

THE ENTERPRISE U

2862 Colorado Ave
Santa Monica, CA 90404
Tel. 818-246-4648
info@TheEnterpriseU.com
www.TheEnterpriseU.com

Office Hours: Contact us for an appointment

NOTE: Prior to enrollment, all prospective students will be provided a copy of this school catalog, either in hard copy or electronic format.

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.

SCHOOL CATALOG

EFFECTIVE DATES:

**JULY 1, 2018
THROUGH
JUNE 30, 2019**

(Updates are made to this catalog at least once per year, or more frequently as required.)

THE ENTERPRISE U SCHOOL CATALOG

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OVERVIEW

The provisions of this publication are not to be regarded as an irrevocable contract between the student and The Enterprise U (“TEU”). Changes are effected from time to time in the general regulations of the academic requirements. Established procedures for making such changes, which protect the individual student's interests and the integrity of the school, are met by periodic updates and notices which are posted on the school's main bulletin board.

TEU does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United State Bankruptcy Code.

MISSION AND OBJECTIVES

The mission of The Enterprise U is to provide competency-based training through a skills-oriented learning program which serves the needs of employers and prepares students for a fulfilling career. We are dedicated to working with individual students and organizations large and small to ensure our educational programs meet both current and future job requirements.

Our objective is to increase economic and business productivity by supplying qualified, professional employees. We consider ourselves strategic business partners with students and industry, supporting individual careers and a competitive workforce.

BUREAU APPROVAL DISCLOSURE STATEMENT

TEU is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (the “Bureau”). The Bureau’s approval means that the institution is in compliance with the California Private Postsecondary Act of 2009. Institutional approval is subject to continuing review. Current approved course offerings are:

Computer Application Specialist (Microsoft Office)	Enterprise Software Engineer
Graphic Design	Multimedia Engineer
General Office/ Accounting	Operations Engineer
High Performance Workplace	Vocational English and Match
Network and Operating System Engineer	Manufacturing Technician

TEU's classroom facilities accommodate up to 5 students at any one time. We are proud to be a small school focused on providing individual attention to all students.

Our school location where class sessions will be held is 2862 Colorado Ave, Santa Monica, CA 90404.

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

All information in the contents of this school catalog is current and correct, and is so certified as true by TEU.

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

RESOURCES AND STUDENT SERVICES

STUDENT SERVICES

TEU operates Student Services under the direction of the Assistant Director. Student Services is primarily responsible for advising and monitoring of student attendance and academic performance. This includes the student's satisfactory progress assessment, as well as Career Planning and Placement assistance.

TEU maintains a referral process available to all students who make requests for information regarding resources within the community operated by public and private organizations.

FACILITIES

TEU is located in an office space just a few miles from the world famous Santa Monica Pier and the beaches of Venice and Santa Monica. Students can explore the dynamic seaside community with many restaurants and shops within walking distance, when not attending class.

Our facility is approximately 660 square feet, with an administrative area and one classroom. Our break area includes light snacks; and the newly remodeled restrooms are adjacent to the classroom.

CLASSROOMS AND EQUIPMENT

Classrooms are equipped with all the equipment and materials required for the course of instruction, including laptops for each student and the instructor with the relevant software packages. Materials will be provided in hard copy or electronic format.

COMPUTER LABS & LIBRARY

Lab time is provided during class hours, however extra lab time and student study groups are encouraged. A digital library is also available. Students should contact the Assistant Director to reserve computer lab time or peruse the library resources.

HELP SUPPORT VIA TELEPHONE & EMAIL

Help support is provided for all of the courses for the duration of the program. The help desk is available Monday to Friday from 9:00 am to 4:00 pm via telephone 818-246-4648 or email info@TheEnterpriseU.com.

CAREER PLANNING AND PLACEMENT SERVICES

TEU may provide workshops on topics, such as interviewing, dress for success, resume writing, job retention skills and other related topics. A Job Developer will assist students with job leads, as well as teach students how to post resumes and search for jobs on the internet, direct students to career and job fairs, etc. Although we earnestly desire to help place graduates in suitable positions, no guarantee of employment or salaries can be made.

HOUSING

TEU has no dormitory facilities, and **no assistance is provided for housing**. Rental housing is available from other parties in the local area. Rental housing that is reasonably near TEU cost approximately \$3,000 for 1-bedrooms and \$3,800 for 2-bedrooms.

TEU HAS NO RESPONSIBILITY TO FIND OR ASSIST A STUDENT IN FINDING HOUSING.

MODIFICATION OF PROGRAMS

As demands of the job market change, TEU reserves the right to make course modifications when it believes such action is desirable.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligations, as described in the Notice of Cancellation form that will be given to you at the first class you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education as printed below for information.
4. If you have any complaints, questions, or problems that you cannot work out with the school, contact:
Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr, Suite 400, Sacramento, CA 95833
or P.O. Box 980818, West Sacramento, CA 95798-0818
Tel. 916-431-6959 or toll free 888-370-7589, Fax 916-263-1897
www.bppe.ca.gov

STUDENT GRIEVANCES

Students are informed at the time of enrollment of the school's policy on handling students' concerns, problems or grievances. Any student experiencing difficulty, or who has any concern related to the training or the school, should first try to resolve the matter by informing the instructor. If the grievance is not resolved satisfactorily or the student requires confidentiality, the grievance may be presented to the Director by a personal interview or by written form.

The Director is generally available Monday to Friday from 9:00 am to 4:00 pm by telephone 818-246-4648 or email info@TheEnterpriseU.com; in-person meetings can also be scheduled upon request. Every effort will be made to resolve a concern or grievance with the best interests of both the student and the school taken into consideration.

UNANSWERED QUESTIONS AND COMPLAINT PROCEDURES

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 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

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

ADMISSION POLICIES

Prior to enrollment at TEU, students must have obtained a high school diploma or its equivalent.

Each applicant must complete an interview with an Admissions Representative, the Assistant Director, or the Director of the School in order to determine the applicants' motivation and interest.

Each applicant is also required to take and pass a standardized personnel test 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.

STUDENTS FROM OTHER COUNTRIES

TEU does not provide visa services, and will not vouch for student status.

LANGUAGE PROFICIENCY

All course instruction is delivered in English. Students must be able to speak, read, write, and comprehend conversational and academic English with little difficulty (equivalent to at least a score of 61 on the Test of English as a Foreign Language). English language services are not available.

CREDIT FOR PREVIOUS TRAINING

A student may obtain partial credit for subjects that they have taken previously by taking an examination. The examination will assist the institution in determining if the student has the same basic knowledge and skill level as those who have successfully completed the course.

Credit may also be given on a transfer basis to students who can provide an official transcript from an accredited institute, college, or university showing a grade of "B" or better in courses equivalent to those taught at TEU.

A student receiving credit based upon previously acquired skills may have his/her program length shortened. This determination is made at the discretion of the school administration. Official student records will document any such action taken.

In no case shall the number of transferred credits be greater than 75% of the credits required for successful completion of the program.

No credit is given for prior experiential learning.

TEU has not entered into an articulation or transfer agreement with any other college or university.

DEFINITION OF A CLOCK HOUR

All courses at TEU are approved on a Clock Hour basis. Each clock hour equals a 50-minute class session.

NON-DISCRIMINATION CLAUSE

No person shall be denied admission, graduation, or any other rights or privileges of TEU because of race, color, religion, or national origin.

STUDENT RESPONSIBILITY

Each student is held responsible for compliance with the regulations contained in this catalog and other policies or regulations as they are published from time to time. Failure to read these regulations does not relieve the student of liability.

CALENDAR

Prospective students should obtain the current class schedule from the Admissions Department. Classes can be scheduled on business days, evenings, and/or weekends.

Classes are not held on the following holidays:

- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Day
- New Year's Day

No classes are held one week following Christmas Day. Some holidays may be scheduled by the Administration. Holidays will be announced to students in advance and will be posted. Special consideration is given to holidays of all religious beliefs. Please consult the Assistant Director for details.

PROGRESS POLICY

Because of the varied capabilities of individual students, some may progress from one level of training to another at a more rapid rate, however, all students will be required to satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training in a particular subject area.

A certificate will be awarded upon completion of all graduation requirements for the specific training programs. Under no circumstances, however, will any student be given more than the maximum time frame allowed by law (150% of scheduled program hours) to complete his/her course of study.

GRADING SYSTEM

Written and practical tests are given on a regular basis to evaluate each student's progress in the course of instruction. TEU maintains a grading system based on the following scale:

90 - 100	= A (Excellent)
80 - 89	= B (Good)
70 - 79	= C (Satisfactory)
60 - 69	= D (Poor)
59 & Below	= F (Failing)

If a class final test is failed, the student will have one week to schedule a make-up examination. If the test score does not show satisfactory improvement, continuation of enrollment at TEU will be determined through a meeting between the Assistant Director and the appropriate instructor.

A student who receives an "Incomplete" in any module will be allowed to complete the module when it is next offered in the program cycle. If the student fails to upgrade the "Incomplete" to a passing grade at the next module offering, the "Incomplete" will become an "F" for the module and the student's enrollment will be terminated for lack of satisfactory progress.

Should a student receive a final grade of "F" for any module, he/she will be allowed to repeat the module when the training cycle offers it again providing the "F" was received after the first attempt of the module. Upon completing the repeated module, the failing grade from the first attempt will be averaged with the grade from the repeated effort to generate the final grade for the module. This averaged grade will be placed in the student's permanent record, and the original failing grade will be expunged.

GRADUATIONS REQUIREMENTS AND COURSE COMPLETION

Successful completion of a course is based upon examination, class work, written reports, and practical accomplishments. The intent is to determine the student's ability and proficiency in the field of study.

The student will be awarded a certificate for successful completion of his/her course of study provided the student attends at least 80% of all scheduled class hours of instruction, and that the student has maintained a minimum grade of 70%, and that the student has met all other administrative requirements.

STANDARDS OF SATISFACTORY PROGRESS

These standards apply to all students. Continued enrollment as a regular student is allowed only for those who meet at least the minimum standards set forth for satisfactory progress. All programs have a maximum time for completion that is equal to 1.5 times the total length of the program. Periods during which the student is interrupted during training, for reasons deemed acceptable by the Institution (medical leave of absence, etc.) are considered in the calculation of the maximum time for completion. Both attendance and academic performance (grades, works, assignments, projects) are considered in the measurement of satisfactory progress. Progress is reported monthly. However, compliance to minimum successful completion standards is measured and indicated in the monthly progress reports at 50 percent, 75 percent and 100 percent of the maximum program length.

ATTENDANCE REQUIREMENTS

Students are expected to attend regularly scheduled classes. Attendance will be monitored; absences and tardiness will be recorded. If a student is going to arrive late, leave early or be absent, the school must be notified. Students entering class more than 5 or more minutes after scheduled class start time are considered tardy. Four instances of being tardy will be considered 1 absence. Make-up work for absences must be arranged by the student with his/her instructor.

PROBATION AND DISMISSAL

Students failing to maintain satisfactory progress will be notified and counseled by the Assistant Director. If the student's performance fails to improve, the Assistant Director, acting with discretion after consulting the instructors, may dismiss the student and/or place the student on probation for a period of 30 days or more, until the student's progress is brought up to full compliance to at least the minimum standards. Assignments, projects, class works/activities missed due to absence must be made up. To receive credit, a grade of 70 percent (C) or higher must be obtained in all assigned work.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn on the dismissal date. Under no circumstances will a student be allowed to graduate and receive a certificate if he/she has been absent more than 20% of all scheduled class hours throughout his/her training program.

LEAVE OF ABSENCE

Under special circumstances, the school may allow a student to take a Leave of Absence (LOA) during the training. Students requesting a LOA should fill out a "Leave of Absence" form available in the Admission Office. TEU may grant a Leave of Absence to a student provided:

1. The LOA does not exceed 60 days, unless it is the result of a medical condition evidenced by a written recommendation from a physician. Medical LOA's are limited to six months.
2. Students who are on probation when beginning a Leave of Absence, return from LOA under the same probationary conditions as when they left their training program.
3. The LOA is requested in writing.
4. The student is otherwise in good standing with TEU, including making satisfactory progress in the program at the time of leave.
5. The student agrees in writing to be evaluated for retention of previously learned skills prior to returning to program where he/she left. If the result of the evaluation is not satisfactory, the student must agree to repeat and re-learn the un-retained skills.
6. The length of the leave does not result in the student exceeding the maximum time allowed for finishing the program.

Students who refuse to abide by the school's policy on leave of absence or who do not return on the scheduled date after a leave of absence, will be terminated from the program. Petition for readmission must be done in writing. Readmission is duly deliberated by the Instructor, Assistant Director, and the Director.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at TEU 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 credits 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 TEU to determine if your credits will transfer.

STUDENT CONDUCT

CLASSROOM RESPONSIBILITY

Students are encouraged to share the responsibility for the maintenance of their classrooms and equipment. Misuse of equipment is strictly prohibited. Malfunctioning equipment must be reported to the instructors immediately.

USE OF ILLICIT DRUGS

The use of illegal drugs is strictly prohibited. Students found to be under the influence and/or possession, and/or involved in the purchase and/or sale of any illegal drugs while on the premises or off the premises at a school sponsored event will be dismissed immediately. Appeal for reinstatement is not allowed.

LIABILITY

THE ENTERPRISE U is not responsible for any physical injury or loss of or damage to any personal property which may occur while on school grounds or on field trips.

STUDENT'S RIGHT TO CANCEL

You have the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two (2) Notice of Cancellation forms (attached to this Agreement) to use at the first day of class, but you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials you shall return them to the school within thirty days following the date of your Notice of Cancellation. If you fail to return this equipment, including books and other materials, in good condition within the thirty (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 this Agreement, the School will refund any money that you paid less any deduction for equipment not timely returned in good condition, within thirty days after your Notice of Cancellation is received.

NOTICE OF CANCELLATION

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

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of the cancellation notice provided to you by the school, or any other written notice, to: School Director, The Enterprise U at 2862 Colorado Ave, Santa Monica, CA 90404.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr, Suite 400, Sacramento, CA 95833
or P.O. Box 980818, West Sacramento, CA 95798-0818
Tel. 916-431-6959 or toll free 888-370-7589, Fax 916-263-1897
www.bppe.ca.gov or bppe@dca.ca.gov

WITHDRAWALS AND REFUNDS

The student has the right to stop school at any time after the cancellation period and receive a refund for the unused portion of the amount paid for the instruction, less a registration fee not exceeding seventy-five dollars (\$75.00). You are obligated to pay only for educational services rendered and for unreturned equipment. The refund is computed as the pro rata amount that the cost for the uncompleted portion of the program bears to the cost for the total length of the program. The refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student has paid. If you obtain equipment, as specified in the Enrollment Agreement as a separate charge, and return it in good condition within thirty days following the date of your withdrawal, the School shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this thirty-day period, the School may offset against the refund the documented cost to the school for that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the first page of the Enrollment Agreement.

IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY 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 FOR IT.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

TUITION POLICY

Tuition and fees are payable in advance unless other arrangements are made prior to commencement of classes.

TUITION AND FEE SCHEDULE / PROGRAM HOURS

The course charges and hours for Programs are as follows:

COMPUTER APPLICATIONS SPECIALIST		435 Hours (approx. 14 weeks, 32 hours per week)
(SOC 43-9010 Computer Operators)		
Tuition	\$4600	
Registration	\$75	
Books/Supplies	\$125	Student Tuition Recovery Fund \$0.00
Subtotal	\$4,800	Total Charges for Entire Educational Program, including STRF \$4,800.00

GRAPHIC DESIGN		420 Hours (approx. 14 weeks, 32 hours per week)
(SOC 27-1024 Graphic Designers)		
Tuition	\$5600	
Registration	\$75	
Books/Supplies	\$125	Student Tuition Recovery Fund \$0.00
Subtotal	\$5,800	Total Charges for Entire Educational Program, including STRF \$5,800.00

GENERAL OFFICE/ ACCOUNTING		420 Hours (approx. 14 weeks, 32 hours per week)
(SOC 43-3030 Bookkeeping, Accounting, and Auditing Clerks)		
Tuition:	\$4600	
Registration	\$75	
Books/Supplies	\$125	Student Tuition Recovery Fund \$0.00
Subtotal	\$4,800	Total Charges for Entire Educational Program, including STRF \$4,800.00

HIGH PERFORMANCE WORKPLACE		160 Hours (approx. 5 weeks, 32 hours per week)
(SOC 43-9060 Office Clerks, General)		
Tuition	\$3600	
Registration	\$75	
Books/Supplies	\$125	Student Tuition Recovery Fund \$0.00
Subtotal	\$3,800	Total Charges for Entire Educational Program, including STRF \$3,800.00

NETWORK AND OPERATING SYSTEM ENGINEER		300 Hours (approx. 10 weeks, 32 hours per week)
(SOC 15-1142 Network and Computer Systems Administrators)		
Tuition	\$18,000	
Registration	\$75	
Books/Supplies	\$900	Student Tuition Recovery Fund \$0.00
Subtotal	\$18,975	Total Charges for Entire Educational Program, including STRF \$18,975.00

ENTERPRISE SOFTWARE ENGINEER		400 Hours (approx. 13 weeks, 32 hours per week)
(SOC 15-1130 Software Developers and Programmers)		
Tuition	\$24,000	
Registration	\$75	
Books/Supplies	\$900	Student Tuition Recovery Fund \$0.00
Subtotal	\$24,975	Total Charges for Entire Educational Program, including STRF \$24,975.00

MULTIMEDIA ENGINEER		260 Hours (approx. 9 weeks, 32 hours per week)
(SOC 15-1134 Web Developer)		
Tuition	\$15,600	
Registration	\$75	
Books/Supplies	\$900	Student Tuition Recovery Fund \$0.00
Subtotal	\$16,575	Total Charges for Entire Educational Program, including STRF \$16,575.00

OPERATIONS ENGINEER		120 Hours (approx. 4 weeks, 32 hours per week)
(SOC 51-1010 First Line Supervisors of Production and Operating Workers)		
Tuition	\$6,000	
Registration	\$75	
Books/Supplies	\$300	Student Tuition Recovery Fund \$0.00
Subtotal	\$6,375	Total Charges for Entire Educational Program, including STRF \$6,375.00

VOCATIONAL ENGLISH AND MATH		200 Hours (approx. 7 weeks, 32 hours per week)
(SOC 51-9199 Production Workers, All Other)		
Tuition	\$6,000	
Registration	\$75	
Books/Supplies	\$200	Student Tuition Recovery Fund \$0.00
Subtotal	\$6,275	Total Charges for Entire Educational Program, including STRF \$6,275.00

MANUFACTURING TECHNICIAN		100 Hours (approx. 4 weeks, 32 hours per week)
(SOC 51-9199 Production Workers, All Other)		
Tuition	\$4,000	
Registration	\$75	
Books/Supplies	\$200	Student Tuition Recovery Fund \$0.00
Subtotal	\$4,275	Total Charges for Entire Educational Program, including STRF \$4,275.00

FINANCIAL AID

TEU does not participate in federal or state financial aid programs.

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 if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

TRANSFER CREDIT TUITION

Tuition for students who wish to transfer credits will be calculated on an individual basis. Appropriate credit will be awarded as earned. TEU reserves the right to change tuition and fees, make subject changes when necessary and make substitution in books and supplies as required without prior notice. Any changes in tuition fees will not affect currently enrolled students.

RETENTION OF RECORDS

TEU maintains current records for a period of not less than 5 years at its principal place of business within the State of California. Transcript records are kept permanently.

ACCESS TO STUDENT RECORDS

Students who wish to access their academic, financial, or placement file(s) must submit their requests in writing to the Director at info@TheEnterpriseU.com. First-time copies of file documents are made available free of charge to students and graduates. Any subsequent requests for copies of the same documents will require a 10 cents per copy fee to be paid upon request of document copies. Students are welcome to review file material at any time provided a one-day notice has been made to the appropriate custodian of records.

Student records cannot and will not be reviewed by third parties without written consent of the student. If you want a third party to access any school records, please provide written permission to the Director. Federal and State regulatory officials are exempted from the need to obtain the student's permission to review files and records.

VOCATIONAL REHABILITATION / WIA PROGRAM

Applicants who are referred for vocational rehabilitation through a private or state agency, or are WIA program participants, are accepted as regular students. The Admissions Office will provide full assistance in the application process.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

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

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

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

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

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

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

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

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

CURRICULUMS

COMPUTER APPLICATIONS SPECIALIST (MICROSOFT OFFICE)

MISSION & OBJECTIVES

This program allows students with no previous experience to learn basic computer and office skills.

This program provides students the fundamental skills needed to use PC's and the Microsoft Office suite of applications. Students will learn the basics of operating a computer with Windows, word processing, spreadsheets, presentation software, and databases. This program allows graduates to enter the general field of Computer Operator, Office Administrator, Administrative Assistant and Data Entry and Data Management positions. Classes are taught through lectures and labs.

This curriculum includes:

Hours

C100	Introduction to Computers/Windows	60
C101	Microsoft Word	60
C102	Microsoft Excel	60
C103	Microsoft PowerPoint	60
C104	Microsoft Access	60
PD101	Personal Development	15

Electives: Choice of One

GOA100/101	Typing 1 and Typing II	120
PJ100	Microsoft Project	120

TOTAL HOURS

435 (approx. 14 weeks, 32 hours per week)

FINAL TESTS OR EXAMINATIONS

No final tests or examinations are required to complete this program.

GRAPHIC DESIGN

MISSION & OBJECTIVES

Students must have a background in graphic design – either a degree in the arts or equivalent experience, in order to enroll in this program. The program is intended to teach students the use of graphic design software and give them an opportunity to build a portfolio. Students without the relevant background would not qualify for the program.

The number of career paths in the field of Graphic Design makes this an attractive program for anyone seeking employment in multi-media or the creative positions available in desktop publishing. This program is ideal for anyone wanting to work in the field of Creative Arts, Design, Art Director, Graphic Designer, Marketing and Advertising, and other related fields.

This program provides students the fundamental skills needed to use digital media applications on PC's. Students will learn the basics of operating a computer with Windows, word processing, presentation software, graphics editors, and web design applications. Step-by-step instructions and hands-on demonstrations will acquaint the student with the skills required to pursue a position in the world of Graphic Design and Desktop Publishing. Classes are taught through lectures and labs.

This curriculum includes:		Hours
C100	Introduction to Computers	40
C101	Microsoft Word	40
C103	Microsoft PowerPoint	40
GD101	Illustrator	60
GD102	InDesign	60
GD103	Photoshop	60
W101	HTML	60
W102	Web Page design	40
P101	Portfolio Preparation	20
<hr/> TOTAL HOURS		420 (approx. 14 weeks, 32 hours per week)

FINAL TESTS OR EXAMINATIONS

No final tests or examinations are required to complete this program.

GENERAL OFFICE/ ACCOUNTING

MISSION & OBJECTIVES

This program allows students to learn all aspects of general office procedures, as well as a rudimentary understanding of accounting software.

This program provides students the fundamental skills needed to work in a general office setting in an administrative or bookkeeping role. Students will learn the basics of operating a computer with Windows, word processing, spreadsheets, and accounting. Students will be able to enter the business world in an entry-level position with knowledge of beginning computer operations and some basic accounting skills. Classes are taught through lectures and labs.

This curriculum includes:

Hours

C100	Introduction to Windows	60
C101	Microsoft Word	60
C102	Microsoft Excel	60
GOA101	Typing I	60
GOA102	Bookkeeping Concepts	60
GOA103	Quickbooks	120

TOTAL HOURS

420 (approx. 14 weeks, 32 hours per week)

FINAL TESTS OR EXAMINATIONS

No final tests or examinations are required to complete this program.

HIGH PERFORMANCE WORKPLACE

MISSION & OBJECTIVES

This program provides students the fundamental skills needed to work in a team and interact with others. Students will learn the basics of team dynamics, interpersonal skills, diversity, change, and time management.

These courses address the need for overall people skills necessary for graduates to enter the business world. Classes are taught through lectures and labs.

This curriculum includes:

Hours

H101	Team Building	16
H102	Interpersonal Skills	16
H103	Customer Service	16
H104	Cultural Diversity	16
H105	Motivating a Diverse Workplace	16
H106	Dealing with Change	16
H107	Conflict Management	16
H108	Stress Management	16
H109	Time Management	16
H110	Managing Within the Law	16

TOTAL HOURS 160 (approx. 5 weeks, 32 hours per week)

FINAL TESTS OR EXAMINATIONS

No final tests or examinations are required to complete this program.

NETWORK AND OPERATING SYSTEM ENGINEER

MISSION & OBJECTIVES

The Network and Operating System Engineer program teaches a wide array of topics in networking and operating systems. This program will give students a broad foundation for the many technologies available in today's IT market. Upon successful completion of this program, students will have the technical proficiency and expertise to design, implement, configure, manage, and maintain Microsoft and Cisco-based networks as well as Windows, Novell, and UNIX operating systems. Classes are taught through lectures and labs.

This curriculum includes:	Hours
Electronics Overview	20
Microsoft Technology in Networking	80
Cisco Technology in Networking	40
Windows Operating System in the Network	40
Novell Operating System in the Network	40
UNIX Operating System in the Network	40
Security Issues	40
TOTAL HOURS	300 (approx. 10 weeks, 32 hours per week)

FINAL TESTS OR EXAMINATIONS

No final tests or examinations are required to complete this program.

ENTERPRISE SOFTWARE ENGINEER

MISSION & OBJECTIVES

The Enterprise Software Engineer program prepares students to become technical leaders in the rapidly changing enterprise software environment. Upon successful completion of this program, students will be able to understand developing technologies and architectures and their influence on software engineering processes. This program exposes students to the fundamentals of software development as well as in-depth exposure to the latest technologies and trends in enterprise software. Classes are taught through lectures and labs.

This curriculum includes:	Hours
Programming in Visual Basic	16
Programming in C	40
Programming in C++	40
Programming in C# and .NET	56
Programming in Java	40
Oracle Database Engineering	32
Microsoft SQL Database Engineering	56
DB2 Database Engineering	32
Oracle/PeopleSoft Software Platform	16
SAP Software Platform	16
IBM/Lotus Software Platform	16
High Performance Business Management	24
Scorecarding with Key Performance Indicators and Strategic Objectives	16
TOTAL HOURS	400 (approx. 13 weeks, 32 hours per week)

FINAL TESTS OR EXAMINATIONS

No final tests or examinations are required to complete this program.

MULTIMEDIA ENGINEER

MISSION & OBJECTIVES

The Multimedia Engineer program gives students a broad foundation in the fast-paced web and computer graphics fields. Upon successful completion of this program, students will be able to develop designs on multiple platforms on multiple media. This program exposes students to the fundamentals of computer graphics as well as in-depth exposure to the latest technologies and trends in computer art. Classes are taught through lectures and labs.

This curriculum includes:	Hours
Developing in HTML	12
Developing in Ruby and Ruby on Rails	24
Developing in Dreamweaver	24
Developing in Flash	16
Developing in ColdFusion	24
Developing in Javascript	16
Developing in Maya	32
Animation Techniques	16
Physics and Art Topics	8
Photoshop Techniques	32
Computer-Aided Drafting/Manufacturing/Engineer	32
Developing in Revit	16
Developing in SketchUp	8
TOTAL HOURS	260 (approx. 9 weeks, 32 hours per week)

FINAL TESTS OR EXAMINATIONS

No final tests or examinations are required to complete this program.

OPERATIONS ENGINEER

MISSION & OBJECTIVES

The Operations Engineer program gives students the tools for continuously improving performance through time-tested and proven techniques that can be applied to manufacturing, service industries, and even the medical/health field. Upon successful completion of this program, students will be able to implement a continuous improvement approach that identifies and eliminates defects with a structured, data-driven, problem-solving method of using rigorous data-gathering and statistical analysis. Classes are taught through lectures and labs.

This curriculum includes:	Hours
Six Sigma Concepts	40
Lean Manufacturing Concepts	40
Statistical Process Engineering	40
TOTAL HOURS	120 (approx. 4 weeks, 32 hours per week)

FINAL TESTS OR EXAMINATIONS

No final tests or examinations are required to complete this program.

VOCATIONAL ENGLISH AND MATH

MISSION & OBJECTIVES

The Vocational English and Math program gives students the tools for working in an English-speaking environment, and perform math calculations in the workplace. Upon successful completion of this program, students will be able to read and write basic business documents, have improved English and communication skills, and perform basic business math calculations. Classes are taught through lectures and labs.

This curriculum includes:	Hours
Reading and Writing Business Documents	66
Business English	70
Business Math	64
<hr/> TOTAL HOURS	200 (approx. 7 weeks, 32 hours per week)

FINAL TESTS OR EXAMINATIONS

No final tests or examinations are required to complete this program.

MANUFACTURING TECHNICIAN

MISSION & OBJECTIVES

The Manufacturing Technician program will give students an intensive overview of typical company operations. Upon successful completion of this program, students will be able to understand and describe the various operational steps from sales to delivery to customer, adhere to applicable regulations, policies, and procedures for health, safety and environmental compliance, and inspect finished products for quality and adherence to customer specifications. Classes are taught through lectures and labs.

This curriculum includes:	Hours
Production Operations	52
Inventory Control	24
Warehousing	24
TOTAL HOURS	100 (approx. 4 weeks, 32 hours per week)

FINAL TESTS OR EXAMINATIONS

No final tests or examinations are required to complete this program.

COURSE DESCRIPTIONS

C100 – INTRODUCTION TO COMPUTERS/WINDOWS - A hands-on approach to computer literacy, this course introduces basic computer functions and word processing to computer novices. Desktop computer operations, commands, and keyboarding skills are stressed.

C101 – MICROSOFT WORD - All the basics of the number one word processing software, "Word for Windows" are covered. Students will learn how to create, edit, format, print, merge graphics with text, create newsletters, forms and save documents.

C102 – MICROSOFT EXCEL - In this course students will be trained to utilize the most widely accepted spreadsheet software. Hands-on training will include data entry, writing formulas, designing financial projection reports, and printing worksheets.

C103 – MICROSOFT POWERPOINT - Students will learn how to utilize PowerPoint both as a word processor and as a graphics package. This course covers the basic and more advanced features such as importing word tables, Excel worksheets and manipulating Clip Art graphics. "Mini" software packages which let the student create graphs, organizational charts and flow charts are also explored.

C104 – MICROSOFT ACCESS - Students will learn how to design and implement basic database components, and then put these components to work in the form of a relational database that can store a vast array of records and information.

GD101 – ADOBE ILLUSTRATOR - This course will provide hands-on experience in graphics. Students will create new documents, become familiar with navigating the illustration window, utilizing tools, creating paths, using text, creating filled objects, using color, layering objects, and saving drawings for import into Page Layout Applications.

GD102 – ADOBE INDESIGN - Students will learn how to create professional page layouts, newsletters, and brochures. Included in this course is the utilization of desktop publishing techniques by importing and manipulating graphics and flow text through linked boxes.

GD103 – ADOBE PHOTOSHOP - This unique software package teaches students all the aspects of professional graphic design. Students will learn how to merge and edit color images, retouch photo-graphic proofs, and create original artwork.

GOA100 – TYPING I - This course is aimed at helping the student learn the keyboard. A minimum of 25 to 35 wpm is required for completion.

GOA101 – TYPING II - This course focuses on speed building allowing students to attain a minimum of 45 to 50 wpm.

GOA102 – BOOKKEEPING CONCEPTS - This course covers the conceptual thinking and the methods utilized to understand Bookkeeping and Accounting principles.

GOA103 – QUICKBOOKS - Simulations of personal and small business accounting methods and principles.

W101 – HTML PROGRAMMING - Upon completion of this course students will understand the components of an HTML file, format paragraphs, link files and Web pages, create multi-column and multi-row tables, set background colors and graphics for Web pages, and create forms on Web pages.

W102 – WEB PAGE DESIGN - Students will use the portfolio pieces prepared in the graphic courses and use front page or HTML as the tool to design a web site. Topics covered include scanning images, setting up a website, evaluating and reviewing other websites and designing a two page site.

H101 – TEAM BUILDING - The greatest challenge for the team leaders is to let go of their work. But the

leader's job is to provide the tools, motivation and direction the team members need. This course teaches students how to function more effectively as a team, and how to set common ground rules to make your team move successfully.

H1102 – INTERPERSONAL SKILLS - Attitude is everything! This course focuses on helping students gain the results they want from their career and what it takes to get them. Personal and organizational values, and priorities and goals are stressed.

H1103 – CUSTOMER SERVICE - Great Customer Service demands that we become more customer focused, and be able to transfer the full value of our capabilities to our customers. This course helps identify the importance of building a service environment, define customer expectations, and identifying the steps in dealing with irate customers.

H1104 – CULTURAL DIVERSITY - Employees need to identify biases and stereotypes to overcome perceived obstacles. This course helps students to work toward common ground.

H1105 – MOTIVATING A DIVERSE WORKFORCE - Managers need to understand the importance of giving employees directions to develop, grow professionally, and most importantly, prosper in the workplace environment.

H1106 – DEALING WITH CHANGE - This course examines the four predictable phases of change - denial, resistance, exploration and commitment.

H1107 – CONFLICT MANAGEMENT - There are ways you can survive difficult people at work. This course examines five different personality types that could prevent employees from doing their job adequately and what to do to gain cooperation.

H1108 – STRESS MANAGEMENT - This course focuses on identifying stress and its warning signs, how to take a stress inventory, how to use exercise to combat stress and seven stress reduction techniques.

H1109 – TIME MANAGEMENT - Students will learn how to get more done in less time, develop skills to recognize priorities, and keep track of several projects. They will also learn to establish and meet deadlines, and improve their productivity.

H1110 – MANAGING WITHIN THE LAW - The focus of this course is to teach the legal and organizational skills needed to manage effectively and in compliance with applicable employment laws.

PJ100 – PROJECT MANAGEMENT/MICROSOFT PROJECT - Students will learn a comprehensive introduction to the management of a project. Upon completion of this course students will have the ability to begin a project and make changes to the project by tracking all aspects of a project. This software assists students in analyzing any changes throughout a project.

PD101 PERSONAL DEVELOPMENT - This course covers resume preparation, mock interviews, job attitude, professional attire, and interview follow-up procedures.

P101 PORTFOLIO PREPARATION – Students will focus on planning, designing, and developing a portfolio of their sample work to showcase their skills and abilities.

NETWORK AND OPERATING SYSTEM ENGINEER

Network Engineering

Electronics Overview

- Equipment and systems basics
- Data communications basics

Microsoft Technology in Networking

- Design, configure, and install Microsoft-based networks

- Allocating IP addressing by using dynamic host configuration protocol (DHCP)
- Identifying and resolving common issues when allocating IP addressing by using DHCP
- Managing and monitoring DHCP
- Resolving names
- Resolving names by using Domain Name System (DNS)
- Integrating DNS and active directory
- Managing and monitoring DNS
- Resolving NetBIOS names by using Windows Internet Name Service (WINS)
- Configuring routing by using routing and remote access
- Securing network traffic by using IPSec and Certificates
- Configuring network access
- Managing and monitoring network access
- Configuration techniques that increase bandwidth, improve response times, and enhance reliability and quality of service

Cisco Technology in Networking

- Design, configure, and install Cisco-based networks
 - Configuring Catalyst switch operation
 - Introducing basic layer 2 switching and bridging function
 - Identifying problems that occur in redundant switched topologies
 - Introducing spanning tree protocol
 - Configuring a Catalyst switch
 - Extending switched networks with virtual LANs
 - Introducing VLAN operations
 - Configuring VLANs
 - Determining IP routes
 - Introducing routing
 - Introducing distance vector routing
 - Introducing link-state and balanced hybrid routing
 - Enabling RIP
 - Enabling EIGRP
 - Enabling OSPF
 - Implementing Variable-Length Subnet Masks
 - Managing IP traffic with ACLs
 - Introducing ACLs
 - Configuring IP ACLs
 - Scaling the network with NAT and PAT
 - Establishing serial point-to-point connections
 - Introducing wide-area networks
 - Configuring serial point-to-point encapsulation
 - Establish frame relay connections
 - Introducing frame relay
 - Configuring frame relay
- Configuration techniques that increase bandwidth, improve response times, and enhance reliability and quality of service

Operating Systems

Windows Operating System in the Network

- Introduction to Windows and networking
- Implementation of networking
- Administering a Windows network
- Securing a Windows network
- Examining the network
- Examining network protocols
- Examining TCP/IP
- Examining IP addressing
- Optimizing IP address allocation

- Examining web services

Novell Operating System in the Network

- Introduction to Novell and Netware
- Installing and managing
- Manage eDirectory
- Manage user objects
- Evaluate file services
- Create and access volumes
- Design a network file system
- Implement directory and file rights
- Manage eDirectory rights
- Manage network printing and NDPS
- Implement end-user productivity tools
- Identify server management components
- Securing your server and network

UNIX Operating System in the Network

- Customizing the Korn shell environment
- Building shell scripts in the Korn shell
- Controlling the UNIX system
- Managing user accounts
- Managing system software
- Managing file systems
- Troubleshooting
- Configuring the client/server environment
- Applying security practices to UNIX systems
- Improving system performance

Security Issues

- Configuration techniques that maximize performance and improve network security
- Foundations of network security
- Advanced TCP/IP
- IP packet structure
- Routing and access control lists
- Securing Windows computers
- Securing Linux computers
- Security on the internet and the World Wide Web
- Attack techniques

ENTERPRISE SOFTWARE ENGINEER

Software Engineering

Programming in Visual Basic

- Introduction to Visual Basic programming
- Building an application
- Coding
- Debugging
- Forms
- Variables
- Procedures
- Controls
- Menus
- Error handling
- Wizards
- ActiveX controls

Programming in C

- Introduction to C
- Data types and variables
- Input/output management
- Control-flow statements
- Module programming with functions
- Arrays, pointers, and strings
- Structures and dynamic memory allocation
- The preprocessor and multiple-file compilation
- File input/output

Programming in C++

- C++ overview
- Functions and variables
- Classes in C++
- Operator overloading
- Initialization and assignment
- Storage management
- Inheritance
- Polymorphism
- Input and output in C++ programs
- Exceptions
- Templates

Programming in C# and .NET

- Getting started with .NET
- Data types and variables
- Using the .NET framework
- Branching and flow control
- Classes and objects
- Properties and methods
- Object-oriented techniques
- Working with arrays
- Delegates and events
- Generics
- Handling exceptions
- Collection classes

Programming in Java

- Creating, compiling, and running a simple Java application
- Controlling program flow
- Working with the Java class libraries
- Creating classes
- Programming with objects
- Handling exceptions
- Creating threads
- Using collections
- Developing GUIs

Database Engineering

Oracle Database Engineering

- Installing Oracle database
- Exploring the Oracle database architecture
- Creating a database
- Configuring Oracle Net Services
- Using SQL and PL/SQL
- Managing the database instance
- Managing tablespaces and datafiles

- Managing tables and indexes
- Creating views and sequences
- Managing users and security
- Monitoring performance
- Loading and unloading data
- Managing undo data
- Administering and performing backups
- Administering and performing recovery operations

Microsoft SQL Database Engineering

- SQL Server overview
- Overview of programming in SQL Server
- Creating and managing databases
- Creating data types and tables
- Implementing data integrity
- Planning indexes
- Creating and maintaining indexes
- Implementing views
- Implementing stored procedures
- Implementing user-defined functions
- Implementing triggers
- Programming across multiple servers
- Optimizing query performance
- Analyzing queries
- Managing transactions and locks

DB2 Database Engineering

- DB2 concepts
- Program structure I
- Program preparation
- Program structure II
- Recovery and locking concepts
- Dynamic SQL introduction
- Managing test data
- Performance considerations

Software Platforms

Oracle/PeopleSoft Software Platform

- Navigating PeopleSoft applications
- Explaining PeopleSoft architecture
- Organizing data
- Validating data
- Developing applications by using the eight steps
- Designing the application
- Defining fields
- Creating record definitions
- Building SQL tables
- Creating page definitions
- Defining components
- Registering components
- Testing an application
- Editing the registry structure
- Creating menu definitions
- Analyzing the impact of design changes
- Building applications
- Searching application by using the verity search engine

- Performing data audits
- Importing and exporting projects

SAP Software Platform

- Introduction to mySAP Business Suite
- ABAP workbench tools
- Fundamentals of programming in ABAP: basic syntax elements, user dialogs, techniques of list creation, function modules, program calls and data transfer
- ABAP dictionary – creation of global objects (data types, tables, views) and search helps
- Object oriented programming with ABAP objects (classes and objects, inheritance, interfaces, events, exception concept, persistent objects)
- Programming list with the ALV grid control
- Advanced programming in ABAP (performance of internal and database table accesses, dynamic programming)

IBM/Lotus Software Platform

- Exploring applications
- Exploring the design environment
- Creating databases
- Creating pages
- Creating forms
- Creating views
- Introducing formulas
- Using formulas in forms
- Using formulas in views
- Enhancing forms
- Enhancing views
- Working with actions
- Working with agents
- Securing applications

Business Intelligence

High Performance Business Management

- Using accounting, statistics, and metrics to measure performance
- Using case studies for improved performance
- Applications and technologies for gathering, providing access to, and analyzing data
- Scorecarding with Key Performance Indicators and Strategic Objectives
- Using accounting, statistics, and metrics to create KPIs and scorecards
- Aligning performance incentives to strategic objectives of the organization
- Analyzing factors such as customers, competitors, business partners, economic environment, and internal operations

MULTIMEDIA ENGINEER

Web

Developing in HTML

- Creating a web page
- Structuring content
- Linking web pages
- Formatting text
- Creating tables

Developing in Ruby and Ruby on Rails

- Writing Ruby code
- Rapidly creating web application using and incremental and iterative (agile) development style
- Getting from schema to user quickly with scaffolding
- Managing data with migrations

- Using Action Pack to route incoming HTTP requests and render HTML pages using templates, forms, partials, layouts, and helpers
- Connecting business objects and databases using Active Record: associations, validations, hooks, etc.
- Using Ajax to create dynamic, user-centric web applications
- Testing your Rails application with unit, functional, and integration tests
- Deploying your Rails application into a fast-paced work with ease using Capistrano
- Getting the most out of Rails with hard-won lessons, tips, tricks, and best practices

Developing in Dreamweaver

- Internet access and HTML
- Creating a web site
- Building a web site
- Adding content to web pages
- Working with links
- Enhancing navigation in a site
- Managing and uploading a web site

Developing in Flash

- Exploring Flash
- Create a presentation with screens
- Adding and organizing content
- Connecting to external data
- Using ActionScript
- Manipulating components with ActionScript
- Controlling application flow
- Working with MovieClips
- Using built-in classes
- Reusing code with functions
- Building a navigation system
- Gathering and submitting user data
- Publishing documents

Developing in ColdFusion

- Adding dynamic elements to a page
- Building dynamic site navigation
- Building forms
- Adding interactivity with existing elements
- Deploying your site

Developing in JavaScript

- Getting started with JavaScript
- Managing the browser window
- Managing the document
- Storing data using forms
- Validating statements using control constructs
- Manipulating numerical, string, and date values using standard functions
- Browser-specific dynamic documents
- Other form validation techniques
- Cross-browser compatibility

Computer Graphics Imagery

Developing in Maya

- 3D modeling, NURBS and polygon geometry surfaces
- Dynamics and special effects – simulation based animations for real world situations
- Character rigging and animation
- Lighting, shading, texturing, and rendering
- Paint effects, 2D and 3D digital painting

- Computer graphics
- Digital video production

Animation Techniques

- Modeling
- Texturing
- Materials
- Lighting
- Rendering
- Special Effects

Physics and Art Topics

- Moving, scaling and rotating scene elements
- Aligning, distributing and spacing objects
- Using physics and behaviors
- Adding bones
- Influencing bones with weightmap painting

Photoshop Techniques

- Exploring Photoshop environment
- Sizing images
- Selecting image areas
- Creating image composites
- Blending composite images
- Exploring image modes
- Applying colors
- Enhancing images with text and special effects
- Adjusting images
- Saving completed images

Computer Technical Imagery

Computer-Aided Drafting/Manufacturing/Engineering

- Creating a simple drawing
- Making your drawings more precise
- Drawing organization and info
- Creating more complex objects
- Preparing to print
- Annotating your drawing

Developing in Revit

- Getting started with building information modeling
- Using Revit
- Starting a design
- Basics of the model
- Dimensions and constraints
- Developing the model
- Building components
- Creating schedules
- Detailing and drafting
- Presenting the model
- Working in teams and collaborating

Developing in SketchUp

- Create 2D geometry in a 3D environment
- Demonstrate stickiness of geometry
- Create 3D geometry
- Demonstration stickiness of geometry in 3D
- Maintain coplanar geometry
- Connect and generate forms

- Create a model
- Mirror a model
- Create an array
- Alter a model using built-in rendering features

OPERATIONS ENGINEER

Six Sigma Concepts

- 3 Keys
 - Leadership Commitment
 - Managing Decisions with Data
 - Training and Cultural Change
- 5 Phases
 - Define
 - Measure
 - Analyze
 - Improve
 - Control
- Plan-Train-Apply-Support-Review model

Lean Concepts

- Methods that increase the speed and ease of providing products and services to customers
- Simplifying process steps and eliminating non-value added activities
- Eliminating wastes in time, materials and expenses (throughout the organization)
- Removing barriers that impede the flow of material, information and decisions
- Recognize and prioritize opportunities for Lean
- Assess/quantify the impact of Lean improvement on enterprise performance and profitability
- Map your value stream from identification of customer need to customer delivery
- Organization the workplace / 5S
- Maintaining visible operations that are controllable (no hidden activity or cost)
- Eliminating waste and reducing cycle time (time and expenses)
- Identifying and assessing areas that constrain the flow and velocity of products and services
- Optimizing operational flexibility to meet customer demands with faster product
- Preventing disruptions to flow by incorporating mistake-proofing technique

Statistical Process Engineering

- Assessing variation in process and product characteristics
- Natural and unnatural variation
- Probability
- Expected occurrences vs. actual occurrences
- Collecting data (measuring process and product characteristics)
- Analyzing data (using statistics and exploratory data analysis)
- Histograms
- Normal distribution curve
- Standard deviation
- Calculating mean and range
- Making decisions based on statistical output
- Acting on data-based decisions (knowing how processes work)

VOCATIONAL ENGLISH AND MATH

Reading and Writing Business Documents

- Business and Technical documents
- Filling out forms
- Following instructions
- Acronyms
- Clarifying purpose

- Organizing information
- Crafting paragraphs
- Polishing sentences
- Vocabulary
- Grammar

Business English

- Verbal communication skills
- Understanding instructions
- Listening
- Answering questions
- Vocabulary
- Grammar
- Accent reduction
- Speaking with confidence

Business Math

- Fractions and decimals
- Order of operations for combined computations
- Solving equations
- Proportions, ratios, and percentages
- Statistics and graphs: mean, median, mode, average, weighted average

MANUFACTURING TECHNICIAN

Production Operations

- Top management planning – optimizing business, sales, and production planning
- Demand product planning – manage schedules when there is unanticipated demand and changing customer requirements
- Master scheduling – allocate rates of production and manufacturing resources into a weekly product mix. Use ETO, MTO, ATO, and MTS manufacturing strategies to maximize customer service without additional inventory or resources
- Materials planning – focus your processes to insure materials are in the right place at the right time in the right quantity
- Supplier partnerships – learn the techniques for achieving lowest total cost purchasing, improved quality and developing a seamless supply chain

Inventory Control

- Understand that modern practice discourages holding large quantities of inventory and encourages only having amounts on-hand required for current needs
- Grasp the significance of controlling actual, on-hand inventory as both a physical object (shelf count) and as an intangible object (record count and monetary worth)
- Understand the fundamental differences between finished goods inventories in the retail/distribution sectors and raw materials and work-in-process inventories found in the manufacturing environment
- Apply basic formulas to calculate inventory quantities
- Recognize and analyze dysfunctions within your own operation
- Employ basic problem-solving techniques toward issue resolution
- Control the physical location of inventory in a more efficient manner

Warehousing

- Organize warehouse space, equipment, and personnel for maximum efficiency and customer satisfaction
- Develop a warehouse information system plan to manage and control receiving, storage, picking, and shipping operations as well as losses
- Select the best combination of materials-handling and storage equipment
- Fill orders faster and more cost-effectively
- Design and implement an effective loss-control program

STAFF and FACULTY

FACULTY QUALIFICATIONS

All faculty members must meet minimum educational and work experience requirements, including at least a Bachelor's degree in a related field or at least 3 years (10 years preferred) of work experience in a related field. All faculty are required to maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other course related to teaching.

Winnie Ho

Ms. Ho is responsible for developing, implementing, and managing the overall operational infrastructure of the Company. Ms. Ho brings two decades of management and implementation experience in rapidly evolving business operations. Prior to joining TEU, Ms. Ho was the Director, Sales Operations for APEX Voice Communications. Ms. Ho built APEX's operational infrastructure that allowed the company to scale from \$1 million to \$20 million in sales, acquire two companies, and expand internationally to Latin America, Asia, and Europe. Ms. Ho graduated with a BA in Economics from the University of California, Berkeley.

Brian Reisgen

Mr. Reisgen brings deep experience as an entrepreneur, technology visionary, and executive of software companies, helping generate close to \$200 million of shareholder value throughout the 1990's. Before joining TEU in 2001, he was the Vice President of Strategy & Business Development for Actzero (Intel), a venture backed Web Services technology firm in Silicon Valley that developed XML and distributed application server software. Prior to that, he served as an executive at NewChannel (acquired by LivePerson, NASDAQ: LPSN), a leading provider of distributed CRM and Sales Automation software. While there, Mr. Reisgen was in charge of the company's technology and indirect sales partnering strategies. Prior to NewChannel, Mr. Reisgen co-founded, and was Vice President of Santa Monica based Skunk Technologies, Inc. (STI), a leading developer of Internet and Distributed Object software. STI was named one of the Top 50 companies to watch by the Yankee Group and Brobeck's venture group. Before STI, Mr. Reisgen was the founder of BlackLabs Interactive, a digital media development company. Mr. Reisgen was an intelligence analyst for the U.S. Army and earned BA degrees in Political Science from the University of California at Santa Barbara.