TECHNICAL PROFESSIONAL CAREER COLLEGE

COLLEGE CATALOG
January 1, 2014 – January 31, 2015

3911 North Cordoba Avenue, Suite A
Spring Valley, CA 91977
Phone: (619) 466-4654   Fax: (619) 466-4917
www.tpccollege.com

"ALL OF US DO NOT HAVE EQUAL TALENT, BUT ALL OF US SHOULD HAVE AN EQUAL OPPORTUNITY TO DEVELOP OUR TALENTS."

- John F. Kennedy -

TABLE OF CONTENTS

TABLE OF CONTENTS (cont...)

MISSION STATEMENT

Technical Professional Career College (TPCC) main objective is to provide high-skilled occupational and vocation training opportunities to individuals who are sincere and dedicated about increasing their employment marketability.

TPCC goal is to provide:

- **High-skilled vocational training opportunities to individuals experiencing major environmental, physical, and/or economic barriers;**
- **Employers with an employment pool of qualified and highly skilled workers that are ready and able to perform immediately once hired;**
- **Expose and assist individuals to pursue higher educational opportunities in underrepresented building and other industry professional occupations, such as architecture, engineering, and construction management;**
- **"At-risk" individuals with an opportunity to achieve a decent standard of living and employment upward mobility.**

Achieving these goals shall not be compromised!

Dear Prospective Student,

Welcome to Technical Professional Career College (TPCC). Our institution is dedicated to providing an education, in and out of the classroom, which will assist our students in obtaining gainful careers. As a pupil of this institution, your success at TPCC will not only depend on the quality education that our college is committed to provide but also on the amount of effort you are willing to invest in your own educational journey.

As you review the pages of this catalog, you will discover that these occupational programs have been carefully developed and reflect gainful employment opportunities for students who successfully graduate. However, the enthusiasm and the spirit of our staff cannot be adequately reflected on the pages of a catalog. We welcome you to visit our campus or call and speak to an academic advisor to discuss your aspirations and career goals.

We look forward to meeting you and providing an education that will assist you in your personal and occupational development.

Respectfully,

Mary Ann Watson
President/Founder

Technical Professional Career College was founded as a California 501(c) 3 Nonprofit Corporation that is governed by a board of directors.

```
                        ┌──────────────────────────┐
                        │     GOVERNING BOARD      │
                        │        See below         │
                        └──────────────────────────┘
                                     │
                        ┌──────────────────────────┐
                        │      PRESIDENT/CEO       │
                        └──────────────────────────┘
                                     │
    ┌──────────────┐                            ┌──────────────────┐
    │     CPA      │────────────────────────────│  LEGAL COUNSEL   │
    └──────────────┘                            └──────────────────┘
                        ┌──────────────────────────┐
                        │    DEAN OF STUDENTS      │
                        └──────────────────────────┘
                                     │
                                     │          ┌──────────────────┐
                                     │──────────│  ADVISORY BOARD  │
                                     │          └──────────────────┘

 ┌──────────────────────┐   ┌──────────────────┐   ┌──────────────────┐
 │  FINANCIAL OFFICER   │   │   INSTRUCTORS    │   │    REGISTRAR     │
 │                      │   │     Page 31      │   │                  │
 └──────────────────────┘   └──────────────────┘   └──────────────────┘
```
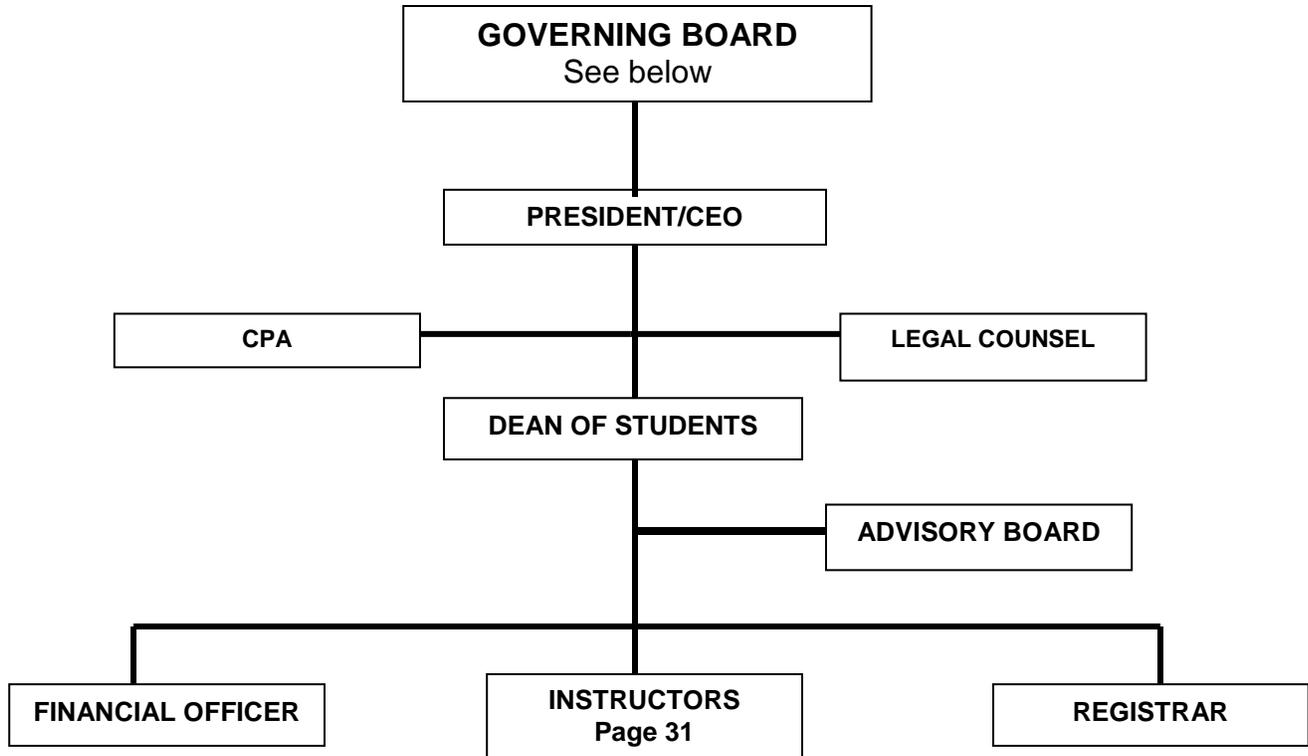
GOVERNING BOARD

OWNER
Technical Professional Career College, Inc
(A California Corporation, Non-profit 501 (c)(3) Training Corporation)

DIRECTORS
Mary Ann Watson - President/Founder – VA Certifying Official
Dr Ricardo Felix - Dean of Students
Bobby Johnson – Secretary/Treasurer

ADMINISTRATOR OFFICERS
Shanta Carter - General Manager
Freida Johnson – Registrar/Veterans Record Clerk

Approval Notice

Technical Professional Career College (TPCC) a private institution is licensed to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPE) 2009 administered by the Bureau for Private Postsecondary. The Bureau, under the Department of Consumers Affair, P.O. box 980818, West Sacramento, CA 957998-0818, Phone: 888-370-7589.

TPCC's operational practices satisfy the minimum standards listed in Education Code section 94901(g) and 94915 (f), whichever is applicable and approved to offer the following programs:

Approved Programs are:

- Office Administrator

- Business Accounting

- General Computer Aided Drafting

- Computer Aided Drafting - Architecture

- Computer Aided Drafting - Civil

- Computer Aided Drafting - Dry Utility

- Computer Aided Drafting - Electrical

- Computer Aided Drafting - Landscape Architecture

- Computer Aided Drafting - Mechanical

- Computer Networking

- Computer Operations for Business

- Optical Networking Specialist

- Computer Technician

- Construction Management Assistant

TPCC does not teach English as a Second Language (ESL). All classroom instructions are taught in English.

Prospective enrollees must visit the college to discuss personal educational and occupational goals with college's personnel prior to enrolling or signing enrollment agreements.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be direct to:

Bureau for Private Postsecondary Education
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone: (916) 431-6959, Toll Free: (888) 370-7589, Fax: (916) 263-1897
www.bppe.ca.gov.

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

The History of Technical Professional Career College

The inspiration for Technical Professional Career College (TPCC) arose from 25-years of experience servicing the building industry in the United States and here locally in Southern California, and experiencing the difficulties of recruiting and hiring qualified paraprofessionals for technical careers within this industry.

Subsequently, in 2002, the President of PCG Utility Consultants, Inc (PCG), a dry utility consulting engineering firm, formed a non-profit 501(c) 3 training corporation called Technical Professional Career College to address the issues of preparing individuals for these technical positions.

TPCC has developed over 14 occupational programs approved by the Bureau for Private Postsecondary Vocational Education in California. These assorted technical programs will prepare graduates for careers as: Civil Drafters, Mechanical Drafters, Architectural Drafters, Landscape Architectural Drafters, Dry Utility Drafters, Computer Technicians, Computer Networking Technicians, and various support staff for these paraprofessional occupations such as Construction Management Assistant, Business Accounting and Office Administrator.

Technical Professional Career College filed Chapter 7 of the United States Bankruptcy Code on March 11, 2010, which was discharged with no reorganization requirement. The school is not operating under bankruptcy or other financial insolvency protection of law.

Facility Description

The TPCC campus is located in the Professional Office complex at 3911 North Cordoba Avenue, Suite A in Spring Valley, CA, and is easily accessible to those with physical disabilities. It is located close to the 94 Freeway, and is adjacent to the public bus route. The TPCC facilities include several offices and classrooms that are equipped with computer workstations, color printers, digitizers, plotters, and scanners.

Resource Center

The resource facility is open Monday through Thursday from 8 p.m. to 5 p.m. and Friday from 9 a.m. to 12 p.m. The resource facility contains a selection of books, periodicals, journals, and other publications relating to the programs offered by TPCC. If additional resources are needed, additional material may be readily obtained from nearby public libraries.

Office Hours

TPCC offices are open Monday through Thrusday from 8:00 a.m. to 5:00 p.m.
Office is **closed** every Friday

Classroom Hours

Technical Professional Career College offers day and evening classes. The schedules are as follows:

Day Classes:

Monday - Thursday	8:00 a.m. – 12:00 p.m.
Monday - Thursday	12:00 p.m. – 4:00 p.m.
Friday	No Classes

Evening Classes:

Monday – Thursday	4:00 p.m. – 8:00 p.m.
Friday	No Classes

Admissions Procedures

A potential student must first contact the admissions office to schedule an appointment to speak to an admissions counselor. All candidates will complete an enrollment questionnaire, be given a tour of the facility, and will be given our college catalog to review. Applicants applying for admission with a high school diploma or a General Equivalency Development (GED) certificate will be given a placement test. Applicants who have NOT earned a high school diploma or GED must achieve passing scores on an approved test as Ability to Benefit (ATB) students. This test will be administered by the college as a part of the Admissions procedure. The minimum score achievement requirements for ATB students will be 35 points for writing and reading skills and 33 points for numerical skills. Students must achieve or exceed these minimum scores in each ASSET subtest to be immediately admitted into the college.

Enrollment Procedures

The following steps are required for enrollment:

1. Complete an Enrollment Questionnaire
2. Show Proof of High School Diploma or General Education Development (GED)
3. Score Satisfactorily (60%) on the Institutions Basic skills exam or Aptitude Assessment Test
4. Complete an Enrollment Agreement Contract

WIA recipients and Vocational Rehabilitation Vouchers are welcome!

All courses are completed on campus and the college **does not offer distant education**.

Internship Opportunities (Optional)

As a result of established professional and working relationships with a large number of professional architectural and landscape architectural firms; civil, electrical, and mechanical engineering firms, utilities, various general and sub-contracting firms, and professional, labor, and construction associations, TPCC has the ability to place students that choose to participate in our internship program. The overall purpose of exposing TPCC students to internship opportunities is to provide a real-world working environment experience in their chosen paraprofessional career.

TPCC asks employers to review and evaluate each student intern that is placed with them to determine if the level of educational training administered by TPCC is at a level that the firm would consider hiring the student after the student graduates from TPCC's programs.

TPCC students will be eligible to enter the internship program no sooner than one month prior to completion of their program. Internships could be paid or unpaid depending on the employer's financial abilities.

Note: VA students are not approved for internship.

Grievance and Complaint Policy and Procedures

The college President or Dean of Students is designated as the persons to receive and resolve any student complaints. Both individual are available during regular business hours from 8:00am to 5:00pm. These persons will have the authority to investigate the complaints, reject the complaint, and record the complaint. However, if conversation between all parties cannot be resolved, students should contact the **Bureau for Private Postsecondary Education Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 431-6959, Toll Free: (888) 370-7589, Fax: (916) 263-1897, www.bppe.ca.gov.**

Notice of Student Rights

Student files and records are kept under strict security measures to guarantee confidentiality. However, every student has the right to review his/her own file and records upon request to the Dean of Students.

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after signing the enrollment agreement, without penalty or obligations, as described in the Notice of Cancellation. If you lose your Notice of Cancellation form, request a copy from the college.

After the end of the cancellation period, the student has the right to withdraw from the program at any time. The student also has the right to receive a refund for any part of the course not taken. Refund rights are described in the Enrollment Agreement. A copy may be obtained from the college.

Cancellation shall occur when you give written notice of cancellation at the selected address of the Institution shown below. You may cancel by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid to: **Technical Professional Career College, Attn: Mary Ann Watson, President, 9952 Dolores Street, Suite A, Spring Valley, CA 91977.**

If the college closes before a student graduates, he/she may be entitled to a refund. Contact the Bureau for Private Post-Secondary and Vocational Education at the address listed below for more information.

State of California Student Tuition Recovery Fund

An institution approved under Article 8 (commencing with section 94900 of the code), Article 9 (commencing with section 94915 of the code), or a registered institution offering Short-term Career Training shall include on both the enrollment agreement and the current schedule of student charges, the following statement:

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

(1) You are a student, 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 fee, if either of the following applies:

(1) You are NOT a California resident, and

(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 were students attending schools approved by, or registered to offer Short–term Career Training with 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 fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the closure of instruction.
5. 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.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

The Bureau shall mail the Notice and Explanation of Student Rights under the Student Tuition Recovery Fund, Form STRF 06, effective January 1, 2002 to students soon after an institution's closure or upon request from a student for an explanation of his or her rights under the Student Tuition Recovery Fund.

It is important that enrollees keep a copy of any Enrollment Agreement, contract, or application to document enrollment, and tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service to the student of their rights under the STRF, or if no notice of rights is served to the student, within four years of the institution's closure

Tuition and Fee Schedule

* The tuition price includes all costs associated with enrolling at Technical Professional Career College. This includes registration, textbooks, and supplies.

PAYMENT:

- Acceptable payment options are cash, check, Visa, Master Card, Discover Card, and American Express.

PROGRAM	LENGTH	TUITION
Office Administrator	20 Weeks / 320 Hours	$6500.00
Business Accounting	22 Weeks / 352 Hours	$7000.00
Computer Operations for Business	14 Weeks / 224 Hours	$5000.00
Computer Aided Drafting - Architecture	18 Weeks / 288 Hours	$6500.00
Computer Aided Drafting - Civil	22 Weeks / 352 Hours	$7000.00
Computer Aided Drafting - Dry Utility	22 Weeks / 352 Hours	$7000.00
Computer Aided Drafting - Electrical	18 Weeks / 288 Hours	$6500.00
Computer Aided Drafting - General	18 Weeks / 288 Hours	$6500.00
Computer Aided Drafting - Landscape Architecture	18 Weeks / 288 Hours	$6500.00
Computer Aided Drafting - Mechanical	18 Weeks / 288 Hours	$6500.00
Computer Networking	18 Weeks / 288 Hours	$7000.00
Optical Networking Specialist	20 Weeks / 320 Hours	$7500.00
Computer Technician	18 Weeks / 288 Hours	$7000.00
Construction Management Assistant	20 Weeks / 320 Hours	$6500.00

DETAILED SAMPLE FULL-TIME CLASS SCHEDULE

Classes meet Monday thru Thursday 8:00 am to 12:00 pm as follows:

Lecture/Lab – 8:00 am to 9:50 am

Lecture /Lab – 10:00 am to 12:00 pm

Four (4) hours per day, four (4) days per week, sixteen (16) hours per week

Office Administrator
320 - Clock Hours

Course Description:

This 20-week diploma program is designed to provide students with concepts and skills to perform high-level administrative support such as writing and preparing various business correspondences; using the latest computer software; performing basic human resource tasks such as maintaining and updating personnel files and processing employee requests such as vacation time and leave of absences; and preparing electronic presentations for senior personnel. Upon successful completion of this program, graduates will have obtained the necessary skills to be employable as an Office Administrator, Executive Secretary, Administrative Assistant, and General Office Clerk.

Course Objectives:

- Provide the necessary skills and knowledge to integrate Microsoft Office Applications into the daily tasks associated with being an Office Administrator.

- Provide the skills necessary to communicate effectively in oral and written forms.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Program Cost:

The program cost is $6500.00. This price includes tuition, registration, and textbooks.

CO100	Introduction to Computers and Internet	32
CO101	Keyboarding	32
CO102	Microsoft Office – Word	32
CO103	Microsoft Office – Excel	32
CO104	Microsoft Office – Access	32
CO105	Microsoft Office – Power Point	32
BU103	Business Math	32
BU100	Oral and Written Business Communications	32
BU101	Business Office Procedures and Customer Care	32
BU102	Human Resource Administration	32

Business Accounting
352 - Clock Hours

Course Description:

This 22-week diploma program is designed to provide students with accounting knowledge, concepts, and skills to apply basic accounting principles and perform automated accounting tasks using business computerized accounting software. Upon completion of the program, graduates will have obtained the necessary skills to be employed as Accounting Clerks, General Bookkeepers, Accounts Payable Clerks, Accounts Receivable Clerks, Billing Clerks, and Payroll Clerks.

Course Objectives:

- Provide the necessary skills and knowledge to apply accounting principles and concepts manually, and electronically, using the latest business accounting software.

- Provide the skills that are necessary to integrate Microsoft Office Applications into relative tasks associated with being in the field of Accounting.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Program Cost:

The program cost is $7000.00. This price includes tuition, registration, and textbooks.

Course Code	Course Title	Clock Hours
CO100	Introduction to Computers and Internet	32
CO102	Microsoft Office – Word	32
CO103	Microsoft Office – Excel	32
CO104	Microsoft Office – Access	32
AC200	Accounting Principles I	32
AC201	Accounting Principles II	32
AC202	Computerized Accounting I	32
AC203	Computerized Accounting II	32
BU101	Business Office Procedures and Customer Care	32
BU103	Business Math	32
BU104	10-Key Calculator	32

Computer Aided Drafting – Architecture
288 - Clock Hours

Course Description:

This 18-week diploma program is designed to provide students with basic concepts and responsibilities for an entry-level position in drafting with an emphasis in Architectural Drafting. Students will gain the confidence, knowledge, and application of drafting tools such as AutoCAD, Autodesk Architectural Desktop, as well as Architecture principles. Upon successful completion of the program, graduates will have obtained the necessary skills to be employable as Architectural Drafters, and General Drafters. Also, if students are interested in becoming a Certified Drafter, it is a separate process and requires an industry exam and an additional fee. For more information about these requirements, contact American Design Drafting Association.

Course Objectives:

- Provide the necessary skills and knowledge to apply drafting concepts and principles using the latest drafting software tools such as AutoCAD.

- Provide the necessary skills and knowledge to practically apply general drafting and Architectural concepts and principles to real-life situations.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Professional Membership:

The American Design Drafting Association (ADDA) is a highly reputable national organization that has pledged to provide professional growth and advancement of individuals working in the drafting community. As part of our commitment to ensure the continued professional growth of our students, TPCC has prepaid membership dues for all graduates who successfully graduate from their respected drafting program.

Program Cost:

The program cost is $6500.00. This price includes tuition, registration, and textbooks.

Course Code	Course Title	Clock Hours
CO100	Introduction to Computers and Internet	32
CO102	Microsoft Office – Word	32
CO106	Fundamentals of Graphic Applications	32
EN100	Principles of Drafting I	32
EN101	Principles of Drafting II	32
EN102	AutoCAD I	32
EN103	AutoCAD II	32
EN202	Principles of Architectural Drafting I	32
EN203	Principles of Architectural Drafting II	32

Computer Aided Drafting – Civil
352 - Clock Hours

Course Description:

This 22-week diploma program is designed to provide students with basic concepts and responsibilities for an entry-level position in drafting with an emphasis in Civil Drafting. Students will gain the confidence, knowledge, and application of drafting tools such as AutoCAD, Autodesk Civil Design, MicroStation, as well as Civil Engineering principles. Upon successful completion of the program, graduates will have obtained the necessary skills to be employable as Civil Drafters, and General Drafters. Also, if students are interested in becoming a Certified Drafter, it is a separate process and requires an industry exam and an additional fee. For more information about these requirements, contact American Design Drafting Association.

Course Objectives:

- Provide the necessary skills and knowledge to apply drafting concepts and principles using the latest drafting software tools such as AutoCAD and MicroStation.

- Provide the necessary skills and knowledge to practically apply general drafting and Civil Engineering concepts and principles to real-life situations.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Professional Membership:

The American Design Drafting Association (ADDA) is a highly reputable national organization that has pledged to provide professional growth and advancement of individuals working in the drafting community. As part of our commitment to ensure the continued professional growth of our students, TPCC will provide you with membership information.

Program Cost:

The program cost is $7000.00. This price includes tuition, registration, and textbooks.

Course Code	Course Title	Clock Hours
CO100	Introduction to Computers and Internet	32
CO102	Microsoft Office – Word	32
CO106	Fundamentals of Graphic Applications	32
EN100	Principles of Drafting I	32
EN101	Principles of Drafting II	32
EN102	AutoCAD I	32
EN103	AutoCAD II	32
EN104	MicroStation I	32
EN105	MicroStation II	32
EN200	Principles of Civil Drafting I	32
EN201	Principles of Civil Drafting II	32

Computer Aided Drafting – Dry Utility
352 - Clock Hours

Course Description:

This 22-week diploma program is designed to provide students with basic concepts and responsibilities for an entry-level position in drafting with an emphasis in Dry Utility Drafting. Students will gain the confidence, knowledge, and application of drafting tools such as AutoCAD and MicroStation, as well as Dry Utility Engineering principles. Upon successful completion of the program, graduates will have obtained the necessary skills to be employable as Dry Utility Drafters, and General Drafters. Also, if students are interested in becoming a Certified Drafter, it is a separate process and requires an industry exam and an additional fee. For more information about these requirements, contact American Design Drafting Association.

Course Objectives:

- Provide the necessary skills and knowledge to apply drafting concepts and principles using the latest drafting software tools such as AutoCAD and MicroStation.

- Provide the necessary skills and knowledge to practically apply general drafting and Dry Utility Engineering concepts and principles to real-life situations.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Professional Membership:

The American Design Drafting Association (ADDA) is a highly reputable national organization that has pledged to provide professional growth and advancement of individuals working in the drafting community. As part of our commitment to ensure the continued professional growth of our students, TPCC will provide you with membership information.

Program Cost:

The program cost is $7000.00. This price includes tuition, registration, and textbooks.

Course Code	Course Title	Clock Hours
CO100	Introduction to Computers and Internet	32
CO102	Microsoft Office – Word	32
CO106	Fundamentals of Graphic Application	32
EN100	Principles of Drafting I	32
EN101	Principles of Drafting II	32
EN102	AutoCAD I	32
EN103	AutoCAD II	32
EN104	MicroStation I	32
EN105	MicroStation II	32
EN206	Principles of Dry Utility Drafting I	32
EN207	Principles of Dry Utility Drafting II	32

Computer Aided Drafting – Electrical
288 - Clock Hours

Course Description:

This 18-week diploma program is designed to provide students with basic concepts and responsibilities for an entry-level position in drafting with an emphasis in Electrical Drafting. Students will gain the confidence, knowledge, and application of drafting tools such as AutoCAD and AutoCAD Mechanical, as well as Electrical Engineering principles. Upon successful completion of the program, graduates will have obtained the necessary skills to be employable as Electrical Drafters, Drafters, and Engineering Technicians. Also, if students are interested in becoming a Certified Drafter, it is a separate process and requires an industry exam and an additional fee. For more information about these requirements, contact American Design Drafting Association.

Course Objectives:

- Provide the necessary skills and knowledge to apply drafting concepts and principles using the latest drafting software tools such as AutoCAD.

- Provide the necessary skills and knowledge to practically apply general drafting and Electrical Engineering concepts and principles to real-life situations.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Professional Membership:

The American Design Drafting Association (ADDA) is a highly reputable national organization that has pledged to provide professional growth and advancement of individuals working in the drafting community. As part of our commitment to ensure the continued professional growth of our students, TPCC will provide you with membership information.

Program Cost:

The program cost is $6500.00. This price includes tuition, registration, and textbooks.

Course Code	Course Title	Clock Hours
CO100	Introduction to Computers and Internet	32
CO102	Microsoft Office – Word	32
CO106	Fundamentals of Graphic Application	32
EN100	Principles of Drafting I	32
EN101	Principles of Drafting II	32
EN102	AutoCAD I	32
EN103	AutoCAD II	32
EN204	Principles of Electrical Drafting I	32
EN205	Principles of Electrical Drafting II	32

Computer Aided Drafting - General
288 - Clock Hours

Course Description:

This 18-week diploma program is designed to provide students with basic concepts and responsibilities for an entry-level position in drafting. Students will gain the confidence, knowledge, and application of drafting tools such as AutoCAD and MicroStation, as well as basic Engineering principles. Upon successful completion of the program, graduates will have obtained the necessary skills to be employable as a General Drafter. Also, if students are interested in becoming a Certified Drafter, it is a separate process and requires an industry exam and an additional fee. For more information about these requirements, contact American Design Drafting Association.

Course Objectives:

- Provide the necessary skills and knowledge to apply drafting concepts and principles using the latest drafting software tools such as AutoCAD and MicroStation.

- Provide the necessary skills and knowledge to practically apply drafting concepts and principles to real-life situations.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Professional Membership:

The American Design Drafting Association (ADDA) is a highly reputable national organization that has pledged to provide professional growth and advancement of individuals working in the drafting community. As part of our commitment to ensure the continued professional growth of our students, TPCC will provide you with membership information.

Program Cost:

The program cost is $6500.00. This price includes tuition, registration, and textbooks.

CO100	Introduction to Computers and Internet	32
CO102	Microsoft Office – Word	32
CO106	Fundamentals of Graphic Application	32
EN100	Principles of Drafting I	32
EN101	Principles of Drafting II	32
EN102	AutoCAD I	32
EN103	AutoCAD II	32
EN104	MicroStation I	32
EN105	MicroStation II	32

Computer Aided Drafting – Landscape Architecture
288 - Clock Hours

Course Description:

This 18-week diploma program is designed to provide students with basic concepts and responsibilities for an entry-level position in drafting with an emphasis in Landscape Architectural Drafting. Students will gain the confidence, knowledge, and application of drafting tools such as AutoCAD, as well as Landscape Architecture principles. Upon successful completion of the program, graduates will have obtained the necessary skills to be employable as Landscape Architectural Drafters and Drafters. Also, if students are interested in becoming a Certified Drafter, it is a separate process and requires an industry exam and an additional fee. For more information about these requirements, contact American Design Drafting Association.

Course Objectives:

- Provide the necessary skills and knowledge to apply drafting concepts and principles using the latest drafting software tools such as AutoCAD.

- Provide the necessary skills and knowledge to practically apply general drafting and Mechanical Engineering concepts and principles to real-life situations.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Professional Membership:

The American Design Drafting Association (ADDA) is a highly reputable national organization that has pledged to provide professional growth and advancement of individuals working in the drafting community. As part of our commitment to ensure the continued professional growth of our students, TPCC will provide you with membership information.

Program Cost:

The program cost is $6500.00. This price includes tuition, registration, and textbooks.

Course Code	Course Title	Clock Hours
CO100	Introduction to Computers and Internet	32
CO102	Microsoft Office – Word	32
CO106	Fundamentals of Graphic Application	32
EN100	Principles of Drafting I	32
EN101	Principles of Drafting II	32
EN102	AutoCAD I	32
EN103	AutoCAD II	32
EN208	Principles of Landscape Architectural Drafting I	32
EN209	Principles of Landscape Architectural Drafting II	32

Computer Aided Drafting – Mechanical
288 - Clock Hours

Course Description:

This 18-week diploma program is designed to provide students with basic concepts and responsibilities for an entry-level position in drafting with an emphasis in Mechanical Drafting. Students will gain the confidence, knowledge, and application of drafting tools such as AutoCAD and AutoCAD Mechanical, as well as basic Mechanical Engineering principles. Upon successful completion of the program, graduates will have obtained the necessary skills to be employable as Mechanical Drafters and Drafters. Also, if students are interested in becoming a Certified Drafter, it is a separate process and requires an industry exam and an additional fee. For more information about these requirements, contact American Design Drafting Association.

Course Objectives:

- Provide the necessary skills and knowledge to apply drafting concepts and principles using the latest drafting software tools such as AutoCAD.

- Provide the necessary skills and knowledge to practically apply general drafting and Mechanical Engineering concepts and principles to real-life situations.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Professional Membership:

The American Design Drafting Association (ADDA) is a highly reputable national organization that has pledged to provide professional growth and advancement of individuals working in the drafting community. As part of our commitment to ensure the continued professional growth of our students, TPCC will provide you with membership information.

Program Cost:

The program cost is $6500.00. This price includes tuition, registration, and textbooks.

Course Code	Course Title	Clock Hours
CO100	Introduction to Computers and Internet	32
CO102	Microsoft Office – Word	32
CO106	Fundamentals of Graphic Application	32
EN100	Principles of Drafting I	32
EN101	Principles of Drafting II	32
EN102	AutoCAD I	32
EN103	AutoCAD II	32
EN210	Principles of Mechanical Drafting I	32
EN211	Principles of Mechanical Drafting II	32

Computer Networking
288 - Clock Hours

Course Description:

This 18-week diploma program is designed to provide students with the necessary networking fundamentals to describe major components of a network system, describe the functions and operations of a network system such as Local Area Networks (LAN), Metropolitan Area Networks (MAN), Wide Area Networks (WAN), Virtual Private Networks (VPN), intranets, and extranets. Other learning skills include: describing the function, operation, and primary components of remote access services, wireless technologies, and optical networking. Upon successful completion of the program, graduates may be employed as Network Technicians. If you are interested in becoming a Cisco Certified Network Associate (CCNA), it is a separate process and requires an industry exam and an additional fee. For more information about these requirements, contact Cisco Systems, Inc.

Course Objectives:

- Provide the necessary skills and knowledge to integrate and apply Cisco based network concepts and theories.

- Provide the knowledge and understanding of the functions, operations, and primary components of various networks.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Program Cost:

The program cost is $7000.00. This price includes tuition, registration, and textbooks.

Course Code	Course Title	Clock Hours
CO207	Introduction to Networking	32
CO208	Network Types	32
CO209	Switching Fundamentals	32
CO210	TCP/IP	32
CO211	Routing Basics	32
CO212	WAN Technologies	32
CO213	Optical Networking	64
CO214	Voice, Video, and Data	32
Total Clock Hours		288

Computer Operations for Business
224 - Clock Hours

Course Description:

This 14-week diploma program is designed to provide students with the necessary computer skills to effectively function in a modern automated office using the latest business software. Students will learn the most popular and latest Microsoft Office applications and learn how to integrate and apply these skills to real-world examples. Upon successful completion of this program, graduates will have obtained the necessary skills to be employable as an Office Clerk, Personnel Clerk, Sales Agent Clerk, Data Processing Technician, Clerical Support, and Customer Service Representative.

Course Objectives:

- Provide the necessary skills and knowledge to utilize and integrate Microsoft Office Applications into a modern office setting.

- Provide the necessary skills and knowledge to practically apply general computer concepts and principles to real-life situations.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Program Cost:

The program cost is $5000.00. This price includes tuition, registration, and textbooks.

Course Code	Course Title	Clock Hours
CO100	Introduction to Computers and Internet	32
CO101	Keyboarding	32
CO102	Microsoft Office – Word	64
CO103	Microsoft Office – Excel	32
CO104	Microsoft Office – Access	32
CO105	Microsoft Office – Power Point	32
Total Clock Hours		224

Optical Networking Specialist
320 - Clock Hours

Course Description:

This 20-week diploma program is designed to provide students with the necessary knowledge and skills to teach you the latest techniques in fiber optic technology and learn the skills necessary to design, install, test, and maintain multimode and single mode fiber optic networks. Upon successful completion of the program, graduates may be employed as Optical Network Technicians. If you are interested in becoming a Cisco Optical Specialist, it is a separate process and requires an industry exam and an additional fee. For information about these requirements, contact Cisco Systems, Inc.

Course Objectives:

- Provide the necessary skills and knowledge to integrate and apply optical networking concepts and theories.

- Provide the knowledge and understanding of the functions, operations, and primary components of optical networks.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Program Cost:

The program cost is $7500.00. This price includes tuition, registration, and textbooks.

Course Code	Course Title	Clock Hours
CO221	Optical Networking Theory	64
CO222	Optical Networking Design	64
CO223	Optical Networking Applications	32
CO224	Building Optical Networks	64
CO225	Optical Network Maintenance & Tuning	32
CO226	Optical Network Management	64

Computer Technician
288-Clock Hours

Course Description:

This 18-week diploma program is designed to provide students with intensive hands-on learning to provide the skills necessary to install, configure, and upgrade computer systems; and troubleshoot, diagnose, and repair various computer hardware. Upon successful completion of the program, graduates may be employed as Computer Technicians. If you are interested in becoming A+ Certified, it is a separate process and requires an industry exam and an additional fee. For more information, contact Computing Technology Industry Association.

Course Objectives:

- Provide the necessary skills and knowledge to integrate and apply computer technician based concepts and theories to real-life problems and situations.

- Provide the knowledge and understanding of the functions, operations, and primary components of computers.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Program Cost:

The program cost is $7000.00. This price includes tuition, registration, and textbooks.

Course Code	Course Title	Clock Hours
CO215	Installation, Configuration, and Upgrading	32
CO216	Diagnosing and Troubleshooting	64
CO217	Preventive Maintenance	32
CO218	Motherboard, Processors, and Memory	32
CO219	Printers	32
CO220	Basic Networking	32
CO227	Operating System Fundamentals	32
CO228	Networks	32
Total Clock Hours		288

Construction Management Assistant
352 - Clock Hours

Course Description:

This 22-week diploma program is designed to provide students with an understanding and knowledge of organizing and managing the construction phase of people's efforts to improve their environment. This program is oriented toward assisting and providing support to construction managers through project scheduling, project coordination, project documentation control, and other associated construction management tasks. Upon completion of the program, graduates may be employed as Construction Management Assistants, Project Analyst, and Project Coordinators.

Course Objectives:

- Provide the necessary skills and knowledge to apply Construction Management principles and concepts.

- Provide the skills necessary to integrate Microsoft Office Applications into relative tasks associated with being in the field of Construction Management.

Internship Opportunities:

The college has formed an agreement with a private industry business partner to provide internship opportunities for this program, *as they become available*; to students who have either graduated from this program or are progressing through the program requirements satisfactorily.

Program Cost:

The program cost is $6500.00. This price includes tuition, registration, and textbooks.

Course Code	Course Title	Clock Hours
CO100	Introduction to Computers and Internet	32
CO101	Keyboarding	32
CO102	Microsoft Office – Word	32
CO103	Microsoft Office – Excel	32
CO104	Microsoft Office – Access	32
CO105	Microsoft Office – Power Point	32
CM200	Construction Management I	32
CM201	Construction Management II	32
CM202	Project Scheduling and Coordination	32
BU100	Oral and Written Business Communications	32
BO101	Business Office Procedures and Customer Care	32
Total Clock Hours		352

Non-Discrimination Policy

Technical Professional Career College does not discriminate in admissions, counseling, training, job placement, employment or in any activity on the basis of sex, age, race, disability, nationality or ethnic origin.

Student Visas

The school does not enroll students from other countries.

Dress Code

Students are expected to dress and conduct themselves in a manner consistent with the standards of professionalism that will reflect favorably upon the student, college, and prospective employers. The College reserves the right to dismiss or prescribe sanctions to any student whose attire is disruptive to the learning process of other students. Please note that shirts and shoes must be worn at all times.

Conduct Policy

Students shall, at all time, when on the school premises conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal.

Refund Policy

You have the right to a full refund plus the $75.00 registration fee up to five (5) business days from the day which you attend your first class. This includes the return of all equipment, including books and other materials. If the equipment and other materials are not returned, fair market value will be assessed and subtracted from the total refund. If cancellation occurs after five (5) business days from the first day of attendance, the $75.00 registration fee is non-refundable.

In addition, you may withdraw from a course after the cancellation period (fifth business day) and receive a pro rata refund for the unused portion of the tuition and other refundable charges. For example, if a student completes only 16 hours on a 32-hour course and paid $500.00 tuition, the student would receive a refund of $250.00. However, if there is any equipment including books and other materials that are not returned, fair market value will be assessed and subtracted from the refund amount.

$$\frac{\$500.00}{\text{amount paid for instruction}} \quad x \quad \frac{16 \text{ clock hours of instruction paid for but not received}}{32 \text{ clock hours of instruction for which the student has paid}} = \$250.00 \text{ Refund}$$

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fee. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of the cancellation or withdrawal.

Note: VA students this school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the Veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the course should bear to its total length.

The maximum non-refundable registration fee allowed by VA is $10.00 for non-accredited schools.

Record Retention Policy

Adequate and accurate records shall be maintained by Technical Professional Career College, in accordance with regulations adopted by the Bureau for Private and Postsecondary Vocational Education, and satisfactory standards shall be enforced relating to attendance, progress, and performance. These records will be maintained for a period of not less than five years at the proposed facility:

Technical Professional Career College
3911 North Cordoba Avenue, Suite A
Spring Valley, CA 91977

Calendar

For a calendar of courses, including beginning and ending dates please refer to the course schedule in the back of this catalog. Holidays on which there are no classes are observed on the following days:

New Year's Day	**Summer Break**
Martin Luther King, Jr. Day	**Labor Day**
Presidents' Day	**Columbus Day**
Spring Break	**Veterans' Day**
Independence Day	**Memorial Day**
Thanksgiving	**Winter Break**

Student Services

Student Services are under the direction of the Dean of Students. Responsibilities include: academic advising, personal advising, monitoring student attendance and academic performance, which include accountability for satisfactory progress assessment. The Student Services Department offers a variety of services:

- ❑ Lists of affordable housing
- ❑ Local public transportation routes and schedules
- ❑ Local medical/dental services
- ❑ Reference to personal counseling services
- ❑ A list of local childcare services

Placement Assistance

TPCC has established rapport with local employers who return to place job orders and hire these graduates. The placement officer works with both the employer and graduates to ensure a successful match.

TPCC is dedicated to providing job development and placement services for our graduates. These services are at the "heart" of our success and represent the entire reason for our existence. Therefore, all students will be encouraged to use our comprehensive job placement services.

Attendance Policy

Students should always remember that employers hire and promote employees who are reliable and prompt. Regular attendance at the college is an important part of the preparation necessary for employment.

Students are required to attend all scheduled classes. A minimum of 80% attendance of the total clock hours, per course, must be attained for the duration of your program of study in order to be eligible for graduation. If a student misses three (3) consecutive class days, the student must meet with a counselor before being allowed to return to class. However, if there is no improvement after the counseling, the Dean of Students in conjunction with the President will suspend or dismiss the student. Re-admittance will occur after a 30 day period when the conditions causing reprimand have been resolved.

Note: VA Students must meet the scheduled time frame for completion or they will be terminated.

Each instructor monitors attendance on a daily basis. Absences, tardiness, and leaving class early will be recorded and deducted from the overall attendance hours. Students entering class five (5) or more minutes after the scheduled class time are considered tardy. Four (4) tardies constitute one absence.

Leave of Absence

A Leave of Absence (LOA) will be considered and may be granted one-time at the discretion of the Dean of Students provided that:

1. The LOA does not exceed one hundred eighty (180) days.
2. The LOA is requested in writing.
3. The student is in good standing with the College.

A student requesting a Leave of Absence may request and complete a Leave of Absence Form, which is available in the Administrative Office.

Grading System

All grades are based on the result of oral, written, and practical examinations and assignments. Final grades are reported at the end of each class and are recorded as part of the student's transcript.

Standard Grading Scale

90-100	=	A	(Excellent)
80-89	=	B	(Good)
70-79	=	C	(Satisfactory)
60-69	=	D	(Poor)
59 & below	=	F	(Failing)
Incomplete	=	I	(Incomplete)
Withdrawal	=	W	(Withdrawal)
Transfer Credit	=	TC	(Transfer Credit)
Exam Credit	=	EC	(Exam Credit)

*A passing grade means receiving a "D" or higher.

Course Incomplete

An incomplete course will not be computed into a student's cumulative grade point average or into his or her completed credit hours. Removing a course incomplete from a student's record is at the discretion of the instructor and Dean of Students. A final grade will be recorded at the time that the work is completed or when the time limit for the work has expired. Also there may be a need for a work extension program which can only be authorized by the Dean of Students upon approval from the President.

Course Repetition

If a student has received a grade lower than a "C" on a test required for graduation, there is one (1) retake of that examination allowed. Any cases requiring a time extension beyond normal course times must be arranged with the Dean of Students.

Make-up Work

The student is responsible to making-up any and all classroom assignments missed, for whatever reason, in an appropriate and reasonable time limit. This discretion will be defined by the instructor or/and Dean of Students. However, any assignments missed due to instructor responsibility will be the exception to this rule.

Satisfactory Academic Progress

Student Academic Performance is evaluated monthly. Students must continually demonstrate satisfactory progress in order to continue his/her education at Technical Professional Career College. To maintain satisfactory progress, students must achieve a minimum academic standard, progress at a satisfactory rate toward course completion, and complete the program of study within 1.5 times the normal scheduled length of the program. The standards for academic progress consist of the following elements:

1. Maximum Program Length: A student in a program of study consisting of clock hours must not exceed more than 1.5 times the clock hours in the program. Any student who fails to complete a program of study within the stated 1.5 attempted clock hours may be placed on probation or dismissed from the institution.

    Note: VA students will receive benefit for only the approved program hours; no extension will be granted.

2. Evaluation Points: A student's academic progress will be evaluated at the end of 25%, 50% and 75% of the maximum time frame.

Satisfactory Academic Progress (Cont.)

3. Minimum Academic Achievement and Course Completion Standards: Students must maintain a minimum GPA and course completion standards at each evaluation point as indicated. Students achieving these standards are considered in good academic standing. A successful course completion standard at each evaluation point ensures that the student can successfully complete the program of study within the maximum time frame.

    Failure to meet the minimum standards at the evaluation point will result in the student being placed on academic probation (two weeks period). A student, who fails to meet the minimum standard (70%) by the end of the probation period, will be dismissed. Student enrolled in a 14 week program are limited to one probation period. However, students enrolled in the 18 – 22 weeks programs will be allowed a second probation period if appropriate.

4. Special or Mitigating Circumstances: The Dean of Students may waive interim satisfactory academic standards for special or mitigating circumstances outside the control of the student. The circumstances must be documented and the student must demonstrate that these circumstances had an adverse impact on the student's satisfactory progress in the program.

5. Re-enrollment will be approved only after evidence is shown to the director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

Academic Probation

A student will face Academic Probation for the following:

1. Attendance below 80% for two (2) consecutive courses
2. A cumulative GPA below 2.0
3. Three (3) unauthorized consecutive absences

Removal of Probation

A student will be removed from academic probation status for the following:

1. Attendance for a thirty (30) day period meeting the required 80%
2. Maintaining a 2.0 or higher GPA for a thirty (30) day period meeting the required minimum
3. Showing academic improvement as determined by the instructor

Withdrawal Policy

A student shall obtain a withdrawal from Technical Professional Career College when the student notifies the Dean of Students, in writing; of the date that he or she is withdrawing from the program or the date that the College determines the student will not be returning. The College will terminate a student who fails to return to classes within 21 calendar days.

Cancellation Policy

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.

The college will refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. The college will pay or credit refunds within 45 days of a student's cancellation or withdrawal.

This includes the return of all equipment, books and other materials. If the equipment and other materials are not returned, fair market value will be assessed and subtracted from the total refund. If cancellation occurs after seven days from the first day of attendance, the $75.00 registration fee is non-refundable. (See Refund Policy) If you need any additional cancellation forms, they will be provided by Dean of Students upon your request.

Cancellation shall occur when you give written notice of cancellation at the selected address of the college shown below. You may cancel this Agreement by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid to: **Technical Professional Career College, Attn: Mary Ann Watson, 3911 North Cordoba Avenue, Suite A, Spring Valley, CA 91977.**

Housing Assistance

Technical Professional Career College does not provide housing for students. However, ample housing accommodations are readily available in the surrounding area. Students are solely responsible for any agreements between themselves and the landlord.

Transportation

The College maintains public transportation information in the library, including bus schedules, maps, etc.

Handicap Accessibility

Technical Professional Career College is very sensitive and responsive to the needs of individuals with disabilities. As a result, we are committed to compliance with the Americans Disability Act (ADA).

Definition of a Clock Hour

Each clock hour equals one 50-minute class session.

Classroom Ratio

There are seven (3) classrooms to accommodate 90 students. The rooms are designed so that a student can work efficiently with their instructor and classmates. Lecture classes are limited to 15 students. Laboratory classes are designed so that each student receives hands-on training on equipment similar to what is being used in the business and industry. Each laboratory is equipped for a maximum of 10 students so every student receives the necessary time and attention to build experience and confidence.

Student-Teacher Ratio

Technical Professional Career College maintains a maximum student-teacher ratio of 10:1 in lab based classroom settings and 15:1 in lecture based classroom settings. These ratios reflect the college's commitment to maximize the learning potential for each student and to provide close instructor-student interaction throughout the program.

Credits from Previous Education or Training

Applicants requesting transfer credits must provide all documents needed for the college to make a determination. No all credits maybe transferrable. Documents and transcriptions will be evaluated and credit will be granted, as appropriate. All applicants will be notified of the evaluation result.

Notice Concerning Transferability of Credits
And Credentials Earned at our Institution

The transferability of credits you earn at Technical Professional Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate and credits you earn in one of our programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate credits' you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Technical Professional Career College to determine if your certificate credits will transfer.

Graduation Policy

Upon successfully completing the course or program, a certificate of completion or diploma will be awarded. To graduate, a student must maintain a minimum grade point average of a "C" average at the end of the program, complete at least 80% of the total program clock hours, and clear all financial obligations with the college before any certificate, diploma, or transcript will be issued.

Condition for Re-enrollment

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified. A administrative processing fee of $100.00 will be charges for re-enrollment.

Scholarship Provisions

Scholarships offered through Technical Professional Career College will be awarded in the form of training vouchers. They are awarded to students in recognition of their community involvement, and assessment score (Ability to Benefit). Our selection criteria are based on:

1. Community Involvement: The student must volunteer 40 or more hours a month to an approved community organization of their choice. Approval of a community organization may be obtained from the Dean of Students upon approval from the President. Also, the student must demonstrate proof of monthly participation.

2. Assessment Score: The student must score above average (35 or greater) on the ASSET Basic Skills Exam. This exam is designed to ensure that students will benefit from the training.

To receive this scholarship, students must apply on their own initiative. Notices of available scholarship programs are posted on the library bulletin board. Interested students should complete the application and return it to the college receptionist. Please note that the scholarship does not include the cost of program textbooks. This expense is the responsibility of the scholarship recipient. All applications will be reviewed and determined by the Dean of Students.

Tuition, Fees, and Financial Aid

All tuition and fees are due on the starting date of the program or scheduled course. Other arrangements may be available upon approval of the Finance Department.

The college does not offer Title IV Financial Aid or any state or federal financial aid funding programs. If a student obtains a loan to pay for their educational program, it is the student's responsibility to repay the full amount of the loan plus interest to their selected funding agency.

In accordance with Article 6, Section 98428 of the Bureau for Private Post-secondary and Vocational Education (BPPVE) California Education Code, Technical Professional Career College may withhold institutional services including grades, transcripts, and diplomas for students who are not current with their scheduled tuition payments.

English-as-a-Second Language

The college does not offer ESL instruction. However, the college will provide individuals with information regarding ESL services offered by other agencies or institutions.

Faculty and Qualifications

All courses are facilitated by qualified and highly trained professionals. To ensure this high level of training for our programs, we require instructors to possess a minimum of 5-years of progressive experience in a relative industry for the course being taught; an Associates' degree and three years of experience in a relative field, or a Bachelors degree in a relative field with one year of experience. Technical Professional Career College does not discriminate based on race, color, national, nor ethnic origin to all the rights and privileges, and activities generally accorded or made available to faculty or staff at the school.

Furthermore, instructors' have over eight years of related experience, BS to MS degreed, and/or a Business Owner (BO)in the related field of instruction.

Instructor Name	Qualifications	Programs
1. Bobby Johnson	BS Architecture/BO	Drafting/Construction Mtg
2. Fred Agbulos	AS Computer Science/BO	Computer Tech/Networking
3. Patrick Fishel	MS Rehabilitation Counseling/B.O.	Computer Concepts
4. Mary Ann Watson	MS Business Management/BO	Business/Accounting
6. Mary Ann Watson	MS Business Managemen/BO	Business/Accounting
7. Fernando Marquez	BS Civil Engineering/BO	Computer Aided Drafting
8. George Miller	10 Yrs Computer Tech/BO	Computer Tech/Networking

COURSE DESCRIPTIONS

Accounting Principles I (AC200)
This course is designed to provide students with an understanding of accounting fundamentals and concepts. Students will gain the knowledge and experience in journaling, posting, preparing trial balances, financial statements, and closing books of a small business.

Accounting Principles II (AC201)
Prerequisite: Accounting Principles I
This course is designed to provide students with an advanced understanding of accounting fundamentals and concepts. Students will gain the knowledge and experience in performing advanced related accounting functions.

Computerized Accounting I (AC202)
This course is designed to provide students with an understanding of computerized accounting fundamentals and concepts. Students will gain the knowledge and experience in performing automated accounting duties using popular accounting software.

Computerized Accounting II (AC203)
Prerequisite: Computerized Accounting I
This course is designed to provide students with an advanced understanding of computerized accounting fundamentals and concepts. Students will gain the knowledge and experience in performing advanced automated accounting duties using popular accounting software.

Oral and Written Business Communications (BU100)
This course is designed to provide students with an understanding of business communications in the modern office. This includes general office terminology, formal telephone techniques, effective speaking, and general business communication concepts. Also, students will learn an understanding of written business communications in the modern office. This includes general office correspondence formats, effective business writing, and grammar and punctuation.

Business Office Procedures (BU101)
This course is designed to provide students with an understanding of business communications in the modern office. This includes general office terminology, formal telephone techniques, effective speaking, and general business communication concepts. Also, students will learn an understanding of written business communications in the modern office. This includes general office correspondence formats, effective business writing, and grammar and punctuation.

Human Resource Administration (BU102)
This course is designed to provide students with an understanding of business communications in the modern office. This includes general office terminology, formal telephone techniques, effective speaking, and general business communication concepts. Also, students will learn an understanding of written business communications in the modern office. This includes general office correspondence formats, effective business writing, and grammar and punctuation.

Business Math (BU103)
This course provides students with an understanding and application of math concepts. This includes application of percentages, checking accounts and bank reconciliation, solving word problems, calculating mark-ups and mark-downs, and payroll and promissory notes.

10-Key Calculator (BU104)
This course provides students with an understanding of 10-key operation and emphasizes learning 10-key by touch, learning 10-key functions, and developing speed and accuracy.

Construction Project Management I (CM200)
This course is designed to provide students with an understanding of the management of field operations and administration of the construction contract. This includes learning about project organization, working with owners and design professionals, control of cash flow, procurement, and management of subcontractors, job records, contract changes, and payment procedures.

Construction Project Management II (CM201)
Prerequisite: Construction Management I
This course is a continuation of the concepts and principles discussed in Construction Project Management I and is designed to provide students with an understanding of the management of field operations and administration of the construction contract. This includes learning about project organization, working with owners and design professionals, control of cash flow, procurement, and management of subcontractors, job records, contract changes, and payment procedures.

Project Scheduling and Coordination (CM202)
This course is designed to provide students with an understanding of the management techniques used in controlling the time and cost of construction projects, including development of schedules and budgets, organization and presentation of project information, and updating and monitoring progress using critical path methodology.

Introduction to Computers and Internet (CO100)
This course provides a history of computers, from the early stages, to present the relationship of terminology and basic concepts of using windows-based operating systems.

Keyboarding (CO101)
This course introduces the student to keyboarding and basic formatting techniques. Emphasis is on mastery of the keyboard and development of basic keyboarding skills as a foundation for speed and accuracy.

Microsoft Office – Word (CO102)
Prerequisite: Introduction to Computers and Internet

This course provides an introduction to the most popular word processor in the business world. Students will learn basic word processing terminology and concepts, basic business application of the latest Microsoft Word software, and the tools and commands of this powerful word processing program.

Microsoft Office – Excel (CO103)
Prerequisite: Introduction to Computers and Internet
This course is designed to provide students with a basic understanding of spreadsheet terminology and concepts, basic business application of the latest Microsoft Excel software, and the tools and commands of this powerful spreadsheet program.

Microsoft Office – Access (CO104)
Prerequisite: Introduction to Computers and Internet
This course is designed to provide students with a basic understanding of database terminology and concepts, basic business application of the latest Microsoft Access software, and the tools and commands of this powerful database program.

Microsoft Office - PowerPoint (CO105)
Prerequisite: Introduction to Computers and Internet
This course is designed to provide students with a basic understanding of electronic presentation terminology and concepts, basic business application of the latest Microsoft PowerPoint software, and the tools and commands of this powerful presentation program.

Fundamentals of Graphic Application (CO106)
This course provides a general overview of graphic manipulation programs such as Photoshop and graphic layout programs such as PageMaker.

Network Types (CO208)
This course provides students with the knowledge and operations of various network systems such as local area networks (LANS), metropolitan area networks (MANS), wide area networks (WANS), virtual private networks (VPNS), intranets, and extranets.

Switching Fundamentals (CO209)
This course provides students with the knowledge and skills to configure advanced routing protocols, Local Areas Networks (LANS), and LAN switching.

TCP/IP (CO210)
This course provides students with technical aspects of TCP, IP, related protocols, and the environments in which these protocols operate.

Routing Basics (CO211)
This course provides students with the knowledge and skills to install, configure, customize, maintain and troubleshoot Cisco routers and components.

Wide Area Network (WAN) Technologies (CO212)
This course provides an emphasis in the development of knowledge and skills to design and configure advanced Wide Area Network (WAN) projects using Cisco IOS command set.

Optical Networking Theory (CO213)
This course provides students with an understanding of optical networking theory and application.

Voice, Video, and Data (CO214)
This course provides students with an understanding of the functions, operations, and primary components of voice, data, and video convergence.

Installation, Configuration, and Upgrading (CO215)
This course provides students with the knowledge and skills to identify, install, configure, and upgrade desktop computer modules and peripherals, following established basic procedures for system assembly and disassembly of field replaceable modules.

Diagnosing and Troubleshooting (CO216)
This course provides students with skills and knowledge to diagnose and troubleshoot common module problems and system malfunctions. This includes knowledge of the symptoms relating to common problems.

Preventive Maintenance (CO217)
This course provides the knowledge and skills of safety and preventive maintenance. With regard to safety, it includes the potential hazards to personnel and equipment when working with lasers, high voltage equipment, ESD, and items that require special disposal procedures that comply with environmental guidelines. With regard to preventive maintenance, this includes knowledge of preventive maintenance products, procedures, environmental hazards, and precautions when working on desktop computer systems.

Motherboard/Processors/Memory (CO218)
This course provides students with the necessary knowledge of specific terminology, facts, and ways and means of dealing with classifications, categories and principles of motherboards, processors, and memory in desktop computer systems.

Printers (CO219)
This course provides students with knowledge of basic types of printers, basic concepts, and printer components, how they work, how they print onto a page, paper path, care and service techniques, and common problems.

Basic Networking (CO220)
This course provides students with knowledge of basic network concepts and terminology, the ability to determine whether a computer is networked, knowledge of procedures for swapping and configuring network interface cards, and knowledge of the ramifications of repairs when a computer is networked. The scope of this topic is specific to hardware issues on the desktop and connecting it to a network.

Optical Networking Design (CO221)
This course provides an understanding of different optical network designs and their related application and function.

Building Optical Networks (CO222)
The purpose of this course is to provide hands-on training to teach students how to build high-speed optical networks.

Optical Networking Applications (CO223)
This course provides students with the knowledge and skills to analyze and implement optical networks for appropriate user application and function.

Optical Network Maintenance & Tuning (CO224)
This course provides students with the knowledge and skills to maintain and tune optical networks.

Optical Network Management (CO225)
This course provides students with the knowledge and skills to provide network management strategies and processes to existing optical networks.

Operating System Fundamentals (CO227
This course provides students with knowledge to effectively operate popular operating systems and provide the skills to install and maintain popular operating systems.

Networks (CO228)
This course provides students with practical application of setting-up networks and configuring computers for networking capability.

Certification Preparation (CP100)
This course is designed to prepare graduates for certifications for their program certifications.

Principles of Drafting I (EN100)
This course is designed to provide students with an understanding of drafting theories and practice. The course will cover drafting terminology and concepts, and drafting equipment and technology. Students will gain the basic knowledge of drafting terminology and equipment and will have hands-on experience in the practical application of drafting principles.

Principles of Drafting II (EN101)
Prerequisite: Principles of Drafting I
This course is designed to provide students with an advanced understanding of drafting theories and practice. Students will gain advanced knowledge of drafting principles through hands-on experience.

AutoCAD I (EN102)
This is an introductory course to the theories and practice of planning, design, and the application of AutoCAD as a practical drafting tool. This is a hands-on course with emphasis on graphic communications providing practical experience in the use of drafting tools and CAD equipment. Projects include geometric construction of various projections, sections, auxiliaries, dimensions, sketches, detailed drawings, and lettering that is practiced and applied using CAD procedures. Preparation of drawings through the use of operating system commands is applied and stressed.

AutoCAD II (EN103)
Prerequisite: AutoCAD I
This is an intermediate course to the theories and practice of planning, design, and the application of AutoCAD as a practical drafting tool and is a continuation of AutoCAD I. This is a hands-on course with emphasis on graphic communications providing practical experience in the use of drafting tools and CAD equipment. Projects include geometric construction of various projections, sections, auxiliaries, dimensions, sketches, detailed drawings, and lettering that is practiced and applied using CAD procedures. Preparation of drawings through the use of operating system commands is applied and stressed.

MicroStation I (EN104)
This course is designed to provide the knowledge of and experience necessary to have a fundamental control of the design/drafting industries' popular CAD software. This course covers all basic drawing and editing, utility commands, file management, and systems operations. Projects incorporate basic techniques of drawing, using MicroStation, to their respective professional discipline.

MicroStation II (EN105)
Prerequisite: Microstation I
This course is designed to provide advanced knowledge of and experience necessary to have a fundamental control of the design/drafting industries' popular CAD software. This course covers additional and more advanced drawing and editing, utility commands, file management, and systems operations. Projects incorporate basic techniques of drawing, using MicroStation, to their respective professional discipline.

Principles of Civil Drafting I (EN200)
An introductory course to the theories and practice of Civil Engineering planning, design, and application of AutoCAD as a practical drafting tool. This is a hands-on course with emphasis on graphic communications providing practical experience in the use of drafting tools and CAD equipment.

Principles of Civil Drafting II (EN201)
Prerequisite: Principles of Civil Drafting I
This course is a continuation of Civil Engineering Cad Drafting I. This is a progressively complex course that includes additional theories and practice of civil engineering planning, design, and application of AutoCAD as a practical drafting tool.

Principles of Architectural Drafting I (EN202)
This is an introductory course to the theories and practice of Architecture planning, design, and application of AutoCAD as a practical drafting tool. This is a hands-on course with an emphasis on graphic communications providing practical experience in the use of drafting tools and CAD equipment.

Principles of Architectural Drafting II (EN203)
Prerequisite: Principles of Architectural Drafting I
This course is a continuation of Architecture Cad Drafting I. This is a progressively complex course that includes additional theories and practice of architecture planning, design, and application of AutoCAD as a practical drafting tool.

Principles of Electrical Drafting I (EN204)
This is an introductory course to the theories and practice of Electrical Engineering planning, design, and application of AutoCAD as a practical drafting tool. This is a hands-on course with an emphasis on graphic communications providing practical experience in the use of drafting tools and CAD equipment. Topics include geometric construction of various projections, sections, auxiliaries, dimensions, sketches, detailed drawings, and lettering that is practiced and applied using CAD procedures, basic floor plans, elevations and perspective projections, principles of building projects incorporating material specifications, and legal and building code requirements.

Principles of Electrical Drafting II (EN205)
Prerequisite: Principles of Electrical Drafting I
This course is a continuation of Electrical Engineering Auto Cad Drafting I. This is a progressively complex course that includes theories and practice of Electrical Engineering planning, design, and application of AutoCAD as a practical drafting tool. This is a hands-on course with an emphasis on graphic communications providing practical experience in the use of drafting tools and CAD equipment. Topics include geometric construction of various projections, sections, auxiliaries, dimensions, sketches, detailed drawings, and lettering that is practiced and applied using CAD procedures, basic floor plans, elevations and perspective projections, principles of building projects incorporating material specifications, and legal and building code requirements.

Principles of Dry Utility Drafting I (EN206)
This is an introductory course to the theories and practice of Dry Utility Engineering planning, design, and application of AutoCAD as a practical drafting tool. This is a hands-on course with an emphasis on graphic communications providing practical experience in the use of drafting tools and CAD equipment.

Principles of Dry Utility Drafting II (EN207)
Prerequisite: Principles of Dry Utility Drafting I
This course is a continuation of Dry Utility Engineering Cad Drafting I. This is a progressively complex course that includes additional theories and practice of Dry Utility Engineering planning, design, and application of AutoCAD as a practical drafting tool.

Principles of Landscape Architectural Drafting I (EN208)
This is an introductory course to the theories and practice of Landscape Architecture planning, design, and application of AutoCAD as a practical drafting tool. This is a hands-on course with an emphasis on graphic communications providing practical experience in the use of drafting tools and CAD equipment.

Principles of Landscape Architectural Drafting II (EN209)
Prerequisite: Principles of Landscape Architectural Drafting I
This course is a continuation of Landscape Architecture Cad Drafting I. This is a progressively complex course that includes additional theories and practice of Landscape Architecture planning, design, and application of AutoCAD as a practical drafting tool.

Principles of Mechanical Drafting I (EN210)
This is an introductory course to the theories and practice of Mechanical Engineering planning, design, and application of AutoCAD as a practical drafting tool. This is a hands-on course with an emphasis on graphic communications providing practical experience in the use of drafting tools and CAD equipment.

Principles of Mechanical Drafting II (EN211)
Prerequisite: Principles of Mechanical Drafting I
This course is a continuation of Mechanical Engineering Cad Drafting I. This is a progressively complex course that includes additional theories and practice of Mechanical Engineering planning, design, and application of AutoCAD as a practical drafting tool.

Technical Professional Career College
Program Start Dates

January 6, 2014 - February 16, 2014 Term Starting Dates

Term I	**Term II**
Jan 6 to Jan 16, 2014	Feb 3 to Feb 13, 2014
Jan 20 to Jan 30, 2014	Feb 17 to Feb 27, 2014

Term III	**Term IV**
Mar 3 to Mar 13, 2014	Mar 31 to Apr 10, 2014
Mar 17 to Mar 27, 2014	Apr 28 to May 8, 2014

Term V	**Term VI**
May 12 to May 22, 2014	Jun 16 to Jun 26, 2014
Jun 2 to Jun 12, 2014	Jul 7 to July 17, 2014

Term VII	**Term VIII**
July 21 to July 31, 2014	Aug 18 to Aug 28, 2014
Aug 4 to Aug 14, 2014	Sep 8 to Sep 18, 2014

Term IX	**Term X**
Sep 22 to Oct 2, 2014	Oct 20 to Oct 30, 2014
Oct 6 to Oct 16, 2014	Nov 3 to Nov 13, 2014

Term XII
Nov 17 to Dec 4, 2014
Dec 8, 2013 to Dec 18, 2014

_____

NEW YEAR

Term I	**Term II**
Jan 5 to Jan 15, 2015	Feb 2 to Feb 12, 2015
Jan 19 to Jan 29, 2015	Feb 16 to Feb 26, 2015

School is closed on the following dates:

Spring Break: Apr 14, 2014 to Apr 24, 2014
Summer Break: Jun 30, 2014 to July 4, 2014
Winter Break: December 22, 2014 to January 2, 2015

In-service Training: May 26, 2014 to May 30, 2014, September 1, 2014 to September 5, 2014 and November 24, 2014 to November 28, 2014

From CA-125 South

1. From **CA-125 North** take the right fork onto **CA-94 East** M L KING JR FWY
2. Take the **KENWOOD DR/CASA DE ORO** exit
3. Turn Left on **KENWOOD DR and BEAR RIGHT ON CAMPO ROAD**
4. Turn Left on **NORTH CORDOBA AVENUE**
5. Arrive at **3911 NORTH CORDOBA AVENUE,** SPRING VALLEY, on the Right

From CA-125 North

1. From **CA-125 South** take **Spring Street** exit onto **CA-94 East** M L KING JR FWY
2. Take the **KENWOOD DR/CASA DE ORO** exit
3. Turn Left on **KENWOOD DR and BEAR RIGHT ON CAMPO ROAD**
4. Turn Left on **NORTH CORDOBA AVENUE**
5. Arrive at **3911 NORTH CORDOBA AVENUE,** SPRING VALLEY, on the Right
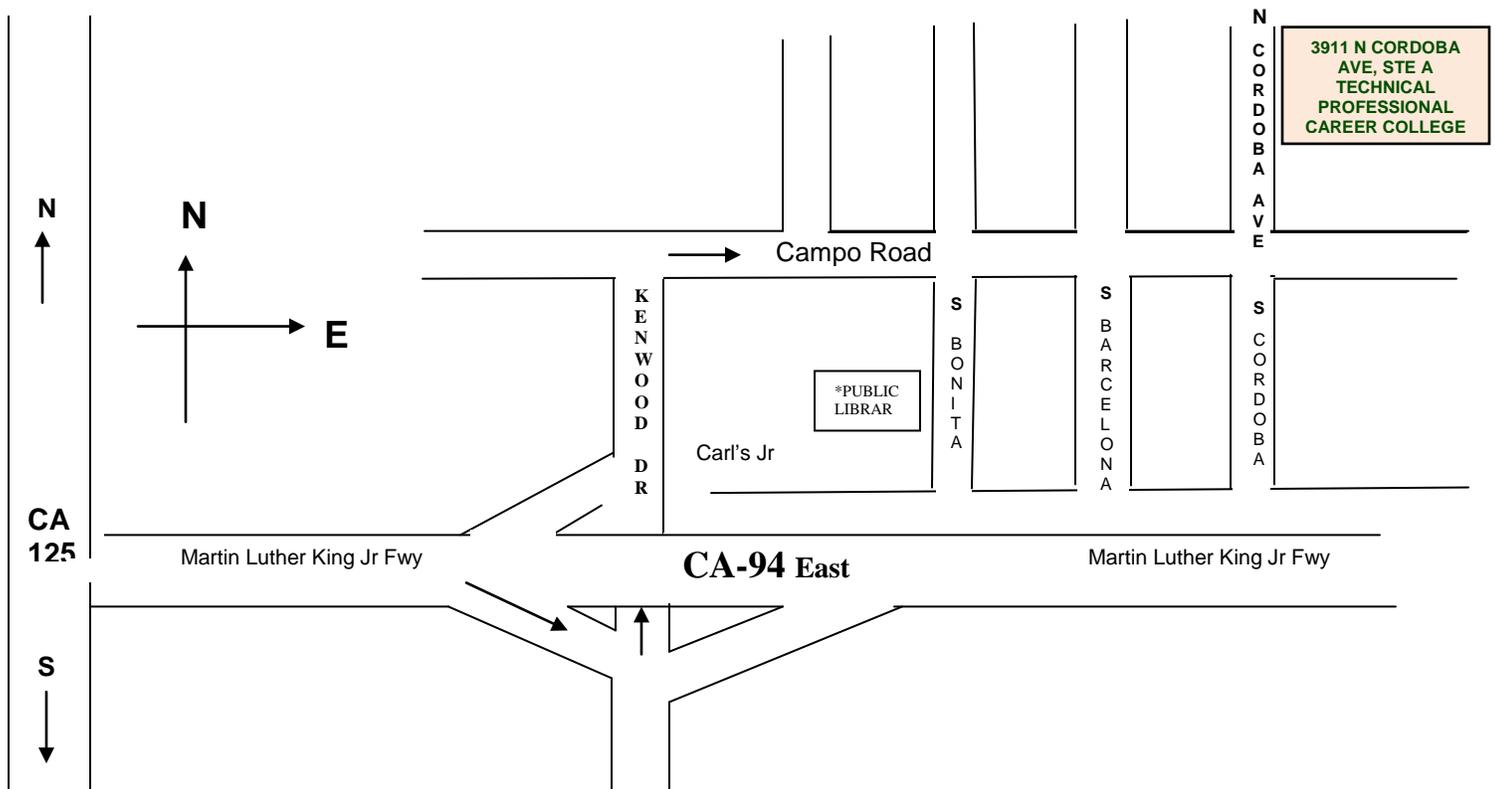
*Casa de Oro Branch Library

9805 Campo Rd., #180
Spring Valley, CA 91977
(619) 463-3236

ADA Accessible

TECHNICAL PROFESSIONAL

CAREER COLLEGE

3911 North Cordoba Avenue, Suite A
Spring Valley, CA 91977

Phone: (619) 466-4654 • Fax: (619) 466-4917

Email: president@ tpccollege.com • Web: www.tpccollege.com