

# **Panamerican Learning Center Catalog**



**5161 Pomona Blvd, Suite 207**

**Los Angeles CA 90022**

**Phone: (323) 265-3994**

**Fax (504) 336-3116**

**JANUARY 1<sup>ST</sup> 2017 UNTIL DECEMBER 31<sup>ST</sup> 2017**

## TABLE OF CONTENTS

GENERAL INFORMATION .....	5
Mission Statement .....	5
Objectives .....	5
Who We Are.....	5
Non-Discrimination Policy .....	6
Authorization Disclosure Statements.....	6
Campus Facilities.....	8
Office Hours .....	8
Equipment.....	8
Library .....	8
ADMISSIONS POLICIES.....	9
The Application Process.....	9
Admission Requirements.....	9
Class Language .....	9
Admissions Test.....	10
Credit Evaluation and Challenge Procedures .....	10
Notice Concerning Transferability of Credits and Credentials Earned at our Institution .....	10
Licensure .....	10
ACADEMIC POLICIES .....	11
Attendance Policy .....	11
Attendance Probation .....	11
Grading and Evaluation Procedures.....	11
Maximum Time in Which to Complete .....	12
Satisfactory Progress Statement.....	12
Tardiness.....	12

Leave Of Absence.....	12
Make-Up Work .....	12
Unofficial Withdrawal.....	13
Automatic Withdrawal.....	13
Probation.....	13
Graduation Requirements .....	13
STUDENT SERVICES.....	14
Student Conduct Requirements .....	14
Conduct and Personal Appearance.....	14
General Conduct .....	14
Career Development and Placement.....	15
Liability.....	15
Retention of Records .....	16
Student Grievance Procedure .....	16
SCHEDULE OF STUDENT CHARGES .....	17
Student Tuition Recovery Fund .....	17
Cancellation and Refund Policies.....	19
Payment Policy.....	20
Job titles to which each educational program is represented to lead .....	20
EXTENDED PROGRAM DESCRIPTIONS.....	21
Computer Support Specialist.....	21
Digital Design.....	22
Web Designer.....	23
Business Office Specialist.....	24
Accounting Technician.....	25
MEDIUM PROGRAM DESCRIPTIONS.....	26
Computer Technician .....	26

Video Security Technician.....	27
Mobile Phone Technician.....	28
Web Design Technician .....	29
A+ Certification Preparation.....	30
Course Descriptions .....	31
School Holiday 2018.....	44
Staff and Faculty Listing.....	45
Academic Calendar .....	46
Class Schedules .....	46

## GENERAL INFORMATION

---

### MISSION STATEMENT

---

The mission of the Panamerican Learning Center is to equip each student with the technical expertise, academic foundation and standards necessary to obtain employment in today's business environment. It is the goal of the school to fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in the field of information technology.

### OBJECTIVES

---

To achieve its goal, the institution is committed to the following:

- Provide a supportive educational environment that will help maximize each students learning potential.
- Offer a range of quality programs which are routinely updated to reflect the current and future needs of the job market.
- Maintain the proper on-site computer resources featuring recent hardware technology and software currently in use by businesses and industry.
- Develop in each student the personal and professional qualities that are sought and valued by prospective employers.
- To encourage acquisition of the body of knowledge presented in our educational programs.
- To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment.
- To encourage and foster the value of life-long learning in our students.

### WHO WE ARE

---

Panamerican Learning Center was established to serve low to moderate income and unemployed residents of Los Angeles County. The school's management team possess more than 30 years of technical knowhow in the computer field as well as many years dedicated exclusively to vocational teaching and school administration.

Panamerican Learning Center offers:

- Small class sizes;
- Qualified and patient instructors with field experience;
- Applied learning through hands-on training;
- Job placement assistance on successful completion of coursework.

The school welcomes adult students who are interested in acquiring skills and gaining employment in the computer related and IT field.

## NON-DISCRIMINATION POLICY

---

Panamerican Learning Center is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements.

The school offers the following programs:

<b>EXTENDED</b>		
<b>Code</b>	<b>Title</b>	<b>Clock Hrs.</b>
<b>ECT</b>	Computer Support Specialist	900
<b>EDD</b>	Digital Design	750
<b>EWD</b>	Web Designer	750
<b>EOS</b>	Business Office Specialist	810
<b>EAT</b>	Accounting Technician	810
<b>MEDIUM</b>		
<b>Code</b>	<b>Title</b>	<b>Clock Hrs.</b>
<b>MCT</b>	Computer Technician	360
<b>MVS</b>	Video Security Technician	360
<b>MPT</b>	Mobile Phone Technician	360
<b>MWD</b>	Web Design Technician	360
<b>MCA</b>	A+ Certification Preparation	360

## AUTHORIZATION DISCLOSURE STATEMENTS

---

- ✓ The school catalog is updated at least once a year or whenever changes to school policies take place.
- ✓ It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.
- ✓ All class are held in in suite 207 at 5161 Pomona Blvd, Los Angeles CA 90022
- ✓ Panamerican Learning Center is a private postsecondary institute approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and the Division 7.5 of Title 5 of the California Code of Regulations.
- ✓ Panamerican Learning Center does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✓ As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- ✓ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Fax: (916) 263-1897.

- ✓ A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).
- ✓ Panamerican Learning Center does not participate in state or federal financial aid programs.
- ✓ Panamerican Learning Center is an unaccredited institution
- ✓ A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
- ✓ If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund, and that, 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.
- ✓ Panamerican Learning Center does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- ✓ Nearby residential living includes room or apartment rental. A monthly rental for a one bedroom in the immediate area is approximately \$850.
- ✓ Panamerican Learning Center does not provide housing assistance services to students.
- ✓ Panamerican Learning Center has no responsibility to find or assist a student in finding housing.
- ✓ Panamerican Learning Center does not offer distance education.
- ✓ Panamerican Learning Center's programs are not intended to prepare graduates for any position that requires California State Licensure. This means our graduates are not eligible to sit for applicable licensure in California or other states.
- ✓ Panamerican Learning Center students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. Panamerican Learning Center does not offer English as a Second Language.
- ✓ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visas, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student's status.
- ✓ Panamerican Learning Center does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any programs.
- ✓ Panamerican Learning Center does not have an articulation agreement or transfer agreement with any other college or university.
- ✓ The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- ✓ Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

## CAMPUS FACILITIES

---

The campus where class sessions are held is located at 5161 Pomona Blvd, Suite 207 Los Angeles CA 90022. The institute is located a block west of S Atlantic Blvd on the second floor of the building and three blocks from Pomona Freeway. The area of the institute is approximately 840 sq. ft. with an entrance into the administrative area and with two classrooms, the second one doubles as the school lab for A+ class. The administrative area is divided into a reception area and admissions desk with a small filing cabinet and the school's resource center. There a unisex restroom available as well as restrooms on the same floor for men and women. Instruction is provided in the two classrooms. There is ample parking in front of the building.

## OFFICE HOURS

---

Business office hours are Monday through Friday from 9:00 AM to 6:00 PM.

## EQUIPMENT

---

At the present time the first microcomputer classroom is equipped with modern and currently in use systems. Special audio-video equipment and software is used to assist training and enhancing concepts retention. The second classroom doubles as a computer repair Lab and is equipped with tools and equipment to create conditions found in a regular working environment. Special diagnostic software and reference material is available for student practices. The equipment utilized in the classroom and lab has been selected to provide the student with the opportunity to learn in real working conditions. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

## LIBRARY

---

The school has a small reference library on campus in the reception area open to students. Students have access to reference texts and materials useful in completing their program of study. Materials are to be used on campus and are available during normal class hours. These texts books provide additional information on essential skills and procedures with bibliographical references and indexes and will complement the school's programs by supporting and reinforcing the instruction given in class and practically. Students may check out reference books by completing a "Book Checkout Form". All books and publications are of current use. Access to the Internet is encouraged to research for additional sources and up to date information. Students are also offered a listing of public libraries within 3 miles of the school.



## ADMISSIONS POLICIES

---

### THE APPLICATION PROCESS

---

The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. A prospective student is encouraged to call the school and make an appointment with an admission representative to discuss the program they are interested in and arrange for a tour of the school's facilities.

Each applicant will have an interview with an Admissions Representative, a tour of the facilities will be provided, and the student academic and career goals discussed.

The application for admissions process is as follows:

- 1) Complete an admissions application.
- 2) Complete a personal interview with an admissions representative.
- 3) Tour the school facilities with an admissions representative.
- 4) When necessary take a Wonderlic test.
- 5) Receive and read all required pre-enrollment disclosures.
  - ✓ School Catalog with the Program Outlines
  - ✓ Drug Free School Disclosure
  - ✓ A School Performance Fact Sheet
  - ✓ Campus Security Statistics Disclosure
  - ✓ Read the Enrollment Agreement before signing
  - ✓ Make financial arrangement to cover tuition and fees

The School Director has the responsibility to review and approve an enrollment agreement and to ensure that the applicant has met the proper criteria in accordance with admission standards. Applicants who are denied admission are notified promptly and any fees paid are refunded.

### ADMISSION REQUIREMENTS

---

To be eligible for admission to the School, a prospective student must meet the following requirements:

- ✓ Be at least 18 years of age
- ✓ Be able to read, write, speak and understand English language
- ✓ Take an entrance examination which is an Ability to Benefit Admissions Test (Wonderlic) to determine students' basic knowledge and abilities.

### CLASS LANGUAGE

---

Classes are taught in English. All learning material is in English. Instruction is in English so all students are expected to speak English. An applicant must pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210. This demonstrates that a prospective student speaks and understands English proficiently enough to take the program and has the ability to benefit from the program.

Enrollment is open-entry/fixed exit. The school is in continuous operation year round. Students may enroll on any weekday. Each student's completion date is projected at the time of entrance into the course. This date may be adjusted during the course of training if problems of attendance or academic achievement occur.

## ADMISSIONS TEST

---

Panamerican Learning Center utilizes the nationally recognized Wonderlic exam. The Wonderlic test measures students' ability to acquire and use knowledge and skills. Student's cognitive ability is also measured. The test provides the best support to interpret student capabilities across both school and work environments. Panamerican Learning Center uses passing scores as recommended by Wonderlic.

## CREDIT EVALUATION AND CHALLENGE PROCEDURES

---

Panamerican Learning Center does not accept credit from other schools or programs. The institution has not entered into an articulation or transfer agreement with any other school or university at this time. Panamerican Learning Center does not award credit for experiential learning.

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

---

The transferability of credits you earn at Panamerican Learning Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer.

If the 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 course work at the 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 Panamerican Learning Center to determine if your certificate will transfer.

## LICENSURE

---

None of the programs at Panamerican Learning Center leads to licensure. Our A+ Certification Preparation program prepares students for A+ certification. The A+ certification is an internationally recognized validation of the technical knowledge required of foundation-level IT practitioners. The CompTIA Network+ and A+ exams can be applied together toward the Microsoft Certified Systems Administrator (MCSA) program.

The A+ certification ensures that the successful candidate has the important knowledge and skills necessary to manage, maintain, troubleshoot, install, operate and configure office computing equipment, describe computing technologies, basic principles, adhere to professional standards, and use testing tools.

## ACADEMIC POLICIES

---

### ATTENDANCE POLICY

---

The faculty and staff of the school consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Students who are excessively absent (30% or more of classroom hours) will be placed on probation without notice. If the student's attendance does not improve, the student will be dropped from the program. Students will not be readmitted without approval of the primary instructor and Director. If a student is absent for a test he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with approval of the Director. A student is considered tardy when arriving 10 minutes or more after the start of class, or leaving 10 minutes or more before the end of class. Tardiness and early departures are included in the student's attendance record of absences.

### ATTENDANCE PROBATION

---

At least once a week, the Director monitors the student attendance cards of all active students and calls those students that have missed one or two days during that week. Students are required to have an overall attendance rate of 70% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-third of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A probation letter will be sent to that student.

### GRADING AND EVALUATION PROCEDURES

---

Grade reports are issued to students at the completion of each course. Grading is accomplished by both practical and written methods. Grading standards are as follows:

A	=	90% - 100%	4.00	=	Excellent
B	=	80% - 89%	3.00	=	Good
C	=	70% - 79%	2.00	=	Satisfactory
D	=	60% - 69%	1.00	=	Poor
F	=	00% - 59%	0.75	=	Failing
I	=	00% =			Incomplete
W	=	00% =			No Grade Assigned

Grade point average required for certifying completion of each course is a minimum cumulative passing grade of 70%.

## MAXIMUM TIME IN WHICH TO COMPLETE

---

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of hours in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

## SATISFACTORY PROGRESS STATEMENT

---

Student will be judged as making satisfactory progress by the following conditions:

Satisfactory progression in registered courses is maintaining a cumulative grade point average (GPA) of 2.0 at midpoint of program. To avoid academic probation, students must maintain a minimum GPA of 70% or C. Students maintaining less than a 70% GPA must be counseled by the instructor, which will be noted on their progress report. Students not meeting said conditions will be scheduled for conference with the School Director, and may result in probation for the student. Students are expected to be prepared and meet the demands of the coursework they have chosen. Students should review the curriculum schedule for each course and ask any questions regarding the curriculum before starting the program. Students will be notified and given an exact time schedule for courses. Students must immediately notify the school if they are unable to meet at the scheduled time.

## TARDINESS

---

Tardiness within any consecutive two-week period can result in the disciplinary action of probation. Chronic tardiness can lead to dismissal. Two tardies are counted as one absence. Students under such restriction will be counseled and monitored to see if their situation improves. Students not responding to probation, counseling or suspension can be dismissed at the discretion of the school's administrator.

## LEAVE OF ABSENCE

---

Leave of Absence, including military leave, National Guard, The Reserves' annual two-week training, or call for temporary active duty shall be reasonable in duration and shall not exceed 30 school days or 60 calendar days in any 12-month period. Leave shall be for specific and acceptable purposes. A written request for leave must be properly signed and dated by both the student and authorized school administrator, and be placed in the student's individual file within one week of the beginning of the leave. If a student fails to return from leave, he or she is automatically terminated with a refund consummated within 30 days.

## MAKE-UP WORK

---

Make-up work may be required for any absence. It is the responsibility of the student and must be completed after each absence. Students must make personal arrangements with individual instructors to make-up missed work. Hours of make-up work may be substituted as hours of class attendance.

## UNOFFICIAL WITHDRAWAL

---

If the student fails to attend school for more than 10 consecutive days, the school will consider the student a drop and automatically withdraw him/her from the program.

## AUTOMATIC WITHDRAWAL

---

A student will automatically be withdrawn from the program for the following reasons:

- ✓ Failure to attend school for 10 consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date
- ✓ Failure to maintain satisfactory progress for two consecutive modules.
- ✓ Failure to fulfill financial agreements
- ✓ Failing any course in the program twice during the one enrollment period

## PROBATION

---

If the student has failed to maintain satisfactory progress after the midpoint, the student will be placed on probation for 30 days. At the end of the period the student will be re-evaluated.

- Student must raise and maintain their average to 80 percent, or
- Have a satisfactory progress report from the instructor.

If the conditions are met, the probationary status will be lifted. Failure to achieve satisfactory progress after the probationary period will result in dismissal from the school unless a special condition is made and documented by the director. Students may appeal their probationary status by submitting an appeals letter to the school's director. All such requests will be evaluated and acted upon promptly.

It will be the responsibility of each student to have all required books and materials before the first class meeting. Students must make the effort to secure the books and materials they need to before starting the program. All incidental supplies are to be furnished by the student, such as paper, pens or pencils.

## GRADUATION REQUIREMENTS

---

Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a cumulative grade point average of 2.0 (C Average) and who have fully paid all tuition charges. Programs leading to a job title are required to pass a final exam with a letter grade of C or better.

## STUDENT SERVICES

---

This institution does not provide orientations, airport reception services, housing assistance or other services often afforded entering freshman at other institutions. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### STUDENT CONDUCT REQUIREMENTS

---

Students are expected to dress and act properly while attending classes. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

### CONDUCT AND PERSONAL APPEARANCE

---

The student must attend classes continuously and complete the required training, unless placed on a job prior to class end.

The student must call the office prior to missing a class. If the student cannot attend a class, he/she is responsible for making up missed assignments.

- Students are required to be courteous and professional to staff and fellow students.
- Beverages and food are not allowed in the training areas.
- Students must pick up and clean after themselves.
- Students should be considerate of others and the facility.
- Students must make personal calls on the public pay phone. In the case of emergency or employment-related calls, student must get permission from staff.
- Students are not permitted to smoke on school premises. If a student needs to smoke, he/she must do so outside the school's premises.
- Students are expected to dress in a clean and tidy manner. When warranted, students will be asked on occasion to dress in more traditional business attire.

### GENERAL CONDUCT

---

Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Panamerican Learning Center defines improper conduct as the following: fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for school policy. Improper conduct is cause for suspension or expulsion.

The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified and compensated, if applicable. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The school reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

## CAREER DEVELOPMENT AND PLACEMENT

No employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught towards the end of each program.

- ✓ Preparing resumes
- ✓ Developing job interviewing skills
- ✓ Identifying job position openings
- ✓ Following up with employers after interviews
- ✓ Negotiating wages and benefits
- ✓ Maintaining employment once hired
- ✓ Securing opportunities for advancement once hired
- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance will, in all probability and likelihood, be an entry-level position.

Throughout their program, students receive instruction on resume preparation, market research techniques and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students compose resumes and letters of introduction. The school will offer helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

## LIABILITY

Panamerican Learning Center assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus.

## RETENTION OF RECORDS

---

Panamerican Learning Center will maintain student records for five years, as required by state law. Student transcripts will be maintained for **permanently**. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All transcripts of training will be kept for a period of at least 5 years upon completion or withdrawal of the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

## STUDENT GRIEVANCE PROCEDURE

---

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" differences will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing. If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education or Agency for Veterans Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education,  
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Tel (916) 431-6959, Toll Free (888) 370-7589 Fax (916) 263-1897

By e-mail to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)  
Mailing address:  
Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818



## SCHEDULE OF STUDENT CHARGES

EXTENDED						
Code	Program Title	Tuition Refundable	Registration Non- Refundable	Books and Supplies Refundable	*STRF Non- Refundable	**Total Charges
ECT	Computer Support Specialist	\$9,900.00	\$125.00	\$518.00	\$0.00	\$10,543.00
EDD	Digital Design	\$8,250.00	\$125.00	\$206.00	\$0.00	\$8,581.00
EWD	Web Designer	\$8,470.00	\$125.00	\$300.00	\$0.00	\$8,895.00
EOS	Business Office Specialist	\$8,910.00	\$125.00	\$242.00	\$0.00	\$9,277.00
EAT	Accounting Technician	\$8,910.00	\$125.00	\$196.00	\$0.00	\$9,231.00
MEDIUM						
MCT	Computer Technician	\$4,960.00	\$125.00	\$473.00	\$0.00	\$5,558.00
MVS	Video Security Technician	\$4,960.00	\$125.00	\$405.00	\$0.00	\$5,490.00
MPT	Mobile Phone Technician	\$4,960.00	\$125.00	\$400.00	\$0.00	\$5,485.00
MWD	Web Design Technician	\$4,960.00	\$125.00	\$235.00	\$0.00	\$5,320.00
MCA	A+ Certification Preparation	\$3,960.00	\$125.00	\$555.00	\$0.00	\$4,640.00
<b>Registration Fee</b>		This is a one-time charge for processing the paperwork required for admission into a program and according to California statute shall not exceed \$250. Once paid this fee is non-refundable.				
<b>STRF Fee</b>		STRF stands for Student Tuition Recovery Fund and <b>STRF Fee</b> is an assessment of amount that would be charged to the student per \$1000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. When the amount in the fund is over \$25 million dollars the assessment rate is reduced to \$0.00. Since January 1, 2015, the STRF assessment rate has been zero (\$0) per \$1,000. It is non-refundable fee. Please refer to the required statement below for further clarification.				
<b>Cost of uniform, books and materials</b>		This is the cost of your textbook(s) and for your uniform and any equipment you may require for completion of the program. These will be itemized on your enrollment agreement.				
<b>Tuition Fee</b>		This is the cost of tuition for your program				
<b>Total Cost</b>		This is the total charges for the entire program. This is the total charges for the period of attendance beginning from your start date to your completion date.				

### STUDENT TUITION RECOVERY FUND

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student.

## CANCELLATION AND REFUND POLICIES

---

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$100.00 and the STRF fee, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct a registration fee and the STRF fee from the total tuition charge.
- (B) Divide this figure by the number of days in the program.
- (C) The quotient is the daily charge for the
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- (F) The refund amount shall be adjusted for equipment, if applicable.

If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition within 10 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition within the 10 day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

Panamerican Learning Center reserves (and will publish a schedule of changes that will itemize all charges.), the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students who are already in attendance or enrolled. Enrollment fees are not refundable.

## PAYMENT POLICY

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. Panamerican Learning Center accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

## JOB TITLES TO WHICH EACH EDUCATIONAL PROGRAM IS REPRESENTED TO LEAD

- **Computer Support Specialist**
- 15-1151.00 Computer User Support Specialists
- **Digital Design**
- 27-1024.00 Graphic Designers
- **Web Designer**
- 15-1134.00 - Web Developers
- **Business Office Specialist**
- 13-1199.00 - Business Operations Specialists, All Other
- **Accounting Technician**
- 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks
- **Computer Technician**
- 15-1041.00 - 15-1152.00 - Computer Support Specialists
- **Video Security Technician**
- 27-4011.00 - Audio and Video Equipment Technicians
- **Mobile Phone Technician**
- 49-2022.00 - Telecommunications Equipment Installers and Repairers, Except Line Installers
- **Web Design Technician**
- 15-1134.00 - Web Developers
- **A+ Certification Preparation**
- 15-1041.00 - 15-1152.00 - Computer Support Specialists

## EXTENDED PROGRAM DESCRIPTIONS

### COMPUTER SUPPORT SPECIALIST

#### ***Educational Objective:***

#### Computer Support Specialist

This program will prepare individuals to enter the workforce in entry-level positions such as technical support, desktop support, and help desk technician. Students will work on both hardware and software. They will assemble and disassemble computers, install operating and applications software, configure and troubleshoot errors on computer systems. Students learn the skills of networking and troubleshoot network errors. They will also learn the basic skills of Microsoft Office. Upon completion of the course, the student will be prepared to take the A+ Certification. Graduates will be able to work on entry-level jobs as Computer Repair Technicians, Microcomputer Support Specialists in computer stores, computer repair shops, or establish their own companies that do sales and repair of computers.

#### ***Program Length***

A Diploma Program: 900 Total Clock Hours

Program Schedule: 30 Weeks, 30 Hours per Week, Monday to Friday

Class code	Class Title	Lecture	Lab	Total Clock Hrs.
ECT- 1	Introduction to the Microcomputer	10	10	20
ECT- 2	Microcomputer Technology	40	60	100
ECT- 3	Microcomputer Maintenance and Repair	40	60	100
ECT- 4	Networking I	40	60	100
ECT- 5	Networking II	40	60	100
ECT- 6	Mobile Repair	40	60	100
ECT- 7	Video Surveillance	40	60	100
ECT- 8	A+ Certification Test Preparation	100	40	140
CGC-1	Internship	0	80	80
CGC-2	Career Development & Job Placement	30	30	60
	<b>TOTAL HOURS</b>	<b>380</b>	<b>520</b>	<b>900</b>

***Graduation requirements*** Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges.

## DIGITAL DESIGN

---

### ***Educational Objective:***

The Digital Design prepares students to acquire the knowledge, skills, experience and abilities needed to design, create animation, adjust colors or images, create complex illustrations, and add effects to images with effects and images generated in complementary programs like Illustrator; Flash, Fireworks, and Quark Xpress. After the completion of the classroom portion of the program, students will be completing a portfolio as well as an internship either at the school or off-site. Graduates of the program will be able to work in entry-level positions as Graphic Designers in design centers, print shops, publishers and can also set up their own businesses to operate as a freelance Graphic Designers.

### ***Program Length***

A Diploma Program: 750 Total Clock Hours

Program Schedule: 25 Weeks, 30 Hours per Week, Monday to Friday

Class code	Class Title	Lecture	Lab	Total Clock Hrs.
EDD- 1	Adobe Photoshop I	70	80	150
EDD- 2	Adobe Photoshop II	40	60	100
EDD- 3	Adobe Illustrator	30	60	90
EDD- 4	Adobe Flash	30	60	90
EDD- 5	Adobe Fireworks	30	60	90
EDD- 6	QuarkXPress	30	60	90
CGC-1	Internship	0	80	80
CGC-2	Career Development & Job Placement	30	30	60
	<b>TOTAL HOURS</b>	<b>260</b>	<b>490</b>	<b>750</b>

### ***Graduation requirements***

Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges.

## WEB DESIGNER

---

### ***Educational Objective:***

The Web Designer course prepares students to acquire the knowledge, skills, experience and abilities needed to design and construct web pages, create animation, adjust colors or images and add effects to images. Students will learn how to write and edit HTML, JavaScript, PHP and SQL code, create more compelling web sites by using graphic editor software such as Photoshop, Flash, Fireworks and the Web Page editor Dreamweaver. Students will acquire the ability to publish their web sites in the World Wide Web. After the completion of the classroom portion of the program, students will be completing a portfolio as well as an internship either at the school or off-site. Graduates of the program will be able to work in entry-level positions as Web Page Developers in different businesses; they can also may set up their own businesses and become freelance Web Designers.

### ***Program Length***

A Diploma Program: 750 Total Clock Hours

Program Schedule: 25 Weeks, 30 Hours per Week, Monday to Friday

Class code	Class Title	Lecture	Lab	Total Clock Hrs.
EWD- 1	Adobe Dreamweaver I	70	80	150
EWD- 2	Adobe Dreamweaver II	40	60	100
EWD- 3	Adobe Photoshop	40	40	80
EWD- 4	Adobe Flash	40	40	80
EWD- 5	Adobe Fireworks	40	40	80
EWD- 6	Mobile Apps Development	20	40	60
EWD- 7	E-Commerce	30	30	60
CGC-1	Internship	0	80	80
CGC-2	Career Development & Job Placement	30	30	60
	<b>TOTAL HOURS</b>	<b>310</b>	<b>440</b>	<b>750</b>

### ***Graduation requirements***

Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges.

## BUSINESS OFFICE SPECIALIST

---

### ***Educational Objective:***

The Business Office Specialist program is designed to provide comprehensive, practical, hands-on training in the computer operation field. At the completion of this program, students will demonstrate employable skills in keyboarding, word processing, spreadsheets, database management and presentation graphics. Students will review the Microsoft Office program to attain a higher level of proficiency. Graduates of this program will be prepared to gain entry-level employment in offices as Administrative Assistant, Word Processor, and Computer Operator.

### ***Program Length***

A Diploma Course: 810 Clock Hours

Program Schedule: 27 Weeks, 30 Hours per Week, Monday to Friday

Class code	Class Title	Lecture	Lab	Total Clock Hrs.
EOS- 1	Advanced Keyboarding	20	80	100
EOS- 2	Microcomputer Operation	30	30	60
EOS- 3	MS Windows 7	30	60	90
EOS- 4	MS Word	30	60	90
EOS- 5	MS Excel	30	60	90
EOS- 6	MS Access	30	60	90
EOS- 7	MS PowerPoint	20	30	50
EOS- 8	Professional Office Procedures	50	50	100
CGC-1	Internship	0	80	80
CGC-2	Career Development & Job Placement	30	30	60
	<b>TOTAL HOURS</b>	<b>270</b>	<b>540</b>	<b>810</b>

### ***Graduation requirements***

Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges.



## ACCOUNTING TECHNICIAN

---

### ***Educational Objective:***

This course will prepare the student to compute, classify, and record numerical data to keep financial records complete. Perform routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records, check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Access computerized financial information to answer general questions as well as those related to specific accounts, Calculate and prepare checks for utilities, taxes, and other payments, calculate costs of materials, overhead and other expenses, based on estimates, quotations and price lists, calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes, compile data for financial reports detect discrepancies on records or reports.

### ***Program Length***

A Diploma Course: 810 Clock Hours

Program Schedule: 27 Weeks, 30 Hours per Week, Monday to Friday

Class code	Class Title	Lecture	Lab	Total Clock Hrs.
EAT- 1	Basic Keyboarding - 10 Key	24	46	70
EAT- 2	Business Mathematics	30	30	60
EAT- 3	MS Windows - Excel - Word	48	52	100
EAT- 4	Accounting I	48	52	100
EAT- 5	Accounting II	48	52	100
EAT- 6	Accounting III	48	52	100
EAT- 7	Computer-Aided Accounting	20	20	40
EAT- 8	Quick Books	48	52	100
CGC-1	Internship	80	80	80
CGC-2	Career Development & Job Placement	30	30	60
	<b>TOTAL HOURS</b>	<b>344</b>	<b>466</b>	<b>810</b>

### ***Graduation requirements***

Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges.

## MEDIUM PROGRAM DESCRIPTIONS

---

### COMPUTER TECHNICIAN

---

#### ***Educational Objective:***

The course will prepare individuals to enter the workforce in entry-level positions such as technical support, desktop support, and help desk technician. Students will work on both hardware and software. They will assemble and disassemble computers, install operating and applications software, configure and troubleshoot errors on computer systems. Students learn the skills of networking and troubleshoot network errors. Graduates will be able to work on entry-level jobs Computer Repair Technicians, Microcomputer Support Technician in computer stores, computer repair shops, or establish their own companies that do sales and repair of computers.

#### ***Program Length***

A Diploma Program: 360 Total Clock Hours

Program Schedule: 12 Weeks, 30 Hours per Week, Monday to Friday

Class code	Class Title	Lecture	Lab	Total Clock Hrs.
MCT- 1	Microcomputer Fundamentals	20	20	40
MCT- 2	Microcomputer Technology	30	30	60
MCT- 3	Microcomputer Diagnostics	30	30	60
MCT- 4	MS Windows	30	30	60
MCT- 5	Networking	30	30	60
MCT- 6	Internet	12	12	24
MGC-1	Internship	0	36	36
MGC-2	Career Development & Job Placement	20	0	20
	<b>TOTAL HOURS</b>	<b>172</b>	<b>188</b>	<b>360</b>

#### ***Graduation requirements***

Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges.

## VIDEO SECURITY TECHNICIAN

---

### ***Educational Objective:***

This course prepares students for the planning and installation of video surveillance systems using microcomputers in local and remote facilities online. The course covers the physics of light, lenses and signal transmission, employs commonly used components including cameras, monitors, storage units, disk systems, capture cards and software. The student executes various projects under conditions similar to those found in domestic and commercial installations.

### ***Program Length***

A Diploma Program: 360 Total Clock Hours

Program Schedule: 12 Weeks, 30 Hours per Week, Monday to Friday

Class code	Class Title	Lecture	Lab	Total Clock Hrs.
MVS- 1	Microcomputer Fundamentals	20	20	40
MVS- 2	Networking	20	20	40
MVS- 3	CCTV Systems	30	34	64
MVS- 4	Video System Design	20	20	40
MVS- 5	Video System Installation	18	22	40
MVS- 6	Video System Operation	24	0	24
MVS- 7	Video System Troubleshooting	20	36	56
MGC-1	Internship	0	36	36
MGC-2	Career Development & Job Placement	20	0	20
	<b>TOTAL HOURS</b>	<b>214</b>	<b>146</b>	<b>360</b>

### ***Graduation requirements***

Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges.

## MOBILE PHONE TECHNICIAN

---

### ***Educational Objective:***

This course prepares students to work in cellular phone and tablets repair and configuration. The course covers the principles of cellular transmission, methods of communication, telephone components in different types of brands and models, troubleshooting techniques, hands on repairing techniques, soldering and components replacement, water damage, programming, parts procurement and business operation. The student executes projects under conditions similar to those found in repair shops.

### ***Program Length***

A Diploma Program: 360 Total Clock Hours

Program Schedule: 12 Weeks, 30 Hours per Week, Monday to Friday

Class code	Class Title	Lecture	Lab	Total Clock Hrs.
30	0	30	0	30
18	18	36	18	36
0	18	18	18	18
12	24	36	24	36
14	18	32	18	32
36	74	110	74	110
12	12	24	12	24
6	12	18	12	18
0	36	36	36	36
20	0	20	0	20
<b>148</b>	<b>212</b>	<b>360</b>	<b>212</b>	<b>360</b>

### ***Graduation requirements***

Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges.

## WEB DESIGN TECHNICIAN

---

### ***Educational Objective:***

The Web Design course prepares students to acquire the knowledge, skills, experience and abilities needed to design and construct web pages, create animation, adjust colors or images and add effects to images. Students will learn how to write and edit HTML and JavaScript code, create more compelling web sites by using Photoshop, software to create banners, logos and slide shows and the page editor Dreamweaver. Students will acquire the ability to publish their web sites in the World Wide Web. After the completion of the classroom portion of the program, students will be completing a portfolio as well as an internship either at the school or off-site. Graduates of the program will be able to work in entry-level positions as web page developers in different businesses; they can also may set up their own businesses and become freelance Web Designers.

### ***Program Length***

A Diploma Program: 360 Total Clock Hours

Program Schedule: 12 Weeks, 30 Hours per Week, Monday to Friday

Class code	Class Title	Lecture	Lab	Total Clock Hrs.
MWD- 1	Web Design Fundamentals	20	20	40
MWD- 2	Web Page Development I	30	30	60
MWD- 3	Web Page Development II	30	30	60
MWD- 4	Design Applications	30	30	60
CGC- 1	Internship	0	80	80
CGC- 2	Career Development & Job Placement	30	30	60
	<b>TOTAL HOURS</b>	<b>140</b>	<b>220</b>	<b>360</b>

### ***Graduation requirements***

Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges.

## A+ CERTIFICATION PREPARATION

---

### ***Educational Objective:***

The purpose of this course is to train the student in the operation and technical concepts to understand the functioning of the microcomputer, its components and operation, the course prepares students to have the knowledge and skills in order to pass the CompTIA A+ Certification Exam. The course will consist of a series of practice exams in two main categories: the A+ Core Hardware Exam and the A+ Operating System Technologies Exam.

### ***Program Length***

A Diploma Program: 360 Total Clock Hours

Program Schedule: 12 Weeks, 30 Hours per Week, Monday to Friday

Class code	Class Title	Lecture	Lab	Total Clock Hrs.
MCA- 1	A+ Certification Orientation	24	0	24
MCA- 2	Microcomputer Hardware	60	60	120
MCA- 3	Microcomputer Software	60	60	120
MCA- 4	Working Procedures and Safety	30	30	60
MCA- 5	Test Preparation	0	36	36
	<b>TOTAL HOURS</b>	<b>250</b>	<b>110</b>	<b>360</b>

### ***Certification***

Our A+ Certification Preparation program prepares students for A+ certification. The A+ certification is an internationally recognized validation of the technical knowledge required of foundation-level IT practitioners. The CompTIA Network+ and A+ exams can be applied together toward the Microsoft Certified Systems Administrator (MCSA) program.

The A+ certification ensures that the successful candidate has the important knowledge and skills necessary to manage, maintain, troubleshoot, install, operate and configure office computing equipment, describe computing technologies, basic principles, adhere to professional standards, and use testing tools.

### ***Graduation requirements***

Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges.































MCA-5 Test Preparation

36 Clock Hours

The student is prepared by extent practice with the methods employed in the actual testing, several tests are performed to cover the technical and operational aspects of the microcomputer, the work and customer relation etiquette and the safety aspects required.

Prerequisite: MCA-1/2/2/4

### SCHOOL HOLIDAY 2017

---

New Year's Day	January 1
Martin Luther King Day	January 15
President's Day	February 19
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Veterans Day	November 11
Thanksgiving Day	November 22
Day after Thanksgiving	November 23

Winter Holidays will last from December 23, 2017 until January 2, 2019. Additional holidays or school closures may be declared at the discretion of the School Director.



## ACADEMIC CALENDAR

---

The school has an open enrollment period and start dates are assigned upon the number of students enrolled.

## CLASS SCHEDULES

---

Students will attend class up to 6 classroom hours a day from Monday through Friday from 9:00 A.M. to 3:00 P.M. A course time hour is 50 minutes of instruction during a 60 minute period.

Morning	9:00 - 9:50	Class	1 hour
	9:50 - 10:00	Break	10 minutes
	10:00 - 10:50	Class	1 hours
	10:50 - 11:00	Break	10 minutes
	11:00 - 11:50	Class	1 hour
	11:50 - 12:00	Break	10 minutes
	12:00 - 12:50	Class	1 hour
	12:50 - 1:10	Lunch Break	20 minutes
Afternoon			
	1:10 - 2:00	Class	1 hour
	2:00 - 2:10	Break	10 minutes
	2:10 - 3:00	Class	1 hours

Some classes will be less than six hours a day but will still be taught within this schedule. Your instructor will give you a syllabus at the beginning of each course that will outline the sequence and frequency of class sessions.