



**Class sessions are held at:**

**10427 San Sevaine Way Suites A, B, C, E, G AND  
10405 San Sevaine Way Suites I and J.  
Jurupa Valley, CA 91752  
Tel. (951) 727-8716 (866) 580-6550**

**MAIN OFFICE**

**10427 San Sevaine Way, Suite A  
Jurupa Valley, CA 91752  
(866) 580-6550**

**[-www.rtccolleges.com](http://www.rtccolleges.com)**

**2019**

**School Catalog**

**VOCATIONAL / OCCUPATIONAL DIVISION &**

**Vocational / Vocational Skill Development Training Services**

**For January 1<sup>st</sup> 2019 to December 31<sup>st</sup> 2019**

**Updated regularly; Last updated: 04/25/2019**

**Our internet website provides the following:**

A school catalog, the school performance fact sheet for each course offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) and a link to the Bureau's website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Students and prospects are encouraged to visit our website and view or print the school's catalog, the school's performance fact sheet and the annual report.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

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# GENERAL INFORMATION

## APPROVAL DISCLOSURE STATEMENT

RTC College is approved to operate by the Bureau for Private Postsecondary Education (BPPE) \*Approval indicates the compliance with state standards as set forth in the education codes. RTC College is a private institution.

Our Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, 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 that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec. 1101 et seq.)

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

- **Microcomputer Applications**
- **Automotive Electrical Repair/Fuel Injection/Tune-up**
- **Electrical Wiring Technician- Industrial**
- **Electrical Wiring Technician-Residential**
- **Electrical Wiring Technician –Commercial**
- **Computer Operations**
- **Engine Performance**
- **Automotive Electrical**
- **General Automotive Mechanic**
- **On Board Diagnostics (OBD-II)**
- **Transmission Service and Repair**
- **Cake Decoration**
- **Cake Decorating**
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- **Cosmetology**
- **Barbering**
- **Skin Care**
- **Nail Care**
- **Nail Care**

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

Note: All RTC College programs are taught in **Spanish only**.

Instruction is in residence with a facility occupancy level that will accommodate 110 students at any one time. A second group can meet in facilities by alternating lab/class-room lecture. Normal class size for Self-development & Vocational students is 20, for rehabilitation is 20.

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

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

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

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

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

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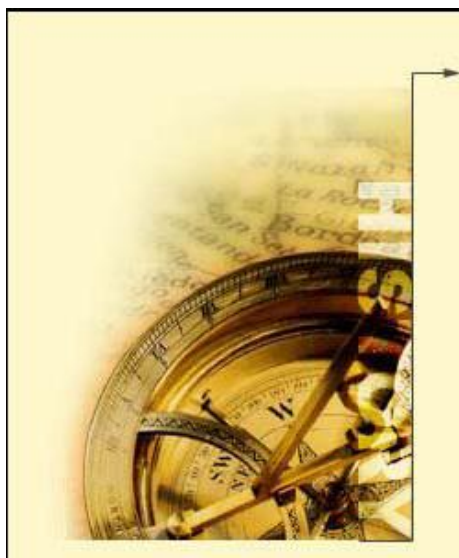
**Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) — E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

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

*Lucia Mendoza*, Director

## GENERAL INFORMATION

### HISTORY



On March 2001 RTC College, was founded in Moreno Valley to provide service to the Riverside County area. The quality of its educational programs together with the great variety of material brought from all parts of the world, have made RTC College challenging new beginning to provide quality educational service to the growing Hispanic community in the greater riverside county area. BPPVE (now BPPE), licensed institutions operated out of one facility to better serve its population RTC College, through its Technical Training and beauty courses has collaborated with a number of established institutions to establish job training programs. These programs created on the basis of instructions from around the world.

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

RTC College, is not only a firm step for employment by completing the courses with satisfactory grades, but also an excellent channel that will enable access to many other types of work. RTC College has not filed for nor has had a pending petition for bankruptcy in the past five years

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

All courses are taught in Spanish only.

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

### PERSONAL DEVELOPMENT DIVISION

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

## FACILITIES

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

RTC College provides parking for its students outside the premises. The modern, building has classrooms, shop area, administrative office, student, resource and reception area. Offices are conveniently located with classrooms very suitable for up-to 20 students each. The classroom for Microcomputer Applications, Computer Operation are designed and equipped for up-to 12 students.

The classrooms are combination facilities for theory discussions and supervised practice. In addition, practice space is available by arrangement with our Operations Coordinator.

This institution, the facilities it occupies and the equipment it utilizes fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety and health

## INSTRUCTIONAL EQUIPMENT

The School has all the necessary equipment for lecture and laboratory practice. Examples of classroom equipment includes: audio/video and overhead projectors. Laboratory equipment computers; mechanics shop equipment includes: testing equipment, hands-on parts and accessories, analyzers and computer diagnostic equipment, and RTC College, has all the necessary equipment for our cake decorating and pastry program.

In this catalog you will find information on courses, instructors, equipment and policies. However, this institute has a unique life of its own which cannot be put into words. We invite you to see for yourself how exciting our Technical Training can be. To arrange for your visit call the Admission office for an appointment

## MEMBERSHIPS

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

## IN-HOUSE COMPLAINT POLICY

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

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

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

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## ORGANIZATIONAL CHART

ADMINISTRATORS	
Lucia Mendoza	Director of Education
Guadalupe de la Cruz	Associate Director
Jose de Jesus Munoz	Director of Compliance
Carmen Castro	Administrative Assistant/Placement
Estela Flores	Records Department
Sofia Fernandez	Admission

# FACULTY

Lucia Mendoza	Director ; Over 40 years' experience in administration <i>Professional Qualifications and Experience of over 40 years in different fields of Education</i>
Agustin de la Cruz	Associate Director, Over 17 years' Experience in administration with Professional Qualifications and Experience
Agustin de la Cruz	Instructor; Computer Education, Computer repair, <i>17 years of Professional Qualifications and Experience</i>
German Flores	Instructor; Automotive Electrical, General Automotive Mechanic, Engine Performance, OBD-II, Transmission Service and Repair Automotive Electrical, Fuel Injection & Tune-Up, <i>Professional Qualifications and Experience</i>
Juan Carlos Cedenio	Instructor; Automotive Electrical, General Automotive Mechanic, Engine Performance, OBD-II, Transmission Service and Repair Automotive Electrical, Fuel Injection & Tune-Up. <i>Professional Qualifications and Experience</i>
Osvaldo Vargas	Instructor; Electrical Wiring Technician for Residential and Commercial <i>Professional Qualifications and Experience</i>
Silvia Vargas	Instructor: Cake Decorating
Elizabeth Padilla Karla Barahona	Instructor: Event Planning and Pastry
Katiria Enríquez Patricia Monroy Francisco Hernández	Instructor: Cosmetology, Barber, Esthetician, Manicurist
Roger Ortiz	Instructor: Hair, Make-up and Nail Courses
Katiria Enriquez	Cosmetology Instructor
Fransisco Hernandez	Barbering Instructor
Patty Monroy	Skin Care Instructor
Maricela Herrera	Nail Care Instructor

## ADMINISTRATIVE POLICIES

### PHILOSOPHY AND GOALS (MISSION STATEMENT)

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

Entry Level Position in their field of Study.

It is RTC College, objective to train individuals in the fields of Automotive Repair & Office Administration/Computer

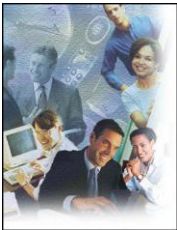
Operation In order to achieve this goal the staff & faculty are committed to:

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



## ADMISSIONS/PROCEDURES

The programs offered by the RTC College, are open to men and women with a desire to become skilled in their chosen field. Applicants must be over the age of 17 and possess a high school diploma or a GED or its equivalent or demonstrate the Ability To Benefit from the training offered. The School determines whether an applicant is qualified for admission through evaluation and interview assessment for physical capacity. The ACTT (LPAT-S is used to determine their aptitude and adaptability to learning and "Ability To Benefit" as well as for required Capacity to Benefit exam. LPAT-S minimum scoring is 17 for the Reading part and 14 for the Math; this are the accepted minimum for this test in Spanish for Admission, based on ACTT scoring standards. Administered in Spanish dependent on perspective student request and language of the program to be taken. Each candidate is toured and advised to determine their aptitude for the desired occupation. An Applicant may observe classes for a day prior to deciding on enrollment. If a determination is made that the applicant is eligible for admission, Enrollment and registration can be arranged at the applicant/counselor request.



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

## CREDIT FOR PRIOR EDUCATION OR TRAINING

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

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

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

RTC College has not entered into any agreement with any college/university for acceptance of credit.

## NON-DISCRIMINATION POLICY

RTC College does not discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment within their selected program area in Admissions, Counseling, Training, Placement Employment, or any other activities.

## SCHEDULE AND CALENDAR

Class scheduling is open-entry/exit. This allows students to begin classes on Monday of each week on a space-available basis, and graduate upon completion of all graduation requirements. Classes are scheduled Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Evening classes are between 5:30 p.m. and 10:00 p.m. weekend hours are scheduled on an as needed basis. Less than half time class schedules are available. Ask for the specific Schedule for the class you are interested in attending in our College.

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

Classes are not scheduled on the following holidays: Martin Luther King's Birthday, President's Day, Memorial Day, Good Friday, Independence Day, Labor Day, 1 day for Thanksgiving, Christmas Day through New Year's Day, A special holiday may be declared for emergency or extraordinary purposes.



# **ACADEMIC POLICIES**

## **STUDENT CONDUCT**

All students are expected to behave in a professional business manner. Unsatisfactory behavior as outlined in Dismissal Policy will not be tolerated. The length of RTC College, subject of study is computed on a class hour basis denoting that regular hours spent in classroom or equipment usage. Class periods of 50 minutes are regarded as a regular class hour.

## **DRUG ABUSE POLICY**

The School fully supports Drug-Free Schools and Communities Act of the United States Congress. In cooperation with other agencies and organizations, we provide a program of education on the dangers of substance use and abuse. The program uses pamphlets, books, and posters describing the effects that drugs have on physical and mental health. Advising and counseling is provided when deemed necessary as well as to those who request assistance. We make available to our students informative materials on State, federal, and local legal sanctions against drug use. Additionally, we provide information on counseling, treatment, and rehabilitation programs in the area.

## **DISMISSAL POLICY**

A student may be terminated from school for any incident of intoxication or drug abuse. Possession of drugs or alcohol inside school premises, behavior creating a safety hazard to another student, administrator or faculty member or any misconduct will also be grounds for termination.

## **ATTENDANCE POLICY**

Students are expected to attend scheduled classes at scheduled starting time and to continue as scheduled throughout the day. All absence and attendance are recorded. It is the students' responsibility to telephone in advance to advise of an absence or tardy, just as it is necessary to inform an employer.

### **A. Absence**

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

### **B. Tardiness**

Tardiness is a disruption of a good learning environment and is discouraged. Tardiness is defined as arriving more than 5 minutes after scheduled class start, without legitimate reason. Three occasions within one month will be considered as one absence.

### **C. Interruption for Unsatisfactory Attendance**

Students with five absences in one month will receive written notification of probation for a period of one month. Any un-excused absences during probation may be cause for interruption of the student's training program.

### **D. Leave of Absence**

One written request for a leave of absence will be considered and such leave may be granted to a student at the discretion of the School Administration. A leave of absence for over 60 days will only be granted for verified medical reasons for a period of up to 120 days. Students are required to attest to their understanding of the RTC College, Leave Of Absence policy and procedures for returning after the Leave Of Absence.

### **E. Make-up Work**

Students must arrange make-up time for course work missed with the instructor and have completed within 30 days from assignment (s) date; however, absences will remain on record. Failure to maintain Satisfactory Academic Progress may result in probation or withdrawal.

### **F. Suspension/Re-admittance**

Students, who have had their training suspended for cause, may be re-admitted to classes upon written request and affirmation that the actions which caused the suspension will not occur again.



## **GRADING AND PROGRESS SYSTEM**

Student progress is evaluated using oral, written, and practical tests and projects each month. The oral and written tests account for approximately 25% of the grade, practical application tests account for approximately 75% of the grade. A test grade of 60% or less will require a retake of the specific test.

### **The School's grading system is as follows:**

4.0	A	90-100
3.0	B	80-89
2.0	C	70-79
1.0	D	60-69
0.0	F	Below 60
0.0	I	Incomplete

When the grade average for a student is under 2.0 for a month, the student will be placed on probation. If the grade average for the next month under 2.0 or below the student's training may be interrupted. A student has 30 days to correct an incomplete grade or the applicable grade will be assigned an F.

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

## **STATEMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

### **General Statement**

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

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

## **THE ELEMENTS OF SATISFACTORY PROGRESS**

1. Students are graded as they complete units of the curriculum. Grades are determined as a compilation of examination scores (written and practical) and such other criteria and observations as the school deems appropriate in the training of technical personnel. To maintain Satisfactory Academic Progress, a student must achieve a cumulative grade average of 2.0 or better at 25% of the course; a 2.0 at 50%; and at least a 2.0 at completion and for graduation.
2. To maintain Satisfactory Academic Progress, a student attending on a full-time basis has maximum time frame of one and one-half scheduled course duration in which to earn their graduation certificate. The time frames are based upon full time attendance and will be adjusted, on a pro-rata basis, in the event, the student changes from one curriculum/schedule to another. All students will be evaluated upon completion of each quarter of the stated course time to determine if, on a percentage basis, the student has made sufficient progress towards the course objectives, the obtaining of a certificate and the completion of the entire curriculum within the maximum time frame expressed in the prior paragraph.
3. To maintain Satisfactory Academic Progress, a student may have absences (net of make-up time) of up to 25% of the total course length. Lost attendance time, while a student is on an approved leave of Absence, will not be counted as absent time.

## **INCOMPLETE SUBJECTS AND REMEDIATE**

Students will be given an opportunity, at the discretion of the School Director and subject to space availability, to Repeat, Remediate or Make-up lost work within 30 days of grade assignment and be credited the higher of any grade (s) earned, or a final, failing grade of "F" will be rendered. Any make-up / repeat work grades will be given full standing and credit with respect to the final evaluation of the student's maintaining of Satisfactory Progress. Failure to maintain Satisfactory Academic Progress may result in probation or withdrawal.

## WITHDRAWAL AND REINSTATEMENT

A student not maintaining Satisfactory Academic Progress, during the first 25% of the stated course period will be placed on academic probation for the next 24% of the course. If, at the end of the probationary period, the student has not corrected the progress deficiencies, the student shall be deemed ineligible for financial aid awards and may be subject to expulsion at the discretion of the School Director. In that event the student will not be permitted to graduate until the progress deficiencies are corrected. In order to graduate, the student will then be obligated to extend their course of study by up to 25%. If, at the end of that period, the student has not corrected the deficiencies and met all other criteria necessary for graduation, the student shall be subject to expulsion at the discretion of the School Director. A student placed on academic probation or deemed not to be making satisfactory academic progress may review the determination and may appeal the determination through the School Director whose judgment in this matter shall be final, conclusive and binding.

## ACADEMIC REVIEW AND APPEAL PROGRESS

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for challenge.
2. All requests will be reviewed by the Director, in consultation with the instructor; and a determination, made to either retain the records intact or change them.
3. Student may meet with the Director or anyone designated to review conclusions.
4. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings and make a recommendation to the Director for final action.
5. Parental access to records is not permitted unless the student is a dependent, in which case all items in numbers 3 and 4 shall apply to parents.

## STUDENT RECORDS/RIGHTS OF PRIVACY

The Federal Right of Privacy Act of 1964 enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a five-year period. Students may request a review of their records by writing to the Director of the School.

All such reviews will be scheduled during regular school hours under appropriate supervision. **We retain student transcripts for Life.**



## GRADUATION REQUIREMENTS

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

### HOUSING NOTE:

RTC College has no responsibility to find or assist a student in finding housing. The College is a non-residential institution. There are several Residential facilities in the surrounding area of RTC College, with an average rent price of \$750.00 per month for a family of 4 and an average of \$1,000.00 for a family of Six.

RTC College does not provide distance education.

### LIBRARY NOTE:

RTC College offers student/graduate library resources with materials and relevant to the fields of study offered as well as access to the internet for academic or job seeking purposes. Library access is available during all normal hours of operation. Check out procedures: Student must go the office to check out any book, cd rom, handouts or other library materials, by filling out a check out form that permits the student to take home or for the day while in school, the requested items, with a date to return them not later than 7 days; when items are returned, student is giving a note of receipt by the office person in charge.

NOTE: If student request items or information ONLINE, then student is given the necessary information where to log in or website information to access such needs.

## COURSE DURATION

Courses are measured in clock hours of supervised instruction although credit hours are tracked. The required projects for each course must be completed unless the student has been given credit for prior training or experience or demonstrates through practical and written tests the level of competency required for employment. The Maximum course duration is one and one-half times the scheduled course length.

## DESCRIPTION OF HOURS

For the purposes of attendance, a class hour is defined as 50 minutes.

## CHANGE OF PROGRAM

Program changes must be initiated with the Director. A student must attend all classes in which originally enrolled until the requested change is officially authorized. The School reserves the right to make program changes and/or adjustments from time to time as necessary to remain current with industry standards and technology. Any changes in tuition will not affect those students already enrolled.

# STUDENT SERVICES

## ADVISING/COUNSELING

1. Advising is available to all students. Instructors or administrators will meet with each student to discuss any personal, classroom, or financial problem when needed. .
2. Support services: emergency support services, child care, housing, transportation, etc., are available to students who qualify through various agencies under contract with **RTC College**, which provide these services within a 10-mile radius
3. Each student will have a review of his / her progress each month. Those students experiencing academic or other problems will be advised by an Instructor and/or the Director to help overcome whatever difficulty being experienced. Counseling on other problems may be referred to various qualified agencies, which provide services (for those who qualify) as needed. Students are encouraged to take advantage of this service.

## JOB PLACEMENT ASSISTANCE

Placement assistance is provided to graduates at no additional charge. However, no guarantee for employment or any level of wages or income is made. The school maintains an active placement staff that will assist graduates and candidates for employment in obtaining an interview with potential employers.

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

## EMPLOYMENT PREPARATION CLASS/SEMINAR

This will prepare the student to meet the employer's demands. Some of the skills emphasized are: Applications and resumes, interview techniques (through simulated interviews), placement orientation, etc. All Students must complete the following Requirements:

### EMPLOYMENT PREPARATION COMPONENT

**Student must complete the Employment Preparation Component:**

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

## PERSONAL DEVELOPMENT SEMINAR

This training is to guide the student to achieve personal incentive, self-direction, attitude control, self-confidence, and desire to succeed thinking patterns, improved self-image self-motivation awareness of goals. The result of this seminar is to show the student how to turn goals into reality

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

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

# TUITION POLICIES/TUITION PAYMENT POLICY

## TUITION AND FEES

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

## FINANCIAL ASSISTANCE

For those students requiring financial assistance to enroll in a school program, a School (in house) tuition loan may be available for those who qualify. Additionally, private and public agencies may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. For further information, inquire at the Admissions Office.

## REFUND POLICY:

### **STUDENTS RIGHT TO CANCEL Cancellation of Agreement:**

Per the State of California, You have the right to cancel the enrollment agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Mail notices to the school's address attention School Director. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notice of cancellation forms to use at/or before the first day of class, but you can use any form that you wish. The school will consider a no show/student that never starts training or a rejection of an enrolled student, as a school cancellation; subject to all conditions listed in this policy. If the School has given you any equipment, including books or other materials, you shall return it to the School within 10 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 10-day period, the School may deduct its documented cost for the equipment from any refund that maybe due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel this agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received or determined last date or attendance.

### **Withdrawal from Course:**

You have the right to withdraw from a course of instruction any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, the School will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. All refunds will be made within 45 days from the date of cancellation or withdrawal (as described above). If Student does not return from an approved Leave of Absence period as stated in School Catalog, (however, such a leave of absence may never exceed 60 calendar days for regular leave or 100 calendar days for a verified medical reason), Note: leave of absences must be limited to 180 days Accumulated in a calendar year. Refunds will be made within 45 days from the end of the approved Leave of Absence period. Within 45 days of any refund the Student will receive a NOTICE OF REFUND stating the amount of the refund & to whom the refund was made.

### **Refund:**

You are obligated to pay only for educational services rendered and for unreturned equipment. The refund for up to 60% of scheduled course completion shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

**NOTE:** Full tuition is 100 percent earned after 60% of scheduled course completion. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 10 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within these 10 days period, the school may offset against the refund the documented cost for that equipment. You shall be liable for the amount, if any, by which the document cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract.

**IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.**

### **Refund Example: Hypothetical Refund Example:**

Assume a student, upon enrollment in a **650** course, pays **\$3700.00** for tuition, **\$100.00** for registration, and **\$150.00**, documented cost to School, for equipment as specified in the agreement and withdraws after completing **200** hours without returning the equipment he/she obtained.

The Pro-Rata Refund to the Student would be **\$1042.31** based on the calculation stated below. If the student returns the equipment in good condition within 10 days following his/her withdrawal, the School shall refund the charge of equipment paid by the student.

### **SAMPLE OF 200 clock hours instruction**

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

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

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

## GENERAL TERMS:

- This agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized and is valid for a 12-month period.
- All expenses incurred while traveling to and from the school, food, and lodging will be the Student's responsibility.
- All textbooks and training materials for selected course will be supplied by the School at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the Student.
- Diplomas or Certificates of Completion will only be issued after successful completion of entire program & all tuition fees are paid in full
- Excessive absences, poor Grades or Conduct maybe cause for dismissal.
- School reserves the right to postpone training in event of Act of God, Labor Disputes, Equipment failure, etc.; The School further reserves the right to withdraw a scheduled course if registration is insufficient for a class. Students will be notified and/or all fees refunded in this event
- Placement assistance may be provided. However, it is understood that the School cannot promise or guarantee neither employment, nor any income level to any Student or graduate.
- If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- if the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following If may occur:  
(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan  
2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## ENGLISH AS A SECOND LANGUAGE

The College **does not** provide instruction for English as a Second Language, and neither does it provide services for obtaining a visa.

**All instruction is provided in the Spanish language ONLY.** (The student must have the ability to read and write English at the level of a Graduate of a US High School as demonstrate by the possession of such High School Diploma, GED or passage of the California High school proficiency exam.) For Spanish speaking, the student must have the ability to read and write Spanish at a level of the equivalent to 10<sup>th</sup> Grade of Education and that is demonstrated by the possession of such Equivalency of the 10<sup>th</sup> Grade in the US.

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

## ACCREDITATION:

**We are not Accredited by any Agency, and we do not offer Financial Aid Title IV at this time in our College.**

## STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF) 5, CCR § 76215

**(a)** A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: '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.'

**(b)** 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.**

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 as a result of any of the following:

- 1)** The institution, a 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 in excess of 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 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. 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."



# COURSE OF STUDY AND FEES

COURSE	HRS.	NON-REFUNDABLE REG. FEE	TUITION	BOOK/SUPPLIES	SCHEDULE OF TOTAL CHARGES AND ESTIMATED SCHEDULE OF TOTAL CHARGES	OPTIONAL MATERIALS
Cake Decoration	400	\$150.00	\$5,850.00		\$6,000.00	-
Microcomputer Applications	450	\$150.00	\$5,850.00		\$6,000.00	
Automotive Electrical Repair/Fuel Injection/ Tune up	620	\$150.00	\$5,850.00		\$6,000.00	\$500.00 for tools
Electrical Wiring Technician-Residential	100	\$150.00	\$1,100.00	-	\$1,250.00	-
Electrical Wiring Technician-Commercial	100	\$150.00	\$1,100.00	-	\$1,250.00	-
Electrical Wiring Technician- Industrial	100	\$150.00	\$1,100.00	-	\$1,250.00	-
Computer Operations	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Digital Photography/Video Editing	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Engine Performance	100	\$150.00	\$1,100.00	-	\$1,250.00	-
Automotive Electrical	100	\$150.00	\$1,100.00	-	\$1,250.00	-
General Automotive Mechanic	100	\$150.00	\$1,100.00	-	\$1,250.00	-
On Board Diagnostics (OBD-II)	30	\$150.00	\$440.00	-	\$590.00	-
Transmission Service and Repair	80	\$150.00	\$800.00	-	\$950.00	-
Event Planning and Pastry	400	\$150.00	\$5,700.00	\$150.00	\$6,000.00	-
Cake Decorating	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Cake Decorating	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Pastry and Baking	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Flower Arrangement Design	80	\$150.00	\$1,000.00	-	\$1,150.00	-
Nail Art & Decoration	100	\$150.00	\$1,100.00		\$1,250.00	
Hairstyling Techniques	100	\$150.00	\$1,125.00	-	\$1,275.00`	
Eyelash Extension Application	40	\$150.00	\$350.00	-	\$500.00	-
Professional Make-up Techniques	100	\$150.00	\$1,000.00	-	\$1,150.00	-
Hair, Make-up and Nails Course	400	\$150.00	\$5,850.00		\$6,000.00	-
Cosmetology	1600	\$150.00	\$12,500.00	\$1,500.00	\$13,900.00	-
Barbering	1500	\$150.00	\$11,475.00	\$1,500.00	\$13,125.00	-
Skin Care	600	\$150.00	\$5,700.00	\$625.00	\$6,475.00	-
Nail Care	600	\$150.00	\$4,500.00	\$500.00	\$5,150.00	-
Nail Care	400	\$150.00	\$3,000.00	\$500.00	\$3,650.00	-

- TUITION REFLECTS EDUCATIVE COSTS AND ADMINISTRATIVE MAINTENANCE

## ADDITIONAL INFORMATION

RTC College will provide additional information upon request. Available data can include, but not limited to: Course outlines for any or all programs, *Job Analysis* for vocational programs, *Detailed Tool Lists* for optional supplies, *Labor Market* data, etc. upon request.

**NOTE: Other charges are: Non-Refundable STRF Charge of \$0 per 1,000.\***

**SCHEDULE TOTAL CHARGES AND ESTIMATED TOTAL CHARGES ARE THE SAME**



# CURRICULA

## OPENING STATEMENT

RTC College is dedicated to providing courses and programs that meet the needs of the Inland Empire/Los Angeles community and of employers of Riverside, San Bernardino and the greater Los Angeles county area. The instructional programs are offered in Spanish.

RTC College, most important obligation is to prepare graduates for employment and/or advancement in their chosen field. We offer courses and methods of instruction that will enable each student to achieve his/her full potential. The courses, text materials, and equipment are designed to attain that goal.

The latest in training and technology is used to teach the technical subjects. The system of scheduling teaching sessions is open entry/open exit. This system allows participants to commence training each week on a space available basis. The teaching and learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Individualized instructional (tutorial) techniques are employed so that each participant receives the attention required to reach their objective. This combination of methods, techniques, and scheduling assure that diligent participants are able to attain their optimum potential in an efficient manner in the shortest possible time.

The programs are structured on solid educational principles to assure high standards are maintained. The design is flexible enough to provide for the integration of new technologies and techniques as they are developed. This educational process may be utilized by state and national education leaders, universities, technical schools and agencies concerned with the training, retraining, and education of America's workforce.

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



# MICROCOMPUTER APPLICATIONS

- Clerical
- Typing Services
- Computerized Accounting Technician

**Hours: 450**

**22.5 Wks. (DAYS)** Monday-Friday 9:00am to 3:00pm

**36 Wks. (Off Hours)** Monday-Friday 6:00pm to 9:30pm



## PROGRAM OPTIONS

A student enrolled in the Microcomputer Applications program will become proficient in Computerized Accounting software as well as a general office Clerical & Typing Services specialist. Limited English Students are encouraged to participate in optional no cost English Conversation classes. Tuition and fees for the complete program as well as the options are listed in the Tuition section of this catalog. All materials are prepared and provided by The School- This program is geared towards Entry Level employment.

## COURSE OUTLINE

## HOURS

### INTRODUCTION TO /WINDOWS

AN OVERVIEW OF THE PROGRAM OBJECTIVES AND WORK STANDARDS, INTRODUCTION TO COMPUTERS, MS-DOS AND WINDOWS IS INTENDED TO FAMILIARIZE STUDENTS, WITH THE BASIC COMPUTER COMMANDS AND FUNCTIONS. BEGIN STUDENT ON INTERACTIVE KEYBOARDING / TEN KEY SKILLS PROGRAM, THAT WILL BE THE BASIS FOR WEEKLY SPEED/ACCURACY TESTS COMPUTER / OFFICE VOCABULARY

25

### FILING SYSTEMS/RECORDS

WILL INTRODUCE STUDENT TO ALPHA AND NUMERIC FILING SYSTEMS, AS WELL AS, CROSS REFERENCING. (HARD COPY AND COMPUTER FILES). IN GENERAL OFFICE PROCEDURES, RIGHT OF PRIVACY. COMPUTER / OFFICE VOCABULARY.

25

### BASIC ACCOUNTING

AN INTRODUCTION INTO: BASIC, GENERAL ACCOUNTING AND OFFICE BOOKKEEPING PROCEDURES. FAMILIARIZE STUDENTS WITH THE STANDARD BOOKS, REPORTS AND THE SPECIALIZED ACCOUNTS. ACCOUNTING / COMPUTER / OFFICE VOCABULARY

25

### EXCEL FOR WINDOWS

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

100

### DATA ENTRY

TO BUILD TEN KEY, AND KEYBOARDING SPEED & ACCURACY AND WORK STAMINA USING BUSINESS FORMATS, TO BETTER PREPARE STUDENT FOR ENTRY LEVEL, DATA / INFORMATION PROCESSING, LABOR MARKET NEEDS. OFFICE VOCABULARY

100

### INTRODUCTION TO THE INTERNET

TO PROVIDE STUDENTS WITH A BASIC INTRODUCTION TO THE INTERNET. TOPICS COVERED INCLUDE E-MAIL, WEB SEARCH POPULAR SITES & HOW TO OPERATE VARIOUS SITE FORMATS, FOR LABOR MARKET NEEDS. OFFICE VOCABULARY / ETIQUETTE.

25

# MICROCOMPUTER APPLICATIONS (Continued...)

## COURSE OUTLINE

## HOURS

### MS-ACCESS FOR WINDOWS

FAMILIARIZE STUDENTS WITH BASIC COMMANDS AND FORMATS OFFICE FUNCTIONS OF THE MS-ACCESS PROGRAM, AND ALL ITS DATA BASE APPLICATIONS FOR BUSINESSES. REINFORCED DATA ENTRY TRAINING, THAT RUNS CONCURRENTLY, WILL PROVIDE AN EMPHASIS ON KEYBOARDING AND TEN KEY SKILLS, WITHIN MANY BUSINESS FORMATS, INCREASING SPEED, ACCURACY AND WORKSTAMINA. COMPUTER / OFFICE VOCABULARY, AND ETIQUETTE

75

### MS-WORD FOR WINDOWS

TO ACQUAINT STUDENTS WITH BASIC, WINDOWS' COMMANDS & FUNCTIONS FOR THE MS WORD, PROGRAM AND ITS MS-OFFICE APPLICATIONS. AID ENHANCEMENT OF STUDENTS' WRITING ABILITY & WILL PROVIDE PRACTICE OF BASIC CLERICAL SKILLS IN BUSINESS FORMATS & FOR WRITTEN PRESENTATIONS. OFFICE COMMUNICATION. OFFICE VOCABULARY/WRITTEN ETIQUETTE/ COMPUTER / OFFICE VOCABULARY

75

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

## MICROCOMPUTER APPLICATIONS JOB ANALYSIS

### OCCUPATIONAL OBJECTIVES

DOT. Numbers include: 203.362-010; .582-034, -066, -070, -078; 213.362-018; MICROCOMPUTER APPLICATIONS

### DESCRIPTION OF TASKS:

Occupations and employment opportunities for which students will attain entry level employment skills include: clerical and secretarial positions, data entry specialists, word processing technicians, computerized accounting / bookkeeping technicians, applications and operations for agencies or firms that use microcomputers, microcomputer and software sales and training, independent (self-employed) provider of microcomputer services, sales of microcomputer services, etc. Confers with personnel of organizational units involved to a certain specific output requirement, such as degree of data summarization, and format for management reports. Utilizing comprehensive computer programs, and operations to be performed by personnel in system.

### PHYSICAL REQUIREMENTS/TYPICAL ENVIRONMENT

**STANDING/BENDING/REACHING/CLIMBING:** N/A

#### **WALKING:**

Required throughout the day.

#### **SITTING:**

Required most of the day while working behind computer.

#### **LIFTING/CARRYING:**

Relocate printers and diskette boxes from desk to desk.

#### **CROUCHING/CRAWLING/KNEELING:** N/A

#### **PUSHING/PULLING:**

Pushing printer to different location.

#### **HANDLING/TOUCHING/FEELING:**

In all aspects of the job.

#### **ENVIRONMENT:**

A. INSIDE: 1005, B. OUTSIDE: N/A, C. EXTREME COLD OR HEAT: N/A, D. NOISE: Typewriter, Printers, E. HAZARDOUS: N/A, F. SURFACES: Carpeted Offices.

#### **ATMOSPHERIC CONDITIONS:**

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

#### **MACHINES, TOOLS, EQUIPMENT AND WORK AIDS:**

Micro computers, Printers, Books, Diskettes (floppies), etc.

#### **WORKING HOURS:**

Usually eight hours a day, five days a week.

#### **HOW DOES WORKERS RECEIVE INSTRUCTIONS**

From supervisor.

# **AUTOMOTIVE ELECTRICAL REPAIR/FUEL INJECTION/TUNE-UP 650 Hours**

Tune up Technician  
Fuel Injection Service Technician  
Automotive Electrical Service Technician

**Hours: 650**

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

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



## **PROGRAM OPTIONS**

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

## **COURSE OUTLINE**

## **HOURS**

### **THE BASICS OF ENGINES OPERATION & TUNE-UP**

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARK PLUG WIRES, DISTRIBUTOR (CAP) BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING LIGHT, & IGNITION TIMING. CARBURETOR ADJUSTMENTS, VALVE ADJUSTMENTS. MASTER TUNE-UP THEORY. AIR / FUEL MIXTURE

35

### **ELECTRICITY**

WHAT IS ELECTRICITY? CONDUCTORS, RESISTORS. ELECTRICAL CIRCUITS. MEASURING ELECTRICITY. SWITCHES, & JUNCTIONS, RELAYS, RHEOSTAT, ELECTROMAGNETISM, SOLENOIDS, FUSES, CIRCUIT BREAKER, WIRING DIAGRAMS /SYMBOLS, COLOR CODES DIAGNOSING AND CORRECTING CIRCUIT FAULTS, MULTI-METER AND GENERAL TROUBLESHOOTING STRATEGIES, CONNECTORS TERMINALS, MAKING CONNECTIONS, SOLDERING, & INSULATING CHOOSING WIRE, WIRE GAUGES, TOOLS, EXAM (3 HRS.)

25

### **LIGHTING SYSTEMS**

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

45

### **ACCESSORIES**

LIGHTER, CRUISE CONTROLS, HEATER BLOWERS, HORNS, & RELAY TYPE CIRCUITS, NON RELAY TYPE CIRCUITS, & POWER ANTENNAS, REAR WINDOW DEFOGGER, WINDSHIELD WASHER, & WINDSHIELD WIPERS, AND BASIC AUTO. STEREO AND AMPLIFIER INSTALLATION, ALARMS INSTALLATION, EXAM (3 HRS)

45

### **STARTING SYSTEMS**

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

75

75

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

### **CHARGING**

ALTERNATORS, BASIC THEORY OF OPERATION, MAINTENANCE OF: DRIVE BELTS, WIRING CHECK, TROUBLESHOOTING ALTERNATORS, (REMOVAL AND INSTALLATION), TESTING VOLTAGE REGULATORS, (REMOVAL & INSTALLATION) BENCH ALTERNATOR OVERHAULING (DISASSEMBLE, INSPECTION, AND TESTING), & THE ALTERNATOR REBUILDING & GENERAL TROUBLESHOOTING. EXAM 3 HRS

### **FUEL INJECTION**

TYPES OF FUEL INJECTION (TIMED, CONTINUOUS AND THROTTLE), INFORMATION SENSOR COMPONENTS, OPERATING COMPONENTS (FUEL PRESSURE REGULATOR, ELECTRONIC CONTROL UNITS, AIR CONTROL VALVES, FUEL INJECTORS), DOMESTIC FUEL INJECTION SYSTEMS, BASIC TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES, GENERAL MOTORS (GM), FUEL INJECTION SYSTEMS (THROTTLE BODY/MULTIPOINT, DIGITAL, SEQUENTIAL), THE BASICS IN TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES FORD, INJECTION SYSTEMS (CENTRAL PORT), TROUBLESHOOTING REMOVAL / INSTALLATION PROCEDURE. CHRYSLER FUEL INJECTION SYSTEMS (MULTIPOINT, & SINGLE POINT), AND TROUBLESHOOTING REMOVAL & INSTALLATION PROCEDURES. STUDENTS TO BECOME FAMILIAR WITH THE BEAR / PACE 200 ENGINE ANALYZER, THE OTC 4000 DIAGNOSTIC EQUIPMENT, AND THE FUEL INJECTION SYSTEM CLEANING EQUIPMENT AND PROCEDURES. TEST 3 HRS, TOOLS, EXAM (3 HRS.)

100

### **THE BASICS OF ENGINES**

THE MECHANICS OF ENGINE DESIGN: FOUR/SIX STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARK PLUG WIRES, DISTRIBUTOR (CAP) BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING TEST 3 (HRS)\_ACCESSORY GAUGES, EXAM (3 HRS).

50

### **SETTING TIMING**

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

20

### **BRAKING SYSTEMS**

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

20

### **INTRODUCTION TO OBD-II**

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

10

### **STANDARD TESTS**

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

20

### **SUSPENSION & ALIGNMENT**

STUDENTS LEARN PARTS IDENTIFICATION AND MAINTENANCE AND GAUGING FOR WHEEL ALIGNMENTS AND TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC INSTALLATION OF SHOCKS, AND, STRUTS, FOR PERSONAL CAR

10

### **DIFFERENTIALS**

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

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

**STANDARD TRANSMISSIONS**

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

**AUTOMATIC TRANSMISSIONS**

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

**40**

**REVIEW STANDARD TESTS**

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

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**OPTIONAL AUTOMOTIVE REPAIR EQUIPMENT**

**DESCRIPTION**

1 TOOL BOX 18"  
1 HAMMER (12 oz. SIZE)  
1 MECHANICS TOOL SET (STANDARD/METRIC, 50 Pcs.  
RATCHET/EXTENSION AND SOCKETS (CRAFTSMAN OR SIMI  
1 COMPRESSION TESTER-KIT  
1 TIMING LIGHT  
1 DISTRIBUTOR CLAMP WRENCH (1/2" & 8/16") SET (WILMAR OR SIMILAR)  
1 AUTO VOLTAGE CIRCUIT TESTER (6 TO 12 VOLTS) (WILMAR OR SIMILAR)  
1 SCREWDRIVERS SET OF SIX (CHROME/VANADIUM)  
8 PC SET OF 3/8 INCH DRIVE METRIC IMPACT SOCKETS  
1 MULTIMETER AUTO RANGING DIGITAL (MICRONTA OR SIMILAR)  
1 SOLDERING GUN -  
1 ELECTRICAL TOOL KIT (CRIMPER & CONNECTORS)  
1 FEELER GAGE (30 BLADES) CRAFTSMAN OR SIMILAR  
1 SET OF SIX METRIC WRENCHES (CRAFTSMAN OR SIMILAR)  
1 SET OF THREE PLIERS (CRAFTSMAN OR SIMILAR)  
1 SET OF NUTDRIVERS (STANDARD)  
8 PC SET OF 3/8 INCH DRIVE IMPACT SOCKETS  
1 CRAFTSMAN 3/8 INCH SQUARE DRIVE RATCHET  
1 CRAFTSMAN 1/4 INCH SQUARE DRIVE MINI RATCHET  
60 PC SCREWDRIVER BIT AND HAND DRIVER KIT  
1 GM CODE SCANNER  
1 TOYOTA/HONDA/NISSAN CODE SCANNER  
1 FORD CODE SCANNER  
1 HARD HELD VACUUM PUMP  
1 BASIC FUEL INJECTION PRESSURE TESTING KIT  
1 3/8 TO 3/8 FLEXIBLE SOCKETS  
1 3/8 TO 1/8 FLEXIBLE SOCKETS

**ESTIMATE TOTAL**

**\$1,000.00**



# **AUTOMOTIVE ELECTRICAL REPAIR/FUEL INJECTION/TUNE-UP**

## **JOB ANALYSIS**

**OCCUPATIONAL OBJECTIVES:** DOT Numbers include: 620.281-066, .261-010, 281-034, 684-014, 625.281-022  
Tune-Up Mechanic, Fuel Injection Repair any industry

**DESCRIPTION OF TASKS:** Diagnose service and repair basic electrical systems in automobiles. Determines malfunction of electrical system by visual inspection and using testing devices such as circuit testers, voltmeter, and analyzer. Adjusts ignition timing, measure and adjust distributor breaker points and gaps using dwell meter or thickness gauge. Tests and repairs starters, generators and distributors. Repairs or replaces defective wiring in the ignition, lighting, air conditioning and safety control system. Examines parts for defects and tests needle valves with wire gauges and flow-meter. Cleans parts in solvents to remove dirt and gum deposits. Repairs or replaces defective parts. Start engine and turns adjustment controls to regulate flow of air and gasoline through carburetor or injectors, using testing equipment. May operate drill press, lathe and other power tools to refit, clean, ream machine seating surfaces. May install and repair mechanical devices.

### **PHYSICAL REQUIREMENTS/TYPICAL ENVIRONMENT**

**STANDING** Required throughout the work period, in combination with walking in the shop area.

**WALKING** In the shop area, from tool crib or storage area to auto and other specified areas.

**LIFTING** Replacement parts and units; Batteries, etc. (15 to 25lbs)

**CARRYING** As above for short distances. Shop area to/from tool crib or replacement part shelves to auto.

**BENDING** While replacing parts, removing and remounting units. Bending over engine usually resting elbows on car. May use creeper to take pressure off back. Bending from waist forward, but not to ground level. Slight bend forward when removing and replacing carburetor or fuel injection equipment.

**CROUCHING/CRAWLING/KNEELING** N/A

**REACHING** At all levels, to replace or repair parts.

**CLIMBING** On small step ladder when reaching for parts or when working on larger vehicles pick-up trucks, etc.

### **PHYSICAL REQUIREMENTS/TYPICAL ENVIRONMENT**

**PUSHING/TOUCHING/FEELING** In all aspects of the job.

**TALKING/HEARING** To other workers and supervisor, (to customers if job appropriate).

**MATERIAL/PRODUCTS** Water, air solvents, acid to clean parts, battery acid, soldering material for electrical system repairs, replacement parts etc.

### **TYPICAL ENVIRONMENT**

A. INSIDE: 100% Garage doors are usually kept open., B. OUTSIDE: When testing the vehicle (driving it), C. EXTREME COLD OR HEAT: Dependent on area climate., D. NOISE: Normal shop level noise, cars running, etc., E. HAZARD: Electric shock, burn if not careful working in the vehicle or when using solvents to clean., F. SURFACES: Usually concrete flooring.

### **ATMOSPHERIC CONDITIONS**

FUMES: Emission Control fumes/exhaust, B. ODORS: From fumes, gasoline, solvents., C. DUST: Low levels, in car & work areas., D. MIST: Rarely, overheated engine., E. VENTILATION: Open air when garage doors are open (normal working position).

### **MACHINES/TOOLS/EQUIPMENT AND WORK AIDS**

Air compressor, impact tools, wrenches, soldering guns, battery charger and electrical testing equipment, hand tools etc.

### **WORKER INSTRUCTIONS**

From supervisor / manager. If at dealer from work order, if self-employed or instructed to do so directly from the client.

**WORKING HOURS** Typically eight hours a day, five days a week, overtime as needed.

# ELECTRICAL WIRING TECHNICIAN-INDUSTRIAL

**TOTAL HOURS 100**



## PROGRAM OPTIONS

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

## COURSE OUTLINE

## HOURS

### SERVICE AND DISTRIBUTION

BASICS OF SELECTING AND CONNECTING CIRCUIT BREAKER PANELS AND BREAKERS

10

### CONDUCTORS AND WIRING METHODS

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

20

### ELECTRICAL LOAD CALCULATIONS

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

10

### WIRING DEVICES

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

10

### ELECTRICAL MOTORS

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

20

### MOTOR CONTROLS

STUDENTS BECOME FAMILIAR WITH WIRING/GROUNDS AND SWITCH OPTIONS

20

### INDUSTRIAL LIGHTING

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

10

### TRAINING MATERIALS:

Prepared text manuals IN SPANISH for ELECTRICAL WIRING TECHNICIAN

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



# ELECTRICAL WIRING TECHNICIAN RESIDENTIAL TOTAL HOURS 100

## PROGRAM OPTIONS

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

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

## TRAINING MATERIALS

BASIC WIRING & ELECTRICAL REPAIR ISBN# O-86573-715-0

A ruled notebook, pen and pencil.

Basic Tools

# ELECTRICAL WIRING TECHNICIAN

## Commercial

### Total Hours 100



### PROGRAM OPTIONS

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

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

### TRAINING MATERIALS:

ELECTRICAL WIRING TECHNICIAN ADVANCED HOME WIRING ISBN# O-86573-719-3

- A ruled notebook, pen and pencil.
- Basic tools

# COMPUTER OPERATIONS

Total 100 Hours



## PROGRAM OPTIONS

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

### COURSE OUTLINE

### HOURS

#### INTRODUCTION TO COMPUTER AND /WINDOWS

An Overview Of The Program Objectives And Work Standards, Introduction To Computers, Windows Is Intended To Familiarize Students, With The Basic Computer Commands And Functions. Begin Student On Interactive Keyboarding / Ten Key Skills Program That Will Be the Basis For Weekly Speed /Accuracy Tests Computer / Office Vocabulary.

12

#### MS-ACCESS

Familiarize Students with Basic Commands And Formats Office Functions Of The Ms-Access Program, And Its Data Base Applications For Businesses. Reinforced Data Entry Training, That Runs Concurrently, Will Provide an Emphasis On Keyboarding And Ten Key Skills, Within Many Businesses Formats, Increasing Speed, Accuracy And Work Stamina. Computer / Office Vocabulary, And Etiquette.

20

#### EXCEL

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

16

#### INTRODUCTION TO THE INTERNET

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

12

#### WORD

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

16

#### PUBLISHER

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

12

#### POWER POINT

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

12

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

Training Materials:

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

# ENGINE PERFORMANCE

## TOTAL: 100 HOURS



### PROGRAM OPTIONS

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

### COURSE OUTLINE

### HOURS

#### SETTING TIMING

THEORY OF SETTING ENGINE TIMING READING THE CYCLES AND SETTING FOR FUEL EFFICIENCY AND PERFORMANCE. STUDENTS LEARN TO READ AND APPLY SUGGESTED MANUFACTURER SETS FOR PERSONAL MAINTENANCE AND REPAIR OF FAMILY CAR

20

#### FUEL INJECTION

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

80

#### Training materials:

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



# **AUTOMOTIVE ELECTRICAL**

**TOTAL TIME: 100 HOURS**



## **PROGRAM OPTIONS**

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

<b>OUTLINE</b>	<b>HOURS</b>
<b>ELECTRICITY</b> WHAT IS ELECTRICITY. CONDUCTORS, RESISTORS. ELECTRICAL CIRCUITS. MEASURING ELECTRICITY. SWITCHES, & JUNCTIONS, RELAYS, RHEOSTAT, ELECTOR- MAGNETISM, SOLENOIDS, FUSES, CIRCUIT BREAKER, WIRING DIAGRAMS /SYMBOLS, COLOR CODES DIAGNOSING AND CORRECTING CIRCUIT FAULTS, MULTI-METER, & GENERAL TROUBLESHOOTING STRATEGIES, CONNECTORS, TERMINALS, MAKING CONNECTIONS, SOLDERING, & INSULATING,CHOOSING WIRE, WIRE GAUGES, TOOLS	<b>20</b>
<b>LIGHTING SYSTEMS</b>  LIGHT BULBS, SIDELIGHTS, HEADLIGHTS, & CIRCUITS, TROUBLE- SHOOTING, AUXILIARY LIGHTS, FLASHERS, TURN SIGNAL, BRAKE LIGHTS, BACKUP LIGHTS, WIRING, INDICATOR LIGHTS, & CIRCUIT GAUGES, INSTALLING ACCESSORY GAUGES	<b>15</b>
<b>ACCESSORIES</b> LIGHTER, CRUISE CONTROLS, HEATER BLOWERS, HORNS, AND RELAY TYPE CIRCUITS, NON RELAY TYPE CIRCUITS, POWER ANTENNAS, REAR WINDOW DEFOGGER, WINDSHIELD WASHER & WINDSHIELD WIPERS AND BASIC AUTO. STEREO AND AMPLIFIER INSTALLATION, ALARMS INSTALLATION	<b>15</b>
<b>STARTING SYSTEMS</b>  BATTERY TESTING, CABLES, BOOSTERS, T TROUBLESHOOTING THE STARTING SYSTEM, STARTER (CRANKING) MOTOR, OVERHAULING DISASSEMBLE, INSPECTION AND TESTING, SOLENOIDS, STARTER(CRANKING MOTOR) REBUILDING & GENERAL TROUBLESHOOTING FOREIGN & DOMESTIC SYSTEMS	<b>25</b>
<b>CHARGING SYSTEMS</b>  ALTERNATORS, BASIC THEORY OF OPERATION, MAINTENANCE OF: DRIVE BELTS, WIRING CHECK, TROUBLESHOOTING ALTERNATORS, (REMOVAL AND INSTALLATION), TESTING VOLTAGE REGULATORS, (REMOVAL & INSTALLATION), BENCH ALTERNATOR OVERHAULING (DISASSEMBLE, INSPECTION, AND TESTING), ALTERNATOR REBUILDING AND GENERAL TROUBLESHOOTING.	<b>25</b>

Training materials:

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

# GENERAL AUTOMOTIVE MECHANIC

**TOTAL TIME: 100 HOURS**  
**20 WEEKS 5 hours per week**



## PROGRAM OPTIONS

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

### OUTLINE

### HOURS

#### THE BASICS OF ENGINES

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARK PLUG WIRES, DISTRIBUTOR (CAP), BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING

40

#### SETTING TIMING

THEORY OF SETTING ENGINE TIMING READING THE CYCLES AND SETTING FOR FUEL EFFICIENCY AND PERFORMANCE. STUDENTS LEARN TO READ AND APPLY SUGGESTED MANUFACTURER SETS FOR PERSONAL MAINTENANCE AND REPAIR OF FAMILY CAR

20

#### BRAKING SYSTEMS

STUDENTS LEARN THE FUNDAMENTALS OF BREAKING SYSTEMS, INCLUDING DISC AND DRUM SYSTEMS, CHECKING FOR WEAR AND TEAR AND STANDARD MAINTENANCE FOR PERSONAL CAR CARE USE OF GAUGES, INSTALLING ACCESSORY GAUGES.

20

Training materials:

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

## **(OBD II) ON-BOARD DIAGNOSTIC II**

**TOTAL TIME: 30 HOURS 6 WEEKS 5 hours per week**

### **PROGRAM OPTIONS**

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

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

Training materials:

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

Prepared text manuals IN SPANISH for ON-BOARD DIAGNOSTIC II

A ruled notebook, pen and pencil.

# TRANSMISSION SERVICE AND REPAIR

**TOTAL TIME: 80 HOURS**  
**16 WEEKS 5 hours per week**



## PROGRAM OPTIONS

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

## COURSE OUTLINE

## HOURS

### SUSPENSION & ALIGNMENT

STUDENTS LEARN PARTS IDENTIFICATION AND MAINTENANCE AND GAUGING FOR WHEEL ALIGNMENTS AND TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC INSTALLATION OF SHOCKS, AND, STRUTS, FOR PERSONAL CAR

**10**

### DIFFERENTIALS

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

**10**

### STANDARD TRANSMISSIONS

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

**20**

### AUTOMATIC TRANSMISSIONS

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

**40**

Training materials:

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

# CAKE DECORATION



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

## PROGRAM OPTIONS

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

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

## TRAINING MATERIAL:

### BOOKS:

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

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

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

**Other:** A ruled notebook, pen and pencil, Backpack and basic Tool Set

## **OPTIONAL CAKE DECORATION EQUIPMENT DESCRIPTION**

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



# CAKE DECORATING

**TOTAL HOURS 100**



## PROGRAM OPTIONS

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

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



# **PASTRY AND BAKING**

**TOTAL HOURS 100**

25 WEEKS,

4 HOURS PER WEEK

## **PROGRAM OPTIONS**

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

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

# FLOWER ARRANGEMENT DESIGN

**TOTAL HOURS 80**

20 WEEKS

4 HOURS PER WEEK



## PROGRAM OPTIONS.

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

## COURSE OUTLINE

## HOURS

### ELEMENTS OF DESIGN AND PRACTICAL TECHNIQUES

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

4

### BASIC FLORAL DESIGN

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

28

### SPECIAL OCCASIONS AND SILK FLORAL DESIGN

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

20

### SPECIAL DESIGN AND ARRANGEMENTS

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

28

Training materials:

Prepared materials, A ruled notebook, pen and pencil

#### Book:

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

# EVENT PLANNING AND PASTRY



**TOTAL HOURS 400**

**20 WEEKS, 20 HOURS PER WEEK**

## PROGRAM OPTIONS

*A student enrolled in the Event Planning and Pastry will become proficient in promoting events with the added benefit of Pastry and Baking fields for professional/Vocational Skill Development. Tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog.*

*NOTE: For the purposes of this School Catalog: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. Note: Self Employment is common in this field.*

COURSE OUTLINE	HOURS
<b>INTRODUCTION AND TECHNIQUES</b>	<b>10</b>
This module provides the students with basics of Pastry and Baking techniques	
<b>INGREDIENT IDENTIFICATION</b>	<b>5</b>
This module provides the students with basics of Pastry and Baking mixes and ingredients	
<b>YEAST BREADS AND ROLL</b>	<b>5</b>
This module provides the students with basics of working with yeast breads and roll techniques	<b>15</b>
<b>PASTRY DOUGH AND BATTERS</b>	
This module provides the students with basics of working with pastry dough & batter techniques	<b>20</b>
<b>QUICK BREADS AND CAKES</b>	
This module provides the students with basics of working with quick breads and cakes techniques	<b>25</b>
<b>COOKIES</b>	<b>25</b>
This module provides students with basics of working with cookies and its decorating techniques	
<b>CUSTARDS, CREAMS, MOUSSES, AND SOUFFLÉS</b>	<b>5</b>
This module provides the students with basics of working with custards, creams, mousses and soufflés and incorporating into design techniques	
<b>ICINGS, GLAZES AND SAUCES</b>	
This module provides the students with basics of working icing, glazes and sauce techniques	<b>5</b>
<b>FROZEN DESSERTS</b>	<b>5</b>
This module provides the students with basics of working with/creating frozen dessert techniques	
<b>PIES, TARTS AND FRUIT DESSERTS</b>	<b>30</b>
This module provides the students with basics of working/creating and baking with pies, tarts and fruit dessert techniques	

<b>CHOCOLATES AND CONFECTION</b>	<b>10</b>
This module provides the students with basics of working with yeast breads and roll techniques	
This module introduces the students into the concepts and practical applications for Marshmallow And custom molds, affords students practical technical enhancements for proficiency	<b>10</b>
<b>BASIC MARSHMALLOW DESIGN</b>	<b>30</b>
Module provides students with a working knowledge and Technique for working with icing and fondant	
<b>SPECIAL OCCASIONS DESIGN</b>	<b>30</b>
Module provides students with the basic concepts and the structural concerns when decorating Marshmallow for special occasions, colors, fillings and creams and working with multiple tiers and decorative elements	
<b>BONBONS PLATE DISPLAY AND ARRANGEMENTS</b>	<b>15</b>
This module introduces the students to styles and uses of special bonbons designs and other Personalization for display with decorative elements and arrangements	
<b>INTRODUCTION AND MATERIALS</b>	<b>10</b>
This module provides the students with basics of Balloon Arrangements, elements of designs and Practical techniques in working with Balloon styles	
<b>CHARACTERIZATION OF BALLOONS</b>	<b>15</b>
This module provides the students with basics of Balloon Arrangements, tools and Practical techniques in working with/creating Balloon character styles	
<b>CHARACTERIZATION AND ARMED WITH BALLOONS</b>	<b>15</b>
This module provides the students with basics of Balloon Arrangements, elements of designs and Practical techniques in working with/creating Balloon character styles; animal forms etc.	
<b>CHARACTERIZATION FOR SPECIAL EVENTS</b>	<b>15</b>
This module provides the students with basics of Balloon Arrangements, for special events and Fast Practical techniques in working with/creating Balloon character styles; animal forms etc.	
<b>DESIGN OF SPECIAL FLOWERS</b>	<b>10</b>
This module provides the students with basics of Balloon Arrangements, and elements of designs and Practical techniques in working with/creating Balloon and floral styles/arrangements.	
<b>ELEMENTS OF DESIGN AND PRACTICAL TECHNIQUES</b>	<b>5</b>
This module provides the students with basics of Floral Arrangements, elements of designs and Practical techniques in working with flowers	
<b>BASIC FLORAL DESIGN</b>	<b>30</b>
Module provides students with a working knowledge and Technique for working with Basic Floral Design skills including flowers, use of colors and combinations	
<b>SPECIAL OCCASIONS AND SILK FLORAL DESIGN</b>	<b>30</b>
Module provides students with the basic concepts and the structural concerns when decorating for special occasions, colors, incorporating silk floral design and working with multiple tiers and decorative elements such as silk flowers and ribbons	
<b>SPECIAL DESIGN AND ARRANGEMENTS</b>	<b>30</b>
This module introduces the students to styles and uses of special designs and Floral Arrangements other Personalization with decorative elements and arrangements and use of stands and holders.	
Training materials: Prepared materials, A ruled notebook, pen and pencil Book:	
<b>Qualatex # 7144426638</b>	



## **NAIL ART DECORATION**

**TOTAL HOURS 100**

**25 WEEKS**

**4 Hours per week**

### **PROGRAM OPTIONS**

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

### **COURSE OUTLINE**

### **HOURS**

#### **INTRODUCTION TO NAIL ART**

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

**4**

#### **ESSENTIAL TECHNIQUES**

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

12

#### **SPECIAL TECHNIQUES DESIGNS**

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

20

#### **SPECIAL DECORATIVE APPLICATIONS**

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

20

Training materials:

Prepared materials, A ruled notebook, pen and pencil

Book:

Nail art and Decorative ISBN#: 9781409256038



# HAIRSTYLING TECHNIQUES

**HOURS 100**

4 HOURS PER WEEK



## PROGRAM OPTIONS

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

COURSE OUTLINE	HOURS
<b>HAIRSTYLING CULTURE AND FASHION</b> This module provides the students with overview of Hairstyling Culture and Fashion Learn techniques with professional precision without stepping foot into the salon.	4
<b>DAY STYLES</b> This module provides the students with overview of creating hairstyles for day wear	4
<b>EVENING STYLES</b> This module provides the students with overview of creating hairstyles for evening wear	4
<b>BASIC STYLES</b> This module provides the students with overview of creating hairstyles considered to be Basics in hair care and fashion	4
<b>ALL OCCASION STYLES</b> This module provides the students with overview of hairstyles from the perfect blow-out to creating long lasting curls	4
<b>ELEGANT STYLES</b> This module provides the students with overview of creating elegant hairstyles	4
<b>GLAMOUR STYLES</b> This module provides the students with overview of creating glamorous hairstyles	4
<b>CLASSIC STYLES</b> Module provides the students with overview of creating classic hairstyles that Are always in style	4
<b>BRAIDS STYLES</b> This module provides the students with overview of creating braided hairstyles	4
<b>CURLING, ROLLING AND WAVING STYLES</b> This module provides the students with overview of creating waving hairstyles	4

Training materials:

Prepared materials, A ruled notebook, pen and pencil



# EYELASH EXTENSION APPLICATION

**TOTAL HOURS 40**

4 HOURS PER WEEK

## PROGRAM OPTIONS

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

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

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

# PROFESSIONAL MAKE-UP TECHNIQUES

**TOTAL HOURS 100**

**4 HOURS PER WEEK**



## PROGRAM OPTIONS

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

## COURSE OUTLINE

## HOURS

### INTRODUCTION TO MAKE-UP

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

4

### ESSENTIAL TECHNIQUES

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

4

### KNOWLEDGE OF THE FACE

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

4

### PERFECT MAKEUP TECHNIQUES

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

14

### SPECIAL MAKE-UP APPLICATIONS

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

30

### SPECIAL OCCASIONS MAKEUP

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

24

### MAKE-UP ARTISTRY

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

20

Training materials:

Prepared materials, A ruled notebook, pen and pencil

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

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



## **HAIR, MAKE-UP AND NAILS COURSE**

**TOTAL HOURS 400:**

A student enrolled in the Hair, Make-up and Nails Techniques will become proficient in personal Hairstyling Techniques, Skin and Nails fields for professional/Vocational skill development.

Tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog.

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Note: Self Employment is not uncommon in this field.

### **COURSE OUTLINE**

### **HOURS**

#### **HAIRSTYLING CULTURE AND FASHION**

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

**20**

#### **DAY STYLES**

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

**10**

#### **EVENING STYLES**

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

**10**

#### **BASIC STYLES**

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

**10**

#### **ALL OCCASION STYLES**

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

**20**

#### **ELEGANT STYLES**

This module provides the students with overview of creating elegant hairstyles

**10**

#### **GLAMOUR STYLES**

This module provides the students with overview of reacting glamorous hairstyles

**10**

#### **CLASSIC STYLES**

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

#### **BRAIDS STYLES**

This module provides the students with overview of creating braided hairstyles

**20**

#### **CURLING, ROLLING AND WAVING STYLES**

This module provides the students with overview of creating waving hairstyles

**10**

#### **INTRODUCTION TO MAKE-UP**

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

**20**

#### **ESSENTIAL TECHNIQUES**

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

**15**

<b>KNOWLEDGE OF THE FACE</b>	<b>10</b>
This module provides the students with overview of the Make-up For your skin, T-zones, lips, eyes and cheeks and the types of make up for various skin types	
<b>PERFECT MAKEUP TECHNIQUES</b>	<b>25</b>
This module familiarizes students with perfect make-up techniques to achieve the natural look with minimal effort yet to maximum effect for their purpose	
<b>SPECIAL MAKE-UP APPLICATIONS</b>	<b>30</b>
This module provides the students with overview of the special make-up applications Practical lessons for applying effects such as hiding imperfections, raising cheekbones	
<b>SPECIAL OCCASIONS MAKEUP</b>	<b>30</b>
This module provides the students with overview of applying Make-up for special occasions and events such as smoky eyes or making eyes appear larger / bolder	
<b>MAKE-UP ARTISTRY</b>	<b>30</b>
This module provides the students with overview of Make –up Artistry which may be Used for creating a specific look/effect such as for a specific costume, wardrobe	
<b>INTRODUCTION TO NAIL ART AND DESIGN</b>	<b>10</b>
This module provides the students with overview of the Nail Art Decoration program	
<b>NAIL ART TOOLS AND MATERIALS</b>	<b>10</b>
This module provides the students with basic Nail Art Decoration tools and materials	
<b>ESSENTIAL TECHNIQUES</b>	<b>20</b>
This module provides the students with essential techniques for professional looking Finished nails	
<b>SPECIAL TECHNIQUES DESIGNS</b>	<b>20</b>
This module provides the students with practical methods; techniques for applying Special designs such as decals, picture art and gold sparkle	
<b>SPECIAL DECORATIVE APPLICATIONS</b>	<b>40</b>
This module provides the students with practical methods; techniques for applying Special designs such as jewelry and costume gemstones	

#### **Training materials:**

Prepared materials, A ruled notebook, pen and pencil

# COSMETOLOGY COURSE TOTAL HOURS 1,600 HOURS

(CIP #12.0401, SOC #39-5012.00): The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

	Req. Hours
Hairstyling: Analysis, Shampooing	10
Fingerwaving, Pin Curls, Comb-Outs	15
Straightening, Waving	20
Curling w/Hot Combs & Irons, Blow Drying	20
Permanent Waving & Chemical Straightening	40
Hair Coloring & Bleaching	60
Haircutting	20
BBC Laws & Regulations	20
Cosmetology Chemistry, Electricity	25
Bacteriology, Com. Diseases, HIV/AIDS & Hepatitis B	40
Material Data Sheets, Anatomy & Physiology	15
Disinfections/Sanitation, Health & Safety	50
Facials – Manual: Cleaning, Packs, Masks	10
Facials – Chemical: Peels, Packs, Masks, & Scrubs	10
Facials – Electrical: Elec. Modalities, Derma	5
Eyebrow Beautification & Make-Up	25
Water & Oil Manicure	5
Hand/Foot/Arm/Ankle Massage	5
Acrylic Nails & Wraps – Liquid & Powder	10
Brush-Ons, Artificial Nail Tips & Wraps & Repair	15
Salon Management, Business Ethics, Job Searching	30
<b>PRACTICAL OPERATIONS</b>	<b>Req. Hours</b>
Hairstyling: Analysis, Shampooing	50
Wet Hair Styling, Pin Curls, Braids, Blow Drying, & Up dos	130
Thermal Hair Styling (Hot Combs & Irons), Barrel Curls	60
Permanent Waving & Chemical Straightening	120
Haircutting	150
Bleaching / Highlight/Weave	100
Hair Coloring / Lowlight	130
Scalp & hair Treatments	10
Facials – Manual	30
Facials – Chemical	10
Facials – Electrical	10
Eyebrow Beautification & Make-Up	35
Disinfections/Sanitation	50
Water & Oil Manicuring	20
Pedicuring	10
Acrylic Nails – Liquid & Powder	15
Artificial Nail Tips	10
Nail Wraps & Repairs	10
Instructor Discretionary Instruction	200

**TOTAL CLOCK HOURS:**

**1600**

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

Milady Standard Cosmetology, 13th Edition Milady - ©2016

- ISBN10: 1-285-76943-0 or e-book: ISBN13: 978-1-285-76943-1

Spanish Translated Milady Standard Cosmetology, 13th Edition Milady - ©2016

- ISBN10: 1-285-77262-8 or e-book: ISBN13: 978-1-285-77262-2





## BARBERING (1,500 Clock Hours)

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

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

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

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

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

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

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

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

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

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

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

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

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

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

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

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

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

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

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

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

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

#### Laws and Regulations (20 hours of Technical Instruction)

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

#### Health and Safety Considerations (45 hours of Technical Instruction)

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

#### Disinfection and Sanitation (20 hours of Technical Instruction)

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

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

#### Anatomy and Physiology (15 hours of Technical Instruction)

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

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

This Additional Training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record).

No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.

All students shall receive sufficient instruction and training in the subjects listed in this section to properly prepare them to apply for and take the examination given by the Board and to provide barber services in an establishment.

#### **Milady Standard Barbering, 6th Edition** Milady - ©2017

- ISBN10: 1-305-10055-7 or e-book: ISBN13: 978-1-305-10055-8

#### **Spanish Translated Milady Standard Barbering, 6th Edition** Milady - ©2017

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

**SKIN CARE**  
**TOTAL HOURS 600 HOURS**

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

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

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

**TOTAL CLOCK HOURS: 600**

**Milady Standard Esthetics Fundamentals, 11th Edition** Milady - ©2013

- ISBN10: 1-111-30689-3 OR E-BOOK: ISBN13: 978-1-111-30689-2

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

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



## NAIL CARE (400 HOURS)

(CIP #12.0410, SOC #39-5092.00)

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

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

### **Milady Standard Nail Technology, 7th Edition** Milady - ©2015

- ISBN10: 1-285-08047-5 OR E-BOOK: ISBN13: 978-1-285-08047-5

### **Spanish Translated, Milady Standard Nail Technology, 7th Edition** Milady - ©2015

- ISBN10: 1-285-08059-9 OR E-BOOK: ISBN13: 978-1-285-08059-8



## **NAIL CARE (600 HOURS)**

**(CIP #12.0410, SOC #39-5092.00)**

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

<b>THEORY SUBJECT INSTRUCTIONS</b>	<b>Req. Hours</b>
BBC Rules and Regulations	10
Manicuring Chemistry	10
Health & Safety / Hazardous Substance, Communicable Diseases	15
Disinfection and Sanitation	20
Bacteriology, Anatomy, Physiology	10
Water and Oil Manicures	15
Pedicures	10
Gel Manicures	20
Nail Art	40
Other Procedures	10
Acrylic Bruch-Ons	15
Nail Tips	15
Nail Wraps and Repairs	5
Salon Management & Business Ethics	35
<b>PRACTICAL SUBJECT OPERATIONS</b>	<b>Req. Hours</b>
Disinfection and Sanitation	20
Water and Oil Manicures	40
Complete Pedicures	20
Acrylic: Liquid & Bruch-Ons	80
Nail Tips	50
Nail Wraps and Repairs	40
Nail Art Applications	50
Gel Applications	50
Other Applications	30
<b>Total Hours</b>	<b>600</b>

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# STUDENTS RIGHTS & CANCELLATION NOTICE

## NOTICE OF STUDENTS RIGHTS

1. You have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement. If you have lost your enrollment agreement, ask the school for a description of the refund policy.
2. If the school closes before you graduate, you may be entitled to a refund. Contact The Bureau for Private Postsecondary Education at the address and telephone number printed below the information.
3. If you have any complaints, questions, or problems which you cannot work out with the school, call or write to:  
Bureau for Private Postsecondary Education,  
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833  
Phone: (916) 431-6959—Toll Free: 1 (888) 370-7589-Fax: (916) 263-1897  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) — E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## NOTICE OF CANCELLATION

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you cancel, any payment you have made, and any negotiable instrument signed by you will be returned to you within 30 days following the school's receipt of your cancellation notice. But, if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10-day period, the school may keep an amount out of what you paid that equals the price of the equipment written into the contract. The school is required to refund any amount over that as provided above, and you may keep the equipment. To cancel the ENROLLMENT AGREEMENT with the school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

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

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

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

**2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833**  
**Phone: (916) 431-6959 — Toll Free: 1 (888) 370-7589 or by Fax: (916) 263-1897**  
**Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) — E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

## LICENSURE ELIGIBILITY FOR ALL COSMETOLOGY PROGRAMS

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

## OTHER FACTORS:

### LICENSING REQUIREMENTS

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

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



## **GROUND FOR DENIAL OF A LICENSE**

1. A board may deny a license regulated by this code on the grounds that the applicant has one of the following:

a. Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the Establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.

b. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or; done any act which if done by a licensee of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

2. Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

3. A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

## **STATE LICENSURE REQUIREMENTS**

These courses are designed to lead to a position in the cosmetological field (Cosmetology, Barbering, Esthetician and Nail Care), which requires licensure by the state.

### **COSMETOLOGY:**

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

### **BARBERING:**

The curriculum for students enrolled in a Barbering course shall consist of 1500 clock hours of technical instruction and practical operations covering all practices constituting the art of barbering. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Barber, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 1500 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Barbering Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

### **ESTHETICIAN:**

The curriculum for students enrolled in an Esthetician course shall consist of 600 clock hours of technical instruction and practical operations covering all practices constituting the art of skin care. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Esthetician, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 600 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Esthetician Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

## NAIL CARE

The curriculum for students enrolled in a Nail Care (Manicurist) course shall consist of 400 or 600 clock hours of technical instruction and practical operations covering all practices constituting the art of Nail Care. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Manicurist, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 400 or 600 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Manicurist Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

### Department of Labor's Standard Occupational Codes FOR RTC College

COURSE OF STUDY	CIP CODE (Classification of Institutional Programs)	SOC (Standard Occupational Code)
Automotive Electrical	47.0604	49.3023
Automotive Electrical Repair/Fuel Injection/ Tune up	47.0604	49.3023
Balloon Arrangements	12.0499	27.1023
Barbering	12.0413	39.5011
Cake Decorating	12.0501	51.3011
Cake Decoration	12.0501	51.3011
Computer Operations	11.0202	43.9011
Cosmetology	12.0401	39.5012
Electrical Wiring Technician- Industrial	46.0302	49.2094
Electrical Wiring Technician-Commercial	46.0302	49.2094
Electrical Wiring Technician-Residential	46.0302	49.2094
Engine Performance	47.0606	49.2094
Event Planning and Pastry	12.0499	29.2031
Eyelash Extension Application	12.0499	39.5094
Flower Arrangement Design	12.0499	27.1023
General Automotive Mechanic	47.0604	49.3023
Hair, Make-up and Nails Course	12.0499	39.5012
		30.5091
		39.5092
Hairstyling Techniques	12.0413	39.5012
Microcomputer Applications	11.0601	15.1152
Nail Art & Decoration	12.0410	39.5092
Nail Care 400	12.0410	39.5092
Nail Care 600	12.0410	39.5092
On Board Diagnostics (OBD-II)	12.0499	29.2031
Pastry and Baking	12.0501	51.3011
Professional Make-up Techniques	12.0499	39.5091
Skin Care	12.0409	39.5094
Transmission Service and Repair	47.0604	49.3023