

School Catalog



January 15, 2017-
January 15, 2018

Technical College

A division of The Technical School, Inc.

South Gate

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Los Angeles

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El Monte

9961 E. Valley Blvd. Ste. C/D, El Monte, CA 91731

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Canoga Park

7227 Owensmouth Ave. Canoga Park, CA 91303

Tel: (818) 600-4107 Fax: (818) 600-2440

Lennox Satellite

50221 Lennox Blvd., Lennox CA 90340

Visit us Online: www.technicalcollegeonline.com

TABLE OF CONTENTS

A Letter from Our Executive Director 4

Statements 5

 Accuracy Statement..... 5

General Information 6

 Approvals..... 6

 Administration, Staff and Faculty 6

 Our CEO, COO, and CAO 7

 Our Executive Director 7

 Staff 7

 Faculty 8

 Facilities..... 8

 Instructional Equipment 9

Administrative policies 10

 Mission & Purpose..... 10

 Admissions Policy 10

 Enrollment Procedure 11

 Credit for previous training experience or education 11

 Challenge Credit 12

 Articulation Agreements 12

 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
..... 12

 Non-Discriminatory Policy 12

 Conduct policy 13

 Weapons..... 13

 Drugs & Alcohol 13

 Academic Integrity..... 13

 Vandalism & Theft 13

 Sexual Harassment 13

 Dress Code..... 14

 Students Rights 14

 Student grievance policy 15

 Hours of Operation & Calendar 15

Academic policies 16

 Attendance Policy 16

 Make-Up Work & Assignments 16

 Leave of Absence 16

 Grading System..... 16

 Standards of Satisfactory Academic Progress 17

 Academic Probation and Appeal Policy 18

 Graduation Requirement..... 18

 Withdrawal from the College 19

 Termination 19

 Student Records 19

 Right to Privacy..... 20

 Course Duration..... 21

Class Size.....	21
Schedule of Classes.....	21
Changes to a program of study	21
Financial policies.....	22
Tuition and Fee Payment Policy	22
Financial Assistance	23
Student Tuition Recovery Fund	25
Cancellation Policy.....	25
Refund Policy	26
Student Services	28
Student Advisement	28
Housing.....	28
Transportation	28
Library and Reference Materials	28
Career Services	29
Authorization and Release for Use of Likeness.....	29
Programs of Study and Course Descriptions	30
Nursing Department	31
Certified Nurse Assistant	32
Certified Home Health Aide.....	33
Restorative Nurse Assistant.....	34
Certified Restorative Nurse Assistant.....	35
Certified Restorative Home Health Nurse Assistant.....	36
Certified Home Health Nurse Assistant	37
Continuing Education for Certified Nurse Assistants	38
Director of Staff Development	39
Clinical Medical Assistant	40
Healthcare Customer Service Representative	41
Business Department	42
Accounting Clerk.....	43
Bookkeeping	44
Administrative Office Assistant	45
Office Automation Systems Specialist	46
Personal Computer Assembly & Repair.....	47
Computerized Graphic Design	48
Web Design.....	49
Multimedia Specialist	50
Technical Department	51
Janitorial Expert.....	52
Building Maintenance Technician	53
Empower America Training Program	54
Light Automotive Mechanic	55
Automotive Mechanic	56
Food Services.....	57
Food Preparer & Caterer	58
Cake & Pastry Decorator	58

A LETTER FROM OUR EXECUTIVE DIRECTOR

Dear Students,

I would like to welcome all our prospective, current and past students. As the executive director of Technical College I am here to support you in your education, career and role in our community. Technical College was founded in 1994 by Hernando Artaza, my Father, then a nursing home administrator, to train employees for his medical facilities. As new areas of employment have been developed in the business, technology and technical sectors we have added programs to serve these industries. We endeavor to provide you the best training possible in all of our programs.

It is my belief and that of Technical College that Vocational Training is intended to lead directly to employment. While at Technical College you will receive real-world training in fields that are growing and have both an existing and projected need for employees. All of our training programs contain hands on training in workplace settings. It is our goal to ensure that you are ready for work immediately after training.

An education is an investment. It is an accumulation of knowledge that cannot be taken from you. As a private school we understand the strain and difficulties associated with paying for training and are committed to working with you to make your training as affordable as possible.

This catalog contains the college's policies and rules. If you have any questions, be sure to ask anyone on our staff. They will do their best to get you the answer you need.

I look forward to personally meeting each of you. If at any time you need to contact me please feel free to email me at partaza@technicalcollegeonline.com or call (323)587-2364 to make an appointment.

Sincerely

Pablo Artaza

Executive Director

STATEMENTS

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. This catalog is available to any person at any time upon request. Prior to enrolling students are required to receive a school catalog.

The Technical School Inc., or Technical College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897

ACCURACY STATEMENT

Technical College has made every effort to assure the accuracy of information in this catalog. Students and others who use this catalog should be aware that policies, procedures, rules, and regulations change and that these changes may alter the information contained in this catalog. The college reserves the right to change fees, policies, procedures, rules, and regulations. If you find any errors, omissions or would like to see additional information in future editions please let your Workforce Development Specialist know.

GENERAL INFORMATION

APPROVALS

Technical College is a private for profit institution. It's South Gate, Los Angeles, El Monte and Canoga Park campuses are approved to operate in the State of California, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, effective January 1, 2010. Technical College, under Section 94802(a) of CPPEA, will by operation of law, be approved until September 30, 2013. The Act is administered by the Bureau for Private Postsecondary Education (BPPE) under the Department of Consumer Affairs. The BPPE can be reached at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897

Technical College is registered and in good standing with the Los Angeles County Regional Training Vendors Directory and the State of California's Eligible Training Provider List.

The Certified Nurse Assistant (CNA), Certified Home Health Aide (HHA) and Continuing Education for Nursing Assistant's training programs are approved by the California Department of Public Health (CDPH).

The Continuing Education for Licensed Vocational and Registered Nurses training program is approved by the California Board of Registered Nursing (BRN)

ADMINISTRATION, STAFF AND FACULTY

Technical College is a division of The Technical School Inc., a California Corporation. It is administered by a CEO and Executive Director who is overseen by the corporate Board of Directors. The Executive Director is supported by qualified staff and faculty.

OUR CEO, COO, AND CAO

Margarita Artaza joined Technical College in 1999. She received a Bachelor of Science in Social Work with an emphasis in Psychology from Sacred Heart University in Lima, Peru. She has over 10 years of experience in corporate placement with Intex Services, S.A. Ms. Artaza spent five years as a Social Worker, overseeing the treatment of Nursing Home and Home Health patients. Ms. Artaza has spent her years with Technical College mastering the duties of all staff positions.

Ms. Artaza was selected to be the college's School Director in 2005. Presently, she holds the positions of Chief Executive Officer (CEO), Chief Operating Officer (COO) and Chief Academic Officer (CAO). As the CEO she is responsible for the overall administration of the college. As the COO she is responsible for the college's overall business operations, including finances, management, personnel and contracts. Her position as the CAO makes her responsible for the college's academic affairs, including supervision of faculty, development of programs of study and curricula, and implementation of the college's mission, purpose and objectives. Ms. Artaza's college degree and employment experience qualify her for these positions.

OUR EXECUTIVE DIRECTOR

Technical College's day to day operations are overseen by our Executive Director. Our Executive Director is responsible for the direct supervision of Staff, ensuring adherence to College policies and procedures and supporting and facilitating the needs of our students.

Pablo Artaza joined Technical College admissions department in 2004. Since, he has filled the roles of registrar, student services coordinator, and Director of Student Services. Beginning in 2012 Mr. Artaza was appointed Executive director. He holds a Bachelors Degree in Marketing from California State University Los Angeles and has completed graduate work in post-secondary school administration and admissions and career and technical education curriculum development

STAFF

Every Technical College campus is staffed with trained personnel that are directly supervised by the Executive Director. At minimum each campus provides the service of a Workforce Development Specialist to provide prospective students assistance in their enrollment, coordinate career and advisement services, and a Registrar to maintain student records, A campus may also employ additional personnel as needed in order to ensure adequate services to our Student Body. Technical College cross train's staff members in every administrative function of the college. In addition to its permanent staff each campus is supported by itinerant administrators with experience in all of the college's departments.

FACULTY

Faculty members are selected according to their individual skills and both their career and academic backgrounds.

Technical College employs both full-time and part-time faculty to ensure that student's needs are met. Faculty members are all qualified to teach at any of Technical College's location. Each faculty member is supervised by their respective program director. Faculty members are trained to stimulate and develop both career skills and a professional attitude within their students.

Faculty Member	Position	Qualifications
Wanda Bailey	Nursing Programs Director	Registered Nurse, B.S., DSD
Leocell Garvin	Nursing Instructor	Licensed Vocational Nurse, DSD
Teresa Camrena	Nursing Instructor	Licensed Vocational Nurse, DSD
Mary Morales	Nursing Instructor	Licensed Vocational Nurse, DSD
Sheree Phylow	Nursing Instructor	Licensed Vocational Nurse, DSD
Dolores Plamer	Nursing Instructor	Licensed Vocational Nurse, DSD
Josue Gomez	Nursing Instructor	Licensed Vocational Nurse, DSD
Maria Cabrera	Nursing Instructor	Licensed Vocational Nurse, DSD
Audrey Williams	Nursing Instructor	Licensed Vocational Nurse, DSD
Debra Walker	Nursing Instructor	Licensed Vocational Nurse, DSD
Martha Redd	Nursing Instructor	Licensed Vocational Nurse, DSD
Hal Stonier	Empower America Instructor	MS Systems Management
Cesar Castellanos	Clinical Medical Assistant Instructor	MD University of Guatemala
Paul Delaney	Business Programs Director	B.S. Business Administration
Fred De Soto	Admin. Office Assistant & Office Automation Systems Specialist Instructor	BS Computer Science
Daniel Artaza	Admin. Office Assistant Instructor	Certificate In Office Administration
Joana Quintero	Admin. Office Assistant Instructor	Certificate In Office Administration
Gustavo Crantile	Computerized Graphic Design & Web Design Instructor	BS Computer Science
Ruth Navaro	Personal Computer Assembly & Repair Instructor	BS Computer Science
Valeria Martin	Accounting Clerk Instructor	B.S. Business Administration Accounting
Said J. Carbajal	Technical Programs Director	Servsafe Certified & Cert. Diesel Technician
Arturo Quiroz	Light Automotive Mechanic Instructor	ASE Certified Instructor
Maribel Rivera	Cake & Pastry Decorator Instructor	ServSafe Certified, WiltonMethod Instructor
Manuel Cisneros	Food Preparer & Caterer Instructor	A.A. Culinary Arts

FACILITIES

The college is housed in 5 locations within Los Angeles County. Technical College chooses campus sites in order to serve a diverse segment of Los Angeles' population. Each main and branch location has an occupancy level that will accommodate a minimum of 60 students at any one time. The Lennox Satellite can Accommodate 30 Students

Technical College's main campus is located at 7916 Long Beach Blvd., Unit A, South Gate, CA 90280. The campus consists of 3653 square feet of classroom and office space to provide the educational services approved. Its location on the Long Beach Blvd transit corridor makes it accessible by public transportation. The South Gate campus is served by an onsite parking lot. The South Gate Campus is served by the Lennox Satellite site located at 50221 Lennox Blvd., Lennox CA 90340. The Lennox Satellite is a single classroom and is accessible by public transportation and provides onsite parking.

The Los Angeles branch campus is located at 2300 W. Olympic Blvd., # 102, Los Angeles, CA 90006. The campus consists of 2300 Square feet of classroom and office space to provide the educational services approved. The Los Angeles campus is in the Pico Union/Korea Town neighborhood of Los Angeles. It is accessible by public transportation and provides onsite parking in a private lot accessible through 11th St.

The El Monte branch campus is located at 9961 E. Valley Blvd., # C, El Monte, CA 91731. The campus consists of over 2600 Square feet of classroom and office space to provide the educational services approved. Its location on a main street near downtown El Monte makes it accessible by public transportation. Parking is available on site in a private lot.

The Canoga Park branch campus is located at 7227 Owensmouth Ave. Canoga Park, CA 91303 5. The campus consists of 1444 Square feet of classroom and office space to provide the educational services approved. It is located near major intersections in the San Fernando Valley. The campus is accessible by public transportation and parking is provided on site in a private lot.

Practicum and clinical training take place at several off-campus locations. All off-campus sites will be equipped with all of the necessary equipment for training to take place. Technical College uses running businesses for clinical and practicum training in order to provide students with experience in a setting similar to the one they will be employed in. Off campus sites will be as close to the campus as possible. Off campus sites may change during the course of training, in such a situation a comparable site will be used.

INSTRUCTIONAL EQUIPMENT

All of Technical College's facilities are equipped with instructional equipment that is adequate to meet the needs of the current student body and the requirements of our current course offerings. Example's of such equipment include, but are not limited to: student classrooms equipped with writing boards, audio-visual electronics, charts, fully equipped laboratory/practicum rooms, CPR equipment; computer stations, and bulletin boards. All college facilities and equipment comply with all local, state and federal health and safety rules and regulations.

ADMINISTRATIVE POLICIES

MISSION & PURPOSE

The mission of Technical College is to prepare students from diverse backgrounds for careers in growing fields by providing quality higher education in a caring and supportive environment. The college builds learning partnerships with students and the community through its hands on curriculums. Technical College purpose is to ensure the employability of its graduates by providing an education designed to instill the knowledge, skills and ethical values demanded by our evolving global society.

ADMISSIONS POLICY

In accordance with its mission, Technical College seeks to admit individuals that poses a high likelihood of successfully completing their training program and will be capable of finding employment within that field. With this motive, the college will grant admission upon evaluating prospective students on an individual basis under the following criteria:

A prospective student must physically visit Technical College before admission. Applicant's families are welcome to accompany a prospective student to the campus. This visit is vital as it will provide a prospective student with an opportunity to have any questions or concerns answered.

A prospective student must be at least 17 years of age at the time of enrollment. Documentation of age may be required.

A prospective student must show they have the ability to benefit from the training being provided. Prospective students will be assessed for the ability to benefit using an examination prescribed by the United States Department of Education (DOE). The prospective student must achieve a score as specified by DOE that demonstrates they may benefit from the training being offered. Technical College uses the Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2 with minimum scores of: Verbal – 200 & Quantitative – 210.

Individual programs of study may require prior education. In such an event a document certifying prior education or a request for such documentation will be required. Additionally, a program of study may require a prospective student to possess a high school diploma or its equivalent.

Technical College may deny admission to a prospective student with a criminal background. The college does not believe that a prospective student should make a substantial investment of time, money and effort if it is unlikely that the individual will be employable in their desired field of study. Prospective students are required to disclose if they have ever been convicted by any court at any time of any crime other than a minor traffic violation. Please be aware that the college is likely to conduct a background check.

A prospective student may be assessed for the physical ability to perform tasks within the scope of the field of training without causing harm to themselves or others. Such an assessment must be made by a licensed physician and reviewed by the Program Director.

A prospective student must be a California resident. A California resident is a person who lives in California and has the intention of remaining in the state of California upon completion of training. An applicant may be required to provide documentation to substantiate residency.

Technical College is not authorized to admit students from other countries. The college does not provide English as a Second Language instruction. All instruction will be provided in English, at no time will instruction take place in a language other than English. Prospective students must read, write, speak and understand the English language at a rudimentary level. English language proficiency will be self assessed by the prospective student.

Admission to the college is program specific. Students admitted to one program of study may not be eligible to transfer to another program of study. Individual programs may have additional or alternate admissions requirements, please see the program description for additional information. Technical College reserves the right to deny admission to any applicant and may change admissions requirements without prior notice.

A prospective student who has been denied admission must wait a minimum of three months to reapply for admission.

Admission is granted or denied by the program director, or their representative, of the program to which a prospective student has applied. A prospective student may appeal the denial of admission in writing to the Executive Director. Such an appeal should contain the reasons that the prospective student should be reconsidered for admission. The Executive Directors decision is final.

ENROLLMENT PROCEDURE

After being granted admission, a prospective student is required to sign an enrollment agreement detailing the specific training the student will receive, the costs the student will incur, and when the student will begin classes. For students under the age of 18 a parent or legal guardian must sign the enrollment agreement.

All students will receive a copy of this catalog, program specific brochure and a school performance fact sheet before signing an enrollment agreement. Upon signing the enrollment agreement a prospective student becomes a student.

CREDIT FOR PREVIOUS TRAINING EXPERIENCE OR EDUCATION

A Program Director will evaluate and review transcripts of previous education and training or employment records that may be applicable to an educational program offered at Technical College. Students requesting such consideration are responsible for submitting sealed official transcripts or employment records. Students may be required to demonstrate competency in requested transfer training courses. Once a full review and evaluation has been completed the Program Director may recognize previous education, training or employment and apply it as credit to a current educational program. Recognition of credits earned at another postsecondary institution or during employment is limited to no more than 25 percent of the total hours required for completion of a specific program.

Credit for prior education, training or employment experience will not be given to students enrolled in Technical College's Nursing Programs.

CHALLENGE CREDIT

Technical College does not currently allow prospective student to take challenge examinations for credit.

ARTICULATION AGREEMENTS

Technical College does not currently have articulation agreements with other institutions.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Technical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate, degree, or diploma you earn in Technical College's educational programs is also at the complete discretion of the institution to which you may seek to transfer.

If the credits, degree, 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 Technical College to determine if your credits, degree, diploma or certificate will transfer

NON-DISCRIMINATORY POLICY

It is the policy of Technical College, that there shall not be discrimination against any prospective, current or past student based on race, color, religion, sex, national origin, age, disability, political affiliation and/or belief that would not preclude employment within their selected programs occupational scope. Any concerns regarding discrimination should be directed to the Executive Director who will act equitably and promptly to resolve any concerns of alleged discrimination.

CONDUCT POLICY

At all times when on school premises, students shall conduct themselves in an orderly and considerate manner and shall appear for classes in a coherent and receptive condition. Disruptive behavior, including but not limited to cheating, harassment, fighting, profanity, theft, creating a hazard to others, or failure to obey an administrator or faculty member is not acceptable and may lead to probation, suspension or dismissal from Technical College. Technical College institutes a Zero tolerance violence policy. Any act deemed to place any individual in harms way will result in dismissal. Use of cell phones is not permitted during any class session and should be kept to a minimum while on campus. Visitors and children are not allowed in class at any time.

WEAPONS

Technical College does not permit any person to carry a weapon of any kind on the college premises at any time. The possession of any weapon will result in dismissal from the college.

DRUGS & ALCOHOL

Technical College is committed to providing students with a drug and alcohol free environment. The use or possession of drugs or alcohol is prohibited at Technical College. Any person found to be in possession or under the influence of drugs or alcohol may be dismissed from the college.

ACADEMIC INTEGRITY

Technical College requires all students to maintain academic integrity while enrolled in the college. Academic integrity requires that all students do their own work and refrain from cheating, plagiarism or any other form of academic dishonesty. It is the college's belief that maintaining academic integrity while a student will serve as a strong foundation for ethical behavior in the workplace.

VANDALISM & THEFT

Students are expected to treat the school premises with consideration and keep any student areas organized and clean. Vandalism or theft of another students or college property in any form is illegal and will be prosecuted to its full extent. In addition such an action will result in dismissal.

The college is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical or practicum sites, or during any college activities.

SEXUAL HARASSMENT

The sexual harassment of prospective, current, or past students, faculty member, or administrators in any form is unacceptable and will not be tolerated. Any person who feels that he or she is a victim of sexual harassment by any prospective, current, or past students, faculty member, or administrator should bring the matter to the attention of the Executive Director. Technical College will immediately investigate any alleged sexual harassment as a confidential matter and take appropriate corrective action, if warranted.

DRESS CODE

Students are to keep a neat and clean appearance during their time at the college. Students may not wear any article of clothing that may be a risk to anyone's safety. Students are expected to wear their assigned uniforms whenever in attendance. Violation of the dress code may result in termination.

Any violation of Technical College's conduct policy will be reviewed by the Executive Director. Decisions regarding the reprimand of any student will be at the Executive Director's discretion. The Executive Director's decision is final.

STUDENTS RIGHTS

Students have the following rights:

- Students have the right to receive a catalog and school performance fact sheet before signing an enrollment agreement.
- Students have the right to be trained by qualified faculty.
- Students have the right to be trained using quality materials.
- Students have the right to cancel the enrollment agreement within 7 calendar days of enrollment or on the first day of class, whichever is later.
- Students have the right to withdraw from their training program at any time for any reason (Must be in accordance with the withdrawal policy)
- Students have the right to a refund of any monies owed to them.
- Students have the right to be treated with respect and professionalism.
- Students have the right to contact the Bureau for Private Postsecondary Education at P.O. BOX 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 with any concerns regarding the college

STUDENT GRIEVANCE POLICY

Technical College is committed to providing students with a safe and equal learning environment. Any student with a grievance should first discuss it with the instructor, staff member, or administrator directly involved in the incident the grievance concerns. Unresolved grievances should be directed to the Program Director. If dissatisfied with the response or solution a student may file a written grievance with the Executive Director. The written claim will be reviewed by the Executive Director or a person designated by the Executive Director. Upon reviewing the matter and discussing it with all involved parties the Executive Director/ designee will make a final decision.

HOURS OF OPERATION & CALENDAR

The administrative office at the South Gate, and Los Angeles campus is open for the public and student services Monday through Friday from 9:00 am to 5:00 pm. The administrative office at the Canoga Park and El Monte campus is open by appointment only, appointments can be made by contacting the campus via telephone. On weekends there will be administrative office personnel available to provide services to the public and students, as needed. If an individual requires assistance outside of these hours they should contact the college to request an after hours appointment. Technical College reserved the right to change the administrative office hours of operation without notice.

Classes may be scheduled 7 days a week from 7:00 a.m. to 10:00 p.m. Please see the course description for specific class schedules.

Classes are not scheduled on the following holidays: New Years Day, Holy Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Holidays may be observed on the next business day. Additional holidays may be scheduled as needed. Students will be notified of holidays in advance.

ACADEMIC POLICIES

ATTENDANCE POLICY

Attendance is mandatory. Technical College expects students to attend all class sessions. Students should be present at the scheduled start time and should be prepared to remain until the end of class. Attendance is recorded daily.

Medical, dental, personal and legal appointments are to be scheduled before or after class sessions. If a student is unable to attend class, will arrive late for class, or will leave early from class for any reason, it is the student's responsibility to notify the college in advance. Absences or tardiness due to medical, dental, personal or legal appointments will still be recorded.

Tardiness disrupts the learning environment and is unacceptable. A student arriving tardy may be asked to wait outside of the classroom until they may join the class. Arriving tardy on three occasions during the course of training will be counted as one absence.

Tardiness to clinical, practicum or testing sites may result in the student not being allowed to attend the session that day. Missing such a session may result in additional fees required to reschedule the session.

It is important for students to become accustomed to keeping a schedule and arriving on time for class. This will serve as preparation for employment where absences and tardiness may result in termination. An excellent attendance record will allow the school to recommend the student to employers.

Excessive absenteeism is cause for academic probation.

MAKE-UP WORK & ASSIGNMENTS

It is the student's responsibility to make up any material they missed due to an absence or tardiness. The student must make arrangements with the corresponding faculty member to schedule any make up assignment or examinations. All Make up work must be hour for hour. Make up work will not replace an absence on the attendance record.

LEAVE OF ABSENCE

A student may request a leave of absence due to extenuating circumstance. A leave of absence must be requested in writing to the program director. The request should include details of the circumstances and must include when the student expects to return to class. Only the program director or executive director can approve a leave of absence. A leave of absence may not exceed 180 days. Upon returning from a leave of absence a student will be scheduled to continue their training with the first available cohort. Failure to return from a leave of absence may result in termination.

GRADING SYSTEM

Student's performance while in the classroom is graded using a percentage system. Letter symbols and grade points are used to calculate and communicate the overall performance of a student. Clinical and practicum training is graded using a pass or fail system. Modules using the pass or fail grading are not used when calculating grade point averages.

Technical College uses the following grading system:

Letter Grade	Percentage	Description	Grade Point
A	95% -100%	Excellent	4.0
B	85% - 94%	Above Average	3.0
C	76% -84%	Average	2.0
F	0% - 75%	Fail / unsatisfactory	0.0
I	0%	Incomplete	0.0
Pass	N/A	Pass	N/A
Fail	N/A	Fail	N/A

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Technical college measures a student academic progress while they are enrolled in a program of study. Students are expected to show satisfactory academic progress while enrolled. "Satisfactory Academic Progress" is the performance standards set by the college to better achieve the goals and objectives of a program of study. To maintain satisfactory academic progress the following criteria is to be met:

1. Students must receive a minimum grade of 76% for each module, examination or assignment. Students who receive a lower grade may be placed on academic probation. Alternatively, Faculty may permit students to repeat an exam or assignment or complete additional assignments in order to improve the student's grade.
2. Students must complete modules, assignments and examinations at a satisfactory rate. Coursework is to be completed within the maximum period of time allowed in the programs description. Students who fail to show progress within the prescribed time period will be placed on academic probation

ACADEMIC PROBATION AND APPEAL POLICY

Students will be notified in writing of their placement in academic probation. A student placed on academic probation must attend every class session and must show an assessable improvement within the two following modules. The Program Director will review a student's progress and assess the student's ability to benefit from continuing the program of study. A student showing improvement will be removed from academic probation.

Students placed on academic probation may appeal their placement in academic probation with their program director. The appeal's process is as follows:

1. The student must request, in writing, to review the records used to make the determination from the Program Director.
2. Upon reviewing the record with the program director the student may choose to challenge the determination by writing to the Program Director. Such a request must include the basis for the challenge.
3. The Program Director will review and consider the basis for the request and make a decision as to the student's probationary status.
4. Should further review be requested by the student, a non-partisan third party with competence in the specific program of study will be asked to review the student's records and findings, and make a recommendation to the Executive Director for final action.

A student who's grade's or progress do not improve sufficiently may be terminated from the program.

GRADUATION REQUIREMENT

A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.

WITHDRAWAL FROM THE COLLEGE

Students have the right to withdraw from a program of study at any time. If a student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement, which is on the first day of attending class or until midnight on the seventh calendar day after enrollment, whichever is later, Technical College will remit a refund of any monies paid less any non-refundable fees, if applicable, not to exceed \$250.00, any educational services rendered and for the documented cost of un-returned, damaged, or non reusable equipment within 45 days following the students withdrawal. Students are obligated to pay only for educational services rendered and for the documented cost of un-returned, damaged, or non reusable materials and equipment.

For the purpose of determining the amount a student owes for the time they attended, the student shall be deemed to have withdrawn from the course when any of the following occurs:

- A. The student notifies the school in writing by certified mail, hand delivery, or email of their withdrawal. Notice must be addressed to the Executive Director.
- B. The college terminates the student's enrollment. The college's Termination policy can be found in this Catalog.

The college will use the date the withdrawal request is received as the official date of withdrawal.

TERMINATION

A student's enrollment may be terminated or admission rescinded for any of the following:

- Failure to comply with the college's conduct policy
- Failure to comply with the college's attendance policy
- Failure to comply with program rules and regulations
- Failure to maintain satisfactory academic progress
- Failure to meet financial obligations to the college
- Failure to meet prerequisites
- Failure to comply with the enrollment agreement

Students will be informed of their termination in writing. The written notice of termination may be mailed.

STUDENT RECORDS

For each student enrolled, Technical College will create and maintain a single student file containing any documents and information required for the student's admission, enrollment, and

program of study including academic and financial records. Student information will be kept private, in compliance with all Local, State and Federal regulations. Student records are to be kept in a secure lockable location equipped with appropriate furniture to reasonably ensure the safe keeping of records under any and all circumstance including unforeseeable occurrences and acts of god. Each student file will be stored for a minimum of five years. Student transcripts will be stored electronically permanently.

RIGHT TO PRIVACY

Technical College complies with the provision of the Family Educational Rights and Privacy Act of 1974. The confidentiality of student records is strictly enforced. The law allows a student or their guardian to review the student's record and challenge any information the student or their guardian believes to be inaccurate or misleading. A student or their guardian may review the student's record by making a written request to the executive director. Any challenge to information held within the record must be in writing and should be supported with documentation.

Additionally, Technical College will not share the student's information with anyone other than the following:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law;
- An individual or organization, deemed by the Executive Director to have a legitimate need

COURSE DURATION

A course is measured in clock hours for classroom, clinical and practical instruction.

A clock hour is 50 minutes in length.

CLASS SIZE

The student to instructor ratio will be limited to 30:1 for classroom instruction and 15:1 for clinical and practicum instruction. Individual programs of study may require a minimum number of students enrolled to begin. Minimum student information is available from the respective Program Director.

SCHEDULE OF CLASSES

Technical College maintains a schedule of classes detailing the beginning and ending dates for its programs of study. The college's schedule of classes is revised throughout the year. Classes are scheduled to meet student and employer needs. The schedule of classes is available through the Workforce Development Office. Prospective students should inquire with their Workforce Development Office as to when the next class session is scheduled to start.

CHANGES TO A PROGRAM OF STUDY

Technical College, without prior notice to students, may change or modify the curriculum, change or substitute instructors, change or modify instructional materials and instructional methods, or change, modify or increase tuition or fees in order to maintain and update the instructional programs. These changes and/or modifications will not diminish in any manner the value of the instructional program and may require prior notification and/or approval by the Bureau for Private Postsecondary Education, California Department of Public Health, or another licensing body. Any changes in tuition and fees will not affect attending or enrolled students.

FINANCIAL POLICIES

TUITION AND FEE PAYMENT POLICY

All educational charges are due and payable as indicated in the enrollment agreement. Technical college will require a minimum deposit or an agreement of payment at the time of enrollment in order to guarantee placement in a specific cohort. Programs of study with a standard length of less than four months may require payment in full of all educational charges on the first day of instruction. Programs of Study with a standard length of four months or more may not require more than four months of advance payment of educational charges: educational charges may be due and payable upon the students completion of 50% of the total clock hours indicated on the enrollment agreement.

At the student's option, Technical College may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement

Students are responsible for purchasing all books, materials and supplies, and paying for any fees required for training. If the college accepts a payment plan the student is responsible for making payments stated there in. If a student falls behind on their payments, a suspension may occur until the student becomes current or a new payment plan is accepted. Students are responsible to make certain that any third party who has agreed to pay for the student's training has made the appropriate arrangements to guarantee payment of their tuition and other training expense balance prior to graduation.

Educational charges are payable via cash, credit card, check, or money order. All checks and money orders must be made payable to Technical College. Payments can be made during normal operating hours with the registrar's office. A \$25 fee will be charged for all returned checks. Students who have had a check returned will be required to make future payments in cash or with a money order.

Students may not be allowed to graduate with unpaid balances. In addition the college may deny further enrollment, refuse to release transcripts, and refuse to release information to potential employers or eligible third parties until all financial obligations have been met. A student's failure to meet their financial obligations may result in termination. Students who have been terminated due to a failure to meet their financial obligations are ineligible to re-enroll until all previous financial obligations have been met. A Student with a past due balance may be referred to a collection department or agency; payment may be sought in accordance with State of California debt collection regulations.

FINANCIAL ASSISTANCE

For those students who require financial assistance to enroll in a college program, a loan may be available from a financial institution. Students are responsible for arranging these loans on their own. The college does not arrange student loans through private financial institutions. Payment of tuition and other training expenses by a third party payer such as WIA, EDD or any other government or non government agency, is the responsibility of the students. The college maintains a positive working relationship with these agencies and can assist the student in contacting these agencies to determine the student's eligibility. Funding through a rehabilitation agency must be managed through the specific counselor, funding company and the student. In all cases, students must sign an enrollment agreement and is responsible for ensuring that these agencies follow through on their payment obligations. Refunds for student enrolled in programs paid by third party agencies will be sent to the agency and not to the student.

Technical College does not participate in Federal Financial Aid programs including but not limited to FASFA, Title IV, and Pell Grants.

If a student obtains a loan to pay in full or a portion of the training cost, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund received from the college and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If a student is eligible for or elects a loan guaranteed by the federal or state government and they default on the loan, both of the following 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 or state student financial aid at another institution or other government assistance until the loan is repaid

Technical College may extend consumer credit to eligible students in the form of a payment plan. The terms and conditions relating to the extension of consumer credit are indicated in the enrollment agreement. Consumer credit extended by Technical College to eligible students may not exceed the "**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**" identified in the enrollment agreement.

Eligibility for consumer credit is based on the student's willingness and ability to meet the financial commitment indicated in the enrollment agreement. In compliance with the requirements of the Federal Truth In Lending Act consumer credit extended by Technical College shall carry Zero interest and shall not extend beyond a period of 12 months.

Students who receive consumer credit from Technical College will be charged in accordance with Technical College's Tuition and Fee Payment Policy. Consumer Credit extended by Technical College is due and payable as detailed in the enrollment agreement.

Financial assistance is available only to those who qualify. Students should speak with a Workforce Development Specialist to learn if they qualify.

STUDENT TUITION RECOVERY FUND

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

CANCELLATION POLICY

A student has the right to cancel their enrollment agreement for a program of study including any equipment such as books, materials and supplies or any other goods related to the instruction offered in their enrollment agreement, on the first day of attending class or until midnight on the seventh calendar day after enrollment, whichever is later.

Cancellation shall occur when a student gives written notice of cancellation at the address of Technical College shown on the top of the front page of their enrollment agreement. Student's can do this by certified mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation not need to take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student has received any equipment, including books or other materials, they must return it to the College within 30 days following the date of their notice of cancellation. If a student fails to return this equipment, including books, or other materials, in reusable undamaged condition within the 30-day period, the college may deduct its documented cost for the equipment from any refund that may be due to the student. Upon paying for the equipment it is the students to keep, without further obligation.

If a student cancels their enrollment agreement on the first day of attending class or by midnight on the seventh calendar day after enrollment, whichever is later, Technical College will refund any money that the student paid, less any non-refundable fees, if applicable, not to exceed \$250.00 within 45 days of the students notice of cancellation being received.

REFUND POLICY

In the event of a documented withdrawal from the college, a student will be entitled to a refund within 45 days if the amount they have paid is greater than the amount they owe for non refundable fees, educational services rendered and for the documented cost of un-returned, damaged, or non reusable equipment. If the amount the student owes is greater than the amount the student has already paid, then the student must make arrangements to pay it.

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

If the proceeds of a loan or financial aid were used to pay for training the refund will be made to that source, up to the amount of disbursement. Any additional amount will be returned to the student.

A student will be liable for the amount, if any, by which the amount of non-refundable fees, educational services rendered and the documented cost of un-returned, damaged or non reusable equipment exceeds the total of all payments. The documented cost of the equipment and services may be less than the amount charged, or the amount the college has listed in the enrollment agreement. In any event, students will never be charged for more than the amount stated in their enrollment agreement.

If the college has collected any money from a student for transmittal, on the student's behalf, to a third party for a bond, library usage, or fees for a license, application, or examination and the college has not paid the money to the third party at the time of the student's withdrawal or

cancellation, the college will refund the money to the student within 45 days of the student's withdrawal or cancellation. A student will be liable for any amount of money that has been transmitted to a third party on the student's behalf.

For the purpose of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this catalog.

STUDENT SERVICES

STUDENT ADVISEMENT

Technical College is committed to having faculty and staff available to assist students during office hours. Students are encouraged to discuss any academic concerns with their instructor. If a student feels their academic concerns have not been addressed they should schedule a meeting with their Program Director to review their progress and make recommendations.

The college may provide tutoring for students having academic difficulties. Tutoring sessions will take place outside of scheduled class times and will be lead by experienced faculty or staff. Technical College's faculty members are trained to recognized students needs, however, students are asked to step forward and ask for assistance if at anytime they need it.

HOUSING

Technical College does not maintain any form of housing for it students. The college assumes no responsibility for student housing.

Technical College is located in a suburban community with residential housing available in its immediate vicinity. A recent Internet search found rental housing available for monthly rents ranging from \$875.00 to \$2,200.00. Students are responsible for the arrangement of such housing on their own.

TRANSPORTATION

Public transportation is available with stops located close to each campus. The local transportation system has vocational student passes available at a weekly or monthly rate. Schedule and rates information can be obtained at the local transportation offices and their web pages.

Free daily parking is available at all campuses. Please see the facilities section of this catalog for specific information. Students are responsible for observing parking regulations and signs and for parking costs associated with use of an automobile. Technical College is not responsible for damage or theft to or from students' vehicles.

Technical College is not responsible for transportation to and from classroom, clinical or practicum sites.

LIBRARY AND REFERENCE MATERIALS

Technical College does not have a library. Library access is not required to support the educational requirements of the programs offered.

However, Technical College maintains a number of reference books and other pertinent publications for use of students and faculty. Reference materials are housed at each college location. In addition, the college is able to provide students and faculty with access and instruction to online reference materials such as the directory of open access journals, Wikibooks, and

Wikiversity. Students and faculty may access materials from nearby public libraries such as the Los Angeles City and County libraries. Instructions on how to access online reference materials and using the public library systems is available from the registrar. Additional access to learning material can be coordinated through the student services office.

CAREER SERVICES

Getting a job is the main purpose of vocational education. Technical College's career services are aimed at assisting graduates in finding employment. The college cannot guarantee employment, income level, or work schedule. The career services team will prepare students for the job search process. This may include interview tips and techniques, resume preparation, employment application instructions, what documents are required, maintaining a professional image, interview follow up, and the importance of punctuality. Students are encouraged to take full advantage of the career services process to ensure they feel comfortable and are prepared to find employment.

Technical College has a long history of working with employers to fill positions in their organizations. As such, the college will provide students with verified job leads and assist them in scheduling interviews. Graduates are expected to keep these appointments and arrive prepared. While the career services department makes every effort to assist graduates in securing employment it also believes that graduates should individually seek employment opportunities as well.

AUTHORIZATION AND RELEASE FOR USE OF LIKENESS

Upon enrollment students give authorization to participate in advertisements, promotional and sales materials, written, electronic and internet materials, videos and programs, in any and all mediums of publication undertaken, produced and distributed by Technical College which may, without limitation, include publicity and promotion of Technical College. Students understand my likeness may be copied and distributed by means of various media, including, without limitation, photo, video presentations, news, bulletins, mail outs, signs, brochures, websites, handbooks, training manuals or newspapers.

Upon enrollment students hereby release Technical College and their respective parents, affiliated companies, directors, officers, employees, representatives and agents from any liability whatsoever for any claims, costs, injuries, losses, or damages of any kind.

PROGRAMS OF STUDY AND COURSE DESCRIPTIONS

Technical College classifies its programs of study into departments, allowing for a holistic approach to training students in related fields. Each department is overseen by a director who is responsible for ensuring that students training needs are met. The programs in each department consist of similar objectives and outcomes, at times providing students with an opportunity to continue their training within a career field.

Programs of study have been classified into three distinct departments. The Nursing Department encompasses programs designed to lead to employment in the health care, allied health, nursing and medical fields. The Business Department encompasses programs designed to lead to employment in a business environment, such as, computer training for office assistants, bookkeepers, programmers, graphic designers, and repairing and maintaining the machines used in an office. The Technical Department encompasses programs designed to lead to employment in fields where a specific technical knowledge is required. The programs under the Technical Department will prepare individuals with the skills required by the automotive industry, the custodial industry, or the food service industry. Technical College strives to provide its Students with the most current and accurate training available. The college continues to add programs to its course offerings as industries adapt to the changing business environment.

NURSING DEPARTMENT

The nursing department at Technical College was founded on the principle of fulfilling employer's needs. The college began its Certified Nurse Assistant as a direct response to the request of employers. The nursing department aims to provide students with the opportunity to enter the ever growing health care field as skilled entry-level employees and allow them to advance within the field by providing them with the option of specialized training. The members of the nursing department's faculty are at minimum licensed as vocational nurse, possess a Director of Staff Development Certificate and are required to have experience in the healthcare environment their students will be employed in. Faculty for the Continuing Education for Licensed Vocational and Registered Nurses program will be at minimum licensed as a Registered Nurse. Students are encouraged to start their careers as CNA's and continue their education to advance within the field.

The following Programs of Study are offered by the nursing department:

- Certified Nurse Assistant
- Certified Home Health Aide
- Restorative Nurse Assistant
- Certified Restorative Nurse Assistant
- Certified Restorative Home Health Nurse Assistant
- Certified Home Health Nurse Assistant
- Continuing Education for Certified Nurse Assistants
- Director of Staff Development
- Clinical Medical Assistant
- Healthcare Customer Service Representative

<i>CERTIFIED NURSE ASSISTANT</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students must possess a valid California ID Card Students must possess a valid Social Security Card. Students may not have a Criminal Record. Students must be free of communicable diseases and may not have any medical restrictions. Students may not have any restrictions of physical activity.			
Program Description & Educational Objectives	The objective of the Certified Nurse Assistant program of study is to prepare students for employment as Certified Nurse Assistants. Students will be employable as Certified Nurse Assistant once they pass the National Nurse Aide Assessment Program (NNAAP) examination. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Know how to assist patients with activities of daily living • Be able to Measure and record vital signs and temperature. • Be prepared to assist nursing staff with patient care. • Know how to change bed linens and supplies • Understand nursing vocabulary and acronyms • Conduct themselves professionally with patients and their family. • Be eligible to take the Nurse Assistant Certification exam. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	7 a.m. to 3 p.m.	6 weeks	9 weeks
	Monday to Thursday	4 p.m. to 8 p.m.	12 weeks	18 weeks
	Monday to Thursday	9 a.m. to 1 p.m.	12 weeks	18 weeks
	Saturday & Sunday	7 a.m. to 3 p.m.	15 weeks	23 weeks
Total Clock Hours	150			
Costs	Tuition:	\$1955.00		
	Registration:	\$100.00		
	Books:	\$100.00		
	Fees, Supplies & Equipment:	\$642.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	\$2797.00		
	<u>Total Charges For The Entire Educational Program:</u>	\$2797.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure as a Certified Nurse Assistant by CDPH is required for employment in this field. Licensure is obtained by passing the NNAAP examination and receiving criminal background clearance from CDPH.			
Note:	Students are required to complete an additional 30 hours of skills training before taking the NNAAP examination.			

Employment may be found in the following occupations	
SOC Code	Occupation
31-1014	Nursing Aides, Orderlies, and Attendants
39-9021	Personal and Home Care Aides

<i>CERTIFIED HOME HEALTH AIDE</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students must possess a valid California ID Card Students must possess a valid Social Security Card. Students must possess a current CNA License from CDPH Students may not have a Criminal Record. Students must be free of communicable diseases and may not have any medical restrictions. Students may not have any restrictions of physical activity.			
Program Description & Educational Objectives	The objective of the Certified Home Health Aide program of study is to prepare students for employment as certified home health aides. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Know how to assist clients with activities of daily living in the home • Know how to inform the nursing team of changes in the client's condition while in the home. • Be prepared to assist nursing staff with clients care in the home. • Know how to maintain the clients living area clean and safe • Understand basic nutrition • Conduct themselves professionally with clients and their family. • Be Certified as a Home Health Aide by CDPH 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	9 a.m. to 1 p.m.	2 weeks	3 weeks
	Monday to Friday	9 a.m. to 5 p.m.	1 weeks	2 weeks
Total Clock Hours	40			
Costs	Tuition:	\$300.00		
	Registration:	\$100.00		
	Books:	\$100.00		
	Fees, Supplies & Equipment:	\$0.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	\$500.00		
	<u>Total Charges For The Entire Educational Program:</u>	\$500.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure as a Certified Nurse Assistant by CDPH is required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
39-9021	Personal and Home Care Aides
31-1011	Home Health Aides
31-1014	Nursing Aides, Orderlies, and Attendants

<i>RESTORATIVE NURSE ASSISTANT</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students must possess a valid California ID Card Students must possess a valid Social Security Card. Students may not have a Criminal Record. Students must be free of communicable diseases and may not have any medical restrictions. Students may not have any restrictions of physical activity.			
Program Description & Educational Objectives	The objective of the Restorative Nurse Assistant program of study is to prepare students for employment as Restorative Nurse Assistants. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Know how to help achieve and maintain optimal physical activity • Know how to inform the nursing team of changes in the patient's physical condition • Be prepared to assist nursing staff with patients personal care, positioning/moving, and adaptation • Assist Nursing Staff with patients informal restorative needs 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	7 a.m. to 3 p.m.	2 days	3 days
Total Clock Hours	16			
Costs	Tuition:	\$300.00		
	Registration:	\$100.00		
	Books:	\$100.00		
	Fees, Supplies & Equipment:	\$0.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	\$500.00		
	<u>Total Charges For The Entire Educational Program:</u>	\$500.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure as a Certified Nurse Assistant by CDPH is required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
31-1014	Nursing Aides, Orderlies, and Attendants
39-9021	Personal and Home Care Aides

<i>CERTIFIED RESTORATIVE NURSE ASSISTANT</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students must possess a valid California ID Card Students must possess a valid Social Security Card. Students may not have a Criminal Record. Students must be free of communicable diseases and may not have any medical restrictions. Students may not have any restrictions of physical activity.			
Program Description & Educational Objectives	The objective of the Certified Restorative Nurse Assistant program of study is to prepare students for employment as Certified Restorative Nurse Assistants. Students will be employable as Certified Nurse Assistant once they pass the National Nurse Aide Assessment Program (NNAAP) examination. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Know how to assist patients with activities of daily living • Be able to Measure and record vital signs and temperature. • Be prepared to assist nursing staff with patient care. • Know how to change bed linens and supplies • Understand nursing vocabulary and acronyms • Conduct themselves professionally with patients and their family. • Be eligible to take the Nurse Assistant Certification exam. • Know how to help achieve and maintain optimal physical activity • Know how to inform the nursing team of changes in the patient's physical condition • Be prepared to assist nursing staff with patients personal care, positioning/moving, and adaptation • Assist Nursing Staff with patients informal restorative needs 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	7 a.m. to 3 p.m.	7 weeks	9 weeks
Total Clock Hours	196			
Costs	Tuition:	\$2455.00		
	Registration:	\$100.00		
	Books:	\$200.00		
	Fees, Supplies & Equipment:	\$642.00		
	STRF fee:	\$0.00		
	Total Charges For The Current Period Of Attendance:	\$3397.00		
	Total Charges For The Entire Educational Program:	\$3397.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure as a Certified Nurse Assistant by CDPH is required for employment in this field. Licensure is obtained by passing the NNAAP examination and receiving criminal background clearance from CDPH.			

Employment may be found in the following occupations	
SOC Code	Occupation
31-1014	Nursing Aides, Orderlies, and Attendants
39-9021	Personal and Home Care Aides

<i>CERTIFIED RESTORATIVE HOME HEALTH NURSE ASSISTANT</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students must possess a valid California ID Card Students must possess a valid Social Security Card. Students may not have a Criminal Record. Students must be free of communicable diseases and may not have any medical restrictions. Students may not have any restrictions of physical activity.			
Program Description & Educational Objectives	The objective of the Certified Restorative Home Health Nurse Assistant program of study is to prepare students for employment as Certified Restorative Nurse Assistants. Students will be employable as a Certified Nurse Assistant once they pass the National Nurse Aide Assessment Program (NNAAP) examination. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Know how to assist patients with activities of daily living • Be able to Measure and record vital signs and temperature. • Be prepared to assist nursing staff with patient care. • Know how to change bed linens and supplies • Understand nursing vocabulary and acronyms • Conduct themselves professionally with patients and their family. • Be eligible to take the Nurse Assistant Certification exam. • Know how to help achieve and maintain optimal physical activity • Know how to inform the nursing team of changes in the patient's physical condition • Be prepared to assist nursing staff with patients personal care, positioning/moving, and adaptation • Assist Nursing Staff with patients informal restorative needs • Know how to maintain the clients living area clean and safe • Be Certified as a Home Health Aide by CDPH 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	7 a.m. to 3 p.m.	8 weeks	12 weeks
Total Clock Hours	236			
Costs	Tuition:	\$2755.00		
	Registration:	\$100.00		
	Books:	\$300.00		
	Fees, Supplies & Equipment:	\$642.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	<u>\$3797.00</u>		
	<u>Total Charges For The Entire Educational Program:</u>	<u>\$3797.00</u>		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure as a Certified Nurse Assistant by CDPH is required for employment in this field. Licensure is obtained by passing the NNAAP examination and receiving criminal background clearance from CDPH.			

Employment may be found in the following occupations

SOC Code	Occupation
39-9021	Personal and Home Care Aides
31-1011	Home Health Aides
31-1014	Nursing Aides, Orderlies, and Attendants

<i>CERTIFIED HOME HEALTH NURSE ASSISTANT</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students must possess a valid California ID Card Students must possess a valid Social Security Card. Students may not have a Criminal Record. Students must be free of communicable diseases and may not have any medical restrictions. Students may not have any restrictions of physical activity.			
Program Description & Educational Objectives	The objective of the Certified Restorative Nurse Assistant program of study is to prepare students for employment as Certified Restorative Nurse Assistants. Students will be employable as Certified Nurse Assistant once they pass the National Nurse Aide Assessment Program (NNAAP) examination. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Know how to assist patients with activities of daily living • Be able to Measure and record vital signs and temperature. • Be prepared to assist nursing staff with patient care. • Know how to change bed linens and supplies • Understand nursing vocabulary and acronyms • Conduct themselves professionally with patients and their family. • Be eligible to take the Nurse Assistant Certification exam. • Know how to help achieve and maintain optimal physical activity • Know how to inform the nursing team of changes in the patient's physical condition • Be prepared to assist nursing staff with patients personal care, positioning/moving, and adaptation • Know how to maintain the clients living area clean and safe • Be Certified as a Home Health Aide by CDPH 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	7 a.m. to 3 p.m.	7 weeks	10 weeks
Total Clock Hours	220			
Costs	Tuition:	\$2255.00		
	Registration:	\$100.00		
	Books:	\$200.00		
	Fees, Supplies & Equipment:	\$642.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	\$3197.00		
	<u>Total Charges For The Entire Educational Program:</u>	\$3197.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure as a Certified Nurse Assistant by CDPH is required for employment in this field. Licensure is obtained by passing the NNAAP examination and receiving criminal background clearance from CDPH.			

Employment may be found in the following occupations	
SOC Code	Occupation
39-9021	Personal and Home Care Aides
31-1011	Home Health Aides
31-1014	Nursing Aides, Orderlies, and Attendants

<i>CONTINUING EDUCATION FOR CERTIFIED NURSE ASSISTANTS</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students must possess a valid California ID Card Students must possess a valid Social Security Card. Students must possess a current CNA License from CDPH			
Program Description & Educational Objectives	The objective of the Continuing Education for Certified Nurse Assistants program of study is to allow students to renew their license as Certified Nurse Assistants. Upon successful completion of the program students will: <ul style="list-style-type: none"> Be in compliance with California Department of Public Health's continuing education requirement for Certified Nurse Assistant's 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	7 a.m. to 8 p.m.	1 hour	1 ½ hours
Total Clock Hours	1			
Costs	Tuition:	\$12.00		
	Registration:	\$0.00		
	Books:	\$0.00		
	Fees, Supplies & Equipment:	\$0.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	\$12.00		
	<u>Total Charges For The Entire Educational Program:</u>	\$12.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure as a Certified Nurse Assistant is required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
31-1014	Nursing Aides, Orderlies, and Attendants

<i>DIRECTOR OF STAFF DEVELOPMENT</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students must possess a current Vocational Nurse License from the California Board of Vocational Nursing and Psychiatric Technicians or a Registered Nurse License from the California Board of Registered Nursing.			
Program Description & Educational Objectives	The objective of the Continuing Education for Director of Staff Development program of study is to allow students to become certified as a Director of Staff Development. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Be certified as a Director of Staff Development. • Be able to perform trainings for health care professionals. • Be in compliance with the California Board of Vocational Nursing and Psychiatric Technicians and the California Board of Registered Nursing's continuing education requirement for Licensed Vocational or Registered Nurses. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	7 a.m. to 8 p.m.	3 days	5 days
Total Clock Hours	24			
Costs	Tuition:	\$480.00		
	Registration:	\$0.00		
	Books:	\$0.00		
	Fees, Supplies & Equipment:	\$0.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	<u>\$480.00</u>		
	<u>Total Charges For The Entire Educational Program:</u>	<u>\$480.00</u>		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure as a Vocational or Registered Nurse is required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
29-2061	Licensed Vocational Nurse
29-1141	Registered Nurse

<i>CLINICAL MEDICAL ASSISTANT</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students may not have any restrictions of physical activity This Program requires students to have a High School Diploma or equivalent			
Program Description & Educational Objectives	The objective of the Clinical Medical Assisting program of study is to provide students with the skills and knowledge related to the healthcare industry and provide a basic understanding in the proper techniques and procedures of Medical Assisting. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Utilize appropriate written, verbal and non-verbal techniques with colleagues, patients and physicians. • Utilize medical terminology and abbreviations common to medical assisting occupations. • Describe the legal, ethical and confidentiality responsibilities of a medical assistant. • Demonstrate tasks common to back office, patient preparation, laboratory procedures and assisting the physician with minor procedures 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday - Friday	9 a.m. to 4 p.m.	12 weeks	18 weeks
	Monday to Thursday	6:30 p.m. to 10 p.m.	24 weeks	36 weeks
	Saturday and Sunday	9 a.m. to 4 p.m.	24 weeks	36 weeks
Total Clock Hours	336			
Costs	Tuition:	\$5160.00		
	Registration:	\$100.00		
	Books:	\$100.00		
	Fees, Supplies & Equipment:	\$140.00		
	STRF fee:	\$0.00		
	Total Charges For The Current Period Of Attendance:	\$5500.00		
	Total Charges For The Entire Educational Program:	\$5500.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
31-9092	Medical Assistant
29-2012	Medical and Clinical Laboratory Technicians
29-2017	Health Information Technicians

<i>HEALTHCARE CUSTOMER SERVICE REPRESENTATIVE</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. This Program requires students to have a High School Diploma or equivalent			
Program Description & Educational Objectives	<p>The objective of the Healthcare Customer Service Representative program of study is to provide students with the skills and knowledge related to the healthcare and Insurance industry and provide a basic understanding in the proper techniques and procedures of handling and responding to customer needs. Upon successful completion of the program students will:</p> <ul style="list-style-type: none"> • Utilize appropriate written, verbal and non-verbal techniques with colleagues, patients and physicians. • Utilize medical terminology and abbreviations common to Health Care System occupations. • Practice Supportive Listening and show empathy to customer concerns • Understand the Managed care Environment and Customer Options 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday - Friday	9 a.m. to 5 p.m.	6 weeks	9 weeks
Total Clock Hours	240			
Costs	Tuition:	\$5100.00		
	Registration:	\$100.00		
	Books:	\$0.00		
	Fees, Supplies & Equipment:	\$0.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	\$5200.00		
	<u>Total Charges For The Entire Educational Program:</u>	\$5200.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
29-2017	Health Information Technicians

BUSINESS DEPARTMENT

The technology boom of the 1990's brought a desktop computer to every desk in the world. As employers saw the need to adopt new technologies Technical College saw the need for trained personnel to create, operate, maintain and repair the components of this new business environment. The college's business department began by offering individuals training on using software to maximize efficiency in the office. This was followed by training technicians on how to build, maintain, and repair the hardware components of the computers now on everyone's desk. As technology advanced the new areas of multimedia, web design, and graphic design emerged and required skilled individuals to fill these positions. The business department aims to create and offer programs of study that will prepare individuals for the ever changing business environment.

The following Programs of Study are offered by the business department:

- Accounting Clerk
- Bookkeeping
- Administrative Office Assistant
- Office Automation Systems Specialist
- Personal Computer Assembly & Repair
- Computerized Graphic Design
- Web Design
- Multimedia Specialist

<i>ACCOUNTING CLERK</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents.			
Program Description & Educational Objectives	The objective of the Accounting Clerk program of study is to prepare students for employment as entry-level accounting clerks. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Be able to perform basic computer bookkeeping • Understand basic double entry accounting • Be able to reconcile bank accounts • Know how to manage Accounts Receivable and Accounts Payable. • Understand basic accounting rules and principles. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Thursday	9 a.m. to 4 p.m.	12 weeks	18 weeks
	Monday to Thursday	6:30 p.m. to 10 p.m.	24 weeks	36 weeks
	Saturday and Sunday	9 a.m. to 4 p.m.	24 weeks	36 weeks
Total Clock Hours	336			
Costs	Tuition:	\$5160.00		
	Registration:	\$100.00		
	Books:	\$100.00		
	Fees, Supplies & Equipment:	\$140.00		
	STRF fee:	\$0.00		
	Total Charges For The Current Period Of Attendance:	\$5500.00		
	Total Charges For The Entire Educational Program:	\$5500.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
43-3021	Billing and Posting Workers
43-3031	Bookkeeping, Accounting, and Auditing Clerks
43-3051	Payroll and Timekeeping Clerks

<i>BOOKKEEPING</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents.			
Program Description & Educational Objectives	The objective of the bookkeeping program of study is to prepare students for employment as entry-level Bookkeepers. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Be able to perform basic computer bookkeeping • Understand basic double entry accounting • Be able to reconcile bank accounts • Know how to manage Accounts Receivable and Accounts Payable. • Understand basic accounting rules and principles. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	9 a.m. to 3 p.m.	4 weeks	6 weeks
	Monday to Friday	4 p.m. to 8 p.m.	5 weeks	8 weeks
Total Clock Hours	96			
Costs	Tuition:	\$960.00		
	Registration:	\$100.00		
	Books:	\$50.00		
	Fees, Supplies & Equipment:	\$0.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	\$1210.00		
	<u>Total Charges For The Entire Educational Program:</u>	\$1210.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field			

Employment may be found in the following occupations	
SOC Code	Occupation
43-3021	Billing and Posting Workers
43-3031	Bookkeeping, Accounting, and Auditing Clerks

<i>ADMINISTRATIVE OFFICE ASSISTANT</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents.			
Program Description & Educational Objectives	<p>The objective of the Administrative Office Assistant program of study is to prepare students for employment as entry-level secretary's or office assistants. Upon successful completion of the program students will:</p> <ul style="list-style-type: none"> • Know how to properly navigate Microsoft Operating system • Be able to use a word processor and prepare documents • Be able to use a spreadsheet to perform office tasks • Be experienced in performing data entry • Know how to navigate the internet and use communicate with email 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday - Thursday	9 a.m. to 4 p.m.	12 weeks	18 weeks
	Monday - Thursday	6:30 p.m. to 10 p.m.	24 weeks	36 weeks
	Saturday and Sunday	9 a.m. to 4 p.m.	24 weeks	36 weeks
Total Clock Hours	336			
Costs	Tuition:	\$8160.00		
	Registration:	\$100.00		
	Books:	\$100.00		
	Fees, Supplies & Equipment:	\$140.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	\$8500.00		
	<u>Total Charges For The Entire Educational Program:</u>	\$8500.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
43-9061	Office Clerks, General
43-4051	Customer Service Representatives
43-6014	Secretaries, Except Legal, Medical, and Executive
43-4171	Receptionists and Information Clerks
43-9011	Computer Operators
43-9021	Data Entry Clerks
43-6011	Executive Secretaries

<i>OFFICE AUTOMATION SYSTEMS SPECIALIST</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents.			
Program Description & Educational Objectives	<p>The objective of the office automation system specialist program of study is to prepare students for employment as entry-level secretary's or office assistants. Upon successful completion of the program students will:</p> <ul style="list-style-type: none"> • Know how to properly navigate Microsoft Operating system • Be able to use a word processor and prepare documents • Be able to use a spreadsheet to perform office tasks • Be experienced in performing data entry and database maintenance • Know how to navigate the internet and use communicate with email • Recognize standard error messages and basic virus threats 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	9 a.m. to 3 p.m.	13 weeks	20 weeks
	Monday to Friday	4 p.m. to 8 p.m.	19 weeks	29 weeks
	Saturday & Sunday	9 a.m. to 3 p.m.	32 weeks	48 weeks
Total Clock Hours	384			
Costs	Tuition:	\$2750.00		
	Registration:	\$100.00		
	Books:	\$450.00		
	Fees, Supplies & Equipment:	\$700.00		
	STRF fee:	\$0.00		
	Total Charges For The Current Period Of Attendance:	\$4000.00		
	Total Charges For The Entire Educational Program:	\$4000.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
43-4051	Customer Service Representatives
43-6014	Secretaries, Except Legal, Medical, and Executive
43-4171	Receptionists and Information Clerks
43-9011	Computer Operators
43-9021	Data Entry Clerks
43-9061	Office Clerks, General
43-6011	Executive Secretaries

<i>PERSONAL COMPUTER ASSEMBLY & REPAIR</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students should possess basic computer skills.			
Program Description & Educational Objectives	<p>The objective of the personal computer assembly and repair program of study is to prepare students for employment as entry-level computer assemblers or computer repair technicians. Upon successful completion of the program students will:</p> <ul style="list-style-type: none"> • Understand the fundamentals of the Microsoft operating system • Understand the parts of a personal computer and their functions • Be able to diagnose errors & failures of personal computers • Be able to troubleshoot software failures and bugs • Know how to open and disassemble a personal computer • Be able to troubleshoot hardware errors & failures • Be able to assemble or reassemble a personal computer • Understand the functions of computer accessories and peripheral devices. • Be able to identify and remove malicious software. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Thursday	9 a.m. to 4 p.m.	14 weeks	21 weeks
	Monday to Thursday	6:30 p.m. to 10 p.m.	28 weeks	42 weeks
	Saturday & Sunday	9 a.m. to 4 p.m.	28 weeks	42 weeks
Total Clock Hours	384			
Costs	Tuition:	\$5400.00		
	Registration:	\$100.00		
	Books:	\$0.00		
	Fees, Supplies & Equipment:	\$0.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	<u>\$5500.00</u>		
	<u>Total Charges For The Entire Educational Program:</u>	<u>\$5500.00</u>		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
49-2011	Computer and Office Machine Repairers
51-2022	Electrical and Electronic Equipment Assemblers

<i>COMPUTERIZED GRAPHIC DESIGN</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students should possess basic computer skills.			
Program Description & Educational Objectives	<p>The objective of the computerized graphic design program of study is to prepare students for employment as an entry-level computerized graphic designers Upon successful completion of the program students will:</p> <ul style="list-style-type: none"> • Understand design fundamentals • Understand the strengths and weakness of design formats • Be able to assess the needs of a design • Be able to create, modify or replicate designs using computer software • Be able to convert images into various formats • Know how to create digital images for online use 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Thursday	9 a.m. to 4 p.m.	19 weeks	29 weeks
	Monday to Thursday	6:30 p.m. to 10 p.m.	38 weeks	57 weeks
	Saturday & Sunday	9 a.m. to 4 p.m.	38 weeks	57 weeks
Total Clock Hours	525			
Costs	Tuition:	\$5400.00		
	Registration:	\$100.00		
	Books:	\$0.00		
	Fees, Supplies & Equipment:	\$0.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	\$5500.00		
	<u>Total Charges For The Entire Educational Program:</u>	\$5500.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
27-1024	Graphic Designers
15-1131	Computer Programmers
27-1014	Multi-Media Artists and Animators

<i>WEB DESIGN</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students should possess basic computer skills.			
Program Description & Educational Objectives	The objective of the web design program of study is to prepare students for employment as entry-level web designers. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Understand web design fundamentals • Understand the strengths and weakness of programming languages • Be able to assess the needs of a web site • Be able to use current programming methods and languages to create or modify web sites. • Be familiar with current web hosting and advertising services • Be able to convert documents, images and videos to be optimized for web use • Know how to properly protect a website from malicious attacks. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Thursday	9 a.m. to 4 p.m.	19 weeks	29 weeks
	Monday to Thursday	6:30 p.m. to 10 p.m.	38 weeks	57 weeks
	Saturday & Sunday	9 a.m. to 4 p.m.	38 weeks	57 weeks
Total Clock Hours	525			
Costs	Tuition:	\$5400.00		
	Registration:	\$100.00		
	Books:	\$0.00		
	Fees, Supplies & Equipment:	\$0.00		
	STRF fee:	\$0.00		
	Total Charges For The Current Period Of Attendance:	\$5500.00		
	Total Charges For The Entire Educational Program:	\$5500.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
27-1024	Graphic Designers
15-1131	Computer Programmers
27-1014	Multi-Media Artists and Animators

<i>MULTIMEDIA SPECIALIST</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students should possess basic computer skills.			
Program Description & Educational Objectives	The objective of the multimedia specialist program of study is to prepare students for employment as entry-level multimedia specialists. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Understand multimedia fundamentals • Understand the strengths and weakness of multimedia formats • Be able to assess the needs of a multimedia project • Be able to create, modify or replicate multiple forms of media using computer software. • Be able to convert images, videos, and audio into various formats • Know how to create multimedia content for online use 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	9 a.m. to 3 p.m.	18 weeks	27 weeks
	Monday to Friday	4 p.m. to 8 p.m.	27 weeks	41 weeks
	Saturday & Sunday	9 a.m. to 3 p.m.	44 weeks	66 weeks
Total Clock Hours	525			
Costs	Tuition:	\$4375.00		
	Registration:	\$100.00		
	Books:	\$475.00		
	Fees, Supplies & Equipment:	\$950.00		
	STRF fee:	\$0.00		
	Total Charges For The Current Period Of Attendance:	\$5900.00		
	Total Charges For The Entire Educational Program:	\$5900.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
27-1014	Multi-Media Artists and Animators
27-1024	Graphic Designers

TECHNICAL DEPARTMENT

The technical department at Technical College focuses on programs of study that prepare individuals for employment in industries that require employees to have specific skill sets. The technical programs offered by the college train students in a variety of different fields, each requiring unique skills. The objective of these programs of study is that students obtain an understanding of the theory behind the methods being used as well as mastering the practical skills required by employers.

The following Programs of Study are offered by the technical department:

- Janitorial Expert
- Building Maintenance Technician
- Empower America Training Program
- Light Automotive Mechanic
- Automotive Mechanic
- Food Services
- Food Preparer & Caterer
- Cake & Pastry Decorator

<i>JANITORIAL EXPERT</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students may not have any restrictions of physical activity.			
Program Description & Educational Objectives	<p>The objective of the Janitorial expert program of study is to prepare students for employment as entry level Janitors, Housekeepers and similar professions. Upon successful completion of the program students will:</p> <ul style="list-style-type: none"> • Be familiar with the tools and equipment used in cleaning and maintenance. • Be able to properly care and store the tools, equipment and chemicals used to clean and maintain a building. • Understand the strengths and weaknesses of different cleaning techniques and when to apply them. • How and when to use of chemicals during cleaning and maintenance. • Recognize the management procedures used in the janitorial industry. • Know how to manage their time and implement a work routine. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	9 a.m. to 3 p.m.	7 weeks	11 weeks
	Monday to Friday	5 p.m. to 9 p.m.	10 weeks	15 weeks
	Saturday & Sunday	9 a.m. to 3 p.m.	17 weeks	26 weeks
Total Clock Hours	200			
Costs	Tuition:	\$2000.00		
	Registration:	\$100.00		
	Books:	\$75.00		
	Fees, Supplies & Equipment:	\$125.00		
	STRF fee:	\$0.00		
	Total Charges For The Current Period Of Attendance:	\$2300.00		
	Total Charges For The Entire Educational Program:	\$2300.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
37-1011	Housekeeping and Janitorial Supervisors
37-2011	Janitors and Cleaners
37-2012	Maids and Housekeeping Cleaners

<i>BUILDING MAINTENANCE TECHNICIAN</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students may not have any restrictions of physical activity.			
Program Description & Educational Objectives	The objective of the Building Maintenance Technician program of study is to prepare students for employment as entry level Maintenance Personnel. Upon successful completion of the program students will: <ul style="list-style-type: none"> • Be familiar with the tools and equipment used in cleaning and maintenance. • Be able to properly care and store the tools, equipment and chemicals used to repair and maintain a building. • Perform basic Plumbing repairs. • Perform basic Electrical repairs • Receive and process work orders and maintenance tickets. • Know how to manage their time and implement a work routine. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	9 a.m. to 3 p.m.	4 weeks	6 weeks
Total Clock Hours	160			
Costs	Tuition:	\$5400.00		
	Registration:	\$100.00		
	Books:	\$0.00		
	Fees, Supplies & Equipment:	\$0.00		
	STRF fee:	\$0.00		
	Total Charges For The Current Period Of Attendance:	\$5500.00		
	Total Charges For The Entire Educational Program:	\$5500.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			
Employment may be found in the following occupations				
SOC Code		Occupation		
37-2011		Janitors and Cleaners		

<i>EMPOWER AMERICA TRAINING PROGRAM</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students may not have any restrictions of physical activity.			
Program Description & Educational Objectives	<p>The objective of the Empower America program of study is to prepare students for employment as entry level System Installers. Upon successful completion of the program students will:</p> <ul style="list-style-type: none"> • Be familiar with the tools and equipment used in System design and Implementation. • Verify System Design. • Install Electrical & Mechanical Components. • Conduct Maintenance & Troubleshooting Activities. • Know how to manage their time and implement a work routine. • Know how to manage their time and implement a work routine. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	8 a.m. to 4 p.m.	2 weeks	3 weeks
Total Clock Hours	60			
Costs	Tuition:	\$2350.00		
	Registration:	\$100.00		
	Books:	\$50.00		
	Fees, Supplies & Equipment:	\$100.00		
	STRF fee:	\$0.00		
	Total Charges For The Current Period Of Attendance:	\$2600.00		
	Total Charges For The Entire Educational Program:	\$2600.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			
Employment may be found in the following occupations				
SOC Code		Occupation		
51-2022		Electrical and Electronic Equipment Assemblers		

<i>LIGHT AUTOMOTIVE MECHANIC</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents.			
Program Description & Educational Objectives	<p>The objective of the Light Automotive Mechanic program of study is to prepare students for employment as entry level basic automotive mechanics. Upon successful completion of the program students will:</p> <ul style="list-style-type: none"> • Know how to use, care, and store tools and equipment used in automotive maintenance and repair. • Understand how an engine operates and the maintenance it requires. • Be familiar with a vehicles lighting, electrical, and charging systems. • Be able to diagnose and repair a vehicle's starting and fuel injection systems. • Identify a vehicles drivetrain and Components • Understand the workings of the suspension system 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Thursday	9 a.m. to 4 p.m.	12 weeks	18 weeks
	Monday to Thursday	6:30 p.m. to 10 p.m.	24 weeks	36 weeks
	Saturday and Sunday	9 a.m. to 4 p.m.	24 weeks	36 weeks
Total Clock Hours	336			
Costs	Tuition:	\$5160.00		
	Registration:	\$100.00		
	Books:	\$100.00		
	Fees, Supplies & Equipment:	\$140.00		
	STRF fee:	\$0.00		
	Total Charges For The Current Period Of Attendance:	\$5500.00		
	Total Charges For The Entire Educational Program:	\$5500.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
49-3023	Automotive Service Technicians and Mechanics
49-3021	Automotive Body and Related Repairers
49-3093	Tire Repairers and Changers

<i>AUTOMOTIVE MECHANIC</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students may not have any restrictions of physical activity.			
Program Description & Educational Objectives	<p>The objective of the Automotive Mechanic program of study is to prepare students for employment as entry level basic automotive mechanics. Upon successful completion of the program students will:</p> <ul style="list-style-type: none"> • Know how to use, care, and store tools and equipment used in automotive maintenance and repair. • Understand how an engine operates and the maintenance it requires. • Be familiar with a vehicles lighting, electrical, and charging systems. • Be able to diagnose and repair a vehicle's starting and fuel injection systems. • Recognize the management procedures used in the automotive maintenance and repair industry. • Know how to manage their time and implement a work routine. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	9 a.m. to 3 p.m.	14 weeks	21 weeks
	Monday to Friday	5 p.m. to 9 p.m.	20 weeks	30 weeks
Total Clock Hours	400			
Costs	Tuition:	\$4000.00		
	Registration:	\$100.00		
	Books:	\$180.00		
	Fees, Supplies & Equipment:	\$845.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	<u>\$5125.50</u>		
	<u>Total Charges For The Entire Educational Program:</u>	<u>\$5125.50</u>		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field.			

Employment may be found in the following occupations	
SOC Code	Occupation
49-3023	Automotive Service Technicians and Mechanics
49-3021	Automotive Body and Related Repairers
49-3093	Tire Repairers and Changers

<i>FOOD SERVICES</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents. Students may not have any restrictions of physical activity.			
Program Description & Educational Objectives	<p>The objective of the Food Services program of study is to prepare students for employment as entry level cooks, food preparers, or kitchen assistants. Upon successful completion of the program students will:</p> <ul style="list-style-type: none"> • Know how to use, care, and store tools and equipment used to serve and prepare food. • Understand basic nutritional information and the importance of nutrition. • Be able to properly clean and sanitize a food preparation environment. • Know how to safely handle food and prepare food in a manner that will not harm those who consume it. • Be familiar with reading recipes and the elements of a meal. • Recognize the importance of customer service and management procedures used in food services industry. • Be prepared to take a County Food Handler Certification exam. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Friday	9 a.m. to 3 p.m.	16 weeks	24 weeks
	Monday to Friday	5 p.m. to 9 p.m.	24 weeks	36 weeks
Total Clock Hours	480			
Costs	Tuition:	\$4300.00		
	Registration:	\$100.00		
	Books:	\$150.00		
	Fees, Supplies & Equipment:	\$675.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	\$5225.00		
	<u>Total Charges For The Entire Educational Program:</u>	\$5225.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Licensure is not required for employment in this field; however, students are encouraged to seek certification from a county approved vendor.			

Employment may be found in the following occupations	
SOC Code	Occupation
35-9099	Food Preparation and Serving Related Workers, All Other
35-1012	Food Preparation and Serving Worker Supervisor
35-2021	Food Preparation Workers
11-9051	Food Service Managers
35-2012	Cooks, Institution and Cafeteria
35-2015	Cooks, Short Order
35-2011	Cooks, Fast Food
35-2014	Cooks, Restaurant

<i>FOOD PREPARER & CATERER</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents.			
Program Description & Educational Objectives	<p>The objective of the Food Preparer program of study is to prepare students for entry level employment in commercial food preparation environments. Upon successful completion of the program students will:</p> <ul style="list-style-type: none"> • Know how to use, care, and store tools and equipment used to serve and prepare food. • Understand basic nutritional information and the importance of nutrition. • Be able to properly clean and sanitize a food preparation environment. • Know how to safely handle food and prepare food in a manner that will not harm those who consume it. • Be familiar with reading recipes and the elements of a meal. • Recognize the importance of customer service and management procedures used in traditional, mobile, and catering environments. • Be prepared to take a County Food Handler Certification exam. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Thursday	9 a.m. to 4 p.m.	12 weeks	18 weeks
	Monday to Thursday	6:30 p.m. to 10 p.m.	24 weeks	36 weeks
	Saturday and Sunday	9 a.m. to 4 p.m.	24 weeks	36 weeks
Total Clock Hours	336			
Costs	Tuition:	\$5160.00		
	Registration:	\$100.00		
	Books:	\$100.00		
	Fees, Supplies & Equipment:	\$140.00		
	STRF fee:	\$0.00		
	Total Charges For The Current Period Of Attendance:	\$5500.00		
	Total Charges For The Entire Educational Program:	\$5500.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Certification as a California Food Handler is required for employment in this field. Certification is obtained by passing a County Health Department basic food safety Examination with a score of 70 percent or better.			

Employment may be found in the following occupations	
SOC Code	Occupation
35-9099	Food Preparation and Serving Related Workers, All Other
35-1012	Food Preparation and Serving Worker Supervisor
35-2021	Food Preparation Workers
35-2014	Cooks, Restaurant
35-2012	Cooks, Institution and Cafeteria
35-2015	Cooks, Short Order
35-2011	Cooks, Fast Food

<i>CAKE & PASTRY DECORATOR</i>				
Prerequisites & Requirements	This Program of study requires students to be California residents.			
Program Description & Educational Objectives	<p>The objective of the Cake & Pastry Decorator program of study is to prepare students for employment as entry level cake decorators & bakery assistants. Upon successful completion of the program students will:</p> <ul style="list-style-type: none"> • Know how to use, care, and store tools and equipment used to decorate cakes & pastries. • Be able to properly clean and sanitize a food preparation environment. • Know how to safely handle food and prepare food in a manner that will not harm those who consume it. • Be familiar with pastry decorating techniques. • Be prepared to take a County Food Handler Certification exam. 			
Schedules & Hours	Class Days	Class Hours	Standard Length	Maximum Time Allowable
	Monday to Thursday	9 a.m. to 4 p.m.	12 weeks	18 weeks
	Monday to Thursday	6:30 p.m. to 10 p.m.	24 weeks	36 weeks
	Saturday and Sunday	9 a.m. to 4 p.m.	24 weeks	36 weeks
Total Clock Hours	336			
Costs	Tuition:	\$5400.00		
	Registration:	\$100.00		
	Books:	\$0.00		
	Fees, Supplies & Equipment:	\$0.00		
	STRF fee:	\$0.00		
	<u>Total Charges For The Current Period Of Attendance:</u>	\$5500.00		
	<u>Total Charges For The Entire Educational Program:</u>	\$5500.00		
Graduation Requirement	A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 76% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.			
Licensure	Certification as a California Food Handler is required for employment in this field. Certification is obtained by passing a County Health Department basic food safety Examination with a score of 70 percent or better.			

Employment may be found in the following occupations	
SOC Code	Occupation
51-3011	Bakers
35-2021	Food Preparation Workers