ABC Technical College



<u>Classes sessions will be held at:</u>

11100 Valley Blvd. Suite #300 El Monte, CA. 91731

Phone: (626) 361-7499

Fax: (323) 287-3962

Email: Abctechnical.college@gmail.com

WEBSITE: www. Abctechnicalcollege.com

School Catalog for the period

January 1, 2025 to December 31, 2025

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Updated at least annually.

ABC Technical College

Achieving Better Careers

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Achieving Better Careers

A Message from the Director

Welcome to ABC Technical College. We are delighted that you have decided to enroll in one of our courses and we look forward to helping you reach your educational goals. Our goal is to welcome students into a learning environment where they can receive hands-on training of the highest standard that will provide them with the tools necessary for success to achieve a better career.

This catalog will serve as a guide to ensure you receive the most out of your schooling experience. You will find a range of stimulating programs, which offer both hands-on training and the opportunity to work closely with our skilled faculty members. As you look through the catalog, you will find that our programs are designed to fit the needs of our students by offering classes at various times in English and Spanish.

Many of the students at ABC College have learned to take advantage of our On-line instruction, which offers you the opportunity to learn and interact with our faculty from the comfort of your own home and other courses available on the campus. We are committed to training our students for success by making our programs readily accessible to them.
We encourage you to visit us on campus, and we are always here open to discussing your educational objectives with our staff. We invite you to take advantage of all that ABC school has to offer.

Respectfully,
DAVID VIEN
School Director

ABOUT ABC TECHNICAL COLLEGE

History

ABC Technical College was founded in April 2018 by its current President David Vien. It is incorporated with ABC school Inc., a California based corporation. Mr. Vien's vision was to create an institution where students could further their education and acquire valuable training to achieve a better career.

This vision sets the beginnings of ABC College. The school was therefore founded on the principle that education, ethics, professionalism, and skills training are the cornerstones of a prosperous future.

Mission Statement

Our primary goal at ABC Technical College is to educate and train our students at the highest level possible. We equip our students with knowledge and skills that are in demand. We accomplish this by providing a supportive environment that will optimize the students' ability to learn. We instill a positive attitude and a strong sense of professionalism and ethics in every student as they work towards achieving their goals to access a better career for their future.

Purposes

Our academic principles and educational objectives are:

1. To offer the highest level of curriculum, ensuring that our graduates meet the industry's highest demands.
2. To provide excellent quality student service.
3. To provide an educational environment consistent with diverse learning needs of our students.
4. To serve those students who demonstrate an aptitude to benefit from our program.
5. To prepare our students for one-on-one interviews and strong resumes.

Approval Disclosure Statement

ABC Technical College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution complies with the California Private Postsecondary Act of 2009. This approval **may not** imply that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicated that the institution exceeds minimum state standards as outlined in this chapter.

Statement of non-bankruptcy

ABC Technical College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed an appeal within the preceding five years, has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.) (CSC §94909(a) (12).

ABC Technical College will provide a school catalog to prospective students, either in writing or electronically. ABC School catalog can also be found on the school website at www.Abctechnicalcollege.com. If you are unable to understand the terms and conditions of enrollment due to English not being your primary language, our school will provide a translator in your language to help you out.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education address.

Address at: 1747 North Market Blvd. Ste. 225, Sacramento, CA 95834

www.bppe.ca.gov

toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement and is also available on the school's website.

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

ABC Technical College Catalog is updated annually, and any change will be reflected as of January 1st of each year.

ABC Technical College updates its catalog annually depending on any new government regulations governing schools. All information contained in our catalog is current, correct, and true. Any changes will be made to supplements or inserts accompanying the catalog.

Facility.

ABC Technical College is located at 11100 Valley Blvd. Ste #300, El Monte, CA. 91731 (**WHERE CLASSES ARE GIVEN**). It is located 828 square feet spacious with air-conditioned facilities and is accessible to all public transportation. The building has sufficient parking spaces for all students and faculty along with handicap parking accessible. The building is equipped with heating and air conditioning systems, well-lit and furnished in a highly professional manner. It has elevator

access to the 2nd floor and the 3rd floor. Entrances and exits are on two sides of stairways so that the building can be cleared quickly and safely in an emergency.
ABC Technical College has three classrooms, administrative office, and student records room. Our school owns equipment such as student desks, student chairs, computers, cabinets, projector, camcorder, software, screens, TV, reference books, whiteboards, erasers, fax, and copy machine along with telephone lines and internet access.

Libraries and other Learning Resources

ABC Technical College does have an on-site library collection of educational books regarding all areas of computer application, computer graphics design, computer repairs, accounting, software Java programing, English as secondary language, business books available to students. Our instructors make any learning material, recorded classes, or missed coursework available to students upon request. The reference books can be used in school or checked out for 2 weeks each time. The students are encouraged to use El Monte Public Library, which contains many general books and trade publications for different vocational training and jobs. The El Monte Public Library is about 2 miles away from our school. The membership is free; some staff is bilingual, and the library has an excellent collection of both reference books and circulation materials dealing with all areas of computer books and business books and many more vocational materials. The library is open from 10:00 am till 8:00 pm, Monday through Thursday. It is open from 10:00 am to 6:00 pm on Friday and Saturday. There are four county libraries within three miles away from the school. Public transportation is available to all the libraries.

Administration

El Monte School

David Vien ..... School Director
David Vien ..... Admissions Director
David Vien ..... Office Manager
Maria Ozuna ..... Student Services
Maria Ozuna ..... Administrative Assistant
Maria Ozuna ..... Admissions Representative
Cristian Moya ..... IT Technical Support

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Location of Classes

(Classes will be held at)

Course	Location	Equipment and/or materials used
Computer Essential Skills On-line	11100 Valley Blvd. #300 El Monte, CA 91731	Computer, software, hardware
Graphic Design Window On-line	11100 Valley Blvd. #300 El Monte, CA 91731	Computer, software, hardware
Introduction Microsoft Office & QuickBooks (Direct in Campus & ONLINE)	11100 Valley Blvd. #300 El Monte, CA 91731	Computer, software, hardware
Computer System & Programming On-line	11100 Valley Blvd. #300 El Monte, CA 91731	Computer, software, hardware
Computer Services Technician	11100 Valley Blvd. #300 El Monte, CA 91731	Computer, software, hardware
Small Business Bookkeeping On-Line	11100 Valley Blvd. #300 El Monte, CA 91731	Computer, software, hardware
Small Business Management	11100 Valley Blvd. #300 El Monte, CA 91731	Computer, software, hardware
Cake Decoration	11100 Valley Blvd. #300 El Monte, CA 91731	Computer, software, hardware
ESL 1 Beginning Level	11100 Valley Blvd. #300 El Monte, CA 91731	Computer, software, hardware
ESL 2 Intermediate Level	11100 Valley Blvd. #300 El Monte, CA 91731	Computer, software, hardware

ESL 3 Advanced Level	11100 Valley Blvd. #300 El Monte, CA 91731	Computer, software, hardware

Faculty Members

Instructor: Maria Del Pilar Garcia
Class: Computer Essential Skills and Introduction Microsoft Office & QuickBooks
Language: (English /Spanish)
Ms. Pilar Garcia graduated from the National of Mexico with a BS degree in Psychology Education. She has extensive knowledge and experience of working in the office environment and teaching other vocational schools on Office Skills instructor for 12 experiences before joining our team as an instructor bilingual (English/Spanish) teaching computer essential skills course and QuickBooks.

Instructor: Javier Ibarra-Resa
Class: Graphic Design Online
Language: (English/Spanish)
Mr. Ibarra has 15 plus years working for graphic design companies and started his own graphic design shop 10 years ago, joining ABC College. He has extensive experience working as an instructor bilingual (English /Spanish) for graphic design and computer applications on campus and taught online computer courses for the past eight years.

Instructor: Anthony Oveido
Class: Graphic Design Online
Language: (English/Spanish)
Mr. Oviedo has 15 plus years working as a freelance graphic designer and for various graphic design companies prior to joining ABC Technical College in 2022. He graduated and earned his bachelor's degree in graphic design in Rafael Landivar University, Guatemala 2014.

Instructor: Thai Ta
Class: Computer System & Programming Online
Language: (English)
Mr. Thai Ta works for IT companies (Guard time USA, Raytheon Company) as programming developer for ten years and BS Computer Engineering of University Cal Poly Pomona and MS Computer Engineering. He speaks Cantonese and Vietnamese fluently.

Instructor: Cristian Moya
Class: Computer Services Technician
Language: (English/Spanish)

Mr. Moya graduated in San Bernardino Valley College AS Degree in Computer Science. He has extensive experience working from Vanquish Media IT department as computer services technician for three years and four years as a graphic designer in the marketing department. And he is bilingual (Spanish/ English).

Instructor: Tania Eguizabal
Class Small Business Bookkeeping Program Online
Language: (English/Spanish)
Ms. Tania Eguizabal has 10 plus years working in the accounting field using QuickBooks. She joined ABC Technical College in 2024 and has been an excellent instructor. Ms. Tania is very self-motivated and continues with CE courses in the teaching field annually to update her knowledge.

Instructor: David Vien
Class: Small Business Management
Language: (English)
Mr. David Vien has been working for the corporate world for the past eight years in operation management and marketing, not only that but he has extensive experience working at vocational schools in different aspects of positions and duties. Mr. Vien finished his Bachelor of Science Degree in Business Administration, from California State University, Los Angeles with an option in accounting and completed
his master's degree in international finance at Pacific State University in LA. He is trilingual and speaks Cantonese, Mandarin, and Vietnamese.

Instructor: Shirley Vuong Garcia
Class: Cake Decorating
Language: (English/Spanish)
Ms. Shirley Garcia, instructor for the cake decorating course, worked at a couple bakery shops as cake decorator for more than six years and currently owns Sweet Affairs, a bakery shop. She graduated with a BS degree in Chemistry at University of Irvine.

Instructor: Beatrice Garibay
Class: ESL 1 Beginning Level, ESL 2 Intermediate Level, ESL 3 Advanced Level
Language: English
Ms. Beatrice Garibay is instructor for ESL 1, 2, 3 courses. She has extensive experience teaching in elementary schools and Middle schools in Chino Valley Unified School District for more than ten years. She has B.A. in Liberal Studies from California State Polytechnic University, Pomona. And a teaching credential.

Course/Program: COMPUTER ESSENTIAL SKILLS ONLINE (English/Spanish)

Objective: This course introduces students to the Windows operating system. Students will learn the fundamentals of Windows OS, Microsoft Word, Microsoft PowerPoint, and Microsoft Excel. Assignments and projects will be assigned periodically to help support and supplement material covered in class lessons.

There are four 60-hour modules on this course. To complete this course and receive a certificate, students must pass the test given after each module with a grade of "C" or better. No internship or externship is required.

Students will receive a certificate upon successful completion of the training program. Successful completion of the training program consists of passing the test with a "C" or better after each module.

Potential Occupations after Completion: Students will be able to seek entry-level positions on Job title – Customer Service Rep, General Office Assistant and Office Filing Clerk, Warehouse Clerk.

The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-4051 Customer Service Representatives, 43- 9061 Office Clerks, General and 43-4070 File Clerks

Duration: 240 hours = 16 Weeks

Class Schedule: Monday – Friday

Time/Language: 10:00 a.m. – 1:00 p.m. – English 10:00 a.m. – 1:00 p.m. – Spanish

6:00 p.m. – 9:00 p.m. – English 6:00 p.m. – 9:00 p.m. – Spanish

Charges:

Registration Fee (non-refundable)	$ 250.00
STRF Fee ($0 per $1000 institutional charges)	$ 0.00
Tuition	$ 4,250.00
HP i5 Laptop, Mouse & Earphones	$ 600.00
Software: Microsoft Home/Student Suite (Word, Excel, PowerPoint)	$ 150.00
Software Installation & Shipping	$ 150.00
Office Supplies	$ 300.00
Internet Allowance	$ 200.00
Printer Allowance	$ 100.00
Total	**$ 6,000.00**

Module	Course	Clock hours

1. **Introduction to Computers & Windows 60**
   - Introduction to Computers
   - Elements of Windows
   - Tools of Windows, Internet & E-mail
2. **Microsoft Office Excel 60**
   - Introduction to the Elements of Excel
   - Formulas & Functions, Cell Formats
   - Grammar, Impressions & Graphics
   - Import of Data & Tables (Continues on page 8)
3. **Microsoft Office Power Point 60**
   - Introduction of the Elements of Power Point
   - Work with Slides, Text and Tables, Manipulate Objects
   - Graphics, Charts, Drawings
   - Insert Sounds, Animations & Transitions
4. **Microsoft Office Word 60**
   - Introduction of the Elements of Word
   - Grammar, Templates, Designs & Tables
   - Master Documents, Headers & Footers
   - Resume Assistance

240 HOURS

Course/Program: INTRODUCTION MICROSOFT OFFICE & QUICKBOOKS (Direct in Campus & ONLINE English & Spanish) 120 Hours

Program Description:
Introduction Microsoft Office & QuickBooks contains 2 sessions. The first session is designed to cover basic but essential functions of the QuickBooks program and how it works in the accountant's field. It introduces students to setup and login to the QuickBooks program. Secondly, learning to navigate the dashboard, gear icon, and add a new menu. Thereafter, the student will learn the concepts of adding company Products/Services, Chart of Accounts, Account Payables & Receivable, and lastly Bank & Credit Accounts. The second session is designed to expand students' knowledge of Microsoft Office applications best practice in Windows, Words, Excel and PowerPoint. The knowledge and skills students gain will be useful to various office work environments.

Education Objective:
This course introduces students to learn the fundamentals of Microsoft Word, Microsoft PowerPoint, and Microsoft Excel, and using QuickBooks to input and keep accurate financial records and information. Students will learn to identify different scenarios and items for accounting entries and develop query in Microsoft Excel database. Also, students will learn to create presentations and manipulate the data. Assignments and projects will be assigned periodically to help support and supplement material covered in class lessons.

Students will receive a certificate upon successful completion of the training program.
Successful completion consists of passing the test with a "C" or better at the end of each month.

Potential Occupations after Completion: Students will be able to seek entry-level positions on job occupation – Accounting assistant, account payable, account receivable, accountant, or accounting clerk. Job Title – Accounting clerk or Accountant.
The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational

(six-digit) level are 43-3031 Bookkeeping, Accounting, and Auditing Clerks, 43-3051 Payroll and Timekeeping Clerks, 43-9061 Office Clerks, General, 43-3011 Bill and Account Collectors and 43-3021 Billing and Posting Clerks.

Duration: 120 hours = 8 Weeks

Class Schedule: Monday – Friday

Time/Language: 10:00 a.m. – 1:00 p.m. – English 10:00 a.m. – 1:00 p.m. – Spanish

6:00 p.m. – 9:00 p.m. – English 6:00 p.m. – 9:00 p.m. – Spanish

Charges:

Registration Fee (non-refundable)	$ 250.00
STRF Fee ($0 per $1000 institutional charges)	$ 0.00
Tuition	$ 4,702.50
HP i5 Laptop, Mouse & Earphones	$ 0.00
Software: Microsoft Home/Student Suite (Word, Excel, PowerPoint)	$ 0.00
Software Installation & Shipping…	$ 0.00
Office Supplies	$ 0.00
Internet Allowance	$ 0.00
Printer Allowance *	$ 0.00
Total	**$ 4,952.50**

Module	Course	Clock Hours
1.	**Introduction to Computers & Windows**	**9**
	Elements and tools for windows.	
2.	**Microsoft Office Word**	**9**
	Elements and tools for MS Words.	
3.	**Microsoft Office Excel**	**9**
	Elements and tools for MS Excel.	
	Formulas & Functions, Cell Formats, Import of Data & Tables.	
4.	**Microsoft Office Power Point**	**9**
	Elements and tools for MS Power Point.	
5.	**Introduction to QuickBooks and company files**	**9**
6.	**General Accounting Principles**	**21**
7.	**General Business Services**	**21**
	Sales & Receivables.	
8.	**General Business Services**	**21**
	Payable & Purchases.	
9.	**General Business Services**	**12**
	Bank & Credit Accounts	
		120 HOURS

Course/Program: GRAPHIC DESIGN WINDOWS ONLINE (English/Spanish)

Objective: This course is an online working studio class that is intended to teach students how to combine images and text skillfully. Through demonstrations and hands-on work, students will learn to solve visual problems using Adobe Photoshop, Illustrator, and InDesign.
Assignments and other projects will be assigned periodically to help support and supplement material covered in class lessons. There are six 48-hour modules on this course. To complete this course and receive a certificate, students must pass the test given after each module with a grade of "C" or better. No internship or externship is required.

Students will receive a certificate upon successful completion of the training program.
Successful completion of the training program consists of passing the test with a "C" or better after each module.

Potential Occupations after Completion: Students will be able to seek entry-level positions on job occupation - Working in the printing shop, school, artist, teacher. Job title – Graphic Designer, Assistant Graphic Designer, Freelance Web Designer.
The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 27-1024 Graphic Designers, 27-4032 Film and Video Editors, 27-4090 Miscellaneous Media and Communication Equipment Workers, and 15-1255 Web and Digital Interface Designers.

Duration: 288 hours = 24 Weeks
Class Schedule: Monday – Thursday
Time/Language: 10:00 a.m. – 1:00 p.m. – English 10:00 a.m. – 1:00 p.m. – Spanish
6:00 p.m. – 9:00 p.m. – English 6:00 p.m. – 9:00 p.m. – Spanish

Charges:

Registration Fee (non-refundable)	$ 250.00
STRF Fee ($0 per $1000 institutional charges)	$ 0.00
Tuition	$ 4,472.50
HP i5 Laptop, Mouse & Earphones	$ 0.00
10-Month Adobe Creative Cloud Subscription	$ 0.00
Software Installation & Shipping	$ 0.00
Office Supplies	$ 0.00
Internet Allowance	$ 0.00
Printer Allowance	$ 0.00

Total .....$ 4,722.50

Module Course Clock hours

1. **Adobe Photoshop CS6 Beginner 48**
   Getting to know the work area. Basic photo corrections.
   Working with selections. Layer basics, Masks, and channels.
2. **Adobe Photoshop CS6 Advanced 48**
   Advanced Typography. 2.Vector Drawing. 3. Advanced Compositing
   Advanced Layering. 5. The Mixer Brush. 6. Preparing Files for the Web
3. **Adobe Illustrator CS6 Beginner 48**
   Getting to know the work area. Selecting and aligning. Creating and editing shapes.
   Transforming objects. Drawing with pen and pencil tools. Color and painting.
   Working with type.
4. **Adobe Illustrator CS6 Advanced 48**
   Working with layers and perspective drawing. Blending colors and shapes.
   Working with brushes. Applying effects, appearance attributes, and graphic styles.
   Working with symbols.
5. **Adobe InDesign CS6 Beginner 48**
   Getting to know the work area. Getting to know InDesign Setting up a document and working with pages.
6. **Adobe InDesign CS6 Advanced 48**
   Working with color. Working with styles. Importing and modifying graphics.
   Creating tables. Working with transparency.

288 HOURS

Course/Program: COMPUTER SYSTEM & PROGRAMING ON-LINE

Objective: The Computer Programming Languages Career Certificate program provides students with a background in programming and logic, Visual Basic, and Java to help prepare them for entry-level positions as a computer programmer, website or software developer, or database manager. Assignments and other projects will be assigned periodically to help support and supplement material covered in class lessons.
There are three modules in this course. To complete this course and receive a certificate, students must pass the test given after each month with a grade of "C" or better. There are a total of three tests. No internship or externship is required.

Potential Occupations after Completion: Students will be able to seek entry-level positions on job occupation – Computer Programmer, Software Developer – Job title – Computer Programmer and Full Stack Developer.
The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 15-1250 Software and Web Developers, Programmers, and Testers 15-1251 Computer Programmers, 15-1252 Software Developers,15-1253 Software Quality Assurance Analysts and Testers, 15-1254 Web Developers, 15-1255 Web and Digital Interface Designers.

Duration: 240 hours = 16 Weeks
Class Schedule: Monday - Friday
Time/Language: 10:00 a.m. – 1:00 p.m. - English
6:00 p.m. – 9:00 p.m. - English

Charges:

Registration Fee(non-refundable)	$ 250.00
STRF Fee ($0 per $1000 institutional charges)	$ 0.00
Tuition	$ 4,470.00
HP i5 Laptop, Mouse & Earphones	$ 600.00
Book: Program Logic & Design	$ 80.00
Software: Microsoft Home/Student Suite (Word, Excel, PowerPoint)	$ 150.00
Software Installation, Delivery, Basic On-line Starting training	$ 150.00
Internet Allowance	$ 200.00
Printer Allowance	$ 100.00
Total	**$ 6,000.00**

Module **Course** **Clock hours**

1. Introduction to Programming 80

This course concentrates on the fundamental guidelines and best practices for developing good programming skills.

Objectives:

Learn the basics of computer programming and logic.
Understand the basic logic common to all programming languages.
Learn how to create your programs.
Use Boolean expressions.
Create loops and arrays.
Design graphical user interfaces.

Textbook: Programming Logic and Design

2. Java™ 80

This is a high-level programming language used to write programs that will run on any platform or operating system.

Objective:

Learn to use Java™ to program applets.
Use Java™ to create animations and graphics for use on the Internet.

Textbook: Java: A Beginner's Guide.

3. Course introduces Visual Basic. ® 80

Objectives:

Use Visual Basic® to create computer programs.
Write programs to solve real-world problems.
Understand flowcharting.
Understand the stages of the development of lifecycles.
Create a Windows® Forms application.

240 HOURS

Course/Program: COMPUTER SERVICES TECHNICIAN (English/Spanish)

Objective: This program has been designed to prepare students in the field of computer repair, focusing on identification, installation, assembling, configuration, function, and computer operation. It involves the study of personal computer hardware and operating systems. This class is presented with both lecture and lab portions. Students are expected to attend all classes since hands-on lab-based work is essential. Students will be assigned approximately 6 quizzes during the duration of the program to evaluate progress and Certificate candidacy, including lab participation. Two of those quizzes are included in an introductory class, which is part of this program and can be 4 months, depending on the student's progress. In the event a student does not pass the assigned exams, the student may receive a certificate for the number of hours completed in the program, at the instructor's discretion.

Students will receive a certificate upon completion of the training program.
Potential Occupations after Completion: Students will be able to seek entry-level positions on job occupation – Computer Services professionals installing, maintaining, customizing, and operating personal computers. Job title – Computer Services Technician and IT Specialist.
The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 49-2000 Electrical and Electronic Equipment Mechanics, Installers, and Repairers 49-2010 Computer, Automated Teller, and Office Machine Repairers, 49-2011 Computer, Automated Teller, and Office Machine Repairers.

Duration: 260 hours program = 43 weeks
Class Schedule: Saturday
Time/Language: 8:00 a.m. – 2:00 p.m. - English / Spanish

Charges:

Registration Fee (non-refundable)	$ 250.00
STRF Fee ($0 per $1000 institutional charges)	$ 0.00
Tuition	$ 4,500.00
Dell Laptop computer, (Windows 10 OS, Mouse, Earphones)	$ 600.00
Software: Microsoft Home/Student 2010 Suite (Word, Excel, PowerPoint)	$ 150.00
Software Installation, Delivery, Basic On-line Starting training	$ 150.00
Transportation Allowance	$ 200.00
Printer Allowance	$ 150.00
Total	**$ 6,000.00**

Module Course Clock hours

1. **Introduction to Windows and Computers 40**
   Basic concepts of the Operating System (Windows 10).
   Windows Explorer, Printers, Cable, and wireless internet access.
2. **Computer Architecture PCS – Basic 40**
   Identify the characteristics of the computer components.
   Perform a proper assembly of a computer.
   Upgrading compatible computers
   Select the most appropriate hardware.
3. **Computer Architecture PCS – Intermediate 40**
   Processors and sockets (Intel and AMD). Advanced assembly of computers Operating System post-installation steps.
4. **Applied Software 40**
   Interacting with the Operating System. Install/configure different applications Install and set access and work tools to search internet, install, and configure Drivers. Detecting and removing virus problems.
5. **The architecture of Laptop Computers 40**
   Identify the characteristics of the physical components of laptops performance a Proper disarmament and assembly of notebooks repowering compatible laptops Select the most appropriate hardware for a given requirement.
6. **Installation, the configuration of networks and Professional Diagnostic……. 40**
   Identify the most common types of networks to establish communication between 2 or more computers configure routers and switches. Implement wireless network connections.
7. **Job Search Skills and Professional Development 20**

260 HOURS

Course/Program: SMALL BUSINESS BOOKKEEPING ONLINE (ENGLISH/SPANISH)

Objective: In this course, students will learn the fundamental skills of effective bookkeeping and how to use QuickBooks. Students will learn to work with a general ledger, assets, liabilities, equity accounts, balance sheets and income statements. They will also learn how to manage bills and invoices, reconcile bank, and credit card accounts and provide financial statements for tax preparation.
Assignments and other projects will be assigned periodically to help support and supplement material covered in class lessons.
There are 9 modules in this course. To complete this course and receive a certificate, students must pass a test given after each month with a grade of "C" or better. There are a total of three tests. No internship or externship is required.

Students will receive a certificate upon successful completion of the training program.
Successful completion consists of passing the test with a "C" or better at the end of each month.

Potential Occupations after Completion: Students will be able to seek entry-level positions on job occupation – Accounting assistant, account payable, account receivable, accountant, or accounting clerk. Job Title – Accounting clerk or Accountant.
The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-3031 Bookkeeping, Accounting, and Auditing Clerks, 43-3051 Payroll and Timekeeping Clerks, 43-9061 Office Clerks, General, 43-3011 Bill and Account Collectors and 43-3021 Billing and Posting Clerks.

Duration: 180 hours = 9 Weeks
Class Schedule: Monday - Friday
Time/Language: 10:00 a.m. – 2:00 p.m. - English
5:00 p.m. – 9:00 p.m. - English

Charges:

Registration Fee (non-refundable)	$ 250.00
STRF Fee ($0 per $1000 institutional charges)	$ 0.00
Tuition	$ 4,702.50
HP Intel Core i5 Laptop, Mouse & Earphones	$ 0.00
Book: A Complete Course by Janet Horne	$ 0.00

10-Month QuickBooks Accountant Desktop Edition Subscription……. $ 0.00
Software Installation & Shipping……..$ 0.00
Printer Allowance..…… $ 0.00
Total..... $ 4,952.50

Module Course Clock hours

1. Introduction to QuickBooks 2024 and Company Files 9
2. Creating a Company in QuickBooks 18
3. Accounting Principles ..... …. 21
4. Sales and Receivables: Service Business 24
5. Payables and Purchases: Service Business 24
6. General Accounting: Service Business 24
7. Sales and Receivables: Merchandising Business 24
8. Payables and Purchases: Merchandising Business..... 24
9. General Accounting: Merchandising Business 12

180 HOURS

Course/Program: SMALL BUSINESS MANAGEMENT

Objectives: This program is designed to provide students with in-depth instruction for Small Business. The management program is learning how to plan for success, market products or Services, find the right sources to finance a business, and write an effective Business plan step by step to start your own small business or manage a small business for someone else. Projects are assigned after each module. Student progress is evaluated at the end of each month. To complete this course and receive a certificate, students must complete the 9 assigned projects and receive a grade of "C" or better. No internship or externship is required. Students will receive a certificate upon successful completion of the training program. Successful completion of the training program consists of completing all assigned project with a "C" or better after each module.

Potential Occupations after Completion: Students will be able to seek entry-level positions on job occupation - Manager, owner, assistant manager. Job title – Store manager, warehouse manager, Assistant manager, or Supervisor.
The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 11-1021 General and Operations Managers, 11-9190 Miscellaneous Managers, 11-9199 Managers, All Other, 13-1199 Business Operations Specialists, 11-3010 Administrative Services and Facilities Managers 11-3012 Administrative Services Managers, 11-3013 Facilities Managers.

Duration: 200-hours program = 14 Weeks
Class Schedule: Monday, Wednesday, Friday.
Time/Language: 9:00 a.m. – 2:00 p.m. - English

Charges:

Registration Fee (non-refundable)	$ 250.00
STRF Fee ($0 per $1000 institutional charges)	$ 0.00
Tuition	$ 4,250.00
HP i5 Laptop, Mouse & Earphones	$ 600.00
Books: Small Business Management by William L. Megginson	$ 100.00
Software: Microsoft Home/Student 2010 Suite (Word, Excel, PowerPoint)	$ 150.00
Software Installation, Delivery, Basic Starting training	$ 150.00
Transportation Allowance	$ 500.00
Total	**$ 6,000.00**

Module	Course	Clock hours
1.	Preparing for Business Success	20
2.	How to Plan and Organize a Business	20
3.	How to Market Goods and Services	20
4.	How to Organize and Manage the Business	20
5.	How to Operate the Business	20
6.	Basic Financial Planning and Control	20
7.	Writing a Business Plan	40
8.	Providing Security for Business	20
9.	Legal Resources and Requirements	20
		200 HOURS

Course/Program: CAKE DECORATION (English/Spanish)

Objectives: This program is designed for students who wish to learn the basic art of cake decorating. In this class, students will receive a combination of in-depth instruction and hands-on training. Topics include cake decorating tools, styles of cakes, how to ice a cake and many more properly.

Projects are assigned after each module. Student progress is evaluated at the end of each month. To complete this course and receive a certificate, students must complete the 16 assigned projects and receive a grade of "C" or better. No internship or externship is required. Students are expected to attend all classes since hands-on work is essential.
Make-up work is at the discretion of the instructor. No internship or externship is required. Completion of the training program includes completing the 160 hours of instruction and achievement of all assigned projects.

Students will receive a certificate upon successful completion of the training program, which consists of completing all assigned projects with a "C" or better after each module.
Potential Occupations after Completion: Students will be able to seek entry-level positions on job occupation - Cake decorator, baker, pastries maker – Job title Cake designer, baker, pastries maker.

The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) levels are 51-3000 Food Processing Workers, 51-3010 Bakers, 51-3011 Bakers, 35-2000 Cooks and Food Preparation Workers, 35-2010 Cooks, 35- 2011 Cooks, Fast Food, Cooks, Institution and Cafeteria, 35-2014 Cooks, Restaurant, 35- 2015 Cooks, Short Order, 35-2019 Cooks.

Duration: 160-hours program = 27 Weeks
Class Schedule: Saturday
Time/Language: 8:00 a.m. – 2:00 p.m. – Spanish

Charges:

Registration Fee (non-refundable) .....$ 250.00
STRF Fee ($0 per $1000 institutional charges) .....$ 0.00
Tuition ..... $ 4,250.00
Supplies and Equipment. ..... $ 1,000.00

Transportation Allowance..... $ 500.00
Total ..... $ 6,000.00

Module	Course	Clock hours
1.	Fundamentals of Cake Decorating	
2.	Natural-Flower Decorated Cake	10
3.	Season's Fruit Cake	10
4.	Photograph-Decorated Cake	10
5.	Baby Shower Cakes	10
6.	Girl's Birthday Cakes	10
7.	Boy's Birthday Cakes	10
8.	Holiday Cakes	10
9.	Fruit Baskets	10
10.	Sports Cakes	10
11.	Valentines Cakes	10
12.	Fondant	10
13.	2-Tier Fondant Cakes	10
14.	Religious Cakes	10
15.	XV Años / Sweet Sixteen Cakes	10
16.	Wedding Cakes	10

160 HOURS

Course/Program: ESL 1 BEGINNING LEVEL (English as a Second Language)

Objective: Beginning ESL Literacy is to introduce elementary English to the students who take the first step to learning English. This step demonstrates concise questions and answers, who questions, yes/no questions, subject pronouns, basic proposition, etc. The purpose of this course is to let students know that English is an efficient language so they can use it very easily if they practice hard. Listening/Speaking: Functions in an insufficient way in situations related to immediate needs; asks and responds to basic learned phrases spoken slowly and repeated often.

Reading/Writing: Recognizes and writes letters and numbers and reads and understands common sight words. Can write own name and address
The workbook is assigned after each module. Student progress is evaluated at the end of each month. To complete this course and receive a certificate, students must complete all the assigned workbook homework and receive a grade of "C" or better.

Students will receive a certificate upon successful completion of the training program. Successful completion of the training program consists of completing all assigned workbooks and quizzes, test with a "C" or better after each module.
This institution makes no expressed or implied claim that this program will prepare students for a recognized career, occupation, vocation, job, or job title.

Duration: 240 hours = 16 Weeks
Class Schedule: Monday, Wednesday, Friday
Time/Language: 9:00 a.m. – 2:00 p.m. - English

Charges:

Registration Fee (non-refundable) .....$ 250.00
STRF Fee ($0 per $1000 institutional charges) .....$ 0.00
Tuition ..... $ 4,250.00
HP i5 Laptop, Mouse & Earphones..... $ 600.00
Books: Interchange Intro Student's Book with Audio CD 3rd, and Workbook $100.00
Software: Rosette Stone Learning English Beginner Level ..... $ 150.00
Software Installation, Delivery, Basic Starting training..... $ 150.00
Transportation Allowance*... ..... $ 500.00
Total .....$ 6,000.00

Module	Course	Clock hours
1.	Beginner Communication Topic including friends, locations, objects etc.	60
2.	Introduction to Grammar including adjectives, verbs, possessive etc.	60
3.	Pronunciation/Listening including linked sounds, intonation etc.	60
4.	Writing/ Reading basic names and phone numbers, locations etc.	60
		240 HOURS

Course/Program: ESL 2 INTERMEDIATE LEVEL (English as a Second Language)

Objective: ESL 2 Intermediate level is to teach students grammar and expressions. Students will learn how to use correct tenses, nouns, verbs, conjunctions, adjectives like comparative and superlative, and more extended vocabulary to make sentences. At this level, students learn more words and idioms through practicing conversation and learning about basic writing structure.

Listening/Speaking: Functions with some difficulty in situations related to immediate needs; may have some simple oral communication abilities using basic learned phrases and sentences. Reading/Writing: Reads and writes letters and numbers and a limited number of basic sight words and simple phrases related to immediate needs; write basic personal information on simplified forms.

The workbook is assigned after each module. Student progress is evaluated at the end of each month. To complete this course and receive a certificate, students must complete the workbook homework and receive a grade of "C" or better.

Students will receive a certificate upon successful completion of the training Program. Successful completion of the training program consists of completing all assigned workbooks and quizzes, test with a "C" or better after each module. This institution makes no expressed or implied claim that this program will prepare students for a recognized career, occupation, vocation, job, or job title.

Duration: 240 hours program = 24 Weeks
Class Schedule: Tuesday, Thursday,
Time/Language: 9:00 a.m. – 2:00 p.m. - English

Charges:

Registration Fee (non-refundable) ..... $ 250.00
STRF Fee ($0 per $1000 institutional charges) .....$ 0.00
Tuition ..... $ 4,250.00
HP i5 Laptop, Mouse & Earphones..... $ 600.00
Books: Interchange Student's Book 1 with Audio CD 3rd Edition, Workbook $100.00
Software: Rosette Stone Learning English Intermediate Level ..... $ 150.00
Software Installation, Delivery, Basic Starting training..... $ 150.00
Transportation Allowance..... $ 100.00
Total ..... $ 6,000.00

Module	Course	Clock hours
1.	Intermediate Communication including childhood, transportation etc.	60
2.	Grammar, past tense, adverbs evaluations and comparison, future etc.	60
3.	Pronunciation/Listening, Syllable stress, Consonant clusters etc.	60
4.	Writing/Reading something simple like a short paragraph etc.	60
3.	ADVANCED LEVEL (English as a Second Language)	
		240 HOURS

Course/Program: ESL 3 Advance level start of the intermediate course.

Objective: ESL 3 students will learn more complex words, expressions, and grammar. With the basic knowledge, they will be able to speak English using the comparison of simple past vs. present perfect and future tense. With the mixture of the grammar and expressions learned from the former level, this step introduces infinitives and gerunds. These are so widely used in all positions of the sentence, this level is significant for understanding the meaning of infinitives and gerunds, and how to use them with the expressions that we've learned before. Also, this level introduces conditional sentences using if clauses.

Listening/Speaking: Can satisfy basic survival needs and very routine social demands. Understand simple learned phrases easily and some new simple phrases containing familiar vocabulary, spoken slowly with frequent repetition.

Reading/Writing: Can read and interpret simple material on familiar topics. Able to read and understand simple directions, schedules, signs, maps, and menus. You can fill out forms requiring necessary personal information and write short, simple notes and messages based on familiar situations.

The workbook is assigned after each module. Student progress is evaluated at the end of each month. To complete this course and receive a Certificate, students must complete the workbook homework assignment and receive a grade of "C" or better. Students are expected to attend all classes since classroom participation and communication is essential in the classroom.

Students will receive a certificate upon successful completion of the training program. Successful completion of the training program consists of completing all assigned workbooks and quizzes, test with a "C" or better after each module.

This institution makes no expressed or implied claim that this program will prepare students for a recognized career, occupation, vocation, job, or job title.

Duration: 240-hours program = 40 Weeks
Class Schedule: Saturday
Time/Language: 8:00 a.m. – 2:00 p.m. - English

Charges:

Registration Fee (non-refundable) .....$ 250.00
STRF Fee ($0 per $1000 institutional charges) .....$ 0.00
Tuition .....$ 4,250.00

HP i5 Laptop, Mouse & Earphones.....$ 600.00
Books: Interchange Student's 2 with Audio CD 3rd Edition, and Workbook ..... $ 100.00
Software: Rosette Stone Learning English Advanced Level .....$ 150.00
Software Installation, Delivery, Basic Starting training*.....$ 150.00
Transportation Allowance.....$ 500.00
Total ..... $ 6,000.00

Module	**Course**	**Clock hours**
1.	Advanced Communication Topics including personal information etc.	60
2.	Grammar Topics including pronouns, nouns, subjects, and objects; clauses	60
3.	Pronunciation/Listening including linked sounds, unreleased consonants	60
4.	Writing/Reading simple descriptions family, friends, career etc.	60
		240 HOURS

HOURS OF OPERATION

Monday thru Friday from 8:30 a.m. to 5:00 p.m.; Saturday from 8:00 a.m. to 2:00 p.m.

HOLIDAYS CALENDAR

ABC Technical College is closed during the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	The Day after Thanksgiving
Memorial Day	Christmas Break (From Dec. 23rd to Jan 2nd)
Independence Day	New Year's Eve.

ABC College closes during the last week of the year for winter break. The dates are **December 23, 2025, through January 2, 2026**.

LICENSURE: There are no requirements for eligibility for licensure of any of our certificate courses in the State of California.

ACCREDITATION: ABC Technical College is not accredited by an accrediting agency recognized by the United States Department of Education, nor offer Financial Aid from Title IV. The school does not offer degree programs.

ADMISSION REQUIREMENTS AND PROCEDURES

Administrative Examinations:

All prospective students will be evaluated personally to be able to benefit from the training they will be receiving from the Institution, including the language proficiency equivalent to the sixth grade of education. An admissions test may be given to prospective students, in lieu of proving that students will benefit from the training at ABC Technical College. Ability-to-Benefit is not required currently; therefore, our Institution DOES NOT accept students under the ATB (Ability-to-benefit).

This training can be also taken as an online course; to determine if they are fit for online education, the students will be asked different questions regarding their ability to use a computer.

ACADEMIC POLICIES

Maximum Time to Complete Program

Students must finish their coursework in a timely basis and within the specified time given to end a program. If a student does not finish on a timely basis and wishes to continue, the student

may submit a request to do so in writing. The determination of whether to grant the student's request to extend their program will be made at the school's discretion.

Grading system

ABC Technical College uses a letter grading system. If a student receives a non-passing grade on an assignment, quiz, test or module, the student may be able to retake it. This is solely based on the discretion of the instructor. It is the responsibility of the student to request a retake. The progress and quality of a student's work are measured using a system of letter grades and grade percentages as shown below. Grades are based on the quality of work performed by the student.

PERCENTAGE	LETTER GRADE
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D (Not Passing)
59% and below	F (Not Passing)

Satisfactory Academic Progress

ABC Technical College's instructors will advise students of their academic progress at the end of each module and recommend make-up work, quizzes, tests, and modules as necessary.

Attendance Requirements

Students are highly encouraged to attend all class sessions. If a class is missed, it is the student's sole responsibility to obtain missed coursework.

Leave of Absence

Any student who requests a leave of absence must submit in advance to the school Director a written request, supported by third-party documentation that is acceptable to the school Director. The student's written request (email request is ok) must be dated and signed by the student and must specify the dates of the requested leave of absence and the reason for the vacation. The determination of whether to grant the students asked for a leave of absence will be made at the school's discretion and will be final and binding on the student. The student is responsible for contacting the appropriate faculty members to arrange to make up the coursework missed by the student because of any granted leave of absence.

Graduation Requirements

Students must complete the requirements classroom hours, quizzes, tests, and homework assignments, as applicable of a class or course to receive a certificate. The grading standards are on a "A-F" grading policy whereby a grade point average (GPA) can be calculated. Students must receive a minimum of 70% on all tests or quizzes to pass the class. To be eligible for graduation a student must earn an overall grade point average of a "C" and above also fulfill the attendance policies.

Distance Education

ABC Technical College offers distance education for specific programs to students anywhere in the United States who cannot physically attend any of our schools. We use methods such as GoToMeeting, Team Viewer and Google Classroom for visual and oral instruction. If you are enrolled in a distance education program where the instruction is not offered in real time, ABC College will transmit the first lesson and any materials to any student within 7 days after the school accepts the student for admission. Coursework and projects may be turned in online. Feedback, evaluations, and grades are provided online or via-phone to students or emails, up to no more than three business days after the coursework was turned in.

The approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation is 7 days.

Distance Education Disclaimer

As part of the online training program, ABC Technical College utilizes the services of Team Viewer and GoToMeeting as the primary application for sharing screens between instructor and student during class time. With this application, the instructor may request access to the student's computer screen, and the student may grant permission by clicking "confirm" in the Requesting Form for screen sharing to occur. ABC Technical College also uses and installs Team Viewer onto each student's computer.

If Team Viewer is enabled on the student's computer, the instructor may access the student's computer unannounced. The request to access Team Viewer is verbal. These programs are to be used only during class and when providing technical support to the student.

It is the student's sole responsibility to uninstall these programs at the end of your course. Once uninstalled, ABC Technical College will no longer have access to the students' computers.

Program Changes

ABC Technical College reserves the right to make any program or curriculum changes at any time. However, we will work with students who wish to continue instruction with our school in other programs if the original desired program is no longer available. We will make every effort to provide such changes in advance for our students to allow them to provide accommodation for differentiated instruction.

Language of Instruction

Classes are conducted in both English and Spanish. For the specific language of instruction for each program, please refer to the schedule of classes.

The language proficiency expected is the equivalent to the sixth grade of education

Credit Transfer

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

The transferability of credits you earn at ABC Technical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you receive at ABC Technical College is also at the complete discretion of the institution to which you may request to transfer. If the certificate(s) that you earn at this institution is not accepted at the institution to which you may request to transfer, you may be required to repeat some or all 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 attending ABC Technical College to determine if your certificate will transfer.

Transfer and Articulation Agreements

ABC Technical College has not entered into an articulation or transfer agreement with any other college or university. Students are not required to have a minimum number of units from another institution, and any certification courses are not transferable to another institution for credit. **We <u>Do Not</u> accept credits earned at other institutions transfer to ABC Technical College**. **ABC Technical College does not grant credit for prior experiential learning.**

Foreign Students

Students from other countries are welcome to enroll in our programs. However, interested students must make all necessary visa arrangements.

Language Proficiency

General knowledge of English or Spanish, written and spoken is necessary to participate in our programs. No levels of proficiency have been established hence no documentation of competence is required. No language services are provided.

The language proficiency required is the equivalent to the sixth grade of education

COURSES FEES

ABC Technical College does not participate in federal and state financial aid programs. If a student at the school has a contract for 160 hours, 180 hours or 200 hours, 240 hours, 260 hours, 288 hours, all fees must be paid at one time upon their admission into the school from the voucher issuing on worker compensation case, or private students wish to pay cash on their tuition themselves.

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program is the same.

COURSE	TUITION	REGISTRATION FEE (Non-Refundable)	Books, Materials (Non-Refundable)	STRF (Non-Refundable)	TOTAL CHARGES
Computer-Essential Skills Online (**English-Spanish**)	$4,250.00	$250.00	$1,500.00	$0.00	$6,000.00
Introduction Microsoft Office & QuickBooks (**English- Spanish**)	$4,702.50	$250.00	$ 0.00	$0.00	$4,952.50
Graphic-Design Windows Online (**English-Spanish**)	$4,472.50	$250.00	$ 0.00	$0.00	$4,722.50
Computer-System &Programming Online	$4,470.00	$250.00	$1,280.00	$0.00	$6,000.00
Computer-Services Technician (**English-Spanish**)	$4,500.00	$250.00	$1,250.00	$0.00	$6,000.00
Small-Business Bookkeeping Online (**English-Spanish**)	$4,702.50	$250.00	$ 0.00	$0.00	$4,952.50
Small-Business Management	$4,500.00	$250.00	$1,250.00	$0.00	$6,000.00
Cake Decoration (**English-Spanish**)	$4,250.00	$250.00	$1,500.00	$0.00	$6,000.00
ESL 1 Beginning Level	$4,250.00	$250.00	$1,500.00	$0.00	$6,000.00

ESL 2 Intermediate Level	$4,250.00	$250.00	$1,500.00	$0.00	$6,000.00
ESL 3 Advanced Level	$4,250.00	$250.00	$1,500.00	$0.00	$6,000.00

240 Hours Computer Essential Skills Online Program:

Tuition……$ 4,250.00
Registration Fee (Non-Refundable) .....$ 250.00
HP i5 Laptop, Mouse & Earphones ..... $ 600.00
Software: Microsoft Home/Student Suite (Word, Excel, PowerPoint) ..... $ 150.00
Software Installation & Shipping..... $ 150.00
Office Supplies..... $ 300.00
Internet Allowance..... $ 200.00
Printer Allowance ..... $ 100.00
STRF Fee ($0 per $1000 institutional charges) .....$ 0.00
Total Cost…… $ 6,000.00

288 Hours Graphic Design Windows On-Line Program:

Tuition…… $ 4,472.50
Registration Fee (Non-Refundable) ..... $ 250.00
HP i5 Laptop, Mouse & Earphones ..... $ 0.00
10-Month Adobe Creative Cloud Subscription ..... $ 0.00
Software Installation & Shipping..... $ 0.00
Office Supplies.....$ 0.00
Internet Allowance.....$ 0.00
Printer Allowance..... $ 0.00
STRF Fee ($0 per $1000 institutional charges) .....$ 0.00
Total Cost ..... $ 4,722.50

240 Hours Computer System & Programming On-Line Program:

Tuition…… $ 4,470.00
Registration Fee (Non-Refundable) ..... $ 250.00
HP i5 Laptop, Mouse & Earphones .....$ 600.00
Book: Program Logic & Design..... $ 80.00
Software: Microsoft Home/Student Suite (Word, Excel, PowerPoint) .....$ 150.00
Software Installation & Shipping.....$ 150.00
Internet Allowance..... $ 200.00

Printer Allowance..... $ 100.00
STRF Fee ($0 per $1000 institutional charges) ..... $ 0.00
Total Cost ..... $ 6,000.00

260 Hours Computer Services Technician Program:

Tuition ..... $ 4,500.00
Registration Fee (Non-Refundable) .....$ 250.00
HP i5 Laptop, Mouse & Earphones .....$ 600.00
Software: Microsoft Home/Student Suite (Word, Excel, PowerPoint) ..... $ 150.00
Software Installation & Shipping..... $ 150.00
Printer Allowance.....$ 150.00
Transportation Allowance .....$ 200.00
STRF Fee ($0 per $1000 institutional charges) ..... $ 0.00
Total Cost ..... $ 6,000.00

180 Hours Small Business Bookkeeping On-line Program:

Tuition..... $ 4,702.50
Registration Fee (Non-Refundable) ..... $ 250.00
HP i5 Laptop, Mouse & Earphones .....$ 0.00
Book: A complete Course by Janet Horne.....$ 0.00
10-Month QuickBooks Accountant Desktop Edition Subscription..... $ 0.00
Software Installation & Shipping..... $ 0.00
Printer Allowance..... $ 0.00
STRF Fee ($0 per $1000 institutional charges) .....$ 0.00
Total Cost ..... $ 4,952.50

200 Hours Small Business Management Program:

Tuition..... $ 4,250.00
Registration Fee (Non-Refundable) .....$ 250.00
HP i5 Laptop, Mouse & Earphones .....$ 600.00
Book: Small Business Management by William L. Megginson.....$ 100.00
Software: Microsoft Home/Student 2010 Suite (Word, Excel, PowerPoint) .....$ 150.00
Software Installation & Shipping.....$ 150.00
Transportation Allowance.....$ 500.00
STRF Fee ($0 per $1000 institutional charges) .....$ 0.00
Total Cost ..... $ 6,000.00

160 Hours Cake Decoration Program:

Tuition ..... $ 4,250.00
Registration Fee (Non-Refundable) .....$ 250.00
Supplies and Equipment ..... $ 1,000.00
Transportation Allowanc.....$ 500.00
STRF Fee ($0 per $1000 institutional charges) ..... $ 0.00
Total Cost ..... $ 6,000.00

240 Hours ESL 1 Beginning Level Program:

Tuition..... $ 4,250.00
Registration Fee (Non-Refundable) .....$ 250.00
HP i5 Laptop, Mouse & Earphones ..... $ 600.00
Book: Interchange Intro Student's Book with Audio CD 3rd, and Workbook.....$ 100.00
Software: Rosette Stone Learning English Beginner Level .....$ 150.00
Software Installation, Delivery, Basic Starting Training .....$ 150.00
Transportation Allowance.....$ 500.00
STRF Fee ($0 per $1000 institutional charges) ..... $ 0.00
Total Cost..... $6,000.00

240 Hours ESL 2 Intermediate Level Program:

Tuition..... $ 4250.00
Registration Fee (Non-Refundable) .....$ 250.00
HP i5 Laptop, Mouse & Earphones .....$ 600.00
Book: Interchange Student's Book 1 with Audio CD 3rd, and Workbook.....$ 100.00
Software: Rosette Stone Learning English Intermediate Level.....$ 150.00
Software Installation, Delivery, Basic Starting Training .....$ 150.00
Transportation Allowance..... $ 500.00
STRF Fee ($0 per $1000 institutional charges) ..... $ 0.00
Total Cost ..... $ 6,000.00

240 Hours ESL 3 Advanced Level Program:

Tuition..... $ 4,250.00
Registration Fee (Non-Refundable) ..... $ 250.00
HP i5 Laptop, Mouse & Earphones ..... $ 600.00
Book: Interchange Student's Book 2 with Audio CD 3rd, and Workbook.....$ 100.00
Software: Rosette Stone Learning English Advanced Level ..... $ 150.00
Software Installation, Delivery, Basic Starting Training ..... $ 150.00
Transportation Allowance..... $ 500.00
STRF Fee ($0 per $1000 institutional charges) ..... $ 0.00

Total Cost ..... $ 6,000.00

120 Hours Introduction Microsoft Office & QuickBooks Direct in Campus and Online:

Tuition .....$ 4,250.00
Registration Fee (Non-Refundable) .....$ 250.00
HP i5 Laptop, Mouse & Earphones ..... $ 0.00
Software: Microsoft Home/Student Suite (Word, Excel, PowerPoint) ..... $ 0.00
Office Supplies…… ……. $ 0.00
Internet Allowance…… $ 0.00
Software Installation & Shipping..... $ 0.00
Printer Allowance..... $ 0.00
STRF Fee ($0 per $1000 institutional charges) ..... $ 0.00
Total Cost ..... $ 6,000.00

FINANCIAL INFORMATION

Financial Aid/Vouchers/Student Tuition Recovery Fund

Students who wish to enroll in any of our courses must present a voucher issued by their issuing insurance company as proof of financial responsibility. Upon verification, ABC Technical College will decide at its discretion the admittance of such students into a program.

We also accept students who wish to enroll in any of our programs have an insurance voucher, and wish to pay the tuition themselves using cash, credit card, or personal loans.

ABC Technical College does not participate in federal and state financial aid programs.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Student Tuition Recovery Fund Disclosures (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss 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 at:

Bureau for Private Postsecondary Education
1747 North Market Blvd. Ste. 225, Sacramento, CA 95834
www.bppe.ca.gov
toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

1. The institution, location of the institution, or an educational program offered by the institution was closed or discontinued, and 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-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period 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 Bureau 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 failed to pay or reimburse proceeds received by the institution more than tuition and other costs.
6. You have been awarded restitution, a refund, or other 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 the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan.

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 noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Cancellation and Withdrawal Policies
The student's right to cancel the enrollment agreement and withdraw from ABC Technical College is subject to the following terms and conditions:

Cancellation and withdrawal must be in writing.
Students are considered enrolled until written notice is received by the school. No other form of cancellation notice will be accepted. Dropping out of a course/program will not be considered as a form of enrollment cancellation or early training termination until written notice is received.

Cancellation is effective on the date written notice is received by ABC Technical College. A student has the right to cancel the enrollment agreement and obtain a full refund through attendance at the first-class session or the seventh day after enrollment, whichever is later, minus the non-refundable registration fee, if written notice of cancellation is provided to the school.

If the school sent the first lesson and materials before an effective cancellation notice was received, the school should make a refund within 45 days after receipt of student's unused materials by the school, if returnable. Written notice of cancellation or withdrawal sent by mail must be mailed to **11100 Valley Blvd. Ste #300., El Monte, CA 91731**, and is active on the date the written notice is sent. You should keep a record of the date, time and place of mailing of the notice of cancellation or withdrawal.

You will be provided with one of the school's "Notice of Cancellation" form which you may use to cancel your enrollment from the school. However, the written notice of cancellation need not take any form; however, expressed in writing, is effective if it's signed and dated, and it indicates that you no longer desire to be bound by the enrollment agreement or attend class.

Students are obligated to pay only for educational services rendered, including fees associated with those services and non-refundable charges. A student may withdraw from a course after the cancellation period and receive a prorated refund.

A student's prorated refund will be calculated by taking the total the student has paid, less the sum of non-refundable fees plus the cost of any services provided plus the documented cost of equipment plus the product of the rate of instruction multiplied by the number of hours the student attended. The rate of instruction will be the quotient of dividing the total tuition contracted by the total number of clock hours contracted.

Refund Policy

NOTICE: If any fees were paid through a third party such as an insurance company, the refund would be forwarded to such third party. If the student has paid with cash, guaranteed student loans, or personal loans, the refund will be forwarded to the student.

All refunds will be forwarded within 30 business days, but no more than 45 business days, from the date the school receives your cancellation or withdrawal notice. We will forward you and your insurance company any documents and agreements provided by you during your enrollment.

Refund Policy Example

Computer Applications Live Online Course refund example. This example is based on 100 hours attended before withdrawal:

Total Course Cost: $6,000

$ 2 5 0 .00	Non-refundable Registration Fee	
$ 6 0 0 .00	Computer (non-returnable)	
$ 1 0 0 .00	Printer (non-returnable)	
$ 1 5 0 .00	Software: Microsoft Office (non-returnable)	
$ 1 5 0 .00	Software Installation and Shipping (Non-Refundable)	
$ 2 0 0 .00	Internet Services (Non-Refundable)	
$ 3 0 0 .00	Office Supplies (Non-Refundable)	
$ 1,750.00	Non-Refundable fees owed to School	
$4, 250.00	Tuition	
	Divided by 240 hrs.	Total amount of course hours
	Equals $17.71	Charge to Student per hour

	Multiply by 100	100 hours attended before Written Notice of Withdrawal
= $ 1,771.00	Tuition for training hours provided owed to School	
= $ 3,521.00	Total amount owed to School	
$ 6,000	Total Course Cost	
-$ 3,521.00	Total amount owed to School	
= $ 2,479.00	Total Amount of Refund Owed to Insurance Company	

If the student is eligible to pay the Student Tuition Recovery Fund fee, the total amount of $3,521.00 is rounded to $3,000.00 multiplied by 0, which equals $0, an amount that will be added to the total amount due. This charge is collected at the time of registration, if applicable to the student, and it is a non-refundable charge. Therefore, the total amount owed to the school will be:

$ 3,521.00	Total Amount Owed to School
+$ 0.00	Student Tuition Recovery Fund Fee
= $ 3,521.00	Total Charges
$ 6,000.00	Total course cost
-$ 3,521.00	Charges
= $ 2,479.00	Total Amount of Refund Owed to Student

The above example is a guideline to help the student, and the school determine the amount owed to the school and the amount of the refund returnable to the Insurance Company, under the terms and conditions provided in this agreement.

NOTE: If the school has transmitted the student the balance of the material as the student has requested, the school will provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but it will not be obligated to pay any refund after all of the lessons and material are transmitted.

STUDENT CODE OF CONDUCT

On-Line Course Conduct

It is essential that students are respectful towards their instructor and classmates. Students' behavior must not interfere with nor disrupt class activities. Students are expected to conduct themselves in a professional and business-like manner. Therefore, students must adhere to the following rules:

1. Students should log in on time and remain in class until dismissed by the instructor

2. Students should help maintain a quiet and orderly class environment by keeping their microphone **muted** when not in use.
3. Laptop, headset, mouse, and other equipment should be appropriately maintained for class use only and not be used by anyone else other than the student.
4. Disruptive and disrespectful behavior toward the instructor or other students will not be tolerated and may be legitimate grounds for dismissal from class.

Anti-harassment Policy

ABC Technical College is committed to providing a learning environment free of unlawful harassment and will take all reasonable steps to prevent such from occurring. In addition to prohibiting other forms of illegal discrimination, the school maintains a strict policy prohibiting harassment because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, pregnancy, age, sexual orientation, and any other basis protected by applicable federal, state or local law. All such harassment is **prohibited**.

ABC Technical College's anti-harassment policy applies to everyone involved in the operation of the school and all students and prohibits harassment by any school student, employee, including supervisors, co-workers, and any person conducting business with or for the school.

Non-discrimination and Diversity
(Affirmative Action Policy)

School policy prohibits unlawful discrimination based on race, color, creed, sex, gender, marital status, age, pregnancy, national origin, physical disability, medical condition, veteran status, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.

All such discrimination is **unlawful**.

ABC Technical College is committed to complying with all applicable laws and prohibits unlawful discrimination by any student, employee of the school, including supervisors and co-workers. If you believe you have been subjected to any form of unlawful discrimination, you may report the incident to any school official.

ABC Technical College is committed to providing a work environment free of unlawful harassment and will take all reasonable steps to prevent such from occurring. ABC Technical College's non-discrimination and diversity policy applies to everyone involved in the operation of the school and prohibits harassment by any student, school employee, including supervisors, co-workers, and any person conducting business with or for the school.

Probation Policy

Students are encouraged to complete the programs within the allotted time to graduate. However, if a student falls behind on the coursework, we offer academic assistance as specified in the Student Services section of this catalog. When a student is unable to complete a module or a program, the student is placed under academic probation and given an opportunity to make-up the coursework and re-take missed or failed tests later or whenever these are offered again (subject to availability).

The number of times a student is allowed to re-take tests, a module, or a program, as well as the time allowed for this, is at the discretion of the instructor and the school's President. Our goal is that every student graduates from the assigned program.
A student may also be placed under probation for engaging in prohibited conduct. At the discretion of the school's President, a student's probation will be revoked once the issue has been resolved.

Grounds for Disciplinary Action

ABC Technical College reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, including, but not limited to:

1. Failure to pay tuition
2. Engaging in discriminatory or abusive behavior
3. Reckless or disorderly conduct that negatively affects the classroom setting

Disciplinary action may include but is not limited to, a verbal or written warning, probation, suspension, or dismissal. The order in which they are applied and what type of disciplinary action is taken is at the discretion of the school's President.

STUDENT SERVICES

Academic Assistance

ABC Technical College offers academic assistance based on staff availability and is subject to change without prior notice. We offer Technical Support and Basic Introductory Classes to students.

- **Technical Support is available Monday-Friday between 8:30 am -5:30 pm**
- **The Basic Introductory Classes are taught as follows:**

  9:00 a.m. – 10:00 a.m. & 5:00 p.m. – 6 p.m. (English)
  9:00 a.m. – 10:00 a.m. & 5:00 p.m. – 6 p.m. (Spanish)

The Basic Introductory Classes are designed to prepare students with little or no prior computer knowledge before beginning their course.

Placement Assistance

ABC Technical College is not permitted by law to make a guarantee of placement. However, ABC School emphasizes placement efforts for each qualified graduate to complete the course with a Certificate. Job placement assistance is not provided to students who enroll in single modules or sections of any program. Prior to graduation students will meet with placement department for assistance with the following:

- Resume Preparation
- Job Seeking Skills Counseling
- Job Leads online and Magazines
- Job Interviews.

Students with Disabilities

At ABC Technical College, we are committed to providing reasonable accommodation for students with disabilities. Students seeking academic accommodations due to a disability should request at the time of enrollment, or to the program instructor before or during the 1st week of class attendance.

To further assist students who are unable to physically attend classes at our school, we also offer to record class sessions, which they can review at home. Most of our programs can be taught live via-internet, and students can receive instant feedback.
We will make every effort to deliver the instruction to students with disabilities. However, we cannot guarantee that every case will have the desired outcome regarding expected accommodation.

Housing Assistance

ABC Technical College **does not** have dormitory facilities available to students who are under our control. The school doesn't assist students in finding housing. However, our school is in a nearby residential area, which may allow a student to easily find housing if desired. Apartments near our school may be leased or rented at prices ranging from $1200 to $1800 for a one-bedroom unit. The student is solely responsible for their housing arrangements, as well as their security and safety.

Student Complaint and Grievance Procedure

There are no guidelines for contacting the Bureau, students may contact the Bureau anytime and, in any way, they see fit.

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

Resolution of Disputes

ABC Technical College provides quality education to its students and maintains an environment that is conducive to learning. However, if a student has a grievance against the college, the college has a complaint resolution procedure as follows:

Step 1. Students begin by discussing the issue with the instructor verbally. If the complaint is not resolved within 5 business days:

Step 2. Students can submit a Student Request Form to the Student Services Coordinator. If no resolution is reached within 10 business days:

Step 3. Students will meet with the Director of Education, David Vien, at 11100 Valley Blvd. Suite #300, El Monte, CA 91731

Student Request Forms are available for students to put their requests in writing. The Student Services Coordinator ensures that the request is submitted to the Director of Education for action. If the student has a concern, the Student Services Coordinator will make the necessary arrangements for the student to meet and discuss his/her concern with the instructor and the Student Services Coordinator together. If no resolution is then reached, the Student Services Coordinator arranges for the student to meet with the Director of Education. Any student, who after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to present their grievance to:

Bureau for Private Postsecondary Education (BPPE)
P.O. box 980818, West Sacramento, CA 95798
Web site: www.bppe.ca.gov or E-mail: bppe@dca.ca.gov
Toll Free number: (888) 370-7589 or Fax: (916)263-1897

"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 or by visiting www.bppe.ca.gov."

Family Educational Rights and Privacy Act (FERPA)

ABC Technical College maintains the privacy of student education records and allows students the right to inspect their education records consistent with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). Additional information regarding FERPA is also available on the U.S. Department of Education website: www.ed.gov.

Faculty and staff who request access to student academic records to execute their normal duties must first review the information found on the website mentioned above for FERPA and complete the tutorial before access is granted.

Students wishing to review or seeking to amend their education records should submit a written request to the school office in which the record is maintained.

At the discretion of school officials, ABC Technical College may release certain information classified as directory information unless the student requests that such information not be released.

Students wishing to restrict the release of directory information may do so by completing the appropriate form provided by ABC Technical College in our office. Such requests remain in effect for the entire duration of the student's enrollment in the school.

Recognizing that many students wish to share information from their educational records with their family members in case of an emergency or other special circumstance, ABC Technical College has also had a form to provide the following:

- Allow students to grant their spouses access to education and medical records.
- Allow specified family members/relatives to view elements of the education records that are available in ABC Technical College's student records' files.

Spouses and other family members/relatives who wish to gain access to information from the education records of their spouse/family member/relative who is a student in any of our schools, will not be provided the information unless the student has granted access by completing the appropriate release form, authorizing the school to release specific information from their education records to approved individuals.

Retention of Student Records

ABC Technical College keeps students' records for no less than five years at its main location, 11100 Valley Blvd Suite #300., El Monte, CA 91731. ABC College will maintain student records in a locked fireproof file cabinet on the school's premises for each student, whether the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination.

Transcripts will be maintained permanently.

ABC Technical College shall maintain, for each student granted a Certificate by the institution, permanent records of all the following:

1. The Certificate granted and the date on which it was granted.
2. The courses on which the certificate was based.
3. The grades earned by the student in each of those courses.
4. Copies of all documents signed by the student, including contracts, instruments of indebtedness.
5. Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation.

ABC Technical College will maintain an exemplary record of all notices and disclosures provided to students and a record of the time within which each notice and disclosure was provided. The institution shall maintain records of student attendance on a roster and as part of each student's education record.

As required by law, ABC Technical College will maintain all student records in locked fireproof file cabinets as required by the California Education Code for at least five years at the institution's primary administrative location at 11100 Valley Blvd Suite #300., El Monte, CA 91731.

HEALTH AND SAFETY CONSIDERATIONS

Substance Abuse Policy

ABC Technical College takes very seriously the problem of drug and alcohol abuse, and it's committed to providing a substance-free workplace for its students and employees. In this manner, the school ensures a safe learning environment for all students and promotes productivity. This policy applies to all students, without exception, including employees. No student is allowed to consume, possess, sell, or purchase any drug or alcoholic beverage, which may impair an individual's mental or physical capacity, on any property owned by or leased on behalf of ABC Technical College. The school will not tolerate students who attend the school while impaired using alcoholic beverages or drugs. All students should report evidence of

alcohol or drug abuse to a staff member immediately. Students who violate the Substance Abuse Policy will be subject to disciplinary action, including dismissal/termination.

Limitation of Liability

Although ABC Technical College does not offer medical/counseling services to its students, we do encourage all to maintain good physical, mental and social health. Nevertheless, we encourage students to assume responsibility for their well-being. In the event of a life-threatening medical emergency, on or near any of ABC Technical College's schools/offices, call 911.

Upon availability we may offer services such as extended orientations to enhance students' skills and attitudes in adapting to academic life, creatively handling stresses and challenges, relating to new and different people, and making their ABC Technical College experience satisfying and productive. All personal information discussed in these orientations is kept confidential.

Safety

ABC Technical College is committed to providing you with a safe learning place to ensure the health and safety of all its students and employees. At the same time, it is your responsibility to promptly report potential hazards, unsafe conditions, and unsafe practices, as observed, to a staff member. Should an unsafe condition or accident occur, whether anyone is injured, it should be reported to a staff member as soon as possible! All injuries must be reported to your instructor if available or another member of staff immediately.

Housekeeping

Neatness and good housekeeping are signs of efficiency. Students are expected to always keep their work areas neat and orderly; it is a required safety precaution. Always be aware of good health and safety standards, including fire and loss prevention. Please report anything that needs repairing or replacement to your instructor.

Workplace Security Policy

ABC Technical College is committed to maintaining a safe and secure learning place. To keep a secure learning environment, the school strictly prohibits students, employees, and visitors from bringing any firearms on school property. Students must be aware of persons loitering for no apparent reason in and around school premises such as, but not limited to parking areas, walkways, entrances, exits and service areas. Students should report any suspicious person or activities to a staff member. Secure your belongings when called away from your study area for

an extended length of time or at the end of the school day. Do not leave valuable and personal articles in or around your study area.

As a security measure, visitors, other than those people who are current students, employees or doing business with the school, are not permitted to enter the non-public areas of ABC Technical College premises without approval from a school official. This policy applies during school hours and non-school hours. All authorized visitors must sign in at the reception desk and be accompanied by a staff member.