

# MODESTO TECHNICAL COLLEGE

1300 North 9<sup>th</sup> Street, Modesto CA 95350

## CATALOG Where You Learn to Earn

CATALOG EFFECTIVE 01/01/2017 through 12/31/2017

Telephone (209) 524 -7037

Fax (209) 524-6724

[www.modestotechcollege.com](http://www.modestotechcollege.com)

## **MISSION STATEMENT**

Modesto Technical College was founded to meet the training needs of employers and individuals. Employer needs played the major role in the formulation of curriculum and course content.

The institution provides technical training programs to individuals wishing to enter the job market.

The institution develops and delivers training programs that upgrade job skills for those currently employed.

We strive to provide industry-validated education and training within a positive and supportive environment.

Training is delivered with a focus on hands-on activities.

We provide affordable training and strive to serve the local community.

We want to help our students change their lives for the better.

### **Philosophy of Training**

The needs and individual characteristics of the trainee determined teaching methods, course length, and learning pace. The training program is designed to prepare the student for employment in the shortest time possible. To achieve this goal, course content is very structured and training includes job experience where practical.

The institution maintains excellence in the classroom, laboratory, and equipment as well as in curricula, staff, and faculty. The institution provides quality vocational education for all persons regardless of race, creed, color, sex, or age.

### **A BRIEF HISTORY OF MODESTO TECHNICAL COLLEGE**

Modesto Technical College began providing training classes in 1995. There was a demonstrated need for an Automotive Training program in the Modesto area. The original location was one block to the West.

Over the next several years, funding agencies and employers voiced a need for training in additional areas. Building Maintenance was developed as a training area. Originally, the emphasis was on Facility/Building Maintenance. HVAC, electrical, plumbing, as well as other skills related to facility maintenance. As the school became known to the local industries, there were requests to add

the industrial maintenance skills training to the program. Over a period of several years, the College acquired the equipment needed to provide the skills training in the industrial areas. Today Modesto Technical College is recognized as having an excellent training program in Industrial Maintenance Technology. The College has included Stainless Steel Purge welding in the Industrial Maintenance program since it's inception. A complete Certified and Production Welding program was added to the College's training programs at the request of several manufacturers.

The College out grew the original site and relocated to 1300 N. 9<sup>th</sup> Street Suites A, D and C.

### **APPROVAL DISCLOSURE STATEMENT**

Modesto Technical College is located at 1300 North 9<sup>th</sup> Street Suite A, Modesto, CA 95350 the college was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94780(a) & 94800(a). The Bureau's approval means that the institution and it's operation comply with the minimum state standards established under the law for occupational instruction by private postsecondary institutions. **Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or bureau.** Institutional approval must be reappraised every three to five years and is subject to continuing review. Modesto Technical College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. Modesto Technical College is currently approved through May 1, 2017.

Approved courses currently offered on campus are:

GENERAL OFFICE	490	CLOCK HOURS
OFFICE TECHNICIAN	490	CLOCK HOURS
DATA ENTRY	750	CLOCK HOURS
AUTO MECHANICS I	576	CLOCK HOURS
AUTO MECHANICS II	744	CLOCK HOURS
AUTO MECHANICS III	904	CLOCK HOURS
ELECTRICIAN	384	CLOCK HOURS
PLC INSTRUMENTATION TECHNICIAN	384	CLOCK HOURS
INDUSTRIAL MAINTENANCE MECHANIC	384	CLOCK HOURS
INDUSTRIAL MAINTENANCE TECHNICIAN I	800	CLOCK HOURS
INDUSTRIAL MAINTENANCE TECHNICIAN II	1152	CLOCK HOURS
INDUSTRIAL MAINTENANCE TECHNICIAN III	1344	CLOCK HOURS
CERTIFIED AND PRODUCTION WELDING I	480	CLOCK HOURS
CERTIFIED AND PRODUCTION WELDING II	720	CLOCK HOURS
CERTIFIED AND PRODUCTION WELDING III	960	CLOCK HOURS

Instruction is in residence with facility occupancy level accommodating one hundred eighty students at any one time. Work stations equipped with modern equipment representative of that found in the field can accommodate (180) students in the training programs. The student/instructor ratio in lecture classes is no more than 25:1 while the lab/shop classes have a student/instructor ratio of no more than 15:1.

Training is open/entry, open/exit to allow flexible start dates and to facilitate job placement. Classes start every four or eight weeks.

A Diploma is awarded for successful completion of the total course of enrollment.

Prospective enrollees are encouraged to visit the school and to discuss personal and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

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:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone number: (916)431-6959  
Toll Free: (888)370-7589  
Fax Number: (916)263-1897

## Grievance Policy

Persons seeking to resolve problems or complaints should first contact their immediate instructor. Requests for further action may be made to the Director, Larry Qualls. Unresolved complaints may be directed to the Bureau for Private Postsecondary Education.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by contacting the address below or by completing a student complaint form which can be obtained on the Bureau's Internet Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone number: (916)431-6959  
Toll Free: (888)370-7589  
Fax Number: (916)263-1897

All information in the content of this school catalog is current and correct and is so certified as true by Larry Qualls, Director.

Signature

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Larry Qualls  
Director

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**State of California**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

Student may be eligible for STRF, if they are a "California resident" as described above or if they are enrolled in a "residency program". "Residency Program" means an educational program as defined in section 94837 of the Code at an approved institution of which some portion of the instruction occurs as direct instruction, pursuant to 5,CCR 76000(g). Therefore, students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are eligible for the STRF if they are enrolled in a residency program and have a social security number or taxpayer identification number.

Students who are displaced by a school closure have two years to file for a STRF claim if they were notified of the school closure and their rights to the STRF, or four years from the date of school closure if the student was not notified of the closure and their rights to the STRF. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or other information that documents the monies 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

### STRF Disclosure

"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."

"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."

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

### **CANCELLATION POLICY**

In addition to any other right of recession, the student shall have the right to cancel the enrollment agreement and obtain a refund of tuition charges paid through attendance at the first class session, or the seventh business day after enrollment, whichever is later.

If a student terminates his training program after the initial seven day cancellation period, the institution will refund any unearned tuition on a **pro-rata basis**. The refund for unearned tuition is calculated by dividing the total class hours into the total tuition. This gives the hourly charge for the tuition that is earned. The hourly tuition rate is then multiplied by the total hours attended. The total tuition earned is then subtracted from the total tuition that was prepaid. The tuition that was not earned will be refunded to the student or the funding agency if there was a third party responsible for the tuition payment. **The student is advised and cautioned that if the tuition was paid with borrowed funds, the student will still be liable to the lender of those funds for repayment. It is advised that the student return any refunds to the lending source to reduce any financial liability.**

For a course of instruction that includes any equipment or other goods and services included in the enrollment agreement, the student shall have the right to cancel the enrollment agreement and obtain a refund of the charges for equipment or services paid for, through attendance at the first class session, or the seventh business day after enrollment, whichever is later.

### **Cancellation**

A student may terminate enrollment in person or by mailing such notice properly addressed with the postage prepaid. When mailed, the effective date of cancellation is the date postmarked. The school will make any refunds due within 30 days after the institution receives notice of cancellation.



The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement. A notice of Cancellation form is included in your enrollment agreement.

Cancellation shall occur when you have given 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 fax. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the student cancels an enrollment agreement, the student shall have no liability, and the institution shall refund any consideration paid by the student, the student is obligated to pay only for unreturned books and equipment; and educational services rendered.

If the School has given you any equipment, including books or other materials, you shall return them 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 to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel the enrollment agreement, the school will refund you any money that you paid, less any deduction for equipment not returned in good condition, within 30 days after your notice of cancellation is received.

### Refund Policy for Tuition

#### Withdrawals and Refunds

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the seventh business day following the first class you attended, the school will remit a refund, within thirty (30) days following your withdrawal. You are obligated to pay only for educational services rendered and books and supplies used. The refund shall be the amount you paid for instruction minus the instruction hours you have completed minus the books and supplies used. Modesto Technical College calculates refunds on **pro-rata basis**.

$$\begin{aligned} & \text{Tuition + STRF assessment fee + books \& supplies} = \text{Total Program cost} \\ & \text{Tuition cost} \div \text{program hours} = \text{Program fee per hour} \\ & \text{Per hour program fee} \times \text{hours attended} = \text{Program charge without books \& supplies \& STRF} \\ & \text{Total program cost} - \text{Program Charge} = \text{Refund} \end{aligned}$$

**IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.**

### **Determination of the Withdrawal Date**

The student's withdrawal is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

### **Refund Procedure**

Refunds are issued through the School Director when a student withdraws from all classes. The issuance of refunds is not contingent upon notification of withdrawal by the student. All refunds are mailed within 30 days of the student's withdrawal from the school. For students receiving funding from a third party, tuition refunds are first applied toward repayment of third party funding.

### **Books**

Once issued, books are the property of the student.

### **Equipment**

If the institution once issued the equipment it becomes property of the student and does not have to be returned even if the student withdraws from the training program.

## **FACILITIES**

Modesto Technical College is located at 1300 North 9<sup>th</sup> Street Suites A, D, and C. Modesto, CA 95350. The school occupies approximately 17,500 square feet of shops, classrooms, offices, and sanitary facilities.

Work stations equipped with modern equipment representative of that found in the field can accommodate (180) students in the training programs. The student/instructor ratio in lecture classes is no more than 25:1 while the lab/shop classes have a student/instructor ratio of no more than 15:1.

For the Automotive program this includes: four hydraulic hoists, four brake lathes, Hunter computerized wheel alignment machine, four wheel hydraulic alignment rack, two wheel balancers, two tire machines, three automotive A/C recovery-charging stations, Snap On Emissions Analyzer (Smog Machine), dynamometer for emissions testing, Sun Engine Analyzer, six Snap On scanners, Snap On Modus digital

analyzer, three Sun battery/charging system test units, numerous A/C gauge sets, hand tools and diagnostic tools.

For the Maintenance program this includes: three large chiller units, reach-in and walk-in freezers and coolers, ice machines, furnaces, hvac units, recovery equipment, charging stations, 40 Ton blast freezer, conveyors, large electric motors, pumps, valves, industrial air compressors, industrial refrigeration compressors, 20 PLC training stations, drill presses, hydraulic and pneumatic systems and assorted hand and specialty tools.

For the Welding program this includes: 6 TIG welding stations, 9 MIG welding stations, 6 ARC welding stations, 6 ft box and pan brake, 5 ft power roller, large vertical band saw, 2 large horizontal band saws, drill press, hydraulic press, numerous grinders, hand tools and protective equipment.

### **LIBRARY**

Each Department maintains a library consisting of: professional publications, reference books, training videos, and study material relating to the training area. Students may borrow the library material from the office staff.

### **SAFETY**

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all Federal, State, and Local ordinances and regulations including those requirements relating to fire safety, building safety, and health.

### **CATALOG**

Modesto Technical College updates their catalog December 31 of every year. Each prospective student will be given a school catalog when signing the enrollment agreement. A school catalog is also available on the front counter along with current fact sheets and at school website [modestotechcollege.com](http://modestotechcollege.com)

### **OWNERS**

Modesto Technical College is a DbA of Workforce Training, Inc.

### **ADMINISTRATIVE OFFICIALS**

Larry Qualls.....School Director

## **REQUIREMENTS FOR ADMISSION**

Requirements for admission for all students include:

1. (a) Be a high school graduate, or possess a GED certificate, or its equivalent.

**OR**

(b) successfully take and pass an ability to benefit examination approved by the United States Department of Education.

2. Provide information required on the institution's admissions application.
3. Tour the school with a school representative.
4. Arrange for tuition payment(s) and sign an enrollment agreement before starting training
5. An interview with the Director.
6. Physical and mental ability to profit from training.
7. Be at least (18) eighteen years of age.
8. Be able to meet tuition requirements or be referred by an appropriate funding agency.
9. Agree to follow all rules and regulations pertaining to conduct, academic progress, and attendance.
10. This institution does not accept transfer of credits earned at other institutions or through challenge examinations and achievement tests. This institution does not offer Federal Financial Aid to students.
11. This institution has not entered into any articulation agreement with any other institution, college or university.
12. This institution does not award any credit for prior experiential learning.

## **TRANSFER OF CREDITS**

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.** The transferability of credits you earn at Modesto Technical College is at the complete discretion of an

institution to which you may wish to transfer. Acceptance of the Diploma you earn in any training program offered at Modesto Technical College is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or diploma 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 enrollment at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Modesto Technical College to determine if your credits or diploma will transfer.

### **FINANCIAL ASSISTANCE**

The Admissions representative will discuss financial options with students prior to enrolling into Modesto Technical College. Modesto Technical College does not offer Pell Grants or Federally insured student loans. There are several WIA funding agencies that might be able to assist with the funding of your tuition. The student can request contact information from front office for each funding agency. The student is responsible for contacting potential funding agencies. Modesto Technical College is approved to provide vocational training to qualified Veterans. Each Veteran must apply with the United States Department of Veterans Affairs prior to enrollment at Modesto Technical College.

The institution does not participate in Title IV Federal or State financial aid programs.

If a student obtains a loan to pay for the training at this institution, the student has the responsibility to repay the full amount of the loan plus interest. If the student is entitled to a refund, the student may apply the refund towards the total amount he borrowed.

This institution does not offer any federal or state financial aid programs. This institution does not gather or ask for any consumer information from students.

If a student has received federal student financial aid program funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

This institution is approved through the California Eligible Training Provider List through EDD The Department of Veterans Affairs, funding from both is accepted. .

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition

within the past five years, or has had a petition in bankruptcy filed against it within the past five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code(11 U.S.C. Sec. 1101 et seq.).

This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

### **REQUIREMENTS FOR GRADUATION**

A Diploma or Certificate is awarded to those who have completed course requirements with a cumulative grade average of 70% or better, attended a minimum of 90% of scheduled class meetings, and have no financial obligations to the institution.

### **GRADING POLICY**

Grading is based on objective measurement of the understanding of classroom theory and performance on required work in skill training. Grades are weighted 30% theory and 70% skill training. Grades are given at the end of each phase.

The grading schedule for the theory portion of a phase follows.

A = Excellent	90%-100%
B = Good	80%-89%
C = Average	70%-79%
D = Below Average	60%-69%
F = Failing	59% or lower
I*= Incomplete	

The grading procedure for the shop work portion of a phase is an evaluation of the quality and quantity of a student's work compared against industry standards. Student work is recorded on requirement sheets for each phase. The grading schedule for the skill-training portion of a phase is as follows:

A = Excellent	90%-100%completion of requirements
B = Good	80%-89% completion of requirements
C = Average	70%-79% completion of requirements
D = Below Average	60%-69% completion of requirements
F = Failing	59% or lower
I*= Incomplete	

\* An incomplete grade may be given for incomplete class assignments and/or examinations only with the permission of the instructor. The **I** grade will be converted to an F grade if the incomplete is not made up

by a date specified by the instructor.

### **Make up Work**

Students may make-up absences from class. However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. Upon returning to school, the student must immediately arrange to meet with the instructor regarding missed requirements. The instructor will specify make up assignments and due dates. The instructor may assign additional outside assignments if deemed necessary.

### **CLOCK HOUR TO SEMESTER CREDIT HOUR CONVERSION**

This institution utilizes the following standard in converting clock hours to semester credit hours. Each 15 hours of lecture will earn one semester credit hour of credit. Each 45 hours of shop practice will earn one semester credit hour of credit. Each 30 hours of laboratory will earn one semester credit hour of credit.

### **ACADEMIC PROGRESS**

Satisfactory progress must be maintained with a minimum of a "C" average or 70% or above. When a student receives less than an average grade at the mid-point of a particular phase, he will be placed on academic probation. For third party payers the counselor will be notified and the student will receive tutoring or additional shop work after normal class hours. In the event that the student receives a progress report for the phase with less than average grades, the counselor, student, and director will decide on the continuation of training. If during the next month, the student's average grade does not improve, training will be interrupted.

Re-admittance will be approved only after evidence is shown to the Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

### **PROGRESS REPORTS**

Progress reports are issued each month. Students as well as their referring counselors are kept aware of: progress in class, attendance, problem areas, and areas of strength.

### **ATTENDANCE POLICY**

Due to the nature of the training offered, a strict attendance policy is required. Employers are very concerned about tardiness and absenteeism while in training and on the job. In order to help develop good work habits, training is conducted under on-the-job conditions and the following rules are adhered to:

1. Absence will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing, and at the discretion of the school director. All other absences will be considered unexcused.
2. Tardiness is a disruption of a good learning environment and is discouraged. Tardiness without legitimate reason on three occasions in one month will be considered as one unexcused absence.
3. Class cuts will be considered as unexcused absences.
4. Interruption for Unsatisfactory Attendance: Students with three or more unexcused absences in any phase will receive written notification of attendance probation for a period of one month. Unexcused absences during this probationary period will cause interruption of the student's training.
5. Leave of Absence: Written requests for leaves of absence will be considered and such leaves may be granted to the student at the discretion of the school director.
6. Before a diploma can be awarded all, a minimum of 90% of scheduled class hours must be attended. The student may be required to make up excessive absences after regular class hours.
7. Continued poor attendance will result in termination from training.

### **CONDUCT**

Students are required to conduct themselves in a manner required on the job. This includes but is not limited to:

1. Proper grooming and personal hygiene.
2. Proper work uniform and shoes.
3. Horseplay or unsafe work habits are not permitted.
4. Students are required to work to industry standards and are allowed to take breaks only at designated times.
5. Intoxication or drug usage on school grounds is cause for immediate termination from training.
6. Theft of school property or that of others will result in police investigation and termination from training.
7. A serious attitude toward training is required.
8. Smoking is not allowed in school buildings.



## **LEAVE OF ABSENCE POLICY**

A Leave of Absence may be granted for but not limited to the following reasons: change in shift at place of employment, death of immediate family member, military reactivation or medical emergency. Leaves of Absences may be granted upon request to and approval by the Campus Director. Leaves of Absences may be approved for up to sixteen weeks in length. Any class that was interrupted by the Leave must be repeated in its entirety.

## **PROBATION**

Before students are placed on probation, they receive advisement regarding the concerns of the school. The next step is a formal probationary letter stating the reasons for the action. The probationary letter will state the length of probation and corrective actions that are required. The intent of probation is to make everyone aware that a situation exists that needs to be addressed by the school, the student, and/or the referring counselor. A student may be placed on probation for: poor attendance, lack of progress in training, poor attitude, or any condition that jeopardizes their training program.

## **STUDENT SERVICES**

Academic advising is provided to all students. Records are confidential and are treated accordingly. Instructors are responsible for academic advising. The Director is responsible for personal and financial advising. In cases where school personnel are not able to meet the needs of the student, referral is made to an appropriate agency. The school maintains a list of local agencies that are available to assist student needs that are beyond the scope of the institution's responsibility. Tutoring is provided for students requesting assistance. Tutoring is to be arranged through the Student Services Department.

## **HOUSING**

The institution does not have dormitory facilities. There are apartment houses located within 3-5 miles of the campus. The rents are as low as \$600.00 per month. There are also rental homes available in the surrounding neighborhoods. Rentals for houses start at around \$750.00 per month. Advertisements for apartments and houses can be found in the local paper the Modesto Bee.

The institution is not responsible for providing housing but will assist the student with helping him or her to find a residence while

in training.

### **TRANSPORTATION**

Major traffic streets are next to the school for those who drive.

### **JOB PLACEMENT ASSISTANCE**

Modesto Technical College provides job placement assistance. The funding agency that refers the student for training is primarily responsible for placement activities. Modesto Technical College does assist in the preparation of the student's resume. The College does post job openings on a bulletin board for the student's information. The institution cannot guarantee job placement.

### **CLASS HOURS**

Day classes meet from 7:30 AM to 3:30 PM Monday through Thursday.

### **STARTING DATES**

The Director may allow entry at his discretion at any time. The institution maintains an open entrance policy.

### **CALENDAR**

The school operates year round. Holidays observed are:

INDEPENDENCE DAY	LABOR DAY
MEMORIAL DAY	THANKSGIVING DAY AND THE DAY AFTER
DECEMBER 26-JANUARY 6	PRESIDENTS' DAY

### **CREDIT FOR PRIOR TRAINING**

Modesto Technical College does not grant credit for previous training or for work experience. Veterans may have prior training credited towards some of the required courses if the Veteran requests it and the prior training meets or exceeds the standards of Modesto Technical College.

### **RECORDS RETENTION - PRIVACY OF EDUCATIONAL RECORDS**

The Family Educational Rights and Privacy Act of 1974 entitle all students to review their records, including grades, attendance and advising reports. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in

violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record. A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

A student also has the right to file a complaint with the Bureau for Private Postsecondary Education; the complaint may be directed to the Bureau for Private Postsecondary and Vocational Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Telephone (916) 431-6959.

Students may access their file by scheduling an appointment, Monday through Friday 9am-5pm.

Academic records are maintained permanently. Transcripts are released only after receipt of a signed, written request from the student.

#### **ENGLISH AS A SECOND LANGUAGE**

This institution does not provide instruction in English-as-a-Second Language. Students must have 9<sup>th</sup> grade English language proficiency level and show proof of either High School Diploma or GED or proof of ability to benefit test scores with passing score of Verbal 200.

#### **VISA STUDENTS**

The institution does not admit non citizen students from other countries.

#### **OFFICE HOURS**

The business office is open from 8:00 AM to 5:00 PM Monday through Friday.

**BUSINESS DEPARTMENT**

**CAREER OBJECTIVE AVAILABLE**

1. General Office
2. Office Technician
3. Data Entry

**CLASSES OFFERED                    CLOCK HOURS                    SEMESTER CREDIT HOURS**

		<b>Lecture</b>	<b>Lab</b>	<b>Tot</b>		<b>Lecture</b>	<b>Lab</b>	<b>Tot</b>
BE	1 Typing	30	130	160		2	4	6
BE	1B Typing	15	45	60		1	1.5	2.5
BE	2 Typing	30	180	210		2	6	8
BE	2B Typing	15	70	85		1	2	3
BE	3 Ten Key	15	75	90		1	2.5	3.5
BE	3B Ten Key	10	50	60		.5	1.5	2
BE	3C Ten Key	15	30	45		1	1	2
BE	4 Cash Register	15	45	60		1	3.5	4.5
BE	5 Retail Sales	30	30	60		2	1	3
BE	6 Office Procedures	15	45	60		1	1.5	2.5
BE	6B Office Procedures	15	30	45		1	1	2
BE	6C Office Procedures	5	25	30	0	.5	.5	
BE	7 Bookkeeping	45	165	210		3	5.5	8.5
BE	8 Data Entry	30	135	165		2	4.5	6.5
BE	8B Data Entry	15	125	140		1	4	5
BE	9 Business English	30	30	60		2	1	3
BE	9B Business English	15	25	40		1	1	2
BE	10 Business Math	30	30	60		2	1	3
BE	10B Business Math	15	25	40		1	1	2
BE	11 Graphics 1	15	35	50		1	1	2
BE	12 Graphics 2	15	65	80		1	2	3
BE	13 Internet Skills	3	12	15		0	.5	.5
BE	14 Windows App.	10	30	40		.5	1	1.5
BE	14B Windows App.	5	15	20		0	.5	.5
BE	15 Office Equip 1	15	35	50		1	1	2
BE	16 Office Equip 2	15	35	50		1	1	2

## **GENERAL OFFICE**

### **PURPOSE OF COURSE**

This course has been designed to develop skills needed for entry level positions as a general office clerk. Students receive instruction in: typing, filing, ten key, office procedures, business math, business English, desk top publishing, personal grooming, work habits, and other areas that enable them to function in an office setting. Goal: 30 Words Per Minute.

### **COURSE LENGTH**

Course of instruction to cover 490 clock hours of full time study, seven hours per day, five days per week, for fourteen (14) weeks. Twelve point five (12.5) semester credit hours of lecture twenty-one point five (21.5) semester credit hours of lab for a total of thirty-four (34) semester credit hours.

### **COURSE OUTLINE**

BE 1B Typing  
BE 2B Typing  
BE 3 Ten Key  
BE 6B Office Procedures  
BE 9 Business English  
BE 10 Business Math  
BE 11 Graphics 1  
BE 13 Internet Skills  
BE 14 Windows Applications

## **OFFICE TECHNICIAN**

### **PURPOSE OF COURSE**

This course has been designed to develop the skills needed for entry level positions as a data entry operator. Students receive instruction in: typing, filing, ten key, office procedures, business math, business English, data entry, service of office equipment, personal grooming, work habits, and other areas to enable them to function in an office setting.

### **COURSE LENGTH**

Course of instruction to cover 490 clock hours of full time study. Seven hours per day, five days per week, for fourteen (14) weeks. Six point five (6.5) semester credit hours of lecture and twelve (12) semester credit hours of lab for a total of eighteen point five (18.5) semester credit hours.

### **COURSE OUTLINE**

BE 1B Typing  
BE 3C Ten Key  
BE 6C Office Procedures  
BE 8B Data Entry  
BE 9B Business English  
BE 10B Business Math  
BE 13 Internet Skills  
BE 14B Windows Applications  
BE 15 Office Equip 1  
BE 16 Office Equip 2

## **DATA ENTRY**

### **PURPOSE OF COURSE**

This course has been designed to develop the skills needed for entry-level positions as a data entry operator. Students receive instruction in typing, filing, ten key, office procedures, business math, business English, data entry, service of office equipment, personal grooming, work habits, and other areas to enable them to function in an office setting.

### **COURSE LENGTH**

Course length is 750 clock hours of full time study, seven (7) hours per day, five (5) days per week, for twenty-two (22) weeks. A total of 19 quarter credit hours of lecture and 26.5 quarter credit hours of lab for a total of 45.5 quarter credit hours.

### **COURSE OUTLINE**

BE 1B TYPING 1  
BE 3 TEN KEY  
BE 6 OFFICE PROCEDURES  
BE 8 DATA ENTRY  
BE 9 BUSINESS ENGLISH  
BE 13 INTERNET SKILLS  
BE 14 WINDOWS APPLICATIONS  
BE 15 OFFICE EQUIPMENT 1  
BE 16 OFFICE EQUIPMENT 2

**BUSINESS DEPARTMENT DESCRIPTION OF CLASSES**

**BE 1 TYPING 160 HOURS 6 SEMESTER CREDIT HOURS**

Basic Typing	30 WPM
Machine Parts	Home Key Practice
Horizontal Spacing	Vertical Spacing
Punctuation	Letters
Word Division	Basic Tabulation
Basic Correspondence	Numbers

**BE 1B TYPING 60 HOURS 2.5 SEMESTER CREDIT HOURS**

Basic Typing	20 WPM
Machine Parts	Home Key Practice
Horizontal Spacing	Vertical Spacing
Punctuation	Letters
Word Division	Basic Tabulation
Basic Correspondence	Numbers

**BE 2 TYPING 210 HOURS 8 SEMESTER CREDIT HOURS**

Business Forms	45 WPM
Postal Card	Credit Memorandum
Sales Invoice	Purchase Order
Bill of Lading	Checks
Inter Office Memo	Production Typing
Word Processing	Computer Basics

**BE 2B TYPING 85 HOURS 3 SEMESTER CREDIT HOURS**

Business Forms	30 WPM
Postal Card	Credit Memorandum
Sales Invoice	Purchase Order
Bill of Lading	Checks
Inter Office Memo	Production Typing
Word Processing	Computer Basics

**BE 3 TEN KEY 90 HOURS 3.5 SEMESTER CREDIT HOURS**

Touch Addition	Percentages
Touch Subtraction	Discounts
Multiplication	Invoicing
Division	Production Ten Key
Mixed Operations	Ten Key - PC

**BE 3B TEN KEY 60 HOURS 2 SEMESTER CREDIT HOURS**

Touch Addition	Percentages
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	Touch Subtraction		Discounts
	Multiplication		Invoicing
	Division		Production Ten Key
	Mixed Operations		Ten Key - PC
<b>BE 3C</b>	<b>TEN KEY</b>	<b>45 HOURS</b>	<b>1.5 SEMESTER CREDIT HOURS</b>
	Touch Addition		Percentages
	Touch Subtraction		Discounts
	Multiplication		Invoicing
	Division		Production Ten Key
	Mixed Operations		Ten Key - PC
<b>BE 4</b>	<b>CASH REGISTER</b>	<b>60 HOURS</b>	<b>4.5 SEMESTER CREDIT HOURS</b>
	Making Change		Register Operation
	Customer Relations		Types of Transactions
	Taxable & Nontaxable		Food Stamps
	Identification		Counterfeit Money
	Stocking		Bagging
	Inventory		Pricing
<b>BE 5</b>	<b>RETAIL SALES</b>	<b>60 HOURS</b>	<b>4 SEMESTER CREDIT HOURS</b>
	Appearance		Grooming
	Customer Relations		Salesmanship
	Merchandise Distribution		Profits and Expenses
	Security		Terminology
<b>BE 6</b>	<b>OFFICE PROCEDURES</b>	<b>60 HOURS</b>	<b>2.5 SEMESTER CREDIT HOURS</b>
	Telephone Techniques		Office Machines
	Filing and Invoicing		Receptionist Skills
	Billing Office Forms		Shipping and Receiving
<b>BE 6B</b>	<b>OFFICE PROCEDURES</b>	<b>45 HOURS</b>	<b>2 SEMESTER CREDIT HOURS</b>
	Telephone Techniques		Office Machines
	Filing and Invoicing		Receptionist Skills
	Billing Office Forms		Shipping and Receiving
<b>BE 6C</b>	<b>OFFICE PROCEDURES</b>	<b>30 HOURS</b>	<b>.5 SEMESTER CREDIT HOURS</b>
	Telephone Techniques		Office Machines
	Filing and Invoicing		Receptionist Skills
	Billing Office Forms		Shipping and Receiving
<b>BE 7</b>	<b>BOOKKEEPING</b>	<b>210 HOURS</b>	<b>8.5 SEMESTER CREDIT HOURS</b>
	Accounts Receivable		Accounts Payable
	Payroll		Sales Tax
	Income Tax		Quarterly Taxes

<b>BE 8</b>	<b>DATA ENTRY</b>	<b>165 HOURS</b>	<b>6.5 SEMESTER CREDIT HOURS</b>
	Invoicing Ten Key		Input Screens Key Boarding
<b>BE 8B</b>	<b>DATA ENTRY</b>	<b>140 HOURS</b>	<b>5 SEMESTER CREDIT HOURS</b>
	Invoicing Ten Key		Input Screens Key Boarding
<b>BE 9</b>	<b>BUSINESS ENGLISH</b>	<b>60 HOURS</b>	<b>3 SEMESTER CREDIT HOURS</b>
	Spelling Sentence Structure Punctuation Business Terms		Grammar Vocabulary Use of Dictionary Oral Communication
<b>BE 9B</b>	<b>BUSINESS ENGLISH</b>	<b>40 HOURS</b>	<b>2 SEMESTER CREDIT HOURS</b>
	Spelling Sentence Structure Punctuation Business Terms		Grammar Vocabulary Use of Dictionary Oral Communication
<b>BE 10</b>	<b>BUSINESS MATH</b>	<b>60 HOURS</b>	<b>3 SEMESTER CREDIT HOURS</b>
	Addition Subtraction Multiplication Division Fractions		Discounts Credits and Debits Sales Tax Banking Percentages
<b>BE 10B</b>	<b>BUSINESS MATH</b>	<b>40 HOURS</b>	<b>2 SEMESTER CREDIT HOURS</b>
	Addition Subtraction Multiplication Division Fractions		Discounts Credits and Debits Sales Tax Banking Percentages
<b>BE 11</b>	<b>GRAPHICS 1</b>	<b>50 HOURS</b>	<b>2 SEMESTER CREDIT HOURS</b>
	Business Cards Certificates Scanning Photographs Storage Media		Greeting Cards Calendars Clip Art Banners
<b>BE 12</b>	<b>GRAPHICS 2</b>	<b>80 HOURS</b>	<b>3 SEMESTER CREDIT HOURS</b>
	Digital Photography		Photographic Touch-up

Letter Head  
Post Cards  
I.D. Cards  
Brochures  
Transfers

Signs  
Labels  
Lamination  
Menus  
Internet Resources

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**BE 13 INTERNET SKILLS 15 HOURS .5 SEMESTER CREDIT HOURS**

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Internet Terminology  
Browsers  
Homepage

Search Engines  
Downloads  
Web Page Design

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**BE 14 WINDOWS APP. 40 HOURS 1.5 SEMESTER CREDIT HOURS**

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Windows 98  
Windows ME  
Windows XP  
MS Word  
Picture It

Excel  
Access  
Power Point  
Desktop Publisher  
Desktop & Icons

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**BE 14B WINDOWS APP. 20 HOURS .5 SEMESTER CREDIT HOURS**

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Windows 98  
Windows ME  
Windows XP  
MS Word  
Picture It

Excel  
Access  
Power Point  
Desktop Publisher  
Desktop & Icons

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**BE 15 OFFICE EQUIP. 1 50 HOURS 2 SEMESTER CREDIT HOURS**

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Replacing Toner  
Clearing Paper Jams  
Replacing Ribbons  
Setting Up Computers

Surge Protectors  
Cleaning Equipment  
Power Supplies (UPS)  
Installing Software

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**BE 16 OFFICE EQUIP. 2 50 HOURS 2 SEMESTER CREDIT HOURS**

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Installing Ram  
Installing Sound Cards  
Viruses

Installing Video Cards  
Formatting Hard Drives  
Installing Printers

## AUTOMOTIVE MECHANICS

### CAREER OBJECTIVES AVAILABLE

1. General Automotive Mechanics
2. Tune Up Mechanics
3. Brake Mechanics
4. Alignment Technician
5. Smog Technician

### CLASSES OFFERED CLOCK HOURS

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	<b>Lecture</b>	<b>Shop</b>	<b>Tot</b>
AM 1 Service	15	55	70
AM 2 Brakes	30	110	140
AM 3 Steering	30	110	140
AM 4 Tune Up	45	95	140
AM 5 Bench	45	95	140
AM 6 Certification	120	170	290
AM 7 Service Writer	30	110	140

### AUTO MECHANICS I

#### PURPOSE OF COURSE

This course has been designed to develop skills needed for entry level positions as a light duty auto mechanic. The successful graduate may be employable as a mechanic in tune up shops, tire shops, dealerships, service centers, manufacturing plants and self-employment. Students receive instruction and training in: brakes, electrical systems, air conditioning including certification, fuel systems, computer control, tune ups, steering and suspension, alignment, and service procedures.

#### COURSE OF LENGTH

Course of instruction to cover 576 clock hours of full time study. Six hours per day, four days per week, for twenty weeks.

#### COURSE OUTLINE

- AM 1 Service
- AM 2 Brakes
- AM 3 Steering
- AM 4 Tune Up

## **AUTO MECHANICS II**

### **PURPOSE OF COURSE**

This course has been designed to develop skills needed for entry level positions as an auto mechanic.

The successful graduate may be employable as a mechanic in tune up shops, tire shops, dealerships, service centers, manufacturing plants and self-employment.

Students receive instruction and training in: brakes, alignment, wheel balance, suspension service, electrical systems, air conditioning including MACS certification, fuel systems, tune up, carburetor rebuilding, alternator rebuilding, starter rebuilding and service procedures.

### **COURSE LENGTH**

Course of instruction to cover 744 clock hours of full time study. Six hours per day, four days per week, for twenty six weeks.

### **COURSE OUTLINE**

AM 1 Service  
AM 2 Brakes  
AM 3 Steering  
AM 4 Tune Up  
AM 5 Bench

## **AUTO MECHANICS III**

### **PURPOSE OF COURSE**

This course has been designed to develop skills needed for entry level positions as an Automotive Technician with Smog Certification.

The successful graduate may be employable as a technician in: tune up shops, dealerships, service centers and smog shops.

Students receive instruction and preparation for the State Brake and Lamp Certification. Students receive instruction and preparation for MACS A/C Certification. In addition, students receive preparation for the State Smog certification exam.

Students receive instruction and preparation for the: State A-6 Electrical Certification, State A-8 Engine Performance Certification, and the State L-1 Advanced Diagnostic Specialist Certification. The State Basic Clean Air Car Course, Advanced Clean Air Car Course, and the 2011 Up Date Course are included in the program to prepare the student for the State Smog Exam.

California State law requires that an individual must pass a Smog Certification Test developed and administered by the Bureau of Automotive Repair.

This program prepares the student to take that certification test. The requirements to take the State Smog Certification are as follows: The student must complete certifications in: A-6, A-8, L-1, the California Courses Level I & Level II and the update courses.

### **LENGTH OF COURSE**

Course of instruction to cover 904 clock hours of full time study. Six hours per day, four days per week, for thirty-three weeks.

### **COURSE OUTLINE**

AM 1 Service  
AM 2 Brakes  
AM 3 Steering  
AM 4 Tune Up  
AM 6 Certification

## AUTOMOTIVE DEPARTMENT DESCRIPTION OF COURSE

### **AM 1 SERVICE**

**70 HOURS**

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Safety	Automotive
Inspection Procedures	Wheel Balance
Lubrication Service	Tools
Cooling System Service	Welding
Tire Repair	Headlight Aiming
Parts and Nomenclature	Fasteners

### **AM 2 BRAKES**

**140 HOURS**

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Safety	Hydraulics
Disc and Drum Brakes	Universal Joints
Rear Axles	Constant Velocity Joints
Clutch Service	Transmission Service

### **AM 3 STEERING**

**140 HOURS**

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Safety	Suspension Systems
Tires and Wheels	Suspension Service
Steering Geometry	Front End Alignment
Wheel Balance	Air Conditioning
Tools	Automotive English

### **AM 4 TUNE UP**

**140 HOURS**

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Safety	Fuel Systems
Inspection Procedures	Ignition Systems
Basic Electricity	Electrical Systems
Tune Up Procedures	Trouble Shooting
Parts and Nomenclature	Automotive English
Emissions Systems	Computer Controls

### **AM 5 BENCH MECHANIC**

**140 HOURS**

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Safety	Rebuilding Starters
Electrical Wiring	Rebuilding Alternators
Lamps, Lights and Signals	Rebuilding Carburetors
Installation of Alarms and Radios	Customer Service

### **AM 6 CERTIFICATION**

**290 HOURS**

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Safety	Smog Lab
MACS A/C Certificatio	Basic Clean Air Course
A-6 Electrical Certification	2011 Update
Advanced Clean Air Course	Research
A-8 Engine Performance Cert.	Brake Inspector Prep.
Smog Exam Prep.	Lamp Inspector Prep.
Hunter Alignment Cert.	L-1 Advanced Diagnostic Specialist

## INDUSTRIAL MAINTENANCE TECHNOLOGY

### CAREER OBJECTIVES AVAILABLE

1. Maintenance Technician
2. Maintenance Mechanic
3. PLC Instrumentation Technician
4. Industrial Electrician
5. Refrigeration Technician
6. Machine Operator/Maintenance
7. Boiler Operator

### CLASSES OFFERED

### CLOCK HOURS

	<b>Lecture</b>	<b>Lab</b>	<b>Total</b>
IMT 1 Residential HVAC	64	64	128
IMT 2 Residential Electricity	12	52	64
IMT 3 Commercial Refrigeration	64	64	128
IMT 4 Certification: 608 & 410	24		24
IMT 5A Commercial Electricity	8	32	40
IMT 5B Commercial Electricity	12	52	64
IMT 6 PLC's	64	64	128
IMT 7 Motors and Controls	16	48	64
IMT 8 Refrigeration 1 RETA Book 1	94	34	128
IMT 9 Stainless Steel TIG Welding	8	56	64
IMT 10 RETA CARO Prep.	32		32
IMT 11 Boilers	12	20	32
IMT 12 Instrumentation and P&ID	24	40	64
IMT 13 Industrial Electricity	12	52	64
IMT			
IMT 14 Industrial Applications	12	52	64
IMT 15 Maintenance Tech Lab	12	52	64
IMT 16 Pneumatics and Hydraulics	12	52	64
IMT 17 Industrial Refrigeration	32	64	96
IMT 18 Boiler Operator	20	76	96



## **ELECTRICIAN**

### **PURPOSE OF COURSE**

This course has been designed to develop skills needed for entry level positions as: electricians, maintenance personnel and machine operators.

The successful graduate may be employable in: shopping centers, manufacturing plants, hospitals, schools, office buildings, apartment complexes, manufacturing plants, self employment, or with an electrical contractor

Students receive instruction and training in: safety, residential electricity, basic commercial electricity, industrial electricity, motors and controls, PLCs, and basic shop skills.

### **COURSE LENGTH**

Course of instruction to cover 384 clock hours of full time study. Six hours per day, 4 days per week, for sixteen weeks.

### **COURSE OUTLINE**

IMT 2 Residential Electricity  
IMT 5B Commercial Electricity  
IMT 13 Industrial Electricity

IMT 6 PLCs  
IMT 7 Motors and Controls

## **PLC INSTRUMENTATION Technician**

### **PURPOSE OF COURSE**

This course has been designed to develop skills needed for entry level positions as: electricians, instrumentation technicians, PLC programmers, maintenance personnel and machine operators.

The successful graduate may be employable in: shopping centers, manufacturing plants, hospitals, schools, office buildings, manufacturing plants, and in self employment.

Students receive instruction and training in: Safety, motors and controls, PLC programming, industrial electricity, instrumentation trouble shooting, testing and calibration of sensors, panel building, and basic shop skills,

### **COURSE LENGTH**

Course of instruction to cover 384 clock hours of full time study. Six hours per day, 4 days per week, for sixteen weeks.

### **COURSE OUTLINE**

IMT 6 PLCs

IMT 7 Motors and Controls

IMT 12 Instrumentation and P&ID

IMT 13 Industrial Electricity

IMT 14 Industrial Applications

## **INDUSTRIAL MAINTENANCE MECHANIC**

### **PURPOSE OF COURSE**

This course has been designed to develop skills needed for entry level positions as: electricians, heating and air conditioning mechanics, commercial refrigeration mechanics, appliance servicemen, maintenance personnel and machine operators.

The successful graduate may be employable in: shopping centers, manufacturing plants, hospitals, schools, office buildings, apartment complexes, manufacturing plants, and in self employment.

Students receive instruction and training in: safety, residential electricity, basic commercial electricity, residential hvac, commercial refrigeration, appliance service and basic shop skills.

Students prepare for and receive the EPA Section 608 Universal Technician Certification and the Esco 410 Refrigerant Certification.

### **COURSE LENGTH**

Course of instruction to cover 384 clock hours of full time study. Six hours per day, 4 days per week, for sixteen weeks.

### **COURSE OUTLINE**

IMT 1 Residential HVAC

IMT 2 Residential Electricity

IMT 3 Commercial Refrigeration

IMT 4 Certification: Universal 608 & 410 Safety

IMT 5A Commercial Electricity

# **INDUSTRIAL MAINTENANCE TECHNICIAN I**

## **PURPOSE OF COURSE**

This course has been designed to develop skills needed for entry level positions as: electricians, heating and air conditioning mechanics, commercial refrigeration mechanics or industrial refrigeration technicians, industrial maintenance mechanics, industrial maintenance technicians, plc technicians, other maintenance personnel, and machine operators.

The successful graduate may be employable in: shopping centers, hospitals, schools, office buildings, apartment complexes, manufacturing plants, cold storage warehouses, dairy processing plants, wineries, cheese plants, poultry processing plants, food processing plants, and in self employment.

Students receive instruction and training in: safety, residential electricity, basic commercial electricity, residential hvac, commercial refrigeration, industrial refrigeration, programable logic controllers, motors and controls, stainless steel purge welding and basic shop skills.

Students prepare for and receive the EPA Section 608 Universal Technician Certification for HVAC and the Esco 410 Refrigerant Certification, RETA Caro Certification Examination, and AWS Stainless Steel Sanitary Grade Purge Welding on Stainless Tubing.

## **COURSE LENGTH**

Course of instruction to cover 800 clock hours of full time study. Six hours per day, for 34 weeks.

## **COURSE OUTLINE**

IMT 1 Residential HVAC

IMT 2 Residential Electricity

IMT 3 Commercial Refrigeration

IMT 4 Certification: Universal 608,410 Safety

IMT 5A Commercial Electricity

IMT 6 PLC's

IMT 7 Motors and Controls

IMT 8 Industrial Refrigeration 1 RETA Book 1

IMT 9 Stainless Steel Tig Welding

IMT 10 RETA CARO Prep.

## **INDUSTRIAL MAINTENANCE TECHNICIAN II**

### **PURPOSE OF COURSE**

This course has been designed to develop skills needed for entry level positions as: electricians, heating and air conditioning mechanics, commercial refrigeration mechanics, industrial refrigeration technicians, industrial maintenance mechanics, industrial maintenance technicians, plc technicians, other maintenance personnel and machine operators.

The successful graduate may be employable in: shopping centers, hospitals, schools, office buildings, apartment complexes, manufacturing plants, cold storage warehouses, dairy processing plants, wineries, cheese plants, poultry processing plants, food processing plants, and in self employment.

Students receive instruction and training in: safety, residential electricity, basic commercial electricity, industrial electricity, residential hvac, commercial refrigeration, industrial refrigeration, programable logic controllers, motors and controls, stainless steel purge welding and basic shop skills.

Students prepare for and receive the EPA Section 608 Universal Technician Certification and the Esco 410 Refrigerant Certification, the RETA Caro Certification Examination and AWS Stainless Steel Sanitary Grade Purge Welding on Stainless Tubing.

### **COURSE LENGTH**

Course of instruction to cover 1152 clock hours of full time study. Six hours per day, for 48 weeks.

### **COURSE OUTLINE**

IMT 1 Residential HVAC

IMT 2 Residential Electricity

IMT 3 Commercial Refrigeration

IMT 4 Certification: Universal 608 & 410 Safety

IMT 5A Commercial Electricity

IMT 6 PLC's

IMT 7 Motors and Controls

IMT 8 Industrial Refrigeration 1 RETA Book 1

IMT 9 Stainless Steel TIG Welding

IMT 10 RETA CARO Prep.

IMT 11 Boilers  
IMT 12 Instrumentation and P&ID  
IMT 13 Industrial Electricity

IMT 14 Industrial Applications  
IMT 15 Maintenance Tech Lab  
IMT 16 Pneumatics and Hydraulics

### **MAINTENANCE TECHNICIAN III**

#### **PURPOSE OF COURSE**

This course has been designed to develop skills needed for entry level positions as: electricians, heating and air conditioning mechanics, commercial refrigeration mechanics, industrial refrigeration technicians, industrial maintenance mechanics, industrial maintenance technicians, plc technicians, other maintenance personnel, machine operators, and boiler operator.

The successful graduate may be employable in: shopping centers, hospitals, schools, office buildings, apartment complexes, manufacturing plants, cold storage warehouses, dairy processing plants, wineries, cheese plants, poultry processing plants, food processing plants, and in self employment.

Students receive instruction and training in: safety, residential electricity, basic commercial electricity, industrial electricity, residential hvac, commercial refrigeration, industrial refrigeration, programable logic controllers, motors and controls, hydraulics, pneumatics, boiler operation & safety, instrumentation & pid, stainless steel purge welding, industrial refrigeration chillers, flooded systems, freezers welding and basic shop skills.

Students prepare for the EPA Section 608 Universal Technician Certification and R-410 Certification, AWS Stainless Steel Sanitary Grade Certification, RETA Book I Industrial Refrigeration, RETA CARO Certification for Refrigeration Operator, and Boiler operator.

#### **COURSE LENGTH**

Course of instruction to cover 1344 clock hours of full time study. Six hours per day, for 56 weeks.

IMT 1 Residential HVAC  
IMT 2 Residential Electricity

IMT 3 Commercial Refrigeration  
IMT 4 Certification: Universal 608 & 410 Safety  
IMT 5A Commercial Electricity

- IMT 6 PLC's  
IMT 7 Motors and Controls
- IMT 8 Industrial Refrigeration 1 RETA Book 1  
IMT 9 Stainless Steel TIG Welding
- IMT 10 RETA CARO Prep.  
IMT 11 Boilers  
IMT 12 Instrumentation and P&ID  
IMT 13 Industrial Electricity
- IMT 14 Industrial Applications  
IMT 15 Maintenance Tech Lab  
IMT 16 Pneumatics and Hydraulics
- IMT 17 Industrial Refrigeration 2  
IMT 18 Boiler Operator

**INDUSTRIAL MAINTENANCE DEPARTMENT DESCRIPTION OF COURSES**

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**IMT 1 Residential HVAC                      128 HOURS**

Safety	Trouble Shooting
Refrigerants	Cleaning Coils
Theory of AC	Replacing Motors
Condensers	Replacing Thermostats
Evaporators	Repairing Leaks
Compressors	Recharging Systems
Furnaces	EPA Certification

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**IMT 2 Residential Electricity            64 HOURS**

Electrical Safety	Lighting Circuits
Basic Electricity	Inductive Impedance
Ohms'S Law	Heating Circuits
Resistive Impedance	Circuit Breakers
Test Equipment	Main Panel
Conductors	Switches and Receptacles
Ground Fault Interruption	Conduit Bending
120 volt circuits	Motor Controllers
240 volt single Phase	Relays
240 volt three phase	Motors
Trouble Shooting Electrical	Wiring Diagrams
Faults	Ladder Diagrams

**IMT 3 Commercial Refrigeration 128 HOURS**

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Safety	Trouble Shooting
Refrigerants	Cleaning Coils
Theory of AC	Replacing Motors
Condensers	Replacing Compressors
Evaporators	Replacing Thermostats
Compressors	Repairing Leaks
Control Circuits	Recharging Systems
Cold Cases	EPA Certification
Ice Makers	Walk Ins & Freezers

**IMT 4 Certification 24 HOURS**

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EPA 608 Universal Technician Certification  
Refrigerant 410 Safety Certification

**IMT 5A Commercial Electricity 40 HOURS**

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Safety	Shop Processes
Trouble shooting	Tools and Use
Repair procedure	Schematics

**IMT 5B Commercial Electricity 64 HOURS**

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Safety	Shop Processes
Trouble shooting	Tools and Use
Repair procedure	Schematics
Conduit bending	Load centers
120 volt circuits	240 single & three phase

**IMT 6 PLC's 128 HOURS**

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PLC and Electrical Safety	Electrical Principles and PLCs
Electrical Circuits and PLCs	Relay Ladder Logic (Diagrams)
History of PLCs	PLC Programming Logic
Rockwell Software	PLC Hardware
Input/Output Systems	Relays, Contactors, & Motors
Starters	Sensors and Switches
Programming & Peripheral Devices	PLC Timers and Counters
Programming Rules	Order of Events & Sequencing
Troubleshooting PLCs	Logic Functions
VFDs Programming	Control Panel Building
VFDs Wiring & Troubleshooting	Motor Control Center
Switches and Sensors	Ladder Diagrams
Pumping Systems	Relay Logic
	Conveyor Systems

**IMT 7 Motors and Controls 64 HOURS**

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Safety	Circuit Breakers
Limit Switches	Photo Eyes



Test Equipment	Proximity Switches
Conductors	Start & Stop Circuits
Ground Fault Interruption	Schematics
Motor Controllers	Ladder Diagrams
Trouble Shooting	Sonar Sensors
Pressure Sensors	Flow Sensors
Motor Construction	Motor Diagnostics
Motor Classification	Motor Repair

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**IMT 8 Industrial Refrigeration 1 RETA BOOK 1 128 HOURS**

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Safety	Oil Draining
Fundamentals of Measurement	Adding Oil
Principles of Refrigeration	Valve Repair
Properties of Refrigerants	Adjustment of Super Heat
Gas Laws and the P/T Chart	Adjustment of Back Pressure
Compressors	Valves
Lubrication Systems	Pump Down Procedures
Evaporators	Leak Detection
Defrost Methods	Service of Filter Strainers
Condensers	Service of Core Filters
Purging	Trouble Shooting
Air Cooling	TXV & Flooded Evaporators
Liquid cooling	Two Stage and Cascade Systems

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**IMT 9 Stainless Steel TIG Welding 64 HOURS**

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Safety	Telephone Wiring
Basic Electricity	Circuit Breakers
Test Equipment	Main Panel
Conductors	Soft Panel
Ground Fault Interruption	120 Volt Circuits
Switches & Receptacles	220 Volt Single Phase

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**IMT 10 RETA CARO Prep. 32 HOURS**

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Review of How to Test	Safety-Chapter 7 Book 4
Review of RETA Suggested Questions	MSDS How to Read
	On-Line RETA Practice Test

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**IMT 11 Boiler Operator 1 32 HOURS**

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Boiler Safety	Thermodynamics
ASME Boiler Codes	Boiler Types-Steam & Hot Water
Heat Transfer	Boiler Applications
Combustion & Burners	Emissions
Boiler Room Accessories	Energy Savings
Steam Load Demand	Steam Traps
Operating Controls	Low Water Cutoff
Boiler Incidents	Boiler Management System
Boiler Wiring Schematics	Boiler Maintenance

**IMT 12 Instrumentation and P&ID 128 HOURS**

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Intro to Instrumentation	Process Variables
Direct Read Instruments	Bordon Tube Sensors

**IMT 13 Industrial Electricity 64 HOURS**

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Safety	Telephone Wiring
Basic Electricity	Circuit Breakers
Test Equipment	Main Panel
Conductors	Soft Panel
Ground Fault Interruption	120 Volt Circuits
Switches & Receptacles	220 Volt Single Phase
Light Fixtures & Circuits	220 Three Phase
Motor Controllers	480 Volt

**IMT 14 INDUSTRIAL APPLICATIONS 64 HOURS**

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Safety	Shop Processes
Trouble shooting	Tools and Use
Repair procedure	Schematics

**IMT 15 Maintenance Tech Lab 64 HOURS**

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Safety	Conveyor Systems
Fasteners	Shop Skills
Soldering	Hydraulics
Pneumatics	Gear Boxes
Pumps	Belts and Chains
Motor Service	Control Devices

**IMT 16 Pneumatics and Hydraulics 64 HOURS**

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Pneumatic Transmission of Energy	Positive Displacement Compressors
Pressure Safety Switch	Control of Energy/Pressure
Pressure Regulator	Safety Relief Valve
Sizing of Cylinders	Common Types of Cylinders
Directional Control Valves	Force
Limit Switches	Schematic Symbols
Service & Repair	Hoses & Tubing
	Maintenance & Trouble Shooting

**IMT 17 Industrial Refrigeration 2 96 HOURS**

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Safety	Condensers
Fundamentals of Measurement	Evaporators
Principles of Refrigeration	Purging
Gas Laws and the P/T Chart	Review
Lubrication Systems	Oil Draining
Lubricants	Adding Oil
Valve Repair	Adjustment of Back Pressure

Adjustment of Super Heat	Valves
Pump Down Procedures	Leak Detection
Service of Filter Strainers	Service of Core Filters

**IMT 18 Boiler Operator**

**96 Hours**

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Boiler Operator Safety	Thermodynamics 2
Applied Science	Applied Mechanics
Industrial Codes	Fuels and Combustion
Piping	Electro Technology
Electrical Calculations	Control Instrumentation
Operation & Maintenance	Feedwater Treatment
Pumps	Pressure Vessels
Steam Turbines	Gas Turbines
Cogeneration	

**CAREER OBJECTIVES AVAILABLE**

1. Production Welder
2. Combination Welder
3. Sanitary Welder
4. Pipe Welder
5. TIG Welder
6. MIG Welder

**CLASSES OFFERED****CLOCK HOURS**

	<b>Lecture</b>	<b>Lab</b>	<b>Tot</b>
CPW 1 Metal Cutting	10	38	48
CPW 2 Layout and Blueprint	8	16	24
CPW 3 Shielded-Metal Arc Welding (ARC)	12	108	120
CPW 4 Gas-Metal Arc Welding (MIG)	8	96	104
CPW 5 Gas-Tungsten Arc Welding (TIG)	8	96	104
CPW 6 Flux-Core Arc Welding (FCAW) (innershield)	4	18	22
CPW 7 Pipe Welding	24	144	168
CPW 8 Advanced Welding Procedures	45	145	190
CPW 9 Production Welding	12	46	58
CPW 10 Production Welding	16	56	72
CPW 11 Production Welding	10	40	50

## **CERTIFIED AND PRODUCTION WELDING I**

### **PURPOSE OF COURSE**

This course has been designed to develop needed skills in: gas welding, brazing, flame cutting, plasma arc cutting, SMAW (arc) welding, GMAW (mig)welding, GTAW (tig)and FCAW (innershield) welding.

Blue print reading and shop drawing skills are developed. Layout and fit up skills are covered. Students are encouraged to qualify as A.W.S. Certified Welders in two (2) areas of their choice.

To assure job readiness, students are required to work on real projects to develop the skills that would be expected in a production shop.

### **COURSE LENGTH**

Course of instruction to cover 480 clock hours of full time study. Six hours per day, four days per week, for twenty weeks.

### **COURSE OUTLINE**

- CPW 1 Metal Cutting
- CPW 2 Layout and Blue Print
- CPW 3 Shielded-Metal Arc Welding (arc)
- CPW 4 Gas-Metal Arc Welding (mig)
- CPW 5 Gas-Tungsten Arc Welding (tig)
- CPW 6 Flux-Core Arc Welding (innershield)
- CPW 9 Production Welding

## **CERTIFIED AND PRODUCTION WELDING II**

### **PURPOSE OF COURSE**

This course has been designed to develop needed skills in: gas welding, brazing, flame cutting, plasma arc cutting, SMAW (arc) welding, GMAW (mig)welding, GTAW (tig)and FCAW (innershield) welding and Pipe Welding .

Blue print reading and shop drawing skills are developed. Layout and fit up skills are covered. Students are encouraged to qualify as A.W.S. Certified Welders in three (3) areas of their choice.

To assure job readiness, students are required to work on real projects to develop the skills that would be expected in a production shop.

### **COURSE LENGTH**

Course of instruction to cover 720 clock hours of full time study. Six hours per day, four days per week, for thirty weeks.

### **COURSE OUTLINE**

- CPW 1 Metal Cutting
- CPW 2 Layout and Blue Print
- CPW 3 Shielded-Metal Arc Welding (arc)
- CPW 4 Gas-Metal Arc Welding (mig)
- CPW 5 Gas-Tungsten Arc Welding (tig)
- CPW 6 Flux-Core Arc Welding (innershield)
- CPW 7 Pipe Welding
- CPW 9 Production Welding
- CPW 10 Production Welding

## CERTIFIED AND PRODUCTION WELDING III

### PURPOSE OF COURSE

This course has been designed to develop needed skills in: gas welding, brazing, flame cutting, plasma arc cutting, SMAW (arc) welding, GMAW (mig)welding, GTAW (tig)and FCAW (innershield) welding, Pipe Welding, Stainless Steel Mig, Aluminum Mig, and Structural Steel using Innershield and Dual-Shield.

Blue print reading and shop drawing skills are developed. Layout and fit up skills are covered. Students are encouraged to qualify as A.W.S. Certified Welders in four (4) areas of their choice.

To assure job readiness, students are required to work on real projects to develop the skills that would be expected in a production shop.

### COURSE LENGTH

Course of instruction to cover 960 clock hours of full time study. Six hours per day, four days per week, for forty weeks.

### COURSE OUTLINE

CPW 1 Metal Cutting  
CPW 2 Layout and Blue Print  
CPW 3 Shielded-Metal Arc Welding (arc)  
CPW 4 Gas-Metal Arc Welding (mig)  
CPW 5 Gas-Tungsten Arc Welding (tig)  
CPW 6 Flux-Core Arc Welding (innershield)  
CPW 7 Pipe Welding  
CPW 8 Advanced Welding Procedures  
CPW 9 Production Welding  
CPW 10 Production Welding  
CPW 11 Production Welding

## WELDING DEPARTMENT DESCRIPTION OF CLASSES

### CPW 1 METAL CUTTING

48 HOURS

Safety	Blue Print Reading
Equipment	Flame Cutting
Welding Symbols	Plasma Arc Cutting

### CPW 2 LAYOUT and BLUEPRINT

24 HOURS

Safety	Blueprint Reading
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Welding Symbols  
Types of Joints

Lay Out and Fit Up  
Shop Drawing

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**CPW 3 SMAW ARC WELDING 120 HOURS**

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Safety  
Equipment  
Welding Procedures  
Welding Symbols  
All Position Welding

Shop Drawing  
Filler Metals  
Production Welding  
Certification  
Blueprint Reading

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**CPW 4 GMAW MIG WELDING 104 HOURS**

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Safety  
Equipment  
Welding Procedures  
Wire Selection  
Blueprint Reading  
Layout and Fit Up

Welding Mild Steel  
Shielding Gases  
Short Arc Welding  
Spray Arc Welding  
Production Welding  
Certification

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**CPW 5 GTAW TIG 104 HOURS**

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Safety  
Equipment  
Selection of Filler  
Shielding Gases  
Machine Set-up  
Welding Procedures

Lay Out and Fit Up  
Blueprint Reading  
Stainless Steel Sheet  
Stainless Steel Tubing  
Production Welding  
Certification

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**CPW 6 FCAW INNERSHEILD WELDING 22 HOURS**

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Safety  
Equipment  
Selection of Filler

Machine Set-up  
Welding Procedures  
Production Welding

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**CPW 7 PIPE WELDING 168 HOURS**

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Safety  
Equipment  
Selection of Filler  
Welding Procedures

Machine Set-up  
Lay Out and Fit Up  
Pre Pipe Procedures  
Pipe Certification

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**CPW 8 Advanced Welding Procedures 190 HOURS**

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Safety  
Equipment  
Welding Procedures  
Filler Selection  
Blueprint Reading  
Layout and Fit Up

Stainless Mig  
Aluminum Mig  
Types of Structural Steel  
Dual Shield Flux Core  
Production Welding  
Certification



**CPW 9 PRODUCTION WELDING****58 HOURS**

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Safety  
Equipment  
Fabrication Techniques

Lay Out and Fit Up  
Blueprint Reading  
Metal Finishing

**CPW 10 Production Welding****72 HOURS**

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Safety  
Equipment  
Fabrication Techniques

Lay Out and Fit Up  
Blueprint Reading  
Metal Finishing

**CPW 11 Production Welding****50 HOURS**

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Safety  
Equipment  
Fabrication Techniques

Lay Out and Fit Up  
Blueprint Reading  
Metal Finishing

**ADDENDUM A**  
**TOTAL CHARGES FOR EACH PROGRAM AND OCCUPATION CODE**

<b>PROGRAM NAME</b>	<b>CODE</b>	<b>TOTAL PRICE</b>
GENERAL OFFICE	43-9061	\$ 6,000.00
OFFICE TECHNICIAN	43-9199	\$ 8,000.00
DATA ENTRY	43-9021	\$10,000.00
AUTO MECHANICS I	49-3023	\$ 5,931.00
AUTO MECHANICS II	49-3023	\$ 9,795.00
AUTO MECHANICS III	49-3023	\$12,295.00
ELECTRICIAN	49-2111	\$ 4,440.00
PLC INSTRUMENTATION TECHNICIAN	47-3013	\$ 4,340.00
INDUSTRIAL MAINTENANCE MECHANIC	49-9021	\$ 5,520.00
INDUSTRIAL MAINTENANCE TECHNICIAN I	49-9041	\$ 9,945.00
INDUSTRIAL MAINTENANCE TECHNICIAN II	49-9041	\$13,970.00
INDUSTRIAL MAINTENANCE TECHNICIAN III	49-9041	\$16,300.00
CERTIFIED AND PRODUCTION WELDING I	49-9044	\$ 6,040.00
CERTIFIED AND PRODUCTION WELDING II	51-1011	\$ 9,500.00
CERTIFIED AND PRODUCTION WELDING III	51-1011	\$16,500.00

The charges listed above are both estimate and total charges for entire program. The six digit codes is the United States Department of Labor's Standard Occupational Classification codes. This is code is the employment position in which we prepare graduates.

**ADDENDUM B**  
**ITEMIZED LIST OF TOTAL CHARGES FOR EACH PROGRAM**

<b>PROGRAM</b>	<b>TUITION</b>	<b>FEEES</b>	<b>EXPENSES</b>	<b>TOTAL</b>
GENERAL OFFICE	\$4,200.00	\$35.00	\$1,765.00	<b>\$6,000.00</b>
OFFICE TECHNICIAN	\$5,400.00	\$35.00	\$2,565.00	<b>\$8,000.00</b>
DATA ENTRY	\$6,680.00	\$35.00	\$3,285.00	<b>\$10,000.00</b>
AUTO MECHANICS I	\$5,184.00	\$45.00	\$702.00	<b>\$5,931.00</b>
AUTO MECHANICS II	\$8,928.00	\$90.00	\$777.00	<b>\$9,795.00</b>
AUTO MECHANICS III	\$11,428.00	\$110.00	\$979.00	<b>\$12,517.00</b>
ELECTRICIAN	\$3,900.00	\$25.00	\$515.00	<b>\$4,440.00</b>
PLC	\$3,800.00	\$25.00	\$515.00	<b>\$4,340.00</b>
IND. MANT. MECHANIC	\$5,000.00	\$75.00	\$445.00	<b>\$5,520.00</b>
IND. MANT. TECHNICIAN I	\$8,550.00	\$765.00	\$630.00	<b>\$9,945.00</b>
IND. MANT. TECHNICIAN II	\$12,240.00	\$840.00	\$890.00	<b>\$13,970.00</b>
IND. MANT. TECHNICIAN III	\$14,460.00	\$840.00	\$1,000.00	<b>\$16,300.00</b>
CERT.& PROD. WELDING I	\$5,280.00	\$225.00	\$535.00	<b>\$6,040.00</b>
CERT.& PROD. WELDING II	\$8,545.00	\$300.00	\$655.00	<b>\$9,500.00</b>
CERT.& PROD. WELDING III	\$15,350.00	\$375.00	\$775.00	<b>\$16,500.00</b>

## **ADDENDUM C**

### **Faculty**

**Larry Qualls** - Industrial Electrical, PLC, Instrumentation & PID, Motors & Controls, Industrial Refrigeration RETA Book 1, RETA CARO Prep, Industrial Applications, 608 & 410 Prep class, Industrial Applications, Pneumatics and Hydraulics, Boilers. Larry Qualls has over twenty-five years experience in teaching as well as employment experience in the: refrigeration, welding, automotive and maintenance fields. Mr. Qualls has both a B.A. & M.A. Degree in Education from Fresno State College. Larry attends training classes sponsored by professional organizations. Mr. Qualls has taught classes at MTC for the past twenty years.

**Frank Castillo** - Residential Electricity, Commercial Electricity, Residential HVAC lecture and lab. Commercial Refrigeration lecture and lab. Frank Castillo has over twenty-five years work experience in HVAC & Commercial Refrigeration. Frank keeps up to date with new technology in this field by attending numerous training classes sponsored by manufacturers. He has taught at MTC in the past for three years.

**Tom Martin** - CPW I, CPW II, CPW III & Tech Welding. Tom Martin has over thirty years welding and fabrication experience. Tom is continually taking course work from AWS to keep his knowledge up to date. He has taught at MTC for the past eight years.

**Fred Sanchez** - Auto I Auto II. Fred Sanchez has over twenty five years experience as an Journeyman Automotive Technician in Automotive Dealerships. He has been a Trainer for Dealerships for six years. He has numerous certifications in the automotive repair field. Fred attends seminars and classes sponsored by major parts manufacturers. He has taught at MTC for the past two years.

