



**SCHOOL
CATALOG**

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San Jose, CA. 95131
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COLLEGE PHILOSOPHY

Welcome to College of Industrial Repairs.

College of Industrial Repairs is accredited by the Accrediting Council for Continuing Education and Training (ACCET), and approved by the State of California Department of Consumer Affairs Bureau of Private Postsecondary Education (BPPE).

College of Industrial repairs specializes in Air Conditioning, Heating and Commercial Refrigeration (HVAC-R).

Our Mission here at College of Industrial Repairs is to provide technical continuing education for professional development and personal growth in this challenging employment market place.

College of Industrial Repairs' learning approach is hands-on and job related. You will learn only those things you need to know and you will graduate with the practical knowledge and skills needed to do the job properly.

Your success is the only thing that matters at College of Industrial Repairs.

We look forward to working with you.

Susanna Martinez
President/Director

ACCREDITATION

College of Industrial Repairs is accredited by the Accrediting Council for Continuing Education & Training.



1722 N. Street, NW
Washington, D.C. 20036

Tel: 202-955-1113 – Fax: 202-955-1118

ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.

APPROVAL DISCLOSURE STATEMENT

College of Industrial Repairs Inc., 2188 Bering Drive, San Jose, CA. 95131, is institutionally approved by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by postsecondary educational institutions. Institutional approval must be re-approved every three years and is subject to continuing review.

FACILITIES

College of Industrial Repairs is conveniently located in the heart of Silicon Valley, housed in a modern, air conditioned office/shop building. College of Industrial Repairs occupies approximately 5,107 square feet, which houses 1 computer lab, 3 classrooms, and 1 HVAC working labs, and additional rooms if needed, lunch area, in addition to the administrative and clerical areas.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

California law requires that, upon enrollment, a fee to be assessed by the institution in relation to the cost of tuition Education Code (Section 94343). These fees support Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of (a)

the closure of the institution, (b) the institution's breach or anticipatory breach of the agreement for the course of instruction, or (c) a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure. The fund protects only California students. Institutional participation is mandatory. It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment, tuition receipts or cancelled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed one year within the bureau's service on the student of their rights under the STRF, or if no notice of rights are served to the student within four years of the institution's closure.

For further information or instructions contact:

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
Tel: (888) 431-6959
www.bppe.ca.gov

CLASS SIZE

There is a maximum of 17 students per instructor. If the number of students per instructor exceeds 17, a lab assistant will be provided by the school.

CLASS START DATES

Classes are scheduled on the basis of enrollment. Important scheduling information (class schedules or revisions) will be announced to students in advance.

SCHOOL BUSINESS HOURS AND HOLIDAYS

Offices are open from 8:00 am to 5:00 pm, Monday through Friday. Day sessions are 8:00 am to 1:00 pm, and Evening sessions are : 5:00 pm to 10:00 pm. Monday through Friday.

CLASS SCHEDULE

Days	Evenings
8:00a.m. to 1:00 p.m.	5:00pm to 10:00pm

SCHOOL HOLIDAYS

The school will be closed on the following days which are considered holidays:

- Martin Luther King Jr.'s Birthday 01/16/12
- President's Day 02/20/12
- Memorial Day 05/28/12
- Independence Day 07/04/12
- Labor Day 09/03/12
- Columbus Day 10/08/12
- Veterans Day 11/12/12
- Thanksgiving Day 11/22/12
- Day after Thanksgiving 11/23/12
- Christmas 12/25/12
- New Year 12/26/12

NON-DISCRIMINATION CLAUSE

Students are admitted, trained and referred for employment without regard to race, color, creed, handicap, national origin, sex, political affiliation, or belief. No special services are provided for handicapped students. However, all doors, hallways, and restroom facilities are in compliance with standards for access to Handicapped persons existing at the time of construction or installation. Please feel free to visit the campus to determine its adequacy to meet your special needs. Please express any additional assistance you might require to the School Director who will attempt to address special needs.

ADMISSION REQUIREMENTS AND PROCEDURES

Students applying for admission to College of Industrial Repairs should have a sincere desire to acquire the knowledge and skills needed to pursue a career in:

- Air-Conditioning, Heating and Commercial Refrigeration

The prerequisites for admission for potential students are: applicant must be 18 years of age or older and have a high school diploma or equivalent or show the ability to benefit from the course. The ability to benefit will be determined by a personal review with one of our admission

representative and by passing the school administered entrance exam. Foreign students unable to obtain documentation of their education must also meet the above prerequisites and also have satisfactory English comprehension. Potential students should contact College of Industrial Repairs and schedule an appointment with an admissions representative to get information on our courses and tour the facilities.

CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE

Credit for previous education may be granted to students who can provide official transcripts from an accredited college or a private college approved by the state of California (BPPE) along with a course outline prior to starting the program not to exceed 2 modules. The student should have passed the course with a grade of 80% or better. The Director of Education will review the transcript and outline to determine if the program content is comparable to the class being challenged. If it is determined to be acceptable credit then the student will not have to take that module and the tuition along with the books and supplies for that module will be deducted from the total cost of the program. Credit for previous experience will be granted provided that the student can pass the final exam for module with a grade of 75% or better. The right to examine and determine the point of entry and the amount of credit to be awarded is reserved by the school. There are no fees for credit transfer. Students who are not awarded any credit may appeal this decision by writing a letter to the President of the school. The president will review the case with the appeals committee and respond with an answer to the student within 5 business days.

CONDUCT POLICY

Students shall at all time, when on school premises, conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive

condition. Violation of this policy is a just cause for dismissal. Any student observed under the influence of alcohol or drugs will be terminated from school. Apparel that is indecent, suggestive, provocative or obscene will not be permitted in the school. Students are also required to keep their individual work areas clean.

CALENDAR

Classes are in session throughout the year and start approximately every month.

TUITION AND FEES

Tuition, fees and supplies will be found on the program outline and current addendum, which is located on the back page of the catalog.

METHOD FOR COLLECTING DELINQUENT TUITION

Students are counseled before their graduation, if an amount is due, a payment schedule is arranged. If the student does not follow payment guidelines, after 90 days his or her account is turned over to the corporation's collection agency.

HOUSING

The school does not provide or list housing facilities because it is located in an area where adequate housing is readily available.

PROGRESS POLICY

Grading System: The school's grading system for each class is as follows:

<u>GRADE</u>	<u>VALUE</u>	<u>POINTS</u>
A	4.0	90% - 100%
B	3.0	80% - 89%
C	2.0	70% - 79%
D	1.0	60% - 69%
F	0	Below 60%

A credit of "INC" indicates that additional course work is required in order for that particular course to be completed.

GRADE AVERAGE REQUIRED TO REMAIN IN SCHOOL

An average grade of 70% or better must be obtained to be eligible for a diploma or certificate.

SATISFACTORY PROGRESS & MAXIMUM TIME ALLOWED

Satisfactory Academic Progress, students must maintain a cumulative Grade Point Average (GPA) of 2.0 or better and maintain 85% of consecutive attendance in classroom for each module. The student's academic average is reviewed a determined qualitative progress. The minimum required is 70% at the conclusion of each module. Incomplete grades are not given, and students must repeat any class in which they earn less than a 70% average. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may be adversely affecting a student's academic progress in terms of the maximum time frame. The maximum time frame may not exceed 150% of the published length of all the programs offered by College of Industrial Repairs.

Student's who withdrawn from program will receive a grade of 0% in each class interrupted by withdraw. All interrupted classes must be repeated upon readmission to institution.

ATTENDANCE POLICY

Students are expected to attend class regularly, arriving to the class on time and remaining in class until dismissed. Since attendance and punctuality are integral parts of the work environment, our objective is to prepare graduates for that environment. School requires the following minimums for graduation: 85% cumulative attendance in the classroom. You are expected to call the front office when you

will not be in attendance, so the instructor can be advised. Attendance is tracked in every class by the instructor, to the nearest quarter hour. If you miss more than 10 minutes of any class, you will be marked absent for the whole hour. Any student that is absent 14 consecutive class days calendar days without an approved leave of absence will be terminated.

Each day the teacher submits the class attendance records to the Registrar, who records the data in the student's electronic records. The cumulative attendance information is contained on the module progress report given to all students each month. If you do not agree with any of the attendance data, you must submit a written appeal to the School Director within one week of the progress report distribution. At the end of the module end date, the module attendance data becomes permanent and can no longer be challenged.

TARDINESS

Students are expected to be in class on time to school every day. When you arrive late to class you not only miss the material that has been presented, but you disrupt both the instructor and fellow students. If you arrive late for class, your instructor will record a Tardy. If you leave before the instructor dismisses class, the instructor will record an Early Departure. If you are Tardy or have an Early Departure three times or more in a module, you will be placed on probation for the remainder of the module and be required to see the School Director for Counseling.

ATTENDANCE PROBATION

If you do not have cumulative attendance at least 85% at the end of any module, you will be placed on Attendance Probation for the next module. You must meet with the School Director and abide by the terms outlined in the attendance probation notice.

At the end of the module on Attendance Probation, you must be making progress toward meeting the 85% cumulative

attendance requirement, and have met all of the terms of the attendance Probation. Failure to do so may result in termination from school.

After no more than two modules on attendance probation, you must again meet the 85% cumulative attendance requirement, or you will be dismissed from school.

DESCRIPTION OF PROBATIONARY PERIOD

Any student who is authorized re-entry will be considered on probationary status for the following month. If the student fails to attain satisfactory progress and grades during this period, he/she will be dismissed from school and will not be eligible for re-admission.

COUNSELING SERVICE

Students who need help with an academic or personal problem should contact the Director of Education.

PRACTICE AND MAKE-UP TIME

Practice/make-up must be prearranged with the instructor, and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities in the school will count as make-up hours. Such activities may include completing class exercises, viewing class tapes, or other course-related assignments. A student can make up no more than 10% of the module hours. Time is available between 3:00 pm and 5:00 pm, Monday through Friday. Every 1 hour of make-up time is equal to 1 hour of missed time. Make-up time/work must be completed within 30 days of time missed. The instructor has to approve and sign the make-up time slip.

CONSECUTIVE ABSENCES

A student who is absent for 14 consecutive calendar days without an approved leave of absence will be terminated.

DISMISSAL/CONDITIONS FOR TERMINATION FOR UNSATISFACTORY PROGRESS

When the grade average of a student is unsatisfactory for a module, the student will be placed on probation. If during the next two modules, the student's grade average is still unsatisfactory, the student will be terminated. Any student dismissed for attendance related reason- consecutive absences, failure to maintain the 85% cumulative attendance, excessive tardiness, conduct violations, or early departures, failure to meet the terms of attendance probation, or failure to return from a leave of absence will be terminated and notified by form of Change In Status. Date of Determination will be date the institution determined that student did not satisfy policy requirements. Last Date of Attendance will be the date student last attended class. Students may restart classes in the next module only with the School Director's written authorization.

APPEAL PROCESS

Students who are terminated for failure to maintain satisfactory academic progress may appeal for reinstatement by written petition to the President and Director of Education. Such an appeal must be based on the documented death of a relative, a documented injury or documented illness of the student, or other documented special circumstance, or upon the student's achievement of the cumulative minimum academic standards of College of Industrial Repairs. The appeals process can begin one week after termination. College of Industrial Repairs will respond to the appeal within 5 working days.

CONDITIONS FOR RE-ENTRANCE AFTER DISMISSAL

Re-enrollment will be approved only after satisfactory evidence is shown to the President that the conditions, which caused the termination for unsatisfactory progress, have been rectified.

LEAVE-OF-ABSENCE

Regular attendance and continuity of information are essential for successful completion. Students who find it necessary to interrupt their training for medical or extraordinary reasons may be granted a leave-of-absence not to exceed 60 days or until the next appropriate class start date. The Director of Education must approve a leave-of-absence. A leave-of-absence due to medical reasons will be granted with a doctor's excuse. Students must request a leave-of-absence in writing. Failure to return on schedule return date from Leave of Absence will be terminated.

COURSE COMPLETION/GRADUATION

Upon successful completion of a course of instruction, the student will be awarded a diploma or certificate, depending on the program completed. Successful completion of a course is based on a grade average of 70% or better. Students who have completed all of the necessary requirements, but whose grade average is below 70%, will receive a letter of attendance.

EARLY COMPLETION

Students may, on occasion (by challenging a module), complete requirements for a program in less time than is indicated in the catalog. Electives must be substituted for courses from which a student has been exempt, with the approval of the President.

PLACEMENT

Upon successful completion of training, students are eligible for placement assistance. College of Industrial Repairs cannot by law, guarantee employment. The Placement Director of the school assists students in finding employment by maintaining contact with employers and participating related professional organizations.

COPYRIGHTS

All curriculums, handouts and other materials used at the college are the property of College of Industrial Repairs and students nor instructors are not allowed to copy or re-use any without the expressed written consent of the school. College of Industrial Repairs respects copyrights. This is why we purchase all of our books, dvd's, videos and software. Any additional materials used are only with permission of the manufacturer.

STUDENTS TUITION PAYMENT METHODS AND FEE SCHEDULE

All tuition and fees can be paid in advance or on a monthly basis according to the total duration of the course; otherwise students will make arrangements with the financial office prior to start. In the event an applicant is allowed to have certain courses waived as described under the section "Credit by Examination (Challenge) or Transfer of Credit", the education in tuition will be calculated on a pro-rata basis. A service charge of \$25.00 for all returned checks is applicable. There is a one-time registration, tuition and supplies fee. Any additional fees are for any test fees for failed certification tests or replacement of books.

CANCELLATION/REFUND POLICY PROVISION

1. You have the right to cancel this agreement for a course of institution including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the seventh (7) business days after the start of class you attended. Business day means a day on which you were scheduled to attend a class session.
2. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front of the page

of this Agreement. You can do this by mail, hand delivery or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail in the mail properly addressed with postage prepaid.

3. The written notice of cancellation need not take any particular form and, however, expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two Notice of Cancellation form to use during Orientation or first day of class, but you can use any written notice that you wish.
4. If the School has given you any equipment, including books or other material, you shall return it to the School within 30 days following the date of your notice of cancellation, If you fail to return this equipment, including books, or other materials, in good condition, within the 30-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment it is yours to keep without further obligation.
5. If you cancel this agreement, the School will refund any money that you paid.

WITHDRAWAL FROM COURSE REFUND EXAMPLE

1. You have the right to withdraw from a course of instruction at any time.
2. If you withdraw from your course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the seventh business day following the first class you attended, the school will remit a full refund. You are obligation to pay only for educational services rendered and unreturned equipment. The refund

shall be the amount paid for instruction multiplied by fraction, the numerator of which is the number of instruction which you have not received, but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you have obtained equipment, as specified in the agreement as a separate charge, and return in good conditions within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you.

3. If you obtain equipment, as specified in the Agreement as a separate charge, and return it in good condition within 30 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, allowing for reasonable wear and tear, within 30-day period, the school may offset against the refund 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 prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract.
4. If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or remaining amount will be paid to you.
5. 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 45 days of

withdrawal, if the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay it.

STATE PRO RATA REFUND CALCULATION

Under a state pro rata refund, the school calculates refund based on the total number of hours remaining to completion when the student withdraws on or before the 60% point in time in the periods of enrollment. If a student completes more than 60% of the program they are not entitled to a refund.

HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment in a 900 hour course, pays \$8,000.00 for tuition, \$200.00 for registration, and \$795.00, documented cost to school, for equipment as specified in the enrollment agreement and withdrawals after completing 100 hours without returning the equipment he/she obtained. The prorated refund to the student would be \$7,112.00 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

\$8,995 Total paid

$\$8,000 / 900 \text{ hours in the program} = \8.88
Hourly charge for the program

$\$8.88 \times 100 = \888.00
Hours of instruction attended

$\$8,000 - \$888 = \$7,112.00$

Charges: Tuition	\$888.00
Books & Supplies	\$795.00
Registration Fee	\$200.00
Total	\$1,883.00

Total Paid: \$8,995.00 - \$1,883.00 = \$7,112.00

Total refund amount \$7,112.00

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

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment for not meeting satisfactory progress.
- c. You fail to attend classes for 14 calendar days. In this case, the date of withdrawal shall be the Date of Determination (DOD), however the refund calculation will reflect the Last Date of Attendance of recorded attendance.
- d. You fail to meet financial obligations.

If any portion of your tuition was paid from the proceeds of a agency refunds will be issues to paying agency. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

NOTICE OF STUDENT RIGHTS

You may cancel your contract for school, without any penalty of obligation on the 7th business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class. Read the Notice of Cancellation form for an explanation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation Form; ask the school for a sample copy. After the end of the cancellation period, you also have the right to stop school at any time, and have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy. If the school closes before you graduate, you

may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the:

BUREAU FOR PRIVATE POSTSECONDARY
EDUCATION
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833

PRIVATE FINANCING

Private Financing is available for those who qualify based on credit history & agency requirements. College of Industrial Repairs has flexible payment plans including:

- 1- Monthly payments within the timeframe of the program at 0% interest.
- 2- 12 monthly payments with a 5% interest rate.

RULES AND REGULATIONS

All students must abide by the following school rules:

- Students must treat the administration and faculty with respect.
- Students must not use abusive language.
- Students must be in attendance of the school at least 85% of the scheduled class hours. Students whose attendance falls below 85% may continue their courses only with the approval of the President.
- Students are provided an opportunity to make up course work. Make up tests are given after school as arranged by the instructor.
- Tuition payments must be made.

DRESS CODE

Students are not allowed to wear any shorts, tank tops, sandals or workout clothes. *Failure to comply with any and/or all of the above stated terms would be grounds for termination from the school.*

STUDENT RECORDS

The information in the student files is confidential. A student may view the information contained in his/her file at any time. The college requires a signed release if the student wants information released to anyone other than appropriate governmental or funding agencies. The College maintains these files for not less than five years per Section 94311 of the California State Education Code.

DRUG AWARENESS

The Director of Education will explain the programs available in the area that specialize in drug abuse treatment. The Director will also explain the problems associated with the use of drugs, and the legal and medical ramifications that can arise. College of Industrial Repairs is a drug free workplace. Any student found using a controlled substance on campus or at any college-sponsored activity is subject to immediate dismissal.

PROBLEMS/COMPLAINTS

This Institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and

the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution.

Persons seeking to resolve problems or that has complaints should first contact the Director of Education. Requests for further action may be made directly to the President. If you feel that these attempts for resolve have been unsuccessful you can call or write to the addresses below.

Unresolved complaints may be directed to:

State of California
Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
Tel: (888) 370-7589

ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 2006
Telephone: (202)955-1113
FAX: (202)955-1118 or (202)955-5306
Email: complaints@accet.org
Website: www.accet.org



STAFF

Susanna Martinez

Desiree Gomez

Steve Haro

Donald Rouse

Cassidy Trujillo

Daniel Martinez

President/CEO

Finance Director

HVAC Department Head/Instructor

HVAC Instructor

HVAC Instructor

Registrar

CERTIFICATION PROCTORS

Steve Haro

Susanna Martinez

ESCO Institute (Certification)

Director/Proctor

COURSE TITLE: AIR-CONDITIONING, HEATING AND COMMERCIAL REFRIGERATION

DESCRIPTION: Air-Conditioning, Heating and Commercial Refrigeration Technician perform troubleshooting, repairing, operation monitoring, equipment maintenance, installation. The purpose of this program is to provide the student with the theory and hands-on experience necessary for an entry-level position as a Air-Conditioning, Heating and Commercial Refrigeration Technician.

OBJECTIVE: The Air-Conditioning, heating and Commercial Refrigeration Technician large increase in new high-rise building and real estate development within all major cities is a clear indication of the rapid increase in job market opportunities available. Also many graduates find employment with equipment manufactures in research and development, hospitality, residential, commercial, environmental, and agricultural. Today's society is changing and with high growth in biotechnology companies in these areas a bigger demand for technicians is in a rise due to temperature controls.

➤ Program Hours: 900
 ➤ Total Lecture Hours: 400
 ➤ Total Lab Hours: 500
 ➤ Modules: 5

➤ Morning Classes: 8:00 am to 1:00 pm
 Days: Monday – Friday
 Weeks: 36

➤ Evening Classes: 5:00 pm to 10:00 pm
 Days: Monday - Friday
 Weeks: 36

CATALOG NUMBER	COURSE TITLE	CLASSROOM HOURS
MODULE ACH601	INTRODUCTION TO REFRIGERATION	175 HOURS
MODULE ACH602	BASIC ELECTRICITY FOR HVAC/R	175 HOURS
MODULE ACH603	COMMERCIAL REFRIGERATION	175 HOURS
MODULE ACH604	HEATING TECHNOLOGY/ HVAC CONTROLS	175 HOURS
MODULE ACH605	AIR-CONDITIONING SYSTEMS	175 HOURS
PLACEMENT 101	PLACEMENT SERVICES	25 HOURS

TUITION FEE	\$8,000.00
REGISTRATION FEE(\$200.00 Non-Refundable)	\$ 200.00
BOOKS & SUPPLIES(Refundable)	\$ 795.00
STRF FEE(Institutional Expense)	\$ 0

TOTAL \$8,995.00

Note: Applicable Courses may be presented in non-consecutive orders

COURSE TITLE:

**AIR-CONDITIONING, HEATING AND
COMMERCIAL REFRIGERATION**

COURSE DESCRIPTION

**MODULE ACH600
INTRODUCTION TO REFRIGERATION 175 HOURS**

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

**MODULE ACH601
BASIC ELECTRICITY FOR HVAC/R 175 HOURS**

This module introduces the basic electricity students used Electron Theory, Electrical Terms and Definitions, Power Sources, Electrical Circuits, Laws and Formulas for Electrical Circuits, Electrical Diagrams, Electrical Circuits for Air-conditioning, and Refrigeration, Electrical Meters and Measurements, Electrical Components, Some Testing and Replacement of Electrical Components, Practical Electrical Circuits Design and Wiring, Troubleshooting Electrical Circuits, Basic Electronics.

**MODULE ACH602
COMMERCIAL REFRIGERATION 175 HOURS**

This course is a study of maintenance and repair of commercial refrigeration systems. Three Phase and Single Phase Power Sources, Three Phase Motors, Motor Protection Components Advanced Electrical Circuits for Refrigeration, Commercial Refrigeration System Mechanical Components, Refrigeration System Design, Refrigeration System Heat Load Calculation, and Refrigerant Piping Design for Refrigeration Systems.

**MODULE ACH603
HEATING TECHNOLOGY/
HVAC CONTROLS 175 HOURS**

This course covers the fundamentals of heating including, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic, gas, and electrical heating systems and describe the major components of a heating system. In this course also students will cover the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

**MODULE ACH604
AIR-CONDITIONING SYSTEMS 175 HOURS**

Principles of Air conditioning, Psychometrics, Air conditioning System Components, Air conditioning System Design, Electrical Circuits for Air conditioning, Electrical Controls, Optional Components and Features in Air Conditioning, Heat Load Calculations, Air Distribution System Design, AC System Installation, Servicing and Troubleshooting including, Heat Pumps, Components, Service Technician Preparation, EPA (Environmental Protection agency) Certification.

PRICING ADDENDUM

Course	TUITION	BOOKS & SUPPLIES	REG. FEE	STRF FEE	TOTAL	HRS
AIR-CONDITIONING, HEATING AND COMMERCIAL REFRIGERATION	\$8,000	\$795.00 <small>Refundable</small>	\$200.00 <small>Nonrefundable</small>	\$0.00 <small>Institutional Expense</small>	\$8,995.00	900

START DATE 2012 HVAC DAY & NIGHT SESSIONS	
START DATE	END DATE
01/03/2012	02/22/2012
02/23/2012	04/12/2012
04/13/2012	06/01/2012
06/04/2012	07/20/2012
07/23/2012	09/10/2012
09/11/2012	10/29/2012
10/30/2012	12/20/2012
01/03/2013	02/22/2013
02/25/2013	04/16/2013