRENT PROGRAMS OFFERED

SOUTH COUNTY SITE

PROGRAM OF STUDY:

Building Maintenance
Basic Manufacturing Techniques
Construction
Healthcare Information Technology
Computer Repair/Service Technician
Computer Network Technician
A+ Certification
Network+ Certification
Website Design I & II
VESL
Solar Energy Applications
Residential and Commercial Green Technology

CITY HEIGHTS SITE

Medical Assistant – Lab Technician
Healthcare Information Technology
Administrative Assistant I & II
Microcomputer Operator

PHYSICAL FACILITIES:

CTS Imperial Beach occupies 10,200 square feet of a two-story industrial park, situated by the San Diego Bay. The training facility includes four classrooms, two shops, one admissions office, one testing room, one job placement office, one library, two administrative offices, a computer lab, and a reception area.

All training is provided in environments that simulate actual industrial working environments.

CTS City Heights occupies 4,000 square feet of multi-complex situated in the metro region of the City of San Diego. The training facility includes two classrooms, one computer lab, one admissions office, one testing room, two job placement offices, one library, two administrative offices, a reception area. All training is provided in environments that simulate actual industrial working environments.

EQUIPMENT:

The **Basic Manufacturing Techniques Shop** contains table saws, horizontal saw, welder, power tools, and shop hand tools.

The **Construction Shop** contains table saws, band saws, reciprocating saw, power hand tools and shop hand tools.

The **Building Maintenance Shop** includes a model kitchen, bathroom, laundry and water heater rooms. All models are equipped with fully functional appliances complete with electricity and running water. In addition, the Building Maintenance Shop contains electrical wiring and sprinkler work stations.

The **Computer Lab** includes an Application Server, Print Server and 15 workstations networked to allow for state of the art computer based training.

The **Healthcare Information Technology**, training environment includes state of the art computer stations, office skills equipment and secretarial/reception training areas.

The **Medical Assistant- Lab Technician** training environment includes microscopes, EKG monitors, skeletons, torsos, anatomy charts and other medical training equipment, as well as inoculation/sterilization equipment, blood pressure cuffs, and medical textbooks.

The maximum occupancy level at any one time for the Imperial Beach Facility is 100 students.

STUDENT SERVICES AND INFORMATION

REMEDICATION AND BASIC EDUCATION INSTRUCTION:

To augment entry-level skill in CTS training programs students may be required to take additional instruction in Math, English, and Literacy Education. Training is provided concurrently with the technical skills training.

NON-DISCRIMINATION STATEMENT:

Comprehensive Training Systems has committed its energies and resources to providing the highest quality, most up-to-date training in the areas of its contractual agreements with its funding agencies, to every qualified individual man or woman, regardless of race, creed, color, or other identity, without exception.

ACADEMIC ADVISING AND GUIDANCE SERVICES:

Students may receive academic advising services upon enrollment on an as-need basis. For ability-to-benefit students' academic advising and individual counseling is offered. Students receive initial labor market information that includes projected career growth opportunities and earnings potential. Guidance services are available to students by CTS' professional case managers. Students may receive assistance that includes: life skills, conflict resolution, financial planning, and referrals for childcare. CTS also offer Individual Case Management, Placement Assistance, Academic Advising, and Case Management to enrolled students. Case Management may include referrals to appropriate housing, medical, transportation, and counseling services.

STUDENT HOUSING:

CTS does not contain dormitory facilities, but does offer assistance in locating affordable housing near the campus. Housing is determined by the current affordable housing market rate and ranges from: Studios \$500 - \$1,000; 1-Bdr 1-Ba \$700 - \$1,200; 2Bdr 2Ba \$950 - \$1,500.





TERMINATION DATE:

For refund computation purposes, this is the last date of actual attendance by the student.

CLOCK HOURS:

Comprehensive Training Systems uses the clock hour system, with one clock hour equaling 60 minutes.

PLACEMENT ASSISTANCE:

This institution maintains active placement specialists who conduct mock interview and work-readiness training for all students. Students also receive a list of known job vacancies and assistance in obtaining job interviews. No guarantee for placement is made. However, continued assistance will be provided up to six months after completion of course of study.

FOLLOW-UP:

All students receive 90-day and six month follow-up services, to ensure employment satisfaction.

RECORDS RETENTION:

Students are advised that state law requires this educational institution to maintain school and student records for a five-year period. All records are stored at the CTS Imperial Beach facility.



STUDENT COMPLAINT PROCEDURE:

If you are not satisfied with the training services or treatment provided by CTS, you should discuss the problem with your Instructor or Employment Case Manager. If you are not satisfied with the results, you may lodge a complaint by communicating orally or in writing to the President.

A copy of the Commission Complaint Form is available from your Case Manager.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the President, Linda Blair Forth. Unresolved complaints may be directed to the Department of Consumer Affairs, PO Box 980818, West Sacramento, CA, 95798, and Telephone: (916) 431-6959. All information contained in this school catalog is current and correct and is so certified by Linda Blair Forth, President.

FINANCIAL INFORMATION

THE PROGRAMS OF STUDIES APPROVED ARE:

Building Maintenance	429 hours
Basic Manufacturing Techniques	195 hours
Construction	312 hours
Solar Energy Application	195 hours
Residential and Commercial Green Technology	234 hours
Medical Assistant- Lab Technician	429 hours
Healthcare Information Technology	429 hours
Administrative Assistant I	312 hours
Administrative Assistant II	320 hours
Microcomputer Operator	168 hours
Computer Repair/Service Technician	460 hours
Computer Network Technician	314 hours
A+ Certification	284 hours
Network+ Certification	249 hours
Website Design I	304 hours
Website Design II	224 hours
VESL	220 hours

Instruction is in-residence with facility occupancy levels accommodating 100 students at any one time.

California statute requires that a student, who successfully completes a program of study, be awarded an appropriate diploma or certificate verifying that fact. Students who successfully complete CTS courses receive a Certificate of Completion. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel prior to signing enrollment agreements. This school currently does have available government sponsored WIA funds to cover the prescribed eligibility criteria.

PROGRAM OF STUDY FEES:

Fees for the program of studies are as follows:

Building Maintenance

Registration Fee: \$100.00

*Tuition: \$5,577.00

Maximum Total Cost for Program of Study: \$5,677.00

Basic Manufacturing Techniques

Registration Fee: \$100.00

*Tuition: \$2,535.00

Maximum Total Cost for Program of Study: \$2,635.00

Construction
Registration Fee: \$100.00
*Tuition: \$4,056.00
Maximum Total Cost for Program of Study: \$4,156.00

Residential and Commercial Green Technology
Registration Fee: \$100.00
*Tuition: \$3,042.00
Maximum Total Cost for Program of Study: \$3,142.00

Solar Energy Applications
Registration Fee: \$100.00
*Tuition: \$2,535.00

Medical Assistant – Lab Technician
Registration Fee: \$100.00
*Tuition: \$5,577.00
Maximum Total Cost for Program of Study: \$5,677.00

Healthcare Information Technology
Registration Fee: \$100.00
*Tuition: \$5,577.00
Maximum Total Cost for Program of Study: \$5,677.00

Administrative Assistant I
Registration Fee: \$100.00
*Tuition: \$4,056.00
Maximum Total Cost for Program of Study: \$4,156.00

Administrative Assistant II
Registration Fee: \$100.00
*Tuition: \$4,160.00
Maximum Total Cost for Program of Study: \$4,260.00

Microcomputer Operator
Registration Fee: \$100.00
*Tuition: \$2,184.00
Maximum Total Cost for Program of Study: \$2,284.00

Computer Repair/Service Technician
Registration Fee: \$100.00
*Tuition: \$5,980.00
Maximum Total Cost for Program of Study: \$6,080.00

Computer Network Technician
Registration Fee: \$100.00
*Tuition: \$4,082.00
Maximum Total Cost for Program of Study: \$4,182.00

A+ Certification

Registration Fee: \$100.00

*Tuition: \$3,692.00

Maximum Total Cost for Program of Study: \$3,792.00

Network + Certification

Registration Fee: \$100.00

*Tuition: \$3,237.00

Maximum Total Cost for Program of Study: \$3,337.00

Website Design I

Registration Fee: \$100.00

*Tuition: \$3,952.00

Maximum Total Cost for Program of Study: \$4,052.00

Website Design II

Registration Fee: \$100.00

*Tuition: \$2,912.00

Maximum Total Cost for Program of Study: \$3,012.00

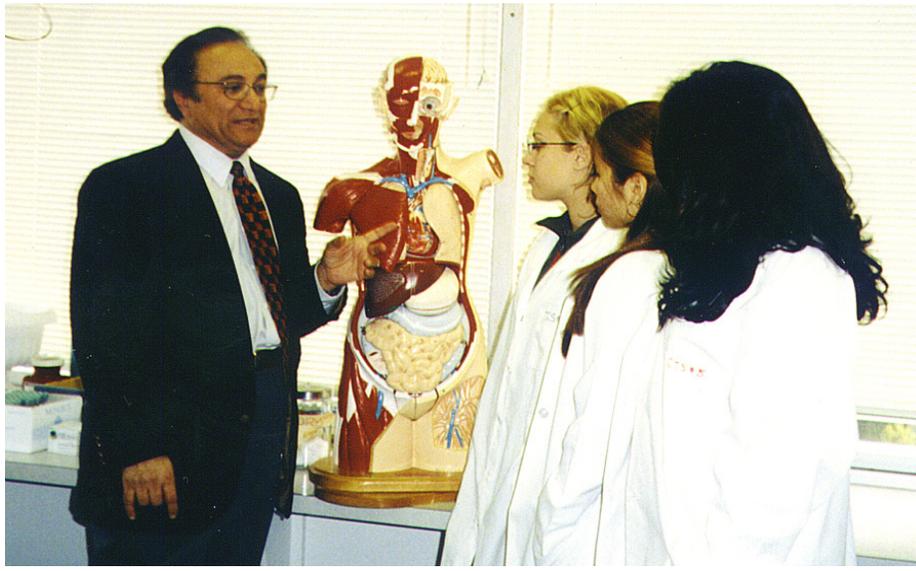
VESL

Registration Fee: \$100.00

*Tuition: \$2,860.00

Maximum Total Cost for Program of Study: \$2,960.00

* TUITION INCLUDES BOOKS, SUPPLIES, AND OTHER NECESSARY COSTS.



REJECTED STUDENTS:

Rejected students are entitled to a refund of all monies paid to the school.

PROCEDURE TO CANCEL ENROLLMENT AGREEMENT:

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or at the seventh day after enrollment, whichever is later.

You must obtain a cancellation form from the Case Manager: fill in requested information, and return the form either by mail or in person to the Case Manager.

MINIMUM CANCELLATION AND REFUND POLICY:

All monies will be refunded to the student if requested within seven days after signing the enrollment agreement and making the initial payment. Refunds will be made to the student on a "pro-rata" basis for up to 60% completion of the period, less a \$100.00 registration fee. All monies will be paid within 30 days. If a student completes more than 60% of the period of enrollment, the entire contract price of the program may be retained.

THE FORMULA USED IS:

$$\begin{aligned} & \text{TOTAL TUITION PRICE} \\ & \quad \times \text{NUMBER OF PROGRAM OF STUDY HOURS REMAINING} \\ & \quad \div \text{TOTAL NUMBER OF PROGRAM STUDY HOURS} \\ & \quad = \text{REFUND AMOUNT} \end{aligned}$$

Example: \$4,106 X 100 ÷ 390 = \$1,052.80

ANY MONIES DUE TO THE STUDENT SHALL BE REFUNDED WITHIN 45 DAYS FROM THE LAST DATE OF ATTENDANCE.

FINANCIAL AID ASSISTANCE:

Students who wish to enroll but are not government funded will receive referrals to their local One-Stop Career Center for Individual Training Accounts funds. CTS does not provide Pell Grants. 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 a federal student financial aid fund, you are entitled a refund of any moneys not paid from the federal student financial aid program.

STATE OF CALIFORNIA-STUDENT TUITION RECOVERY FUND:

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private post-secondary institution from losing money. If a student prepaid tuition and suffered a financial loss as a result of the school closing, failure to live up to its enrollment agreement or refusal to pay a court judgment the student is protected by STRF.

To be eligible for STRF, you must be a “California Resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering distance education. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered “California Residents.”

Students who have a 3rd party payer (employer or government program or other) are not eligible for benefits from the STRF.

To qualify for STRF reimbursement you must file an STRF application within one year of receiving notice from the council that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file an STRF application. If a judgment is obtained, you must file an STRF application within two 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 money paid to the school. Questions regarding STRF may be directed to the Department of Consumer Affairs, PO Box 980818, West Sacramento, CA 95798, and (916) 431-6959.



ADMISSION PROCEDURES AND REQUIREMENTS

As a prospective student, you are encouraged 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 signing an enrollment agreement.

CTS annually updates its catalog. Any changes during the year, such as, addition of new programs, CTS will provide an insert to accompanying the catalog.

CTS Career Advisors will provide assistance and explain terms, conditions and all cancellation and refund policies detailed in the enrollment agreement. Comprehensive Training Systems staff is ethnically and culturally diverse and speak other languages besides English for those whose primary language is other than English.

Comprehensive Training Systems has not entered into an articulation or transfer agreement with any college or university. Therefore, credits are not transferable.

Notice Concerning Transferability of credits and credential earned at Comprehensive Training Systems

The transferability of credits earned at CTS is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the completed Comprehensive Training Systems Certificate of Completion is also at the complete discretion of the institution to which a student may seek to transfer. If the certificate that you earn at CTS is 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 CTS to determine if your certificate will transfer.

Method of Instruction

Instruction is offered in continuous modules allowing students to participate in CTS's Open-Entry/Open Exit process.

To be admitted, a student must attend an orientation and complete an application for the program they wish to enter. Applicants also need to pass an aptitude test at the 6th grade level and be evaluated favorably through interviews with a Case Manager to determine the likely success of the students. A high school diploma or equivalency is not required for admission.

Students will be expected to pay a registration fee the same day they sign the Enrollment Agreement. Government funded students are exempt.



ATTENDANCE POLICY:

Due to the short duration of training, daily attendance is extremely important. Any lapses in attendance and punctuality within the first two weeks of training will be perceived as an indicator of intent, and constitute grounds for dismissal. ANY REQUEST FOR APPOINTMENTS MUST BE SUBMITTED IN WRITING AND CLEARED BY YOUR INSTRUCTOR NO LATER THAN THE DAY PRIOR TO THE ABSENCE IN ORDER TO BE CONSIDERED EXCUSED. IF ABSENCE IS DUE TO ILLNESS OR AN EMERGENCY, YOUR INSTRUCTOR MUST BE INFORMED NO LATER THAN 8:30 A.M. THAT DAY.

The specific requirements for attendance are as follows:

1. If students miss over 25% of the total hours per course, s/he must repeat the course unless they have a "C" or better. (If the absences occur in all courses consecutively, number 2 below will apply.)
2. Students who are absent from class twenty-one (21) consecutive calendar days (excluding scheduled breaks) will be terminated from the program.
3. Students dismissed due to attendance violations may be readmitted one time only at the discretion of the president, and no sooner than the beginning of the next grading period.
4. Students may appeal to the president if s/he feels an error has been made in their attendance calculation.
5. Attendance shall be taken and recorded at each regularly scheduled class meeting.
6. Instructors may excuse absences when the absence is beyond the student's control, or is due to the participation of the student in authorized professional, or school activities.
7. Instructors shall determine which work and time missed during an absence the student should make up.
8. A student may be placed on attendance probation upon accumulating 15% or more unexcused absences.

TARDINESS:

A student will be considered tardy when he/she is not seated in the classroom at the time the class is scheduled to begin or end. Tardiness on five occasions will be counted as one absence and will be counted in relation to allowable total absences. Tardiness disrupts work and a good learning environment and is discouraged. The student is expected to attend every class on time. Students who are not in attendance for at least 50% of any scheduled class will be considered absent for that class. Continued excessive tardiness in any class would lead to disciplinary action up to and including expulsion from that class.

EXCUSED ABSENCE:

A written note from a doctor or scheduled appointments with a state agency (HHSA, EDD, DMV) is considered an excused absence. All other business should be scheduled after school hours.

MAKEUP WORK:

If circumstances require you to miss any amount of training, you must make up the work upon your return.

DROPOUT AND LEAVE OF ABSENCE POLICIES:

If circumstances require you to drop from training or take a leave of absence, discuss them with your instructor. The instructor will arrange for a conference with the Employment Case Manager to discuss the best course of action to take.

PROGRESS MONITORING:

Progress will be evaluated at 25%, 50%, and upon program completion. The maximum time frame to complete each program is as follows:

$$\begin{array}{r} \text{Clock hours} \\ + 50\% \\ \hline = \text{Maximum time to completion} \end{array}$$

Example: 360 hours + 50% = 540 hours

PROGRESS/GRADING SYSTEMS:

A grade will be entered for each program of study attempted, unless the student withdraws from the program of study prior to 25% of the scheduled class time having elapsed. Withdrawals do not appear on a student's record. The document to be issued upon satisfactory completion of each program of study is a certificate of completion. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify the school of your withdrawal or the actual date of withdrawal; (b) School

terminates your enrollment; (c) You fail to return from a leave of absence. In this case, the date of withdrawal shall be the last date of recorded attendance.

The school's grading system for each class is:

<u>Grade</u>	<u>Points</u>	<u>Grade</u>
Excellent	90-100	A
Above Average	80-89	B
Average	70-79	C
Below Average	60-69	D
Unsatisfactory	59 or below	F
*Incomplete	NONE	IC
Withdrawal	NONE	W

*A grade of incomplete will revert to a grade of F if the study requirements have not been met by a deadline determined by program policy.

Minimum grade average required for maintaining satisfactory progress and certifying completion of the program of study is 75 % and/or a letter grade of C.



ACADEMIC PROBATION:

Students failing to maintain satisfactory progress (below 75% or letter grade of C) will be notified in writing that such poor progress, if continued, could result in termination.

REINSTATEMENT TO CLASS:

A disqualified student must file a petition for reinstatement to be considered for readmission.

Students enrolled and attending class prior to notification of lack of progress/attendance disqualification must also file petition for reinstatement after they receive notification. Programs for these students may be adjusted upon recommendation of a Employment Case Manager/Instructor.



STUDENT CONDUCT:

If accepted for entry into one of the training programs offered by CTS, students are required to adhere to the following standards of conduct. Students may be subject to disciplinary actions for violations of CTS: personal conduct standards, which include but are not limited to:

- 1) Tardiness and irregular attendance in accordance with Comprehensive Training Systems' established policies.
- 2) Unprofessional conduct (includes unprofessional appearance), such as failing to follow student dress code, fighting, and the use of abusive, threatening or obscene language.
- 3) The possession, sale, distribution or use of illegal drugs or alcohol is prohibited. Dismissal will result if a student is under the influence of drugs or alcohol while on the premises.
- 4) Damage or theft of school property.
- 5) Dishonesty (includes false information, cheating, plagiarism, or soliciting test/quiz information).
- 6) Disobedience or disrespect of staff or fellow students.
- 7) Disruptive behavior that affects class activity or daily school operations.
- 8) Misuse of school records or documents (includes forgery, alteration and destruction).
- 9) The possession of firearms, knives or other implements of mayhem.
- 10) Any other conduct which, at the discretion of CTS, adversely affects the safety, integrity, or morale of other students or CTS Staff, or indicates the student's unsuitability for further training.
- 11) Dress appropriately for work. No open toe shoes, shorts, tank tops, exceptionally loose or revealing clothing. Remember; don't dress in clothing that could result in an industrial accident.
- 12) Cell phones cannot be used during training hours and must be turned off.

TERMINATION:

Students may be terminated from CTS for any of, (but not limited to) the following reasons:

- 1) Failure to follow student conduct policies.
- 2) Failure to maintain satisfactory grades.
- 3) Failure to pay tuition.
- 4) Failure to meet attendance policies.

PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: Building Maintenance

PREREQUISITES: NONE

PROGRAM OF STUDY LENGTH: 429 Hours / 11 Weeks

MAXIMUM OCCUPANCY: 75

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

Upon successful completion, graduates are qualified to obtain employment as entry-level maintenance personnel in the commercial and residential real estate industries. Graduates will possess the ability to troubleshoot and repair electrical, plumbing, appliance, air conditioning, and heating problems. Graduates will possess the ability to construct walls, repair dry wall and replace electrical switches and outlets. Graduates will be familiar with property management and small/large apartment and commercial building maintenance.

PROGRAM OF STUDY CONTENT:

Introduction to Computers:	8
Basic Skills:	40
Electricity:	63
Carpentry:	55
Masonry:	8
Plumbing:	79
Air Conditioning/Heating:	48
Appliance Repair:	104
Work Preparedness:	<u>24</u>
Total Hours:	429

PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Basic Manufacturing Techniques**

PREREQUISITES: None

PROGRAM OF STUDY LENGTH: 195 hrs. / 5 weeks

MAXIMUM OCCUPANCY: 20

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

Upon successful completion students will possess basic industry related reading and math skills and shipbuilding manufacturing knowledge for entry level positions. Students will utilize math, reading, blueprint and applications most commonly used in a shipyard environment. Students will be able to perform measurement of parts, read shop manuals, drill, grind and fabricate sub-assemblies. These skills may assist students in the manufacturing world.

PROGRAM OF STUDY CONTENT:

Introduction to Manufacturing Techniques	1
Yard and Shop Safety	8
Basic Shop Math	39
Basic Reading Comprehension	36
Tools and Measuring Instruments	8
Basic Blueprint Reading	39
Basic Manufacturing Applications	55
Work Readiness	<u>9</u>
Total Hours:	195

PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Residential and Commercial Green Technology**

PREREQUISITES: None

PROGRAM OF STUDY LENGTH: 234 hrs. / 6 weeks

MAXIMUM OCCUPANCY: 20

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

Upon successful completion students will possess basic industry related reading and math skills and Residential and Commercial Green Application knowledge for entry level positions. Students will utilize math, reading, blueprint and applications most commonly used in a building industry environment. Students will be able to perform measurement of parts, read floor plans, basic electricity outlets and boxes, sustainable irrigation and landscaping, weatherization. These skills may assist students in the new green efficiency building trades world.

PROGRAM OF STUDY CONTENT:

Basic Shop Math	16
Precision Measuring Instruments	8
Blueprint Reading and Drawing	32
Safety Regulations	10
Introduction to Basic Electricity	24
Introduction to Basic Plumbing	22
Introduction to Basic Construction Principals	78
Residential/Commercial Energy Consumptions	8
Sustainable Landscaping	8
Work Readiness	<u>24</u>
Total Hours:	234

PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Solar Energy Applications**

PREREQUISITES: None

PROGRAM OF STUDY LENGTH: 195 hrs. / 5 weeks

MAXIMUM OCCUPANCY: 20

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

Upon successful completion students will possess basic industry related reading and math skills and Solar Installation Application knowledge for entry level positions. Students will utilize math, reading, blueprint and applications most commonly used in a building industry environment. Students will be able to perform measurement of parts, read prints, basic electricity wiring and boxes, understand and install solar energy panels, gain knowledge of photovoltaic fundamentals and maintenance of thermal and photovoltaic systems. These skills may assist students in the new green efficiency building trades world.

Basic Mathematics	16
Precision Measuring Instruments	4
Blue Print Reading and Drawing	24
Basic Electricity	24
Basic Plumbing	24
Residential/Commercial Energy Consumptions	4
Solar Photovoltaic and Solar Thermal Systems	10
Installation Solar Thermal Systems	35
Installation Solar Photovoltaic Systems	34
Work Readiness	<u>20</u>
Total Hours:	195

PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Construction**

PREREQUISITES: NONE

PROGRAM OF STUDY LENGTH: 312 hours/8 weeks

MAXIMUM OCCUPANCY: 75

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

Upon successful completion, graduates are qualified to obtain employment as entry-level construction personnel in the commercial and residential industries.

Graduates will possess the ability to interpret industry related blueprints, construct door, wall and window frames, install electrical meter boxes, switches install plumbing, install flooring, install sheet rock walls and taping, interior painting and install various flooring. Graduates will be familiar with residential and commercial construction.

PROGRAM OF STUDY CONTENT:

Basic Computers:	8
Shop Math:	16
Blueprint Interpretation:	20
Framing:	60
Electrical wiring:	48
Plumbing:	40
Interior finishing:	64
Flooring:	32
Work readiness:	<u>24</u>
Total Hours:	312

PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Medical Assistant – Lab Technician**

PREREQUISITE: NONE

PROGRAM OF STUDY LENGTH: 429 Hours / 11 Weeks

MAXIMUM OCCUPANCY: 25

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

Upon successful completion, students are qualified for entry-level employment as Medical Assistant – Lab Technician, laboratory technician, and EKG technician positions in the health care environments. Graduates will possess the basic skills to utilize Word for Windows, and Excel. Graduates will also possess skills to perform venipuncture, EKG testing, injections, blood typing and urinalysis. Graduates will be familiar with various health care operations.

PROGRAM OF STUDY CONTENT:

Introduction to Computers:	33
Office Procedures:	44
Basic First Aid:	1
Medical Terminology:	39
Basic Math / Basic Education:	18
CPR:	8
Anatomy and Physiology:	39
Pharmacology:	41
Medical Assisting:	64
Laboratory Procedures:	39
Injections and Venipuncture:	71
EKG:	8
Work Readiness:	<u>24</u>
Total Hours:	429

PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Healthcare Information Technology**

PREREQUISITE: NONE

PROGRAM OF STUDY LENGTH: 429 Hours / 11 Weeks

MAXIMUM OCCUPANCY: 25

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

Upon successful completion, students are qualified for entry-level employment as Healthcare Information Technology, Medical Receptionist, or Medical Insurance Billing Clerk positions in a health care environment. Graduates will utilize Word for Windows, Excel (and medical software programs). Graduates will also possess the skills to understand and perform medical insurance coding, billing and apply medical terminology. Graduates will be familiar with various health care operations, i.e., clinics, hospitals and laboratories.

PROGRAM OF STUDY CONTENT:

Introduction to Computers:	33
Office Procedures:	44
Use of Medical Reference Materials	8
Basic First Aid:	1
Medical Terminology:	39
Basic Math / Basic Education:	18
CPR:	8
Anatomy and Physiology:	39
Use of Office Equipment	10
Medical Insurance Billing:	88
Medical Bookkeeping:	24
Medical Record Keeping:	35
Word Processing:	58
Work Readiness:	<u>24</u>
Total Hours:	429

PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Administrative Assistant I**

PREREQUISITES: NONE

PROGRAM OF STUDY LENGTH: 312 / 8 weeks

MAXIMUM OCCUPANCY: 25

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;
7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

This course is designed to give the student the entry-level skills necessary to compete in today's fast paced business environment. Upon completion the graduate will qualify for the following occupations: Office Clerk, Data Entry Clerk, Order Desk Clerk, Administrative Assistant, Accounts Payable/Receivables Clerk, Office Secretary, and other occupations related to business.

PROGRAM OF STUDY CONTENT:

Computer Literacy:	24
Windows I:	32
Windows II:	32
Business Calculations:	16
Intro to MS Office:	24
Word I:	40
Access I:	40
PowerPoint I:	24
Excel I:	32
Outlook I:	24
Alphanumeric Indexing:	16
Office Procedures I:	<u>8</u>
Total Hours:	312



PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Administrative Assistant II**

PREREQUISITE: Administrative Assistant I or equivalent

PROGRAM OF STUDY LENGTH: 320 Hrs. / 9 weeks

MAXIMUM OCCUPANCY: 25

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

This course is designed to give the student the higher-level skills necessary to compete in today's fast paced business environment. Upon completion the graduate will qualify for the following occupations: Office Clerk, Data Entry Clerk, Order Desk Clerk, Administrative Assistant, Accounts Payable/Receivables Clerk, Office Secretary, and other occupations related to business.

PROGRAM OF STUDY CONTENT:

Windows I	32
Windows II	32
Business Calculations II	16
Access II	40
Word II	40
PowerPoint II	24
Excel II	40
Outlook II	24
Basic Bookkeeping	32
Office Procedures II	16
Work Preparation	24
Total Hours:	320



PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Microcomputer Operator**

PREREQUISITES: NONE

PROGRAM OF STUDY LENGTH: 168 / 5 weeks

MAXIMUM OCCUPANCY: 25

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

This course is designed to give the student the basic necessary skills to operate a microcomputer. Upon successful completion the graduate will qualify for the following entry-level occupations, Data Entry Clerks, Receptionists and other related Clerical positions.

PROGRAM OF STUDY CONTENT:

Computer Literacy:	24
Access I:	24
Word I:	24
PowerPoint I:	24
Excel I:	24
Outlook I:	24
Windows I:	<u>24</u>
Total Hours:	168



PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Computer Repair/Service Technician**

PREREQUISITES: Microcomputer Operator or equivalent

PROGRAM OF STUDY LENGTH: 460 / 12 weeks

MAXIMUM OCCUPANCY: 25

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

Upon successful completion the student will have the skills necessary for entry-level employment as a Computer Repair/Service Technician.

PROGRAM OF STUDY CONTENT:

Computer Literacy:	24
Basic Computer Service Concepts:	12
PC Architecture:	12
PC Memory Architecture:	12
Disk System Architecture:	12
PC Bus Architectures:	12
Peripheral Devices:	8
Installation and Upgrades:	40
How Printers Work:	12
Safety:	12
Customer Service:	12
Troubleshooting Techniques:	40
An Overview of the Command Line Usage:	36
Prerequisites for Installation:	12
Installing DOS:	12
Basic DOS Commands:	16
Batch Files:	8
Windows Interface Overview:	8
Installing Windows :	8
Windows Components and Configuration:	8
DOS and Windows System Optimization:	8
DOS and Windows Troubleshooting:	40
Windows I:	36
Windows II:	36
Work Preparation:	<u>24</u>
Total Hours:	460

PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Computer Network Technician**

PREREQUISITE: Microcomputer Operator or equivalent

PROGRAM OF STUDY LENGTH: 314 hrs. / 9 weeks

MAXIMUM OCCUPANCY: 25

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

Upon successful completion of this course the student will have the basic skills necessary for entry-level employment as a Computer Network Technician.

PROGRAM OF STUDY CONTENT:

Understanding Basic Network Structure	8
Network Operating Systems	24
Network Protocols	12
Fault Tolerance (High Availability)	8
The OSI Model	8
Networking Media and Connectors	4
Network Elements	4
Network Interface Cards (NICs)	4
Network Components	4
Physical Layer Concepts	4
Data Link Layer Concepts	4
Network Layer Concepts	4
Transport Layer Concepts	4
TCP/IP Fundamentals	4
TCP/IP Addressing	6
TCP/IP Configuration	6
ARP	4
Telnet	4
NBTSTAT	4
Netstat	4
IPCONFIG/WINIPCFG	4
FTP	4
Ping / Tracer	8
Troubleshooting with TCP/IP Utilities	8
Remote Connectivity Concepts	4
Remote Connectivity	4
Selecting a Security Model (User-Level and Share-Level)	6
Password Practices and Procedures	4
Data Encryption and Protecting Network Data	4
Uses of a Firewall	4
Installing the Network	24

Environmental Factors that Affect Computer Networks	4
Common Peripheral Ports and Network Components	4
Compatibility and Cabling Issues	4
Documenting Current Status	4
Returning a System to Its Original State	4
Backup Techniques	6
Removing Outdated or Unused Drivers	
After a Successful Upgrade	4
Effects on the Network Caused by Local Changes	4
Drive Mapping	4
Printer Port Capturing	4
Changing or Moving Equipment	4
Adding, Deleting, or Modifying Users	4
User and Group Management	4
Test Documentation	4
Network Maintenance	6
Handling Network Problems	8
Prioritizing Network Problems	4
Managing Network Problems	4
Troubleshooting Network Problems	16
System or Operator Problems	4
Checking Physical and Logical Indicators	4
Network Troubleshooting Resources	4
Other Symptoms and Causes of Network Problems	4
Selecting Appropriate Tools to Resolve Network Problems	4
Total Hours:	314

PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: A+ Certification

PREREQUISITE: Microcomputer Operator or equivalent

PROGRAM OF STUDY LENGTH: 284 Hrs. / 8 weeks

MAXIMUM OCCUPANCY: 25

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;
7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

The student will be drilled and tested on our test simulators and hands-on projects to prepare for and pass CompTia's A+ Certification Exam. The students will have the basic entry-level repair skills to repair and install computer components for employment as Computer Repair and related fields.

PROGRAM OF STUDY CONTENT:

Basic Computer Service Concepts	12
PC Architecture	12
PC Memory Architecture	12
Disk System Architecture	12
PC Bus Architectures	12
Peripheral Devices	12
Installation and Upgrades	24
How Printers Work	8
Networks	8
Connectivity Devices	8
Safety	8
Customer Service	8
Troubleshooting Techniques	16
A Brief History of Computer Operating Systems	8
An Overview of the DOS Operating System	8
Prerequisites for Installation	4
Installing DOS	4
DOS Startup and Configuration	8
Basic DOS Commands	8
Batch Files	8
Windows Interface Overview	4
Installing Windows	8
Windows Components and Configuration	12
DOS and Windows Troubleshooting	16
Familiarizing Yourself with Windows 98/2000	20
Certification Preparation	<u>24</u>
Total Hours:	284

PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Network+ Certification**

PREREQUISITE: Microcomputer Operator or equivalent

PROGRAM OF STUDY LENGTH: 249 hrs. / 7 weeks

MAXIMUM OCCUPANCY: 25

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

The student will be drilled and tested on our test simulators and hands-on projects to prepare for and pass CompTia's Network+ Certification Exam.

PROGRAM OF STUDY CONTENT:

Basic Networking Knowledge	45
Physical Layer	8
Data Link Layer, Network Layer, Transport Layer	8
TCP/IP Fundamentals	12
TCP/IP Suite Utilities	28
Remote Connectivity	8
Network Security	12
Network Implementation	24
Administering the Change Control System	28
Maintaining and Supporting the Network	12
Identifying, Assessing and Responding to Problems	12
Troubleshooting the Network	28
Certification Prep	<u>24</u>
Total Hours:	249



PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Website Design I**

PREREQUISITES: Microcomputer Operator or equivalent

PROGRAM OF STUDY LENGTH: 304 hrs. / 8 weeks

MAXIMUM OCCUPANCY: 25

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

The Website Design Industry is one of the fastest growing areas of the Internet. Successful graduates will be ready to achieve employment in an entry-level position as a Website Designer.

PROGRAM OF STUDY CONTENT:

Introduction to Website Design:	16
Keyboarding Data:	8
Overview of the Web (Network):	8
Web Browsers:	8
Basic Introduction to the Internet:	8
Flowcharting a Website:	8
File Management and File Name Structure	8
Working with HTML Code:	24
Basic Index Page Design:	8
Inserting Text and HTML Commands:	16
Page Backgrounds and Font Formatting:	8
HTML Alignment and Formatting:	8
Monitor Screen Resolutions:	8
Meta-tags and page Titles:	8
Inserting and Aligning Graphics:	8
Tables and Borders:	8
Domain Names, Hosting and FTP Overview:	8
FTP:	8
Links:	8
Multiple Page Construction:	12
E-Mail:	4
Registering URLs with Search Engines:	8
Thumbnails:	8
Site Maps:	8
Frames:	8
Multiple Site Portals:	8
Photo Editing / Scanning:	20
Animated Gifs:	8
Sounds and Mp3's:	8

Forms:	12
CGI Scripting for Form Responses:	8
Mouse-over effects for Images and Buttons:	<u>8</u>
Total Hours:	304



PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **Website Design II**

PREREQUISITE: Website Design I or equivalent

PROGRAM OF STUDY LENGTH: 224 hrs. / 6 weeks

MAXIMUM OCCUPANCY: 25

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 8 hours Monday – Thursday;

7 hours Friday,

5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

This course expands on Website Design I by giving the entry-level designer the skills necessary to work on the more advanced projects, therefore increasing their value to the Website Design Industry.

PROGRAM OF STUDY CONTENT:

Overview of Dreamweaver	12
Create a basic webpage	12
Working with Links	8
Display images	8
Image maps	8
Multimedia	12
Tables and Layers	16
Create page layouts with tables	8
Dynamic HTML	12
Cascade Style Sheets	8
Frames	8
Scripts	8
Advanced behaviors	8
Creating Forms	8
Form data retrieval	8
Working with Templates	8
Server Side Includes	8
External editors	8
Customizing Dreamweaver	8
Java Script	8
ActiveX	8
XML	8
Creating a Website	<u>24</u>
Total Hours:	224

PROGRAM OF STUDY INFORMATION:

PROGRAM OF STUDY TITLE: **VESL**

PREREQUISITES: None

PROGRAM OF STUDY LENGTH: 220 hrs. / 11 weeks

MAXIMUM OCCUPANCY: 20

AVERAGE CLASSROOM / LAB SIZE: 20

ATTENDANCE SCHEDULE: 4 hours Monday – Friday,
5 days per week, Monday – Friday

PROGRAM OF STUDY OBJECTIVE:

Upon successful completion students will possess basic vocational English language skills and electronic equipment knowledge. Students will utilize language most commonly spoken in an office environment. Students will be able to perform copying, use of scanners and basic computer word processing. These skills may assist the student in the business world.

PROGRAM OF STUDY CONTENT:

Pronunciation and Practical Conversation	36
Listening Comprehension	14
Introduction to Office Electronic Equipment	28
Office Vernacular and Etiquette	36
Workplace Requests and Responses	36
Written and Technical Instruction	14
World of Work Language	28
Job Interview Practice	<u>28</u>
Total Hours:	220

DESCRIPTION OF CLASSES

Introduction to Computers:

Working with an IBM compatible computer with Windows O/S. Familiarization with Microsoft Office. Introduction to the Internet.

Basic Skills:

General safety, mathematics, measuring equipment, estimating and purchasing, ph and chlorine testing of water.

Electricity:

Entry-level electricity relating to wiring of dwellings including receptacles, various types of switches, updating and repairs.

Carpentry:

Basic carpentry including: use of hand tools; door and window installations; flooring, vinyl and ceramic; lockset and deadbolt installation.

Plumbing:

Working with pipe, valves and faucets, shower, drain systems and other fixtures, making emergency repairs.

Air Conditioning and Heating:

Basic heating and cooling systems used in modern dwellings including wall heaters, furnaces, heat pumps and air conditioners.

Appliances:

Troubleshooting and repair of refrigerators, dishwashers, washing machines, dryers, stoves, and furnaces (gas and electric).

Work Readiness:

Improving skills necessary to getting employed. Writing Resumes, Interviewing techniques, filling out applications for employment.

Shop Math:

Basic mathematics used in the building trades. Adding, subtracting, multiplying and dividing, fractions, decimals and whole numbers. Using various measuring devices.

Framing:

Basic skills necessary to frame a house. Using saws, hammers, drills and other hand tools and machinery.

Blueprint interpretation:

Using blueprints on the job. Three view drawings, dimensioning, and perspective.

Interior finishing:

Basic skills necessary to complete the interior of a building. Texturing, sanding, painting, preparation for painting.

Flooring:

Preparation for and installation of various flooring. Hardwood, carpet, and linoleum.

Basic First Aid:

Students learn the basic emergency procedures to apply before medical help arrives.

Medical Terminology:

Students will be able to understand and communicate in medical terms with medical professionals.

CPR:

Students learn Cardio-pulmonary resuscitation techniques that can save lives in case of cardiac arrest, cardiac sudden death, stroke, poisoning, electrocutions, etc.

Anatomy and Physiology:

The student will have the knowledge necessary to understand the body structure and functions of the body.

Pharmacology:

Students will learn the origin, source, application and how to calculate adult and pediatric dosages of drugs.

Medial Assisting:

Students will gain the knowledge necessary to assist a physician in a medical office.

Laboratory Procedures:

Students will learn how to do urinalysis, hematology and microbiology procedures.

Injection and Venipuncture:

Students learn how to draw blood and perform various types of injections.

EKG:

Students learn how to use an EKG machine to produce an electrical graphic recording for diagnosis of heart disease.

Office Procedures:

The student will be able to understand ethics regarding patient's medical records, filing procedures, handle incoming and outgoing mail and use the telephone proficiently.

Office Equipment:

This course provides hands on training of office equipment use in a medical practice. The student will be competent using a fax machine, calculator, typewriter and copy machine.

Medical Record Keeping:

The student will be able to define medical terms and common medical abbreviations, explain the difference between medical records and medical reports, give reasons for keeping medical records, distinguish subjective from objective information, and list documents that are on file in a patient's record.

Introduction to Computers:

The student will have the knowledge necessary to use computer hardware, software, and computer applications as an entry-level employee.

Insurance Billing:

The student will demonstrate the ability to code diagnosis, services and apply knowledge using superbills and reports, to abstract information for coding purposes with government programs and private carriers.

Bookkeeping:

The student will be able to keep up-to-date a practice's accounts receivable and payable and apply steps to figure out a payroll check.

Word Processing/Spreadsheets:

The student will be able to apply concepts and provide written documents, use formulas and create financial documents, required in a Medical Practice.

Fabrication of Sub-Assemblies:

The student will be able to assemble unit plates.

Welding:

The student will be introduced to arc welding.

VETERANS ADDENDUM

Veterans are subject to following changes that are stated below:

Page 16 Minimum Cancellation and Refund Policy

Veterans will receive on a “pro-rata basis” registration refund based on attendance.

Page 19 Attendance Policy

8. A student will be placed on attendance probation upon accumulating 15% or more unexcused absences within the first half of training.

Page 22 Academic Probation

If you are a veteran and your grade falls below 75% at the first progress report must demonstrate an improvement to 75% or higher by the second progress report.

CALENDER OF CLASSES

Published January 2012

*All classes start on a weekly basis	• Building Maintenance • Medical Assistant- Lab Technician • Healthcare Information Technician/VESL	• Computer Repair / Service Technician	• Admin Assistant I • A+ Certification • Website Design I • Construction	• Admin Assistant II • Computer Network • Technician
	Completion Date	Completion Date	Completion Date	Completion date
January 2, 2012	• March 19, 2012	• March 26, 2012	• February 6, 2012	• March 5, 2012
January 9, 2012	• March 26, 2012	• April 2, 2012	• February 13, 2012	• March 12, 2012
January 16, 2012	• April 2, 2012	• April 9, 2012	• February 20, 2012	• March 19, 2012
January 23, 2012	• April 9, 2012	• April 16, 2012	• February 27, 2012	• March 26, 2012
January 30, 2012	• April 16, 2012	• April 23, 2012	• March 5, 2012	• April 2, 2012
February 6, 2012	• April 23, 2012	• April 30, 2012	• March 12, 2012	• April 9, 2012
February 13, 2012	• April 30, 2012	• May 7, 2012	• March 19, 2012	• April 16, 2012
February 20, 2012	• May 7, 2012	• May 14, 2012	• March 26, 2012	• April 23, 2012
February 27, 2012	• May 14, 2012	• May 21, 2012	• April 2, 2012	• April 30, 2012
March 5, 2012	• May 21, 2012	• May 28, 2012	• April 9, 2012	• May 7, 2012
March 12, 2012	• May 28, 2012	• June 4, 2012	• April 16, 2012	• May 14, 2012
March 19, 2012	• June 4, 2012	• June 11, 2012	• April 23, 2012	• May 21, 2012
March 26, 2012	• June 11, 2012	• June 18, 2012	• April 30, 2012	• May 28, 2012
April 2, 2012	• June 18, 2012	• June 25, 2012	• May 7, 2012	• June 4, 2012
April 9, 2012	• June 25, 2012	• July 2, 2012	• May 14, 2012	• June 11, 2012
April 16, 2012	• July 2, 2012	• July 9, 2012	• May 21, 2012	• June 18, 2012
April 23, 2012	• July 9, 2012	• July 16, 2012	• May 28, 2012	• June 25, 2012
April 30, 2012	• July 16, 2012	• July 23, 2012	• June 4, 2012	• July 2, 2012
May 7, 2012	• July 23, 2012	• July 30, 2012	• June 11, 2012	• July 9, 2012
May 14, 2012	• July 30, 2012	• August 6, 2012	• June 18, 2012	• July 16, 2012
May 21, 2012	• August 6, 2012	• August 13, 2012	• June 25, 2012	• July 23, 2012
May 28, 2012	• August 13, 2012	• August 20, 2012	• July 2, 2012	• July 30, 2012
June 4, 2012	• August 20, 2012	• August 27, 2012	• July 9, 2012	• August 6, 2012
June 11, 2012	• August 27, 2012	• September 3, 2012	• July 16, 2012	• August 13, 2012
June 18, 2012	• September 3, 2012	• September 10, 2012	• July 23, 2012	• August 20, 2012
June 25, 2012	• September 10, 2012	• September 17, 2012	• July 30, 2012	• August 27, 2012
July 2, 2012	• September 17, 2012	• September 24, 2012	• August 6, 2012	• September 3, 2012
July 9, 2012	• September 24, 2012	• October 1, 2012	• August 13, 2012	• September 10, 2012
July 16, 2012	• October 1, 2012	• October 8, 2012	• August 20, 2012	• September 17, 2012
July 23, 2012	• October 8, 2012	• October 15, 2012	• August 27, 2012	• September 24, 2012
July 30, 2012	• October 15, 2012	• October 22, 2012	• September 3, 2012	• October 1, 2012
August 6, 2012	• October 22, 2012	• October 29, 2012	• September 10, 2012	• October 8, 2012
August 13, 2012	• October 29, 2012	• November 5, 2012	• September 17, 2012	• October 15, 2012
August 20, 2012	• November 5, 2012	• November 12, 2012	• September 24, 2012	• October 22, 2012
August 27, 2012	• November 12, 2012	• November 19, 2012	• October 1, 2012	• October 29, 2012
September 3, 2012	• November 19, 2012	• November 26, 2012	• October 8, 2012	• November 5, 2012
September 10, 2012	• November 26, 2012	• December 3, 2012	• October 15, 2012	• November 12, 2012
September 17, 2012	• December 3, 2012	• December 10, 2012	• October 22, 2012	• November 19, 2012
September 24, 2012	• December 10, 2012	• December 17, 2012	• October 29, 2012	• November 26, 2012
October 1, 2012	• December 17, 2012	• December 24, 2012	• November 5, 2012	• December 3, 2012
October 8, 2012	• December 24, 2012	• December 31, 2012	• November 12, 2012	• December 10, 2012
October 15, 2012	• December 31, 2012	• January 7, 2013	• November 19, 2012	• December 17, 2012
October 22, 2012	• January 7, 2013	• January 14, 2013	• November 26, 2012	• December 24, 2012
October 29, 2012	• January 14, 2013	• January 21, 2013	• December 3, 2012	• December 31, 2012
November 5, 2012	• January 21, 2013	• January 28, 2013	• December 10, 2012	• January 7, 2013
November 12, 2012	• January 28, 2013	• February 4, 2013	• December 17, 2012	• January 14, 2013
November 19, 2012	• February 4, 2013	• February 11, 2013	• December 24, 2012	• January 21, 2013
November 26, 2012	• February 11, 2013	• February 18, 2013	• December 31, 2012	• January 28, 2013
December 3, 2012	• February 18, 2013	• February 25, 2013	• January 7, 2013	• February 4, 2013
December 10, 2012	• February 25, 2013	• March 4, 2013	• January 14, 2013	• February 11, 2013
December 17, 2012	• March 4, 2013	• March 11, 2013	• January 21, 2013	• February 18, 2013
December 24, 2012	• March 11, 2013	• March 18, 2013	• January 28, 2013	• February 25, 2013
December 31, 2012	• March 18, 2013	• March 25, 2013	• February 4, 2013	• March 4, 2013

*All classes start on a weekly basis	• Network+ Certification	• Microcomputer Operator • Basic Manufacturing Techniques • Solar Energy Applications	• Website Design II
	Completion Date	Completion Date	Completion Date
January 2, 2012	• February 20, 2012	• February 6, 2012	• February 13, 2012
January 9, 2012	• February 27, 2012	• February 13, 2012	• February 20, 2012
January 16, 2012	• March 5, 2012	• February 20, 2012	• February 27, 2012
January 23, 2012	• March 12, 2012	• February 27, 2012	• March 5, 2012
January 30, 2012	• March 19, 2012	• March 5, 2012	• March 12, 2012
February 6, 2012	• March 26, 2012	• March 12, 2012	• March 19, 2012
February 13, 2012	• April 2, 2012	• March 19, 2012	• March 26, 2012
February 20, 2012	• April 9, 2012	• March 26, 2012	• April 2, 2012
February 27, 2012	• April 16, 2012	• April 2, 2012	• April 9, 2012
March 5, 2012	• April 23, 2012	• April 9, 2012	• April 16, 2012
March 12, 2012	• April 30, 2012	• April 16, 2012	• April 23, 2012
March 19, 2012	• May 7, 2012	• April 23, 2012	• April 30, 2012
March 26, 2012	• May 14, 2012	• April 30, 2012	• May 7, 2012
April 2, 2012	• May 21, 2012	• May 7, 2012	• May 14, 2012
April 9, 2012	• May 28, 2012	• May 14, 2012	• May 21, 2012
April 16, 2012	• June 4, 2012	• May 21, 2012	• May 28, 2012
April 23, 2012	• June 11, 2012	• May 28, 2012	• June 4, 2012
April 30, 2012	• June 18, 2012	• June 4, 2012	• June 11, 2012
May 7, 2012	• June 25, 2012	• June 11, 2012	• June 18, 2012
May 14, 2012	• July 2, 2012	• June 18, 2012	• June 25, 2012
May 21, 2012	• July 9, 2012	• June 25, 2012	• July 2, 2012
May 28, 2012	• July 16, 2012	• July 2, 2012	• July 9, 2012
June 4, 2012	• July 23, 2012	• July 9, 2012	• July 16, 2012
June 11, 2012	• July 30, 2012	• July 16, 2012	• July 23, 2012
June 18, 2012	• August 6, 2012	• July 23, 2012	• July 30, 2012
June 25, 2012	• August 13, 2012	• July 30, 2012	• August 6, 2012
July 2, 2012	• August 20, 2012	• August 6, 2012	• August 13, 2012
July 9, 2012	• August 27, 2012	• August 13, 2012	• August 20, 2012
July 16, 2012	• September 3, 2012	• August 20, 2012	• August 27, 2012
July 23, 2012	• September 10, 2012	• August 27, 2012	• September 3, 2012
July 30, 2012	• September 17, 2012	• September 3, 2012	• September 10, 2012
August 6, 2012	• September 24, 2-12	• September 10, 2012	• September 17, 2012
August 13, 2012	• October 1, 2012	• September 17, 2012	• September 24, 2012
August 20, 2012	• October 8, 2012	• September 24, 2012	• October 1, 2012
August 27, 2012	• October 15, 2012	• October 1, 2012	• October 8, 2012
September 3, 2012	• October 22, 2012	• October 8, 2012	• October 15, 2012
September 10, 2012	• October 29, 2012	• October 15, 2012	• October 22, 2012
September 17, 2012	• November 5, 2012	• October 22, 2012	• October 29, 2012
September 24, 2012	• November 12, 2012	• October 29, 2012	• November 5, 2012
October 1, 2012	• November 19, 2012	• November 5, 2012	• November 12, 2012
October 8, 2012	• November 26, 2012	• November 12, 2012	• November 19, 2012
October 15, 2012	• December 3, 2012	• November 19, 2012	• November 26, 2012
October 22, 2012	• December 10, 2012	• November 26, 2012	• December 3, 2012
October 29, 2012	• December 17, 2012	• December 3, 2012	• December 10, 2012
November 5, 2012	• December 24, 2012	• December 10, 2012	• December 17, 2012
November 12, 2012	• December 31, 2012	• December 17, 2012	• December 24, 2012
November 19, 2012	• January 7, 2013	• December 24, 2012	• December 31, 2012
November 26, 2012	• January 14, 2013	• December 31, 2012	• January 7, 2013
December 3, 2012	• January 21, 2013	• January 7, 2013	• January 14, 2013
December 10, 2012	• January 28, 2013	• January 14, 2013	• January 21, 2013
December 17, 2012	• February 4, 2013	• January 21, 2013	• January 28, 2013
December 24, 2012	• February 11, 2013	• January 28, 2013	• February 4, 2013
December 31, 2012	• February 18, 2013	• February 4, 2013	• February 11, 2013