Shin Shin Training Center
2090 Warm Springs Ct. #232
Fremont, CA 94539
Tel: (510) 259-9696, Fax: (510) 259-9722

Shin Shin Training Center

Course Catalog

January 1, 2018

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*This catalog is effective from 1/1/2018 until 12/31/2018.

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This catalog is updated whenever there is any a change or additions to the courses. All prospective students will be provided with the catalog prior to admission and enrollment. The catalog is available for download on our website and will be sent to the prospective student upon request.

*Shin Shin Training Center is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009. Shin Shin Training Center is not accredited by an accrediting agency recognized by the United States Department of Education.

*Shin Shin Training Center does not offer any degree programs.

*The school records shall be retained for a minimum of five years with the exception of student transcripts kept permanently.

*Shin Shin Training Center has no pending petition in bankruptcy. Shin Shin Training Center is not operating as a debtor in possession. Shin Shin Training Center has not filed a petition within the preceding five years, nor has 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.

About Our School

Shin Shin Training Center was established in 1998 specializing in technical training programs in SAS programming/Data Analysis, Oracle database and Oracle applications. These programs have enhanced the livelihoods of the students, giving them more job opportunities, chances for promotions, and the possibility to go beyond what they dreamed or imagined. Through the years, Shin Shin realized the economic climate changes rapidly – and along with it the increased demand on to get, keep and excel in a job.

Shin Shin recognized that having the skills for the job are not enough. What is needed is a complete system of classes and counseling to help people manage their academic and career cycles and stay ahead of market demands. Recognizing the need, Shin Shin has expanded its offerings to manage the critical points of life: getting into college, excelling at a job, and providing ongoing learning to help you advance and keep the competitive edge. We are dedicated to help you get to the next academic or career opportunity of your life.

Mission and Purpose

Educate students at the professional level to provide career advancement course trainings to enhance individuals' professional opportunities in their respective career fields.
Shin Shin Training Center aims to bring industry-leading professionals who developed successful working experience in software industries into contact with students who aspire to develop their new skills or enhance existing knowledge to excel in their careers.
With Shin Shin's provided course, which varies from software to construction to other fields, our students will complete the course with sufficient understanding and skills of the subject that will allow them to a). Secure a promotion in the subject-related field, b). Switch from a different professional field to the subject-related field, c). Obtain and start a side business within the subject-related field.
For detailed information on what the students could learn and achieve from each individual course Shin Shin offers, please check below provided course description for each of the courses we offer.

Goals & Objectives

Our mission is for students to provide the education and resources adults need to get the competitive edge they need in today's workforce. We aim to combine high-technology with our services to give our students what they need, when they need it.

Services

1. Career-focus training program:

Our programs are designed for those who have been out of job and want to get back to work or who want to gain more knowledge and take their career to the next level. We always hire instructors who have rich experience not only on teaching but also on working in the same field. Students will get the initial experience or in-depth skills through real projects that provided by instructors.

2. On-site learning:

For General Building Construction Class, we arrange students to construction site and their learning can see it first-hand rather than just hear about it in a lecture. This makes it easier to understand what is being taught.

3. Career assistance:

When class is almost completed, Shin Shin will invite our former students who are employed to come and meet with our current students. In the meeting, they will share their job hunting experience and working experience. It establishes a network between the previous students and current students. We also have a professional to assist graduated students on their resume and follow up their job search as well. We make every effort to successfully place our students in their career field they seek.

4. Authorized Prometric Test Center:

Shin Shin is an authorized test center by Prometric. We carryall IT certificate exams. Certification exams on both of Oracle and SAS are very popular. Our courses are designed to help students gain knowledge, hands-on experience, and to pass certification exams. .

5. Class Video:

School staff will record every class. If students miss a class or want to review one, the teaching video is available in the school.

6. Retake Policy:

Our student can retake the course without charge within 1 year.

7. Lab:

All the mandatory lab time is with instructors or TAs, or students working on required group project. Both lecture hours and mandatory lab hours are required for completion of a program.

Training Program List

SAS Programming and Real Case Analyze

SAS Certified Clinical Trial Programmer and Real Analysis Projects

Oracle Financial Applications

Oracle Supply Chain

Oracle EPM/Hyperion Application

Oracle Database Administration

Certified Oracle Database SQL Expert

Business Intelligence

Networking Professional Course

CCIE Routing & Switching

Computer Drafting with AutoCAD

General Building Construction

Residential Design

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SAS Programming and Real Case Analyze

Who Should Enroll
This course is geared to the students who look for careers in SAS programming, data manipulation and analysis, and statistical modeling in the financial industry. Students who are working but not savvy in their SAS skill or who are looking for career in pharmaceutical industry can also benefit tremendously.

Course Description
This course focuses on the following key areas: reading raw data files and SAS data sets and writing the results to SAS data sets; sub setting data; combining multiple SAS files; creating SAS variables and recoding data values; and creating listing and summary reports.

Course Objective(s):
For students to complete one full real-world case project related to the business-route of SAS data analysis and get a hands-on experience with company projects.

Career Opportunities
Upon successful completion of the course, students should be comfortable and confident to take challenge in their career search or development, as demonstrated by successful employment landing by formal students in the class. Please refer to the United States Department of Labor's Standard Occupational Classification code 15-2030, 15-2040, 15-2050, 13-1160.

Program Topics
- Accessing Data Using SQL
- Creating Data Structures
- Managing Data
- Generating Reports
- Macro Processing
- Advanced Programming Techniques
- Real Life SAS Applications

Time and Schedule （**150 hours**）
Lecture hours: 80 hours (4 hours/week)   Mandatory lab hours: 70 hours (3.5 hours/week)

Instructor : Hong Gu

Textbook
Materials provided by instructor reference to SAS Programming training menu.

Equipment
-Personal Laptop   -SAS learning software

Reference Books
SAS Programming by Example by Ron Cody, Ray Pass
Applied Statistics and the SAS Programming Language by Ronald P. Cody, etal
A Handbook ofStatistical Analyses Using SAS by Brian S. Everitt, Geoff Der
Professional SAS Programming Shortcuts by Rick Aster

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

Final Tests
There are no final tests for this class.

SAS Certified Clinical Trial Programmer and Real Analysis Projects

Who Should Enroll
This course prepares individuals with SAS programming experience to process clinical-trials data to meet the increasing demand for these skills in the biotech and pharmaceutical industries. Knowledge of SAS and programming languages is required.

Course Description
SAS is the primary software standard in the biopharmaceutical industry for the storage, management and manipulation of clinical data and its presentation to the FDA in clinical trials. Processing clinical data in FDA-regulated industries has specific requirements. Upon completion of the course, the student will be able to have a working knowledge of how to collect and manage clinical trial data; will be to analyze continuous, dichotomous, and time-to-event clinical trial data; and will be able to contribute to the statistical portions of a clinical trial study design. The student will also gain the overall knowledge required to interpret clinical trial statistical results.

Course Objective(s):
To have students become familiar with SAS Clinical Trial Analysis by doing one real-world case project from start to end.

Career Opportunities
Employment of SAS Clinical Trial is expected to increase by 14 percent from 2010 to 2020, as fast as the average for all occupations. Job prospects will be very good. Please refer to the United States Department of Labor's Standard Occupational Classification code 17-2030, 19-1020, 19-1040.

Program Topics
- Understanding clinical-trial terminology
- Preparing data for submission using CDISC SDTM standards, tables, listings and figures for electronic submission
- Managing regulatory considerations such as software-development life cycle and related documentation

Time and Schedule (120 Hours)
Lecture hours: 60 hours (4 hours/week)   Mandatory lab hours: 60 hours (4 hours/week)

Instructor : Hong Gu

Textbook
Materials provided by instructor reference to SAS training menu and designed projects.

Equipment
-Personal Laptop   -SAS learning software

Reference Books
Analysis of Clinical Trials Using SAS: A Practical Guide by Alex Dmitrienko
SAS Programming in the Pharmaceutical Industry by Jack Shostak
Common Statistical Methods for Clinical Research with SAS Examples by Glenn A. Walker

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

Final Tests
There are no final tests for this class.

Oracle Financial Applications

Who Should Enroll
This course is intended for students wishing to upgrade or acquire new vocational skills in the fields of Oracle financial Applications design, setup and implementation.

Course Description
The course of study includes a foundation database programming, Oracle form design and application setup. You will learn the essentials of Oracle E-Business Suite; you can develop advanced knowledge in any of the following focus areas: Oracle General Ledger Management, Oracle Account Payable and Oracle Account Receivable.

Course Objective(s):
For students to be able to use the Oracle Finance Application system to operate different aspects of accounting. For students to be able to complete and pass all three examinations in the OFA system.

Career Opportunities
Oracle Finance Application automates and streamlines all your financial business processes for enterprise wide daily business intelligence that lets you make more informed decisions, improve operations, and reduce costs. Specific job areas open to graduates of the program are in Oracle Financial Application development, technical support and accountancy. Please refer to the United States Department of Labor's Standard Occupational Classification code 13-2010. 13-2030, 13-2040, 13-2090, 15-1210.

Program Topics
- Oracle E-Business Suite Overview
- Oracle General Ledger fundamental
- Oracle Accounts Payables fundamental
- Oracle Accounts Receivables fundamental

Time and Schedule (170 Hours)
Lecture hours: 68 hours (4 hours/week)   Mandatory lab hours: 102 hours (6 hours/week)

Instructor : Jing Li

Textbook
Textbook: Oracle Financial Application R12 training menu

Equipment
-Personal Laptop
-Access to Shin Shin Training Center Server

Reference Books
Special Edition Using Oracle Applications (Using (Special Edition)) by Jim Crum (Editor)
Oracle Financials Handbook by David James, et at
Oracle Financials 101 (Osborne ORACLE Press Series) by Raghu Vullaganti

Instructors using overhead-project and blackboard, students using PC. Each student has one computer.

Final Tests
There are no final tests for this class.

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Oracle Supply Chain

Who Should Enroll
Anyone with a supply chain background; anyone with previous experience in purchasing and order management; anyone who's interested in further developing their career in supply chain management

Course Description
Oracle Supply Chain Management R12 enables you to drive supply chain processes based on real-time demand information, and in turn provide customers accurate information on pricing and availability. The results – you maximize value in your supply chain while increasing revenues and customer satisfaction levels.

Course Objective(s):
For students to understand the steps of supply chain management and how to use the Oracle Supply Chain system to manage every step of the supply chain.

Career Opportunities
From compliance issues to sourcing strategies, each industry has a unique set of supply chain challenges. Oracle Supply Chain Management R12 provides comprehensive solutions for the following industries: Airlines, Automotive, Communications, Consumer Goods, High Technology, Industrial Manufacturing, Life Sciences, and the Public Sector. Supply chain operations are increasingly global, with outsourcing playing a key role. Oracle Supply Chain Management R12 enables you to collaborate with partners across global regions, manage complex suppliers' networks with real-time information, and adapt quickly to global constraints and demand. Please refer to the United States Department of Labor's Standard Occupational Classification code 13-1020, 11-2022, 11-3061, 13-1080.

Program Topics
- Oracle E-Business Suite Overview
- Oracle Inventory Management fundamental
- Oracle Order Management fundamental
- Oracle Purchasing fundamental

Time and Schedule (150 Hours)
Lecture hours: 60 hours (4 hours/week)   Mandatory lab hours: 90 hours (6 hours/week)

Instructor: Jing Li

Textbook
Textbook: Oracle Supply Chain R12 training menu

Equipment
-Personal Laptop
-Access to Shin Shin Training Center Server

Reference Books
Oracle E-Business Suite Manufacturing & Supply Chain Management by Bastin Gerald
Oracle E-Business Suite R12 Supply Chain Management by Muneeb A. Siddiqui

Instructors using overhead-project and blackboard, students using PC. Each student has one computer.

Final Tests
There are no final tests for this class.

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Oracle EPM/Hyperion Application

Who Should Enroll
This course is designed for those who have functional or technical background, knowledge with any computer language, End Users, ERP, DBAs, Functional Consultants, IT management and Staff, Business Analysts, Technical Consultants, Students and also those who want to become Oracle Applications and Hyperion.

Course Description
This training course is designed to teach you how to create and manage reports with Hyperion Financial Reporting using Essbase as the data source. You will learn how to create reports, report objects, books and batches; format reports; and add auto calculations and functions. You will also learn manage objects in the repository and define access privileges to report objects. You'll learn tips and tricks from the experts for faster, more complex reports.

Course Objective(s):
For students to become familiar with financial analysis and how to use Oracle EPM/Hyperion to help businesses with financial analysis.

Career Opportunities
The use of Oracle Hyperion EPM is growing even rapidly than the computer field in general. Specific job areas open to graduates of the program are in Hyperion Essbase Administration, Hyperion Consultant, Report Developer and Financial Planning, Reporting. Please refer to the United States Department of Labor's Standard Occupational Classification code 11-3030. 13-2000, 13-2090.

Program Topics
- Introduction to Oracle Enterprise Performance Management
- Essbase Fundamental
- Essbase Administration
- OLAP, Smart View
- Oracle Hyperion Reporting

Time and Schedule (150 Hours)
Lecture hours: 60 hours (4 hours/week)   Mandatory lab hours: 90 hours (6 hours/week)

Instructor: Joe Chen

Textbook
Textbook: Oracle EPM Hyperion training menu

Equipment
-Personal Laptop   -Access to Shin Shin Training Center Server

Reference Books
Look Smarter Than You Are with Oracle Hyperion Planning: An End User's Guide by Edward Roske and Tracy McMullen
Look Smarter Than You Are with Hyperion Essbase by Edward Roske and Tracy McMullen

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

Final Tests
There are no final tests for this class.

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Oracle Database Administration

Who Should Enroll
This course is intended for students wishing to upgrade or acquire new vocational skills in the fields of database administration, database application design and programming with database management systems.

Course Description
The course of study includes a foundation database theory and design, and the industry standard database language. The final course in the curriculum is a special project, encompassing all the areas, suitable for job experience and a job portfolio.

Course Objective(s):
For students to be able to use Oracle DBA to generate and manage their own database.

Career Opportunities
The use of database system is growing even rapidly than the computer field in general. Specific job areas open to graduates of the program are in database administration and database applications programming. Please refer to the United States Department of Labor's Standard Occupational Classification code 15-1241, 15-1242, 15-1243.

Program Topics
- Introduction to Oracle: SQL and PL/SQL
- Oracle 11g: Architecture and Administration
- Oracle 11g: Backup and Recovery
- Oracle 11g: Performance Tuning
- Oracle 11g: Network Administration
- Oracle 11g: Real Project

Time and Schedule (160 Hours)
Lecture hours: 80 hours (4 hours/week)   Mandatory lab hours: 80 hours (4 hours/week)

Instructor: Don Lin

Textbook
Textbook: materials made by instructor reference to Oracle DBA training menu

Equipment
-Personal Laptop
-Access to Shin Shin Training Center Server

Reference Books
OracleS; DBA Handbook by Kevin Loney, Marlene L. Theriault
Oracle Advanced PUSQL Programming Vvith CD-ROM by Sc·ott Urrnan
Oracle 11g Tips & Techniques by Douglas Scherer. et at
Oracle 11g Web Development by Bradley D. Brown,Brad Brown

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

Final Tests
There are no final tests for this class.

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Certified Oracle Database SQL Expert

Who Should Enroll
Gain expertise in relational database data management as you learn how to effectively use SQL commands against your business data. Familiarity with data processing concepts and techniques and data processing are preferred.

Course Description
This course helps you write subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. Gain expertise in relational database data management as you learn how to effectively use SQL commands against the business data. These features will help you query and manipulate data within the database, use the dictionary views to retrieve metadata and create reports about the schema objects.

Course Objective(s):
For students to fully understand how to use and write SQL and generate reports and data using SQL.

Career Opportunities
According to the U.S. Bureau of Labor Statistics (BLS), the computer systems design industry is projected to be one of the top ten growth occupations in the coming years. SQL careers – like all computer programming jobs – are expected to grow especially rapidly. Please refer to the United States Department of Labor's Standard Occupational Classification code 15-1240.

Program Topics
- Introduction to Oracle Database
- Retrieve Data using the SQL SELECT Statement
- Invoke Conversion Functions and Conditional Expressions
- Display Data From Multiple Tables Using Joins
- Management of Schema Objects, Manipulate Large Data Sets
- Control User Access
- Regular Expression Support

Time and Schedule (150 Hours)
Lecture hours: 60 hours (4 hours/week)
Mandatory lab hours: 90 hours (6 hours/week)

Instructor: Don Lin

Textbook
Textbook: materials made by instructor reference to Oracle training menu

Equipment
-Personal Laptop
-Access to Shin Shin Training Center Server

Reference Books
OCA Oracle Database SQL Expert Exam Guide by Steve O'Hearn

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

Final Tests
There are no final tests for this class.

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Business Intelligence

Who Should Enroll
Data systems modelers, database administrators, data architects, IT managers, business analysts, CIOs, and others who need to take data from different databases or data sources and combine them into a single repository that can be used to produce executive dashboards, generate summary reports, and glean "hidden" information from business databases. Those who provide the requests for data in order to analyze trends and systems should also attend.

Course Description
This specialized studies program introduces you to the main components of a data warehouse for business intelligence applications. Learn how a data warehouse fits into the overall strategy of a complex enterprise, how to develop data models useful for business intelligence, and how to combine data from disparate sources into a single database that comprises the core of your data warehouse. Explore how to define and specify useful management reports from warehouse data.

Course Objective(s):
For students to learn the fundamentals of business intelligence and apply their knowledge to real world cases. Students will be able to know the whole business model along with details of data warehouse.

Career Opportunities
OBIEE is becoming one of the fastest growing BI tools in the market place; it has created many job opportunities for developers, architects and analysts. There is increasing demand for professionals possessing OBIEE and the salaries are best in industries. Please refer to the United States Department of Labor's Standard Occupational Classification code 11-3020, 15-1220.

Program Topics
- Business Intelligence/Data Warehouse
- Designing Dimensional Models
- Designing ETL Processes for Data Warehousing

Time and Schedule (150 Hours)
Lecture hours: 80 hours (4 hours/week)   Mandatory lab hours: 60 hours (3 hours/week)

Instructor: Joe Chen

Textbook
Textbook: materials made by instructor reference to Oracle training menu

Equipment
-Personal Laptop   -Data warehouse software

Reference Books
Oracle Business Intelligence Applications by Simon Miller and William Hutchinson
Oracle Business Intelligence 11g Developers Guide by Mark Rittman
Oracle Data Warehousing and Business Intelligence Solutions by Robert Stackowiak

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

Final Tests
There are no final tests for this class.

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Networking Professional Course

Who Should Enroll
This class is appropriate for those with at least one year of networking experience who are ready to advance their skills and work independently on complex network solutions.

Course Description
Get a solid foundation in modern routing and switching theory and prepare to take the CCNA/CCNP exams. Through lectures and hands-on router simulations, you learn how to use router simulators (downloaded or Internet-based). You also learn about Internetworking, Internet Protocols, IP subletting and VLSM, IOS, IP routing, EIGRP, OSPF, BGP, Layer 2 switching, VLANs, managing a Cisco Internetwork, managing traffic with access lists, trouble shoot, and wide area network (WAN) protocols among other topics. The program will give through hands-on training and preparation for certification exams

Course Objective(s):
For students to gain insight into the different aspects of Networking and prepare for the Networking certification examinations.

Career Opportunities
Those who achieve CCNA/CCNP will demonstrate the skills required in enterprise roles such as network technician, support engineer, systems engineer or network engineer. Please refer to the United States Department of Labor's Standard Occupational Classification code 15-1244.

Program Topics
- CCNA Routing and Switching Overview
- Implementing Cisco IP Routing
- Implementing Cisco IP Switched Networks
- Troubleshooting and Maintaining Cisco IP Networks

Time and Schedule (200 Hours)
Lecture hours: 80 hours (4 hours/week)   Mandatory lab hours: 120 hours (6 hours/week)

Instructor: Alan Yang

Textbook
Materials provided by instructor reference to Cisco training menu.

Equipment   -Personal Laptop   -Routers and switches

Reference Books
Cisco CCNA Routing and Switching Official Cert Guide Library by Wendell Odom
CCNP ROUTE Official Certification Guide by Wendell Odom
CCNP SWITCH Official Certification Guide by David Hucaby
CCNP TSHOOT Official Certification Guide by Kevin Wallace
CCNP ROUTE/SWITCH Lab Manual by Cisco Networking Academy

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

Final Tests
There are no final tests for this class.

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CCIE Routing & Switching

Who Should Enroll

Cisco Certified Internetwork Expert Routing and Switching (CCIE Routing and Switching) certifies the skills required of expert-level network engineers to plan, operate and troubleshoot complex, converged network infrastructure. We strongly encouraged students to have three to five years of job experience before attending the class.

Course Description

This class is designed to help students passing the both CCIE written exam and lab exam. The CCIE Routing and Switching program is intended to recognize the Cisco network experts who have the necessary skills to plan, test, deploy, configure, maintain, and troubleshoot Cisco network solutions. Professionals who achieve CCIE have demonstrated their technical skills at the highest level. Students are expected to have an in-depth understanding of the topics on the blueprint.

Course Objective(s):

For students to gain an in depth understanding in CCIE and successfully complete the certification written and lab examinations for this subject.

Career Opportunities

The Cisco CCIE certification is by far the most respected certification in the industry, and it demonstrates that its holders have the highest level of expertise, such as network expert, support engineer, systems engineer or network engineer. Please refer to the United States Department of Labor's Standard Occupational Classification code 15-1244.

Program Topics
- CCIE Routing and Switching Overview
- Implement IPV4 & IPV6
- Implement MPLS Layer 3 VPNs
- Implement Network Security & service
- Implement Quality of Service (QoS)
- Troubleshoot and optimize a Network

Time and Schedule (240 Hours)

Lecture hours: 100 hours (4 hours/week)   Mandatory lab hours: 140 hours (7 hours/week)

Instructor: Alan Yang

Textbook

Materials provided by instructor reference to Cisco CCIE training menu.

Equipment

-Personal Laptop   -Routers and switches

Reference Books

CCIE Routing and Switching Certification Guide by Wendell Odom
Troubleshooting IP Routing Protocols by Zaheer Aziz
Network Security Technologies and Solutions by Yusuf Bhaiji

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

Final Tests

There are no final tests for this class.

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Computer Drafting with AutoCAD

Who Should Enroll
This course is designed for those people who have little or no experience with computer drafting software AutoCAD and are preparing for career in drafting or related fields, by using AutoCAD for architectural drawings.

Course Description
This course introduces students to the process, tools, and methodology of computer drafting with AutoCAD, the world's leading software for design & drafting. The course will focus on core AutoCAD concepts as well as more advanced functions and design techniques. This course will teach you to utilize line types and tine weights to simplify the appearance of the drawings on your screen and to produce 2-D drawings, alter them, dimension them, and also learn to use color plotter to produce hardcopies of drawing.

Course Objective(s):
For students to grasp an indepth understanding of the Auto-CAD tool to enhance their architectural drafting abilities.

Career Opportunities
After successful completion of this course, students will have a good understanding of AutoCAD as it is used in the Architecture profession and are ready to explore for their career as AutoCAD drafter. Please refer to the United States Department of Labor's Standard Occupational Classification code 17-1010.

Program Topics
- A Brief Introduction to AutoCAD
- AutoCAD Environment
- Drawing Commands & Drawing Aids
- Drawing Edit and Query Commands
- Blocks, Layers
- Cross Referencing of Files (XREF)
- Text and Dimensioning
- Templates and Plotting
- Projects

Time and Schedule (240 Hours)

Lecture hours: 80 hours (4 hours/week)   Mandatory lab hours: 160 hours (8hours/week)

Instructor: Gary Kuo
          Yin Su

Textbook
Materials provided by instructor reference to AutoCAD training menu.

Equipment:
-Personal Laptop
-AutoCAD software

Reference Books
AutoCAD 2006: One Step at a Time -Part I and Part II by Timothy, Sean Sykes
Residential Design Using AutoCAD 2006 by Daniel John Stine

Instructors use overhead-project and blackboard. Each student has individual PC including 15" LCD monitor and AutoCAD computer software.

Final Tests
There are no final tests for this class.

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General Building Construction

Who Should Enroll
This course is designed for those people who are looking for a job, or just beginning their career as laborers and helpers, or need to review skills to keep up new technologies in current construction industry.

Course Description
This course provides students with a complete comprehensive presentation of today's residential construction systems, from foundation to roof and from exterior finishes to interior details, including all mechanical and electrical systems. The course covers current construction techniques, materials used, structural systems used, and laws, in residential construction industry, as well as hand-on practice. This course will give students the practical knowledge they'll need to become knowledgeable and skilled \workers in the residential construction industry.

Course Objective(s):
For students to gain an insight and understanding of construction project knowledge and how to manage construction projects.

Career Opportunities
In today's Silicon Valley housing industry, home improvement and repair construction is continuing to grow faster than new home construction. Therefore, more workers are needed to repair and remodel the existing homes. Upon successful completion of the course, students should be able to start their career in home improvement, home repair, home remodeling, and other related fields. Please refer to the United States Department of Labor's Standard Occupational Classification code 47-2000, 47-3000, 47-4000.

Program Topics
- Introduction
- Construction
- Law and Business
- Cases Study

Time and Schedule (160 Hours)
Lecture hours: 140 hours (10 hours/week (week 1-week 10), 4 hours/week (week 11-week 20)
Mandatory lab hours: 80 hours (4 hours/week)

Instructor: Jack Chen

Textbook
Materials provided by instructor.

Equipment:
No equipment required

Reference Books
Building Construction Illustrated. 3rd Edition by Francis D. K. Ching, Cassandra Adams
Fundamentals ofResidential Construction by Edward Allen, Rob Thallon
Miller's Guide to Home Remodeling by Mark R. Miller, Rex Miller, Glenn E. Baker

Instructors use overhead-project and blackboard.

Final Tests
There are no final tests for this class.

Residential Design

Who Should Enroll
This course is designed for those people who look for careers in home design or related fields. Participants may have various education backgrounds. (High education is not required.)

Course Description
This course introduces to students design, planning, architectural, and structural specifications of residential buildings, and also provides real cases study with hand-on practices.

Course Objective:
For students with little to no background with architectural drafting to grasp a strong understanding of how to use Auto-CAD drafting software and how to apply for a permit at different cities.

Career Opportunities
After successful completion of this course, students will have a good knowledge and be able to use definite criteria to design, sketch and draw various plans for residential buildings. They can pursue their career to help homeowners and people interested in designing aspect of building remodel and improvement of single-family residence to prepare a complete set of building permit and construction documents. Please refer to the United States Department of Labor's Standard Occupational Classification code 17-1010.

Program Topics
- Course Overview
- Architectural Design
- Structural Design
- Cases Study

Time and Schedule (240 Hours)
Lecture hours: 140 hours (8 hours/week (week 1-week 15), 4 hours/week (week 16-week 20)
Mandatory lab hours: 100 hours (5 hours/week)

Instructor: Gary Kuo
Yin Su

Textbook
Materials provided by instructor.

Equipment:
-Personal Laptop
-AutoCAD software

Reference Books
Working Drawin,gs Handbook by Keith Styles
Architectural Graphic Standards by Ramsey/Sleeper
Building Code Illustrated by Francis Ching
Besign of Wooel Structures -ASD by Donald E. Breyer

Instructors use overhead-project and blackboard.

Final Tests
There are no final tests for this class.

Shin Shin Training Center

Shin Shin Training Center
2090 Warm Springs Ct. #232
Fremont, CA 94539
Tel: (510) 259-9696, Fax: (510) 259-9722

Shin Shin Training Center
Course Price List

Course Name	Tuition	Total Hours	Registration Fee (Non-Refundable)	STRF Fee (0*$1,000) (Non-Refundable)	Textbook Fee	Equipment Fee	Total Charges *
SAS Programming and Real Case Analyze	$4,900	150	$50	$0	$0	$0	$4950
SAS Certified Clinical Trial Programmer and Real Analysis Projects	$2,900	120	$50	$0	$0	$0	$2950
Oracle Financial Applications	$4,900	170	$50	$0	$0	$0	$4950
Oracle Supply Chain	$4,900	150	$50	$0	$0	$0	$4,950
Oracle EPM/Hyperion Application	$4,900	150	$50	$0	$0	$0	$4,950
Oracle Database Administration	$3,900	160	$50	$0	$0	$0	$3,950
Certified Oracle Database SQL Expert	$1,430	100	$50	$0	$0	$0	$1,480
Business Intelligence	$4,450	120	$50	$0	$0	$0	$4,500
Networking Professional Course	$4,900	200	$50	$0	$0	$0	$4,950
CCIE Routing & Switching	$5,950	250	$50	$0	$0	$0	$6,000
Computer Drafting with AutoCAD	$4,900	160	$50	$0	$0	$0	$4,950
General Building Construction	$5,950	160	$50	$0	$0	$0	$6,000
Residential Design	$5,950	220	$50	$0	$0	$0	$6,000

*= Total charges: MEANS THE SUM OF INSTITUTIONAL AND NONINSTITUTIONAL CHARGE

The following information is important for you to have:

You are enrolling in the: Shin Shin Training Center

With addresses at:
2090 Warm Springs Court, SUITE 232
Fremont, CA 94539
510-259-9696 http://www.shintraining.com

The Classes I will be attending will be held at:
2090 Warm Springs Court, SUITE 232   Fremont, CA 94539

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 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, P.O. Box 980818 West Sacramento, CA，95798-0818 www.bppe.ca.gov, toll-free telephone number (888) 370-75859, (916)574-8900 or by fax (916)263-1897.

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

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

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ADMISSION REQUIREMENT

To enroll in any course, an applicant must have good oral and written communication skills in English language. The applicant should have basic computer knowledge. In order to satisfy the admission requirement, a course coordinator will interview verbally with the student to test her/his skills.

Requirement List:
1. High School Diploma or GED
2. 18 Years or older
3. Application Form
4. Must be a legal U.S. citizen or have legal status in the U.S.

ADMISSION POLICY

1. Shin Shin Training Center does not accept credits earned at other institutions or through challenge examinations and achievement tests.
2. Shin Shin Training Center does not accept ability-to-benefit students.
3. Shin Shin Training Center does not accept award of credit for prior experiential learning.

LANGUAGE PROFICIENCY

Students who wish to enroll in Shin Shin Training Center education programs must be able to at least communicate, read, and write in English. Our center requires a language proficiency testing or documentation to prove a student's language proficiency. A student may provide a high school diploma from any U.S. high schools. A TOEFL score that meets the minimum requirement of 90 is acceptable too. All our classes are taught in English only.

VISA

1. **Visa Service(s):** Shin Shin Training Center does not provide visa services.
2. **Language Proficiency:** Students who wish to enroll in Shin Shin Training Center education programs must be able to at least communicate, read, and write in English. Our center requires a language proficiency testing or documentation to prove a student's language proficiency. A student may provide a high school diploma from any U.S. high schools. A TOEFL score that meets the minimum requirement of 90 is acceptable too. All our classes are taught in English only.
3. **Language of Instruction:** All our courses are taught in English. We do not provide any language training classes.

ENROLLMENT AGREEMENT

To apply for admission to the course, an applicant is required to take a entrance test and submit an application form before the start of the course.

Upon joining Shin Shin Training Center, a student is given an Enrollment Agreement Package and the administrative staff will go over all the forms with the student. The student will be asked to sign on the Registration form only after understanding and agreeing to the terms and conditions. Both the student and the school keep a copy of the form.

Admission for the course will be based on the prerequisite of the course for which the student is interested in joining. The course counselor will take an oral or written test that is designed to measure the student's ability to be successfully trained to perform the tasks associated with the occupations or job titles to which the program of instruction is represented to lead. The student's performance on the test must demonstrate that ability. If a prospective student fails to pass the test than the course coordinator will recommend him to start with a more basic course that will build the foundation.

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STUDENT'S RIGHT TO CANCEL, WITHDRAW or RETAKE

Student has the right to cancel this agreement with the school or withdraw from this program, and obtains a refund without any penalty or obligation according to below refund policy. Student also has the right to retake the course for free within one physical year if it has a seat available on that time.

- **Student's Right to Cancel**

The Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

- **Tuition Refund Policy & Procedures**

Student can obtain the full tuition (training material is not included) refunded only if (a) *The student has the right to cancel and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment whichever is later;* (b) *The course is NOT registered during the promotional period provided by school; and* (c) *The course is NOT registered correspondingly to any governmental requirements.*

In order for students to withdrawal from a course and receive a full refund from Shin Shin Training Center, they must inform staff from Shin Shin Training Center about the decision before the formulated deadline of the course.
The formulated deadline is the end of the next business day before 5PM after the first class according to Pacific Time standard.
For example, if course X began on Tuesday (10/11), then the deadline to drop course X to receive a full refund is on Wednesday (10/12 before 5PM Pacific Time standard). There are no exceptions to this policy.
Students can inform any of staff from Shin Shin Training Center via only the following methods: emails and phone calls before the formulated deadline.
No exceptions will be made once the deadline is passed (the length of time to which the deadline has been passed does not matter). Students may have the right to withdraw from the institution and received a pro-rata refund of charges for services paid for, but not received up to 60% of the period of attendance.

Refund chart

After full payment is made course tuition (a) Divide the figure by the number of hours in the program (see below refund chart); (b) If the student has damaged the facility of the school, the fair market value of the damaged item will be charged; (c) Student must return school's equipment within 30 days upon the cancellation notice, if applicable; (e)A student may have the right to withdraw from the institution and received a pro-rata refund of charges for services paid for, but not received up to 60% of the period of attendance.

Course Name	Total Hours	60%
SAS Programming and Real Case Analyze	160	$2,970
SAS Certified Clinical Trial Programmer and Real Analysis Projects	120	$1,770
Oracle Financial Applications	170	$2,970
Oracle Supply Chain	150	$2,970
Oracle EPM/Hyperion Application	150	$2,970
Oracle Database Administration	160	$2,370
Certified Oracle Database SQL Expert	100	$888

Business Intelligence	120	$2,700
Networking Professional Course	200	$2,970
CCIE Routing & Switching	250	$3,600
Computer Drafting with AutoCAD	160	$2,970
General Building Construction	160	$3,600
Residential Design	220	$3,600

(Note: Percentage means the course completed)

FEDERAL FINANCIAL AID AND YOUR RESPONSIBILITIES EVEN IF YOU LEAVE

Shin Shin Training Center accepts students who are supported by WIOA or TAA. In order to get support from WIOA or TAA, student should contact them through information below:

WIOA Website: https://www.doleta.gov/wioa   Phone: 1-866-4-USA-DOL
TAA   Website: https://www.doleta.gov/tradeact/   Phone: 1-866-4-USA-DOL

STUDENT TUITION RECOVERY FUND (STRF)

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, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, P.O. Box 980818 West Sacramento, CA，95798-0818, toll-free telephone number (888) 370-75859, (916)574-8900 or by fax (916)263-1897.
.
To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss 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. 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.

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.

LOANS:

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the oney not paid from federal financial aid funds.

ATTENDANCE/DISMISSAL/LEAVE-OF-ABSENCE/TRANSFERS:

Attendance is required for all students in all classes. Any missed time must be made up. Make-ups must be arranged with the instructor PRIOR to the absence. A missed class without prior arrangement can result in a failure grade in the class.

- **Dismissal:** A student will be dismissed from his/her program of study if meeting either of the following conditions.

    Failing to meet the requirements for attendance, grades and payment policies.

    The dismissal will be conducted by the course coordinator after evaluation of the student progress.

- **Dropout**: A student may dropout from courses without any penalty after the first lecture. Refunds for the regular add/drop of course will be processed within 30 days of the student's withdrawal, termination date, or the specified time. The student will remain obligated to the school for all the unpaid tuition, fees, and other amounts charged pursuant to the agreement or otherwise that are not subject to refund.

- **Leave-of-absence**: Shin Shin Training Center only allows leave-of-absence with prior notice or in case of emergency. If the student does not show for 2 lecture classes without notifying Shin Shin then he/she will try to make up the missed lecture from other students or try to go over the course material by them. The instructor will not arrange a makeup class for the students from whom they have not received any notice of leave-of-absence from course. The student's withdrawal or termination date will be the student's last date of recorded attendance at the school. If the school determines, in its sole and absolute discretion, that the student's withdrawal or termination from the program during the course was the proximate result of the student suffering from an incapacitation, such as:

1. Illness
2. Accident
3. Death of a close family member or
4. Similar circumstances. The school will determine whether to increase the refund amount specified above of the tuition and fees received by the school from the student for the course.

- **Probation:** To remain in acceptable academic standing, a student must maintain a good attendance record and must follow Shin Shin Training Center's policies. A student may be placed on to probation if he/she possesses 3 or more unreported absences or misses more than 5 assignments from the course instructor. Once a student is on probation, the course instructor and coordinator will inform the student and meet up to discuss improvements. Improvements are subject to different courses and the student will, at the minimum, need to complete all missing assignments and stops having unreported absence. From there, the instructor and coordinator will add on more needed actions, again it's different by course and by individual situation, the student would need to comply and execute these actions appropriately before he/she could get removed from probation.

(Note: Any outstanding fees owed to the school by the student will be deducted from the tuition refund.)

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Shin Shin Training 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 coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Shin Shin Training Center to determine if your certificate will transfer.

(Note: Shin Shin Training Center has not entered into an articulation or transfer agreement with any other college or university.)

The institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provision for appeal, and all charges that a student may be required to pay.

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FACULTY QUALIFICATIONS

Instructors for the courses

Joe Chen

System and network administration experiences with Windows NT/2K, AS/400, Unix/Linux.
More than 20 years of experiences with Oracle Enterprise Performance Management(EPM)/Hyperion Planning/Essbase Implementation, ERP(Oracle EBS and Syspro), Manufacturing Execution System (MES) application implementation, SOX application implementation and administration; Software development, database design and administration; System and network administration experiences with Windows NT/2K, AS/400, Unix/Linux.

Gary Kuo

California licensed Architect with over 10 years' experience in Architectural design and construction of remodeling, single families, multi-families, and commercial buildings. Experience and knowledge in using AutoCAD software for over 10 years, guide you to perform a complete permit set including site plan, floor plan, elevations, structural framing plans, electrical plans and etc. Master degree from Penn State University. Know-How to complete a project starting from programming, design formation, to construction documents combining structural, electrical, mechanical, and energy calculation components.

Yin Su

 Licensed Architect, LEED AP, Architecture and Urban Planning Degree from Tsinghua University, Masters from Boston University
Over 8 years of interior design and architecture experience at DGA planning and other architect firms; Expert in Revit, AutoCAD, Sketchup, Photoshop, and 3DMax

Alan Yang

Security Architect at a large networking equipment company. Worked at O2Security as Sr. Product Manager at year 2005 in delivering UTM and SSL VPN security product for Enterprise and SMB market, meantime established RD center at few China cities and managed the RD team, India outsourcing team and the external OEM relationships. At year 2004, co-founded Janusys Networks to develop layer two mesh wireless network technology that later was acquired by Accton of Taiwan. From 2000 to 2003, served as RD Manager at Redback Networks in delivering NetOp NMS/EMS for Carriers. Prior to that, served few engineering positions at HP with more than 10 years development experience: key contributor to HP MMU UNIX SMP system, NSD server division and HP OpenView business unit. Received US Patent 7917947

Don Lin

Over 15 years of extensive experience of Oracle database management on 7, 8, 8i, 9i, and 10g as lead DBA/Architect. Managing database administrating, development, performance tuning, capacity planning and trouble shooting in the large

complex data center environment. Implementing enterprise monitoring systems, backup/recovery strategy, and HA/DR solutions. a SME in the DBA instruction, database architecting, performance tuning, backup/recovery, and consulting.

Hong Gu

Over 10 years of experience in financial industry. Strong analytical and management skills with deep expertise in profiling and segmentation, statistical analyses and modeling, forecasting, marketing strategy analyses, data mining, and MIS reporting. Conducted Clinical Trial Phase III Study, both efficacy and safety study. Certified SAS professional. Strong SAS programming skills. 10 years of experience in SAS teaching.

Jack Chen

Have involved in residential construction for last 15 years. Construction consultancy for homeowners and contractors alike for last 5 years. Currently teaching construction- contractor-license-exam prep course. Well versed in traditional and ever evolving new construction techniques. Projects ranged from simple kitchen-bath remodels to new construction of a 4,000sf Spanish revival. His proudest achievement would have been a little house (700sf), with fully equipped kitchen and bath, that he has single-handedly (yes, single-handedly) designed and constructed.

Jing Li

MBA, over 15 years Oracle ERP experience in Finance / Accounting, Manufacturing and Supply Chain Planning in both business aspect and implementation aspect. She has implemented full-suite financial modules, Oracle Shop Floor management, Oracle discrete manufacturing, and Oracle Supply Chain Management for multi-billion dollar worldwide (multi-currency) companies.

FACILITIES & Equipment

Shin Shin Training Center has three classroom with air-conditioning (heating and cooling), ventilation, lighting, and laboratory. These facilities are maintained every year and keep them in good condition.

Shin Shin Training Center's classrooms accommodate 20 students for each class. For each course, Shin Shin Training Center provides an overhead projector, a wacom pen, and a computer to demonstrate the instructor's slide or description material.
A screen record software is to record every class for students review after a class.
Each student is provided with an individual laptop and software during the class.
 The equipment including hardware and software which are used for educational programs are updated.
All computers, software, Wacom pens and overhead projectors are owned by Shin Shin Training Center.

CLASS SCHEDULE

Shin Shin Training Center provides class schedules for course programs several weeks before the start of each course. The classes are primarily conducted on weekday evenings and weekends to allow students to pursue their studies after-work hours. The class schedules and times are officially scheduled at registration before the start of the first session of the course unless designated (TBA) to be announced. No class timings can be changed without prior permission of the Academic Counselor and the course instructor. The lab hours are scheduled separately. Full time administrative personnel

are available at the training campuses both day and evening, weekdays and Saturdays to assist the students, instructors and new applicants.

STUDENT SERVICES

(1) Recording of all classes for students to review via Cisco Webex Recording Tool
(2) Teacher's Assistant to help during off-class hours
(3) Open lab hours
(4) Computer-Rental
(5) Free retake opportunities for students who are not able to complete the class in one term
(6) Onsite Career Counseling
(7) Career seminars from job training specialists
(8) Job Positioning

HOUSING

Our institution does not operate a dormitory or other housing facility. The available cost of housing located near the facility estimate is $1,400 - $1,500 a month. **The institution will assist students in locating adequate housing near the campus**.

RESOURCES

We offer lab and homework hours Monday through Fridays and sometimes on the weekends to practice. Students can access all of our systems in the comfort of their own home, as well. The textbooks and homework assignments will be posted regularly online in our student portal. Shin Shin Training Center aims to provide students with the resources to become successful anytime and anywhere.

PUBLIC LIBRARIES

Students may find textbooks and additional resources at public libraries. Please see the public libraries that are close to Shin Shin Training Center:

Fremont Main Library
2400 Stevenson Blvd.
Fremont, CA 94538
Phone: 510-526-3720
Hours:
Sunday: 1PM – 5PM
Monday: 12PM – 6PM
Tuesday – Wednesday: 12PM – 8PM
Thursday: 10AM – 6PM
Friday: Closed
Saturday: 10AM – 5PM

Centerville Library
3801 Nicolet Ave.
Fremont, CA 94536
Phone: 510-795-2629
Hours:
Tuesday: 1PM – 8PM
Thursday: 11AM – 6PM

Irvington Library
41825 Greenpark Drive
Fremont, CA 93436
Phone: 510-795-2631
Hours:
Wednesday: 10AM – 5PM

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STANDARD FOR STUDENT ACHIEVEMENT

To evaluate the success of our students, we combine the evaluation of the instructor along with how well they do on their assignments and projects. Student must receive a letter grade C on all assignments and projects in order to finish the education program at Shin Shin Training Center.

STANDARDS FOR STUDENT ACHIEVEMENT MEASUREMENT

According to the Grading Scale below, a letter grade C will be measured as a passing grade.

Grading Scale

Percentage	Letter Grade	Numeric Grade
94-100	A	4.0
86-93	B	3.0
78-85	C	2.0
70-78	D	1.0
0-69	F	0

(The Student records are kept for 5 years and the transcripts are kept permanently.)

RETENTION OF STUDENT RECORDS

Shin Shin Training Center will maintain permanent transcript records for each student.

STUDENT'S RIGHTS

Students have the right to attain the education they deserve and Shin Shin provides the right tools for student to reach their success, as long as they comply with our center policies. Shin Shin Training Center complies with all United States laws. Please refer to Student Tuition Recovery Fund (STRF) for additional information.

STUDENT GRIEVANCE PROCEDURE

Students with complaints relating to a particular class, grade, or instructor should discuss them first with that instructor or the administrator of the institution. If the complaint is not resolved satisfactorily, the student should then contact the General Manager. The General Manager will review the complaint with all parties concerned, and investigate all documents. The complaint will be determined either unfounded and rejected or valid, at which tie a compromise or settlement will be determined and monies will be returned. The General Manager will write a decision within five days, notifying the student(s) by mail and copy of the decision and complaint will be placed in the student's academic file. The complaint will be logged out the complaint record. The General Manager's decision is considered final. Please note that a grievance against the institution may be filed with the Bureau at any time.