

INSTITUTO HISPANO AMERICANO



**3201 F Street # 197
Bakersfield, CA 93301
(661) 322-7042**

BPPVE# 20658

www.institutohispanoamericano.net

A tradition of Excellence, Learning and Service

Catalog

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IHA

A Message from Instituto Hispano Americano

WELCOME!

Instituto Hispano Americano is an institution committed to quality education, to our students, to our community and to our educational values: respect, integrity, learning and service.

The success of our students as individuals is important at IHA. Our mission is to educate the spirit as well as the mind and to help students fulfill their dreams.

As an adult vocational school, IHA reaches to a diverse community, serving as cultural, social and intellectual center for the community and as a resource for business and industry.

We are very pleased to note that the entire IHA management and administration are eager to serve our community.

Our vision and plan will further define Instituto Hispano Americano as premier educational institution committed to values and lifelong learning.

We look forward to serving you, learning with you and always welcoming you.

Sincerely,

Instituto Hispano Americano

Curriculum

INSTITUTO HISPANO AMERICANO is dedicated to providing courses and programs that meet the needs of the Hispanic and Non-Hispanic community and of employers of the Bakersfield area. The instructional programs are offered in Spanish.

INSTITUTO HISPANO AMERICANO's most important obligation is to prepare graduates for employment and/or advancement in their chosen field. We offer courses and methods of instruction that will enable each student to achieve his/her full potential. The courses, text materials, and equipment are designed to attain that goal.

The system of scheduling teaching sessions is open entry/open exit. This system allows participants to commence training each week on a space available basis. The teaching and learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Individualized instructional (tutorial) techniques are employed so that each participant receives the attention required to reach their objective. This combination of methods, techniques, and scheduling assure that diligent participants are able to attain their optimum potential in an efficient manner in the shortest possible time.

The programs are structured on solid educational principles to assure high standards are maintained. The design is flexible enough to provide for the integration of new technologies and techniques as they are developed. This method of registration allows working adults to have more opportunities to adapt their work schedule to the flexible education schedule we offer.

HISTORY

INSTITUTO HISPANO AMERICANO was founded in Bakersfield, California and has expanded our facilities and scope in training in the city of Bakersfield to provide education services to the greater Kern County area and adjacent communities. The quality of its educational programs together with the great variety of material brought from all parts of the world, have made **INSTITUTO HISPANO AMERICANO** new challenging new beginning to provide quality educational service to the growing Hispanic and non-Hispanic community in the greater Bakersfield area. Operation started in 2007.

INSTITUTO HISPANO AMERICANO, through its Technical Training courses has collaborated with a number of established institutions to establish job-training programs. These programs were created on the basis of instructions from around the world

INSTITUTO HISPANO AMERICANO, is not only a firm step for employment by completing the courses with satisfactory grades, but also an excellent channel that will enable access to many other types of work.

INSTITUTO HISPANO AMERICANO:

ADMINISTRATION

Martin Cruz Director

Rolando Cruz Academic Director

Anna Ayala Admission's Director/Vocational Consultant

Mary Cruz Admissions/Student Coordinator

Evelyn Cruz Administrative Coordinator

FACULTY

Rolando Cruz Jr. Instructor for the following courses: Micro-Computer Applications, Computer Operation and On-Line Computer Applications. Mr. Cruz holds an A.S. in Business Administration and A.A. in Liberal Arts.

Ariel Sanchez Instructor: Micro-Computer Applications, Computer Operation, Mr. Sanchez also holds certificates as a QuickBooks Pro Advisor, Registered Tax Professional, Computer Repair Technician.

Javier Moran Instructor: Automotive Technologies. Mr. Moran has extensive training in Auto repair and is ASE certified.

Eufrocino Martinez Instructor: Complete Automotive Mechanic, Transmission Service and Repair, Diesel Technology, Automotive Electricity. Mr. Martinez has training and education on automobile repair. ASE certified.

Victor Martinez Instructor: Automotive Electricity. ASE certified. Mr. Martinez has extensive training in the automobile repair field.

APPROVAL DISCLOSURE STATEMENT

INSTITUTO HISPANO AMERICANO Is a private institution and is licensed to operate. The Bureau for Private Postsecondary Education has determined that this institution complies with the minimum standards contained in the California Code of Education and the California Code of Regulations. We are approved to offer the following courses:

Complete Automotive Mechanic		480 Hours
Automotive Technologies		400 Hours
General Automotive Mechanic	(Non-Vocational)	100 Hours
Transmission Service & Repair	(Non-Vocational)	80 Hours
Automotive Electricity	(Non-Vocational)	80 Hours
Complete Diesel Technology		400 Hours
Diesel Technology	(Non-Vocational)	100 Hours
Micro-Computer Applications		650 Hours
Computer Operation	(Non-Vocational)	100 Hours
Computer Operation and Graphic Design		400 Hours
Graphic Design	(Non-Vocational)	100 Hours
On-Line Computer Applications (English/Spanish)		400 Hours
On-Line Computer Applications (English/Spanish)	(Non-Vocational)	100 Hours

Instituto Hispano Americano is also approved and can be found in the California Eligible Training Provider List.

Instituto Hispano Americano does not offer English as Second Language classes

Instruction is in residence. The Main Campus will accommodate 60 students at any one time. A second group can meet in facilities by alternating lab/class-room lecture. Normal class size for Vocational students is 16.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Per California statute, a student, who successfully completes a course of study, will be awarded an appropriate Certificate of Completion, or Diploma verifying the fact.

Personal Development Division

INSTITUTO HISPANO AMERICANO offers non-vocational courses through its Personal Development Division. Topics covered include Computer literacy, auto repair and maintenance. Other topics may be added from time to time to meet the needs of the Hispanic community in the Bakersfield area.

FACILITIES

INSTITUTO HISPANO AMERICANO is located in Bakersfield California, has a modern premises carefully designed to create a learning environment within walking distance of the bus and Metro train stops for Bakersfield Transit, business, stores and a variety of places to eat. Our Campus offers greater space and classroom facilities. All classes are offered at our only campus at 3201 F St. # 197, Bakersfield, CA 93301.

INSTITUTO HISPANO AMERICANO provides parking for its students. Our campus is in a modern building and has 3 classrooms/ laboratory Areas, 6 administrative offices, student lounge, resource and reception area. Offices are conveniently located with classrooms very suitable for up to 16 students each. The classroom for Microcomputer Applications and Computer Operation are designed and equipped for 16 students. The classrooms are combination facilities for theory discussions and supervised practice. In addition, practice space is available by arrangement with our Operations Coordinator. This institution, the facilities it occupies and the equipment it utilizes fully comply with federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

INSTRUCTIONAL EQUIPMENT

The School has all the necessary equipment for lecture and laboratory practice. Examples of classroom equipment include: audio/video and overhead projectors. Laboratory equipment consists of Windows compatible computers and printers of the type and variety found in business. Mechanics shop equipment includes: testing equipment, hands-on parts and accessories, analyzers and computer diagnostic equipment.

In this catalog you will find information on courses, instructors, equipment and policies. However, this institute has a unique life of its own which cannot be put into words. We invite you to see for yourself how exciting our Technical Training can be. To arrange for your visit call the Admission office for an appointment.

IN-HOUSE COMPLAINT POLICY

Students are encouraged to discuss any concerns first with the Instructor. The student may direct a concern/complaint to the Registration office, which may resolve or refer the complaint to the appropriate party. Anyone may discuss any concerns with the Director for resolution.

ADMINISTRATIVE POLICIES

MISSION AND PURPOSE

INSTITUTO HISPANO AMERICANO is a private educational institute offering comprehensive programs of career-oriented vocational education. The Institute seeks to develop professional level skills in individuals for obtaining maximum employment opportunities. Personal growth is enhanced by the close interaction of the instructors, students, administration & staff.

It is **INSTITUTO HISPANO AMERICANO** objective to train individuals in the field of Computer Applications, Vocational Services, and Automotive Repair. Staff & faculty are committed to:

- 1) Educate students with updated equipment in the field of computer Software Applications, Office Administration and Operations and full Automotive Service & Repair Fields.
- 2) Professional and personal development of every student.
- 3) Continuously develop & update all curriculums according to current business needs & demands.
- 4) Maintain close contact with business community and associated organizations through a quarterly manpower advisory board meeting assuring feedback and input as to labor market and skill shortages.
- 5) Job placement assistance for all graduates through a network of private and public enterprises both, small and large.
- 6) Continuing professional development of instructional staff

ADMISSION REQUIREMENTS and PROCEDURES

The programs offered by the **INSTITUTO HISPANO AMERICANO** are open to men and women with a desire to become skilled in their chosen field. Applicants must be over the age of 18 and benefit from the training offered. Candidates are counseled/advised to determine their aptitude for the desired occupation. Students who do not have a high school diploma or GED but are 18 years old or later, may be admitted After taking and passing the CELSA (Combined English Language Skills Assessment) that determines the student ability to benefit from his/her program of instruction.

The classes are offered in Spanish with some English terminology, depending on the needs of the course. No English language proficiency test is done at the time of student admission.

This institution does not have an International student program and do not provide visa services.

NON-DISCRIMINATION POLICY

INSTITUTO HISPANO AMERICANO does not discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment within their selected program area in Admissions, Counseling, Training, Placement Employment, or any other activities.

SCHEDULE AND CALENDAR

Class scheduling is open-entry/exit. This allows students to begin classes on Monday of each week on a space-available basis, and graduate upon completion of all graduation requirements. Classes are scheduled Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Evening classes are between 6:00p.m. and 8:30 p.m. weekend hours are scheduled on an as needed basis. Less than half time class schedules are available. Graduation occurs following completion of course requirements as described in the curriculum section of this catalog. Classes are not scheduled on the following holidays: Memorial Day, Good Friday, Independence Day, Labor Day, 1 day for Thanksgiving, Christmas Day through New Year's Day, A special holiday may be declared for emergency or extraordinary purposes.

ACADEMIC POLICIES

STUDENT CONDUCT

All students are expected to behave in a professional business manner. Unsatisfactory behavior as outlined in Dismissal Policy will not be tolerated.

The lengths of INSTITUTO HISPANO AMERICANO, subjects of study are computed on a class hour basis denoting that regular hours spent in classroom or equipment usage. Class periods of 50 minutes are regarded as a regular class hour.

DRUG ABUSE POLICY

The School fully supports Drug-Free Schools and Communities Act of the United States Congress. In cooperation with other agencies and organizations, we provide a program of education on the dangers of substance use and abuse. The program uses pamphlets, books, and posters describing the effects that drugs have on physical and mental health. Advising and counseling is provided when deemed necessary as well as to those who request assistance. We make available to our students informative materials on State, federal, and local legal sanctions against drug use. Additionally, we provide information on counseling, treatment, and rehabilitation programs in the area.

PROBATION/DISMISSAL POLICY

A student may be terminated from school for any incident of intoxication or drug abuse. Possession of drugs or alcohol inside school premises, behavior creating a safety hazard to another student, administrator

or faculty member or any misconduct will also be grounds for termination.

ATTENDANCE POLICY

Students are expected to attend scheduled classes at scheduled starting time and to continue as scheduled throughout the day. All absence and attendance is recorded. It is the students' responsibility to telephone in advance to advise of an absence or tardy.

A. Absence

Satisfactory attendance must be maintained. All coursework missed due to absences must be made up. Three absences during in one month it is considered excessive, unless health or emergency situations arise. On the fourth absence will be placed on probation and the instructor will conduct an informal conference. After the fifth absence the student will be considered for dismissal. Students under Workers Compensation should provide a copy of doctor, counselor or attorney's appointments.

B. Tardiness

Tardiness is a disruption of a good learning environment and is discouraged. Tardiness is defined as arriving more than 10 minutes after scheduled class start, without legitimate reason. Three occasions within one month will be considered as one absence.

C. Interruption for Unsatisfactory Attendance

Students with three absences in one month will receive written notification of probation for a period of one month. Any un-excused absences during probation may be cause for interruption of the student's training program.

D. Leave of Absence

One written requests for a leave of absence will be considered and such leave may be granted to a student at the discretion of the School Administration. A leave of absence for over 30 days will only be granted for verified medical reasons or emergencies for a period of up to 100 days.

E. Make-up Work

Students must arrange make-up time for course work missed with the instructor; however, absences will remain on record. Failure to maintain Satisfactory Academic Progress may result in probation or withdrawal.

F. Suspension/Re-admittance

Students, who have had their training suspended for cause, may be re-admitted to classes upon written request and evaluation.

GRADING AND PROGRESS SYSTEM

Student progress is evaluated using oral, written, and practical tests each month. The oral and written tests account for approximately 25% of the grade, practical application tests account for approximately 75% of the grade. A test grade of 60% or less will require a retake of the specific test.

The School's grading system is as follows:

4.0	A	90-100 %
3.0	B	80-89 %
2.0	C	70-79 %
1.0	D	60-69 %
0.0	F	below 60 %
0.0	I	Incomplete

When the grade average for a student is under 2.0 for a month, the student will be placed on probation. If the grade average for the next month fewer than 2.0 or below the student's training may be interrupted.

Re-enrollment may only be approved after evidence is submitted that conditions, which caused the interruption, have been rectified.

STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

The elements of Satisfactory Progress are:

1. Students are graded as they complete modules of the curriculum. Grades are determined as a compilation of examination scores (written and practical) and such other criteria and observations as the school deems appropriate in the training of technical personnel.

2. All students will be evaluated upon completion of each module of the course to determine if a student has made sufficient progress towards the course objectives, the obtaining of a certificate and the completion of the entire curriculum.

For on-line courses, the students will receive response or evaluation approximately 10 business days after receipt of student's lessons, projects or tests.

3. To maintain Satisfactory Academic Progress, a student may have absences (net of make-up time) of up to 25% of the total course length. Lost attendance time, while a student is on an approved leave of Absence, will not be counted as absent time.

Incomplete Subjects and Remediation

Students will be given an opportunity, at the discretion of the School Director and subject to space availability, to Repeat Remediate or Make-up lost work within 30 days of grade assignment and be credited the higher of any grade(s) earned, or a final, failing grade of "F" will be rendered. Any make-up/repeat work grades, will be given full standing and credit with respect to the final evaluation of the student's

maintaining of Satisfactory Progress. Failure to maintain Satisfactory Academic Progress may result in probation or withdrawal.

Withdrawal and Reinstatement

A student not maintaining Satisfactory Academic Progress, during the first 25% of the stated course period, can discuss with the teacher to improve his/her grades.

Academic Review and Appeal Process

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for challenge.
2. All requests will be reviewed by the Director, in consultation with the instructor; and a determination, made to either retain the records intact or change them.
3. Student may meet with the Director or anyone designated to review conclusions.
4. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings, and make a recommendation to the Director for final action.
5. Parental access to records is not permitted unless the student is a dependent, in which case all items in numbers 3 and 4 shall apply to parents.

STUDENT RECORDS/RIGHT OF PRIVACY

The Federal Right of Privacy Act of 1964 enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a minimum five year period. Students may request a review of their records by writing to the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision.

The institution maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.

The institution maintains for each student granted a certificate permanent records of all of the following:

- (1) The certificate granted and the date on which that certificate was granted.

(2) The courses on which the certificate was based.

(3) The grades earned by the student in each of those courses.

The institution maintains for a period of not less than five years, complete and accurate records of all of the following information:

(a) The educational programs offered by the institution and the curriculum for each.

(b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.

GRADUATION REQUIREMENTS

Upon completion of all classroom and practical/laboratory education and training with a grade average of no less than 70%, the student will be issued a Certificate/ Diploma attesting to his/her successful completion.

COURSE DURATION

The course duration varies depending on the program chosen. The required projects for each course must be completed unless the student has been given credit for prior training or experience or demonstrates through practical and written tests the level of competency required for employment.

DESCRIPTION OF CLOCK HOUR

For the Purposes of attendance, a class hour is defined as 50 minutes. All students have a maximum of one and one-half times their scheduled program length to successfully complete the training program.

CHANGE OF PROGRAM

Program changes must be initiated with the Director. A student must attend all classes in which originally enrolled until the requested change is officially authorized. The School reserves the right to make program changes and/or adjustments from time to time as necessary to remain current with industry standards and technology. Any changes in tuition will not affect those students already enrolled.

STUDENT SERVICES ADVISING / COUNSELING

1. Advising is available to all students. Instructors or administrators will meet with each student to discuss any personal, classroom, or financial problem when needed.

2. Support services: information about emergency support services, housing, child care, transportation, etc., are available to students who qualify through various agencies under contact with **INSTITUTO HISPANO AMERICANO**, which provide these services within a 10 mile radius.
3. Each student will have a review of his / her progress each month. Those students experiencing academic or other problems will be advised by an Instructor and/or the Director to help overcome whatever difficulty being experienced. Counseling on other problems may be referred to various qualified agencies, which provide services (for those who qualify) as needed. Students are encouraged to take advantage of this service.

JOB PLACEMENT ASSISTANCE

Placement assistance information is provided to graduates at no additional charge. However, no guarantee for employment or any level of wages or income is made. The school will assist graduates and candidates with information for employment.

EMPLOYMENT PREPARATION

Our trainings will prepare the student to meet the employer's demands. Some of the skills emphasized are: Applications and resumes, interview techniques (through simulated interviews), placement orientation, etc.

PERSONAL DEVELOPMENT

Our trainings will help the student to achieve personal incentive, self-direction, attitude control, self-confidence, and desire to succeed thinking patterns, improved self-image self-motivation awareness of goals. The result of this is to show the student how to turn goals into reality.

HOUSING

Housing is not available on campus; we do not have dormitory facilities. As a service to our students, a listing of apartments and rooms for rent near the school (5 to 15 miles range) is available upon request or at the time of registration. The listing describes the facilities being offered and other pertinent information.

Our institution does not endorse any listings, this list is provided as an informational resource; however, both landlords and students are expected to live up to their respective obligations.

LIBRARY

As a service to the students, our institution provides access to books, magazines and on-line resources related to their study field. Books and manuals are displayed in the Library/Student study room.

Computers are also available for research.

Available resources include:

- Books
- Manuals
- Internet and computer access for researching

- Photocopying and computer printing
- Community Library information

TUITION POLICIES

TUITION PAYMENT POLICY

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes.

FINANCIAL AID ASSISTANCE

Private and public agencies may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. For further information, inquire at the Admissions Office. INSTITUTO HISPANO AMERICANO does not provide financial assistance programs.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from Federal student financial aid program funds.

If the student is eligible for a loan guaranteed by a Federal or State government and the student default on the loan, both of the following may occur: the agency may take action against the student or the student may not be eligible for any other federal financial aid or other government assistance until the loan is repaid.

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.).

STUDENT PROTECTION POLICY

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

Student Tuition Recovery Fund Disclosures:

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

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

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

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

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education”

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code. Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at INSTITUTO HISPANO AMERICANO is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate

you earn in the course you attend is at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution 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 INSTITUTO HISPANO AMERICANO to determine if your diploma or certificate will transfer.”

This institution does not have any agreements with any institution regarding transferability of credits. Our courses do not lead to an occupation that requires a license or certification. Therefore, we do not award credits for prior experiential learning.

CANCELLATION, WITHDRAWAL AND REFUND RIGHTS

CANCELLATION OF AGREEMENT: Per the State of California, You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, **if** notice of cancellation is made through attendance at the first class session, or the **seventh class day** after enrollment, whichever is later. Business day means, except for home study or correspondence, a day on which you were scheduled to attend a class session.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance. You can do this by mail, hand delivery, or e-mail. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Mail notices to the school’s address, attention School Director.

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 forms to use at/or before the first day of class, but you can use any form that you wish. If the School has given you any equipment, including books or other materials, you shall return it to the School within 10 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 10-day period, the School may deduct its documented cost for the equipment from any refund that maybe due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received or determined last date or attendance.

WITHDRAWAL FROM COURSE:

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is through attendance at the first class session, or the seventh day after enrollment, whichever is later is, the School will remit a 100% pro-rata

refund less a registration fee, if applicable, not to exceed \$100.00 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. All refunds will be made within 45 days from the date of cancellation or withdrawal (as described above). If Student does not return from an approved Leave of Absence period as stated in School Catalog, (however, such a leave of absence may never exceed 60 calendar days for regular leave or 100 calendar days for a verified medical reason), refunds will be made within 45 days from the end of the approved Leave of Absence period. Within 45 days of any refund the Student will receive a NOTICE OF REFUND stating the amount of the refund and to whom the refund was made.

The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total numbers of hours of instruction for which you have paid. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 10 days following the date of your withdrawal, the School shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within 10-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.

If the amount 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 or 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.

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.

NOTICE: if the student is eligible for a loan guaranteed by the Federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) Or the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Specialized Training

INSTITUTO HISPANO AMERICANO offers special courses and subject area training to meet specific needs of individuals or employers. For further information on this service contact the Admissions Office.

COURSES OF STUDY AND FEES

COURSE	HOURS	REGISTRATION FEE	STRF FEES & TUITION	BOOKS & SUPPLIES	SCHOOL MATERIALS	SAFETY GLASSES	TOTAL

Complete Automotive Mechanic	480	\$ 100.00	\$4,765.00	\$120.00	\$1,000.00	\$15.00	\$6,000.00
Automotive Technologies	400	\$100.00	\$3,265.00	\$120.00	\$500.00	\$15.00	\$4,000.00
General Automotive Mechanic	100	\$100.00	\$900.00	\$50.00	Non-Vocational	\$15.00	\$1,065.00
Transmission Service & Repair	80	\$100.00	\$720.00	\$70.00	Non-Vocational	\$15.00	\$905.00
Automotive Electricity	80	\$100.00	\$900.00	\$25.00	Non-Vocational	\$15.00	\$1,040.00
Complete Diesel Technology	400	\$100.00	\$3,335.00	\$50.00	\$500.00	\$15.00	\$4,000.00
Diesel Technology	100	\$100.00	\$1,375.00	\$50.00	Non-Vocational	\$15.00	\$1,540.00
Micro-Computer Applications	650	\$100.00	\$6,900.00	N/A	\$1,000.00	N/A	\$8,000.00
Computer Operation	100	\$100.00	\$1,125.00	N/A	Non-Vocational	N/A	\$1,225.00
Computer Operation & Graphic Design	400	\$100.00	\$3,400.00	N/A	\$500.00	N/A	\$4,000.00
Graphic Design	100	\$100.00	\$1,125.00	N/A	Non-Vocational	N/A	\$1,225.00
On-Line Computer Applications	400	\$100.00	\$3,400.00	N/A	\$500.00	N/A	\$4,000.00
On-Line Computer Applications	100	\$100.00	\$1,125.00	N/A	Non-Vocational	N/A	\$1,225.00

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

The following are Course of Study and Fees for Voucher Students

**Course of study and Fees for Voucher Students
Computer Classes**

\$4,000– Computer Operation = 400 hrs @ 16 weeks

Entitled to 400 Hours of Computer Operation

\$6,000– Computer Operation and Graphic Design = 500 hrs @ 21 weeks

Entitled to 400 Hours of Computer Operation

Entitled to 100 Hours of Graphic Design

\$8,000– Micro-Computer Applications= 650 hrs @ 26 weeks

Entitled to 650 Hours of Micro-Computer Applications

\$10,000 – Micro-Computer Applications and Graphic Design = 750 hrs @ 31 Weeks

Entitled to 650 – Hours of Micro-Computer Applications

Entitled to 100 – Graphic Design

**Please refer to Course Outlines for additional information.*

Course of study and Fees for Voucher Students Automotive Mechanic Classes

\$4,000 – Automotive Technologies = 400 hrs @ 16 weeks

Entitled to 400 Hours of Automotive Technologies

\$6,000 – Complete Automotive Mechanic = 480 hrs @ 20 weeks

Entitled to 400 Hours of Automotive Technologies

Entitled to 80 Automotive Electricity

\$8,000 – Complete Automotive and Diesel Technologies = 560 hrs @ 24 weeks

Entitled to 400 Hours Automotive Technologies

Entitled to 80 Hours Automotive Electricity

Entitled to 80 Hours of Automotive Transmission Service and Repair

\$10,000 – Complete Automotive, Diesel Technology and Transmission Service and Repair = 660 hrs @ 29 Weeks

Entitled to 400 Hours of Automotive Technologies

Entitled to 100 Hours of Diesel Technology

Entitled to 80 Hours of Automotive Electricity

Entitled to 80 Hours of Transmission Service and Repair

**Please refer to Course Outlines for additional information*

ADDITIONAL INFORMATION

INSTITUTO HISPANO AMERICANO, will provide additional information or (upon request) Available data can include, but not limited to: Course outlines for any or all programs, Job analysis for vocational programs, detailed tool lists for optional supplies, labor market data, etc.

COMPLETE AUTOMOTIVE MECHANIC

Program Options A student enrolled in the Complete Mechanic Technology program will become proficient in the Automotive Engine Service and performance/Maintenance fields (ie. Tune-Up Technician, Fuel Injection Service, etc.), as well as be familiar with the emission standards and testing for automobiles. This Program is geared to Entry Level Employment. Tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog.

**COMPLETE AUTOMOTIVE MECHANIC:
Includes Automotive Technologies and Automotive Electricity**

**TOTAL TIME: 480 HOURS
20 hours a week**

OUTLINE

HOURS

THE BASIC OF ENGINE OPERATION & TUNE-UP FOR ENGINE PERFORMANCE 50

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING LIGHT & IGNITION TIMING. CARBURETOR ADJUSTMENTS, VALVE ADJUSTMENTS. MASTER TUNE-UP THEORY. AIR / FUEL MIXTURE (CARBURETION)

THE BASICS OF ENGINES FOR ENGINE PERFORMANCE 75

THE PRATICAL OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING

SETTING ENGINE TIMING FOR ENGINE PERFORMANCE

20

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING LIGHT & IGNITION TIMING. CARBURETOR ADJUSTMENTS, VALVE ADJUSTMENTS MASTER TUNE-UP THEORY. AIR / FUEL MIXTURE

FUEL INJECTION FOR ENGINE PERFORMANCE

100

TYPES OF FUEL INJECTION (TIMED, CONTINUOUS AND THROTTLE), INFORMATION SENSOR COMPONENTS, OPERATING COMPONENTS (FUEL PRESSURE REGULATOR, ELECTRONIC CONTROL UNITS, AIR CONTROL VALVES, FUEL INJECTORS), DOMESTIC FUEL INJECTION SYSTEMS, BASIC TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES, GENERAL MOTORS (GM) FUEL INJECTION SYSTEMS (THROTTLE BODY/MULTIPOINT, DIGITAL, SEQUENTIAL), THE BASICS IN TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES FORD, INJECTION SYSTEMS (CENTRAL, PORT), TROUBLESHOOTING REMOVAL/INSTALLATION PROCEDURE. CHRYSLER FUEL INJECTION SYSTEMS (MULTIPOINT, & SINGLE POINT), AND TROUBLESHOOTING REMOVAL & INSTALLATION PROCEDURES. STUDENTS TO BECOME FAMILIAR WITH THE BEAR / PACE 200 ENGINE ANALYZER, THE OTC 4000 DIAGNOSTIC EQUIPMENT, AND THE FUEL INJECTION SYSTEM CLEANING EQUIPMENT AND PROCEDURES.

INTRODUCTION TO OBD-II FOR ENGINE PERFORMANCE

20

STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, & PERFORMANCE OF CARS, BASIC SERVICE AND CARE

STANDARD TESTS FOR ENGINE PERFORMANCE

30

STUDENTS LEARN SCANS AND THE TESTING APPLICATIONS FOR STANDARD OBD-II ENGINE PERFORMANCE TESTS, STUDENTS ARE PROVIDED THE OPPORTUNITY TO STUDY THE SAMPLE BAR BASIC CLEAN AIR COURSE QUESTIONS IN ORDER FOR SELF STUDY.

INTRODUCTION TO PRE-OBD-II FOR ENGINE PERFORMANCE

20

STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC SERVICE AND CARE THEORY

**INTRODUCTION TO OBD-II DOMESTIC /
OBDII IMPORT FOR ENGINE PERFORMANCE**

40

STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, & PERFORMANCE OF CARS, BASIC SERVICE AND CARE PRATICAL

ENGINE PERFORMANCE MAINTENANCE & EMISSION STANDARDS

45

STUDENTS LEARN IDENTIFICATION AND MAINTENANCE LEVELS
REVIEWING RESULTS FOR DIAGNOSING, AND TROUBLESHOOTING
THE EMISSION PERFORMANCE OF CARS, BASIC SERVICE AND CARE

*The following training materials are provided by the School:

Prepared text manuals IN SPANISH for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION
A ruled notebook, pen and pencil.

JOB ANALYSIS

SUMMARY: Worker will carry out duties of a light automotive mechanic. Basic maintenance service including: Tune Ups adjust repair and install fuel injection equipment, check and service ignition systems. Occupational Objectives: DOT Numbers include: 620.281-066, .261-010, 281-034, 684-014, 625.281-022 Tune-Up Mechanic, Fuel Injection Repair any industry

DESCRIPTION OF TASKS:

Diagnose service and repair basic electrical systems in automobiles. Determines malfunction of electrical system by visual inspection and using testing devices such as circuit testers, voltmeter, and analyzer. Adjusts ignition timing, measure and adjust distributor breaker points and gaps using dwell meter or thickness gauge. Tests and repairs starters, generators and distributors. Repairs or replaces defective wiring in the ignition, lighting, air conditioning and safety control system. Examines parts for defects and tests needle valves with wire gauges and flow-meter. Cleans parts in solvents to remove dirt and gum deposits. Repairs or replaces defective parts. Start engine and turns adjustment controls to regulate flow of air and gasoline through carburetor or injectors, using testing equipment. May operate drill press, lathe and other power tools to refit, clean, ream machine seating surfaces. May install and repair mechanical devices.

PHYSICAL REQUIREMENTS:

STANDING: Required throughout the work period, in combination with walking in the shop area.

WALKING: In the shop area, from tool crib or storage area to auto and other specified areas.

LIFTING: Replacement parts and units; Batteries, etc (15 to 25lbs)

CARRYING: As above for short distances. Shop area to/from tool crib or replacement part shelves to auto.

BENDING: While replacing parts, removing and remounting units. Bending over engine usually resting elbows on car. May use creeper to take pressure off back. Bending from waist forward, but not to ground level. Slight bend forward when removing and replacing carburetor or fuel injection equipment.

CROUCHING/CRAWLING/KNEELING: N/A

REACHING: At all levels, to replace or repair parts.

CLIMBING: On small step ladder when reaching for parts or when working on larger vehicles pick-up trucks, etc.

PUSHING/TOUCHING/FEELING: In all aspects of the job.

TALKING/HEARING: To other workers and supervisor, (to customers if job appropriate).

MATERIAL/PRODUCTS: Water, air solvents, acid to clean parts, battery acid, soldering material for electrical system repairs, replacement parts etc.

TYPICAL ENVIRONMENT: A. INSIDE: 100% Garage doors are usually kept open., B. OUTSIDE: When testing the vehicle (driving it), C. EXTREME COLD OR HEAT: Dependant on area climate., D. NOISE: Normal shop level noise, cars running, etc., E. HAZARD: Electric shock, burn if not careful working in the vehicle or when using solvents to clean., F. SURFACES: Usually concrete flooring.,

ATMOSPHERIC CONDITIONS:

- A. FUMES: Emission Control fumes/exhaust,
- B. ODORS: From fumes, gasoline, solvents,
- C. DUST: Low levels, in car & work areas.,
- D. MIST: Rarely, overheated engine.,
- E. VENTILATION: Open air when garage doors are open (normal working position).

MACHINES/TOOLS/EQUIPMENT AND WORK AIDS: Air compressor, impact tools, wrenches, soldering guns, battery charger and electrical testing equipment, hand tools etc.

WORKER INSTRUCTIONS: From supervisor / manager. If at dealer from work order, if self employed or instructed to do so directly from the client.

WORKING HOURS: Typically eight hours a day, five days a week, overtime as needed.

Equipment for all Vocational Mechanic Programs

- Craftsman Mechanic Tool Set
- Craftsman Mechanic Tool Box

**AUTOMOTIVE ELECTRICITY
TOTAL TIME: 80 HOURS**

THE BASIC OF ENGINE

5

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING

ELECTRICITY

25

WHAT IS ELECTRICITY, CONDUCTORS, AND RESISTORS. ELECTRICAL CIRCUITS, MEASURING ELECTRICITY, SWITCHES, & JUNCTIONS, RELAYS, RHEOSTAT, ELECTROMAGNETISM, SOLENOIDS, FUSES, CIRCUITBREAKER, WIRING DIAGRAMS /SYMBOLS, COLOR CODES DIAGNOSING AND CORRECTING CIRCUIT FAULTS, MULTI-METER, AND GENERAL TROUBLESHOOTING STRATEGIES, CONNECTORS, TERMINALS, MAKING CONNECTIONS, SOLDERING, & INSULATING, CHOOSING WIRE, WIRE GAUGES, TOOLS. ALTERNATORS, BASIC THEORY OF OPERATION, MAINTENANCE OF: DRIVE BELTS, WIRING CHECK, TROUBLESHOOTING ALTERNATORS, (REMOVAL AND INSTALLATION), TESTING VOLTAGE REGULATORS, (REMOVAL & INSTALLATION), BENCH ALTERNATOR OVERHAULING (DISASSEMBLY, INSPECTION, AND TESTING), & THE ALTERNATOR REBUILDING AND GENERAL TROUBLESHOOTING.

LIGHTING SYSTEMS

15

LIGHT BULBS, SIDELIGHTS, HEADLIGHTS, & CIRCUITS, TROUBLESHOOTING, AUXILIARY LIGHTS, FLASHERS, TURN SIGNAL, BRAKE LIGHTS, BACKUP LIGHTS, WIRING, INDICATOR LIGHTS, & CIRCUIT GAUGES, INSTALLING ACCESSORY GAUGES,

ACCESSORIES

15

LIGHTER, CRUISE CONTROLS, HEATER BLOWERS, HORNS, & RELAY TYPE CIRCUITS, NON RELAY TYPE CIRCUITS, POWER ANTENNAS, REAR WINDOW DEFOGGER, WINDSHIELD WASHER, & WINDSHIELD WIPERS AND BASIC AUTO. STEREO AND AMPLIFIER INSTALLATION, ALARMS INSTALLATION

STARTING SYSTEMS

20

BATTERY TESTING, CABLES, BOOSTERS, TROUBLESHOOTING THE STARTING SYSTEM, STARTER (CRANKING) MOTOR, OVERHAULING DISASSEMBLY, INSPECTION AND TESTING, SOLENOIDS, STARTER (CRANKING MOTOR) REBUILDING & GENERAL TROUBLESHOOTING FOREIGN AND DOMESTIC SYSTEMS

*The following training materials are provided by the School:

Prepared text manuals IN SPANISH for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION

A ruled notebook, pen and pencil.

Program Options A student enrolled in the Automotive Mechanic Technology program will become proficient in the Automotive Engine Service and performance/Maintenance fields (ie. Tune-Up Technician, Fuel Injection Service, etc.), as well as becoming familiar with the emission standards and testing for automobiles. This Program is geared to Entry Level Employment. Tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog.

**AUTOMOTIVE TECHNOLOGIES
TOTAL TIME: 400 HOURS - 16 WEEKS**

OUTLINE

HOURS

<u>THE BASIC OF ENGINE OPERATION & TUNE-UP FOR ENGINE PERFORMANCE</u>	35
THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING LIGHT & IGNITION TIMING. CARBURETOR ADJUSTMENTS, VALVE ADJUSTMENTS. MASTER TUNE-UP THEORY. AIR / FUEL MIXTURE (CARBURETION)	
<u>THE BASICS OF ENGINES FOR ENGINE PERFORMANCE</u>	50
THE PRATICAL OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING.	
<u>SETTING ENGINE TIMING FOR ENGINE PERFORMANCE</u>	40
THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING LIGHT & IGNITION TIMING. CARBURETOR ADJUSTMENTS, VALVE ADJUSTMENTS. MASTER TUNE-UP THEORY. AIR / FUEL MIXTURE	
<u>FUEL INJECTION FOR ENGINE PERFORMANCE</u>	100
TYPES OF FUEL INJECTION (TIMED, CONTINUOUS AND THROTTLE), INFORMATION SENSOR COMPONENTS, OPERATING COMPONENTS (FUEL PRESSURE REGULATOR, ELECTRONIC CONTROL UNITS, AIR CONTROL VALVES, FUEL INJECTORS), DOMESTIC FUEL INJECTION SYSTEMS, BASIC TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES, GENERAL MOTORS (GM) FUEL INJECTION SYSTEMS (THROTTLE BODY/MULTIPOINT, DIGITAL, SEQUENTIAL), THE BASICS IN TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES FORD, INJECTION SYSTEMS (CENTRAL, PORT), TROUBLESHOOTING REMOVAL/INSTALLATION PROCEDURE. CHRYSLER FUEL INJECTION SYSTEMS (MULTIPOINT, & SINGLE POINT), AND TROUBLESHOOTING REMOVAL & INSTALLATION PROCEDURES. STUDENTS TO BECOME	

FAMILIAR WITH THE BEAR / PACE 200 ENGINE ANALYZER, THE OTC 4000 DIAGNOSTIC EQUIPMENT AND THE FUEL INJECTION SYSTEM CLEANING EQUIPMENT AND PROCEDURES.

INTRODUCTION TO OBD-II FOR ENGINE PERFORMANCE 40
STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE
REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, &
PERFORMANCE OF CARS, BASIC SERVICE AND CARE

STANDARD TESTS FOR ENGINE PERFORMANCE 30
STUDENTS LEARN SCANS AND THE TESTING APPLICATIONS FOR
STANDARD OBD-II ENGINE PERFORMANCE TESTS, STUDENTS ARE
PROVIDED THE OPPORTUNITY TO STUDY THE SAMPLE BAR BASIC
CLEAN AIR COURSE QUESTIONS IN ORDER FOR SELF STUDY.

INTRODUCTION TO PRE-OBD-II FOR ENGINE PERFORMANCE 30
STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE
REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING,
PERFORMANCE OF CARS, BASIC SERVICE AND CARE THEORY

**INTRODUCTION TO OBD-II DOMESTIC /
OBDII IMPORT FOR ENGINE PERFORMANCE** 30
STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE
REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, &
PERFORMANCE OF CARS, BASIC SERVICE AND CARE PRATICAL

ENGINE PERFORMANCE MAINTENANCE & EMISSION STANDARDS 45
STUDENTS LEARN IDENTIFICATION AND MAINTENANCE LEVELS
REVIEWING RESULTS FOR DIAGNOSING, AND TROUBLESHOOTING
THE EMISSION PERFORMANCE OF CARS, BASIC SERVICE AND CARE

*The following training materials are provided by the School:

Prepared text manuals IN SPANISH for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION
A ruled notebook, pen and pencil.

Equipment for all Vocational Mechanic Programs

**Craftsman Mechanic Tool Set
Craftsman Mechanic Tool Box**

JOB ANALYSIS

SUMMARY: Worker will carry out duties of a light automotive mechanic. Basic maintenance service including: Tune Ups adjust repair and install fuel injection equipment, check and service ignition systems. Occupational Objectives: DOT Numbers include: 620.281-066, .261-010, 281-034, 684-014, 625.281-022 Tune-Up Mechanic, Fuel Injection Repair any industry

DESCRIPTION OF TASKS:

Diagnose service and repair basic electrical systems in automobiles. Determines malfunction of electrical system by visual inspection and using testing devices such as circuit testers, voltmeter, and analyzers. Adjusts ignition timing,

measure and adjust distributor breaker points and gaps using dwell meter or thickness gauge. Tests and repairs starters, generators and distributors. Repairs or replaces defective wiring in the ignition, lighting, air conditioning and safety control system. Examines parts for defects and tests needle valves with wire gauges and flow-meter. Cleans parts in solvents to remove dirt and gum deposits. Repairs or replaces defective parts. Start engine and turns adjustment controls to regulate flow of air and gasoline through carburetor or injectors, using testing equipment. May operate drill press, lathe and other power tools to refit, clean, ream machine seating surfaces. May install and repair mechanical devices.

PHYSICAL REQUIREMENTS:

STANDING: Required throughout the work period, in combination with walking in the shop area.

WALKING: In the shop area, from tool crib or storage area to auto and other specified areas.

LIFTING: Replacement parts and units; Batteries, etc (15 to 25lbs)

CARRYING: As above for short distances. Shop area to/from tool crib or replacement part shelves to auto.

BENDING: While replacing parts, removing and remounting units. Bending over engine usually resting elbows on car. May use creeper to take pressure off back. Bending from waist forward, but not to ground level. Slight bend forward when removing and replacing carburetor or fuel injection equipment.

CROUCHING/CRAWLING/KNEELING: N/A

REACHING: At all levels, to replace or repair parts.

CLIMBING: On small step ladder when reaching for parts or when working on larger vehicles pick-up trucks, etc.

PUSHING/TOUCHING/FEELING: In all aspects of the job.

TALKING/HEARING: To other workers and supervisor, (to customers if job appropriate).

MATERIAL/PRODUCTS: Water, air solvents, acid to clean parts, battery acid, soldering material for electrical system repairs, replacement parts etc.

TYPICAL ENVIRONMENT: A. INSIDE: 100% Garage doors are usually kept open., B. OUTSIDE: When testing the vehicle (driving it), C. EXTREME COLD OR HEAT: Dependant on area climate., D. NOISE: Normal shop level noise, cars running, etc., E. HAZARD: Electric shock, burn if not careful working in the vehicle or when using solvents to clean., F. SURFACES: Usually concrete flooring.,

ATMOSPHERIC CONDITIONS:

A. FUMES: Emission Control fumes/exhaust,

B. ODORS: From fumes, gasoline, solvents,

C. DUST: Low levels, in car & work areas.,

D. MIST: Rarely, overheated engine.,

E. VENTILATION: Open air when garage doors are open (normal working position).

MACHINES/TOOLS/EQUIPMENT AND WORK AIDS: Air compressor, impact tools, wrenches, soldering guns, battery charger and electrical testing equipment, hand tools etc.

WORKER INSTRUCTIONS: From supervisor / manager. If at dealer from work order, if self employed or instructed to do so directly from the client.

WORKING HOURS: Typically eight hours a day, five days a week, overtime as needed.

AUTOMOTIVE ELECTRICITY (NON-VOCATIONAL)
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Program Options A student enrolled in the Automotive Electricity program will become proficient in the Light Automotive Service and Maintenance fields for personal self improvement, tuition and fees for the complete program

as well as options are listed in the Tuition section of this catalog. This Program is Non-Vocational for self improvement purposes.

NON-VOCATIONAL AUTOMOTIVE ELECTRICITY

TOTAL TIME: 80 HOURS, 20 WEEKS- 4 hours per week

<u>OUTLINE</u>	<u>HOURS</u>
<u>THE BASIC OF ENGINE</u> THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING	5
<u>ELECTRICITY</u> WHAT IS ELECTRICITY, CONDUCTORS, AND RESISTORS. ELECTRICAL CIRCUITS,, MEASURING ELECTRICITY. SWITCHES, & JUNCTIONS, RELAYS, RHEOSTAT, ELECTROMAGNETISM, SOLENOIDS, FUSES, CIRCUITBREAKER, WIRING DIAGRAMS /SYMBOLS, COLOR CODES DIAGNOSING AND CORRECTING CIRCUIT FAULTS, MULTI-METER, AND GENERAL TROUBLESHOOTING STRATEGIES, CONNECTORS, TERMINALS, MAKING CONNECTIONS, SOLDERING, & INSULATING, CHOOSING WIRE, WIRE GAUGES, TOOLS. ALTERNATORS, BASIC THEORY OF OPERATION, MAINTENANCE OF: DRIVE BELTS, WIRING CHECK, TROUBLESHOOTING ALTERNATORS, (REMOVAL AND INSTALLATION), TESTING VOLTAGE REGULATORS, (REMOVAL & INSTALLATION), BENCH ALTERNATOR OVERHAULING (DISASSEMBLY, INSPECTION, AND TESTING), & THE ALTERNATOR REBUILDING AND GENERAL TROUBLESHOOTING. EXAM (3 HRS.)	25
<u>LIGHTING SYSTEMS</u> LIGHT BULBS, SIDELIGHTS, HEADLIGHTS, & CIRCUITS, TROUBLESHOOTING, AUXILIARY LIGHTS, FLASHERS, TURN SIGNAL, BRAKE LIGHTS, BACKUP LIGHTS, WIRING, INDICATOR LIGHTS, & CIRCUIT GAUGES, INSTALLING ACCESSORY GAUGES, EXAM (3 HRS).	15
<u>ACCESSORIES</u> LIGHTER, CRUISE CONTROLS, HEATER BLOWERS, HORNS, & RELAY TYPE CIRCUITS, NON RELAY TYPE CIRCUITS, POWER ANTENNAS, REAR WINDOW DEFOGGER, WINDSHIELD WASHER, & WINDSHIELD WIPERS AND BASIC AUTO. STEREO AND AMPLIFIER INSTALLATION, ALARMS INSTALLATION, EXAM (3 HRS.).	15
<u>STARTING SYSTEMS</u> BATTERY TESTING, CABLES, BOOSTERS, TROUBLESHOOTING THE STARTING SYSTEM, STARTER (CRANKING) MOTOR, OVERHAULING DISASSEMBLY, INSPECTION AND TESTING, SOLENOIDS, STARTER	20

(CRANKING MOTOR) REBUILDING & GENERAL TROUBLESHOOTING
FOREIGN AND DOMESTIC SYSTEMS, EXAM (3 HRS.)

*The School provides the following training materials:

Prepared text manuals IN SPANISH for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION

TRANSMISSION SERVICE & REPAIR (NON-VOCATIONAL)

Program Options

A student enrolled in the Transmission Service & Repair will become proficient in personal Automotive Service and Maintenance fields for personal self-improvement; tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. This Program is Non-Vocational for self improvement purposes

**NON-VOCATIONAL
TRANSMISSION SERVICE & REPAIR**

TOTAL TIME: 80 HOURS -20 WEEKS

4 hours per week

OUTLINE

HOURS

SUSPENSION & ALIGNMENT

10

STUDENTS LEARN PARTS IDENTIFICATION AND MAINTENANCE AND GUAGING FOR WHEEL ALIGNMENTS AND TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC INSTALLATION OF SHOCKS, AND, STRUTS, FOR PERSONAL CAR

DIFFERENTIALS

10

STUDENTS LEARN PARTS IDENTIFICATION AND MAINTENANCE AND GUAGING FOR DIFFERENTIALS AND TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC SERVICE AND CARE

STANDARD TRANSMISSIONS

20

STUDENTS LEARN PARTSIDENTIFICATION AND THE BASICS FOR THE CARE AND MAINTENANCE OF STANDARD TRAMSMISSION SYSTEMS, AND LEARNING TO DIAGNOSE AND USE STANDARD SERVICE KITS, TO PERFORM PERSONAL CAR MAINTENCE

AUTOMATIC TRANSMISSIONS

40

STUDENTS LEARN PART IDENTIFICATION AND THE BASICS FOR THE CARE AND MAINTENANCE OF STANDARD TRAMSMISSION SYSTEMS, AND LEARNING TO DIAGNOSE AND USE STANDARD SERVICE KITS, TO PERFORM PERSONAL CAR MAINTENCE & TROUBLESHOOTING INSPECTION AND TESTING,

*The following training materials are provided by the School:

Prepared text manuals IN SPANISH for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION

GENERAL AUTOMOTIVE MECHANIC (NON-VOCATIONAL)

Program Options

A student enrolled in the Automotive Mechanic will become proficient in personal Automotive Service and Maintenance fields for personal self improvement, tuition and fees for the complete program as well as options are

listed in the Tuition section of this catalog. This Program is Non-Vocational for self improvement purposes

NON-VOCATIONAL GENERAL AUTOMOTIVE MECHANIC

TOTAL TIME: 100 HOURS - 20 WEEKS

5 hours per week

OUTLINE

HOURS

THE BASICS OF ENGINES

60

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING

SETTING TIMING

20

THEORY OF SETTING ENGINE TIMING READING THE CYCLES AND SETTING FOR FUEL EFFICIENCY AND PERFORMANCE. SUTDENTS LEARN TO READ AND APPLY SUGGESTED MANUFACTURER SETS FOR PERSONAL MAITENANCE AND REPAIR OF FAMILY CAR

BRAKING SYSTEMS

20

STUDENTS LEARN THE FUNDIMENTALS OF BREAKING SYSTEMS, INCLUDING DISC AND DRUM SYSTEMS, CHECKING FOR WEAR AND TEAR AND STANDARD MAINTAINENCE FOR PERSONAL CAR CARE USE OF GUAGES, INSTALLING ACCESSORY GAUGES.

*The following training materials are provided by the School:

Prepared text manuals IN SPANISH for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION

<h2>COMPLETE DIESEL TECHNOLOGY</h2>
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Objective: This course is designed for Complete Diesel Technology students. It's meant to give the student an introduction to Diesel operated vehicles. At the end of the course the student will have the skills necessary to work daily with diesel operated vehicles. The **400**-hour course will help the student gain the experience needed to re-enter the work force.

COMPLETE DIESEL TECHNOLOGY

**TOTAL TIME: 400 HOURS
25 HOURS A WEEK 4 MONTHS**

Module Number	Clock Hours	Main Subject
1	50	Basic of Diesel engines
2	25	Suspension and steering
3	25	Brakes
4	25	Electrical and electronic
5	50	Preventive maintenance
6	75	Drive train
7	50	Heating and ventilation
8	100	Repairs
TOTAL	400	

OUTLINE

THE BASICS OF DIESEL ENGINES

THEORY OF DIESEL ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING

HOURS

50

SUSPENSION AND STEERING

COMPREHENSIVE COVERAGE OF THE COMPONENTS SYSTEMS AND TESTING PROCEDURES REQUIRED TO EFFECTIVELY WORK ON TRUCK BRAKES, SUSPENSION, FRONT-END AND STEERING SYSTEMS

25

BRAKES

COMPONENTS OF BRAKE MAINTENANCE AND REPAIR

25

ELECTRICAL AND ELECTRONIC

COMBINES ELECTRIC AND ELECTRONIC THEORY

25

PREVENTIVE MAINTENANCE

STUDENTS LEARN THE FUNDAMENTALS OF DIESEL SYSTEMS, INCLUDING COMBUSTION SYSTEMS, CHECKING FOR WEAR AND TEAR AND STANDARD MAINTAINENCE FOR PERSONAL CAR CARE USE OF GAUGES, INSTALLING ACCESSORY GAUGES

50

DRIVE TRAIN

TROUBLE SHOOTING, INSPECTION, REBUILDING, OVERHAUL

75

AND REPLACEMENT DRIVE SHAFTS, UNIVERSAL JOINTS

HEATING AND VENTILATION

50

COVERAGE OF SUPPLEMENTAL TRUCK HEATING AND COOLING CONCERNS AND INFORMATION ABOUT REGULATING THE AMOUNT OF EMISSIONS BEING PRODUCED BY THE TRUCKING INDUSTRY

REPAIRS

100

VEHICLES AND EQUIPMENT REPAIRS, SAFETY PRECAUTIONS PRACTICES

The following training materials are provided by the School:

Prepared text manuals IN SPANISH for DIESEL TECHNOLOGY

Equipment for all Vocational Mechanic Programs

Craftsman Mechanic Tool Set

Craftsman Mechanic Tool Box

DIESEL TECHNOLOGY 100 HOURS- NON-VOACACIONAL

A student enrolled on the Diesel Technology program will become familiar with general information about diesel operated vehicles. This program is Non-Vocational for self-improvement purposes.

This course will be provided on campus. The course includes oral education and practices at our workshop. A tour of the school will be provided to each new student enrolled on this course. A test will be completed in each module to verify the student progress.

DIESEL TECHNOLOGY (NON-VOCATIONAL)

**TOTAL HOURS=100
25 WEEKS 4 HOURS WEEKLY**

Module Number	Clock Hours	Main Subject
1	8	Basic of Diesel Engines
2	8	Suspension and steering
3	36	Preventive maintenance and repair
4	20	Setting timing
5	28	Heating and ventilation
TOTAL	100	

Descriptions of tasks: occupations and employment opportunities for which students will attain entry level employment skills, including: Diesel mechanic or workshop assistant.

OUTLINE

THE BASICS OF DIESEL ENGINES

THEORY OF DIESEL ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING

HOURS
8

SUSPENSION AND STEERING

8COMPREHENSIVE COVERAGE OF THE COMPONENTS SYSTEMS AND TESTING PROCEDURES REQUIRED TO EFFECTIVELY WORK ON TRUCK BRAKES, SUSPENSION, FRONT-END AND STEERING SYSTEMS

PREVENTIVE MAINTENANCE AND REPAIR

STUDENTS LEARN THE FUNDIMENTALS OF DIESEL SYSTEMS, INCLUDING COMBUSTION SYSTEMS, CHECKING FOR WEAR AND TEAR AND STANDARD MAINTAINENCE FOR PERSONAL CAR CARE USE OF GAUGES, INSTALLING ACCESSORY GAUGES

36

SETTING TIMING

THEORY OF SETTING ENGINE TIMING READING THE CYCLES AND SETTING FOR FUEL EFFICIENCY AND PERFORMANCE. STUDENTS LEARN TO READ AND APPLY SUGGESTED MANUFACTURER SETS FOR PERSONAL MAINTENANCE AND REPAIR OF CARS

20

HEATING AND VENTILATION

COVERAGE OF SUPPLEMENTAL TRUCK HEATING AND COOLING CONCERNS AND INFORMATION ABOUT REGULATING THE AMOUNT OF EMISSIONS BEING

28

PRODUCED BY THE TRUCKING INDUSTRY

MICROCOMPUTER APPLICATIONS

Clerical & Typing Services and Computerized Accounting Technician

Program Options

A student enrolled in the Microcomputer Applications program will become a proficient Computerized Accounting Technician as well as a general office Clerical & Typing Services specialist. Those students who are English literate need not take the Vocational English Conversation course. Tuition and fees for the complete program as well as the options are listed in the Tuition section of this catalog. All materials are prepared and provided by The School

MICROCOMPUTER APPLICATIONS

(This course is also offered On-Line)

COURSE OUTLINE

TOTAL TIME: 650 HOURS-26 SEMANAS

OUTLINE

HOURS

INTRODUCTION to WINDOWS

25

AN OVERVIEW OF THE PROGRAM OBJECTIVES AND WORK STANDARDS, INTRODUCTION TO COMPUTERS, WINDOWS IS INTENDED TO FAMILIARIZE STUDENTS WITH THE BASIC COMPUTER COMMANDS AND FUNCTIONS. BEGIN STUDENT ON INTERACTIVE KEYBOARDING / TEN KEY SKILLS PROGRAM, THAT WILL BE THE BASIS FOR WEEKLY SPEED / ACCURACY TEST. COMPUTER / OFFICE VOCABULARY.

FILING SYSTEMS / RECORDS

25

WILL INTRODUCE STUDENT TO ALPHA AND NUMERIC FILING SYSTEMS, AS WELL AS, CROSS REFERENCING. (HARD COPY AND COMPUTER FILES). IN GENERAL OFFICE PROCEDURES, RIGHT OF PRIVACY. COMPUTER / OFFICE VOCABULARY.

BASIC ACCOUNTING

50

AN INTRODUCTION INTO: BASIC, GENERAL ACCOUNTING AND OFFICE BOOKKEEPING PROCEDURES. FAMILIARIZE STUDENTS WITH THE STANDARD BOOKS, REPORTS AND THE SPECIALIZED ACCOUNTS. ACCOUNTING /COMPUTER / OFFICE VOCABULARY.

EXCEL for WINDOWS

125

TO FAMILIARIZE STUDENTS WITH: THE BASICS OF MS-EXCEL USING, COMMANDS AND FUNCTIONS. GENERATING DATA IN THE REQUESTED OFFICE, FORMATS AND SPREADSHEETS. THE BASIC ACCOUNTING MAINTENANCE, OFFICE BILLING & DATA REPORTING PROCEDURES. ALSO, MERGING GRAPHICS, FOR PRESENTATIONS. USING STANDARD WINDOWS COMMANDS. ACCOUNTING / COMPUTER OFFICE VOCABULARY.

DATA ENTRY

150

TO BUILD TEN KEY, AND KEYBOARDING SPEED & ACCURACY AND WORK STAMINA USING BUSINESS FORMATS, TO BETTER PREPARE STUDENT FOR ENTRY LEVEL, DATA / INFORMATION PROCESSING, LABOR MARKET NEEDS AND OFFICE VOCABULARY.

INTRODUCTION TO THE INTERNET

25

TO PROVIDE STUDENTS WITH A BASIC INTRODUCTION TO THE INTERNET. TOPICS COVERED INCLUDE E-MAIL, WEB SEARCH POPULAR SITES & HOW TO OPERATE VARIOUS SITE FORMATS, FOR LABOR MARKET NEEDS. OFFICE VOCABULARY / ETIQUETTE.

MS-ACCESS

125

FAMILIARIZE STUDENTS WITH BASIC COMMANDS AND FORMATS OFFICE FUNCTIONS OF THE MS-ACCESS PROGRAM, AND ITS DATA BASE APPLICATIONS FOR BUSINESSES. REINFORCED DATA ENTRY TRAINING, THAT RUNS CONCURRENTLY, WILL PROVIDE AN EMPHASIS ON KEYBOARDING AND TEN KEY SKILLS, WITHIN MANY BUSINESS FORMATS, INCREASING SPEED, ACCURACY AND WORK STAMINA. COMPUTER / OFFICE VOCABULARY, AND ETIQUETTE.

MS WORD for WINDOWS

125

TO ACQUAINT STUDENTS WITH BASIC, WINDOWS' COMMANDS & FUNCTIONS FOR THE MS WORD, PROGRAM AND ITS MS-OFFICE APPLICATIONS. AID ENHANCEMENT OF STUDENTS' WRITING ABILITY & WILL PROVIDE PRACTICE OF BASIC CLERICAL SKILLS IN BUSINESS FORMATS & FOR WRITTEN PRESENTATIONS. OFFICE COMMUNICATION. OFFICE VOCABULARY/WRITTEN ETIQUETTE.

*WEEKLY SPEED AND ACCURACY TEST, SECTION TESTS ON COMPLETION.

JOB ANALYSIS

Occupational Objectives

DOT. Numbers include: 203.362-010; .582-034, -066, -070, -078; 213.362-018; MICROCOMPUTER APPLICATIONS.

DESCRIPTION OF TASKS: Occupations and employment opportunities for which students will attain entry level employment skills include: clerical and secretarial positions, data entry specialists, word processing technicians, computerized accounting / bookkeeping technicians, applications and operations for agencies or firms that use microcomputers, microcomputer and software sales and training, independent (self-employed) provider of microcomputer services, sales of microcomputer services, etc.

Confers with personnel of organizational units involved to a certain specific output requirements, such as degree of data summarization, and format for management reports. Utilizing comprehensive computer programs, and operations to be performed by personnel in system.

PHYSICAL REQUIREMENTS / TYPICAL ENVIRONMENT

STANDING/BENDING/REACHING/CLIMBING: N/A

WALKING: Required throughout the day.

SITTING: Is required most of the day while working behind computer.

LIFTING/CARRYING: Relocate printers and diskette boxes from desk to desk.

CROUCHING/CRAWLING/KNEELING: N/A

PUSHING/PULLING: Pushing printer to different location.

HANDLING/TOUCHING/FEELING: In all aspects of the job.

ENVIRONMENT: A. INSIDE: 1005, B. OUTSIDE: N/A, C. EXTREME COLD OR HEAT: N/A, D.

NOISE: Typewriter, Printers, E. HAZARDOUS: N/A, F. SURFACES: Carpeted Offices.

ATMOSPHERIC CONDITIONS: A. FUMES: N/A, B. ODORS: N/A, C. DUST: N/A, D. MIST: N/A, E.

VENTILATION: Air Conditioned Offices.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS: Micro computers, Printers, Books, Diskettes

(floppies), etc.

WORKING HOURS: Are usually eight hours per day, five days a week.

HOW DOES WORKERS RECEIVE INSTRUCTIONS: From supervisor.

Equipment for all Vocational Computer Programs

- Laptop/or Desktop Computer
- All in One Printer
- USB Cord
- Headset

COMPUTER OPERATION (NON-VOCATIONAL)
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Program Options

A student enrolled in the Computer Operation program will become familiar with General computer operation. This Program is Non-Vocational for self improvement purposes

**NON VOCATIONAL COMPUTER OPERATION
COURSE OUTLINE**

(This course is also offered on-Line)

TOTAL TIME: 100 HOURS,

25 WEEKS, 4 HOURS WEEKLY

<u>OUTLINE</u>	<u>HOURS</u>
<u>INTRODUCTION to WINDOWS</u> AN OVERVIEW OF THE PROGRAM OBJECTIVES AND HOME STANDARDS, INTRODUCTION TO COMPUTERS, WINDOWS IS INTENDED TO FAMILIARIZE STUDENTS, WITH THE BASIC COMPUTER COMMANDS AND FUNCTIONS. BEGIN STUDENT ON INTERACTIVE KEYBOARDING / TEN KEY SKILLS PROGRAM, THAT WILL BE THE BASIS FOR WEEKLY SPEED / ACCURACY TEST. COMPUTER VOCABULARY.	8
<u>MS-ACCESS</u> FAMILIARIZE STUDENTS WITH BASIC COMMANDS AND FORMATS & DATABASE FUNCTIONS OF THE MS-ACCESS PROGRAM, AND ITS DATA BASE APPLICATIONS FOR HOME USE. WILL REINFORCE DATA ENTRY TRAINING, THAT RUNS CONCURRENTLY, WILL PROVIDE AN EMPHASIS ON KEYBOARDING AND TEN KEY SKILLS, WITHIN MANY PERSONAL FORMATS, INCREASING SPEED, ACCURACY AND WORK STAMINA. COMPUTER / OFFICE VOCABULARY, AND ETIQUETTE.	28
<u>EXCEL for WINDOWS</u> TO FAMILIARIZE STUDENTS WITH: THE BASICS OF MS-EXCEL USING, COMMANDS AND FUNCTIONS. GENERATING DATA IN REQUESTED HOME / TRACKING FORMATS. BASIC ACCOUNTING MAINTENANCE, BILLING AND DATA REPORTING PROCEDURES. COMMANDS. SALES, ACCOUNTING AND OFFICE VOCABULARY.	28
<u>INTRODUCTION TO THE INTERNET</u> TO PROVIDE STUDENTS WITH A BASIC INTRODUCTION TO THE INTERNET. TOPICS COVERED INCLUDE E-MAIL, WEB SEARCH POPULAR SITES & HOW TO OPERATE VARIOUS SITE FORMATS, FOR HOME MARKET NEEDS. VOCABULARY / ETIQUETTE.	8
<u>MS-WORD for OFFICE</u> TO ACQUAINT STUDENTS WITH BASIC, WINDOWS' COMMANDS AND FUNCTIONS FOR THE MS-WORD, MS OFFICE PROGRAM & ITS OTHER APPLICATIONS. AID ENHANCEMENT OF STUDENTS' WRITING ABILITY & WILL PROVIDE PRACTICE OF BASIC CLERICAL SKILLS IN GENERAL FORMATS & FOR DAILY HOME USE. VOCABULARY/ ETIQUETTE.	28

*WEEKLY SPEED AND ACCURACY TEST, SECTION TESTS ON COMPLETION.

COMPUTER OPERATION AND GRAPHIC DESIGN

Program Options

A student enrolled in the **COMPUTER OPERATION AND GRAPHIC DESIGN** program will become a proficient specialist. Tuition and fees for the complete program as well as the options are listed in the Tuition section of this catalog. All materials are prepared and provided by The School. This program is geared towards an entry level position in COMPUTER GRAPHIC DESIGNER, DESKTOP PUBLISHING, WEB PAGE ADMINISTRATOR

COMPUTER OPERATION AND GRAPHIC DESIGN

TOTAL TIME: 400 HOURS-16 WEEKS

OUTLINE

HOURS

INTRODUCTION to WINDOWS

25

AN OVERVIEW OF THE PROGRAM OBJECTIVES AND WORK STANDARDS, INTRODUCTION TO COMPUTERS, WINDOWS IS INTENDED TO FAMILIARIZE STUDENTS, WITH THE BASIC COMPUTER COMMANDS AND FUNCTIONS. BEGIN STUDENT ON INTERACTIVE KEYBOARDING / TEN KEY SKILLS PROGRAM, THAT WILL BE THE BASIS FOR WEEKLY SPEED / ACCURACY TEST. COMPUTER / OFFICE VOCABULARY.

INTRODUCTION TO GRAPHIC ART PROGRAMS

25

AN OVERVIEW OF THE PROGRAM OBJECTIVES AND WORK STANDARDS, INTRODUCTION TO COMPUTERS, GRAPHIC ART DESIGN PROGRAMS FOR WINDOWS AND IT IS INTENDED TO FAMILIARIZE STUDENTS, WITH THE COMPUTER COMMANDS AND FUNCTIONS. BEGIN STUDENT ON INTERACTIVE USE OF KEYBOARDING AND DRAWING SKILLS & DESIGN PROGRAM, COMPUTER / DESIGN / PROGRAM VOCABULARY.

CORAL DESIGN PROGRAMS

50

FAMILIARIZE STUDENTS WITH BASIC COMMANDS AND FORMATS OFFICE FUNCTIONS OF THE GRAPHICS, ART PROGRAM, AND ITS INTERACTIVE APPLICATIONS FOR PERSONAL & BUSINESS USES. DESIGN TRAINING, THAT RUN CONCURRENTLY, WILL PROVIDE AN EMPHASIS ON INTERACTIVE KEYBOARDING AND MOUSE SKILLS, WITHIN MANY FORMATS, INCREASING ACCURACY AND ASTHETICS COMPUTER / DESIGN / PROGRAM VOCABULARY.

PHOTO SHOP

75

TO FAMILIARIZE STUDENTS WITH: THE BASICS OF MS-PROGRAMS USING COMMANDS AND FUNCTIONS. GENERATING IMAGES IN THE DESIRED PERSONAL, SALES AND OFFICE FORMATS. BASIC DESIGN AND GRAPHICS MAINTENANCE, & DESIGN / RESULTS PROCEDURES. COMMANDS. SALES, MARKETING AND PROGRAM VOCABULARY.

INTRODUCTION TO THE INTERNET

25

TO PROVIDE STUDENTS WITH A BASIC INTRODUCTION TO THE INTERNET TOPICS COVERED INCLUDE E-MAIL, WEB SEARCH POPULAR SITES & HOW TO OPERATE VARIOUS SITE FORMATS, FOR LABOR MARKET NEEDS. OFFICE VOCABULARY / ETIQUETTE.

WEB PAGE DESIGN

25

PRactical DESIGN APPLICATIONS & WORKING WITH SET FORMATS FOR WEB PAGE INTEGRATION. INCORPORATING BUSINESS LINKS IN HOME AND BUSINESS OFFICE DESIGN. STUDENTS WILL CREATE AND SET UP WEB PAGE PORTFOLIOS FOR DEMONSTRATION & INTERVIEW APPLICATIONS & MARKET NEEDS. OFFICE VOCABULARY/ETIQUETTE.

ILLUSTRATOR DESIGN PROGRAMS for WINDOWS

75

TO FAMILIARIZE STUDENTS WITH: THE BASICS OF MS-PROGRAMS USING COMMANDS AND FUNCTIONS. GENERATING IMAGES IN THE DESIRED PERSONAL, SALES AND OFFICE FORMATS. BASIC DESIGN AND GRAPHICS MAINTENANCE, & DESIGN / RESULTS PROCEDURES. COMMANDS, SALES, MARKETING AND PROGRAM VOCABULARY.

MS WORD for WINDOWS

50

TO ACQUAINT STUDENTS WITH BASIC, WINDOWS' COMMANDS AND FUNCTIONS FOR THE MS WORD, PROGRAM AND ITS MS-OFFICE APPLICATIONS. AID ENHANCEMENT OF STUDENTS' WRITING ABILITY AND WILL PROVIDE PRACTICE OF BASIC CLERICAL SKILLS IN BUSINESS FORMATS & FOR WRITTEN PRESENTATIONS. OFFICE COMMUNICATION. OFFICE VOCABULARY/WRITTEN ETIQUETTE.

MS POWERPOINT For WINDOWS

50

TO ACQUAINT STUDENTS WITH BASIC, WINDOWS' COMMANDS AND FUNCTIONS FOR THE POWERPOINT, PROGRAM AND ITS MS-OFFICE APPLICATIONS. OFFICE VOCABULARY/WRITTEN ETIQUETTE. WEEKLY SPEED AND ACCURACY TEST, SECTION TESTS ON COMPLETION.

JOB ANALYSIS

Occupational Objectives

DOT. Numbers include: 131.267-026; 001.261-010; 213.362-010 **COMPUTER GRAPHIC DESIGNER, DESKTOP PUBLISHING, WEB PAGE ADMINISTRATOR**

DESCRIPTION OF TASKS: Occupations and employment opportunities for which students will attain entry level employment skills include: Internet Retail sales, general WEB PAGE DESIGN, COMPUTER SITE/ WEB PAGE MAINTENANCE positions, data security analyst, service specialists, retail applications and operations for agencies or firms that use computers and software, general retail and information service with networks, INTERNET sales and training, independent (sales), etc.

Confers with personnel of organizational units involved to specific output requirements, such as security Sales report and degree of data summarization for management reports. Utilizing comprehensive computer programs, and operations to be performed by personnel in system or by perspective clients over the internet.

PHYSICAL REQUIREMENTS / TYPICAL ENVIRONMENT

STANDING/BENDING/REACHING/CLIMBING: N/A

WALKING: Required throughout the day.

SITTING: Required most of the day while working behind computer.

LIFTING/CARRYING: Relocate printers and diskette boxes from desk to desk.

CROUCHING/CRAWLING/KNEELING: N/A

PUSHING/PULLING: Pushing printer to different location.

HANDLING/TOUCHING/FEELING: In all aspects of the job.

ENVIRONMENT: A. INSIDE: 1005, B. OUTSIDE: N/A, C. EXTREME COLD OR HEAT: N/A, D. NOISE: Typewriter, Printers, E. HAZARDOUS: N/A, F. SURFACES: Carpeted Offices.

ATMOSPHERIC CONDITIONS: A. FUMES: N/A, B. ODORS: N/A, C. DUST: N/A, D. MIST: N/A, E. VENTILATION: Air Conditioned Offices.

MACHINES, TOOLS, EQUIPMENT & WORK AIDS: Micro computers, Printers, Books, Diskettes, etc

WORKING HOURS: Usually eight hours a day, five days a week.

HOW DOES WORKERS RECEIVE INSTRUCTIONS: From supervisor.

Equipment for all Vocational Computer Programs

- Laptop/or Desktop Computer
- All in One Printer
- USB Cord
- Headset

GRAPHIC DESIGN (NON-VOCATIONAL)

Program Options

A student enrolled in the Computer Graphic Design will become a familiar in the fields of general Graphic Art Services. This Program is Non-Vocational for self improvement purposes

NON- VOCATIONAL GRAPHIC DESIGN

**TOTAL TIME: 100 HOURS,
20 WEEKS, 5 HOURS WEEKLY**

OUTLINE

HOURS

INTRODUCTION TO GRAPHIC ART PROGRAMS

25

AN OVERVIEW OF THE PROGRAM OBJECTIVES AND WORK STANDARDS, INTRODUCTION TO COMPUTERS, GRAPHIC ART DESIGN PROGRAMS FOR WINDOWS AND IT IS INTENDED TO FAMILIARIZE STUDENTS, WITH THE COMPUTER COMMANDS AND FUNCTIONS. BEGIN STUDENT ON INTERACTIVE USE OF KEYBOARDING AND DRAWING SKILLS & DESIGN PROGRAM, COMPUTER / DESIGN / PROGRAM VOCABULARY.

DESIGN PROGRAMS

25

FAMILIARIZE STUDENTS WITH ADOBE PHOTOSHOP COMMANDS OFFICE FUNCTIONS OF GRAPHIC ART PROGRAMS, ILLUSTRATOR & CORAL DRAW, APPLICATIONS FOR PERSONAL & BUSINESS USES DESIGN TRAINING, THAT RUN CONCURRENTLY, WILL PROVIDE AN EMPHASIS ON INTERACTIVE KEYBOARDING AND MOUSE SKILLS, WITHIN MANY FORMATS, INCREASING ACCURACY AND ASTHETICS COMPUTER / DESIGN / PROGRAM VOCABULARY.

DESIGN PROGRAMS for WINDOWS

25

TO FAMILIARIZE STUDENTS WITH: BASICS OF ADOBE PHOTOSHOP MS-PUBLISHER COMMANDS/FUNCTIONS. GENERATING IMAGES IN DESIRED PERSONAL, SALES AND OFFICE FORMATS. BASIC DESIGN AND GRAPHICS MAINTENANCE, & DESIGN / RESULTS PROCEDURES. COMMANDS. SALES, MARKETING AND PROGRAM VOCABULARY.

INTRODUCTION TO THE INTERNET

25

TO PROVIDE STUDENTS WITH A BASIC INTRODUCTION TO THE INTERNET. TOPICS COVERED INCLUDE E-MAIL, WEB SEARCH POPULAR SITES & HOW TO OPERATE VARIOUS SITE FORMATS, FOR LABOR MARKET NEEDS. OFFICE VOCABULARY / ETIQUETTE.

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ON-LINE COMPUTER APPLICATIONS

Objective: This course is designed for online computer students. It's meant to give the student an introduction to computer equipment and their functions. At the end of the course the student will have the skills necessary to work daily with computer systems. The **400-hour** course that will help the student gain the experience needed to re-enter the work force.

ON-LINE COMPUTER APPLICATIONS

TOTAL TIME: 400 HOURS

25 HOURS A WEEK

4 MONTHS

COURSE OUTLINE

Module Number	Clock Hours	Main Subject
1	25	Internet, E-mail and Instant Messaging
2	25	Learning the Keyboard
3	25	Hardware
4	25	Software
5	75	Word
6	75	Excel
7	50	PowerPoint
8	75	Access
9	25	Job placement and Resume writing
TOTAL	400	

Module 1: Internet, E-mail and Instant Messaging

Week 1

Day 1- Hours 5

9:00-10:00	Setting up your computer
10:00 -11:00	Computer basics
11:00 - 12:00	Setting up your internet connection
12:00 - 1:00	Lunch
1:00 - 2:00	Internet basics
2:00 - 3:00	Search engines

Day 2 -Hours 5

9:00-10:00	Setting up your E-mail
10:00 -11:00	Setting up your instant Messaging
11:00 - 12:00	How to use e-mail
12:00 - 1:00	Lunch
1:00 - 2:00	How to use instant messaging
2:00 - 3:00	Quiz on computer basics

Day 3 -Hours 5

9:00-10:00	Finding stuff on the internet
10:00 -11:00	Exercise: Find information on your favorite sport

11:00 - 12:00	Exercise: Continued
12:00 - 1:00	Lunch
1:00 - 2:00	How to e-mail attachments
2:00 - 3:00	How to instant message attachments

Day 4 -Hours 5

9:00-10:00	User groups, message boards and blogs
10:00 -11:00	How to use them
11:00 - 12:00	Why use them
12:00 - 1:00	Lunch
1:00 - 2:00	How to find them
2:00 - 3:00	Exercise: Finding user groups, message boards and blogs of interest

Day 5 -Hours 5

9:00-10:00	Finding out the facts
10:00 -11:00	Internet drawbacks
11:00 - 12:00	Quiz Search engines
12:00 - 1:00	Lunch
1:00 - 2:00	Exercise: Start and post to blogs, User groups and message boards
2:00 - 3:00	Exercise Continued

Module 2: Learning the Keyboard

Week 2

Day 6- Hours 5

9:00-10:00	Introduction to Mavis Beacon
10:00 -11:00	Proper posture
11:00 - 12:00	Typing Practice
12:00 - 1:00	Lunch
1:00 - 2:00	Ergonomics
2:00 - 3:00	Typing Practice

Day 7 -Hours 5

9:00-10:00	Which finger goes to what key
10:00 -11:00	Typing Practice
11:00 - 12:00	Using the Shift Key
12:00 - 1:00	Lunch
1:00 - 2:00	Typing Practice
2:00 - 3:00	The F keys

Day 8 -Hours 5

9:00-10:00	Typing Numbers
10:00 -11:00	Typing Practice
11:00 - 12:00	Introduction to 10-Key
12:00 - 1:00	Lunch
1:00 - 2:00	Typing Practice
2:00 - 3:00	Quiz: Ergonomics

Day 9 -Hours 5

9:00-10:00	Using touch to type
10:00 -11:00	The Qwerty Layout
11:00 - 12:00	Typing Practice
12:00 - 1:00	Lunch
1:00 - 2:00	Quiz: Proper Finger Positions

2:00 - 3:00 | Inserting Special Characters

Day 10- Hours 5

9:00-10:00	Keyboard Shortcuts
10:00 -11:00	Typing Practice
11:00 - 12:00	Typing Practice
12:00 - 1:00	Lunch
1:00 - 2:00	Test on Week 1
2:00 - 3:00	Test on Week 1 Continued

Module 3: Hardware

Week 3

Day 11- Hours 5

9:00-10:00	What is Hardware
10:00 -11:00	Identifying Hardware by Name
11:00 - 12:00	Identifying Your Current Hardware
12:00 - 1:00	Lunch
1:00 - 2:00	Internal Vs. External
2:00 - 3:00	Hardware Brands

Day 12- Hours 5

9:00-10:00	Legacy Hardware
10:00 -11:00	Types of Input Devices
11:00 - 12:00	How to Properly Use the Mouse
12:00 - 1:00	Lunch
1:00 - 2:00	The Monitor
2:00 - 3:00	Sound

Day 13- Hours 5

9:00-10:00	Types of Surround Sound System
10:00 -11:00	Can You Hear the Movies
11:00 - 12:00	Quiz: Naming Hardware
12:00 - 1:00	Lunch
1:00 - 2:00	What's a Network
2:00 - 3:00	How to Connect to Your Hardware

Day 14- Hours 5

9:00-10:00	How to Manage Hardware Resources
10:00 -11:00	One Printer Many Computers
11:00 - 12:00	Network Attached Storage
12:00 - 1:00	Lunch
1:00 - 2:00	Desktop or Laptop
2:00 - 3:00	Exercise: Buying a New Computer

Day 15- Hours 5

9:00-10:00	When Problems Occur
10:00 -11:00	Where to Fix Your Computer
11:00 - 12:00	Problems that can be Avoided
12:00 - 1:00	Lunch
1:00 - 2:00	Test on Week 2
2:00 - 3:00	Test on Week 2 Continued

Module 4: Software

Week 4

Day 16- Hours 5

9:00-10:00	What is Software
10:00 -11:00	Why we Need Software
11:00 - 12:00	Types of Software
12:00 - 1:00	Lunch
1:00 - 2:00	Identifying Your Current Software
2:00 - 3:00	Identifying Your Current Software Continued

Day 17- Hours 5

9:00-10:00	Software and Piracy
10:00 -11:00	How to Tell if it's Counterfeit
11:00 - 12:00	What to do in Case of Piracy
12:00 - 1:00	Lunch
1:00 - 2:00	Places that Sell Legitimate Software
2:00 - 3:00	Quiz: What is Software

Day 18 -Hours 5

9:00-10:00	Meeting System Requirements
10:00 -11:00	Installing Software in the Proper Location
11:00 - 12:00	How to Install new Software
12:00 - 1:00	Lunch
1:00 - 2:00	Uninstalling Software
2:00 - 3:00	Playing Games

Day 19 -Hours 5

9:00-10:00	Considerations for High End Games
10:00 -11:00	DirectX and DirectDraw
11:00 - 12:00	Uninstalling Games
12:00 - 1:00	Lunch
1:00 - 2:00	Playing Games for Free
2:00 - 3:00	Software that is not used on a Computer

Day 20- Hours 5

9:00-10:00	ROM Software
10:00 -11:00	Where to Find the Software that You Need
11:00 - 12:00	Quiz: Installing and Uninstalling Software
12:00 - 1:00	Lunch
1:00 - 2:00	Review on First 4 Modules
2:00 - 3:00	Review on First 4 Modules Continued

Module 5: Word

Week 5

Day 21 -Hours 5

9:00-10:00	Introduction to Microsoft Word
10:00 -11:00	Why Use a Word Processor
11:00 - 12:00	What You can do in Word
12:00 - 1:00	Lunch
1:00 - 2:00	Formatting Content
2:00 - 3:00	Format, position, and resize graphics using advanced layout features

Day 22 -Hours 5

9:00-10:00	Insert and modify objects
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10:00 -11:00	Create and modify diagrams and charts using data from other sources
11:00 - 12:00	Creating Pie Charts
12:00 - 1:00	Lunch
1:00 - 2:00	Organizing Content
2:00 - 3:00	Sort content in list and tables

Day 23 -Hours 5

9:00-10:00	Why use Tables
10:00 -11:00	Perform calculations in tables
11:00 - 12:00	Modify table formats
12:00 - 1:00	Lunch
1:00 - 2:00	Summarize document content using automated tools
2:00 - 3:00	Exercise: Summarize a Report

Day 24 -Hours 5

9:00-10:00	Use automated tools for document navigation
10:00 -11:00	Create a Table of Contents for a Report
11:00 - 12:00	Quiz: Formatting Content
12:00 - 1:00	Lunch
1:00 - 2:00	Merge letters with other data sources
2:00 - 3:00	Merge labels with other data sources

Day 25- Hours 5

9:00-10:00	What is XML
10:00 -11:00	Structure documents using XML
11:00 - 12:00	Formatting Documents
12:00 - 1:00	Lunch
1:00 - 2:00	Mass Mailing all the Clients
2:00 - 3:00	Create and modify forms

Module 5: Word

Week 6

Day 26 -Hours 5

9:00-10:00	Create and modify document background
10:00 -11:00	Create and modify document indexes and tables
11:00 - 12:00	Use Backgrounds for Invitations
12:00 - 1:00	Lunch
1:00 - 2:00	Insert and modify endnotes, footnotes, captions, and cross-references
2:00 - 3:00	Why use Some Type of Notes

Day 27- Hours 5

9:00-10:00	Why Create a Uniform Look and Feel for Your Documents
10:00 -11:00	Create and manage master documents and subdocuments
11:00 - 12:00	Modify tracked changes options
12:00 - 1:00	Lunch
1:00 - 2:00	Publish and edit web documents
2:00 - 3:00	Exercise: Create an Invitation

Day 28- Hours 5

9:00-10:00	Why create multiple version of the same Document
10:00 -11:00	Manage document versions
11:00 - 12:00	Protect and restrict forms and documents
12:00 - 1:00	Lunch
1:00 - 2:00	Attach digital signatures to documents
2:00 - 3:00	Exercise: Protect Documents

Day 29- Hours 5

9:00-10:00	What are document properties
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10:00 -11:00	Customize document properties
11:00 - 12:00	How to deal with repetitive tasks
12:00 - 1:00	Lunch
1:00 - 2:00	Create, edit, and run macros
2:00 - 3:00	Exercise: Create macros

Day 30 -Hours 5

9:00-10:00	Customize menus and toolbars
10:00 -11:00	How to arrange your work area
11:00 - 12:00	Modify word default settings
12:00 - 1:00	Lunch
1:00 - 2:00	Test on week 5
2:00 - 3:00	Test on week 5 continued

Module 5: Word

Week 7

Day 31- Hours 5

9:00-10:00	Exercise: Write a letter
10:00 -11:00	Exercise: Create a Trip Schedule
11:00 - 12:00	Exercise: Create a Trip Schedule Continued
12:00 - 1:00	Lunch
1:00 - 2:00	Exercise: Create a Newsletter
2:00 - 3:00	Exercise: Create a Newsletter continued

Day 32 -Hours 5

9:00-10:00	Exercise: Create a credit application
10:00 -11:00	Exercise: Create a credit application Continued
11:00 - 12:00	Exercise: Create a computer use Policy
12:00 - 1:00	Lunch
1:00 - 2:00	Exercise: Back to school Checklist
2:00 - 3:00	Exercise: Permission slip for field trip to the zoo

Day 33- Hours 5

9:00-10:00	Exercise: Business Sale Flyer
10:00 -11:00	Exercise: Cell phone reminder Flyer
11:00 - 12:00	Exercise: Company Picnic Invitation
12:00 - 1:00	Lunch
1:00 - 2:00	Exercise: Billing Statement
2:00 - 3:00	Exercise: Billing Statement Continued

Day 34- Hours 5

9:00-10:00	Exercise: Sales Invoice
10:00 -11:00	Exercise: Busy / Available door sign
11:00 - 12:00	Exercise: Buy 10 get 1 free punch cards
12:00 - 1:00	Lunch
1:00 - 2:00	Exercise: Employee Newsletter
2:00 - 3:00	Exercise: Employee Newsletter Continued

Day 35 -Hours 5

9:00-10:00	Exercise: Business Fax Cover Sheet
10:00 -11:00	Exercise: Business Brochure
11:00 - 12:00	Exercise: Business Brochure Continued
12:00 - 1:00	Lunch
1:00 - 2:00	Test Week 6
2:00 - 3:00	Test on week 6 Continued

Module 6: Excel

Week 8

Day 36- Hours 5

9:00-10:00	Introduction to Excel
10:00 -11:00	Why use a spreadsheet program
11:00 - 12:00	Cell naming conventions
12:00 - 1:00	Lunch
1:00 - 2:00	Use subtotals
2:00 - 3:00	Exercise: Making Simple Expressions

Day 37- Hours 5

9:00-10:00	Sort data to fit your needs
10:00 -11:00	Define and apply advanced filters
11:00 - 12:00	Group and outline data
12:00 - 1:00	Lunch
1:00 - 2:00	Why enter data a certain way
2:00 - 3:00	Use data validation

Day 38 -Hours 5

9:00-10:00	Create and modify list ranges
10:00 -11:00	Playing around with numbers
11:00 - 12:00	Add, show, close, edit, merge, and summarize scenarios
12:00 - 1:00	Lunch
1:00 - 2:00	Perform data analysis using automated tools
2:00 - 3:00	Make simple Pie charts with your data

Day 39 -Hours 5

9:00-10:00	Customizing Pie Charts
10:00 -11:00	Create, PivotTable and PivotChart reports
11:00 - 12:00	What are functions
12:00 - 1:00	Lunch
1:00 - 2:00	Use Lookup and Reference functions
2:00 - 3:00	Using logical functions

Day 40 -Hours 5

9:00-10:00	Connecting to other programs
10:00 -11:00	Use Database functions
11:00 - 12:00	Trace formula precedents, dependents and errors
12:00 - 1:00	Lunch
1:00 - 2:00	Test on Week 7
2:00 - 3:00	Test on Week 7 Continued

Module 6: Excel

Week 9

Day 41- Hours 5

9:00-10:00	Making sure your calculations are done correctly
10:00 -11:00	Locate invalid data and formulas
11:00 - 12:00	Watch and evaluate formulas
12:00 - 1:00	Lunch
1:00 - 2:00	Define, modify and use named ranges
2:00 - 3:00	Quiz: On spreadsheets

Day 42- Hours 5

9:00-10:00	Structure workbooks using XML
10:00 -11:00	Create and modify custom data formats
11:00 - 12:00	Why use XML
12:00 - 1:00	Lunch
1:00 - 2:00	How to make things stand out
2:00 - 3:00	Use conditional formatting

Day 43- Hours 5

9:00-10:00	Adding pictures to make more sense of the data
10:00 -11:00	Format and resize graphics
11:00 - 12:00	Format charts and diagrams
12:00 - 1:00	Lunch
1:00 - 2:00	Why protect your work
2:00 - 3:00	Protect cells, worksheets, and workbooks

Day 44 -Hours 5

9:00-10:00	Apply workbook security settings
10:00 -11:00	When others need to work on your workbook
11:00 - 12:00	Share workbooks
12:00 - 1:00	Lunch
1:00 - 2:00	Combining information from different sources
2:00 - 3:00	Merge workbooks

Day 45- Hours 5

9:00-10:00	Track, accept, and reject changes to workbooks
10:00 -11:00	Using data in more than one place
11:00 - 12:00	Import data form Excel
12:00 - 1:00	Lunch
1:00 - 2:00	Test on Week 8
2:00 - 3:00	Test on Week 8 Continued

Module 6: Excel

Week 10

Day 46 -Hours 5

9:00-10:00	Export data form Excel
10:00 -11:00	Exercise: Create a simple payroll sheet
11:00 - 12:00	Working across long distances
12:00 - 1:00	Lunch
1:00 - 2:00	Publish and edit Web worksheets and workbooks
2:00 - 3:00	Quiz: On formatting Data

Day 47 Hours 5

9:00-10:00	What are templates
10:00 -11:00	Create and edit templates
11:00 - 12:00	Consolidate data
12:00 - 1:00	Lunch
1:00 - 2:00	What properties do workbooks have
2:00 - 3:00	Define and modify workbook properties

Day 48- Hours 5

9:00-10:00	Arranging your workspace
10:00 -11:00	Customize toolbars and menus

11:00 - 12:00	What to do with repetitive tasks
12:00 - 1:00	Lunch
1:00 - 2:00	Create, edit, and run macros
2:00 - 3:00	Modify Excel default settings

Day 49 Hours 5

9:00-10:00	Exercise: Credit Card Use Log
10:00 -11:00	Exercise: Grade Book
11:00 - 12:00	Exercise: Office Maintenance Schedule
12:00 - 1:00	Lunch
1:00 - 2:00	Exercise: Telephone list
2:00 - 3:00	Exercise: Billing Statement

Day 50 Hours 5

9:00-10:00	Exercise: Payroll Calculator
10:00 -11:00	Exercise: Weekly Time Sheets
11:00 - 12:00	Exercise: Customer Management List
12:00 - 1:00	Lunch
1:00 - 2:00	Test on Week 9
2:00 - 3:00	Test on Week 9 Continued

Module 7: PowerPoint

Week 11

Day 51 Hours 5

9:00-10:00	Using Multimedia for presentations
10:00 -11:00	Introduction to PowerPoint
11:00 - 12:00	Seeing a complete presentation
12:00 - 1:00	Lunch
1:00 - 2:00	Create new presentations from templates
2:00 - 3:00	Format text-based content

Day 52 Hours 5

9:00-10:00	Format pictures, shapes and graphics
10:00 -11:00	Format slides
11:00 - 12:00	Given the presentation more movement
12:00 - 1:00	Lunch
1:00 - 2:00	Apply animation schemes
2:00 - 3:00	Exercise: Creating a simple presentation

Day 53 Hours 5

9:00-10:00	Presenting the first presentation
10:00 -11:00	Moving from one slide to another
11:00 - 12:00	Apply slide transitions
12:00 - 1:00	Lunch
1:00 - 2:00	Customize slide templates
2:00 - 3:00	Making your own templates

Day 54 Hours 5

9:00-10:00	Work with masters
10:00 -11:00	Letting other modify your presentation
11:00 - 12:00	Track, accept, and reject changes in a presentation
12:00 - 1:00	Lunch
1:00 - 2:00	Add, edit, and delete comments in a presentation
2:00 - 3:00	Compare and merge presentations

Day 55 Hours 5

9:00-10:00	Having a flow order
10:00 -11:00	Organize Presentation
11:00 - 12:00	Organize Presentation
12:00 - 1:00	Lunch
1:00 - 2:00	Test on Week 10
2:00 - 3:00	Test on Week 10 Continued

Module 7: PowerPoint
Week 12

Day 56 Hours 5

9:00-10:00	Set up slide shows for delivery
10:00 -11:00	Rehearse timing
11:00 - 12:00	Exercise: create a 5 min presentation on Yourself
12:00 - 1:00	Lunch
1:00 - 2:00	Deliver presentations
2:00 - 3:00	Formal presentations

Day 57 Hours 5

9:00-10:00	Prepare presentation for remote delivery
10:00 -11:00	Rehearse personal presentation
11:00 - 12:00	Exercise: Delivering your presentation about yourself
12:00 - 1:00	Lunch
1:00 - 2:00	Save and publish presentations
2:00 - 3:00	What slides to choose to had out

Day 58 Hours 5

9:00-10:00	Print slides, outlines, handouts, and speaker notes
10:00 -11:00	Modifying old presentations
11:00 - 12:00	Quiz: on How to make a presentation
12:00 - 1:00	Lunch
1:00 - 2:00	Bringing documents from other Office programs
2:00 - 3:00	Export a presentation to another Microsoft Office program

Day 59 Hours 5

9:00-10:00	Exercise: Company Background
10:00 -11:00	Exercise: Company Background Continued
11:00 - 12:00	Exercise: Sales Presentation
12:00 - 1:00	Lunch
1:00 - 2:00	Exercise: Sales Presentation Continued
2:00 - 3:00	Exercise: Basic Organization Chart

Day 60 Hours 5

9:00-10:00	Exercise: Basic Organization Chart Continued
10:00 -11:00	Exercise: Employee orientation
11:00 - 12:00	Exercise: Employee Orientation Continued
12:00 - 1:00	Lunch
1:00 - 2:00	Test on Week 11
2:00 - 3:00	Test on Week 11 Continued

Module 8: Access
Week 13

Day 61 Hours 5

9:00-10:00	What is a database
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10:00 -11:00	Why use a database
11:00 - 12:00	Looking at a finished database
12:00 - 1:00	Lunch
1:00 - 2:00	Create access databases
2:00 - 3:00	Create and modify tables

Day 62 Hours 5

9:00-10:00	Deciding what fields you need
10:00 -11:00	Arranging fields in an orderly fashion
11:00 - 12:00	Define and modify field types
12:00 - 1:00	Lunch
1:00 - 2:00	What types of properties are available
2:00 - 3:00	Modify field properties

Day 63 Hours 5

9:00-10:00	What is referential integrity
10:00 -11:00	Create and modify referential integrity
11:00 - 12:00	Enforce referential integrity
12:00 - 1:00	Lunch
1:00 - 2:00	Asking for specific information
2:00 - 3:00	Add and modify queries

Day 64 Hours 5

9:00-10:00	Running queries
10:00 -11:00	Using queries to populate tables
11:00 - 12:00	Create reports
12:00 - 1:00	Lunch
1:00 - 2:00	Add and modify report control properties
2:00 - 3:00	Arranging reports to fit your style

Day 65 Hours 5

9:00-10:00	Create a data access page
10:00 -11:00	Enter, edit, and delete records
11:00 - 12:00	Find and move among records
12:00 - 1:00	Lunch
1:00 - 2:00	Test on week 12
2:00 - 3:00	Test on week 12 Continued

Module 8: Access

Week 14

Day 66 Hours 5

9:00-10:00	Import data to Access
10:00 -11:00	Perform calculation with your data
11:00 - 12:00	Create and modify calculated fields and aggregate functions
12:00 - 1:00	Lunch
1:00 - 2:00	Modify form layout
2:00 - 3:00	Creating new form layouts

Day 67 Hours 5

9:00-10:00	Modify report layout and page setup
10:00 -11:00	Creating splash screens
11:00 - 12:00	Making intuitive forms
12:00 - 1:00	Lunch

1:00 - 2:00	Format datasheets
2:00 - 3:00	Exercise: Create a simple splash screen

Day 68 Hours 5

9:00-10:00	Getting Records that you need
10:00 -11:00	Sort records
11:00 - 12:00	Filter Records
12:00 - 1:00	Lunch
1:00 - 2:00	Quiz: Database objects
2:00 - 3:00	Identify object dependencies

Day 69 Hours 5

9:00-10:00	Why view data and objects in other views
10:00 -11:00	View objects and object data in other views
11:00 - 12:00	Print database objects and date
12:00 - 1:00	Lunch
1:00 - 2:00	Printing only what you really need
2:00 - 3:00	Export data from Access

Day 70 Hours 5

9:00-10:00	Database safety
10:00 -11:00	Back up a database
11:00 - 12:00	Compact and repair databases
12:00 - 1:00	Lunch
1:00 - 2:00	Test on Week 13
2:00 - 3:00	Test on Week 13 Continued

Module 8: Access

Week 15

Day 71 Hours 5

9:00-10:00	Exercise: Contact Manager
10:00 -11:00	Exercise: Contact Manager Continued
11:00 - 12:00	Exercise: Contact Manager Continued
12:00 - 1:00	Lunch
1:00 - 2:00	Exercise: Customer Orders
2:00 - 3:00	Exercise: Customer Orders Continued

Day 72 Hours 5

9:00-10:00	Exercise: Event Management
10:00 -11:00	Exercise: Event Management Continued
11:00 - 12:00	Exercise: Inventory Management
12:00 - 1:00	Lunch
1:00 - 2:00	Exercise: Inventory Management Continued
2:00 - 3:00	Quiz: Creating Forms and Reports

Day 73 Hours 5

9:00-10:00	Exercise: Issues Database
10:00 -11:00	Exercise: Issues Database Continued
11:00 - 12:00	Exercise: Membership Database
12:00 - 1:00	Lunch
1:00 - 2:00	Exercise: Membership Database Continued
2:00 - 3:00	Exercise: Orders Management

Day 74 Hours 5

9:00-10:00	Exercise: Orders Management Continued
10:00 -11:00	Exercise: Resource Scheduling
11:00 - 12:00	Exercise: Resource Scheduling Continued
12:00 - 1:00	Lunch
1:00 - 2:00	Exercise: Service Call Management
2:00 - 3:00	Exercise: Service Call Management Continued

Day 75 Hours 5

9:00-10:00	Review on Word
10:00 -11:00	Review on Excel
11:00 - 12:00	Review on PowerPoint
12:00 - 1:00	Lunch
1:00 - 2:00	Test on Week 14
2:00 - 3:00	Test on Week 14 Continued

Module 9: Job Placement and Resume Writing
Week 16

Day 76 Hours 5

9:00-10:00	What is a Resume
10:00 -11:00	What goes in a Resume
11:00 - 12:00	Finding Prospective Employers
12:00 - 1:00	Lunch
1:00 - 2:00	Finding Employment Online
2:00 - 3:00	Career Services Center

Day 77 Hours 5

9:00-10:00	Writing Your Draft Resume
10:00 -11:00	Writing Your Draft Resume Continued
11:00 - 12:00	Peer Review of Draft Resume
12:00 - 1:00	Lunch
1:00 - 2:00	What is a cover letter
2:00 - 3:00	Writing a cover letter

Day 78 Hours5

9:00-10:00	What to do in an interview
10:00 -11:00	What NOT to do in an interview
11:00 - 12:00	Dress code
12:00 - 1:00	Lunch
1:00 - 2:00	Practice Interview
2:00 - 3:00	Peer review of practice interview performance

Day 79 Hours5

9:00-10:00	Temporary service agencies
10:00 -11:00	Getting experience
11:00 - 12:00	Setting up your contacts
12:00 - 1:00	Lunch
1:00 - 2:00	Letting your contacts know that they might be called
2:00 - 3:00	Finish final resume

Day 80 Hours 5

9:00-10:00	Test on Week 15
10:00 -11:00	Test on Week 15 Continued
11:00 - 12:00	Class Evaluation
12:00 - 1:00	Lunch

1:00 - 2:00	Job Seeking
2:00 - 3:00	Job Seeking

ON-LINE COMPUTER APPLICATIONS 400 HOURS:

A 2 hours orientation will be provided to each new student enrolled on this course. Daily, the student will receive 2 hours of On-line class in direct communication with the instructor, using the TEAM SPEAK PROGRAM and 3 hours of structured practices that will be supervised by the instructor. A test will be completed in each module to verify the student progress. The instructor will provide his e-mail and phone number for any consultation the student has regarding the modules.

JOB ANALYSIS

Descriptions of tasks: occupations and employment opportunities for which students will attain entry level employment skills, including: clerical and secretarial positions, word processing technicians, data entry technicians, independent self-employed provider.

Physical requirements/typical environment:

Standing/bending/reaching/climbing: N/A

Walking: required through the day

Sitting: required most of the day while working behind computer

Lifting/carrying: relocate printers

Crawling/keening: N/A

Handling/touching/feeling: in all aspects of job

Environment: Outside: N/A, noise: keyboard, printers.

Atmospheric conditions: ventilation: air conditioning offices; fumes/odors: N/A

Machines, tools, equipment: computer, printers, books, discs.

Working hours: usually eight hours a day, five days a week

. Equipment for all Vocational Computer Programs

- Laptop/or Desktop Computer
- All in One Printer
- USB Cord
- Headset

ON-LINE COMPUTER APPLICATIONS (NON-VOCATIONAL)

**TOTAL HOURS= 100
25 WEEKS
4 HOURS WEEKLY**

A student enrolled on the On-line computer applications program will become familiar with general computer operation. This program is Non-Vocational for self-improvement purposes. This course will be provided On-line. A 2 hours orientation will be provided to each new student enrolled on this course. Daily, the student will receive 2 hours of On-line class in direct communication with the instructor, using the TEAM SPEAK PROGRAM and 2 hours of structured practices that will be supervised by the instructor. A test will be completed in each module to verify the student progress. The instructor will provide his e-mail and phone number for any consultation the student has regarding the modules.

Module Number	Clock Hours	Main Subject
1	8	Introduction to MS-Windows
2	8	Introduction to Internet, E-mail
3	28	MS Word for Office
4	28	Excel for Windows
5	28	MS- Access
TOTAL	100	

Descriptions of tasks: occupations and employment opportunities for which students will attain entry level employment skills, including: clerical and secretarial positions, word processing technicians, data entry technicians, independent self-employed provider.

COURSE OUTLINE

<u>INTRODUCTION MS-DOS / WINDOWS</u>	8
AN OVERVIEW OF THE PROGRAM OBJECTIVES AND HOME STANDARDS, INTRODUCTION TO COMPUTERS, MS-DOS AND WINDOWS IS INTENDED TO FAMILIARIZE STUDENTS, WITH THE BASIC COMPUTER COMMANDS AND FUNCTIONS. BEGIN STUDENT ON INTERACTIVE KEYBOARDING / TEN KEY SKILLS PROGRAM, THAT WILL BE THE BASIS FOR WEEKLY SPEED / ACCURACY TEST. COMPUTER VOCABULARY.	
<u>INTRODUCTION TO THE INTERNET</u>	8
TO PROVIDE STUDENTS WITH A BASIC INTRODUCTION TO THE INTERNET. TOPICS COVERED INCLUDE E-MAIL, WEB SEARCH POPULAR SITES & HOW TO OPERATE VARIOUS SITE FORMATS, FOR HOME MARKET NEEDS. VOCABULARY / ETIQUETTE.	
<u>MS-WORD for OFFICE</u>	28

TO ACQUAINT STUDENTS WITH BASIC, WINDOWS' COMMANDS AND FUNCTIONS FOR THE MS-WORD, MS OFFICE PROGRAM & ITS OTHER APPLICATIONS. AID ENHANCEMENT OF STUDENTS' WRITING ABILITY & WILL PROVIDE PRACTICE OF BASIC CLERICAL SKILLS IN GENERAL FORMATS & FOR DAILY HOME USE. AND VOCABULARY/ ETIQUETTE.

EXCEL for WINDOWS

28

TO FAMILIARIZE STUDENTS WITH: THE BASICS OF MS-EXCEL USING, COMMANDS AND FUNCTIONS. GENERATING DATA IN REQUESTED HOME / TRACKING FORMATS. BASIC ACCOUNTING MAINTENANCE, BILLING AND DATA REPORTING PROCEDURES. COMMANDS. SALES, ACCOUNTING AND OFFICE VOCABULARY.

MS-ACCESS

28

FAMILIARIZE STUDENTS WITH BASIC COMMANDS AND FORMATS & DATABASE FUNCTIONS OF THE MS-ACCESS PROGRAM, AND ITS DATA BASE APPLICATIONS FOR HOME USE. WILL REINFORCE DATA ENTRY TRAINING, THAT RUNS CONCURRENTLY, WILL PROVIDE AN EMPHASIS ON KEYBOARDING AND TEN KEY SKILLS, WITHIN MANY PERSONAL FORMATS, INCREASING SPEED, ACCURACY AND WORK STAMINA. COMPUTER / OFFICE VOCABULARY, AND ETIQUETTE.

**NOTICE OF STUDENTS RIGHTS
CANCELLATION, WITHDRAWAL AND REFUND POLICIES:**

1. You may cancel your contract for school, without any penalty or obligation as described in the Notice of Cancellation form that will be given to you at the first day of class (insert 'the first class you go to' or "with the first lesson in a home study or correspondence course, whichever is applicable) Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. You have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost you contract, ask the school for a description of the refund policy.
3. 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 the information.
4. If you have any complaints, questions, or problems which you cannot resolve with the school, call or write to: The Bureau for Private Postsecondary Education, P.O Box 980818, West Sacramento, Ca 95798-0818 or www.bppe.ca.gov
Telephone # (916) 431- 6959 or Toll free number 1-888-370 7589

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send an e-mail to: Instituto Hispano Americano (661) 322-7042
3201 F Street # 197, Bakersfield, CA 93301. Institutohispanoamericano@yahoo.com Attention School Director

REMEMBER, YOU MUST CANCEL IN WRITING..

CANCELLATION OF AGREEMENT: Per the State of California, You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, **if** notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. Business day means, except for home study or correspondence, a day on which you were scheduled to attend a class session. A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. You can do this by mail, hand delivery, or e-mail. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Mail notices to the school's address, attention School Director.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818 or www.bppe.ca.gov, telephone # (916) 431- 6959 or Toll free number 1-888-370 7589, fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.”

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling, telephone # (916) 431- 6959 or Toll free number 1-888-370 7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site www.bppe.ca.gov .

Persons seeking to resolve problems or complaints should first contact the classroom instructor.

Unresolved complaints may be directed to The Bureau for Private Postsecondary Education: P.O. Box 980818, West Sacramento, Ca 95798-0818 or www.bppe.ca.gov, telephone # (916) 431- 9659 or Toll free number 1-888-370 7589.