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2019 School Catalog

**VOCATIONAL / OCCUPATIONAL DIVISION &
Vocational / Vocational Skill Development Training
Services**

For January 1st 2019 to December 31st 2019
Updated regularly; Last updated: 12/25/2018

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RTC College

10427 San Sevaine Way Suite A

Jurupa Valley, CA 91752

(866) 580-6550

Vol. 8, No. RTC/Full

ast Date Revised: December 25 2017

Our internet website provides the following:

A school catalog, the school performance fact sheet for each course offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) and a link to the Bureau's website: www.bppe.ca.gov
 Students and prospects are encouraged to visit our website and view or print the school's catalog, the school's performance fact sheet and the annual report.

GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT

Riverside Training Center is approved to operate by the Bureau for Private Postsecondary Education (BPPE) *Approval indicates the compliance with state standards as set forth in the education codes and perspective students are advised that its current application for re-approval has not yet been reviewed. RTC College is a private institution.

Vocational Course approval must be renewed and is subject to continuing review:

- **Computer Service & Repair**
- **Microcomputer Applications**
- **Printing Graphics and Design**
- **Early Childhood Education**
- **Automotive Electrical Repair/Fuel Injection/Tune-up**
- **Solar Energy System Installation**
- **Electrical Wiring Technician- Industrial**
- **Electrical Wiring Technician-Residential**
- **Electrical Wiring Technician –Commercial**
- **Computer Repair**
- **Computer Operations**
- **Digital Photography/Video Editing**
- **Engine Performance**
- **Automotive Electrical**
- **General Automotive Mechanic**
- **On Board Diagnostics (OBD-II)**
- **Transmission Service and Repair**
- **Automotive Air-Conditioning Service**
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- **Family Home Daycare**
- **Cosmetology**
- **Barbering**
- **Skin Care**
- **Nail Care**
- **Nail Care**

APPROVAL DISCLOSURE STATEMENT

* *RTC College does not offer English as a Second Language courses*

Note: All RTC College programs are taught in Spanish unless English only Class.

Instruction is in residence with a facility occupancy level that 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 Self-development & Vocational students is 12, for rehabilitation, 12.

Per California statute, a student, who successfully completes a course of study, will be awarded an appropriate Certificate of Completion, or Diploma verifying that fact.

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.

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.

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:

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833
Phone: (916) 431-6959—Toll Free: 1 (888) 370-7589-Fax: (916) 263-1897
Website: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov

Persons seeking to resolve problems or complaints should first contact the classroom instructor. Requests for any further action(s) may be made to the Operations Coordinator, Lucia Mendoza.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website www.bppe.ca.gov

Bureau Address:

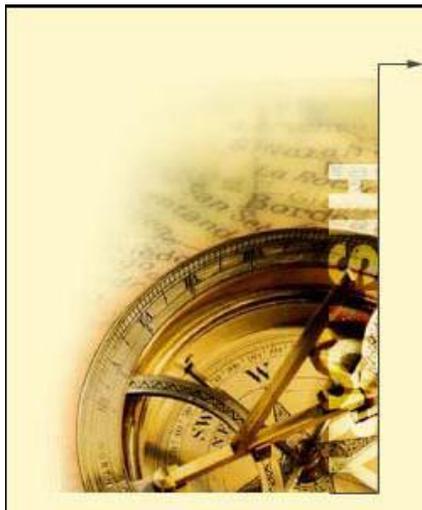
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833
Phone: (916) 431-6959—Toll Free: 1 (888) 370-7589-Fax: (916) 263-1897
Website: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov

All information in the content of this school catalog is current and correct as is so certified as true to the best of his/her knowledge and belief by Lucia Mendoza.

Lucia Mendoza,
Director

GENERAL INFORMATION

HISTORY



On March 2001 RTC College, was founded in Moreno Valley to provide service to the Riverside County area. The quality of its educational programs together with the great variety of material brought from all parts of the world, have made RTC College challenging new beginning to provide quality educational service to the growing Hispanic community in the greater riverside county area. BPPVE (now BPPE), licensed institutions operated out of one facility to better serve its population

RTC College, through its Technical Training and beauty courses has collaborated with a number of established institutions to establish job training programs. These programs created on the basis of instructions from around the world.

RTC College has developed its technical courses based on a planned structure that matches and takes into consideration the changes and the needs of the modern market. RTC College, studies the needs of the market and job availability, in order to assist students that are searching for employment.

RTC College, 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. RTC College has not filed for nor has had a pending petition for bankruptcy in the past five years

RTC College, in Jurupa Valley, California was founded in 2001 to provide vocational and technical training and education to the Hispanic community of the Moreno Valley/ Riverside area. We developed courses and programs to fulfill their education and training needs. In addition to occupational programs, we offer specific subject area training for Vocational / Vocational Skill Development and other non-vocational purposes. All courses are taught in Spanish or English.

RTC College is operated by an experienced staff recognized for quality training by public and private agencies and employers.

PERSONAL DEVELOPMENT DIVISION

RTC College offers courses through its Vocational Skill Development Division. This separate division was established in 2001. Topics covered include, Computer literacy, Minor auto repair and maintenance, electrical servicing, and Personal style. Other topics may be added from time to time to meet the needs of the Hispanic community in the Riverside area. Ask for a Personal Development Catalog or contact the Admissions Office for more information

GENERAL INFORMATION

FACILITIES

RTC College, is located in Jurupa Valley, California, has a modern premises carefully designed to create a learning environment within walking distance of the bus and Metro train stops for RTA, business, stores and a variety of places to eat, near our facility.

RTC College provides parking for its students outside the premises. The modern, building has classrooms, shop area, administrative office, student, resource and reception area. Offices are conveniently located with classrooms very suitable for up-to 12 students each. The classroom for Microcomputer Applications, Computer Operation are designed and equipped for up-to 12 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 any and all 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 includes: audio/video and overhead projectors. Laboratory equipment computers . Mechanics shop equipment includes: testing equipment, hands-on parts and accessories, analyzers and computer diagnostic equipment. And has all the necessary equipment for our cake decorating and pastry program.

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

MEMBERSHIPS

The RTC College staff is active participants in the Organization of Bilingual South California Chamber of Commerce.

IN-HOUSE COMPLAINT POLICY

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

GENERAL INFORMATION

ADMINISTRATORS	
Lucia Mendoza	Director of Education
Guadalupe de la Cruz	Associate Director
Carmen Castro	Administrative Assistant/Placement
Melissa Zapata	Records Department
Sofia Fernandez	Admission
FACULTY	
Lucia Mendoza	Director ; Over 40 years' experience in administration <i>Professional Qualifications and Experience</i>
Agustin de la Cruz	Associate Director, Over 17 years' Experience in administration <i>Professional Qualifications and Experience</i>
Agustin de la Cruz	Instructor; Computer Education, Computer repair, <i>Professional Qualifications and Experience</i>
German Flores	Instructor; Automotive Electrical, General Automotive Mechanic, Engine Performance, OBD-II, Transmission Service and Repair Automotive Electrical, Fuel Injection & Tune-Up, <i>Professional Qualifications and Experience</i>
Juan Carlos Cedeno	Instructor; Automotive Electrical, General Automotive Mechanic, Engine Performance, OBD-II, Transmission Service and Repair Automotive Electrical, Fuel Injection & Tune-Up. <i>Professional Qualifications and Experience</i>
Osvaldo Vargas	Instructor; Electrical Wiring Technician for Residential and Commercial <i>Professional Qualifications and Experience</i>
Silvia Bautista	Instructor: Cake Decorating
Elizabeth Torres	Instructor: Event Planning and Pastry
Laura Castro Lourdes Padilla Patricia Monroy	Instructor: Cosmetology, Barber, Esthetician, Manicurist
Roger Ortiz Marisol Villasenor	Instructor: Hair, Make-up and Nail Courses
Laura Castro	Cosmetology Instructor
Giovanna Amaro	Barbering Instructor

Katiria Enriquez	Skin Care Instructor
Giovana Amaro	Nail Care Instructor

ADMINISTRATIVE POLICIES

PHILOSOPHY AND GOALS (MISSION STATEMENT)

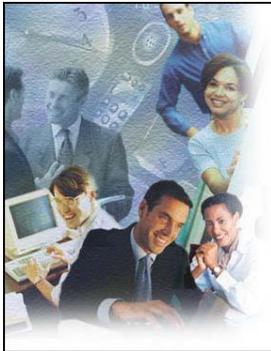
RTC College is a private educational institute offering comprehensive programs of career-oriented vocational and self-improvement education. The College seeks to develop professional level skills in individuals for obtaining maximum employment opportunities or for Personal Growth which is enhanced by the close interaction of the instructors, students, administration & staff. For the courses that offer Licensure, we strive in preparing our student to Pass the State Licensing Exam and also to prepare them for an Entry Level Position in their field of Study.

It is RTC College, objective to train individuals in the fields of Automotive Repair & Office Administration/Computer Operation In order to achieve this goal the staff & faculty are committed to:

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

ADMISSIONS/PROCEDURES

The programs offered by the RTC College, are open to men and women with a desire to become skilled in their chosen field. Applicants must be over the age of 17 and possess a high school diploma or a GED or its equivalent, or demonstrate the Ability To Benefit from the training offered. The School determines whether an applicant is qualified for admission through evaluation and interview assessment for physical capacity. The TABE is the ATB tests are used to determine their aptitude and adaptability to learning and "Ability To Benefit" as well as for required Capacity to Benefit exam. TABE minimum scoring is accepted for Admission, based on TABE scoring standards. Administered in English or Spanish dependent on perspective student request and language of the program to be taken. Each candidate is toured, and advised to determine their aptitude for the desired occupation. An Applicant may observe classes for a day prior to deciding on enrollment. If a determination is made that the applicant is eligible for admission, Enrollment and registration can be arranged at the applicant/counselor request.



As part of our Admissions policies, this is our policy regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students: “Our Institution does not have an articulation agreement, between our institution and any other College or university that provides for the transfer of credits earned in the program of instruction.”

ADMINISTRATIVE POLICIES

CREDIT FOR PRIOR EDUCATION OR TRAINING

A student wishing to receive credit for prior education or employment must submit copies of school transcript (s) demonstrating 3.5 GPA proficiency and/or relevant work history to the Admissions Office for school review, as well as successfully pass the module test at no less than 80%, (at no cost). Outside Training which may be accepted includes ACE Automotive Certification of Excellence or similar. The school at the Director's discretion RTC COLLEGE may accept credit for directly relevant courses and/or employment history, which is equivalent to the chosen program training up-to a maximum of one class module, within the students selected program area. Prospective students may Appeal any decision directly to the school Director in writing prior to enrollment. School Costs would be 100% prorated for the module hours credited.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at (RTC College) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (ANY RTC College program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (RTC College) to determine if your (credits or degree, diploma or certificate) will transfer."
RTC College has not entered into any agreement with any college/university for acceptance of credit.

NON-DISCRIMINATION POLICY

RTC College 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 5:30 p.m. and 10:00 p.m. weekend hours are scheduled on an as needed basis. Less than half time class schedules are available. Ask for the specific Schedule for the class you are interested in attending in our College.



Graduation occurs following completion of course requirements as described in the Curriculum section of this catalog.

Classes are not scheduled on the following holidays: Martin Luther King's Birthday, President's Day, 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 length of RTC College, subject of study is 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.

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 advice of an absence or tardy, just as it is necessary to inform an employer.

A. Absence

Satisfactory attendance must be maintained. All coursework missed due to absences must be made up. One un-excused absence or 5 total absences per month are considered excessive. Excessive absences will create 30 days probation and non-correction during probation, may be cause for dismissal.

B. Tardiness

Tardiness is a disruption of a good learning environment and is discouraged. Tardiness is defined as arriving more than 5 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 five 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 60 days will only be granted for verified medical reasons for a period of up to 120 days. Students are required to attest to their understanding of the RTC College, Leave Of Absence policy and procedures for returning after the Leave Of Absence.

ACADEMIC POLICIES

ATTENDANCE POLICY

E. Make-up Work

Students must arrange make-up time for course work missed with the instructor and have completed within 30 days from assignment (s) date; 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 affirmation that the actions which caused the suspension will not occur again.

GRADING AND PROGRESS SYSTEM

Student progress is evaluated using oral, written, and practical tests and projects 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 under 2.0 or below the student's training may be interrupted. A student has 30 days to correct an incomplete grade or the applicable grade will be assigned an F.

Re-enrollment may only be approved after evidence is submitted that conditions which caused the interruption have been rectified the suspension will not occur again.

STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

General Statement

The Higher Education Act mandates that institutions of higher education establish minimum standards of "SATISFACTORY ACADEMIC PROGRESS" for students receiving financial aid. The Institute applies these standards to all students, regardless of whether or not they are financial aid recipients.

Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated with the performance standards set by the Institute.

ACADEMIC POLICIES

THE ELEMENTS OF SATISFACTORY OF SATISFACTORY PROGRESS

1. Students are graded as they complete units 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. To maintain Satisfactory Academic Progress, a student must achieve a cumulative grade average of 2.0 or better at 25% of the course; a 2.0 at 50%; and at least a 2.0 at completion and for graduation.
2. To maintain Satisfactory Academic Progress, a student attending on a full time basis has maximum time frame of one and one-half scheduled course duration in which to earn their graduation certificate. The time frames are based upon full time attendance and will be adjusted, on a pro-rata basis, in the event, the student changes from one curriculum/schedule to another. All students will be evaluated upon completion of each quarter of the stated course time to determine if, on a percentage basis, the student has made sufficient progress towards the course objectives, the obtaining of a certificate and the completion of the entire curriculum within the maximum time frame expressed in the prior paragraph.
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 REDEDIATION

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 will be placed on academic probation for the next 24% of the course. If, at the end of the probationary period, the student has not corrected the progress deficiencies, the student shall be deemed ineligible for financial aid awards and may be subject to expulsion at the discretion of the School Director. In that event the student will not be permitted to graduate until the progress deficiencies are corrected. In order to graduate, the student will then be obligated to extend their course of study by up to 25%. If, at the end of that period, the student as not corrected the deficiencies

and met all other criteria necessary for graduation, the student shall be subject to expulsion at the discretion of the School Director.

A student placed on academic probation or deemed not to be making satisfactory academic progress may review the determination and may appeal the determination through the School Director whose judgment in this matter shall be final, conclusive and binding.

ACADEMIC POLICIES

ACADEMIC REVIEW AND APPEAL PROGRESS

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/RIGHTS 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 no more than a 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.

GRADUATION REQUIREMENTS

Upon completion of all classroom and practical/laboratory education and training with a grade average of no less than 70%, with at least 80% program attendance completion the student will be issued a Diploma attesting to his/her successful completion.



COURSE DURATION

Courses are measured in clock hours of supervised instruction although credit hours are tracked. 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. The Maximum course duration is one and one-half times the scheduled course length.

DESCRIPTION OF HOURS

For the purposes of attendance, a class hour is defined as 50 minutes. A quarter-credit hour is internally recognized for every 20 hours of instruction.

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: emergency support services, child care, housing, transportation, etc., are available to students who qualify through various agencies under contract with **RTC College**, 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 is provided to graduates at no additional charge. However, no guarantee for employment or any level of wages or income is made. The school maintains an active placement staff that will assist graduates and candidates for employment in obtaining an interview with potential employers.

Classes are provided where special attention is given to such topics as resume preparation, the job search, interview techniques, how to retain employment, and advance in their occupation.

EMPLOYMENT PREPARATION SEMINAR

This 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. All Students must complete the following Requirements:

EMPLOYMENT PREPARATION COMPONENT

Student must complete the Employment Preparation Component:

- | | |
|--------------------------|---------|
| ▪ Employment Preparation | 1 hour |
| ▪ Placement Orientation | 1 hour |
| ▪ Interview Techniques | 1 hour |
| ▪ Application & Resume | 2 hours |
| ▪ Professional Growth | 1 hour |

PERSONAL DEVELOPMENT SEMINAR

This training is to guide 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 seminar is to show the student how to turn goals into reality

NOTE: RTC College has no responsibility to find or assist a student in finding housing. The school is a non-residential institution.

RTC College does not provide distance education.

RTC College offers student/graduate library resources with materials and relevant to the fields of study offered as well as access to the internet for academic or job seeking purposes. Library access is available during all normal hours of operation.

TUITION AND FEES

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes. Payments may be made in cash, check, or loan proceeds. "Charge" methods are not accepted. Scheduled Payments must be made in accordance with any contractual agreements made. Delinquent tuition may at the discretion of school director be cause for dismissal-Standard business collection procedures will be followed including possible credit agency reporting debt transfer and no completion certificate issued while debt outstanding.

FINANCIAL ASSISTANCE

For those students requiring financial assistance to enroll in a school program, a School (in house) tuition loan may be available for those who qualify. Additionally, 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.

NOTE: RTC College, does not participate in Federal Title IV financial aid Programs.

RTC Collage, participates with the, BPPE Student Tuition Recovery Fund; Therefore a charge of \$0.00 per every \$1000.* of tuition is accessed, and paid for by the student to the state of California STRF Fund and is a Non-Refundable charge

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

STUDENTS RIGHT TO CANCEL 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, the 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 enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail 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. The school will consider a no show/student that never starts training or a rejection of an enrolled student, as a school cancellation; subject to all conditions listed in this policy. 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 any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, the 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 enrollment, whichever is later, the School will remit a refund less a registration fee, if applicable, not to exceed \$75.00 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), Note: leave of absences must be limited to 180 days Accumulated in a calendar year. 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 & to whom the refund was made.

Refund: You are obligated to pay only for educational services rendered and for unreturned equipment. The refund for up to 60% of scheduled course completion 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 number of hours of instruction for which you have paid. NOTE: Full tuition is 100 percent earned after 60% of scheduled course completion. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. 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 this 10 days period, the school may offset against the refund the documented cost for that equipment. You shall be liable for the amount, if any, by which the document 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 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.

Refund Example: Hypothetical Refund Example: Assume a student, upon enrollment in a **650** course, pays **\$3700.00** for tuition, **\$100.00** for registration, and **\$150.00**, documented cost to School, for equipment as specified in the agreement and withdraws after completing **200** hours without returning the equipment he/she obtained. The Pro-Rata Refund to the Student would be **\$1042.31** based on the calculation stated below. If the student returns the equipment in good condition within 10 days following his/her withdrawal, the School shall refund the charge of equipment paid by the student.

\$3925.00	-	\$100.00	x		=	\$1192.31
Amount paid for instruction 3700.00 tuition plus \$100.00 Registration & 150.00 books		Registration fee amount School may retain		200 clock hours instruction paid for but not received ----- 650 clock hours instruction for which the student has paid		initial refund
		- \$150.00			=	\$1042.31***
		Deducted for unreturned equipment				Actual Refund Amount

***If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual amount of refund, to the Student would be **\$1192.31 (\$1042.31 + \$150.00)**.

NOTICE: Any holder of this consumer credit contract is subject to claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

GENERAL TERMS:

- This agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized and is valid for a 12 month period.
- All expenses incurred while traveling to and from the school, food, and lodging will be the Student's responsibility.
- All textbooks and training materials for selected course will be supplied by the School at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the Student.
- Diplomas or Certificates of Completion will only be issued after successful completion of entire program & all tuition fees are paid in full
- Excessive absences, poor Grades or Conduct maybe cause for dismissal.
- School reserves the right to postpone training in event of Act of God, Labor Disputes, Equipment failure, etc.; The School further reserves the right to withdraw a scheduled course if registration is insufficient for a class. Students will be notified and/or all fees refunded in this event
- Placement assistance may be provided. However, it is understood that the School cannot promise or guarantee neither employment, nor any income level to any Student or graduate.

- If the 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.
- 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 If 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) 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.

ENGLISH AS A SECOND LANGUAGE

The College **does not** provide instruction for English as a Second Language, and neither does it provide services for obtaining a visa. **All instruction is provided in the English and Spanish language ONLY. (The student must have the ability to read and write English at the level of a Graduate of a US High School as demonstrate by the possession of such High School Diploma, GED or passage of the California High school proficiency exam.) For Spanish speaking, the studnt must have the ability to read and write Spanish at a level of a Graduate form the equivalency of a US High School and that is demonstrated by the possession of such Equivalency of the US High School.**

The College reserves the right to refuse admission to any applicant who does not meet the College's established criteria for admission.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

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

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

COURSE OF STUDY AND FEES

VOCATIONAL PROGRAMS–ENGLISH/SPANISH

COURSE	HRS.	REG. FEE	TUITION	BOOK/ SUPPLIES	TOTAL	OPTIONAL MATERIALS
Cake Decoration	400	\$150.00	\$5,850.00		\$6,000.00	-
Computer Service and Repair	400	\$150.00	\$5,850.00		\$6,000.00	-
Microcomputer Applications	450	\$150.00	\$5,850.00		\$6,000.00	
Printing Graphics & Design	400	\$150.00	\$5,850.00		\$6,000.00	-
Early Childhood Education	400	\$150.00	\$5,850.00		\$6,000.00	-
Automotive Electrical Repair/Fuel Injection/ Tune up	620	\$150.00	\$5,850.00		\$6,000.00	\$500.00 for tools
Solar Energy System Installation	120	\$150.00	\$1,050.00	-	\$1,025.00	-
Electrical Wiring Technician-Residential	100	\$150.00	\$1,100.00	-	\$1,250.00	-
Electrical Wiring Technician-Commercial	100	\$150.00	\$1,100.00	-	\$1,250.00	-
Electrical Wiring Technician-Industrial	100	\$150.00	\$1,100.00	-	\$1,250.00	-
Computer Repair	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Computer Operations	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Digital Photography/Video Editing	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Engine Performance	100	\$150.00	\$1,100.00	-	\$1,250.00	-
Automotive Electrical	100	\$150.00	\$1,100.00	-	\$1,250.00	-
General Automotive Mechanic	100	\$150.00	\$1,100.00	-	\$1,250.00	-
On Board Diagnostics (OBD-II)	30	\$150.00	\$440.00	-	\$590.00	-
Transmission Service and Repair	80	\$150.00	\$800.00	-	\$950.00	-
Automotive Air-Conditioning Service	60	\$150.00	\$600.00	-	\$750.00	-
Automotive Stereo and Sound Installation	100	\$150.00	\$1,100.00	-	\$1,250.00	-
Event Planning and Pastry	400	\$150.00	\$5,700.00	\$150.00	\$6,000.00	-

COURSE OF STUDY AND FEES (continued...)

VOCATIONAL PROGRAMS–ENGLISH/SPANISH

COURSE	HRS.	REG. FEE	TUITION	BOOK/ SUPPLIES	TOTAL	OPTIONAL MATERIALS
Cake Decorating	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Cake Decorating	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Jell-O Design	60	\$150.00	\$525.00	-	\$675.00	-
Pastry and Baking	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Marshmallow Design for Bon Bons	60	\$150.00	\$525.00	-	\$675.00	-
Balloon Arrangements	40	\$150.00	\$350.00	-	\$500.00	-
Flower Arrangement Design	80	\$150.00	\$1,000.00	-	\$1,150.00	-
Nail Art & Decoration	100	\$150.00	\$1,100.00		\$1,250.00	
Hairstyling Techniques	100	\$150.00	\$1,125.00	-	\$1,275.00	-
Eyelash Extension Application	40	\$150.00	\$350.00	-	\$500.00	-
Professional Make-up Techniques	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Professional Modeling Techniques	100	\$150.00	\$1,500.00	-	\$1,800.00	-
Hair, Make-up and Nails Course	400	\$150.00	\$5,850.00		\$6,000.00	-
Cosmetology	1600	\$150.00	\$6,850.00	\$1,500.00	\$8,500.00	-
Barbering	1500	\$150.00	\$5,850.00	\$1,500.00	\$7,500.00	-
Skin Care	600	\$150.00	\$5,225.00	\$625.00	\$6,000.00	-
Nail Care	600	\$150.00	\$4,500.00	\$500.00	\$5,150.00	-
Nail Care	400	\$150.00	\$3,000.00	\$500.00	\$3,650.00	-
Family Home Daycare	80	\$150.00	\$700.00	-	\$875.00	-

- **ENGLISH CONVERSATION TUTORING CLASSES OFFERED AT NO COST**
- **TUITION REFLECTS EDUCATIVE COSTS AND ADMINISTRATIVE MAINTENANCE**

NOTE: Tuition includes the Non-Refundable STRF Charge of \$0 per 1,000.*

ADDITIONAL INFORMATION

RTC College will provide additional information 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. upon request.

CURRICULA

OPENING STATEMENT

RTC College is dedicated to providing courses and programs that meet the needs of the Inland Empire/Los Angeles community and of employers of Riverside, San Bernardino and the greater Los Angeles county area. The instructional programs are offered in Spanish. All limited or non-English speaking students may be required to take the Vocational English Grammar/Conversation course.

RTC College, 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 latest in training and technology is used to teach the technical subjects. 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 educational process may be utilized by state and national education leaders, universities, technical schools and agencies concerned with the training, retraining, and education of America's workforce.



One major reason for its success is that it works most effectively. It works because the methods and techniques are geared to the individual need, capability, and adaptability of each participant. As a consequence, they are not held in classes for an artificially established period of time. The combinations of subjects in a course determine the approximate total amount of time, for the typical student. This allows each person to achieve a pre-determined level of competency at their own pace. The U.S. Department of Labor, and others, has called upon trainers and educators to make wider use of this methodology because the need for training does not occur only in September and employment opportunities do not occur only in June.

COMPUTER SERVICE & REPAIR

- **Computer Repair Specialist**
- **Computer Service Specialist**

Hours: **400**
16 Wks. (DAYS) Monday-Friday 9:00am to 2:00pm
16 Wks. (Off Hours) Monday-Friday 5:00pm to 10:00pm
40 Wks. (Off Hours) Saturday-Sunday 8:30am-1:30pm



PROGRAM OPTIONS

A student enrolled in the A+ COMPUTER SERVICE AND REPAIR will become a proficient in the fields of service and / Repair of standard computers. Computer assembly, as well as perform Upgrade Services as a computer repair specialist. Complete programs and tuition options are listed in the Tuition section of this catalog. All materials are prepared and provided by The School. This program is Vocational and geared towards Entry Level employment but students are advised; NOTE: this may include self-employment; as not unusual in this field.

COURSE OUTLINE

HOURS

INTRODUCTION TO COMPUTERS

AN OVERVIEW OF THE PROGRAM OBJECTIVES AND WORK STANDARDS, INTRODUCTION TO THE COMPUTER, PARTS & ELECTRONICS, INTENDED TO FAMILIARIZE STUDENTS, WITH THE BASIC COMPUTER COMPONENTS & FUNCTIONS. BEGIN STUDENT ON INTERACTIVE SAFETY SKILLS FOR ELECTRICITY AND WORKING WITH THE DIFFERENT OPERATING PROGRAMS A+ TEST PREPARATION. COMPUTER SERVICE VOCABULARY

25

IDENTIFYING COMPONENTS

WILL INTRODUCE STUDENT TO THE VARIOUS COMPONENTS THAT WILL MAKE UP A BASIC SYSTEM (HARDWARE & PARTS), INCLUDING, A BASIC HISTORY IN DIFFERENT COMPUTER SYSTEMS i.e.. AND IDENTIFYING FOR PROVIDING APPROPRIATE SERVICE RECCOMMENDATIONS. A+ TEST PREPARATION. COMPUTER SERVICE VOCABULARY.

25

INTRODUCTION TO WINDOWS

TO PROVIDE STUDENTS WITH A BASIC INTRODUCTION TO THE INDUSTRY STANDARD OPERATING SYSTEM (WINDOWS 95 / XP) FROM THE OPERATING LEVEL AND SPECIAL KEY COMMANDS & TOOLS DURING BASIC TESTING FOR THE OPERASTING SYSTEMPERFORMANCE AND COMPONENTNCOMPUTER FUDNCTIONS A+ TEST PREPARATION. COMPUTER SERVICE VOCABULARY

25

COMPUTER SERVICE & REPAIR Continued...

COURSE OUTLINE	HOURS
ASSEMBLY WILL INTRODUCE STUDENT TO COMPONENT ASSEMBLY FOR DIFFERENT BASIC IBM COMPATIBLE SYSTEMS (HARDWARE & PARTS) ie. ATX, 286-686, PENTIUM II/IV IDENTIFYING SERVICE EQUIPMENT LIMITATIONS FOR UPGRADES AND IN PROVIDING APPROPRIATE RECOMMENDATIONS. SERVICE TERMINOLOGY. A+ TEST PREPARATION. COMPUTER SERVICE VOCABULARY	75
BASIC ELECTRONICS AN INTRODUCTION INTO: BASIC, GENERAL ELECTRICITY & SAFETY PROCEDURES. FAMILIARIZE STUDENTS WITH THE STANDARD TESTING AND MAPPING OF ELECTRICITY FLOW PRATICAL APPLICATION OF ELECTRONIC RULES/VOCABULARY	50
COMPUTER ASSEMBLY STUDENTS WILL PERFORM PRATICAL ASSEMBLY OF VARIOUS IBM COMPATIBLE COMPUTER SYSTEMS. GENERAL ASSEMBLY FOR PRACTICE AND FAMILIARITY OF VARIOUS SYSTEMS AND TESTING OF COMPLETED TASKS. ELECTRICAL SAFETY.VOCABULARY.	50
COMPUTER UPGRADING STUDENTS WILL PERFORM PRATICAL UPGRADES OF VARIOUS IBM COMPATIBLE COMPUTER SYSTEMS. GENERAL ASSEMBLIES FOR PRACTICE, FAMILIARITY OF THE VARIOUS SYSTEM LIMITS AND TESTING OF COMPLETED TASKS. ELECTRICAL SAFETY. A+ TEST PREPARATION. COMPUTER SERVICE VOCABULARY	25
COMPUTER REPAIR STUDENTS WILL PERFORM PRATICAL TESTING, DIAGNOSING OF VARIOUS IBM COMPATIBLE COMPUTER SYSTEMS WITH VARIOUS PROBLEMS, AND PERFORM THE NEEDED REPAIRS FOR PRACTICE & FAMILIARITY OF VARIOUS IBM SYSTEMS OF COMPLETED TASKS ELECTRICAL SAFETY AND TERMINOLOGY. A+ TEST PREPARATION COMPUTER SERVICE VOCABULARY.	50
COMPUTER SERVICE STUDENTS WILL PERFORM PRATICAL DIAGNOSING OF OPERATING SYSTEMS OF VARIOUS IBM COMPATIBLE COMPUTER SYSTEMS. IDENTIFY PROBLEMS ie. MODEM CONFLICTS & PERFORM GENERAL TYPES OFTROUBLESHOOTING OF SYSTEM SOFTWARE, PROTECTING INFORMATION FOR PRATICE & FAMILIARITY OF VARIOUS SYSTEM LIMITS & TESTING OF COMPLETED TASKS. SYSTEM TERMINOLOGY A+ TEST PREPARATION COMPUTER SERVICE VOCABULARY.	50
PROGRAM INSTALLATIONS PROVIDE OUR STUDENTS WITH A BASIC INTRODUCTION TO THE INSTALLATION OF VARIOUS PROGRAMS & OTHER ACCESSORIES PRATICE SETUP GUIDELINES PROVIDING POSITIVE TESTING OF PROGRAMS PROCEDURES, SERVICE VOCABULARY. A+ TESTPREPARATION.	25

TRAINING MATERIAL:

- Prepared texts for SERVICE AND REPAIR TECHNIQUES, WINDOWS.
- ELECTRICAL SAFETY AND A+ CERTIFICATION STUDY GUIDE ISBN 970-26-0035-9

COMPUTER SERVICE & REPAIR JOB ANALYSIS

OCCUPATIONAL OBJECTIVES DOT. Numbers include:

299.367-010; .237.367-030; 290.477-014; 279.357-054 SALESPERSON RETAIL CUSTOMER SERVICE CLERK, INFORMATION CLERK (CLERICAL), SALES CLERK (RETAIL)

DESCRIPTION OF TASKS:

Occupations and employment opportunities for which students will attain entry level employment skills include: Retail sales, general customer service, retail clerical positions, data entry sales, service specialists, retail applications and operations for agencies or firms that use computers and software, general retail and information service, sales and training, independent (sales), etc. Confers with personnel of organizational units involved to specific output requirements, such as Sales report and degree of data summarization 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: 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: Cash Registers, Typewriter, Printers, E. HAZARDOUS: N/A, F. SURFACES: Tiled floors Carpeted Offices.

ATMOSPHERIC CONDITIONS:

A. FUMES: N/A, B. ODORS: N/A, C. DUST: N/A, D. MIST: N/A, E. VENTILATION: Air Conditioned retail stores and Offices.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS:

Cash registers, calculators, telephone systems, Microcomputers, Printers, Books, Diskettes (floppies), etc.

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

HOW DOES WORKERS RECEIVE INSTRUCTIONS: From supervisor.

MICROCOMPUTER APPLICATIONS

- Clerical
- Typing Services
- Computerized Accounting Technician



Hours: 450
22.5 Wks. (DAYS) Monday-Friday 9:00am to 3:00pm
36 Wks. (Off Hours) Monday-Friday 6:00pm to 9:30pm

PROGRAM OPTIONS

A student enrolled in the Microcomputer Applications program will become proficient in Computerized Accounting software as well as a general office Clerical & Typing Services specialist. Limited English Students are encouraged to participate in optional no cost English Conversation classes. 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 Entry Level employment.

COURSE OUTLINE

HOURS

INTRODUCTION TO /WINDOWS

AN OVERVIEW OF THE PROGRAM OBJECTIVES AND WORK 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 TESTS COMPUTER / OFFICE VOCABULARY 25

FILING SYSTEMS/RECORDS

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. 25

BASIC ACCOUNTING

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 25

EXCEL FOR WINDOWS

TO FAMILIARIZE STUDENTS WITH: THE BASICS OF MS-EXCEL XP USING, COMMANDS AND FUNCTIONS. GENERATING DATA IN THE REQUESTED OFFICE, FORMATS AND SPREADSHEETS. THE BASIC ACCOUNTING MAINTENANCE, OFFICE BILLING & DATA REPORTING PROCEDURES. AND TO MERGING GRAPHICS, FOR PRESENTATIONS. USING STANDARD WINDOWS COMMANDS. ACCOUNTING / COMPUTER/OFFICE VOCABULARY. 100

DATA ENTRY

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. OFFICE VOCABULARY 100

MICROCOMPUTER APPLICATIONS (Continued...)

COURSE OUTLINE

HOURS

INTRODUCTION TO THE INTERNET

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.

25

MS-ACCESS FOR WINDOWS

FAMILIARIZE STUDENTS WITH BASIC COMMANDS AND FORMATS OFFICE FUNCTIONS OF THE MS-ACCESS PROGRAM, AND ALL 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 WORKSTAMINA. COMPUTER / OFFICE VOCABULARY, AND ETIQUETTE

75

MS-WORD FOR WINDOWS

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/ COMPUTER / OFFICE VOCABULARY

75

*Weekly speed and accuracy Test, Section Tests on completion.

MICROCOMPUTER APPLICATIONS 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:

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:

Usually eight hours a day, five days a week.

HOW DOES WORKERS RECEIVE INSTRUCTIONS

From supervisor.

PRINTING GRAPHICS AND DESIGN



- **Computer Graphic Design Specialist.**
- **Printing Offset Procedures Specialist**

Hours: **400**
16 Wks. (DAYS) Monday-Friday 9:00am to 2:00pm
16 Wks. (Off Hours) Monday-Friday 5:00pm to 10:00pm
40 Wks. (Off Hours) Saturday-Sunday 8:00am-1:00pm

PROGRAM OPTIONS

A student enrolled in the PRINTING GRAPHICS AND DESIGN will become proficient in Computerized Editing of Video/Photo. Student will also be familiarized with the printing of new graphic projects, as well as basic computer functions and commands. Limited English Students are encouraged to participate in optional no cost English Conversation classes. 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 Entry Level employment Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

COMPUTER FUNDAMENTALS

TO FAMILIARIZE STUDENTS WITH: THE BASICS OF USING, WINDOWS COMMANDS AND FUNCTIONS, AS WELL AS BASIC INTERNET FUNCTIONS. GENERATING DATA IN THE REQUESTED OFFICE, FORMATS AND PROCEDURES. ALSO, MERGING GRAPHICS, FOR PRESENTATIONS. COMPUTER / OFFICE VOCABULARY.

25

PHOTO EDITING, DESIGN ART AND LAYOUT

TO BUILD LAYOUT FORMATS, TO BETTER PREPARE STUDENT FOR ENTRY LEVEL DESIGN OF ART PROCESSING, PHOTO EDITING/PUBLISHING, and VOCABULARY. STUDENTS WILL LEARN THE BASICS OF PHOTO EDITING WITH PHOTOSHOP AND PROSHOP.

145

VIDEO EDITING

TO FAMILIARIZE STUDENTS WITH PROFESSIONAL VIDEO EDITING SKILLS, STUDENTS WILL GAIN KNOWLEDGE OF VIDEO EDITING INDUSTRY: SONY VEGAS, AFTER EFFECT, ADOBE PREMIER AND PENNANCLE.

180

PRINTING GRAPHICS

INTRODUCTION TO BASIC COMPUTERIZED PRINTING SETUPS AND FORMATS. STUDENTS WILL LEARN THE DIFFERENT FUNCTIONS OF TODAYS ADVANCE PRINTING EQUIPMENT SUCH AS INKJECT PRINTERS, LASER PRINTERS, SCANNERS AND MORE.

25

PAPER AND INKS

FAMILIARIZE STUDENTS WITH BASIC PAPER AND INK PROPERTIES AND APPLICATION USE FOR BUSINESSES. REINFORCED ART DATA ENTRY LEVEL TRAINING, THAT RUNS CONCURRENTLY, WILL USE BUSINESS FORMATS, INCREASING SPEED, ACCURACY AND WORK STAMINA. COMPUTER / OFFICE VOCABULARY, AND ETIQUETTE.

25

PRINTING GRAPHICS AND DESIGN

Training Materials:

- Prepared texts for /WINDOWS, COREL DRAW for windows, INTERNET,
- PHOTOSHOP. (ISBN 978-607-7686.81-1)

PRINTING GRAPHICS & DESIGN - JOB ANALYSIS

OCCUPATIONAL OBJECTIVES

DOT. Numbers include: 203.362-010; .582-034, -066, -070, -078; 213.362-018;
COMPUTER GRAPICS, PRINTING SPECIALISTS

DESCRIPTION OF TASKS:

Occupations and employment opportunities for which students will attain entry level employment skills include: Graphic Design Specialist, Video/Photo Editor positions. Entry level positions for Designers and Editors for a Magazine, Newspaper, or Publishing Company. 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: 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.

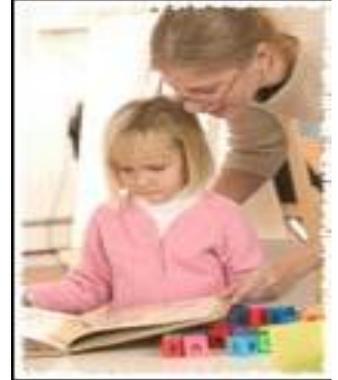
MACHINES, TOOLS, EQUIPMENT & WORK AIDS: Computers, Printers, Books, Diskettes (floppies), etc.

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

HOW DOES WORKERS RECEIVE INSTRUCTIONS: From supervisor.

EARLY CHILDHOOD EDUCATION

Hours: 400
16 Wks. (DAYS) Monday-Friday 9:00am to 2:00pm
16 Wks. (Off Hours) Monday-Friday 5:00pm to 10:00pm
40 Wks. (Off Hours) Saturday-Sunday 8:30am-1:30pm



PROGRAM OPTIONS

A student enrolled in the vocational Early Childhood Education program, will become proficient in Early Childhood Education in such fields as Childcare Worker, Assistant Instructor, and Teacher's Aide, Pre-K Instructor tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. *This program is geared for vocational improvement purposes and may or may not be accepted for Continuing Education Credit. Enrolling students are encouraged to check with their academic counselor or employer. This program is geared towards Entry Level employment

COURSE OUTLINE

HOURS

EARLY CHILDHOOD EDUCATION FUNDAMENTALS

This module provides the students with basics of childhood education fundamentals and an understanding of purpose and limitations for different types of child education services creating, following and delivery of lesson plans

40

EARLY CHILDHOOD EDUCATION AND THE LAW

Module provides students with early childhood education regulatory information

20

INFANT/TODDLER STAGES IN DEVELOPMENT

This module provides the students with an overview of infant/toddler stages of Development as it relates to promoting early childhood education and encouraging Childhood confidence, self-awareness and promote self-control for good behavior

80

CHILD GROWTH AND DEVELOPMENT

This module provides the students with an overview of child growth stages of Development as it relates to promoting early childhood education and curriculum Materials and methods of delivery

60

CHILD FAMILY AND COMMUNITY

Module provides the students an overview of Child, family and community involvement as it relates to promoting early childhood education

20

CURRICULUM THEORY AND METHODS

This module provides the students with basics of curriculum theory for age appropriate (Infant, toddler, school age), child development and methods, routines for scheduled Activities in early childhood education. Promoting individual growth within a classroom Dynamic

80

CURRICULUM PACING AND SCHEDULING

This module provides the students with basics of Curriculum pacing for age appropriate child development and scheduled activities for rounded early childhood education

10

MOTOR SKILL DEVELOPMENT

This module provides the students with basics of program planning for age appropriate

20

activities and routines for promoting motor skill development

EARLY CHILDHOOD EDUCATION Continued...

CHILD HEALTH SAFETY AND NUTRITION

This module provides the students with overview of Health and Safety basics for infant, / toddler and child age nutrition fundamentals

60

CLASSROOM MANAGEMENT, (DISCIPLINE PLAN)

This module provides the students with basics of classroom management techniques / discipline of their children and parental communication. Observation and reporting Suspected child abuse. Documentation of observation and outside opinions to support actions

10

* SECTION TESTS ON COMPLETION.

Training materials :

Book:

The Early Childhood Curriculum: ISBN: 978-0805828832

Other:

Prepared materials, a ruled notebook, pen and pencil

AUTOMOTIVE ELECTRICAL REPAIR/FUEL INJECTION/TUNE-UP

620 Hours

- Tune up Technician
- Fuel Injection Service Technician
- Automotive Electrical Service Technician

Hours: 620

31 Wks. (DAYS) Monday-Friday 9:00am to 1:00pm

31 Wks. (Off Hours) Monday-Friday 6:00pm to 10:00pm

62 Wks. (Off Hours) Saturday 9:00am to 1:00pm & Sunday 8:30am to 2:30pm



PROGRAM OPTIONS

A student enrolled in the Automotive Mechanic will become proficient in personal Automotive Service and Maintenance fields Automotive Electrical, Fuel Injection and Tune-Up program will become proficient in the Light Automotive Service and Maintenance fields (i.e.. Tune-Up Technician, Fuel Injection Service, etc.), as well as be familiar with the installation of Electrical Accessories for automobiles. Limited English Students are encouraged to participate in optional no cost English Conversation classes. Tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. This program is geared towards Entry Level employment Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

THE BASICS OF ENGINES OPERATION & TUNE-UP

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

35

ELECTRICITY

WHAT IS ELECTRICITY? CONDUCTORS, 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, EXAM (3 HRS.)

25

LIGHTING SYSTEMS

LIGHT BULBS, SIDELIGHTS, HEADLIGHTS, & CIRCUITS, TROUBLE- SHOOTING, AUXILIARY LIGHTS, FLASHERS, TURN SIGNAL, BRAKE LIGHTS, BACKUP LIGHTS, WIRING, INDICATOR LIGHTS, & CIRCUIT GAUGES, INSTALLING ACCESSORY GAUGES, EXAM (3 HRS).

45

ACCESSORIES

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)

45

AUTOMOTIVE ELECTRICAL REPAIR/FUEL INJECTION/TUNE-UP Continued..

STARTING SYSTEMS

BATTERY TESTING, CABLES, BOOSTERS, TROUBLESHOOTING STARTING SYSTEM, STARTER (CRANKING) MOTOR, OVERHAULING DISASSEMBLY, INSPECTION AND TESTING, SOLENOIDS, STARTER (CRANKING MOTOR) REBUILDING & GENERAL TROUBLESHOOTING FOREIGN AND DOMESTIC SYSTEMS, EXAM (3 HRS.) 75

CHARGING

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 & GENERAL TROUBLESHOOTING. EXAM 3 HRS 75

FUEL INJECTION

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. TEST 3 HRS, TOOLS, EXAM (3 HRS.) 100

THE BASICS OF ENGINES

THE MECHANICS OF ENGINE DESIGN: FOUR/SIX 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 TEST 3 (HRS)_ACCESSORY GAUGES, EXAM (3 HRS). 50

SETTING TIMING

THEORY & MECHANICS, OF SETTING ENGINE TIMING, READING THE CYCLES AND SETTING FOR FUEL EFFICIENCY AND PERFORMANCE. STUDENTS LEARN TO READ / APPLY SUGGESTED MANUFACTURER "SETS" FOR PERSONAL MAINTENANCE AND REPAIR OF FAMILY CAR TEST 3 (HRS) 20

BRAKING SYSTEMS

STUDENTS LEARN THE FUNDAMENTALS OF BREAKING SYSTEMS INCLUDING DISC AND DRUM SYSTEMS, CHECKING FOR WEAR & TEAR & STANDARD MAINTAINENCE FOR PERSONAL CAR CARE USE OF GUAGES, INSTALLING ACCESSORY GAUGES. TEST 3 HRS, EXAM (3 HRS.) 20

INTRODUCTION TO OBD-II

STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC SERVICE AND CARE OFFICE VOCABULARY 10

AUTOMOTIVE ELECTRICAL REPAIR/FUEL INJECTION/TUNE-UP Continued...

STANDARD TESTS

STUDENTS LEARN SCANS AND THE TESTING APPLICATIONS FOR THE STANDARD ASE OBD-II CERTIFICATION TEST, STUDENTS ARE PROVIDED THE OPPORTUNITY TO STUDY THE SAMPLE ASE TEST QUESTIONS IN ORDER TO PERFORM SELF STUDY FOR THE EXAM. 20

SUSPENSION & ALIGNMENT

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 10

DIFFERENTIALS

STUDENTS LEARN PARTS IDENTIFICATION AND MAINTENANCE AND GUAGING FOR DIFFERENTIALS AND TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC SERVICE AND CARE 10

STANDARD TRANSMISSIONS

STUDENTS LEARN PART IDENTIFICATION AND THE BASICS FOR THE CARE AND MAINTENANCE OF STANDARD TRANSMISSION SYSTEMS, AND LEARNING TO DIAGNOSE AND USE STANDARD SERVICE KITS, TO PERFORM PERSONAL CAR MAINTENANCE. 20

AUTOMATIC TRANSMISSIONS

STUDENTS LEARN PART IDENTIFICATION AND THE BASICS FOR THE CARE AND MAINT NANCE OF STANDARD TRANSMISSION SYSTEMS, AND LEARNING TO DIAGNOSE AND USE STANDARD SERVICE KITS, TO PERFORM PERSONAL CAR MAINTENANCE & TROUBLESHOOTING INSPECTION AND TESTING. 40

REVIEW STANDARD TESTS

STUDENTS LEARN SCANS AND THE TESTING APPLICATIONS FOR STANDARD ASE TRANSMISSION CERTIFICATION TEST, STUDENTS ARE PROVIDED THE OPPORTUNITY TO STUDY THE SAMPLE ASE TEST QUESTIONS IN ORDER TO PERFORM SELF STUDY FOR THE EXAM. 20

AUTOMOTIVE ELECTRICAL REPAIR/FUEL INJECTION/TUNE-UP

OPTIONAL AUTOMOTIVE REPAIR EQUIPMENT

DESCRIPTION

1 TOOL BOX 18"

1 HAMMER (12 oz. SIZE)

1 MECHANICS TOOL SET (STANDARD/METRIC, 50 PC)
RATCHET/EXTENSION AND SOCKETS (CRAFTSMAN OR SIMILAR)

1 COMPRESSION TESTER-KIT

1 TIMING LIGHT

1 DISTRIBUTOR CLAMP WRENCH (1/2" & 8/16") SET (WILMAR OR SIMILAR)

1 AUTO VOLTAGE CIRCUIT TESTER (6 TO 12 VOLTS) (WILMAR OR SIMILAR)

1 SCREWDRIVERS SET OF SIX (CHROME/VANADIUM)

8 PC SET OF 3/8 INCH DRIVE METRIC IMPACT SOCKETS

1 MULTIMETER AUTO RANGING DIGITAL (MICRONTA OR SIMILAR)

1 SOLDERING GUN -

1 ELECTRICAL TOOL KIT (CRIMPER & CONNECTORS)

1 FEELER GAGE (30 BLADES) CRAFTSMAN OR SIMILAR

1 SET OF SIX METRIC WRENCHES (CRAFTSMAN OR SIMILAR)

1 SET OF THREE PLIERS (CRAFTSMAN OR SIMILAR)

1 SET OF NUTDRIVERS (STANDARD)

8 PC SET OF 3/8 INCH DRIVE IMPACT SOCKETS

1 CRAFTSMAN 3/8 INCH SQUARE DRIVE RATCHET

1 CRAFTSMAN 1/4 INCH SQUARE DRIVE MINI RATCHET

60 PC SCREWDRIVER BIT AND HAND DRIVER KIT

1 GM CODE SCANNER

1 TOYOTA/HONDA/NISSAN CODE SCANNER

1 FORD CODE SCANNER

1 HARD HELD VACUUM PUMP

1 BASIC FUEL INJECTION PRESSURE TESTING KIT

1 3/8 TO 3/8 FLEXIBLE SOCKETS

1 3/8 TO 1/8 FLEXIBLE SOCKETS

ESTIMATE TOTAL

\$1,000.00

AUTOMOTIVE ELECTRICAL REPAIR/FUEL INJECTION/TUNE-UP

JOB ANALYSIS

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/TYPICAL ENVIRONMENT

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.

PHYSICAL REQUIREMENTS/TYPICAL ENVIRONMENT

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: Dependent 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

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.

SOLAR ENERGY SYSTEM INSTALLATION

Total Hours: 120
24 Wks. Monday 8:30am-1:30pm
24 Wks. (Off Hours) Saturday 8:30am-1:30pm
24 Wks. (Off Hours) Sunday 8:30am– 1:30pm



PROGRAM OPTIONS

A student enrolled in the Solar Energy System installation will become proficient in personal Solar Energy System Installation fields for professional improvement/Vocational Skill Development, tuition and fees for complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student’s knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE	HOURS
<p>Ladder Handling and Safety</p> <p>This module provides the students with basics of indoor and outdoor ladder handling and safety</p>	5
<p>Solar Electric (Solar PV) Fundamentals</p> <p>This module provides the students with basics of Solar Electric (Solar PV) System fundamentals and The basic components for collecting and distribution of electricity</p>	20
<p>Grid Tie Systems, Grid Tie Backup, Off Grid Systems</p> <p>Selecting and Connecting Grid Tie Systems/Back-Up as well as Off Grid Systems Installing and Managing PV Electrical Load Levels</p>	5
<p>Modular Components System Design</p> <p>This module provides the students with basics of Solar Electric (Solar PV) System design and The basic components for collecting and distribution of electricity for residential applications</p>	20
<p>Installation of the Photovoltaic (PV) System</p> <p>This module provides the students with basics of Photovoltaic Solar Electric (Solar PV) System design and The basic components for collecting and distribution of electricity for residential applications and an introduction into regulations and permits for installation projects</p>	40
<p>System and Performance Testing</p> <p>This module provides the students with basics of Solar Electric (Solar PV) System design testing for Performance and loss in collecting and distribution of electricity for residential applications</p>	10
<p>Maintenance and Troubleshooting</p> <p>This module provides the students with basics of Solar Electric (Solar PV) System trouble-shooting and general maintenance of components and distribution of electricity for residential applications</p>	20

Training materials:

Prepared materials, a ruled notebook, pen and pencil
 Electric Systems ISBN: 978-1844077137

Book: Stand Solar

ELECTRICAL WIRING TECHNICIAN-INDUSTRIAL

TOTAL HOURS 100



PROGRAM OPTIONS

A student enrolled in the Electrical Wiring Technician- Industrial will become proficient in Industrial Electrical Wiring Service and Maintenance as well as installation fields for professional improvement/ Vocational Skill Development, tuition and fees for the complete program and other options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

SERVICE AND DISTRIBUTION

BASICS OF SELECTING AND CONNECTING CIRCUIT BREAKER PANELS AND BREAKERS

10

CONDUCTORS AND WIRING METHODS

STUDENTS BECOME FAMILIAR WITH WIRING AND CABLES OPTIONS FOR INSTALLING NM CABLING AND CONDUITS FOR COMMERCIAL/INDUSTRIAL LOADS

20

ELECTRICAL LOAD CALCULATIONS

STUDENTS BECOME FAMILIAR WITH CIRCUIT MAPS AND WIRING LAYOUTS – EXAMINE YOUR VALUATE ELECTRICAL LOADS INSTALLING SUB-PANELS AND MANAGING THE ELECTRICAL LOAD LEVELS

10

WIRING DEVICES

STUDENTS BECOME FAMILIAR WITH WIRING/GROUNDS & SWITCH OPTIONS FOR INSTALLING FLORESCENT LIGHT FIXTURES AND TESTING/REPLACING PLUGS, THERMOSTATS, ETC

10

ELECTRICAL MOTORS

STUDENTS WORK WITH SIMULATIONS AND MOCK UPS FOR PRACTICAL DEMONSTRATIONS & TO DEVELOP PERSONAL FAMILIARITY AS WELL AND WORKING WITH PRACTICE EQUIPMENT INCLUDING SMALL MOTORS

20

MOTOR CONTROLS

STUDENTS BECOME FAMILIAR WITH WIRING/GROUNDS AND SWITCH OPTIONS

20

INDUSTRIAL LIGHTING

STUDENTS BECOME FAMILIAR WITH WIRING/GROUNDS & SWITCH OPTIONS FOR INSTALLING FLORESCENT LIGHT FIXTURES AND TESTING/REPLACING PLUGS

10

TRAINING MATERIALS:

Prepared text manuals IN SPANISH for ELECTRICAL WIRING TECHNICION

Protecciones Instalaciones Eléctricas ISBN# 9789681861520 (Spanish Edition) A ruled notebook, pen and pencil.



ELECTRICAL WIRING TECHNICIAN RESIDENTIAL TOTAL HOURS 100

PROGRAM OPTIONS

A student enrolled in the Electrical Wiring Technician- Residential will become proficient in Residential Electrical Wiring Service and Maintenance as well as, installation fields for professional self-improvement/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE	HOURS
BASIC ELECTRICAL SAFETY BECOMING FAMILIAR WITH ELECTRICITY AND WIRING SAFETY – SAFE CAPACITY	10
BASIC ELECTRICITY UNDERSTANDING/APPLYING BASIC ELECTRICITY (RESIDENTIAL) READING A WIRING DIAGRAM AND UNDERSTANDING RESIDENTIAL CIRCUITS, GROUNDINGS & RECEPTACLES	15
TOOLS, MATERIALS & TECHNIQUES FOR RESIDENTIAL WIRING UNDERSTANDING BASIC ELECTRICAL BOXES AND WIRING RULES AS WELL AS TESTING RECEPTACLES, WALL SWITCHES FOR POWER AND INSTALLING BASIC ELECTRICAL FIXTURES VOCABULARY.	15
WIRING, CABLES & CONDUITS STUDENTS BECOME FAMILIAR WITH WIRING/GROUNDS & SWITCH OPTIONS FOR INSTALLING FLORESCENT LIGHT FIXTURES AND TESTING/REPLACING PLUGS, THERMOSTATS, DOORBELLS	20
RESIDENTIAL CIRCUIT BREAKER PANELS PANEL BOX INSPECTION, SELECTING AND CONNECTING CIRCUIT BREAKERS AND FUSES INSTALLING SWITCHES AND TESTING ELECTRICAL LEVELS, EVALUATING OLD WIRING	25
PROJECT FINISHING ELECTRICAL TESTING FOR CONTINUITY AND COMMON TROUBLESHOOTING PROCEDURES AND FINAL FINISHING DETAILS FOR RESIDENTIAL APPLICATIONS.	15

TRAINING MATERIALS

BASIC WIRING & ELECTRICAL REPAIR ISBN# O-86573-715-0
 A ruled notebook, pen and pencil.
 Basic Tools

ELECTRICAL WIRING TECHNICIAN

Commercial

Total Hours 100



PROGRAM OPTIONS

A student enrolled in the Electrical Wiring Technician will become proficient in Commercial Electrical Wiring Service and Maintenance as well as installation fields for professional self-improvement/ Vocational Skill Development, tuition and fees for the complete program as well as options is listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

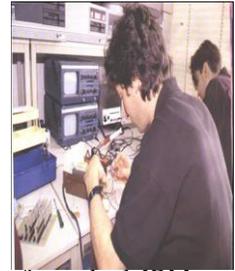
COURSE OUTLINE	HOURS
PLANNING A WIRING PROJECT	
BECOMING FAMILIAR WITH CIRCUIT MAPS AND WIRING LAYOUTS - EXAMINE YOUR "MAIN" SERVICE AND EVALUATE ELECTRICAL LOADS	15
CODES/PERMITS	
UNDERSTANDING/APPLYING LOCAL CODES (RESIDENTIAL/COMMERCIAL) DRAWING A WIRING DIAGRAM AND OBTAINING APPROPRIATE PERMIT (S)	10
TOOLS, MATERIALS & TECHNIQUES FOR COMMERCIAL WIRING	
UNDERSTANDING ELECTRICAL BOXES AND WIRING OPTIONS AS WELL AS SELECTING PROPER MATERIALS AND INSTALLING ELECTRICAL BOXES.	15
WIRING, CABLES & CONDUITS	
STUDENTS BECOME FAMILIAR WITH WIRING AND CABLES OPTIONS FOR INSTALLING NM CABLING AND CONDUITS FOR COMMERCIAL LOADS	20
RESIDENTIAL/COMMERCIAL CIRCUIT BREAKER PANELS	
SELECTING AND CONNECTING CIRCUIT BREAKER PANELS AND BREAKERS INSTALLING SUB-PANELS AND MANAGING ELECTRICAL LOAD LEVELS	25
PROJECT FINISHING	
ELECTRICAL TESTING FOR CONTINUITY AND COMMON TROUBLESHOOTING PROCEDURES AND FINAL FINISHING DETAILS FOR RESIDENTIAL APPLICATIONS	15

TRAINING MATERIALS:

- ELECTRICAL WIRING TECHNICION ADVANCED HOME WIRING ISBN# O-86573-719-3
- A ruled notebook, pen and pencil.
- Basic

COMPUTER REPAIR

TOTAL HOURS 100



PROGRAM OPTIONS

A student enrolled in Computer Repair will become a proficient in basic service and / Repair of standard IBM compatible computers. Computer assembly, as well as perform Upgrade Services for personal improvement/Vocational Skill Development, tuition options are listed in the Tuition section of this catalog. All materials are prepared and provided by The School. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

INTRODUCTION TO COMPUTERS

Overview Of The Program Objectives And Work Standards, Introduction To The Computer, Parts & Electronics, Intended To Familiarize Students, With The Basic Computer Components and Functions. Begin Student On The Interactive Safety Skills For Working With Electricity 4

INTRODUCTION TO WINDOWS

To Provide Students With A Basic Introduction To The Industry Standard Ms Operating System (Windows 98 / XP / 7) From The Operating Level And Special Key Commands & Tools During Basic Testing For The Operating System Performance 8

INTERNET

12

IDENTIFYING COMPONENTS Introduce Students To The Various Components That Make Up A Basic System (Hardware and Parts), Including, A Basic History In Different IBM Computer Systems 8

BASIC ELECTRONICS

An Introduction Into: Basic, General Electricity & Safety Procedures. Familiarize Students With The Standard Testing And Mapping Of Electricity 4

COMPUTER ASSEMBLY

Students Perform Practical Assembly Of Various Compatible Systems General Assembly For Practice/Familiarity Of Various Systems, Testing of Completed Tasks. Electrical Safety. 8

COMPUTER UPGRADING

Students Perform Practical Upgrades Of Various IBM Compatible Computer Systems. General Assemblies For Practice, Familiarity Of Various System Limits And Testing Of Completed Tasks. 16

COMPUTER REPAIR

Students Will Perform Practical Testing, Diagnosing Of Various Compatible Computer Systems With Various Problems, And Perform Needed Repairs For Practice/ Familiarity Of Various Systems Of Completed Tasks, Electrical Safety 16

COMPUTER SERVICE

Students Will Perform Practical Diagnosing Of Operating Systems Of Various IBM Compatible Computer Systems. Identify Problems e.g. Modem Conflicts & Perform General Types Of Troubleshooting Of System Software, Protecting Information For Practice & Familiarity Of Various System Limits & Testing Of Completed Tasks. 12

Training materials : **Book:** Reparación y Mantenimiento de PC ISBN#:9789505282159 (Spanish edition), Prepared materials, notebook, pen/ pencil

COMPUTER OPERATIONS

Total 100 Hours



PROGRAM OPTIONS

A student enrolled in the Computer Operation program will become a familiar in the fields of general office Clerical Services for professional/Vocational Self Development. Tuition options are listed in the Tuition section of this catalog. All materials are prepared & provided by The School. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE

HOURS

INTRODUCTION TO COMPUTER AND /WINDOWS

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 Tests Computer / Office Vocabulary. 12

MS-ACCESS

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 Businesses Formats, Increasing Speed, Accuracy And Work Stamina. Computer / Office Vocabulary, And Etiquette. 20

EXCEL

To Familiarize Students With: The Basics Of Ms-Excel Using, Commands And Functions. Generating Data In The Requested Sales And Office Formats. Basic Accounting Maintenance, Billing & Data Reporting Procedures Commands. Sales, Accounting And Office Vocabulary. 16

INTRODUCTION TO THE INTERNET

To Provide Students With A Basic Introduction To The Internet. Topics Covered Include E-Mail, Web Search Popular Sites & How To Operate Various Sites, For Personal Need. Office Vocabulary / Etiquette 12

WORD

To Acquaint Students With Basic, Windows' Commands And Functions For The Ms-Word, Ms-Office Program & Its Sales Applications. Aid Enhancement Of Students' Writing Ability & Will Provide Practice Of Basic Clerical Skills In Business Formats & For Daily Work Use. Sales Vocabulary/ Etiquette. 16

PUBLISHER

Familiarize students with basic commands and formats, tools and functions of the Publisher 12

POWER POINT

Familiarize students with basic commands and formats, tool and functions of Power Point 12

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

Training Materials:

- Prepared texts for MS EXCEL for windows, MS-WORD (OFFICE), ACCESS, INTERNET.
- Standard 1' Binder USB

DIGITAL PHOTOGRAPHY/ VIDEO EDITING TOTAL 100 HOURS



PROGRAM OPTIONS

A student enrolled in the Digital Photography/Video Editing will become proficient in personal Digital Photography/Video Editing fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE	HOURS
WINDOWS STUDENTS ARE INTRODUCED INTO WINDOWS 7 AND ITS FUNCTIONALITY/LIMITS	8
CAMERA OPERATION & TECHNIQUES STUDENTS ARE INTRODUCED INTO CAMERA OPERATION LIGHTING TECHNIQUES, AS WELL AS DOWNLOADING AND ORGANIZING PICTURE FILES	12
PHOTO SHOP STUDENTS ARE INTRODUCED INTO ADOBE PHOTO-SHOP, ITS COMMANDS & USES	20
COREL PHOTO PAINT STUDENTS ARE INTRODUCED INTO COREL PHOTO PAINT, ITS COMMANDS & USES	4
PROSHOW PRODUCER STUDENTS ARE INTRODUCED INTO PRO-SHOW PRODUCER, ITS COMMANDS & USES	4
3D ÁLBUM STUDENTS ARE INTRODUCED INTO 3-D ALBUM, ITS COMMANDS AND USES	4
CARE AND USE OF DIGITAL EQUIPMENT STUDENTS ARE INTRODUCED INTO THE CARE AND USE OF DIGITAL EQUIPMENT	16
ADOBE PREMIERE STUDENTS ARE INTRODUCED INTO ABOBE PREMIERE, ITS COMMANDS AND USES	20
Adobe After Effect STUDENTS ARE INTRODUCED INTO ADOBE AFTER EFFECT ITS COMMANDS & USES	12

Training materials :

Books: Photoshop ISBN#: 978-8441523784
 Corel paint X4 ASIAN # B003JDCSFK
 Adobe Premiere ISBN#: 9788441508064
 Guia ProShow Producer ISBN#: 9781598634082

ENGINE PERFORMANCE

TOTAL: 100 HOURS



PROGRAM OPTIONS

A student enrolled in the Engine Performance will become proficient in personal Automotive Fuel Injection Service and Maintenance fields for professional/Vocational Skill Development,, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

SETTING TIMING

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

20

FUEL INJECTION

TYPES OF FUEL INJECTION (TIMED, CONTINUOUS AND THROTTLE),INFORMATION SENSOR COMPONENTS, OPERATING COMPONENTS(FUEL PRESSURE REGULATOR, ELECTRONIC CONTROL UNITS, AIRCONTROL VALVES, FUEL INJECTORS), DOMESTIC FUEL INJECTION SYSTEMS, BASIC TROUBLESHOOTING, REMOVAL & INSTALLATIONPROCEDURES, GENERAL MOTORS (GM) FUEL INJECTION SYSTEMS(THROTTLE BODY/MULTIPOINT, DIGITAL, SEQUENTIAL), THE BASIC SIN TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURESFORD, INJECTION SYSTEMS (CENTRAL, PORT), TROUBLESHOOTING REMOVAL/INSTALLATION PROCEDURE. CHRYSLER FUEL INJECTIONSYSYSTEMS (MULTIPOINT, & SINGLE POINT), AND TROUBLESHOOTINGREMOVAL & INSTALLATION PROCEDURES. STUDENTS TO BECOMEFAMILIAR WITH THE BEAR / PACE 200 ENGINE ANALYZER, THE OTC 4000 DIAGNOSTIC EQUIPMENT, AND THE FUEL INJECTION SYSTEMCLEANING EQUIPMENT AND PROCEDURES.

80

Training materials :

Prepared text manuals IN SPANISH for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION
Book Automotive Technology By Jack Erjaveck (ISBN 978-1133612315)
A ruled notebook, pen and pencil

AUTOMOTIVE ELECTRICAL

TOTAL TIME: 100 HOURS



PROGRAM OPTIONS

A student enrolled in the Automotive Electrical will become proficient in personal Automotive Electrical Service and Maintenance as well as accessory installation fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

OUTLINE	HOURS
ELECTRICITY	
WHAT IS ELECTRICITY. CONDUCTORS, RESISTORS. ELECTRICAL CIRCUITS. MEASURING ELECTRICITY. SWITCHES, & JUNCTIONS, RELAYS, RHEOSTAT, ELECTRO-MAGNETISM, SOLENOIDS, FUSES, CIRCUITBREAKER, WIRING DIAGRAMS /SYMBOLS, COLOR CODES DIAGNOSING AND CORRECTING CIRCUIT FAULTS, MULTI-METER, & GENERAL TROUBLESHOOTING STRATEGIES, CONNECTORS, TERMINALS, MAKING CONNECTIONS, SOLDERING, & INSULATING, CHOOSING WIRE, WIRE GAUGES, TOOLS	20
LIGHTING SYSTEMS	
LIGHT BULBS, SIDELIGHTS, HEADLIGHTS, & CIRCUITS, TROUBLE- SHOOTING, AUXILIARY LIGHTS, FLASHERS, TURN SIGNAL, BRAKE LIGHTS, BACKUP LIGHTS, WIRING, INDICATOR LIGHTS, & CIRCUIT GAUGES, INSTALLING ACCESSORY GAUGES	15
ACCESSORIES	
LIGHTER, CRUISE CONTROLS, HEATER BLOWERS, HORNS, AND 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	15
STARTING SYSTEMS	
BATTERY TESTING, CABLES, BOOSTERS, T ROUBLESHOOTING THE STARTING SYSTEM, STARTER (CRANKING) MOTOR, OVERHAULING DISASSEMBLY, INSPECTION AND TESTING, SOLENOIDS, STARTER(CRANKING MOTOR) REBUILDING & GENERAL TROUBLESHOOTING FOREIGN & DOMESTIC SYSTEMS	25
CHARGING SYSTEMS	
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), ALTERNATOR REBUILDING AND GENERAL TROUBLESHOOTING.	25

Training materials:

- Book Automotive Technology By Jack Erjaveck (ISBN 978-1133612315)
- Basic tools
- A ruled notebook, pen and pencil.

AUTOMOTIVE MECHANIC

TOTAL TIME: 100 HOURS
20 WEEKS 5 hours per week



PROGRAM OPTIONS

A student enrolled in the Automotive Mechanic will become proficient in personal Automotive Service and Maintenance fields for professional/Vocational Skill Development, tuition & fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

OUTLINE

HOURS

THE BASICS OF ENGINES

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

40

SETTING TIMING

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

20

BRAKING SYSTEMS

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.

20

Training materials:

Prepared text manuals IN SPANISH and English for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION
Book Automotive Technology By Jack Erjaveck (ISBN 978-1133612315)

(OBD II) ON-BOARD DIAGNOSTIC II

TOTAL TIME: 30 HOURS 6 WEEKS 5 hours per week

PROGRAM OPTIONS

A student enrolled in the ON-BOARD DIAGNOSTIC II will become proficient in personal Automotive Service and Maintenance fields for professional/Vocational Skill Development, such as test preparation for ASE Certification, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

OUTLINE	HOURS
INTRODUCTION TO OBD-II	
STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC SERVICE AND CARE	10
STANDARD TESTS	
STUDENTS LEARN SCANS AND THE TESTING APPLICATIONS FOR THE STANDARD ASE OBD-II CERTIFICATION TEST, STUDENTS ARE PROVIDED THE OPPORTUNITY TO STUDY THE SAMPLE ASE TEST QUESTIONS IN ORDER TO PERFORM SELF STUDY FOR THE EXAM.	20

Training materials:

Book Automotive Technology By Jack Erjaveck (ISBN 978-1133612315)

Prepared text manuals IN SPANISH for ON-BOARD DIAGNOSTIC II

A ruled notebook, pen and pencil.

TRANSMISSION SERVICE AND REPAIR

TOTAL TIME: 80 HOURS
16 WEEKS 5 hours per week



PROGRAM OPTIONS

A student enrolled in the Transmission Service & Repair will become proficient in personal Automotive Service and Maintenance fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

SUSPENSION & ALIGNMENT

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

10

DIFFERENTIALS

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

10

STANDARD TRANSMISSIONS

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

20

AUTOMATIC TRANSMISSIONS

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

40

Training materials:

Prepared text manuals IN SPANISH for AUTOMOTIVE Transmission Service & Repair
Book Automotive Technology By Jack Erjaveck (ISBN 978-1133612315)
A ruled notebook, pen and pencil.

AUTOMOTIVE AIR CONDITIONING SERVICE

TOTAL HOURS 60



PROGRAM OPTIONS

A student enrolled in the Automotive Air Conditioning Service will become proficient in personal Automotive Air Conditioning Service and maintenance fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

AIR CONDITIONING FUNDAMENTALS AND REGULATIONS

STUDENTS ARE INTRODUCED INTO AUTOMOTIVE AIR CONDITIONING SYSTEMS AND THE REGULATIONS WHICH GOVERN THE HANDLING OF FREON FOR PERSONAL USE 4

AIR CONDITIONING COMPONENTS

STUDENTS ARE INTRODUCED INTO AUTOMOTIVE AIR CONDITIONING SYSTEM COMPONENTS AND THEIR FUNCTION 4

AIR CONDITIONING ELECTRICAL AND ELECTRONIC CONTROL

STUDENTS ARE INTRODUCED INTO AUTOMOTIVE AIR CONDITIONING SYSTEM ELECTRICAL CONTROLS AND THEIR FUNCTION 8

DIAGNOSING AND TROUBLESHOOTING SERVICE AND REPAIR

STUDENTS ARE INTRODUCED INTO AUTOMOTIVE AIR CONDITIONING SYSTEM BASIC SERVICING CARE AND MAINTENANCE FOR PERSONAL USE 16

Training materials :

BOOKS:

Sistemas de Aire Acondicionado para el Automóvil

ISBN# 978-8432910869 (Spanish Version)

Automotive Air Conditioning ISBN# 978-0750669559 (English Version)

Prepared materials, a ruled notebook, pen, and pencil

AUTOMOTIVE STEREO AND SOUND INSTALLATION



TOTAL HOURS 100 12 WEEKS, 4 HOURS PER WEEK

PROGRAM OPTIONS

A student enrolled in the Automotive Stereo and Sound Installation will become proficient in personal Automotive Stereo & Sound Installation Service and Maintenance as well as accessory installation fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE	HOURS
BASIC 12-VOLT DC THEORY	
STUDENTS ARE INTRODUCED INTO AUTOMOTIVE 12-VOLT DC THEORY ELECTRICAL COMPONENTS AND THEIR FUNCTION	8
MOBILE ELECTRONIC ACCESSORIES INSTALLATION	
STUDENTS ARE INTRODUCED INTO AUTOMOTIVE ELECTRICAL ACCESSORY INSTALLATION AND CONTROLS	12
AUTOMOBILE ACOUSTICS AND NOISE	
STUDENTS ARE INTRODUCED INTO ACOUSTICS AND SOUND; METHODS TO IMPROVE QUALITY	4
SPEAKER INSTALLATION	
STUDENTS ARE INTRODUCED INTO AUTOMOTIVE ELECTRICAL SPEAKER / SYSTEM INSTALLATION AND CONTROLS	4
SOURCE UNIT INSTALLATION	
STUDENTS ARE INTRODUCED INTO AUTOMOTIVE ELECTRICAL SOURCE UNIT INSTALLATION AND CONTROLS	4
ALARM INSTALLATION	
STUDENTS ARE INTRODUCED INTO AUTOMOTIVE ELECTRICAL ALARM INSTALLATION AND CONTROLS	4
AMPLIFIER INSTALLATION	
STUDENTS ARE INTRODUCED INTO AUTOMOTIVE ELECTRICAL AMPLIFIER INSTALLATION AND CONTROLS	4
VIDEO, CROSSOVER AND EQUALIZER INSTALLATION	
STUDENTS ARE INTRODUCED INTO AUTOMOTIVE ELECTRICAL ACCESSORY VIDEO, CROSSOVER AND EQUALIZER INSTALLATION AND CONTROLS	8

Training materials: Prepared materials, A ruled notebook, pen and pencil, Books: Electrical Installation (Spanish)
ISBN: 9780760331774

JELL-O DESIGN

TOTAL HOURS 60
15 WEEKS, 4 HOURS PER WEEK



PROGRAM OPTIONS

A student enrolled in the Jell-O Design will become proficient in personal **JELLO DESIGN** fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

ELEMENTS OF DESIGN AND PRACTICAL TECHNIQUES

This modules introduces the students into the concepts and practical applications for Specialty Jell-O And custom molds, affords students practical technical enhancements for proficiency

4

BASIC JELL-O DESIGN

This module provides students with a working knowledge and Technique for working with Jell-O and basic form skills including fillings, use of colors and combinations

16

SPECIAL OCCASIONS

Module provides students with the basic concepts and the structural concerns when decorating Jell-O for special occasions, colors, fillings and creams and working with multiple tiers and decorative elements

16

SPECIAL DESIGN AND ARRANGEMENTS

This module introduces the students to styles and uses of special designs and other Personalization with decorative elements and arrangements

24

CAKE DECORATION

Hours:	400
20 Wks.	Monday- Fridays 9:00am to 1:00pm
20Wks.	Monday-Friday 6:00pm to 10:00pm
40 Wks.	Saturday-Sunday 8:30am-1:30pm



PROGRAM OPTIONS

A student enrolled in the CAKE DECORATION, will become proficient in professional Cake Decoration Techniques. Cake Decoration fields for positions such as Cake Decoration, Ice Cream Decorator and Pastry Maker, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. This Program is Vocational & geared to entry level employment, however it should be noted that self-employment is not unusual in this field. Limited English Students are encouraged to participate in optional no cost English Conversation classes

COURSE OUTLINE	HOURS
<p>FUNDAMENTALS OF CAKE DECORATING This module provides the students with basics of Cake Decorating</p>	28
<p>ROYAL ICING PROJECTS This module provides students practical application projects to increase skill levels</p>	36
<p>SANITATION/UTILIZING TOOLS This module provides Safety and Sanitation of the specialty tools used in Cake Decoration as well as, use and techniques for the various specialty tools</p>	28
<p>ROYAL ICING FLOWERS This module provides students with a working knowledge and practice of the Technique for working with and creating Flowers with Royal Icing including, Use of colors and combinations, working with specialty tips</p>	56
<p>COMMERCIAL CAKES This module introduces the students to styles and uses of commercial cakes and other Personalization with batters, icings and decorative elements</p>	64
<p>AIR BRUSH/PATTERN TRANSFER DESIGN This module provides students with a working knowledge of working with Air brush And pattern transfer includes blending of colors and hand techniques with equipment</p>	28
<p>WEDDING CAKES/CONSTRUCTION & DECORATION This module provides students with the basic concepts and the structural concerns When decorating cakes for Weddings, colors icings, fillings and creams piping and working with multiple tiers and working with decorative elements</p>	32
<p>SPECIAL DESIGNS CAKE & PROJECTS This modules introduces the students into the concepts and practical applications for Specialty cakes and affords students practical technical enhancements for proficiency</p>	72
<p>ROLLED FONDANT & GUM PASTE This module provides students with a working knowledge of the specialty gum pastes And uses of working with rolled fondant and their application techniques with cakes</p>	56

TRAINING MATERIAL :

BOOKS:

Descubra la decoración de pasteles; ISBN#: 9781933244011(Spanish edition)

Flores y Bordes; ISBN#: 9781933244020 (Spanish edition)

Fondant y pasteles de pisos; ISBN#: 9781933244037 (Spanish edition)

Other:

A ruled notebook, pen and pencil, Backpack.

Basic Tool Set

OPTIONAL CAKE DECORATION EQUIPMENT DESCRIPTION

- Angled spatula
- Spatula
- Air brush Compressor Artist brush
- Ball tool
- Knife scribe tool
- Designer Wheel with heads
- Dustin powder brush
- Open curve crimpers
- Fondant smoother
- Maple rolling pin
- Decorating bag
- Cake Icer tip
- Couplers
- Tip covers
- Flower nail
- Smoother decorating
- 55 Piece Decorating tips set
- Fondant pastry cutter sets

CAKE DECORATING

TOTAL HOURS 100



PROGRAM OPTIONS

A student enrolled in the CAKE DECORATING program, will become proficient in professional Cake Decoration Techniques. Cake Decoration fields for professional/Vocational Skill Development, in Cake Decoration, Pastry Maker fields, tuition and fees for the complete program as well as options listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE	HOURS
FUNDAMENTALS AND BASIC CAKE DECORATION This module provides the students with basics of Cake Decorating	12
ICING, FILLING & BAKING SKILLS This module provides students with working knowledge and Technique for working with Icing & basic baking skills including fillings, use of colors and combinations, working with specialty tips	4
RICE PAPER TECHNIQUES, DESIGNS This module provides students with a working knowledge of working with rice paper and pattern transfer includes blending of colors and hand techniques with equipment	8
COMPRESSOR ICING & COMMERCIAL DESIGN This module introduces the students to styles and uses of commercial cakes and other Personalization with batters, icings and decorative elements	4
FLOWERS This module provides students with a working knowledge and practice of the Technique for working with and creating Flowers	8
FABRICATION OF CUSTOM MOLDS This modules introduces the students into the concepts and practical applications for Specialty cakes and custom molds, affords students practical technical enhancements for proficiency	32
QUINCEAÑERAS & WEDDINGS This module provides students with the basic concepts and the structural concerns when decorating cakes for Weddings, colors icings, fillings and creams piping and working with multiple tiers and working with decorative elements	8
FONDANT TECHNIQUES This module provides students with a working knowledge of the specialty gum pastes and uses of working with rolled fondant and their application techniques with cakes	24



PASTRY AND BAKING

TOTAL HOURS 100

25 WEEKS,

4 HOURS PER WEEK

PROGRAM OPTIONS

A student enrolled in the Pastry and Baking will become proficient in personal Pastry and Baking fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE	HOURS
INTRODUCTION AND TECHNIQUES This module provides the students with basics of Pastry and Baking techniques	4
INGREDIENT IDENTIFICATION This module provides the students with basics of Pastry and Baking mixes and ingredients	4
YEAST BREADS AND ROLLS This module provides the students with basics of working with yeast breads and roll techniques	12
PASTRY DOUGH AND BATTERS This module provides the students with basics of working with pastry dough & batter techniques	16
QUICK BREADS AND CAKES This module provides the students with basics of working with quick breads and cakes techniques	16
COOKIES This module provides students with basics of working with cookies and its decorating techniques	12
CUSTARDS, CREAMS, MOUSSES, AND SOUFFLÉS This module provides the students with basics of working with custards, creams, mousses and soufflés and incorporating into design techniques	4
ICINGS, GLAZES AND SAUCES This module provides the students with basics of working icing, glazes and sauce techniques	4
FROZEN DESSERTS This module provides the students with basics of working with/creating frozen dessert techniques	4
PIES, TARTS AND FRUIT DESSERTS This module provides the students with basics of working/creating and baking with pies, tarts and fruit dessert techniques	16
CHOCOLATES AND CONFECTION This module provides the students with basics of working with yeast breads and roll techniques	8



MARSHMALLOW DESIGN

TOTAL HOURS 60

15 WEEKS

4 HOURS PER WEEK

PROGRAM OPTIONS

A student enrolled in the Marshmallow Design will become proficient in personal Marshmallow Design fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

ELEMENTS OF DESIGN AND PRACTICAL TECHNIQUES

This modules introduces the students into the concepts and practical applications for Marshmallow And custom molds, affords students practical technical enhancements for proficiency 4

BASIC MARSHMALLOW DESIGN

Module provides students with a working knowledge and Technique for working with Marshmallow and basic form skills including fillings, use of colors and combinations crèmes, icing and fondant 24

SPECIAL OCCASIONS DESIGN

Module provides students with the basic concepts and the structural concerns when decorating Marshmallow for special occasions, colors, fillings and creams and working with multiple tiers And decorative elements 24

BONBONS PLATE DISPLAY AND ARRANGEMENTS

This module introduces the students to styles and uses of special bonbons designs and other Personalization for display with decorative elements and arrangements 8

Training materials :

Prepared materials, A ruled notebook, pen and pencil

Book: Marshmallows ISBN# 978-1423602491

Magazines of Marshmallow designs

BALLOON ARRANGEMENT AND DESIGN

TOTAL HOURS 40

10 WEEKS,

4 HOURS PER WEEK



PROGRAM OPTIONS

A student enrolled in the Balloon Arrangement and Design will become proficient in personal Balloon Arrangement and Design fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

INTRODUCTION AND MATERIALS

This module provides the students with basics of Balloon Arrangements, elements of designs and Practical techniques in working with Balloon styles

4

CHARACTERIZATION OF BALLOONS

This module provides the students with basics of Balloon Arrangements, tools and Practical techniques in working with/creating Balloon character styles

4

CHARACTERIZATION AND ARMED WITH BALLOONS

This module provides the students with basics of Balloon Arrangements, elements of designs and Practical techniques in working with/creating Balloon character styles; animal forms etc.

16

CHARACTERIZATION FOR SPECIAL EVENTS

This module provides the students with basics of Balloon Arrangements, for special events and Fast Practical techniques in working with/creating Balloon character styles; animal forms etc.

12

DESIGN OF SPECIAL FLOWERS

This module provides the students with basics of Balloon Arrangements, and elements of designs and Practical techniques in working with/creating Balloon and floral styles/arrangements.

4

Training materials:

Prepared materials, A ruled notebook, pen and pencil

Book:

Qualatex # 7144426638



FLOWER ARRANGEMENT DESIGN

TOTAL HOURS 80

20 WEEKS

4 HOURS PER WEEK



PROGRAM OPTIONS .

A student enrolled in the Flower Arrangement and Design will become proficient in personal Flower Arrangement and Design fields for professional/Vocational Skill Development, tuition and fees for the complete programs as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog:

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COURSE OUTLINE

HOURS

ELEMENTS OF DESIGN AND PRACTICAL TECHNIQUES

This module provides the students with basics of Floral Arrangements, elements of designs and Practical techniques in working with flowers

4

BASIC FLORAL DESIGN

Module provides students with a working knowledge and Technique for working with Basic Floral Design skills including flowers, use of colors and combinations

28

SPECIAL OCCASIONS AND SILK FLORAL DESIGN

Module provides students with the basic concepts and the structural concerns when decorating for special occasions, colors, incorporating silk floral design and working with multiple tiers And decorative elements such as silk flowers and ribbons

20

SPECIAL DESIGN AND ARRANGEMENTS

This module introduces the students to styles and uses of special designs and Floral Arrangements other Personalization with decorative elements and arrangements, and use of stands and holders.

28

Training materials:

Prepared materials, A ruled notebook, pen and pencil

Book:

The New Floral Artist (Spanish Edition) ISBN#: 978-1857321098



NAIL ART DECORATION

TOTAL HOURS 100

25 WEEKS

4 Hours per week

PROGRAM OPTIONS

A student enrolled in the Nail Art Decoration will become proficient in personal Nail Art Decoration fields for professional/Vocational Skill Development, it should be noted that this program entails working with artificial nails, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

INTRODUCTION TO NAIL ART

This module provides the students with overview of the Nail Art tools and materials Decoration program

4

ESSENTIAL TECHNIQUES

This module provides the students with essential techniques for professional looking Finished nails

12

SPECIAL TECHNIQUES DESIGNS

This module provides the students with practical methods; techniques for applying Special designs such as decals, picture art and gold sparkle

20

SPECIAL DECORATIVE APPLICATIONS

This module provides the students with practical methods; techniques for applying Special designs such as jewelry and costume gemstones

20

Training materials:

Prepared materials, A ruled notebook, pen and pencil

Book:

Nail art and Decorative ISBN#: 9781409256038

HAIRSTYLING TECHNIQUES

HOURS 100

4 HOURS PER WEEK



PROGRAM OPTIONS

A student enrolled in the Hairstyling Techniques will become proficient in personal Hairstyling Techniques fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

HAIRSTYLING CULTURE AND FASHION

This module provides the students with overview of Hairstyling Culture and Fashion Learn techniques with professional precision without stepping foot into the salon.

4

DAY STYLES

This module provides the students with overview of creating hairstyles for day wear

4

EVENING STYLES

This module provides the students with overview of creating hairstyles for evening wear

4

BASIC STYLES

This module provides the students with overview of creating hairstyles considered to be Basics in hair care and fashion

4

ALL OCCASION STYLES

This module provides the students with overview of hairstyles from the perfect blow-out to creating long lasting curls

4

ELEGANT STYLES

This module provides the students with overview of creating elegant hairstyles

4

GLAMOUR STYLES

This module provides the students with overview of creating glamorous hairstyles

4

CLASSIC STYLES

Module provides the students with overview of creating classic hairstyles that Are always in style

4

BRAIDS STYLES

This module provides the students with overview of creating braided hairstyles

4

CURLING, ROLLING AND WAVING STYLES

This module provides the students with overview of creating waving hairstyles

4

Training materials :

Prepared materials, A ruled notebook, pen and pencil



EYELASH EXTENSION APPLICATION

TOTAL HOURS 40

4 HOURS PER WEEK

PROGRAM OPTIONS

A student enrolled in the Eyelash Extension Application will become proficient in personal Eyelash Extension Application Techniques fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE	HOURS
<p>INTRODUCTION TO EYELASH APPLICATIONS This module provides the students with overview of the Eyelash extension/application Techniques program and the individual modules</p>	4
<p>APPLYING DIFFERENT EYELASH TYPES This module provides the students with basics of different Eyelash types and application</p>	4
<p>EYELASH CARE This module provides the students with basics of eyelash care (natural and false)</p>	4
<p>APPLICATION PRACTICE ON HEAD FORM This module provides the students with eyelash /extension application practice</p>	4
<p>EYELASH REMOVAL This module provides the students with eyelash /extension removal practice</p>	4
<p>APPLICATION OF DRAMATIC EYELASH, AND FANTASY EYELASHES Module provides students with Dramatic and Fantasy eyelash application techniques</p>	4
<p>APPLICATION OF FULL EYELASH, AND PARTIAL EYELASH This module provides the students with full and eyelash application techniques</p>	4
<p>APPLICATION AND REMOVAL OF FLARE EYELASH Module provides students with proper flare eyelash application and removal procedure</p>	4
<p>FLARE EYELASH APPLICATION, AND REMOVAL PRACTICE This module provides the students with flare eyelash application/removal practice</p>	4
<p>APPLICATION OF INDIVIDUAL EYELASH EXTENSION (COMPLETE SET) This module provides the students with individual eyelash extension application and complete set eyelash extension application</p>	4

Training materials:

Prepared materials, A ruled notebook, pen and pencil

PROFESSIONAL MAKE-UP TECHNIQUES

TOTAL HOURS 100
4 HOURS PER WEEK



PROGRAM OPTIONS

A student enrolled in the Professional Make-Up Techniques will become proficient in personal Professional Make-Up Techniques fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE	HOURS
INTRODUCTION TO MAKE-UP This module provides the students with overview of the professional Make-Up Techniques program and the individual modules	4
ESSENTIAL TECHNIQUES This module provides the students with overview of the essential techniques for applying Make-up for the need; day, night, heat and for everyday application	4
KNOWLEDGE OF THE FACE This module provides the students with overview of the Make-up For your skin, T-zones, lips, eyes and cheeks and the types of make up for various skin types	4
PERFECT MAKEUP TECHNIQUES This module familiarizes students with perfect make-up techniques to achieve the natural look with minimal effort yet to maximum effect for their purpose	14
SPECIAL MAKE-UP APPLICATIONS This module provides the students with overview of the special make-up applications Practical lessons for applying effects such as hiding imperfections, raising cheekbones	30
SPECIAL OCCASIONS MAKEUP This module provides the students with overview of applying Make-up for special occasions and events such as smoky eyes or making eyes appear larger / bolder	24
MAKE-UP ARTISTRY This module provides the students with overview of Make –up Artistry which may be Used for creating a specific look/effect such as for a specific costume, wardrobe	20

Training materials :

Prepared materials, A ruled notebook, pen and pencil

Books: Maquillaje ISBN#:978-9507685064 (Spanish edition)

Everyone from Beginner ISBN#: 978-0446581349 (English edition)

PROFESSIONAL MODELING TECHNIQUES TOTAL

100 HOURS

25 WEEKS 4 HOURS PER WEEK

PROGRAM OPTIONS

A student enrolled in the Professional Modeling Techniques will become proficient, in personal Professional Modeling Techniques fields for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog.

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COURSE OUTLINE	HOURS
SELF MAKE UP APPLICATION This module provides the students with overview of the special make-up applications Practical lessons for applying effects such as hiding imperfections, raising cheekbones	8
STYLING TECHNIQUES This module provides the students with overview of Hairstyling Culture and Fashion Learn techniques with professional precision without stepping foot into the salon.	8
COSTUME/FITTING This module provides the students with overview of wearing clothes/costumes for the right fit and for the right look for the event	4
INTERPRETATION ON CAMERA This module provides the students with Interpretation techniques for the Camera	8
GATEWAY/RUNWAY This module provides the students with overview of Gateway/Runway movements	20
CASTING/INTERVIEW This module provides the students with overview of Casting/interview techniques	8
COMMUNICATION/EXPRESSION This module provides the students with communication/expression projected by modeling	8
DANCE /MOVEMENT This module provides the students with basic dance / movement techniques for modeling	12
PROJECTING BEAUTY This module provides the students with Projecting Beauty techniques with confidence	8
PHOTOGRAPHIC EXPRESSION This module provides the students with overview of Facial expression for the camera	8
AGENCIES This module provides the students with overview of agencies and being seen	8

Training materials: Prepared materials, A ruled notebook, pen and pencil

Books: Maquillaje ISBN#:978-9507685064 (Spanish edition)

Everyone from Beginner ISBN#: 978-0446581349 (English edition)



HAIR, MAKE-UP AND NAILS COURSE

TOTAL HOURS 400:

A student enrolled in the Hair, Make-up and Nails Techniques will become proficient in personal Hairstyling Techniques, Skin and Nails fields for professional/Vocational skill development. Tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog.

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COURSE OUTLINE	HOURS
HAIRSTYLING CULTURE AND FASHION	
This module provides the students with overview of Hairstyling Culture and Fashion Learn techniques with professional precision without stepping foot into the salon.	20
DAY STYLES	
This module provides the students with overview of creating hairstyles for day wear	10
EVENING STYLES	
This module provides the students with overview of creating hairstyles for evening wear	10
BASIC STYLES	
This module provides the students with overview of creating hairstyles considered to be Basics in hair care and fashion	10
ALL OCCASION STYLES	20
This module provides the students with overview of hairstyles from the perfect blow-out to creating long lasting curls	
ELEGANT STYLES	20
This module provides the students with overview of creating elegant hairstyles	
GLAMOUR STYLES	10
This module provides the students with overview of reacting glamorous hairstyles	
CLASSIC STYLES	10
Module provides the students with overview of creating classic hairstyles that Are always in style	

BRAIDS STYLES

This module provides the students with overview of creating braided hairstyles **20**

20

CURLING, ROLLING AND WAVING STYLES

This module provides the students with overview of creating waving hairstyles **10**

INTRODUCTION TO MAKE-UP

This module provides the students with overview of the professional Make-Up Techniques **20**
20 program and the individual modules

ESSENTIAL TECHNIQUES

This module provides the students with overview of the essential techniques for applying Make-up **15**
For the need, day night, heat and for everyday application

KNOWLEDGE OF THE FACE

This module provides the students with overview of the Make-up For your skin, T-zones, lips, **10**
eyes and cheeks and the types of make up for various skin types

PERFECT MAKEUP TECHNIQUES

This module familiarizes students with perfect make-up techniques to achieve the natural look **25**
with minimal effort yet to maximum effect for their purpose

SPECIAL MAKE-UP APPLICATIONS

This module provides the students with overview of the special make-up applications Practical **30**
lessons for applying effects such as hiding imperfections, raising cheekbones

SPECIAL OCCASIONS MAKEUP

This module provides the students with overview of applying Make-up for special occasions and **30**
events such as smoky eyes or making eyes appear larger / bolder

MAKE-UP ARTISTRY

This module provides the students with overview of Make -up Artistry which may be Used for **30**
creating a specific look/effect such as for a specific costume, wardrobe

INTRODUCTION TO NAIL ART AND DESIGN

This module provides the students with overview of the Nail Art Decoration program **10**

NAIL ART TOOLS AND MATERIALS

This module provides the students with basic Nail Art Decoration tools and materials **10**

ESSENTIAL TECHNIQUES

This module provides the students with essential techniques for professional looking Finished **20**
nails

SPECIAL TECHNIQUES DESIGNS

This module provides the students with practical methods; techniques for applying Special **20**
designs
such as decals, picture art and gold sparkle

SPECIAL DECORATIVE APPLICATIONS

This module provides the students with practical methods; techniques for applying Special designs such as jewelry and costume gemstones

40

Training materials:

Prepared materials, A ruled notebook, pen and pencil

Books:

**COSMETOLOGY COURSE
TOTAL HOURS 1,600 HOURS**

(CIP #12.0401, SOC #39-5012.00):

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

	Req. Hours
Hairstyling: Analysis, Shampooing	10
Fingerwaving, Pin Curls, Comb-Outs	15
Straightening, Waving	20
Curling w/Hot Combs & Irons, Blow Drying	20
Permanent Waving & Chemical Straightening	40
Hair Coloring & Bleaching	60
Haircutting	20
BBC Laws & Regulations	20
Cosmetology Chemistry, Electricity	25
Bacteriology, Com. Diseases, HIV/AIDS & Hepatitis B	40
Material Data Sheets, Anatomy & Physiology	15
Disinfections/Sanitation, Health & Safety	50
Facials – Manual: Cleaning, Packs, Masks	10
Facials – Chemical: Peels, Packs, Masks, & Scrubs	10
Facials – Electrical: Elec. Modalities, Derma	5
Eyebrow Beautification & Make-Up	25
Water & Oil Manicure	5
Hand/Foot/Arm/Ankle Massage	5
Acrylic Nails & Wraps – Liquid & Powder	10
Brush-Ons, Artificial Nail Tips & Wraps & Repair	15
Salon Management, Business Ethics, Job Searching	30
PRACTICAL OPERATIONS	Req. Hours
Hairstyling: Analysis, Shampooing	50
Wet Hair Styling, Pin Curls, Braids, Blow Drying, & Up dos	130
Thermal Hair Styling (Hot Combs & Irons), Barrel Curls	60
Permanent Waving & Chemical Straightening	120
Haircutting	150
Bleaching / Highlight/Weave	100
Hair Coloring / Lowlight	130
Scalp & hair Treatments	10
Facials – Manual	30
Facials – Chemical	10

Facials – Electrical	10
Eyebrow Beautification & Make-Up	35
Disinfections/Sanitation	50
Water & Oil Manicuring	20
Pedicuring	10
Acrylic Nails – Liquid & Powder	15
Artificial Nail Tips	10
Nail Wraps & Repairs	10
Instructor Discretionary Instruction	200

TOTAL CLOCK HOURS: 1600

Additional Training Will Be Given In The Following Subject Matter: Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

[Milady Standard Cosmetology, 13th Edition](#) Milady - ©2016

- ISBN10: 1-285-76943-0 or e-book: ISBN13: 978-1-285-76943-1
- [Spanish Translated Milady Standard Cosmetology, 13th Edition](#) Milady - ©2016
- ISBN10: 1-285-77262-8 or e-book: ISBN13: 978-1-285-77262-2



BARBERING

(1,500 Clock Hours)

Course Description: (D.O.T. #332.271-010, CIP #12.0402)

Course Format: The curriculum for students enrolled in a barber course shall consist of 1,500 clock hours of technical instruction and practical operations as mandated by the State of California Board of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Course Contents: The curriculum for the barber course consist of 1,500 clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

Haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum practical operations:

- (a) The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.
- (b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):

The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair

analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

Hair Cutting (20 hour of Technical Instruction and 80 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction and Practical Training in Shaving

The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.

(3) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations (20 hours of Technical Instruction)

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (45 hours of Technical Instruction)

Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation (20 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

- (c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers. This Additional Training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.

All students shall receive sufficient instruction and training in the subjects listed in this section to properly prepare them to apply for and take

the examination given by the Board and to provide barber services in an establishment.

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- ISBN10: 1-305-10076-X or e-book: ISBN13: 978-1-305-10076-3

SKIN CARE
TOTAL HOURS 600 HOURS

(CIP #12.0409, SOC #39-5094.00) :

The curriculum for students enrolled in the ESTHETICIAN/SKIN CARE course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Skin Care, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

THEORY SUBJECT INSTRUCTIONS	Req. Hours
Cosmetology Act and Rules	10
Cosmetology Chemistry	15
Health & Safety / Haz./ HIV & AIDS	50
Electricity	10
Disinfection and Sanitation	10
Bacteriology, Anatomy, Physiology	20
Facials – Manual	30
Facials – Chemical	20
Facials – Electrical	20
Eyebrow Arching - Tweezers & Wax	25
Hair Removal - Wax & Depilatories	15
Make-Up	20
Salon Management, SPA Ethics/Skills	15
PRACTICAL SUBJECT OPERATIONS	Req. Hours
Disinfections/Sanitation	20
Facials – Manual	60
Facials – Chemical	60
Facials – Electrical	50
Eyebrow Arching - Tweezers & Wax	40
Hair Removal - Wax & Depilatories	50
Make-Up	40
Client Preparation & Record Keeping	20

TOTAL CLOCK HOURS: 600

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Spanish Translated Milady Standard Esthetics: Fundamentals, 11th Edition Milady - ©2013

- ISBN10: 1-111-30699-0 OR E-BOOK: ISBN13: 978-1-111-30699-1



**MANICURIST COURSE
(400 HOURS)**

(CIP #12.0410, SOC #39-5092.00)

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note that a minimum of 40 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

THEORY SUBJECT INSTRUCTIONS	Req. Hours
BBC Rules and Regulations	10
Manicuring Chemistry	10
Health & Safety / Hazardous Substance, Communicable Diseases	15
Disinfection and Sanitation	20
Bacteriology, Anatomy, Physiology	10
Water and Oil Manicures	15
Pedicures	10
Acrylic Brush-Ons	15
Nail Tips	15
Nail Wraps and Repairs	5
Salon Management & Business Ethics	35
PRACTICAL SUBJECT OPERATIONS	Req. Hours
Disinfection and Sanitation	10
Water and Oil Manicures	40
Complete Pedicures	20
Acrylic: Liquid & Brush-Ons	80
Nail Tips	50
Nail Wraps and Repairs	40
Total Hours	400

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**MANICURIST
(600 HOURS)**

(CIP #12.0410, SOC #39-5092.00)

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (600) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note that a minimum of 40 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

THEORY SUBJECT INSTRUCTIONS	Req. Hours
BBC Rules and Regulations	10
Manicuring Chemistry	10
Health & Safety / Hazardous Substance, Communicable Diseases	15
Disinfection and Sanitation	20
Bacteriology, Anatomy, Physiology	10
Water and Oil Manicures	15
Pedicures	10
Gel Manicures	20
Nail Art	40
Other Procedures	10
Acrylic Bruch-Ons	15
Nail Tips	15
Nail Wraps and Repairs	5
Salon Management & Business Ethics	35
PRACTICAL SUBJECT OPERATIONS	Req. Hours
Disinfection and Sanitation	20
Water and Oil Manicures	40
Complete Pedicures	20
Acrylic: Liquid & Bruch-Ons	80
Nail Tips	50
Nail Wraps and Repairs	40

Nail Art Applications	50
Gel Applications	50
Other Applications	30
Total Hours	600

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Spanish Translated, Milady Standard Nail Technology, 7th Edition Milady - ©2015
- ISBN10: 1-285-08059-9 OR E-BOOK: ISBN13: 978-1-285-08059-8



FAMILY HOME DAYCARE

TOTAL HOURS 80:

PROGRAM OPTIONS

A student enrolled in the Family Home Daycare will become proficient in personal Family Home Daycare for professional/Vocational Skill Development, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is not uncommon in this field.

COURSE OUTLINE

HOURS

INTRODUCTION

This module provides the students with an over view of the course and rules regarding Family Home Daycare for personal self-improvement

4

ASSESSING THE NEED FOR CHILD CARE

This module provides the students with basics of childcare facilities and an understanding Of purpose and limitations for different types of facilities and child care services

4

DAY CARE LICENSING

Module provides students with Day Care Licensing and application process information

4

SETTING YOUR RATES

This module provides the students with basics of rate setting for different levels of Service and levels allowed by agency sponsorship

4

SETTING AND STATING POLICIES

This module provides the students with basics of policy compliance and parental Disclosures and an overview of required contracts and documentation

4

FINDING ASSISTANCE AGENCIES

Module provides the students with basics of available resources/qualifying from agencies/public

4

PROGRAM PLANNING

This module provides the students with basics of program planning for age appropriate Infant, child development and routines for scheduled activities 20

HEALTH AND SAFETY

This module provides the students with basics of Health and Safety in childcare 8

FAMILY HOME DAYCARE Continued... 8

NUTRITION

This module provides the students with basics of infant, child nutrition

PARENTS PARTNER IN CHILD CARE

This module provides the students with basics of parental communication and developmental participation of their children- What have they missed during the day 4

KEEPING RECORDS

This module provides the students with basics of recordkeeping and required Documentation for legal protection 8

CHILD ABUSE

This module provides the students with legal requirements of observing and reporting suspected child abuse 4

CHILDREN WITH SPECIAL NEEDS

This module provides the students with basics of dealing with children with special needs responsibilities and legal requirements 4

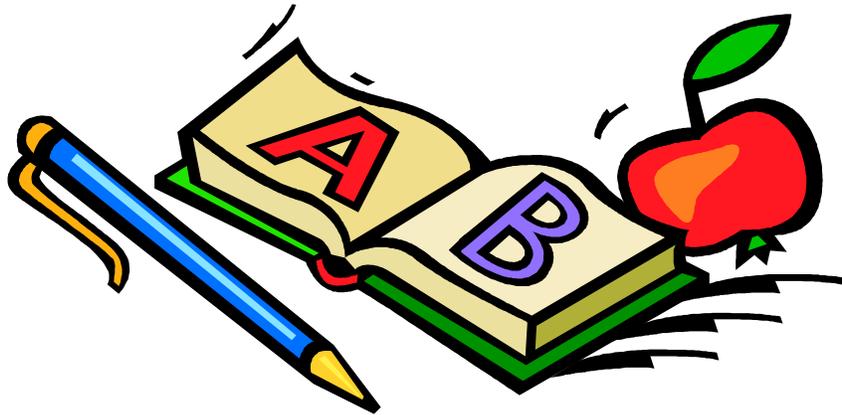
Training materials:

Prepared materials, A ruled notebook, pen and pencil

Book:

Home Day Care ISBN# 978-1551805696





STUDENTS RIGHTS & CANCELLATION NOTICE

NOTICE OF STUDENTS RIGHTS

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 and Vocational Education at the address and telephone number printed below the information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, call or write to: Bureau for Private Postsecondary Education,
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833
Phone: (916) 431-6959—Toll Free: 1 (888) 370-7589-Fax: (916) 263-1897
Website: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov

NOTICE OF CANCELLATION

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, the 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 enrollment, whichever is later. If you cancel, any payment you have made and any negotiable instrument signed by you will be returned to you within 30 days following the school's receipt of your cancellation notice. But, if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10-day period the school may keep an amount out of what you paid that equals the price of the equipment written into the contract. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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 a telegram to:

RTC COLLEGE, INC. 10427 San Sevaine Way, Suite A, Jurupa Valley, CA 91752
Attn. School Director.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class. If you cancel after the 5 (or 8) business day, any refund due you or liability for tuition you may owe, is determined by the refund policy as stated in the school catalog.

If you have any complaints, questions, or problems which you cannot work out with the school, call or write to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 431-6959—Toll Free: 1 (888) 370-7589
Website: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov



LICENSURE ELIGIBILITY FOR COSMETOLOGY PROGRAMS

ALL STUDENTS at RTC COLLEGE, in any of the Cosmetology Programs (Cosmetology, Barber, Manicurist and Esthetician) must complete all required operations (practical) and theory for the course of study and have passed all tests with a minimum of 70% or “C” and had an attendance of over 67% and have paid all Tuition and fees in full to the College or have made arrangements for satisfactory payment.

OTHER FACTORS:

LICENSING REQUIREMENTS

In addition to the general requirements, an applicant for a cosmetology license is entitled to the license if the applicant:

1. Is at least 17 years of age;
2. Supplies proof of successful completion of the 10th grade in California or its equivalent and;
3. Has done any of the following:
 - a. Completed a course in cosmetology from a school approved by the board or;
 - b. Practiced cosmetology, as defined in this chapter, outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in a cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision or;
 - c. Holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board or;
 - d. Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board, or;
 - e. Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with section 7332)

GROUND FOR DENIAL OF A LICENSE

1. A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
 - a. Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the Establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
 - b. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or; done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
2. Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.
3. A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

STATE LICENSURE REQUIREMENTS

The course is designed to lead to a position in the cosmetology field, which requires licensure by the state. The curriculum for students enrolled in a Cosmetology course shall consist of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Cosmetologist, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 1600 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Cosmetology Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.