# QBICS CAREER COLLEGE
# SCHOOL CATALOG

# QBICS CAREER COLLEGE

1125 E. 17th Street Suite E210, Santa Ana, CA. 92701
Phone (714.550.1052)
Total Free Number: (1.866.663.8107)
Fax Number: (714.550.1774)

Instruction location:
1125 E. 17th Street, Suite E-210-E214
Santa Ana, California 92701

# WWW.QBICS.US
E-mail: admin@qbics.us

Effective: January 01, 2025 – December 31, 2025
Copyright 2009 by QBICS CAREER COLLEGE
The catalog is updated yearly.

As a prospective student, you must review this catalog before signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which is provided to you before signing an Enrollment Agreement.
Prospective students or the public may view the school catalog and the School Performance Fact sheet by going to our website at www.qbics.us and finding the link to the Bureaus Internet website.

QBICS Career College Offers Distance Education & Bilingual Assistance

QBICS uses new technologies, such as AI, Natural Language Processing, and Machine Learning, to provide better education and administration to our students, faculty, and staff

Scholarships Available: Ask the admissions department.

# Table of Contents

## ADMINISTRATION

| | |
|---|---|
| School Director: *CEO / | Ehky Y G. Hernandez |
| Chief Academic Officer: | Dr Christina Baker |
| Chief Operating Officer: | Ehky Yaohyen Gutierrez |
| Administrator | Juan Manuel Rojas |
| Admissions Department: | Acethly Gutierrez / Kieel Hernandez |
| Finance Department (A/P and A/R): | Yadira Gutierrez/ |
| Placement / Externship Department: | Uriel Gutierrez. Pamela Gutierrez |
| Student Records Department: | Ehky Yaohyen G Hdz/Braulio Makiavelly . |

*CEO Chief Executive Officer  *COO Chief Operating Officer      *Chief Academic Officer

## FACULTY

| NAME | QUALIFICATIONS | TITLE | PROGRAM |
|---|---|---|---|
| Ehky Yaohyen G. Hernandez | *CompTIA CTT+ Certified Classroom Trainer CompTIA CTT + Certified Virtual Classroom Trainer Microsoft Certified Trainer MCSE Certified, MCP Certified, A+ Certification IT Administrator/Consultant* | Professor | • Computer Electronic Tech. A+ • Network Plus • Tecnicas Esenciales de Computacion • Essentials Technical Skills |
| Uriel Gutierrez Angel Ganda Della Dagaineise | *National Certified Clinical Medical Assistant National Certified Medical Administrative Assistant* | Instructor | • Medical Assistant |
| | | | |
| Ehky Yaohyen G Kuahutl Gutierrez Felipa Hernandez Erne Solo | *General Contractor licensed Marys Homecare Services* | Instructor Instructor assistant | • Essentials Technical Skills |
| | | | |
| | | | |

QBICS Career College has selected professionals to teach in each program of instruction offered. These individuals are equally adept in theory and practical application. All faculty members meet or exceed the minimum educational and industry experience requirements, as proven by agencies and the accrediting bodies governing QBICS.

## ADVISORY COMMITTEE

| | |
|---|---|
| David Anaya, MD | Universa Medical Center |
| Wafaa G, NP | Anaya Medical Center |
| Maria Contreras, Licensed CPT | Consolidated Medical Bio-Analysis |
| Diane Camarillo, Dental Office Administrator | Luna Dental |

## STATEMENT OF OWNERSHIP

QBICS Career College is owned and operated by E. Cubics LLC, a limited liability company.

QBICS Career College (QCC) is a private institution approved to operate by the Bureau for Private Postsecondary Education. during the renewal application. Approval means that the institution complies with the California Private Postsecondary Act of 2009.

QBICS Career College is not operating as a debtor, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years under Chapter 11 of the United State Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## PROGRAMS OFFERED AT QBICS CAREER COLLEGE

Medical Assistant (direct & Online+internship)

Network Technician (direct & Online)

Computer Technician A+ (direct & Online)

Tecnias Esenciales de Computacion (Spanish) (direct & Online+internship)

Essentials Technical Skills (direct & Online+internship)

QBICS Career College provides instruction in English and Assistance in Spanish for all of its courses.

QBICS use AI, NPL and machine learning technology to assist students with English language barriers

An electronic diploma of completion will grant to the student for students who successfully meet the program completion requirements. (QBICS Career College provides digital School Diplomas)

For students with medical conditions or restrictions, QBICS will accommodate them to be able to take the course and complete it (not all school policies apply to students with medical conditions or restrictions.
The school catalog is current, correct to the best of my knowledge.

*Ehky Yaohyen. Gutierrez. Hernandez,*

School Director

# GENERAL INFORMATION

Approval Disclosure Statement

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| PROGRAM NAME | WEEKS AND HOURS | QUARTER CREDITS |
|---|---|---|
| MEDICAL ASSISTANT | 12/ 480 | 32.2 |
| NETWORK TECHNICIAN | 12 / 480 | 72.0 |
| COMPUTER TECHNICIAN A+ | 12/ 480 | 66.0 |
| TECNICAS ESENCIALES DE COMPUTACION | 8/80 | 8.00 |
| ESSENTIALS TECHNICAL SKILLS | 4/80 | 8.00 |
| | | |
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## Mission Statement and Objectives

QBICS CAREER COLLEGE is dedicated to providing quality training programs and empowering students to succeed in high-demand jobs.

An overall goal of QBICS CAREER COLLEGE is to provide all students with high-quality training through excellence and distinction in teaching, research, and service. QCC is committed to guiding students with innovative teaching techniques and exposing students to a wide array of technology to enhance their intellectual, professional, and personal growth. QCC will maintain a leading role in the industry while continuously upgrading training techniques and programs to meet the highest expectations of its graduates. Also, QCC will increase the job marketability of its graduates by promoting leadership, self-discipline, and motivation to compete in today's demanding job market by offering Medical Assistant, Network Technician, Computer Technician A+, Tecnias Esenciales de Computacion, and Essential Technical Skills.

## Educational Philosophy

QCC believes in providing quality training programs that are sound in concept and that emphasize hands-on training. These programs give students a strong foundation based on QCC's knowledge of the industry and greater access to job opportunities. A competent and dedicated faculty is committed to motivating and educating students and helping them achieve their highest potential.

## History

QBICS CAREER COLLEGE was founded on March 19, 2001. The college located at 1905 E. 17th Street, Suite 307, Santa Ana, California

On July 9, 2001, the college relocated to a new facility at 1415 E. 17th Street, Suite # 260, Santa Ana, California, 92705.

In August of 2006, QCC relocated its main campus to 1125 E. 17th Street, Suite E-210, Santa Ana, CA. The new facility is much larger and provides additional classroom space to accommodate its growing student population.

## Licensing, Memberships, Affiliations & Approvals

- California Bureau For Private Postsecondary Education
- California Department of Public Health
- A Member of:
  - National Health Career Association
  - Pearson VUE Center
  - American Heart Association
  - Pixodotsoft
  - Abitus.tech

## Description of Facility

QBICS CAREER COLLEGE address  1125 E. 17<sup>TH</sup> Street, Suite E-210, Santa Ana, CA.

It is easily accessible from Interstate 5 (Santa Ana Freeway) and 55 (Newport Beach Freeway) 22 (Garden Grove Freeway).

OCTA (Orange County Transportation Authority) provides convenient public transportation to the school.

The school occupies 6000 square feet of space in a professional building, including 4500 square feet of classroom space, labs, and 1500 square feet of administrative offices—three classrooms, with a capacity for 20 students, with teaching equipment sufficient to meet educational needs.

- The maximum capacity for each class is 20 students per 1 instructor.
- School uses computers, projectors, multimedia, medical equipment and supplies, a web portal system for teaching and instruction
- There is ample free parking on-site.
- The school is accessible to physically disabled persons under ADA and OSHA.

QBICS Career College is located near public transportation and major freeways.

# ADMISSIONS

## Admission Requirements

All students interested in attending QBICS Career College are encouraged to visit our website at www.qbics.us to obtain more information on the programs and program requirements before registering.

To be admitted, students will need to:
1. Interview with an admissions representative in person or remote.

2. Possess a high school diploma or its equivalent OR otherwise successfully take and pass the school admissions exam (Students must pass the School entrance Exam with a score of 70%, (Spanish speaking, students must pass with a Reading Comprehension score of 35% and Mathematics with a score of 35%)

3. Pay $75.00 (non-refundable) registration $175 Administration fee

Students who do not have a high school diploma OR equivalent must take the school entrance  exam. Students who fail the exam will not be allowed to register and will need to wait 4 hours before re-attempting the exam.

QBICS CAREER COLLEGE Not  participate in or offer federal financial aid

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<u>Registration Process</u>

Students accepted at QBICS Career College will be notified within five business days. They will be required to complete the registration process, show proof of H.S Diploma or equivalent, or take and pass the school entrance exam, submitting the signed PFS, Student Application, and Enrollment Agreement.

Students who do not have access to a computer or internet are more than welcome to complete their enrollment process at QBICS Career College.

Students will be encouraged to attend an orientation before starting school. The admissions team will provide you with the dates after registering for the program.

On the first day of class, students at campus or distance will be required to access the school web portal to start the lessons and complete the assignments and modules, instructor evaluate and grade same day or during the next 5 days. Please contact the school for more information on what the program pre-requisites are for the program you are interested in enrolling in.

## Clock hour measurement ratio
The ratio of conversion from hours to credit units is ten clock hours to one-quarter hours for lecture, 20 clock hours to one-quarter credit for laboratory, and 30 clock hours to one-quarter credit for extern ship. A clock hour is defined as sixty minutes of lecture or lab, of which 50 minutes are devoted to actual instruction, and the remaining portion is designated as break time.

## Class Size
QCC limits the size of each class to a ratio of 1:20 for lecture and 1:15 for clinical to maintain a high level of student-to-instructor interaction.

# <u>Academic</u>

## Grading System
QBICS CAREER COLLEGE uses the following scales as its grading system:

| Percentage | Letter Grade | Description | G.P.A. |
|---|---|---|---|
| | P | Pass | 4.0 |
| 90 – 100 | A | Excellent | 4.0 |
| 80 – 89.9 | B | Above Average | 3.0 |
| 70 – 79.9 | C | Average | 2.0 |
| 60 – 69.9 | D | Below Average | 1.0 |
| 59-or Below | F | Fail | 0 |
| | W | Withdrawal | 0 |

70% or 2.0 GPA is the minimum requirement for graduation. Upon completing a minimum of 70% of attendance and passing all courses, the student will receive a certificate or diploma of completion.

## Make-Up Work

Students should schedule and arrange all make-up work and assignments ahead of time

with their instructor.

## Satisfactory Academic Progress (SAP)

State and institutional regulations and policies require QCC to monitor students' progress by studying various points in their chosen academic program. All students are subject to the academic rules governing scholastic status outlined in this catalog.

Students will be assessed at 50%, 75%, 100% of the program. At a minimum, a student must have a cumulative average grade (CGPA) of 2.0 and complete a minimum of 70% of all courses attempted. If either of these measurements is below, the student will be issued a written warning for the earlier period of thirty (30) days or one (1) module. It is expected that students having problems understanding the material covered in class will meet with their instructor to get assistance with the portion of the material that they do not understand.

QCC Will grade all course work not completed by its due date as incomplete (I). Failure to complete course work on time will fail (F) upon completing the next module of the repeated course offered. If a student repeats a previously failed course, the highest grade possible will be a C if the average of all work performed the second time is satisfactory.

The minimum satisfactory final assessment in each module or midpoint is a 2.0 CGPA. Students who fall below the 2.0 CGPA will be placed on academic probation. Students not completing the course within the expected completion time must complete all course work within 150% of the total program length or automatically dropped from the program.

## Academic Probation and Dismissal Policy

Students whose cumulative CGPA falls below 2.0 or who do not QCC complete at least 70% of the quarter credits attempted; will be issued a written warning.
Students have 30 days after a warning issued to meet the 2.0 CGPA.
Once the student meets the academic progress will be removed from probation.
If a student fails to comply, it will require a meeting with the instructor to find why the student is failing and look for an option to meet the minimum CGPA.
After all, attempts to look for options and the student still failing instructor will notify the administration.
After all options and still fail the academic CGPA, the student will drop from the course.

## Attendance and Tardiness Policy

It is the goal of QCC to train and prepare students for the professional work environment. To accomplish this, QCC uses an attendance policy. The minimum attendance for graduation is 70% of attendance. (ADA students are exempt duo of their medical and handicap conditions school will allocate the services to meet their needs)

Absence- Absence will be considered excused under the following circumstances: illness, death, lack of childcare, or birth in the immediate family and other valid reasons substantiated in writing and approved at the discretion of the School Director. All other absences will be considered unexcused.

Tardiness-Tardiness is a disruption of a good learning environment and is to be discouraged.
Students who are late due to transportation problems or other valid reasons must contact the school immediately. Unless otherwise specified, students may have up to 3 excused tardies.
Interruption for Unsatisfactory Attendance-Students with three unexcused absences in any class will receive written notification of academic probation for one month. Any unexcused absences during such probationary period will cause interruption of the student's training program.

## Leave of Absence

In case of serious illness, death in the family, or other emergency circumstances, a student may request a Leave of Absence (LOA) from the School Director. Any request for LOA will be considered on an individual basis and must be approved by the School Director. LOA are subject to the following conditions:

1. Leave of Absence must be requested in writing.
2. Students may take an LOA not to exceed <u>300 days in any 12 months</u> or one-half the published program lengths, whichever is shorter. Multiple leaves of absences may be permitted, provided the whole leaves do not exceed the limit.
3. Students are not eligible for any financial assistance while on a Leave of Absence.
4. Students who fail to return to class on the day scheduled to return from the LOA will withdraw from the program.
5. Students making tuition payments to the institution remain obligated even during the LOA.

## Course Repetition

Students with a failing grade must repeat the subject and maintain a passing score of 70% overall to graduate.

If a student repeats a previously failed course, the highest grade possible will be a C if the average of all work performed the second time is satisfactory.

## Re-Entry Policy

School Director will evaluate applicants who wish to re-enter the program.
Base on academic progress and retention causes to re-enter and use previous course credits.

## Transferability of Units

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

"The transferability of credits you earn at QBICS Career College is at the complete discretion of an institution to which you may seek to transfer.  Acceptance of the diploma you earn in the educational program is also at the absolute discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make sure 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 QBICS Career College to determine if your diploma will transfer.

Units you earn in programs offered at QCC will probably not be transferable to any other college or university.  For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future, even though you earned units here at QCC.  Also, suppose you make a diploma in any program offered at QCC. In that case, it will probably not serve as a basis for obtaining a higher-level degree at another college or university.

## Transfer of Credit

Students may apply to receive credit for previously completed coursework to satisfy the requirements of their programs at QBICS Career College. Applications for transfer credit must be submitted in writing to the Director of Education, including official transcripts, before signing the Enrollment Agreement. Copies of course descriptions, school catalogs, and course syllabi may also be required. Credit may be awarded for coursework completed within the previous five years with a grade of C or 70% or higher if the coursework is comparable to that of one or more modules in the student's program at QBICS Career College and was completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). No more than 30% of the total credits required to complete the student's program will be awarded as transfer credit. Students may also be required to demonstrate competency in the subject matter of the coursework for which they are requesting transfer credit.

QBICS Career College does not offer academic credit for prior work or related experience. Program tuition and length will be reduced to reflect any awarded transfer credit.

## Challenge course modules.

QBICS Career College will accept a student who has previously been trained in the same course title before and wish to retake to catch up or enhance the skills and knowledge; the student must take a quiz per every module that wishes to challenge

Transfer or Articulation Agreements – QBICS Career College has not entered any transfer or articulation agreements with any other college or university.

## Appeals

Students who feel that they have been placed on Academic Probation, Attendance Probation, or have been suspended or terminated unfairly may appeal in writing to the Director. The written appeal must specify the basis for the request and should include documentation. The Director, in conjunction with heads of all departments, will review all appeals. Appeals must be submitted within five days from the date of suspension or termination.

## Graduation Requirements

A student who has completed all coursework and achieved a final Cumulative Grade Average of 70%, or better, and has satisfied the attendance requirements will receive a certificate or diploma. All students are required to clear their financial obligations to the school before any certificate, diploma, will be issued.

# Student Services

## Job Placement Assistance

QCC assists its students by offering them career enhancement workshops; help with arranging job interviews, on-site recruiting, and subsequent follow-ups. However, the school does not guarantee a job. We encourage students to maintain a good grade point average, attendance, and excellent conduct, which employers favorably view.

The QCC placement program is a privilege for all graduated students who request it. If a student or graduate does not complete all the requirements and is uncooperative with a placement coordinator, placement assistance may be denied.

The institution provides employment placement assistance but does not guarantee employment to our graduates.

## Student Housing

- A) Our Institution does not operate a dormitory or other housing facility
- B) The available cost of housing located near the facility estimates is $1400 + $1500 a month
- C) The institution is not responsible for finding or assist students in locating adequate housing near the campus.

## Student Advising and Tutoring

The school provides educational and academic advice for students. Tutors are available upon referral of instructors or student request.

## Student Parking

Free student parking is available in the parking area adjacent to the school buildings at each location. QCC is not responsible for parking violations, property theft, or damage.

## Crime Awareness and Campus Security

QCC will make information available regarding campus security. Additionally, the school will circulate information related to policies and procedures for maintaining safety and reporting security issues.

## Drug and Alcohol Policy

The use or sale of non-prescription, "controlled substance" drugs, including, but not limited to, marijuana, cocaine, stimulants, and depressants, will not be tolerated at the QCC premises, at any of its clinical facilities, or any school-sponsored function off the premises. Any student believed to be under the influence or in possession of a non-prescribed, "controlled substance" drug and under the influence of alcohol will be temporarily prohibited from attending classes pending investigation of the incident. Should it be determined that the student was under the influence, in possession, or involved in the purchase and sale of a controlled substance while on or off the premises of QCC or a school-sponsored event, the student will be dismissed?

Following the investigation, should it be determined that the student was not involved in the above activity, he/she will be reinstated, and lost class time will be added to the scheduled completion date. Students are solely responsible for the use of prescribed drugs, and the same academic and social behavior is expected of all students regardless of health conditions. Students who need counseling assistance for drug or alcohol dependency should contact the School Administrator or Director. All referrals will be kept confidential.

## Personal Property & Losses Policy

All Students are responsible for the safekeeping of their personal properties while on school premises. QBICS Career College assumes no liability for any loss or damage to students' belongings and their valuables.

## Student Insurance

Certain risks are inherent in any work involving regular contact with various types of equipment. While stringent precautions are taken to ensure safety, minor accidents can occur. QBICS Career College does not assume financial responsibility for injuries due to student negligence. All students should have their medical insurance covered by their families' medical insurance while attending school, clinical, or externship.

## Learning Resource Center

The unauthorized use of media equipment and materials is prohibited. The students must seek permission from the administrative staff before using any of the following and materials:

- Projectors
- Intranet server
- Internet
- Educational Videos
- Magazines and Periodicals
- Computers

A variety of resource books are available for use in the resource center. These items may be checked out of the shelves with permission from the front desk. The front desk maintains a Check-Out Log Book. Videos are not allowed to be taken off school premises.

## On-site Laboratory

The clinical laboratory is available to allow the students to gain mastery of  The clinical laboratory is open for unassisted practice when not in use. Students are required to seek permission to access the classroom with the School Administrator. Assisted practice/ competency practice is available only during scheduled hours with the instructor present.

## No Eating or Drinking
Eating and drinking are prohibited in the classroom, laboratory, resource center, and computer lab.  A student lounge area is provided for these purposes.

## Smoking Policy
Smoking is prohibited in the building at all times. Students are not allowed to smoke in front of any of the surrounding business offices.

## Student Visa
QBICS Career College does Not provide visa services.

## Language Proficiency Information
Students must read and understand English at the level equivalent to that of a graduate of a US Junior High School (8th-grade level). Types of acceptable documentation: Junior High School certificate, high school diploma, or GED. Assistente Medico in spanish, students must read and understand Spanish at the level equivalent to a US Junior High School (8th-grade level).

Instruction at QBICS Career College is provided in English but may also be offered in Spanish Assistance for the  courses using technology like  natural language processing and AI.

## Holidays
The following holidays are honored:

| | | |
|---|---|---|
| December 24 – January 7, 2024- 2025 | | Winter Recess |
| Monday, January 20, 2025 | | Martin Luther King Jr. Birthday |
| Monday, February 17, 2025 | | Washington's Birthday |
| Friday, April 18, 2025 | | Easter Observance |
| Monday, May 26, 2025 | | Memorial Day |
| Friday ,July 4,2025 | | Independence Day Observance |
| Monday, September 1, 2025 | | Labor Day |
| Monday, October 13, 2025 | | Columbus Day |
| Friday, November 11, 2025 | | Veterans Day |
| Thursday and Friday, November 27-28 2025 | | Thanksgiving |
| December 20 – January 5 2025- 2026 | | Christmas Break |

## Access to Student Records
Official school records are maintained for each student from the date of enrollment. All students and parents of dependent students have the right to inspect information contained in their records. Official transcripts can be requested in person or by email. All student educational records are only maintained at the school for five years and transcripts permanently.  Refer to the FERPA policy defined on page 21 of this catalog.

## Release of information

No QCC officer, administrator, or employee shall release any third-party information concerning students' records or status without written consent from the student or the student's legal guardian. No written permission will be required for the release of information to regulatory agencies.

## Dress Code

All students must be dressed appropriately. Men are encouraged to wear collared shirts and either dress slacks or trousers. Women should not wear tank tops or revealing outfits. We expect students to dress suitably for a professional educational environment. No clothing that displays offensive language or material is allowed. Casual attire, including cutoffs, shorts, soiled or shabby clothing, or clothing that may present a safety hazard is not permitted.

## Conduct

Students are expected to follow all of the rules and regulations of QCC. Students will conduct themselves within the bounds of acceptable behavior at all times; students will exhibit professionalism throughout their training. Any infraction of school rules and regulations, or improper or unruly behavior, will result in probation, suspension, or termination.

## Start and End Dates

QCC has open enrollment every week. Classes begin every Monday except holidays or otherwise specified dates.

QBICS Career College works with WIA, CalWORKs, The Department of Rehab, TAA/TRA programs.

OSAR

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling ((888) 370–7589, Option #5, or by visiting, www.https://osar.bppe.ca.gov/)."

# Tuition and Fee Policy
## Course Cost Matrix

### Medical Assistant

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $ 7,815.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 10,000.00

| Tuition Fee | Reg. Fee (non-refundable) | STRF Fee (non-refundable) | E-Books | Tools / Supplies/computer | Uniform | Testing Voucher Fee | Total |
|---|---|---|---|---|---|---|---|
| $7840.00 | $75.00 | .0 | $425.00 | 1000 | $200.00 | $460.00 | $10,000.00 |

### Network Technician

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: 9,390.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $12,000.00

| Tuition Fee | Reg. Fee (non-refundable) | STRF Fee (non-refundable) | E-Books | Tools / Supplies | Uniform | Testing Voucher Fee | Total |
|---|---|---|---|---|---|---|---|
| $9,390.00 | $75.00 | 0. | $225.00 | $1250.00 | - | $1060.00 | $12000.0 0 |

### Computer Technician A+

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $ 9,390.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 12,000.00

| Tuition Fee | Reg. Fee (non-refundable) | STRF Fee (non-refundable) | E-Books | Tools / Supplies | Uniform | Testing Voucher Fee | Total |
|---|---|---|---|---|---|---|---|
| $9,390.00 | $75.00 | 0. | $225.00 | $1250.00 | - | $1060.00 | $12,000.00 |

## Essentials Technical Skills

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $ 3,515.00
ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $4500,00

| Tuition Fee | Reg. Fee (non-refundable) | STRF Fee (non-refundable) | E-Books | Tools / Supplies | Uniform | Testing Voucher Fee | Total |
|---|---|---|---|---|---|---|---|
| $3,525.00 | $75.00 | 0 | - | $900 | | - | $4500,00 |

## Tecnicas Esenciales de Computacion

HORARIO DE CARGOS TOTALES POR UN PERIODO DE ASISTENCIA: $ 5,411.25
PROGRAMA ESTIMADO DE CARGOS TOTALES PARA TODO EL PROGRAMA EDUCATIVO: $ 5,500.00

| Matricula | Cuota de inscripcion (no reembolsable) | STRF Fee (no reembolsable) | Libros electronicos | Herramientas / Suministros | Uniforme | Tarifa de cupon de pruebo: | Total: |
|---|---|---|---|---|---|---|---|
| $5,425.00 | $75.00 | 0 | - | - | - | - | $5,500.00 |

<u>Students must provide their basic materials (notebooks, pens, highlighters, shoes, watch, pencils, etc.)</u>

## Payment Methods and Plans

A student may sign up for one of the school's tuition payment plans. Information, instructions, and a copy of the application may be obtained from the Admissions Office by scheduling an appointment or requesting it via email.

PAYMENT POLICY:
Late Payment Fee                                $25
Non-Sufficient Funds Fee (NSF)          $35
Late Payment 1st Written Notice Sent     thirty days after Scheduled Date of Payment
Late Payment 2nd Written Notice Sent ten days after Sending 1st Written Notice was sent
Late Payment 3rd Written Notice Sent ten days after Sending 2nd Written Notice was sent
Collection Agency/Small Court Claims    ten days after Sending 3rd Written Notice
If a student obtains a loan, the student will have to repay the total amount of the loan plus interest, less the amount of any refund. If the student received financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

QBICS Career College currently participates in the following state financial aid programs: WIOA, CalWORKs, Department of Rehab, and TAA/TRA.

## Tuition Discounts

Students who do not qualify for group party funding will receive a tuition discount as follows:

All other programs will have a tuition discount of 45%

## Suspension and Terminations

Students may be suspended or terminated by the Director for any of the following reasons:
- Having a negative or rude attitude
- Excessive absenteeism or tardiness
- Failure to achieve satisfactory academic progress, including lack of participation in class
- Failure to comply with probationary conditions
- Conduct that reflects poorly upon the school and its staff
- Failure to meet financial obligations
- Possession of drugs, alcohol, or weapons on school premises
- Behavior that creates a safety hazard to other persons in the school

Students have the right to appeal suspensions and terminations.

## Refund and Cancellation Policy

CANCELLATION POLICY

Students have the right to cancel 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 shall be returned to you within 30 days following the school's receipt of your cancellation notice."

"But if QBICS Career College gives you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within these 30 days. student must pay for the equipment and materials value. Cancellation occurs when the student delivers a written notice of cancellation to a QBICS CAREER COLLEGE official at the address specified on the front page of the enrollment agreement. The student can do this by mail, in person, by fax, or by telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state the student wishes to cancel the agreement.

Suppose the student canceled the enrollment agreement and was given any equipment, including books and other materials. In that case, the student is obligated to return them to QBICS CAREER COLLEGE within 30 days following the date of notice of cancellation or withdrawal. If the student fails to do this within 30 days, QBICS CAREER COLLEGE has the right to deduct the documented cost from any refund that may be due to the student. Once used, equipment such as software and books is not returnable. The student is obligated to pay only for educational services rendered and for unreturned equipment.

WITHDRAWAL & REFUND POLICY

Students have the right to withdraw from individual classes and their entire program. The refund calculation, in either case, is based on the date of notification. However, if a student withdraws from a program from a class, the refund calculation for the entire program will be based on the date the school was notified of the student's withdrawal from the program.

The amount owed by the student to calculate a refund is derived by multiplying the scheduled hours of attendance by the hourly charge for instruction. If the amount paid is more than the amount owed for the time attended, the refund will be made within 45 days of the withdrawal date. If the amount owed is more than the amount already paid, then arrangements must be made to pay it. Administration fee of $175 may apply after the Third day of cancellation requested

The student shall have the right to a full refund of all charges less the amount of $75.00 for the non-refundable charges if he/she cancels the agreement before or on the first day of instruction. The amount retained for the registration fee may not exceed two hundred fifty dollars ($250). The student shall be paid within 30 days of cancellation or withdrawal. Also, the student may withdraw from a course after instruction has started and received a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. After completing 60% or more of the program, the school earns 100% of the tuition.

If a student obtains a loan to pay for an educational program, 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 moneys not paid from federal financial aid funds

## HYPOTHETICAL REFUND EXAMPLE

State of California refund calculations are done on a pro-rata basis, and applicable refunds are made within four days following the student's withdrawal date. The student or sponsoring agency is entitled to a refund based upon the portion of the program not completed, excluding a maximum registration fee of $75.00 + Administration fee $225.

FOR EXAMPLE: If a student pays $5095.00 for course costs ($75.00 Registration Fee, $200.00 Books, $4800.00 Tuition) then withdraws after completing 200 hours, and does not return the books, the tuition refund would be calculated as follows:

1. Divide the total number of hours in the program by total hours attended up through the last day of attendance.
2. The resulting number is multiplied by the tuition charged.
3. Tuition charged is the accrued hours multiplied by the hourly charge.
4. The amount owed by the student is the tuition charged plus any unreturned equipment/books plus the $75.00 registration fee.
5. The refund would be any amount over the figure calculated in #4.

| | |
|---|---|
| Tuition | $4800.00 |
| Books | $ 200.00 |
| Registration Fee | S 75.00 |
| Total Program Cost | $5095.00 |
| Hours of Instruction /Hours attended (200/720) | 27.7% |
| Total Earned (4800 x 27.7%) | $1329.60 |
| Total Cost ($1329.60 +$200 + $75.00) | $1604.60 |
| Refund Amount ($5095.00 - $1604.60) | $3490.40 |

**QBICS Career College is a non-accredited school but has been granted "Approval to Operate during renewal application" by the Bureau for Private Postsecondary Education. The Bureau's granting of Approval to Operate means that this institution and its operations comply with the state standards established under the law for occupational instruction by private postsecondary educational institutions.**

**QBICS Career College programs are non-accredited by an accrediting agency recognized by the United States Department of Education.**

**Complaint Procedure**

**STUDENT GRIEVANCE PROCEDURES**

**The first step is to notify your instructor of the situation or issue if the instructor cannot resolve the situation or problem. Please contact the school Director for a meeting send an email to admin@qbics.us phone/ text/call 714-550-1052.**

**"Any questions a student may have regarding this catalog that the institution has not satisfactorily answered may be directed to the Bureau for Private Postsecondary Education at Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Web site Address: www.bppe.ca.gov Telephone(916) 574-8900 Fax: (916) 263-1897."**

**"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 website www.bppe.ca.gov."**

**Student Rights**

- Students have the right to review their academic records.
- Fair and effective teaching and grading at the advertised grade level
- Due process and an impartial hearing in any disciplinary matter
- Maintain personal/academic information private unless authorized

# FERPA
## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

Under the authority of the Family Educational Rights and Privacy Act of 1974, the college has established a policy for the release of student and graduate information:

1. All students attending this postsecondary institution, parents of minor students, and parents of tax-dependent students shall have the right to inspect, review and challenge their academic records, including grades, attendance, advising, and any additional information contained in their education record or that of their minor or tax-dependent child. Students are not entitled to inspect the financial records of their parents. As a postsecondary educational institution, parental access to student's records will be allowed without prior consent if the students are dependents, as defined in section 152 of the Internal Revenue Code of 1954.

2. Education records are defined as files, materials, or documents that contain information directly related to students. The school officials supervise records for recording grades, attendance, advising, and determining financial aid eligibility. Records are retained at the institution for five years but maintained indefinitely.

3. Students may request a review of their records by writing the school director at the address in this catalog. The study will be allowed during regular school hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

4. Students may challenge the record for purposes of correcting or deleting any of the contents. The charges must be made in writing, with the reason for the requested change stated fully. Grades and course evaluations can be challenged only because they are improperly recorded.

   The instructor and advisor involved will review the challenge and, if necessary, meet with the student, then determine whether to retain, change or delete the disputed data.

   If a student requests a further review, the school director will conduct a hearing, giving the student a full and fair opportunity to present evidence relevant to the disputed issues. The student shall be notified of the director's decision, which will be final.

   Copies of challenges and written explanations regarding the students' records' contents will be included as part of the student's permanent record.

5. Directory information may be unconditionally released to third parties by the school without the student's consent unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within ten days of the date of enrollment.

   Directory information includes the student's name, address (es), telephone numbers(s), birth date and place, program undertaken, dates of attendance, and certificate or diploma awarded.

6. Written consent is required before education records may be disclosed to third parties, except the accrediting commissions and government agencies authorized by law.

# State of California Student Recovery Fund

"Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges institutions will no longer be required to collect STRF assessment fees from students ."

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf if 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.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Web site Address: www.bppe.ca.gov Telephone(916) 574-8900 Fax: (916) 263-1897

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, the location of the institution, or an educational program offered by the institution was closed or discontinued. You did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 days before the institution's closure or the site or were enrolled in an educational program within the 120 days before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureaus but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has been unable to pay or reimburse proceeds received by the institution over tuition and other costs.

6. You have been awarded restitution, a refund, or another monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution but have been unable to collect from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and has an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. Suppose it has been more than four (4) years since the action or event that made the student eligible. In that case, the student must have filed a written application for recovery within the original four (4) year period unless another act of law has extended the period.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Web site Address: www.bppe.ca.gov Telephone(916) 574-8900 Fax: (916) 263-1897

## COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions designed to reduce the illegal uploading and download of copyrighted material through peer-to-peer (P2P) file-sharing. These provisions include requirements that:

- institutions certify to the Secretary of Education that they have developed plans to "effectively combat" the unauthorized distribution of copyrighted material;
- institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials;
- Institutions publicize alternatives to illegal file sharing.

QBICS Career College enforces this requirement with students and staff.

## Non-Discrimination Policy

QCC, as per the Title IX policy of the 1972 Educational Amendments Act, does not discriminate based on sex, age, physical handicap, race, creed, or religion in its admission policy or its programs or activities advertising, training, placement, and employment. All inquiries and complaints under the sex discrimination provisions of the Title IX Policy should be directed to the school director. The school director must act equitably and promptly to resolve any complaint and respond within seven working days.
Complaints can be filed with the Office of Civil Rights, Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102, in writing, no later than 180 days after the possible discrimination. No action has been taken.

EQUAL OPPORTUNITY NOTICE – EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financial assistance to discriminate on the following basis:

- Against any individual in the United States, based on race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief; and
- Against any beneficiary of, an applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), based on the beneficiary's citizenship or participation in any WIOA Title I–financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person concerning, such a program or training; or
- Making employment decisions in the administration of, or connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that recipients must provide appropriate auxiliary aids and services to qualified individuals with disabilities upon request and at no cost to the individual.

SPECIAL ACCOMMODATIONS
QBICS Career College is committed to supporting students who require special accommodations during their training program. The student must provide written documentation to the Admissions Department ahead of time and attach any documents provided by a licensed medical professional, psychologist, or other healthcare experience. This will help the school provide the student with adequate accommodations while attending QBICS Career College.

Example:
*Physical Therapist diagnosis: "Students cannot sit for more than 3 hours repeatedly."*
*School Accommodation: "The student will be allowed to step out of class to take a 5-minute break every hour."*

To assist students with physical restrictions, QBICS Career College can make special accommodations to complete specific coursework from home. Students will need to provide their medical restriction document/s and speak to their Instructor to see what coursework can be completed from home.

## CATALOG ACKNOWLEDGEMENT

I have received a catalog, or I have viewed and read the catalog online at the www.qbics.us website and have full access to the site at any time. I have read and considered the catalog, which contains the rules, regulations, course completion requirements, and cost for the specific course, policy, and procedures for which I have enrolled. I have also viewed the school performance fact sheet online at http://qbics.us website

Student:

Print you're First and Last Name:

_____


Signature:

_____Date_____


Enrolled by:

_____Date_____

# QBICS CAREER COLLEGE

## PROGRAMS OF STUDY

# MEDICAL ASSISTANT
## Bilingual

32.2 Quarter Credits        480 Hours        12 Weeks Full-Time

PROGRAM DESCRIPTION: This program is designed to prepare students for entry-level positions in the Medical Assistant field. Emphasis is placed on clinical, laboratory, and administrative procedures, including virtual clinics. It also prepares students for the National Phlebotomy Technician Certification Exam.

PROGRAM REQUIREMENTS:
1. Interview with the student.
2. The student will need to provide their HS diploma, GED, Equivalent, or take and pass the School entrance exam pass with 70%.
3. Pay the $75.00 (non-refundable) registration fee.
4. Complete and submit the Performance Fact Sheet (PFS), Student Application, Enrollment Agreement (EA), turn in there Hepatitis B vaccine, TB test, or x-ray clearance flu-Covid19 vaccine.
5. Computer and computer programs  office 365
6. Internet access
7. Access to web portal course  elsaber. tech or qbicsdlc.net-- Master Pearson lab

COMPLETION REQUIREMENTS: Diploma of completion, the student is required to attend at least 90% of the course, complete all course assignments, have a 2.0 CGPA, and pass the final exam.

OCCUPATIONAL OUTCOMES: A Medical Assistant may work in the following positions:
- Medical Assistant: 31.9092
- Healthcare support worker: 31.9099
- File Clerks, General: 43-4171
- Medical Secretaries and Administrative Assistants: 43.6013
- Receptionist and Information Clerks: 43-4171
- Phlebotomist: 31-9097

| COURSE | COURSE TITLE: | Lecture Hours | Lab Hours | Externship | Credits |
|--------|---------------|---------------|-----------|------------|---------|
| CORE-1001 | Introduction to Computers ETS | 20 | 20 | | 4.00 |
| CORE-1002 | Introduction to Windows and Internet ETS | 20 | 20 | | 4.00 |
| EHR-1003 | Electronic Health Records ETS | 40 | 40 | | 8.00 |
| MA-1004 | Medical Assistant Role and Responsibilities | 20 | | | 2.00 |
| MA-1005 | Medical Law & Ethics | 20 | | | 2.00 |
| MA-1006 | Clinical Laboratory Procedures | 10 | 10 | | 2.00 |
| MA-1007 | Anatomy and Physiology | 10 | 10 | | 2.00 |
| MA-1008 | Medical Terminology | 10 | 10 | | 2.00 |
| MA-1009 | Pharmacology | 10 | 10 | | 2.00 |
| PH-1001 | Phlebotomy Didactic Basic/Advance | 20 | 20 | | 4.2 |
| MA-1010 | Externship/Work  Experience/Virtual  Clinic | | | 160 | 6.0 |
| | Total: | 180 | 140 | 160 | 32.2 |

## COURSE DESCRIPTION/MEDICAL ASSISTANT

| | |
|---|---|
| CORE-1001 | This course teaches the computer concept and uses it in the medical office identified the computer type, printers, scanners, and use the input device and output components use of the alphabetic and numeric keyboard. Proficiency combined with speed and accuracy is taught. The development of various documents and correspondence formatting is emphasized. |
| CORE-1002 | In this course, students will learn how to navigate the internet, browse web pages (downloading, saving favorites), and internet security and its importance. |
| EHR-1003 | In this course, students will understand what Electronic Health Records are, who uses them, how they differ from paper records, and gain hands-on experience with an E.H.R. program. Students will learn about Personal Health Records PHR, privacy, and security challenges, including HIPAA and other mandated regulatory agencies. Students will also learn about patient reception, appointment scheduling, office facilities, equipment and supplies, medical insurance, diagnosis coding, procedure coding, patient billing and collections, banking and practice finance, and Medical Office Management. The student will also learn about Medical Health (mental disorders). |
| MA-1004 | In this course, students will learn about the history, role, and characteristics of a medical assistant and the professional certifying organizations. Students will also learn communication skills (verbal and non-verbal). By the end of this course, students should understand the Hippocratic oath about the medical practitioners, health care costs and payments, medical and surgical specialties, and the role of the US Department of Health and Human Services (DHHS). |
| MA-1005 | In this course, students will learn about the 4 D of negligence, professional liability, patient and physician relationship, documentation, drug regulations, code of ethics, and the medical assistant's role in preventing liability suits. |
| MA-1006 | In this course, students will learn about infection control, vital signs, assisting with physical examinations, helping with medical specialties, assisting with minor surgeries and medical emergencies. Students will also learn about radiology, electrocardiography, pulmonary functions, physical therapy, rehabilitation, and nutrition. |
| MA-1007 | In this course, students will learn about the body structure and function and the following body systems: integumentary, skeletal, muscular, nervous, special senses, cardiovascular, immune, respiratory, digestive, urinary, endocrine, and reproductive systems. Students will also learn about the most common disorders and diagnostic tests. |
| MA-1008 | Students will learn about Medical Terminology, including the word parts, writing and pronouncing medical terms, gross anatomy, and world-building. |
| MA-1009 | Students will do mathematical review, weights, and measures in this course and learn how to do conversions within the metric system, drug calculations, and rules. In pharmacology, students will learn the drug names, regulations, and standards, references, classifications of drugs, drug abuse, routes and methods of drug administration, administration of medication, dose effects of drugs, medicine, and pregnancy, reading, and writing prescriptions, and the abbreviations used in pharmacology. |
| PT-1001 | Students will learn the basic didactic modules per the approved state curriculum from the California Department of Public Health in this course. |
| PT-1002 | Students will learn the advanced didactic modules per the approved state curriculum from the California Department of Public Health in this course. |
| PT-1003 | Students must complete 40 hours of externship in this course, including 50 successful venipunctures and ten skin punctures. |
| PT-1004 | In this course, students will review their National exam. |
| MA-1010 | In this course, students will do an externship and apply their knowledge and skills obtained throughout the program. |
| MA-1011 | In this course, students will learn how to do a job search, apply online or in-person, interviewing and communication skills, and build a resume. |

# Network Technician

### 50.00 Quarter Credits      480 Hours      12 Weeks

PROGRAM DESCRIPTION: This program is designed to prepare students for entry-level in the computer networking field. Students are required to complete 720 hours, pass all courses, the Final Exam, and Externship.

PROGRAM REQUIREMENTS:  High School Diploma or GED or pass the school entrancew exam. Basic computer knowledge, hardware, and Software, Ms. Windows OS, internet, and software applications.

COMPLETION REQUIREMENTS: Students must pass a Final Exam to receive a diploma of completion.

OCCUPATIONAL OUTCOMES:   *A Network plus Certified Technician* may be suited for the following positions: Network Administrator, Computer Systems Administrator, Technical Support, and Server Administrator.

|  |  | *D.O.T* |
|---|---|---|
| Computer Network Technician Support |  | 15.1231 |
| Computer Network Administration |  | 15.1244 |

| COURSE | COURSE TITLE: | Lecture Hours | Hybrid Hours | Lab Hours | Credits |
|---|---|---|---|---|---|
| N+-1001 | Hardware Concept | 20 | 20 |  | 4.00 |
| N+-1002 | Network Fundamental | 20 | 20 |  | 4.00 |
| N+-1003 | Principles of Internetworking | 20 | 20 |  | 4.00 |
| N+1004 | Network Support and Services | 20 | 20 |  | 4.00 |
| N+-1005 | Servers Lab I | 20 |  |  | 2.00 |
| N+-1006 | Servers Lab II | 20 |  |  | 2.00 |
| N+-1007 | Client/ Server Lab | 20 |  |  | 2.00 |
| N+-1008 | Security Setup Lab | 20 | 20 |  | 6.00 |
| N+-1009 | CompTIA Network Exam Review | 80 | 100 |  | 18.00 |
| N+-1011 | Job Placement | 40 |  |  | 4.00 |
|  | Total:480 | 280 | 200 |  | 50.00 |

Full-Time Schedule:      Monday – Friday 8:00 a.m. – 4:00 p.m.

# COURSE DESCRIPTIONS/NETWORK PLUS

| | |
|---|---|
| N+-1001 | This module will teach the essentials, and the PC anatomy technicians familiar with the basic hardware and software tools. PC technicians should know why and how to prevent electrostatic discharge.<br>PC technicians should be familiar with the CompTIA Six-Step Troubleshooting Process.<br>PC technicians should understand numbering systems used in computers.<br>PC technicians should be familiar with the concepts of data transfer and frequency. (No Prerequisite Course) |
| N+-1002 | This module will teach the Required elements of communication. How does a LAN differ from a WAN? What is a broadcast domain? What does a server do? What makes a computer a client? How does a ring differ from a star topology?<br>How does a VLAN act like a broadcast domain? What are the major wireless topologies? Network Media Interference Transmission Rates Media Length Secure Transmission Common Media Terminology RJ & RG, & Fiber Connectors Structured Wiring Distribution. (No Prerequisite Course) |
| N+-1003 | Will this module teach the Purpose of protocols TCPIP vs. other protocols. Explanation of the phrase Protocol Suite? Associated protocols and processes to know Functions provided by the TCPIP Protocol Suite Difference between TCP and UDP Understand the Number Systems How MAC addresses are used Explain the structure of an IPv4 and IPv6 address.<br>Explain how the use of Private addresses is different from that of Public lectures. Explain the purpose and function of routing and routing protocols; explain NAT/PAT/SNAT. (No Prerequisite Course) |
| N+-1004 | This module will teach Network performance and Optimization OSI Model Troubleshooting Procedures and best practices. Command-Line Networking Tools Physical Layer Data Link Layer Network Layer Transport Layer Session Layer. Presentation Layer Application Layer Data Encapsulation and Header Information. (No Prerequisite Course) |
| N+-1005 | This module will teach to Introduce the Windows Server 2003-2008 family of operating systems. Explore the features of Windows Server .<br>Provide an overview of the Windows Server operating system architecture. Introduce workgroups and domains.<br>Introduce network services in Windows Server Introduce network protocols.<br>Introduce network security services. (No Prerequisite Course) |
| N+-1006 | This module will teach Introduce File Allocation Table (FAT) Introduce NTFS Compress and encrypt data on an NTFS volume Assign shared folder permissions Set NTFS permissions Set special access permissions Troubleshoot permissions Introduce Distributed File System (DFS) Manage a DFS root Working with File System.<br>Administer User Accounts Introducing Group Accounts Introduction Computer Accounts Installing and Configuring Network Printers. (No Prerequisite Course) |
| N+-1007 | This module will teach Introduce networking concepts Introduce network protocols Identify the fundamentals of TCP/IP. Configure TCP/IP Introduce IP addressing in TCP/IP Troubleshoot TCP/IP.<br>Introduce Dynamic Host Configuration Protocol (DHCP Understand Windows Internet Naming Service (WINS).<br>Understand the Domain Name System (DNS) Understand DNS name resolution Install and configure the DNS service.<br>Introduce Routing, and Remote Access Service (RRAS) Understand types of remote access connections. Configure remote access services Create a remote access policy Create a VPN server Introduce Internet, Connection Sharing (ICS) Introduce Network Address Translation (NAT). (No Prerequisite Course) |
| N+-1008 | This module will teach Introduce Public Key Infrastructure (PKI). Identify the features of public-key cryptography. Work with IPSec Introduce certification authorities Authenticates user identify using Kerberos protocol. Implement account policy Diagnose and resolve account lockouts Implement security options Configure user rights assignments Configure client security Work with security tools and templates. Explain the function of standard networking protocols Identify commonly used TCP and UDP default ports Identify the following address formats Given a scenario, evaluate the proper use of the following addressing technologies and addressing schemes Identify standard IPv4 and IPv6 routing protocols<br>Explain the purpose and properties of routing. (No Prerequisite Course) |
| N+-1009 | This module will teach Prometric Test Review Network Technologies Network Media and Topologies Network Devices Network Management Network Tools Network Security Explain different methods and rationales for network performance. Optimization given a scenario, implement the following network troubleshooting Methodology Given a system, troubleshoot common connectivity issues, and select an appropriate solution. (No Prerequisite Course) |
| N+-1011 | Create a resume, communication skills, and definition of an interview. (N+-1001, N+-1002, N+-1003, N+-1004, N+-1005, N+-1006, N+-1007, N+-1008, N+-1009, N+-1010) |

# Computer Technician A+

### 46.00 Quarter Credits      480 Hours      12 Weeks

PROGRAM DESCRIPTION*:* This program is designed to teach students hardware, software, IT troubleshooting, repairing, and computer maintenance. Students will also prepare for the A+ Exam.

PROGRAM REQUIREMENTS:  High School Diploma or GED or pass the school entrance exam.

COMPLETION REQUIREMENTS: Students must pass a Final Exam to receive a diploma of completion.

OCCUPATIONAL OUTCOMES*:* A Computer Technician may be suited for the following positions: Test Technician, Field Technician, and Technical Support Technician.

|  | | D.O.T. |
| --- | --- | --- |
| Computer user support  specialist | | 15.1232 |
| Computer Occupations, all other. | | 15.1299 |

| COURSE | COURSE TITLE: | Lecture Hours | Laboratory | Credits |
| --- | --- | --- | --- | --- |
| CORE-1001 | Introduction to Computers | 20 | 20 | 4.00 |
| CORE-1002 | Introduction to Networking and Internet | 20 | 20 | 4.00 |
| CORE-1003 | Introduction to Windows | 20 | 20 | 4.00 |
| CET-1004 | Windows Installation | 20 | | 2.00 |
| CET-1005 | Troubleshooting Windows | 20 | | 2.00 |
| CET-1006 | Windows Command Line | 20 | 20 | 4.00 |
| CET-1007 | Hardware | 20 | 20 | 4.00 |
| CET-1008 | Hardware Laboratory | 20 | 80 | 10.00 |
| CET-1009 | Network Fundamentals | 20 | | 4.00 |
| CET-1010 | Principles of Internetworking | 20 | 20 | 4.00 |
| CET-1011 | A+ Preparation | 20 | 20 | 4.00 |
| CET-1012 | Job Placement | 40 | | 4.00 |
| | Total: | 260 | 240 | 46.0 |

Full-Time Schedule:      Monday – Friday 8:00 a.m. – 4:00 p.m.
Part-Time Schedule:      Monday – Friday 5:00 p.m. – 9:00 p.m.
**Externship hours vary for any schedule**

# COURSE DESCRIPTIONS/COMPUTER ELECTRONICS TECHNICIAN

| | |
|---|---|
| CORE-1001 | This module will teach the essentials, and the PC anatomy technicians should be familiar with the basic hardware and software tools available to them. PC technicians should know why and how to prevent electrostatic discharge.<br>PC technicians should be familiar with the CompTIA Six-Step Troubleshooting Process.<br>PC technicians should understand numbering systems used in computers.<br>PC technicians should be familiar with the concepts of data transfer and frequency. |
| CORE-1002 | In this course, students will learn how to navigate the internet, browse web pages (downloading, saving favorites), and internet security and its importance. |
| CORE-1003 | This module will teach Differentiate Between Windows Vista and XP. Primary Windows Components. The registry, virtual memory, and file systems like NTFS and FAT32. Windows Interfaces. Windows Explorer, Computer/My Computer, Control Panel, and so on. Essential Operating System Files to Boot and Run the System. Disk Partition, File, and Folder Management. |
| CET-1004 | This module will teach the Installing windows 7 Install Windows Vista. Install Windows XP. Upgrade to Windows 7 from Windows Vista or Windows XP Upgrade to Windows Vista from Windows XP or Windows 2000. Upgrade to Windows XP from Windows 2000.<br>Troubleshoot Windows Vista/XP Installations and Upgrades. |
| CET-1005 | This module will teach Troubleshooting Windows. Identify and analyze the problems efficiently. Determine common issues you might encounter in Windows. Learn how to troubleshoot boot-up errors and how to fix application issues. Learn how to decipher error codes. |
| CET-1006 | This module will teach Creating custom startup configurations (for troubleshooting) Performing a selective startup, which only processes some of the system files Editing boot.ini, system.ini, and win.ini files Expanding operating system files from the OS CD.<br>Disabling services or programs that have been added to the Run key of the Registry Viewing and setting permissions on Registry keys Loading and unloading Registry *hives* (which are Registry files on your hard drive. |
| CET-1007 | This module will teach Students should be able to explain the following: Motherboards and Their Components.<br>Form factors, integrated ports and interfaces, memory slots, and expansion slots demonstrate how to install and troubleshoot motherboards. Processors and CPUs.<br>Identify types of processors that are available, their architecture and technologies, and installing and troubleshooting processors.<br>I am installing Adapter Cards. Install video and sound cards and how to troubleshoot common adapter card issues. |
| CET-1008 | This module will teach Topic and Activity Demonstration: Input vs. Output *Analogy: Hardware vs. Software and Firmware* Topic and Activity The Motherboard and CPU *Demonstration Setup* Topic and Activity Troubleshooting Inputs and Outputs<br>Topic and Activity In-Class Research (10 Minutes) *Analogy: Operating System vs. Project Manager* Topic and Activity Virtual Memory *Analogy: Internal vs. External Commands Analogy: Bus Speeds* |
| CET-1009 | This module will teach The client/server and peer-to-peer networking models How to install and make dial-up connections. Services such as ISDN, DSL, cable, and satellite. LAN connectivity to the Internet Basics about Transmission Control Protocol/Internet Protocol (TCP/IP). Installing and Configuring Network Interface Cards. Switches and Hubs, Repeaters, and Routers. Networking Configuration. Protocols supported by Windows, configuring TCP/IP. IPv4 addressing concepts. |
| CET-1010 | This module will teach Explain different methods and rationales for network performance optimization. Given a scenario, implement the following network troubleshooting Methodology Given a system, troubleshoot common connectivity issues and select an appropriate solution Given a scenario, select the proper command-line interface tool and interpret the output to verify functionality Explain the purpose of network scanners Given a system, utilize the appropriate hardware tools Explain the function of hardware and software security devices. |
| CET- 1011 | This module will teach CompTIA A+ Essentials CompTIA A+ Practical exam contents and domains the Application Hardware Troubleshooting, Repair & Maintenance Operating System and Software Networking Security Operational Procedure, and exam preparation review. |
| CET-1012 | Create resume, communication skills definition of an interview. |

# Essentials Technical Skills (Spanish/English course available)

**7.00 Quarter Credits    80 Hours          4 Weeks**

PROGRAM DESCRIPTION*:* This competency-based course is designed to prepare students for employment in intelligent buildings and offices ,building maintenance and cleaning work. Instruction covers equipment, materials, and methods used in routine maintenance and cleaning clinics, hospital offices, shops, , schools, stores, and outdoor areas.  Topics include commercial plans for floor care, wall and window washing, and minor building repairs that combine information technology for intelligent buildings and offices

**PROGRAM REQUIREMENTS:**
1. Interview with the student.
2. The student takes and passes the School entrance exam.
   a. Score passing: 70%
   b. Spanish score passing: Reading Comprehension 70%  and Mathematics 70%
3. Pay the $75.00 (non-refundable) registration fee
4. Complete and submit the Performance Fact Sheet (PFS), Student Application, and Enrollment Agreement (EA).

**COMPLETION  REQUIREMENTS:**
Diploma of completion, the student is required to attend at least 90% of the course, complete all course assignments, have a 2.0 CGPA, and pass the final exam.

**OCCUPATIONAL OUTCOMES*:*** The student's employment background and skills obtained in this course will help the student get a higher pay rate or retain employment or find employment where computer knowledge is required. Other occupations outcomes can be:
- Installation Maintenance and Repair: 49-9099.00
- Maintenance and Repair Workers: 49-9071.00
- Janitorial and Cleaners 37-2011.00
- Helpers Installation maintenance and Repair 49-9098.00

| COURSE | COURSE TITLE | LECTURE HOURS | HYBRID HOURS | LAB HOURS | CREDITS |
|---|---|---|---|---|---|
| CORE-1001 | Computers and Smart Devices | 5 | 5 | 10 | 2.0 |
| CORE-1002 | Use of Computers at work I | 5 | 5 | 5 | 1.0 |
| CORE-S1003 | Safety and precautions | 5 | 5 | | 1.0 |
| CORE-P1004 | Building Maintenance Basics 1 | 5 | 5 | 10 | 1.0 |
| CORE-E1005 | Building Maintenance Basics 2 | 5 | | | 1.0 |
| CORE-CJ1006 | Cleaning and Janitorial procedures | 5 | 0 | 5 | .10 |
| | | | | | |
| | Total hours: (80) | 30 | 20 | 30 | 7.0 |

| CORE-1001: Introduction to Computers | |
|---|---|
| Module | Description |
| Computers PC | Students will learn about the different computers, hardware, and software fundamentals and get familiar with the external components such as printers, scanners, keyboards, mice, and USB devices. |
| Apple Computers | Students will learn about what is the MAC OS, Software, APPLE Computer Operating System, start using MAC, setting up the computer, How to manage macOS, How to connect to the Internet using macOS pre-installed, MacOS Applications, file migration, physical parts of iPhone interface, iPhone as phone, iPhone as iPad, general features of the iPad starting with the iPad screen, setting up the iPad. |
| The Android System | Students will learn about setting up android devices, android phones, android apps, the internet in Android, android sync, security, and other uses with android. |
| Complete Report | At the end of the module, students must complete a report using the LMS System with a minimum of 1000 words related to what he/she has learned. |
| Quiz | Students will have to take and pass the module quiz with at least 70%. |

| CORE-1002: | |
|---|---|
| Module | Description |
| The Internet | Students will learn about Internet features, why do I use the Internet, the Internet connection, The Mobile link, Protocols Ipv 4-6 secure sites, none safe sites<br>The Internet browser, software application, the Internet and its services, static web sites dynamic websitess, social sites apps, working with MS Teams, download and login to MS Teams settings on how to make MS Teams calls using MS Teams, privacy options advanced MS Team options, Integrate your Facebook and MS Teams accounts. |
| Internet Browsers. The email system and security | Students will learn about basic safety concepts such as protecting yourself on the Internet, Internet security for children, parental control, phishing, the difference between browsers. The Start menu with Google Chrome, navigate in Google Chrome, customize Google Chrome, and Manage Google Chrome bookmarks and security options. There are three different email accounts students will learn about (Gmail, yahoo, and outlook). Students will learn how to create them,<br>navigate and explore the various settings, send/receive emails, submit attachments, configure calendars, contacts, and send/receive emails. |
| Computer Virus | Students will learn about computer viruses, internet threats, malware, phishing, cloud security, antivirus programs, and installing windows updates. |
| Social sites and Blogs | Students will learn about different types of Blog sites (Blogger) and create a blog for free by using available social sites like WordPress, and Facebook. Create quality Blogs, upload pictures, videos, and other resources. |
| Smart Devices | The students learn how smart devices are set and configured and maintain run software updates |
| Complete essay report | At the end of the module, students must complete a report using the LMS System with a minimum of 1000 words related to what he/she has learned. |
| Quiz | Students will have to take and pass the module quiz with at least 70%. |

| CORE-S1003: | |
|---|---|
| Module | Description |
| Safety at work | Occupational Safety and Health Administration<br>Students learn steps to make sure to apply safety at work using the guidelines of the occupational safety and health administration |
| Read safety notices | eTools, eMatrix, Expert Advisors and v-Tools<br>The student will identify the tools to use to determine the safety notice |
| Safety protocols | OSHA Standards Training Requirements in OSHA Standards<br>OSHA Videos \| Occupational Safety and Health Administration<br>The student will learn other entities and their safety guidelines |

| Complete essay report | At the end of the module, students must complete a report using the LMS System with a minimum of 1000 words related to what he/she has learned. |
| --- | --- |
| Quiz | Students will have to take and pass the module quiz with at least 70%. |
| | |

**CORE-P1004:**

| Module | Description |
| --- | --- |
| Introduction and Expected Growth | Why did you choose this for your career? Please explain<br>The student will learn how to obtain information on how to perform essential Plumbing services<br>And find out more about how to become a professional and licensed Plumer. |
| What do Plumbers do? | Students learn How to learn the basics to do Plumber maintenance in clinics, hospital offices, shops, , schools, stores, and outdoor areas of medical offices, identifying the conditions and preventing leaks of change faucets in sinks, unclogging drainage |
| Skills | Learn how to perform basic tasks<br>Cut and join pipe<br>Install, repair, and maintain plumbing systems<br>Install and repair waste disposal and drainage systems<br>Install and repair fixtures like showers, diverters, sinks, faucets, and toilets<br>Install and repair appliances like dishwashers, garbage disposals, and water heaters<br>Troubleshoot malfunctioning systems<br>Inspect and test installed pipe systems and pipelines<br>Use green building techniques to conserve water and energy resources |
| Complete essay report | At the end of the module, students must complete a report using the LMS System with a minimum of 1000 words related to what he/she has learned. |
| Quiz | Students will have to take and pass the module quiz with at least 70%. |

**CORE-E1005 :**

| Module | Description |
| --- | --- |
| Introduction and Expected Growth | Why did you choose this for your career? Please explain<br>The student will learn how to obtain information on how to perform essential electrician services<br>And find out more about how to become a professional and licensed electrician. |
| What do Electricians do? | Students learn How to learn the basics to do electrician maintenance in medical offices, clinics, hospital offices, shops, , schools, stores, and outdoor areas, identifying the conditions and preventing broken wires change, light bulbs change, plates troubleshooting electrical machines |
| Skills | Learn how to perform basic tasks<br>install circuits<br>Maintain lighting, power, climate control and security systems<br>Install electrical conduit and wiring for homes and commercial sites<br>Wire switches, receptacles, and lighting fixtures<br>Test and repair circuits and equipment<br>Use green building techniques to reduce resources and conserve energy |
| Complete essay report | At the end of the module, students must complete a report using the LMS System with a minimum of 1000 words related to what he/she has learned. |

| Quiz | Students will have to take and pass the module quiz with at least 70%. |
|------|--------------------------------------------------------------------------|

| **CORE-CJ1006:** | |
|------------------|--|
| Module | Description |
| Introduction and Expected Growth | Why did you choose this for your career? Please explain<br>The student will learn how to obtain information on how to perform janitorial and cleaning services<br>And find out more about how to become a professional Janitorial and cleaning service. |
| What do Janitorial and cleaners do? | Students learn How to learn the basics map of the areas and procedures to perform janitorial and cleaning services in medical offices, clinics, hospital offices, shops, schools, stores, and outdoor areas, identifying the conditions and what cleaning chemical solutions must use. |
| Skills | Learn how to perform basic tasks<br>Clean and sanitize<br>Identify special chemical solutions to use in the medical facilities<br>Wax floor<br>Dispose of trash and follow the precautions |
| Complete essay report | At the end of the module, students must complete a report using the LMS System with a minimum of 1000 words related to what he/she has learned. |
| Quiz | Students will have to take and pass the module quiz with at least 70%. |
| CORE-I1007 | Internship<br>time to connect with someone in the field that you can do work for. This can be a paid position, volunteer, or internship. This can be through a business, a school, a church, a friend, or a family member that can give you experience in this field. After you have connected, please write a short paragraph about how many hours you plan to work with them. Some companies would prefer you to observe, while others want you to assist or work hand to hand with them depending on the need, the rules of the company and commitment |

# Tecnicas Esenciales de Computacion

**8.00 Quarter Credits          80 Hours          8 Weeks**

**DESCRIPCION DEL PROGRAMA:** Este programa prepara a los estudiantes destrezas informaticas incluyendo: introduccion a la computadora, hardware y software, Habilidades de internet, una unidad y Microsoft aplicaciones de Office mediante el uso de computadoras (laptops, pantallas tactiles), telefonos y mucho mas.

**REQUERIMIENTOS DEL PROGRAMA:**
1. Entrevistar con el estudiante.
2. El estudiante debe proveer su HS diploma, GED, Equivalente, o tomar y pasar el examen de entrada ATB por medio de CELSA.
    a. Numero para pasar Lectura: 17
    b. Numero para pasar Mathematicas: 14
3. Pagar la cuota de inscripcion de $75.00 (no reembolsable)
4. Completar sus formas de registracion: Complete su forma informativa sobre el rendimiento (PFS), Applicacion y Acuerdo de Inscripcion.

**REQUERERIMIENTOS PARA COMPLETAR:**
Para que el estudiante reciba un diploma de completacion el estudiante debe completar 75% del curso, completar los 4 modulos y pasar los 4 examenes.

**RESULTADOS OCUPACIONALES:** Los antecedents y Habilidades de empleo del estudiante, obteniendo en este curos, ayudaran al estudiante al obtener una tasa salarial mas alta o retener el empleo o encontrar empleo donde se requieran conocimientos informaticos. Otros resultados de ocupaciones pueden ser:
- Vendedores minoristas: 41-2031.00
- Representantes de Servicio al Cliente: Code: 43-4051.00
- Telemarketers: 41-9041.00
- Asistentes de Estacionamiento: 53-6021.00

| | TITULO DEL CURSO | HORAS DE LECTURA | HORAS HIBRIDAS | HORAS DE LABORATORIO | CREDITOS |
|---|---|---|---|---|---|
| CORE-2001-S | Computadoras | 24 | 0 | 0 | 2 |
| CORE-1002-S | Internet | 8 | 0 | 0 | 1 |
| CORE-1003-S | Windows 10/11 Basics | 8 | 0 | 0 | 1 |
| | **Modulo** | | | | |
| ETS-1004-S | Microsoft Office 365 | 40 | 0 | 0 | 4 |
| | Total hours: (80) | 80 | 0 | 0 | 8 |

Frequencias de sessions de classes:
Lunes – Viernes: 9:00 a.m. – 1:00 p.m. o 6:00 p.m. – 10:00 p.m.
Sabado 9 a.m. – 1 p.m.

| CORE-2001-S: Computadoras (24 horas) | |
|---|---|
| Modulo | Descripcion |
| Las computadoras PC | Los estudiantes aprendaran sobre las computadoras PC, hardware y software, computadoras de escritoria y portatiles, la tableta, el telefono inteligente, computadoras usables, otros tipos de computadoras. Los estudiantes tambien aprenderan sobre las partes del computador, que es un Sistema operativo y como encender el computador de escritorio. |
| Computadoras Apple | El estudiante va aprender que es MacOS, software Sistema operative de la computadora APPLE, Empezar a usar Mac, Configurar el equipo, como manejar MacOS, Como conectarse a la Internet usando MacOS, como conectarse a la Internet usando MacOS, Aplicaciones preinstaladas de Mac, Migracion de archivos. |
| Como usar el iPhone de Apple | El estudiante va aprender sobre las partes fisicas del iPhone Interfase del iPhone, iphone como telefono, iPhone como iPad, Aplicaciones generals del iPhone |
| Como usar el Sistema de Android | El estudiante va a prender sobre la configuracion de un dispositivo de Android, los telefonos Android, aplicaciones de Android, el Internet en Android, sincronizacion de Android, seguridad en android, que otro uso puedes hacer con Android. |
| El iPad de Apple | El estudiante va aprender sobre las caracteristicas generales del iPad: iniciando con el iPad, la pantalla del iPad y configuracion del iPad. |
| Completar un reporte: | Al final del curso el estudiante debe entregar un reporte sobre el capitulo. |
| Examen: | El estudiante debe tomar y pasar su examen de este curo con 70%. |

| CORE-2001-S: | |
|---|---|
| Modulo | Descripcion |
| La Internet | El estudiante va aprender que es internet, para que es su uso, la conexion, el navegador de la internet y su aplicacion de softwares. |
| Seguridad en el Internet | El estudiante va aprender conceptos basicos de seguridad, como proteger su Sistema en la internet, seguridad de la Internet para menores, el control parental. |
| Virus informatico | El estudiante va aprender sobre los virus informaticos y los antivirus. |
| Como funciona la nube | El estudiante va aprender que es la nube, como usar google drive, como usar OneDrive, como usar ICloud. |
| La internet y sus servicios | El estudiante tambein aprendera sobre la Internet y sus servicios, sitios de web estaticos, sitios web dinamicos. |
| Skype | El estudiante va aprender que es skype, descargar e iniciar session de skype, la configuracion de skype, como hacer llamadas en skype, opciones de privacidad de skype, opciones avanzadas de skype y como integrar sus cuentas de facebook y skype. |
| Como usar el navegador de Google Chrome | El estudiante va aprender como navegar en google chrome, como personalizar google chrome, como administrar marcadores o favoritos de Google Chrome y opciones de seguridad. |
| Como usar el navegador de Explorer-Edge | El estudiante va aprender a usar el navegador explorer de Microsoft, sobre las herramientas de explorer de Microsoft, sobre la configuracion de seguridad de personalizar explorer de Microsoft, y conocer las nuevas versions de Explorer de Microsoft. |
| Crear un correo electronico (email) | El estudiante va aprender lo que es un correo electronico, como crear una cuenta de un correo electronico, como enviar acchivos adjuntos, como escribir un email o correo electronico correctament, como abrir una cuenta en: yahoo, outlook, gmail. |
| Crear un sition social de discussion (Blog) | El estudiante va aprender para que es un sition de Blog, como crear un blog con Blogger, como crear un blog con WordPress, como crear un blog de calidad y obtener imagenes, videos u otros recursos. |
| Completar un reporte: | Al final del curso el estudiante debe entregar un reporte sobre el capitulo. |
| Examen: | El estudiante debe tomar y pasar su examen de este curo con 70%. |

| CORE-2003-S: Windows 10/11 | |
|---|---|
| Modulo | Descripcion |
| Introduccion a Windows 10/11 | El estudiante va aprender como iniciar Windows 10/11, conocer a fondo Windows 10/11, la configuracion de Windows 10/11, las herramientas de Windows 10/11, usuarios y cuentas de Windows 10/11, aplicaciones en Windows 10/11 y como personalizar Windows 10/11. |
| Completar un reporte: | Al final del curso el estudiante debe entregar un reporte sobre el capitulo. |
| Examen: | El estudiante debe tomar y pasar su examen de este curo con 70%. |

| CORE-2004-S:  MS-Office 365 | |
|---|---|
| Modulo | Descripcion |
| Microsoft Word | El estudiante va aprender como inciar office 365, navegar en el panel principal, reconocer las aplicaciones de office 365, entender colaboracion en la nube, sobre el panel principal, la edicion de texto y parrafo, formato de pagina, diseno de texto y parrafo, formato de pagina, tablas y graficos, referencias, revision de texto, herramietas de apoyo, colaboracion en Word. |
| Microsoft PowerPoint | El estudiante va aprender como iniciar office 365, navegar en el Panel Principal, reconocer las aplicaciones de Office 365, entender colaboracion en la nube, como comensar con Power Point, Inciando presentaciones, conocer power point, la interface de power point, la cinta de opciones, la barra de herramienta de accesso rapido, vista backstage, como crear una presentacion, abrir y cerrar presentaciones. |
| Microsoft Excel | El estudiante va aprender como iniciar office 365, navegar en el pabe principal, reconocer las aplicaciones de office 365, entender colaboracion en la nube, la interfase de excel, como trabajar con archivos de excel, la funcion de formulas en excel, las herramientas de excel, tablas y graficos en excel y sobre Microsoft Excel para moviles. |
| Microsoft Outlook | El estudiante va aprender como iniciar office 365, navegar en el panel principar, reconocer las aplicaciones de office 365, entender colaboracion en la nube, el panel principal, como agregar texto e imagenes y darle formato, organizer el correo electronico, administrar contactos, calendarios, reunions y listas de tareas pendientes y como agregar outlook a dispositivos de Apple, MAC, iPhone y iPad. |
| Microsoft OneNote | El estudiante va aprender como iniciar office 365, navegar en el Panel Principal, como reconocer las aplicaciones de office 365, entender colaboracion en la nube, sobre el panel principal, tomar dibujos y notas, como mantenerse organizado y compartir. |
| Ejercisios de Office 365 | El estudiante va aprender a explorer Microsoft Office 365, iniciar session de cada aplicacion, identificar donde se guardan los archivos creados con la aplicacion y sus funciones y identificar cada herrramiena y su uso, entender como editar y verificar en linia, crear carpetas y nombrarlas, guardar y crear archivos y documentos de cada aplicacion excel, word, power point, One Note, One Drive, Outlook y Skype para negocios. |
| Completar un reporte: | Al final del curso el estudiante debe entregar un reporte sobre el capitulo. |
| Examen: | El estudiante debe tomar y pasar su examen de este curo con 70%. |

# Classroom  Hours
Monday   thru   Friday
9:00 a.m. to 5:00 p.m.


9:00 a.m 12:00p.m 6pm to 9pm
ETS-TEC courses

Saturday
9:00 a.m. to 12:00 p.m.

# Office Hours
9:00 a.m. to 5:00 p.m.
Monday thru Friday
Closed on Holidays

Effective January 1, 2025– December 31, 2025
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