

---

# School Catalog



**BPPE #, RIVERSIDE: 3303591**

**Expiration: 12/18/2017**

**Effective 01.01.017– 12.31.17**

**SERVING THE VOCATIONAL REHAB WORKER SINCE 1999**

---

**Ver. 010117**



## **RIVERSIDE MAIN CAMPUS**

4150 Latham St. Suite H

Riverside, CA 92501

951-684-6273

Fax 951-848-9460

[www.future-net.net](http://www.future-net.net)

**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 2535 Capitol Oaks Drive, Suite 400 , Sacramento CA 95833.**

**Web site [www.bppe.ca.gov](http://www.bppe.ca.gov), or toll free telephone number (888)370-7589 or by fax (916)263-1897.”**

## TABLE OF CONTENTS

<b>Campus Address/Disclosures</b>	<b>2</b>	<b>Student Termination</b>	<b>16</b>
<b>Table of Contents</b>	<b>3</b>	<b>Placement Assistance</b>	<b>16</b>
<b>“Welcome” &amp; Philosophy</b>	<b>4</b>	<b>Student Rights</b>	<b>17</b>
<b>Our Mission Statement &amp; History</b>	<b>4</b>	<b>Cancellation &amp; Withdrawal</b>	<b>18</b>
<b>Disclosures &amp; Student Services/Housing</b>	<b>5</b>	<b>Student Tuition Recovery Fund</b>	<b>19</b>
<b>Complaint Procedure</b>	<b>6</b>	<b>Tuition Refund Chart</b>	<b>20</b>
<b>Facilities/Equip. &amp; Student Disclosure</b>	<b>7</b>	<b>Program Objectives</b>	<b>21, 22</b>
<b><i>FUTURE-NET</i> Staff</b>	<b>8</b>	<b>Tuition and Fees</b>	<b>23</b>
<b>Admission Requirements</b>	<b>9</b>	<b>Financial Assistance</b>	<b>23</b>
<b>Admissions Procedure</b>	<b>9</b>	<b>Courses Offered</b>	<b>23</b>
<b>Transfer of Credits &amp; Student Info.</b>	<b>10</b>	<b>Office Specialist Acct. Program</b>	<b>24</b>
<b>Emergency Medical Information</b>	<b>10</b>	<b>Medical Billing &amp; Coder</b>	<b>25</b>
<b>Dress Code &amp; Student conduct</b>	<b>11</b>	<b>A+ Hardware Technician</b>	<b>26</b>
<b>Sexual Harassment Policy</b>	<b>12</b>	<b>Dental Technician Program</b>	<b>27</b>
<b>Personal Hygiene</b>	<b>12</b>	<b>Cake Designer Program</b>	<b>28</b>
<b>Hours of Operation &amp; Holidays</b>	<b>13</b>	<b>Floral Designer Program</b>	<b>29</b>
<b>Satisfactory Academic Progress</b>	<b>14</b>	<b>Dental Technician Program</b>	<b>30</b>
<b>Grading Policy</b>	<b>14</b>	<b>Office Accounting Program</b>	<b>31</b>
<b>Requirements for Graduation</b>	<b>15</b>	<b>Office\Billing\Coder Program</b>	<b>32</b>
<b>Attendance Policy</b>	<b>15</b>	<b>Campus Directions</b>	<b>33</b>
		<b>Notes:</b>	<b>34</b>



# WELCOME TO ***FUTURE-NET***

## PHILOSOPHY

We are pleased to welcome you to ***FUTURE-NET***, where tomorrow's technology is available today. Our goal is to provide our students with the most experienced instruction available and to give our students a competitive edge in the job market. We feel it is important that we have a staff consisting of professionals with numerous years of experience. We also feel it is important to provide the student with not only the skills but also excellent facilities to ensure that the student can work in a healthy and efficient environment. ***FUTURE-NET***' staff is dedicated to the success of our students and providing vocational and technical training that meets the current needs of business and industry. Our staff and faculty will maintain its long-standing reputation for innovation and high quality private vocational education.

## OUR MISSION STATEMENT

The Mission of ***FUTURE-NET*** is to provide our students with state of the art curriculum in their field of study, and to provide them with the tools for success. Our goal at ***FUTURE-NET*** is to make our graduates highly skilled enough to catapult them into the work force. This is all done in a unified environment, with the common goal of "quality and integrity above all."

## HISTORY

***FUTURE-NET*** was started by Mr. Luis Rego, who was working for another school when he observed an attitude consisting of a lack of concern for the students, that not only the school he worked for had, but also many other institutions operated out of, therefore, he decided that it would be beneficial for his community to open a school that was student oriented and not profit oriented. He created ***FUTURE-NET*** with Industry Programs that were in demand and made sure that his policy and procedure was to make sure that everything that was promised to the student would be delivered without any delays or misrepresentation, including up-to-date education and all the supplies needed to do so. ***FUTURE-NET***'s target market became the people that needed re-training in another vocation as the target population is/was of injured or displaced workers. ***FUTURE-NET*** gave the injured and the displaced people a new career and a better future for their families.

## DISCLOSURES

***FUTURE-NET*** is a private institution, its approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010, The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. “Approval to operate” or “approval” means that the institution has received authorization pursuant to this to this chapter to offer to postsecondary programs.(94817.5) This institution’s Approval to operate is subject to renewal by application every five years.

### **All Instruction is in our Main Campus:**

**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 the enrollment agreement.**

***FUTURE-NET* does not** have a pending petition in bankruptcy and is not operating as a debtor in possession. The school has not filed a petition within the preceding five years. And has not had a petition in bankruptcy filed against it, within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code. 9409(a)(14)

***FUTURE-NET* does not participate in FEDERAL AND STATE FINANCIAL AID PROGRAMS.**

***FUTURE-NET* does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Riverside, CA, rental properties start at approximately \$750 per month.**

***FUTURE-NET* does not participate in providing in I-20 Visas for education**

The founder of the school and 100% s Owner is Mr. Luis Rego. Mr. Luis Rego is the school Director  
All information in the content of this school catalog is current and correct and is so certified as true by

Mr. Luis L. Rego,  
Owner/Director  
***FUTURE-NET***  
lrego@future-net.net

## COMPLAINT PROCEDURE

***FUTURE-NET*** offers a supportive training facility and working environment for our students and staff. A complaint indicates your dissatisfaction with our training, the instructor, a student, or a staff member. Your satisfaction is important to ***FUTURE-NET***.

1. Make a signed, written complaint to a school official describing the basis of the complaint in sufficient detail to allow the Director of Education to begin an investigation.
2. The Director of Education or designee will schedule an appointment with the student within 3 working days to discuss the complaint.
3. The Director of Education will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within 5 working days of meeting with the student.
4. If the student is not satisfied with the Director of Education's report as to the disposition of the complaint, the student may appeal the result in writing to the school Director within 10 working days. The appeal letter must include a copy of the written disposition report and an explanation as to why the student is not satisfied with the outcome.
5. The Director of Education will review the written disposition and decide if further investigation is necessary, including requesting additional information from the student.
6. The School Director will provide the student a written decision within 10 working days of the receipt of the appeal letter; this written decision is the final disposition of the complaint.
7. Students or any member of the public not satisfied with the final disposition of the grievance process may file a complaint with:

**“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) toll free or by completing a complaint form, which can be obtained on the bureau’s internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov))”**

## FACILITIES

***FUTURE-NET*** was founded in January of 1999 by Luis Rego and is located at 4150 Latham St Suite H., Riverside, CA, 92501 (Please see a map at the back of this catalog). The facility resides in a modern campus-like setting filling approximately 2500 square feet with four classrooms, with each classroom holding a 12 to 1 student to teacher ratio. This means the classrooms for instruction accommodate a maximum of 48 students at any one time.

### **Equipment:**

#### **Cake Decoration**

- (3) Kitchen Aid Pro Mixers
- (2) Air Brush Machines
- (2) GE Convection Ovens (can bake 6 cakes at one time)
- (8) Stainless Steel Work Tables
- (15) Bar Stools
- (2) Refrigerators

#### **Computer Courses**

Students receive a state of the art laptop that is purchased by their insurance companies for their course. All computer courses are given in a class room with an LCD Panel or an LCD projector.

#### **Dental Technician Course**

**Students will learn in a real laboratory environment we have a complete dental lab:**

- (14) dental stations**
- (4) Porcelain Ovens**
- (1) Pressable Oven**
- (14) Waxing Units**
- (2) Lathes**

#### **Equipment and Facilities Disclosure**

**All equipment used for the education of the student is modern and functional and completely owned by Mr. Luis L. Rego**

**LIBRARY: *FUTURE-NET***, at this time does not have the space to provide a library for our students we have a City library 2.5 miles from our campus, the address to the library is:

3581 Mission Inn Avenue  
Riverside, CA 92501  
(951) 826-5201

## STUDENT DISCLOSURE STATEMENT

**California statute requires that a student, who successfully completes a program of study, be awarded an appropriate diploma or certificate verifying the fact.**

**Prospective enrollees should tour the facility and discuss personal educational and occupational plans with school personnel prior to enrolling or signing any enrollment agreements.**

**Any written contract or agreement signed by a prospective student shall not become operative until the student attends the first class or session of instruction.**

**THE STAFF OF *FUTURE-NET***

**ADMINISTRATION:**

**Luis Rego,  
Owner/Director  
COAFS-04-374075**

***FUTURE-NET*  
Instructional Staff**

**Luis L. Rego A+, MCP, MCT (Bilingual Instructor)  
PC Hardware Instructor**

**Mr. Rego holds a number of certification in the IT field and has been head of IT support for New Horizons Computer Learning Center. He brings over 20 years' experience in the computer industry.**

**Evangelina Escalante Wilton Instructor (Bilingual Instructor)  
Professional Cake Designer**

**Eva has 14 years' experience in the cake field she has worked for Wilton and Michael's Craft Store.**

**Sylvia Estrada  
Office Support and Accounting Instructor (Bilingual Instructor)**

**Sylvia has 15 years' experience while working for Roman Ward and Intech College  
She is well versed in Photography also owns her own Photography Studio.  
Sylvia also has varied experiences she has worked in Accounting and is well versed in all versions of Microsoft products.**



## ADMISSION REQUIREMENTS

Students must demonstrate the ability to:

- **Pass the Wonderlic assessment test**
- **Be over 18 years of age**
- **Possess a high school diploma/GED or demonstrate ability-to-benefit**
- **Your Admissions Representative will assist you in selecting the particular program to meet your needs.**
- **Vocational rehabilitation students must receive clearance from their physician and their vocational counselor or Insurance, prior to enrollment.**

## NON-DISCRIMINATION POLICY

***FUTURE-NET*** does not discriminate in its enrollment of students or hiring of staff based upon a person's race, gender, sexual preferences, color, national origin, marital status, religion or disability.

## ADMISSION PROCEDURE

The admission procedure starts upon the exchange of information between the applicant and the school. The student first calls to make an appointment with the Admission Officer/Director to come to the school to have a tour of the facility sit and audit a class that the student is interested in and discuss the interest in what subject and career that the student would like to accomplish. This personal interview with each prospective applicant is conducted before any decision is made and is a good time for any questions to be answered and any special needs to be expressed (e.g. disabilities, dyslexia, etc.). ***FUTURE-NET*** already has a policy and procedure in place as it's target population has been the injured worker that the instructors are to help students with special needs and to exercise patience, but a physical assessment is made for all disabled students and a doctors release to go to school may be required to ensure that the student will not only be able to attend school but also to be able to do the work required after graduation in their potential jobs.

***FUTURE-NET*** also utilizes a standardized published assessment instruments (the Wonderlic Test) to evaluate all participants as they relate to the participant's vocational interest and career goals. This ensures that before the student signs the enrollment agreement, the school knows that the student will be able to read and understand the reading assignments and/or math assignments in their field of study.

If at the end of the interview the student decides on the desire to take a particular program, the Admission Officer explains the policy and procedure of the student including the cancellation policy, student rights, grading and attendance policies, and the Satisfactory Academic Progress policy. All of these policies can be found in this catalog. The Admission Officer also explains to

the student what they can expect from the school. The Admission Officer then goes over the enrollment agreement and if the student is ready, the student may sign and receive a start date and graduation date.

## **TRANSFER OF CREDIT**

“The transferability of credits you earn at ***FUTURE-NET*** 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 ***FUTURE-NET*** 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 you seek to transfer, you may be required to repeat some or all of the 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 ***FUTURE-NET*** to determine if your (credits or degree, diploma or certificate) will transfer.”

### **Credit for Prior Experiential Learning or Transfer of credits**

***FUTURE-NET*** does not provide credit for prior experiential learning.

***FUTURE-NET*** has not entered into any articulation or transfer agreements with any other institutions

## **STUDENT INFORMATION**

***FUTURE-NET*** complies with the Family Education Rights and Privacy Act of 1974. This act enables all students to review their academic records, including grades, attendance, and reports. Access to student files is limited to staff members and the school’s approving and accrediting authorities. Students may examine their files at any time during normal school hours. Student files may not be removed from campus grounds for any reason. If a student would like a copy of any of the information contained in their files, or a transcript, a written request may be made to the Director.

Personal information, counseling notes or financial information contained in students’ files will not be released to any outside party other than the student, the student’s rehabilitation counselor or attorney, without a signed release by the student.

### **STUDENT RECORDS**

***FUTURE-NET***, keeps student records in an electronic format for (5) years from his/her last day of attendance. All records are backed up weekly and backup is kept off site at Director’s Residence and in an Internet Cloud Secure Drop Box. Records are in PDF format and can be printed at any time. The student record is only available to authorized personnel, unless the student authorizes the school in writing to release the records to a third party.

## **EMERGENCY MEDICAL INFORMATION**

All students are requested to complete a Medical Emergency Information form upon enrollment. If there are any changes to the information requested on the form, please see the receptionist and update the form. Please keep us informed of any changes in medical condition, medications, allergies or related information for paramedic’s use in the event of a medical emergency.

## ENGLISH – AS A – SECOND LANGUAGE

***FUTURE-NET*** does not currently offer programs for English as a second language.

### DRESS CODE

Since the objective of the school is to prepare students for professional careers, each student is expected to formulate habits of dress that meet the requirements of the industry community of their field of study. While enrolled at the institute, students must observe the following dress code:

- Women's acceptable attire includes: simple dresses, sweaters, skirts, or slacks; jumpsuits or a two-piece outfit; flat shoes or heels; appropriate hairstyle and make-up.
- Men's acceptable attire includes: cotton pants or dress slacks; short or long sleeve shirts; sweaters; golf or knit pullovers; casual or dress shoes; neat and trim hairstyles.
- Women's attire which is not considered acceptable includes: mini-length hemlines or high slits on skirts; back-less or halter tops; low cut or strapless tops; bare midriffs; tank tops; cut off sweatshirts or warm-ups; sheer tops without proper undergarments and shorts. Hats and sunglasses in the classroom are also unacceptable.
- Men's attire which is not considered acceptable includes: warm-ups or cut off sweatshirts; tank tops; T-shirts with insignias, and shorts. Hats and sunglasses in the classroom are also unacceptable.

#### **Exceptions in attire:**

In the Dental Technician programs the students are required to wear a lab smock/jacket in class.

In the professional cake designer program, the student may wear jeans (that are in good condition and not frayed or with holes) and an apron.

In addition to the requirements above, hair should be clean and neat. Nails should be kept trim and clean, especially in the Professional Cake Designer Program.

### STUDENT CONDUCT

Since we are training our students in a professional career, we expect our staff and students to conduct themselves in a respectable and responsible manner. Basically, one need just to use common sense. If the conduct of a staff/faculty member or a student is unprofessional or brings into question honesty, maturity or moral character or if at any point during the application process a staff member/student falsifies information, they may be subject to probation, suspension, or dismissal. This includes, but is not limited to:

- ☞ Use, consumption, distribution, or being under the influence of alcohol or illegal drugs on school premises or at any school-sanctioned activity
- ☞ Violation of Future-Net's policy on infectious conditions (see next page)

- ☞ Sexual advances, innuendoes, jokes or sexual activity on school grounds or at outside school activities
- ☞ Violation of **FUTURE-NET** safety regulations
- ☞ Failure to maintain appropriate hygiene (see next page)
- ☞ Disruptive, boisterous, vulgar, or obscene behavior, or any behavior that is seen as “out-of-control.”
- ☞ Negative undermining behavior or comments that erode the fabric of the **FUTURE-NET** school community
- ☞ Sexual liaison between student and faculty/staff member
- ☞ Cheating on exams or assignments
- ☞ Harassment, verbal, or physical threats, abuse, aggressive behavior or violence against any member (includes students) of the **FUTURE-NET** community
- ☞ Breach of privacy or confidentiality
- ☞ Taking and/or using any personal property or school property without written permission from the owner/school
- ☞ Immodest or inappropriate dress while in school or the Internship site
- ☞ Any other conduct deemed unprofessional, inappropriate, or unethical by the Educational Manager and/or the School Director

## **SEXUAL HARRASSMENT**

An integral part of the training mission of **FUTURE-NET** is to foster an open learning and working environment. It is our intent to provide an environment that is free from sexual harassment and from the fear that it may occur. The entire community suffers when sexual harassment is allowed. Sexual harassment in this organization will not be tolerated. Sexual harassment is against the law and constitutes any unwelcome sexual approach, including written communication, that may intimidate an individual or create a hostile environment.

We will take any complaint of sexual harassment seriously and will promptly and fairly investigate any complaints and take appropriate action, if warranted. Corrective action may involve requirement for behavioral changes, counseling, probation and/or expulsion of the student involved and firing of an employee of **FUTURE-NET** depending upon the severity of the offense.

If a disciplinary proceeding is initiated, the accuser and the accused parties will be entitled to the same opportunities to have another party present during the proceeding. Both the accused and the accuser will be informed of the outcome of any disciplinary action. All proceedings arising out of an alleged sexual offense will be private, confidential and limited to the management of the school, the accused, the accuser and their other parties to the extent allowed by law.

## **PERSONAL HYGENE STANDARDS**

Students are expected to take extra care, both in the classroom and the lab, to maintain the very highest standards of personal hygiene, including, but not limited to, clean hair and body, clean and short fingernails, clean and appropriate uniform or clothing, and avoidance of body odor.

## INFECTIOUS CONDITIONS

***FUTURE-NET*** strongly advises anyone with an infectious condition to consult with the Educational Manager and/or with a physician for purposes of clarifying personal risks and special precautions and to assess the risk to the school community.

The school does not discriminate against students, faculty, administrative staff or clients on the basis of illness or HIV status. Members of the school community are not required to submit to AIDS testing, and persons who have tested positive for HIV antibodies are not required to release that information to the school community.

Individual responsibility is paramount in controlling the spread of disease. All students, faculty, administrative staff, and clients of ***FUTURE-NET*** are obligated to exercise caution and mature judgement in the personal behavior. Anyone who has any reason to believe he or she has an infectious condition must use all known measures to prevent the spread of the condition especially in the programs where sharp instruments are used..

The procedures listed below are to be followed at all times:

- ☞ Anyone who has a highly contagious infection including, but not limited to, chicken pox, measles, strep throat, a serious cold or flu, or an infectious skin condition, shall not attend class or participate in the student clinic until the condition has passed the infectious stage.
- ☞ Anyone with an open wound on his/her hand shall cover the wound with non-permeable material, such as a finger cot or glove especially in the Professional Cake Decorating Program.

## HOURS OF OPERATION

(New Classes begin every Monday. You will receive your start date and your graduation date at the time of your enrollment)

### Riverside Classroom Hours

9:00 am – 2:00 pm All classes

### Each class will have a:

30-minute lunch break

### Business Hours

Monday through Thursday	8:30 am – 2:30 pm
Friday	8:30 am – 2:00 pm

### Holidays

New Years Day	Martin Luther King, Jr. Day	President's Day
Memorial Day	Independence Day	Labor Day

Veterans Day

Thanksgiving Week

Good Friday

***FUTURE-NET*** will be closed between Christmas Day and New Years Day

If the scheduled holiday falls on a Saturday, school will be closed Friday in observance of the holiday. If the scheduled holiday falls on a Sunday, school will be closed Monday in observance of the holiday.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)/ GRADING POLICY**

Satisfactory academic progress (SAP) is reported on a quarterly (each quarter period of the student’s program) basis. It is necessary for the student to maintain satisfactory academic progress in their program of study. Grades are calculated at the end of each module of instruction per the requirement set forth. Students must maintain a cumulative grade point average of 70% (2.0 or “C”) or greater to meet SAP.

Students failing to maintain SAP but has a grade of 60% to 69% (1.0 or D) will be placed on academic probation for the next quarter period, when the academic progress will be checked again. Failure to improve SAP within the probationary period may result in an extended probationary period for one more quarter if the grade is again between 60% to 69%, or will result in dismissal from school if the grade is lower than 60%.

Students terminated from the program due to failure to satisfy academic progress may appeal their termination, in writing, to the Director, within five days of termination. They may present any extenuating circumstances and attach supporting documentation in their appeal. The student will be notified of the decision in writing within five days of the Director’s receipt of the appeal. The decision of the Director is final.

Maximum Time Frame. Students must successfully complete their prescribed training program within 150% of the allotted program time. (Example, program requires 500 clock hours to complete, 150% of 500 equals 750 hours. The student must complete the prescribed training program within the 750 hours or they will be terminated from the program for failing to meet Satisfactory Academic Progress.)

Upon completion of the entire program, the final grade will be determined by averaging the individual modules. The final letter grades are determined by the numerical equivalent according to the following scale:

### **Grading Policy**

Grade	%	GPA	Description
A	90-100	4.0	Excellent
B	80-89	3.0	Good
C	70-79	2.0	Average
D	60-69	1.0	Poor
F	50-59	0	Fail
I	--	--	Incomplete

## MINIMUM REQUIREMENTS FOR GRADUATION AND CERTIFICATE OF COMPLETION

Certificates of Completion will be awarded to all students who successfully complete each program.

Students must meet the following minimum requirements within the maximum allowable time frame in order to complete each program:

- **Achieve a total, overall attendance time of 80% of scheduled hours of instruction**
- **Pass all module final examinations and achieve a total, overall grade point average of 2.0/“C” or better**
- **Fulfill all financial obligations to the school**

### ATTENDANCE POLICY

***FUTURE-NET*** encourages students to be in attendance 100% of the scheduled class time in order to acquire the knowledge and skills necessary for each program. However, because emergencies do happen, the minimum attendance requirement is 80% attendance of scheduled hours of instruction to qualify for a certificate from the class.

**Attendance Probation:** At each grade review, the students that do not meet the 80% requirement to meet satisfactory academic progress, but is between 70 to 79% in the quarter of their program, the student will be placed on attendance probation (for the next quarter). Failure to improve during the probationary period, but is still between the 70% to 79%, will result in an extended probationary period for one more quarter. Attendance percentage below this will result in termination from training.

**Tardy:** Persistent tardiness by a student as determined by the program instructor will result initially in a meeting with the student. Continued tardiness will be handled as absences (three tardy equal one absence) and may result in termination of enrollment. In this event, any unused portion of tuition and fees are refunded as outlined in the tuition refund section of this catalog.

**Leave Of Absence Policy:** A Leave of Absence from programs may be extended to students for medical or other reasons. The Leave of Absence may be granted for a period of up to 60 days during a one-year period. A student may utilize these days consecutively or may utilize these days intermittently if related to the initial reason for the leave. Leaves of Absences are granted on an individual basis and must be requested in writing by the student and approved by the Director. Failure to return to training upon the designated date ending the Leave of Absence will result in termination.

**Interrupt:** Students enrolled at ***FUTURE-NET*** as Vocational Rehabilitation students may be placed on Interrupt during the course of their enrollment. The Vocational Counselor will determine the admission and length of the Interrupt, and will consult with the school on this matter.

## STUDENT TERMINATION

Students may be terminated for any of the following reasons:

- **Violation of Student Conduct and/or Sexual Harassment Policy**
- **21 days of consecutive absences**
- **Failure to maintain satisfactory academic or attendance progress levels**
- **Failure to comply with the terms of probationary notices**
- **Dangerous or abusive behavior towards school personnel or other students**
- **Violation of school policies concerning alcohol, drugs or weapons**

## PLACEMENT ASSISTANCE

***FUTURE-NET*** provides placement assistance to students at no additional charge. Although placement assistance is available, ***FUTURE-NET*** does not guarantee job placement after completion of the program. The Graduate is responsible to contact the employer, set up an interview appointment and do the best he/she can do at the interview.

Future-Net holds an open door policy to its graduates to help in placement assistance, but the state law only requires institutions to assist in placement for six months from the student's graduation date.

Placement services are available to all graduating students (and former graduates) as follows:

- **Assistance in preparing, updating and customizing resumes**
- **Interviewing techniques**
- **Posting current job openings for all students to investigate with or without assistance**
- **Instruction on how to fill out an employment application**
- **Discussing with the student how an interview went and assisting in pointers on how to make the interview better.**

## STUDENT SERVICES

***FUTURE-NET*** does provide bus route information, and this is available to students that request them. Please see the Registrar for said services.

Academic counseling is done by making an appointment with their instructor or the Director of Education for academic hardships.



## STUDENT RIGHTS

The student has the right to cancel the enrollment agreement and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. As described in the Notice of Cancellation form which will be given to you at the first class you go to. If you have lost your copy of the notice of cancellation, the cancellation can be written on any paper with the date and either mail the notice to the campus that you attend. 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 another copy.

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract and further in this catalog. If you have lost your contract, ask the school for a description of the refund policy or a copy of your contract.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for your information.

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

**Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833  
Telephone Number:  
(916) 431-6959**

**If you decide to cancel the program, send your “Notice of Cancellation” to the campus addresses below:**

***FUTURE-NET***  
□4150 Latham St. Suite H, Riverside, CA 92501

## CANCELLATION, WITHDRAWAL & TUITION REFUND POLICY

In accordance with California law, ***FUTURE-NET*** complies with the mandatory cancellation, Withdrawal and Tuition Refund policies and formulas as prescribed by the Bureau for Private Postsecondary Education.

### Cancellation Rights

You have the right to cancel the enrollment agreement and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student has the right to withdraw from a program of instruction at any time.

Cancellation shall occur when you give written notice of cancellation at the address of the Institution shown on page 17 of this catalog. 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.

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 the enrollment agreement. ***FUTURE-NET*** will provide every student with 2 copies of our “NOTICE OF CANCELLATION” forms on the first day of class.

### WITHDRAWAL AND REFUND POLICY

- (a) Every institution shall make refunds that are no less than the refunds required under the Act and this Division.
  - (b) An institution may not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code, and must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)((8)(B) of the Code shall include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.
  - (c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
    - (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, **or was scheduled to attend, prior to withdrawal.**
    - (2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.
    - (3) Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.
    - (4) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.
- If a student obtains a loan, the student will have to repay the full amount of the loan plus interest,

less the amount of any refund and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money paid from federal financial aid funds.

### **Third Party Payer**

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees or total Program Cost, when paid by a third Party Agency. The same Pro-rata refund policies will apply, in this case moneys are returned to third party; no direct student refund will be done. If the school cancels or discontinues a program or educational Program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal from the date of the cancellation or withdrawal.

**Please note: Third Party Pay Students such as Vocational Rehabilitation, do not participate in (STRF) The Student Tuition Recovery Fund.**

## **STUDENT TUITION RECOVERY FUND DISCLOSURE**

“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 fee, 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 party.”

b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges.

“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 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 fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
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 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.

### Tuition Refund Chart Example

COURSE DESCRIPTION	10%	25%	50%	60%	75%
<b>Professional Dental Technician Program</b>					
Tuition \$7,200.00	\$6,480.00	\$5,400.00	\$3,600.00	\$2,880.00	\$1,800.00
<b>Advanced Professional Dental Technician Program</b>					
Tuition \$3,200.00	\$2,880.00	\$2,400.00	1,600.00	\$1,280.00	\$800.00
<b>Office Support Specialist Program</b>					
Tuition \$5,200.00	\$4,860.00	\$3,900.00	\$2,600.00	\$2,080.00	\$1,300.00
<b>Microsoft Office Specialist / Accounting Program</b>					
Tuition \$6200.00	\$5,580.00	\$4,650.00	\$3,100.00	\$2,480.00	\$1,550.00
<b>Microsoft Office Specialist / Medical Billing Program</b>					
Tuition \$4,561.00	\$4,104.90	\$3,420.75	\$2,280.50	\$1,824.40	\$1,140.25
<b>Microsoft Office Specialist / Medical Billing &amp; Coder Program</b>					
Tuition \$4,561.00	\$4,104.90	\$3,420.75	\$2,280.50	\$1,824.40	\$1,140.25
<b>Professional Cake Designer Program</b>					
Tuition \$5,200.00	\$4,680.00	\$3,900.00	\$2,600.00	\$2,080.00	\$1,300.00
<b>Professional Floral Designer Program</b>					
Tuition \$4,900.00	\$4,410.00	\$3,675.00	\$2,450.00	\$1,960.00	\$1,225.00

**Please note: that in the state of California a school has the right to the full tuition fee if the student has attended 60% or more of their program.**

**Programs that are not running at this time but are still available are:**

**Certified Netware Administrator (CNA)**

**Certified Netware Engineer (CNE)**

**Microsoft Certified Professional (MCP)**

**Microsoft Certified Systems Engineer (MCSE)**

**For More information, see the Director.**

## ***FUTURE-NET* PROGRAM OBJECTIVES**

**A+ Hardware Technician** This program will provide comprehensive knowledge and skills needed to be able to perform the basic occupational duties as it pertains to a Computer Repair Technician. This course will cover all aspects of hardware from past to present, from IBM to Mac. This course will also cover software past and present and give practical solutions to our ever changing cyber world. Upon successful completion of this program, the student will have all the training needed to perform the duties of a Computer Repair Technician. Prospective Students are advised that Self- employment is not uncommon in this vocation.

**Professional Floral Designer-** This program will provide comprehensive knowledge and the skills to be able to perform the basic occupational duties as pertaining to floral arrangements for all Occasions where flowers are needed. Upon successful completion of this program the student will be able to perform the duties of an entry level Floral Arranger, Prospective Students are advised that Self- employment is not uncommon in this vocation.

**Professional Cake Designer-** This program will provide comprehensive knowledge and skills to be able to perform the basic occupational duties as it pertains to Cake Decorating and Baking the program also includes gelatin figures and marshmallow pops and cake pops as well. Upon successful completion of this program the student will be able to perform the duties of an entry level Cake Decorator. Prospective Students are advised that Self Employment is not uncommon in this vocation.

**Office Support Specialist-** This program will provide comprehensive knowledge and skills needed to be able to perform the basic occupational duties as it pertains to an office environment. This course will cover Windows 10, Word 2013, Excel 2013, PowerPoint 2013, Typing Tutor Upon successful completion of this program, the student will have all the training needed to perform the duties of an entry-level Office Support Specialist.

**Microsoft Office Specialist Accounting Program** This program will provide comprehensive knowledge and skills needed to be able to perform the basic occupational duties as it pertains to an office environment. This course will cover Windows 10, Word 2013, Excel 2013, PowerPoint 2013, Access 2013, QuickBooks Pro 2016, Typing Tutor. Upon successful completion of this program, the student will have been given all the information needed to perform the duties of an entry-level Microsoft Office Accounting Specialist requirement, and perform the duties of an entry level Accounting Clerk.

**Microsoft Office Specialist Medical Billing -** This program will provide comprehensive knowledge and skills needed to be able to perform the basic occupational duties as it pertains to an office environment as a Medical Biller. This course will cover Windows 10, Word 2013, Excel 2013, PowerPoint 2013, Access 2013, Med iSOFT, Typing Tutor. Upon successful completion of this program, the student will have been given all the training needed to perform the duties of an entry-level Microsoft Office Medical Billing Specialist, and perform the duties of an entry level Medical Billing Clerk.

**Microsoft Office Medical Billing and Coder -** This program will provide comprehensive knowledge and skills needed to be able to perform the basic occupational duties as it pertains to an office environment as a Medical Billing and Coder Specialist. This course will cover Windows 10, Word 2013, Excel 2013, PowerPoint 2013, Access 2013, Med iSOFT, Patient to Payment, ICD9 Coding, Typing Tutor. Upon successful completion of this program, the student will have been given all the training needed to perform the duties of an entry level Medical Billing Coder.

**Professional Dental Technician-** This program will provide comprehensive knowledge and skills needed to be able to perform the basic occupational duties as it pertains to an Entry level Dental Technician, This course will train you in the aspects of model fabrication and the proper waxing techniques of fixed restorations. The skills attained in this course will catapult the student into the forefront of available job openings as the demand for Dental Technicians is high.

## LONG INTENSIVE PROGRAMS OBJECTIVE

**Office Support Accounting Specialist-** This program will provide comprehensive knowledge and skills needed to be able to perform the basic occupational duties as it pertains to an office environment. This course will cover Windows 10, Word 2013, Excel 2013, PowerPoint 2013, Access 2013, QuickBooks Pro 2016, and Typing Tutor. Upon successful completion of this program, the student will have been given all the information needed to perform the duties of an entry-level Office Support Accounting Specialist requirement, and perform the duties of an entry level Accounting Clerk.

**Advanced Professional Dental Technician Program-** This program will provide comprehensive knowledge and skills needed to be able to perform to become a Professional Dental Technician; you must be able to produce quality work even at an entry-level position. With this advanced 720 hour program the student will get a chance to learn and practice higher skill modalities thus further enhancing their marketability. This course will cover ceramics, esthetics, smile designs and press-able ceramics. Upon Completion of this course your skill level will be of high demand.

**Medical Office Specialist Billing/Coder-** This program will provide comprehensive knowledge and skills needed to be able to perform the basic occupational duties as it pertains to an office environment. This course will cover Windows 10, Word 2013, Excel 2013, PowerPoint 2013, Access 2013, QuickBooks Pro 2016, Typing Tutor. Student will receive hands-on experience in the processing of insurance forms and related documents, terminology specific to the medical profession will be studied and they will learn hands-on the Med iSOFT computerized medical billing software package. Medical correspondence and reports, and patient and insurance coding procedures are mastered. Upon completion of this course the student will be in a favorable position for any company that does Medical Billing.

## TUITION AND FEES

**Tuition & Books:** All books and materials are included in the cost of the Course.

**Registration fees:** \$250.00 (non-refundable after seven-day cancellation period)

**Courses are modular and start every Monday**

## COURSES OFFERED

COURSES	Clock Hours	Weeks	Weekly Hours	Total Cost
<b>A+ Hardware Technician</b>	<b>422.5</b>	<b>13</b>	<b>32</b>	<b>\$6000</b>
<b>Office Support Specialist</b>	<b>375</b>	<b>15</b>	<b>25</b>	<b>\$6000</b>
<b>Microsoft Office Specialist Accounting Program</b>	<b>375</b>	<b>15</b>	<b>25</b>	<b>\$8000</b>
<b>Professional Cake Designer Program</b>	<b>375</b>	<b>15</b>	<b>25</b>	<b>\$6000</b>
<b>Professional Dental Technician Program</b>	<b>510</b>	<b>17</b>	<b>30</b>	<b>\$8000</b>
<b>Advanced Dental Technician Program</b>	<b>210</b>	<b>7</b>	<b>30</b>	<b>\$4000</b>
<b>Microsoft Office Specialist Medical Billing Program</b>	<b>375</b>	<b>15</b>	<b>25</b>	<b>\$7000</b>
<b>Microsoft Office Specialist Medical Billing &amp; Coder Program</b>	<b>375</b>	<b>15</b>	<b>25</b>	<b>\$7000</b>
<b>Professional Floral Designer Program</b>	<b>375</b>	<b>12</b>	<b>25</b>	<b>\$5500</b>
<b>Long Intensive Programs</b>				
<b>Professional Advanced Dental Technician</b>	<b>720</b>	<b>24</b>	<b>30</b>	<b>\$11998</b>
<b>Medical Office Specialist Accounting/Billing Coder</b>	<b>720</b>	<b>24</b>	<b>25</b>	<b>\$10000</b>
<b>Office Support Accounting Specialist</b>	<b>720</b>	<b>24</b>	<b>25</b>	<b>\$10000</b>

## MICROSOFT OFFICE SPECIALIST/ACCOUNTING PROGRAM

The Microsoft Office 2010 Program offers real-world experience to students who are entering the workforce or making the transition to new areas of employment.

### Course Description

Our courses are designed to help you prepare for the Microsoft Office User Specialist Certification by walking you through the activities required for each exam. Our instruction includes Word Proficient User, Word Expert User, Excel Proficient User, Excel Expert User, PowerPoint Expert User, Outlook Expert User, Access Expert User, and Office Expert User.

### Possible Job titles that This Course Could Lead To

The training will enable a student to apply for positions which include: Computer Operator, Bookkeeper/Accounting, Data Entry, Microsoft Software Consultant, Administrative, M.I.S. Assistant, and Executive Secretary.

### Office Support Specialist Program

**This course available in Bi-Lingual Spanish level FSI S3/2R**

Week #	Course Name	Lecture Hours	Lab Hours	Total Hours	Number of Weeks
1	Introduction to Office 2013	10	15	25	1
2	Windows 10	10	15	25	1
3 - 5	Microsoft Word 2013	20	55	75	3
6 - 8	Microsoft Excel 2013	20	55	75	3
9 - 11	Microsoft Access 2013	20	30	50	2
12 - 14	Microsoft PowerPoint 2013	20	55	75	3
15	Resume & Professional Development	20	5	25	1
<b>TOTAL</b>		<b>120</b>	<b>255</b>	<b>375</b>	<b>15</b>

### Microsoft Office Specialist Accounting Program

Week #	Course Name	Lecture Hours	Lab Hours	Total Hours	Number of Weeks
1	Introduction to Office 2013	10	15	25	1
2	Windows 10	10	15	25	1
3 - 5	Microsoft Word 2013	20	55	75	3
6 - 8	Microsoft Excel 2013	20	55	75	3
9 - 11	Microsoft Access 2013	20	30	50	3
12 - 14	QuickBooks Pro 2013	20	55	75	3
15	Resume & Professional Development	20	5	25	1
<b>TOTAL</b>		<b>120</b>	<b>255</b>	<b>375</b>	<b>15</b>

Cost includes all courseware, and registration fees.



**This course available in Bi-Lingual Spanish level FSI S3/2R**

## **PROFESSIONAL MEDICAL BILLING AND CODER PROGRAM**

Few careers are as challenging, rewarding or prestigious as those in the field of medicine. Our Medical Billing and Insurance Coder Program is designed to prepare you for an entry level position in this exciting field.

### **Course Description**

Student will receive hands-on experience in the processing of insurance forms and related documents, terminology specific to the medical profession will be studied and they will learn hands-on the MediSoft computerized medical billing software package. Medical correspondence and reports, and patient and insurance coding procedures are mastered.

### **Possible Job Titles**

As a Medical Billing and/or Insurance Coder, you can work as a Hospital Medical Billing and Coding, Medical Insurance Claims Processor, Insurance Company Reviewer, Medical Insurance Coder, Medical Office Billing and Coding

### **Microsoft Office Specialist Medical Billing Program**

<b>Week #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>	<b>Number of Weeks</b>
1-3	Computerized Office	30	45	75	3
4-6	Medical Assisting	30	45	75	3
7-9	Medical Terminology	30	45	75	3
10-12	Computerized Billing	30	45	75	3
13-14	Insurance Forms	20	30	50	2
15	Career Development	10	15	25	1
<b>TOTAL</b>		<b>150</b>	<b>225</b>	<b>375</b>	<b>15</b>

### **Microsoft Office Specialist Medical Billing and Coder**

<b>Week #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>	<b>Number of Weeks</b>
1-3	Medical Office Procedures	30	45	75	3
4-6	Administration Medical Assisting	30	45	75	3
7-10	Insurance Coding Principles	40	60	100	4
11-13	Medical Law and Ethics	30	45	75	3
14-15	Externship/Career Development	20	30	50	2
<b>TOTAL</b>		<b>150</b>	<b>225</b>	<b>375</b>	<b>15</b>

Cost includes all courseware, and registration fees.

## A+ Hardware Technician

***FUTURE-NET*** will teach you the skills needed to gain an entry-level Computer Tech position. This course provides both theory and practical skills training to prepare the A+Hardware Tech for gainful employment

### Course Description

This course provides both theory and practical skills training to prepare the A Hardware Tech for gainful employment. As an added bonus we will also include the Networking skills which are the foundation on which you can further your career. These tasks include Home Networks,WIFI Networks and Cabling.

### Possible Job Titles

As a A+ Hardware Technician , you can find a job as a Computer Repair Tech, It Support

### Certification Available

For employment it is not necessary to have you're A+Certification, there are 2 test required to pass the A+ Certification they are 220-07 and 220-08, these test are Administered By Sylvan Testing Centers. We prepare you for the exam and you can schedule your exam when you feel ready to take it. The A+ exam is given in English and Spanish

### A+Hardware Technician

Week #	Course Name	Lecture Hours	Lab Hours	Total Hours	Number of Weeks
1-2	Introduction to Windows	15	20	35	2
3	Windows 7	15	24	39	1
4	Windows 8.1	15	20	35	1
5-6	Windows 10	30	30	60	2
7	Hardware the Beginning	10	18	28	1
8-9	<b>Hardware Today Mac &amp;Tablets</b>	24	36.5	60.5	2
10	Networks, Home,Business &Wi-Fi	20	30	50	1
11-12	Virus , Spyware , Malware	20	30	50	2
13	A+ Test Preparation	20	45	65	1
<b>TOTAL</b>		<b>169</b>	<b>263.5</b>	<b>422.5</b>	<b>13</b>

Cost includes all courseware, and registration fees.

**This course available in Bi-Lingual Spanish level FSI S3/2R**

## PROFESSIONAL DENTAL TECHNICIAN PROGRAM

In today's high-tech world, the Professional Dental Technician is quickly becoming a much needed commodity with the shortage of dental technicians and the over abundance of dental labs.

### Course Description

To become a Professional Dental Technician, you must be able to produce quality work even at an entry-level position.

### Possible Job Titles

As a dental technician you will be able to apply for positions as: Dental Technician, Crown and Bridge Waxed, Dental Ceramist

### Professional Dental Technician Program

Week #	Course Name	Lecture Hours	Lab Hours	Total Hours	Number of Weeks
1 – 5	Basic Tooth Anatomy	50	100	150	5
6 – 8	Crown and Bridge	30	60	90	3
9 – 11	Model and Die	30	60	90	3
12 – 15	Dental Ceramics	40	80	120	4
16 – 18	Laboratory Production	20	40	60	2
<b>TOTAL</b>		<b>170</b>	<b>340</b>	<b>510</b>	<b>17</b>

### Advanced Professional Dental Technician Program

Week #	Course Name	Lecture Hours	Lab Hours	Total Hours	Number of Weeks
1 – 5	Advanced Crown and Bridge	40	50	90	3
6 – 8	Anatomical Waxing	30	30	60	2
9 – 11	Advanced Dental Ceramic	20	30	60	2
<b>TOTAL</b>		<b>100</b>	<b>110</b>	<b>210</b>	<b>7</b>

Cost includes all courseware, and registration fees.

**This course available in Bi-Lingual Spanish level FSI S3/2R**

## PROFESSIONAL CAKE DESIGNER PROGRAM

***FUTURE-NET*** will teach you the skills needed to gain an entry-level Cake Decorator position. This course provides both theory and practical skills training to prepare the Cake Decorator for gainful employment

### Course Description

This course provides both theory and practical skills training to prepare the Cake Decorator for gainful employment. As an added bonus we will also include the Baking skills which are the foundation on which you can further your career. These tasks include Basic Cake Design, Quinceñeras and Wedding.

### Possible Job Titles

As a Professional Cake Decorator, you can find a job as Bakery, Cake Decorator and Commercial Designer.

### Professional Cake Designer Program

Week #	Course Name	Lecture Hours	Lab Hours	Total Hours	Number of Weeks
1-2	Fundamentals and Basic Cake decoration	20	30	50	2
3	Icing, Filling & Baking	8	17	25	1
4	Rice Paper Techniques, Designs	5	20	25	1
5-6	Compressor Icing & Commercial Design	20	30	50	2
7	Layering Techniques & Specialties	7	18	25	1
8	Fabrication of Custom Molds	8	17	25	1
9-10	Flowers	20	30	50	2
11-12	Quinceñeras & Weddings	20	30	50	2
13-15	Advanced Techniques	30	45	75	3
<b>TOTAL</b>		<b>138</b>	<b>237</b>	<b>375</b>	<b>15</b>

Cost includes all courseware, and registration fees.

**This course available in Bi-Lingual Spanish level FSI S3/2R**

## PROFESSIONAL FLORAL DESIGNER PROGRAM

As a Professional Floral Designer, you can design floral arrangements that are pleasing to the eye of the client. On a day-to-day basis the Floral Designer will design according orders received from customers that call or walk in to the floral shops.

### Course Description

As a Professional Floral Designer clients will learn the different tasks that include Basic Floral Design, Special Occasions, Weddings and Funeral Arrangements.

### Possible Job Titles

As a Professional Floral Designer the job titles that are available are Floral Designer and Florist Arranger and Florist.

### Professional Floral Designer Program Schedule

Week #	Course Name	Lecture Hours	Lab Hours	Total Hours	Number of Weeks
1 – 3	Basic Floral Design	25	50	75	3
4 – 6	Special Occasions	25	50	75	3
7 – 9	Weddings and Funerals	25	50	75	3
10 – 12	Silk Floral Design	25	50	75	3
13-15	Advanced Floral Design	25	50	75	3
<b>TOTAL</b>		<b>125</b>	<b>250</b>	<b>375</b>	<b>15</b>

Cost includes all courseware, and registration fees.

**This course available in Bi-Lingual Spanish level FSI S3/2R**

## PROFESSIONAL ADVANCED DENTAL TECHNICIAN

In today's high-tech world, the Professional Dental Technician is quickly becoming a much needed commodity with the shortage of dental technicians and the over abundance of dental labs.

### Course Description

To become a Professional Dental Technician, you must be able to produce quality work even at an entry-level position. With this advanced 720 hour program the student will get a chance to learn and practice higher skill modalities thus further enhancing their marketability.

### Possible Job Titles

As a dental technician you will be able to apply for positions as: Dental Technician, Crown and Bridge Waxer, Dental Ceramist

### Professional Advanced Dental Technician

Week #	Course Name	Lecture Hours	Lab Hours	Total Hours	Number of Weeks
1 – 3	Basic Tooth Anatomy	50	100	150	3
4 – 6	Crown and Bridge	30	60	90	3
7 – 9	Model & Die	30	60	90	3
10 – 12	Intro to Dental Ceramics	40	80	120	3
13-15	Advanced Crown & Bridge	20	40	60	3
15-18	Laboratory Production	40	50	90	3
18-21	Laboratory Production	30	30	60	3
21-24	Laboratory Production	30	30	60	3
	<b>TOTAL</b>	<b>260</b>	<b>450</b>	<b>720</b>	<b>24</b>

Cost includes all courseware, and registration fees.

**This course available in Bi-Lingual Spanish level FSI S3/2R**

# OFFICE SUPPORT SPECIALIST AND ACCOUNTING SPECIALIST

The Office Support/ Accounting Program offer real-world experience to students who are entering the workforce or making the transition to new areas of employment. Our Longer Program will allow the student to become more proficient in the applications that they are learning thus enhancing their job outlook.

## Course Description

Our courses are designed to help you prepare for the Microsoft Office User Specialist Certification by walking you through the activities required for each exam. Our instruction includes Word Proficient User, Word Expert User, Excel Proficient User, Excel Expert User, PowerPoint Expert User, Outlook Expert User, Access Expert User, and Office Expert User, QuickBooks Pro 2005 Expert User.

## Possible Job titles that This Course Could Lead To

The training will enable a student to apply for positions which include: Computer Operator, Bookkeeper/Accounting, Data Entry, Microsoft Software Consultant, Administrative, M.I.S. Assistant, and Executive Secretary.

## Office Support Specialist and Accounting Specialist

Week #	Course Name	Lecture Hours	Lab Hours	Total Hours	Number of Weeks
1 – 3	Introduction to Office 2013	10	15	25	1
4 – 6	Windows 10	10	15	25	1
7 – 9	Microsoft Word2013/Keyboarding	25	50	75	3
10 – 12	Microsoft Excel 2013/Data Entry	40	80	130	4
13-15	Microsoft PowerPoint 2013	30	60	90	3
13-15	Microsoft Access 2013	40	60	100	3
13-15	QuickBooks Pro 2016	70	125	195	6
13-15	Resume/Professional Development	20	5	25	3
<b>TOTAL</b>		<b>260</b>	<b>460</b>	<b>720</b>	<b>24</b>

**Cost includes all courseware, and registration fees. This course available in Bi-Lingual Spanish level FSI S3/2R**

## **MEDICAL OFFICE SPECIALIST ACCOUNTING/BILLING/CODER**

Few careers are as challenging, rewarding or prestigious as those in the field of medicine. Our Medical Billing and Insurance Coder Program is designed to prepare you for an entry level position in this exciting field.

### **Course Description**

Student will receive hands-on experience in the processing of insurance forms and related documents, terminology specific to the medical profession will be studied and they will learn hands-on the MediSoft computerized medical billing software package. Medical correspondence and reports, and patient and insurance coding procedures are mastered.

### **Possible Job Titles**

As a Medical Billing and/or Insurance Coder, you can work as a Hospital Medical Billing and Coding, Medical Insurance Claims Processor, Insurance Company Reviewer, Medical Insurance Coder, Medical Office Billing and Coding

### **Medical Office Specialist Accounting/Billing/Coder**

<b>Week #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>	<b>Number of Weeks</b>
1 – 3	Introduction to Office 2013	10	15	25	1
4 – 6	Windows10	10	15	25	1
7 – 9	Microsoft Word 2013Keyboarding	20	55	75	2
10 – 12	Microsoft Excel 2013/Data Entry	20	55	75	2
13-15	Microsoft PowerPoint 2013	20	55	75	3
13-15	Microsoft Access 2013	20	30	50	2
13-15	Medical Office Procedures	30	40	70	2
13-15	Administration of Medical Assisting	30	45	75	2
13-15	Insurance Coding Principles	40	60	100	3
13-15	Medical Law and Ethics	30	45	75	2
13-15	Externship	0	0	50	2
13-15	Resume and Special Development	20	5	25	1
<b>TOTAL</b>		<b>250</b>	<b>470</b>	<b>720</b>	<b>24</b>

Cost includes all courseware, and registration fees.

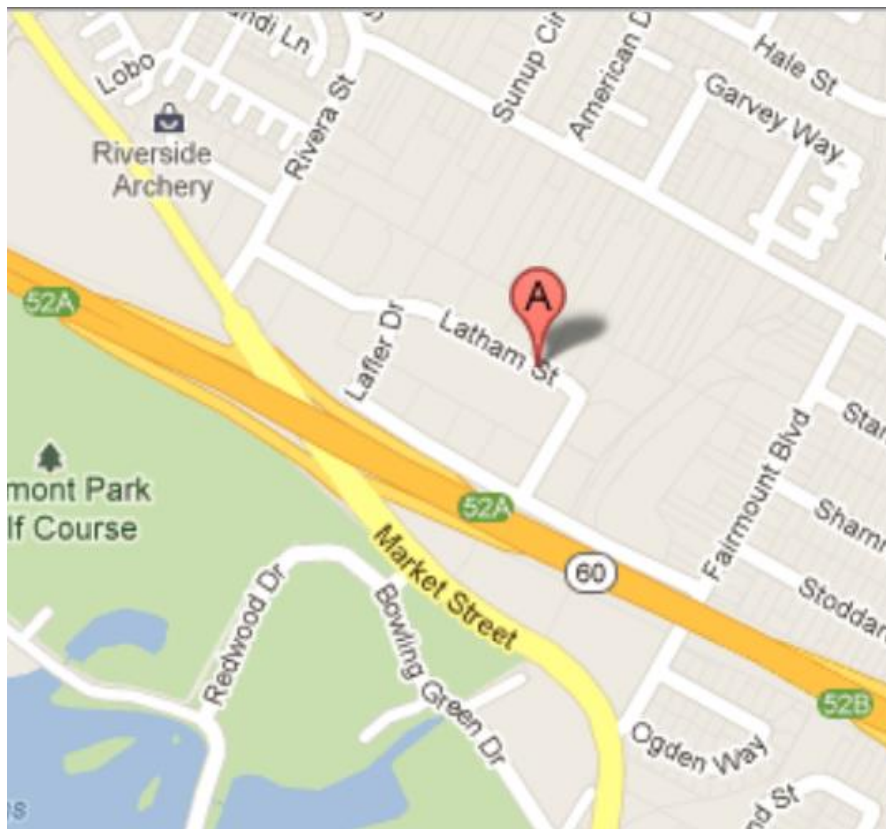


# RIVERSIDE CAMPUS MAP/DIRECTIONS

***FUTURE-NET*** is conveniently located in the Inland Empire off the 60 Freeway.

**Traveling westbound on the 60 Freeway:** Exit on Market Avenue, right turn onto Market then a right on Rivera Avenue; then a right turn on Latham St. Latham ends on Keatz Ave., make a right, turn into the second driveway on right side of road follow path to suite 4150 Latham St. Suite H.

**Traveling eastbound on the 60 Freeway:** Exit on Market Avenue, left turn onto Market then a right on Rivera Avenue; then a right turn on Latham St., Latham ends on Keatz Ave. make a right, turn into the second driveway on right side of road follow path to suite 4150 Latham St Suite H .



Notes: