CAL LION INSTITUTE

SCHOOL CATALOG 2019

Period Covered 1/1/2019-12/31/2019

Updated: 1/1/2019

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.
Cal Lion Institute provides its catalog to any prospective students and the general public upon request. They can obtain the catalog in person at the admission office. We will also email the catalog upon request. The catalog can also be downloaded from our school website at www.cliedu.net.

Campus Location

10303 GARVEY AVE., 104. El Monte, Ca 91733

Tel: (626) 579-2813 Fax: (626) 579-2806 WWW.CLIEDU.NET

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GENERAL INFORMATION

MISSION, PURPOSE AND OBJECTIVES
Cal Lion Institute offers vocational education to postsecondary students. The main objective is to give them skills trainings in order to get a job and build a career. The expected outcome is for the student to gain employment in the field of study. To this end, the education is tailored to practical vocational knowledge and job skills. In addition, the institute will provide job counseling and referral services to graduates.

We provide vocational education through instructor-led classes, peer-to-peer discussions, and project collaborations. Career skills are fostered through ample lab instructions and practice. The ultimate goal is to bring to each student a bright future and a productive career. In the process, the student is expected to also develop strict professional ethics in their own fields of study.

HISTORY
Cal Lion Institute was established in September of 1997, and has been operating in California as a registered institute since March, 2001. During the early years, most courses offered are computer courses and computerized accounting course. In 2002, the institute has expanded into a multi-dimensional career institute offering longer career certification courses in a variety of areas. In 2011, due to the effect of the big recession and the corresponding shrinking of the employment market, the institute has concentrated mostly on training of Computerized Accounting.

STATEMENT OF APPROVAL
Ca Lion Institute is a private postsecondary institution approved to operate by the Bureau for Private Postsecondary Education (BPPE) based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Approval to operate means compliance to minimum standard set by the state. Cal Lion Institute and its programs are not accredited by any accrediting agencies recognized by the US Department of Education. Cal Lion Institute has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code.

CATALOG DISCLOSURE STATEMENTS
Cal Lion Institute reserves the right to change or modify any information, curriculum, tuition, and regulations in this catalog at any time. Instruction is in residence. California laws require that a student who successfully completes a program of study be awarded an appropriate diploma or certificate. Prospective students are encouraged to visit the school and to discuss personal educational and occupational plans with a school counselor, review the school catalog and the school performance fact sheet before signing enrollment agreement. Any

questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education, 1747 N. Market Blvd. #225 Sacramento, CA 95834, or PO Box 980818, West Sacramento, Ca 95798-0818. Web Site Address: www.bppe.ca.gov. Phone 888-370-7589 or by Fax 916-263-1897, or phone: 916-431-6959, Fax: 916-263-1879.

The school catalog, School Performance Fact Sheet for each program offered, student brochures, link to BPPE site, and the most recent annual report submitted to the bureau can be found on CLIEDU.NET/docs.html.

POLICY OF ENROLLMENT AGREEMENT, DISCLOSURES AND STATEMENTS

For students who are unable to understand the terms and conditions of the enrollment agreement, disclosure and statements due to English not being their primary languages, and for recruitments conducted in other language, these documents are provided to the students with translation versions for that language. In addition, there will be verbal explanation in that language of the terms and conditions before signing.

OFFICE HOURS AND INSTRUCTIONAL HOURS

Cal Lion Institute is open from 8:30am to 6:00pm Monday to Thursday, and Saturday except for school holidays, and closed on Fridays and Sundays. Tuesdays and Thursdays are open from 8:30am to 9:00pm All courses at Cal Lion Institute are offered at 10303 Garvey Ave. #104, El Monte, CA 91733. Instructional hours schedule is as follows:

Monday	8:30-6:00
Tuesday	8:30-9:00
Wednesday	8:30-6:00
Thursday	8:30-9:00
Friday	Closed
Saturday	9:00-6:00
Sunday	Closed

Scheduling information will be given to students in advance. The designation of hours per subject listed in each course is an estimate only. The total number of hours per course may be adjusted.

PHYSICAL FACILITIES AND EQUIPMENT

The campus is within walking distance of many eating establishments at the corner of Garvey Ave and Central Ave in El Monte, with easy access by MTA bus Route 70 and 770. Cal Lion Institute occupies 2000 square feet of a 2 story office building. Within the building, there is a computer lab room with computer and a projector, 2 lecture rooms with projectors for instructions, 5 Laser printers for faculty and student use. There is also internet Access using WIFI. Some class material is also on the internet for students to review. The campus parking lot is

located right outside of the main building with ample parking space available to students, staff and visitors. Campus Address: 10303 Garvey Ave, 104, El Monte, Ca 91733. All classes are held at this address.

CRIME AWARENESS AND CAMPUS SECURITY
At Cal Lion Institute, security of campus parking lot is maintained by security surveillance cameras owned and operated by the owner of the building. Any need for help of viewing recordings should be directed to the school main office.

ENGLISH AS A SECOND LANGUAGE AND LANGUAGE PROFICIENCY
Cal Lion Institute does not provide instruction for English-as-a-second language. Instructions are provided in English and Chinese by instructors who are bilingual in English and Chinese. A student must prove his/her level of proficiency in either language by providing a high school diploma or its equivalent (e.g. GED) from a country where the language is an official language.

METHODS OF TRAINING AND CLASS SIZE
Traditional Lectures: All courses include regular lectures in which part of course material is presented directly by the instructor in traditional classroom settings.

Multimedia Lectures**:** In addition, there are multimedia video lectures, computer demonstrations, labs, and seminars. Multimedia lectures are recordings of either live lectures or pre-recorded lectures with motion and sound. They are delivered through computer servers over the school's intra-network to the desktop computer of each student individually. Students can view the lectures and computer demonstrations at their own desktop. Instructor and teaching assistants are available to answer any questions from individual students during multimedia lecture sessions. Students also have access to theses multimedia lectures on the internet for review purposes.

Individual Tutoring: Individual tutoring is available to students in case of special needs. Students can pre-arrange time with the instructor or teaching assistant for individual tutoring sessions.

LABS:
Students will practice on the computer software procedures. Lab practices are guided by written handouts or hands-on exercise from the textbook. Software labs can usually be done right at the student's desktop computer. The instructor will be monitoring and assisting.

CLASS SIZE

Each class usually has a range of 3-15 students.

INSTRUCTORS

Young Wu
MBA, California American University, 1998
Certified Tax Preparer 2010, 2012-2013
Computerized Accounting Certificate, Monterey Park College, 1995
Multiple Years of Accounting, Banking, Tax Return, and teaching experience
BPPVE Cert of Authorization for service, Accounting, 2004-2007
Language: English and Chinese Mandarin

Roy Lin
Bachelor Degree in Economy, Chinese Culture University, 2004
Computerized Accounting Certificate, Cal Lion Institute, 2008
Multiple Years of Accounting experience
Multiple Years of Accounting instruction experience
Language: English and Chinese Mandarin

Anson Tan
Multiple Years of Accounting Clerk and Accounting Manager experience
Multiple Years of Accounting teaching assistance experience
Computerized Accounting Certificate, Cal Lion Institute, 2009
Language: English and Chinese Mandarin, Cantonese

Lindy Zhang
Multiple Years of Accounting, Tax and Audit Experience
Masters Degree, Central College of Finance
Computerized Accounting Certificate, Cal Lion Institute
Language: English and Chinese Mandarin

ADMISSION REQUIREMENTS

a. Persons who have a high school diploma or equivalent, or above, or a GED are eligible to apply. Ability to benefit exams are not accepted. Each applicant must have an interview with an Admission Counselor. Transferring of credit from other institutions are evaluated based on individual cases.

b. Cal Lion does not deny admission on the basis of age, race, creed, color, sex or national origin.

c. Steps for Enrollment:
   i. Inquiring applicants are scheduled to visit the school.
   ii. Inquiring applicants must have a personal interview with an admission representative.
   iii. While visiting the school the applicant will:

1. Complete an application form,
2. Receive an overview of the programs for which they are qualified. Review school performance fact sheet & catalog.
3. Receive a tour of the campus,
4. Receive other enrollment and tuition information.
5. Upon making formal application to the school the applicant will meet with an admission adviser to finalize the enrollment details.

d. International Students:
   i. Cal Lion Institute does not admit students from other countries, thus no visa services.

STUDENT SERVICE, RESOURCE AND LIBRARY
Cal Lion Institute does not provide assistance for student housing. Cal Lion Institute does not have dormitory under its control. Rental apartments and motels are available near campus at around $1000 per month. There is also no transportation or childcare assistance. MTA buses have frequent runs on Garvey Ave outside campus. Library resources are available at South El Monte Public Library near-by campus as well as online on the Internet. Address: 1430 N. Central Ave. South El Monte, CA 91733, (626) 443-4158. Contact: Roberta Marquez, Library Manager. Website: http://www.colapublib.org// Office Hours: M-Th 10-8, Fri Cosed, Sa 8-6, Sun Closed
Library Card Application: www.colapublib.org/aboutus/applicationenglish.pdf

ADVISING
Cal Lion Institute has full-time advisors on staff to help students with their educational plan. In addition, our advisor will help students with job development.

TUTORING
Tutoring is available upon request from the student.

PLACEMENT ASSISTANCE
A variety of placement assistance is available to students such as interview practice and job referrals, job placement advising, resume preparation, interview preparation, accesses to job leads. Some companies may contact this institution for candidates for employment. While this institution will provide employment assistance, it can make no guarantee for a position.

CLASSROOM EQUIPMENT
Cal Lion Institute provides modern computer equipment to ensure that students receive the most relevant technological training. These equipments include comfortable classroom basic furniture in 2 classrooms, 20 personal computers, 5 laser printers, and 2 modern projectors for lectures. There is also WIFI internet access.

FEDERAL FINANCIAL AID
Cal Lion Institute is not accredited by any accreditation agencies recognized by the United States Department of Education. Students enrolled in an unaccredited institution are not eligible for federal financial aid.

ACADEMIC POLICIES

ATTENDANCE, DROPOUT AND LEAVE OF ABSENCE POLICIES

Attendance Policy
Students are expected to attend all classes and lab sessions that are scheduled. It is the student's responsibility to notify the school of any absentee. Typically this can be done by the telephone or by writing.

Students enrolled in programs of study at Cal Lion Institute are preparing for careers in the marketplace. Employers place a significant value on good working habits. Good attendance has been used as a screening tool in the past for determining, at least in part, future dependability of new employees. Good academic performance and good attendance go hand in hand. Therefore, attendance is closely monitored. When a student's attendance drops off, he/she will be contacted by an official of the school. Excessive absenteeism will be considered grounds for suspension. Excessive absenteeism is defined as missing 25 percent or more of the cumulative hours scheduled to date within a given program of study.

Tardiness and early departures will not be tolerated. Tardiness and early departures will be handled as a behavioral matter and will be subject to review as a violation of professional conduct. Any class or lab work missed, including examinations and lab projects will not be permitted to be made up without acceptable written documentation supporting the absence from class/lab. Documentation must be submitted to Student Services for review and approval. Student Services will then notify the instructor if make-up work is permitted.

Students may appeal a suspension, in writing, to the school Director. The appeal must contain the reasons for the attendance violation and the student's plan to get into compliance with the attendance policy.

All appeals must be received in writing within seventy-two hours of notification of suspension.

Leave of Absence
Cal Lion Institute recognizes that there may be times when due to extreme circumstances, a student may require a leave of absence. In such cases, the Director may authorize a leave of absence. Also, an approved leave of absence may be granted only once during a 12-month period.

Reasons for a leave of absence include, but are not limited to:
  Serious student medical problems
  Military duty
  Death of an immediate family member
  Needs to return to home country to attend to family matters
A leave of absence can only be initiated via a written student request with appropriate documentation. This information is then submitted for approval to the Director prior to the leave being authorized.
A student must always re-enter at the beginning of a course of instruction. The date of return will be consistent with the start date of the course. If a student does not resume classes on the approved return date he/she will be withdrawn from the program.
Time for an approved leave of absence will not be included in the calculation of a student's maximum program length. Students who drop out of school must apply for re-admission. The school director will schedule an admission interview with the student concerned.   Admission decision will be made by the school director based on cases by case situation and reasons of the drop out. .

GRADING AND STUDENT ASSESSMENT POLICY

Student achievement is assessed by a part of all of the following criteria:
  • Exam scores:
    o Course exams are usually administered for the course during the training duration. If more than one exam is give, the final exam score will be a weighted combination of the individual exam scores.
  • Assignment scores:
    o Some courses may involve class projects assignments. In those cases, term project scores will be used for student performance assessment.
  • Lab scores:
    o Some courses may involve lab projects. In those cases, lab project scores will be used for student performance assessment.

RULES OF CONDUCT AND SUSPENSION

Professional Conduct of Student
An important element of the training at Cal Lion includes the development of professionalism. Prospective employers seek employees who will be positive additions to their company. The high standards maintained in our program prepare each student to meet the highest expectations of employers. We have created a business-like environment.

Cal Lion expects students to conduct themselves in a socially acceptable manner at all times. Students indulging in the following types of misconduct are subject to suspension:

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, alteration or use of institution identification documents with the intent to defraud.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
- Theft of school property or damage to school premises or to the property of a member of the school community on the school premises.
- Failure to comply with directions of school officials acting in the performance of their duties.
- The use, possession, or distribution of alcoholic beverages, controlled substances firearms, weapons, explosives and/or dangerous chemicals on school premises.
- Any violation of Federal, State, or local law on Cal Lion premises or at Cal Lion sponsored functions.

PROBATION AND DISMISSAL
Cal Lion reserves the right to put on probation any student whose attendance, conduct, or academic standing does not meet the school's standards. Students who have been on probation may be reinstated only upon the approval of the Director of the School. All probations are determined on an individual basis. If the student does not satisfy the requirement to be reinstated, the school reserves the right to dismiss the student.

GRADUATION REQUIREMENTS & COURSE COMPLETION
Successful completion of a course is based upon examinations and class work. Through these evaluations by the instructor, the student's ability and proficiency in the careers is determined. Upon passing these criteria, the student has satisfied the graduation academic requirements. The student will be awarded a certificate for successful completion if the student has met all other administrative and financial requirements.

CANCELLATION AND REFUND POLICIES AND RIGHTS

Students have the right to withdraw from a class with a refund under rules described below. Students 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. Students have the right to obtain refund when withdraw from a class. The amount of refund will be determined by the formula below. An example of refund calculation is also provided below. This written contract or agreement signed by a prospective student shall not become operative prior to the first day of instruction. Trainings are held at the above main campus address. Students who have completed 75 percent or less of the course of instruction shall be pro rata refunded calculated

as follows: a. A registration fee of $200 will be deducted from the total tuition charge. B. Hourly charge = Remaining tuition / number of hours for training. c. Student owes=Hourly charge X total hours attended + $200 Registration fee. Refund amount = Total amount paid – Amount student owes. (Example below). Example of refund calculation: Tuition paid = $3600, Hours attended = 90 out of 360 (25%), Refund amount = ($3600-$200)-($3600-$200)*25%=$2550. Our institution, for all students, without penalty of obligation, shall refund 100 percent of the amount paid for institutional charges, if notice of cancellation is made prior to or on the first week of instruction. Cancellation must be in written request and refund will be issued within 45 days. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to refund of moneys not paid from federal student financial aid program funds.

The notice of cancellation shall be in writing and submitted directly to the Registrar Office. A withdrawal may be initiated by the student's written notice. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered in person.

REFUND TABLE

Amount Refund by Course and Completion %
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Course Tuition	Course Completion %				
	10%	25%	50%	60%	75%
Courses Tuition $3600	$3060	$2550	$1700	$1360	$850

STUDENT GRIEVANCES PROCEDURES

The complaint processes for those who desire to file a grievance are described below:
Academic Student Grievances (Academic or Grade Related)
Students disputing a grade received may contact the Director who will assist them in contacting the faculty member to discuss the grade dispute. The faculty member will reveal the evaluation criteria and disclose the grade assignment and grade aggregation rules as well as how the student's grade is obtained by the calculation. However, the faculty member's decision is final. All grade disputes must be initiated within six weeks of the grade posting date. Grade disputes that are based on alleged discrimination or harassment are regarded as non-grade related grievances.

Administrative or Non-Academic Student Grievances
Students who are alleging discrimination or a violation of Institute policy may present their grievance in writing to the school first. Such grievances are to be heard by a Campus Committee comprised of the following: the Director will serve as Chair, the School Counselors, and one member appointed by the Committee Chair. The Campus Committee will investigate and collect information about the complaint. It will also make a decision as to whether the complaint is valid and recommend appropriate action according to the decision.

Other grievances or requests for policy exceptions may be submitted in writing to the Director, who will determine the appropriate course of action or render a decision. A written decision will be made within 10 working days from the receipt of the letter.
Student Affair
10303 Garvey Ave., El Monte, CA 91733
626-579-2813
In all cases of academic and administrative student grievances, the student may file a complaint to the Bureau for Private Postsecondary Education, 2535 Capitol Oak Drive, Suite 400, Sacramento, CA 95833. Phone: (916) 431-6959. Toll Free: (888) 370-7589. 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.

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

The transferability of credits you earn at Cal Lion Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cal Lion Institute to determine if your certificate will transfer.

DEFINITION OF A CLOCK HOUR FOR THE PURPOSE OF TRANSFER OF CREDIT
For the purpose of transfer of credit to another institution accepting technical school credits, each clock hour equals one 50-minute class session. Each quarter credit hour is defined as 25 hours of classroom contact or 25 hours of supervised laboratory/shop instruction and if applicable. This institute does not award credit for prior experiential learning.

STUDENT RIGHT UNDER STUDENT TUITION RECOVERY FUND (STRF)

Cal Lion Institute is a participant of The Student Tuition Recovery Fund (STRF). STRF was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if they have prepaid tuition and suffered financial loss as a result of the school: (1) closing, (2) failing to live up to its enrollment agreement, or (3) refusing to pay a court judgment.

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

1. You are a student in an educational program, who is a California resident or are enrolled in a residency program, and prepay all or part of your tuition either in cash, guaranteed student loans or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third-party.

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

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

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute prove and collect on a judgment against the institution for a violation of the Act.

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

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering distance learning instruction.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

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

RETENTION OF RECORD
For all student records maintained by our institute, adult students and parents of minor and dependent students have the right to inspect, review and challenge information contained in the institution's student records. School staff must be present during the process to provide clarification and/or answers to related questions raised during the review of the student file. Educational records are defined as files, materials and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. Cal Lion Institute will keep these records for five (5) years from the last date of attendance. Transcripts are retained permanently. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of governmental agencies so authorized by law. Cal Lion Institute maintains these records on campus.

Student files are kept in fire safe drawers. Financial documents are kept in the same files, in the same fire safe drawers. The file drawers are kept and locked inside the CAO's office.

DRUG FREE POLICY
Cal Lion Institute maintains to be a drug free place on all parts of the campus. Any drug use is strictly prohibited within the campus. Violation of the drug free policy will lead to sanction or expulsion. In compliance with Federal and State laws, our institute has established a referral service for drug abuse prevention programs. One can call the California department of alcohol and drug programs at this number for drug prevention and rehab information and resources: 1-800-879-2772 or visit http://www.adp.cahwnet.gov/.

CATALOG UPDATE POLICY
This catalog is being regularly updated annually. The dates covered by the catalog are stated on the cover page. In addition, there can be unscheduled updates when situations arisen that warren immediate updates of contents, policies, or other important information.

ARTICULATION OR TRANSFER AGREEMENT
Cal Lion Institute has not entered into any articulation or transfer agreement with any other college or university.

STUDENT LOANS
If the student obtains a loan to pay for an educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program Funds. Cal Lion Institute does not participate in federal and state financial aid programs.

PROGRAM DESCRIPTIONS

1. Computerized Accounting
This program provides the student with the basic and advanced accounting concepts and procedures in both the manual system and computerized system. The course content will cover accounting procedures for typical businesses. Computerized software programs are utilized to reinforce the concepts and procedures. There is a final exam to pass for completion. Upon completion of this program, the student will be able to perform the duties of a general bookkeeper or accounting clerk in payroll, customer support, accounts receivable and accounts payable.
This course includes the following classes:
    Spreadsheet (Optional)
    Accounting Principles
    Computerized Accounting A
    Computerized Accounting B

Total Tuition: $4100,
Schedule of total charges for the period of attendance: $4100
Estimated schedule of total charges for the entire program: $4100
Books and Handouts: $250 (Included in tuition)
Length: 360 Hours

Employment Position List:
Standard Occupational Classification codes: 43-3030
Accounting & Auditing Clerk
Bookkeeping Clerk

2. Network Administrator
This program is designed for the students who are interested in network technology. In this program, student will learn the basic concepts of networking and its component, how to use network routers and switches, and how to setup and maintain routers and switches in a networking environment. There is a final exam to pass for completion. Upon completion, students will be able to administer, install, and maintain routers and switches. Students should be able to pass the "Cisco Certified Network Associate" exam. (This exam is not required for employment or graduation.)
This course includes the following classes:
Cisco Routing
Cisco Switching
Total Tuition: $3600, Estimated schedule: prepaid
Books and Equipment: $200
Length: 360 Hours

3. Network Engineer
This program is designed for the students who are interested in network technology, both network administration and network design. In this program, student will learn the basic concepts of networking and its component, how to use network operating system to administer a network, and how to setup and maintain a computer network system. In addition, students also learn how to design network infrastructure, network security, and active directory services. There is a final exam to pass for completion. Upon completion, students will be able to administer, install, and maintain a computer network. They will also be able to design small and large scale computer networks. Students should be able to pass the industry standard "Microsoft Certified System Engineer" exams. (These exams are not required for employment or graduation.)
This course includes the following classes:
Windows Client System
Windows Server System
Network Infrastructure Administration & Planning
Active Directory Administration& Planning
Active Directory Design
Optional:
Network Design
Network Security Design
Database Administration
Database Design
Total Tuition: $5200, Estimated schedule: prepaid
Books: $215
Length: 520 Hours

4. Office Support/Operation Assistant
This program prepares the student for employment in a typical office environment. Skills from word processing, printing, spreadsheet usage, internet,

downloading, web search, scanning are included in this curriculum. There is a final exam to pass for completion. Upon completion of this program, the student will be able to perform the general duties in a typical office (i.e., data entry clerk, record clerk, account clerk, receptionist, secretary, or word processor).
This course includes the following classes:
Computer Basic
Microsoft Word
Microsoft Excel
Internet and Email Skills
Typing
Resume & Interview
Basic Accounting
Total Tuition: $3600, Estimated schedule: prepaid
Books and Handouts: $100
Length: 360 Hours

5. Massage Therapy

The Massage Therapy program teaches the basic knowledge, and skills for the student to practice as a massage therapist. The student will gain skills, knowledge and massage and bodywork techniques. The course includes the following topics: Body systems including Anatomy, Physiology and Kinesiology; Massage Therapy and Bodywork Assessment, theory, and application; Pathology; Business practices and Ethics; and Massage Therapy, Fitness and Wellness. Students will also have ample opportunity for hands-on training. Students will have the practical experience to obtain employment as a massage therapist many healthcare settings, including hospitals, doctors' and chiropractors' offices, health spas, fitness centers, tourist destinations, and cruise ships. The student can go into private practice as well. Graduated students have the option of taking the National Certificate Board Exam. They are also eligible for Massage Therapy Licensing in cities of California.
Classes (on-campus)
125 Hours Body systems (Human Anatomy, Physiology and Kinesiology)
Including 11 human body systems
200 Hours Massage Therapy and Bodywork Assessment, theory, and application
125 Hours Massage Fitness and Wellness
40 Hours Pathology
10 Hours Business practice (4 Hours) and Ethics (6 Hours)
Total Tuition: $5000
Books and Equipment: $200
Length: 500 Hours

6. PC Technician

This program provides the student with the skills required becoming a proficient PC support technician. In this program, student will learn how to use and repair different operating systems and software, the basic concept of how computers work, the function of hardware components, and how to build and repair personal computers. Basic computer networking is also taught. There is a final exam to pass for completion. Upon completion, student will be able to install, maintain,

troubleshoot, upgrade and repair PC's, student should be qualified to work as a PC technician and should be able to pass the industry standard A+ certification exam. (This exam is not required for employment or graduation)
This course includes the following classes:
Basic Computer Usage
Computer Hardware
Computer Operating Systems
Basic Networking
Total Tuition: $3600, Estimated schedule: prepaid
Books and Handouts: $100
Length: 360 Hours

7. Accounting Software Seminar
This program provides the student with knowledge of one or more accounting software. The course will cover various application and usage of various business accounting software. It covers both conceptual knowledge and hands on practice. There is a final exam to pass for completion. Upon completion of this program, the student will be able to perform the duties of a general bookkeeper or accounting clerk.

This course includes the following classes:
   Accounting Software Class
Total Tuition: $2000,
Schedule of total charges for the period of attendance: $2000
Estimated schedule of total charges for the entire program: $2000
Books and Handouts: $250 (Included in tuition)
Length: 40 Hours
Employment Position List:
Standard Occupational Classification codes: 43-3030
Accounting Clerk
Bookkeeping Clerk

8. Advanced Computer Training Seminar
This program provides the student with advanced computer training. The course will cover various advanced computer application and usage for business. It covers both conceptual knowledge and hands on practice. There is a final exam to pass for completion. Upon completion of this program, the student will be able to perform the duties of a computer specialist.
This course includes the following classes:
   Advanced Computer Training Class
Total Tuition: $2000,
Schedule of total charges for the period of attendance: $2000
Estimated schedule of total charges for the entire program: $2000
Books and Handouts: $250 (Included in tuition)
Length: 40 Hours
Employment Position List: Computer Specialist

Standard Occupational Classification codes: 15-1099

9. Computer Programming Languages Seminar

This program provides the student with training in computer programming language. The course will cover one or more computer programming language and usage of business. It covers both conceptual knowledge and hands on practice. There is a final exam to pass for completion. Upon completion of this program, the student will be able to perform the duties of a computer programmer.
This course includes the following classes:
   Programming Language Class

Total Tuition: $4000
Schedule of total charges for the period of attendance: $4000
Estimated schedule of total charges for the entire program: $4000
Books and Handouts: $250 (Included in tuition)
Length: 40 Hours
Employment Position List:
Computer Programmer
Standard Occupational Classification codes: 15-1131

10. 3d Computer Graphic Design & Animation
This program provides the student with the skills to become a Computer graphic and animation designer. In this program, student will learn how to use related software to do the task. Upon completion, student will be able to be a basic graphic and animation designer
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

11. 3d Special Effects In Movies
This program provides the student with the skills to do special effects in movies. In this program, student will learn how to use related software to do the task. Upon completion, student will be able to be do basic movie special effects
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

12. Architecture Design & Interior Design
This program provides the student with the skills to do basic architecture design and interior design. In this program, student will learn how to use related software to do the task. Upon completion, student will be able to perform basic designs in architecture and interior.
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

13. Basic Computer Training Seminar
This program provides the student with basic computer training in Windows, Word Processing and Spreadsheet.
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

14. Business Project And Commercial Presentation
This program provides the student with computer training in business projects and commercial presentation.
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

15. Comptia A + Certification Comptia
This program provides the student with training for computer hardware for the Comptia A+ Certification exam.
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

16. Computer Fashion Design & Accessory Design
This program provides the student with training for fashion design and accessory design using computer software.
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

17. Database Administration
This program provides the student with training for basic database concepts and administration.
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

18. Database Design
This program provides the student with training for basic database concepts and design.
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

19. Database Usage
This program provides the student with training for basic database concepts and usage.
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

20. Electronic Game Design And Audio/Video Special Effects
This program provides the student with training for basic Electronic Game Design And Audio/Video Special Effects using computer software
Total Tuition: $2000, Estimated schedule: prepaid

Length: 40 Hours

21. Engineering Drawing
This program provides the student with training for basic Engineering drawing using computer software
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

22. Network Environment
This program provides the student with training for computer networking environments.
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

23. Product Design & Industrial Design
This program provides the student with training for basic product design and industrial design.
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours

24. Web Design Software Seminar
This program provides the student with training for basic website design
Total Tuition: $2000, Estimated schedule: prepaid
Length: 40 Hours