MASTERS VOCATIONAL COLLEGE.INC

Vocational Training Programs

Tourism		
Course code: 17-3013	Course Title: Tourism	Credits: 57.5

Length of Program:
900 Clock Hours   36 Weeks
Prerequisites:
Basic Mathematics
Program Description:
This course will introduce the student to math, safety, customer satisfaction, local tour information, publishing and computer software, Receptionist and itinerary. The student also will have a course that will help them search and prepare for jobs, provide them with portfolio information, and dress attire, business plan information. Quizzes will be given.
Course Objective:
The students will be able handle customers, working with professionals they will know how to handle complaints and other issues. The student will be have knowledge of the city and GPS. Major sites, popular touring locations. Students will be able to know where the trains, planes, boat, all transportation alternatives are located. Students will train with professionals on public speaking. Students will have knowledge of Microsoft Office, Microsoft Publisher.

Number of Weeks	Tourism Course Title	Clock Hours	Credits
2 Weeks	Math	50	4
1 Weeks	Safety	25	2
5 Weeks	Trade Related Terminology	50	4
6 Weeks	Customer Satisfaction	75	5
5 Weeks	Local History	100	6.5
5 Weeks	Tourist Guide	125	8
5 Weeks	Publishing & Computer software	150	10
5 Weeks	Receptionist & Itinerary preparation	150	10
5 Weeks	Job Preparedness	75	5
	Hands on training		
	Class hour Totals	900	
36 Weeks	Total Program Hours	900	57.5

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Vocational Training Programs

Tourism		
Course code: 17-3013	Program Title: Tourism	Credits: 57.5

Length of Program:

900 Clock Hours   36 Weeks

Program Supplies:

Tourism software
Program Manual
Computers
State Regulations software
Program Textbook

MASTERS VOCATIONAL COLLEGE.INC

Vocational Training Programs

Computer Aided Design		
Course code: 17-3019	**Course Title:** Computer Aided Design	**Credits: 61.5**

Length of Program:
900 Clock Hours   36 Weeks
Prerequisites:
Basic Mathematics
Course Description:
This course will teach the student safety, blueprint, sketches, and mechanical design. The student will learn about architectural design and Code building. Students will learn from Non traditional Programming and design concepts. Finals, exams will be given throughout the Program. Completion of Shop Projects are required for completion.
Course Objective:
The students will be able to know interpret blueprints, sketches, prepare multi-view drawings, Solid Modeling, and the student will be able to explain the use of geometric symbol. To teach the student drafting standards and 3D Modeling and Visualization. To teach the student to interpret National, State codes. Understand how to setup sheets and inspections sheets, Introduce to the students the LEED and USGOB Systems.

Number of Weeks	Computer Aided Design	Clock Hours	Credits
	Course Title		
2 Weeks	Math	50	4
1 Weeks	Safety	25	2
5 Weeks	Trade Related Terminology	50	4
6 Weeks	Blueprint reading	150	10
5 Weeks	Mechanical Design	125	8.5
5 Weeks	Architectural Design	125	8
5 Weeks	Building Code Practice	125	8.5
5 Weeks	Multi Axis Programming	125	8
5 Weeks	Sustainable design concepts	125	8.5
	Hands On Training		
	Class hour Totals	900	61.5
36 Weeks	Total Program Hours	900	61.5

MASTERS VOCATIONAL COLLEGE.INC
Vocational Training Programs

Computer Aided Design		
Course code: 17-3019	Program Title: Computer Aided Design	Credits: 61.5

Length of Program:

900 Clock Hours   36 Weeks

Program Supplies:

CNC Mill Machine
CNC Lathe Machine
Program Manual
Math Textbook
Safety video
CAD software
Calculators
Engineering Principles
Machining Fundamentals
Safety Glasses
Blueprint software

MASTERS VOCATIONAL COLLEGE.INC

Vocational Training Programs

Welding Fabrication		
Course code: 51-4121	**Program Title:** Welding Fabrication	**Credits:**

Length of Program:

900 Clock Hours   36 Weeks

Prerequisites:

Basic Mathematics

Course Description:

This course will teach the student safety, math related to , blueprint reading, CAD, Arc Welding, theory, and shop practice, cutting technology, Welding Mig, Welding Tig, Precision measuring, shop related safety, tools. The program will be divided between theory and shop for practice, and for projects. Quizzes and finals are throughout the program. Homework is weekly.

Course Objective:

The students will be able weld for large companies, weld projects independent businesses. Interpret blueprints, use software to define the diagrams, sketches, semi-automatic shape cutting. The student will also know how to shear, use oxy-fuel and plasma arc hand, use the band saw, know the difference in metal thickness, wire size, and speed. Students will know how to use the steel scale for measuring.

Number of Weeks	Welding Fabrication Course Title	Clock Hours	Credits
2 Weeks	Math	30	
1 Weeks	Safety	15	
5 Weeks	Welding terminology	30	
6 Weeks	Blueprint Reading/CAD	35	
5 Weeks	Arc Welding shop practice and theory	40	
5 Weeks	Cutting Technology	30	
5 Weeks	Welding Mig-gas metal	50	
5 Weeks	Welding Tig-Joint types	40	
5 Weeks	Precision Measuring Instrument	75	
	Class/Shop hour Totals	900	
Weeks	Total Program Hours	900	

MASTERS VOCATIONAL COLLEGE.INC
Vocational Training Programs

Welding Fabrication		
Course code: 51-4121	Program Title: Welding Fabrication	Credits:

Length of Program:

900 Clock Hours   36 Weeks

Program Supplies:

Blueprints
Computers
Hand and power tools
Oxy-fuel/plasma
Grinder
Software
Shop saw
Plasma cutting machine
Micrometer
Calipers
Program Textbook
Math Text
Program manual

MASTERS VOCATIONAL COLLEGE.INC

Vocational Training Programs

Office Occupation		
Course code: 11-9111	Program Title: Office Occupation	Credits:

Length of Program:
600 Clock Hours   24 Weeks
Prerequisites:
Basic Mathematics
Course Description:
This course will teach the student safety related to the office, introduce the student to computers and how to use them. The students will be able to input information for letters and project information, reports, spread sheets. The students will learn basic applications and forms. The students will learn the following software: Microsoft, Excel, and Power Point, publisher, other project related software. Quizzes and exams are given throughout the program. Projects will be used for lab practices.

Course Objective:
The students will be able to know the parts of the computer and how to use them in day to day operations. Students will be able to retrieve information that can help them with other software applications. The students will learn the basic sources and functions on the computer in order to operate the computer in the future as a helpful and needed resource.

Number of Weeks	Office Occupations Specialist	Clock Hours	Credits
	Course Title		
2 Weeks	Math	50	4
1 Weeks	Safety	25	2
2 Weeks	Office/computer Terminology	50	4
3 Weeks	Windows Operational System	75	6
4 Weeks	Computer Applications	100	8
6 Weeks	Front Office Skills	150	9.5
3 Weeks	Customer Service/Documentation	75	6
3 Weeks	Office Management Skills	75	5.5
	Lab projects		
	Class/Shop hour Totals	600	45
24 Weeks	Total Program Hours	600	45

MASTERS VOCATIONAL COLLEGE.INC
Vocational Training Programs

Office Occupation		
Course code: 11-9111	Program Title: Office Occupation	Credits: 45

Length of Program:

600 Clock Hours   24 Weeks

Program Supplies:

Computers
Software
Program Manual
Management Software
Customer Service Text
Microsoft office

MASTERS VOCATIONAL COLLEGE.INC

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The college is approved by: Bureau for Private Postsecondary Education California Association of Private Postsecondary Schools.
Accrediting Council For Continuing Education and Training (Pending)

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The information contained in this bulletin is true and correct in content and policy.

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Signature of School Official   Date