P. Steve Ramirez

VOCATIONAL TRAINING CENTERS

Course Catalog 2019

PSR

P. STEVE RAMIREZ

VOCATIONAL TRAINING CENTERS

Our Mission

P. Steve Ramirez Vocational Training Centers Provides broad based vocational training, Directed toward enhancing success in preparing For and securing marketable skills for the open labor market. The centers are also committed to the vocational development of each student, providing an assisted learning environment sensitive to individual differences and needs.

"Providing Hope and Light"

contents

"For me, it has been a big and wonderful challenge, because of the language. It was also an opportunity to push myself to learn even more, it's nice that I received positive support from the trainers and it was like a family environment."

Marisol Sanchez

contents

I never thought that a person like me, who worked in the fields for 20 years could be able to have any other kind of job. I never had the opportunity to study anything before due to low-income status and being a single mother. When I was accepted into workforce, I thought that it is going to be possible for me to pursue a new career path. I started P. Steve Ramirez Vocational Training Centers, and it has been one of the best educational experiences I have had, because this school accommodates to my own level of learning. The instructors help me with my personal growth and they adapt to my necessities. I gain have gained more confidence to reach my professional and personal goals. Now I think that my future can change. I can't find the words to say how grateful I am with PSR. Thank God for this wonderful Program and God bless you all!

-Luz Bernal

INTRODUCTION

Vision Statement

To create career empowerment facilities that are assisting individuals to improve their lives. To provide hope and light.

Identity

We are an empowered team of management, employees and faculty who are passionately committed to assisting individuals with their vocations. We are ethical and innovative in fulfilling our mission.

Core Values

Inspirational:

We provide inspiration, empowerment and a message of hope and light.

Passionate:

We are passionately committed to the mission of the company of assisting every student with a career empowering opportunity.

Employment:

We strive to work together to provide employment opportunities for our communities through our vocational training centers.

Service:

We provide services in a caring and professional manner.

Classes are held at the following:

Fresno School Location
1300 W. Shaw Ave., Ste. 1A,
Fresno, CA 93711
Phone: (559) 492-1937

Truck Driving Division Location
940 S. Arthur Avenue
Fresno, CA 93706
Phone: (559) 554-9709

Modesto Location
226 McHenry Avenue
Modesto, CA 95354
Phone: (209) 243-7570

Effective Dates of this Catalog

January 1, 2018 to December 31, 2018. This catalog is updated at least annually.

Provision of This Catalog to Prospective Students

This catalog is provided to prospective students in an electronic format thereby enabling easy access over the Internet or in hard copy if requested.

School Ownership

P. Steve Ramirez Vocational Training Centers is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) "Approved" means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 of the California Education Code.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, (888) 370-7589, Fax (916) 263-1894

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

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

Policies and Procedures Regarding Financial Aid

P. Steve Ramirez Vocational Training Centers does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students.

If a 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 a refund of the monies not paid from federal student financial aid program funds.

"My experience with the school was fantastic, I always got help when I needed it and I learned something new every day. This school gave me skills and more confidence in finding a new job!"

-Jack Nichols

Attendance Policy – All Programs

This institution requires that a student attend a minimum of 80% of scheduled class, clinic and other such assigned hours.

Academic Freedom

P. Steve Ramirez Vocational Training Centers is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Administration

Chief Executive Officer
P. Steve Ramirez, M.S., CRC

Chief Academic Officer
P. Steve Ramirez, M.S., CRC

P. Steve Ramirez, M.S., CRC is the Chief Executive Officer and Chief Academic Officer of P. Steve Ramirez Vocational Training Centers. Mr. Ramirez is also a leading vocational expert and vocational return to work counselor (VRTWC). Mr. Ramirez has been deemed a Vocational Expert by the California Workers' Compensation Appeals Board (WCAB) and the United States Social Security Administration. Mr. Ramirez has over 25 years of experience in vocational services. He holds a Master of Science Degree from Fresno State University and has an Anthony Robbins Mastery University, Certification of Completion of System. "Mastery University is the most advanced system you'll find for taking command of the many aspects of life". Mr. Ramirez is a Certified Rehabilitation Counselor through the Commission on Rehabilitation Counselor Certification (CRCC). He is a cancer Survivor, diagnosed with cancer in 1999, beat the affliction to return to continue as a vocational counselor and become a top leader in the industry. His visionary leadership has provided vocational students with motivation, empowerment, encouragement, patience, understanding and care supporting his primary mission of providing hope and light.

Authorized School Representative
Jaime A. Castillo

Jaime A. Castillo is the Authorized School Representative of P. Steve Ramirez Vocational Training Centers. Mr. Castillo has worked as an Executive Director and Admissions Director in the private sector vocational schooling industry. He has worked as an Operations Manager planning, directing, and the coordinating the operations of a private sector vocational expert firm for over 15 years. His strengths are in formulating policies, managing daily operations, planning and implementing the use of school administration systems. As an executive director he established and implemented the vocational school's policies, goals, objectives, procedures, reviewed financial statements, invoicing and student activity reports and specialized in setting, measuring and obtaining student/facility goal achievement. He has also worked as job placement specialist and career developer for over 10 years assisting individuals with multiple barriers identity suitable and gainful employment.

Sherrina Hansen – (Medical Billing and Coding)   **Instructor**

Sherrina Hansen, CPC, CPCO, CPMA, CPC-I is the Instructor for the Medical Billing and Coding program. She has over 10 years of experience in the healthcare field through her affiliation with the American Academy of Professional Coders (AAPC) and has worked extensively with physicians and other staff via her employment at Valley Children's Hospital. Her education encompasses a BS degree in Business Management and multiple professional certifications including coding, compliance, medical auditing, project management and billing/coding instruction. Sherrina has served as the Secretary/Treasurer, Vice President and President for the AAPC Fresno CA Chapter. She has been featured in the Healthcare Business Monthly, a publication highlighting issues in the healthcare industry and has presented healthcare specific education by way of varied speaking engagements. Her goal is to educate and inspire others to strive towards realizing their own potential in the healthcare industry.

Tania Avalos –   **Instructor/School Administrative Assistant**

(English as a Second Language/Computerized Office**)**
Tania Avalos is a Facilitator for Computerized Office and ESL, attended Fresno City College for 2 years, then transferred to University of California, Irvine. She worked at Fresno City College as a Peer Mentor. Her education had been emphasized on Advanced ESL and Computer Concepts Courses.

Javier Rodriguez- (Truck Driving)   **Instructor**

Javier Rodriguez obtained his commercial Truck Driving License in 2010 and has over 7 years of truck driving experience. He has been teaching truck driving for over a year.

John Rocha – (Computerized Office/General Office Clerk)   **Instructor**

Mr. Rocha has over 4 years of experience providing vocational education instruction. John specializes in the Computerized Office/General Office Clerk training, which includes Computers with Windows base Editions, W7, (Office 2013 Excel, Word, One Note & PowerPoint), W8, W8.1, and W10 with (Office 2016 Home and Business Excel, Word, One Note & PowerPoint). Mr. Rocha has been certified in the Computerized Office/General Office Clerk program.

Alberto Castillo –
(Computerized Office/Computerized Accounting/English as a Second Language/ Administrative Assistant-Customer Service Representative)   **Instructor**

Alberto Castillo is an instructor and tutor for PSR vocational. He earned an AA Degree in Liberal Studies from Reedley College. He also has completed courses at California State University, Fresno in analytical laboratory skills for his Bachelor of Science Degree in Enology. He has helped students reach their vocational goals for over 2 years.

Juanita Temple –   **Instructor**
(Computerized Office/Computerized Accounting/ Administrative Assistant-Customer Service Representative/Voice Activated Systems

Juanita Temple has managed, taught, and trained and employees in office administration. She has a passion to help people and is certified in Computerized Office Administration and Computerized Accounting

Christina Davis - (Computerized Office/Computerized Accounting/ Administrative Assistant-Customer Service Representative)

Christina is a native of the San Joaquin Valley. She is the first generation of Immigrant parents from the Azores Islands-Portugal. She has worked as an Office Manager in the Medical & Agriculture arenas, performing various Accounting processes for 2+ decades, and 5 years as a Bankruptcy Law Office Manager/ Paralegal. Christina is Tri-lingual; English, Spanish & Portuguese. Christina has supported numerous nonprofit organizations in her AG community. Christina is a PSR Accounting Graduate and is an asset to the organization. Christina's diverse experience, skills in Accounting and Managing Offices displays in her passion to Instruct in the Computerized Accounting with emphasis in QuickBooks & Computerized Office English/Spanish students. Her love to see students thrive is evident to all. She gives credit to her Mother who taught in their country of San Miguel, Azorean Islands.

"Thank you for being such an incredible help with my assignments during my time in this program. You were so motivating and positive the entire course, and whenever I needed help you had an instant response. The courses were very thorough and never made me feel rushed because it really is at your own pace. I am extremely confident in my abilities with Microsoft Word and Excel. I am grateful for your time"

-Joseph Guadagno

Privacy Act, Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of $25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Library Resources

No library is needed to meet the instructional needs of the students, although it is the case that library or information resource materials are already contained in the pre-loaded software on computers when delivered to the student. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for the completion of these programs. Student may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance.

Student Services / Placement

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

"Life gives us challenges, takes or leaves. This kind of computer course is a challenge for me not knowing how to use it. With the help my teacher Tania, it became easier for me. Learning this program makes it easier for me to understand certain important documents. The time is not difficult, And helping your students to understand is like providing a path of light. Thanks for the support.

-Guadalupe Velasquez

Description of Facilities

Main Facility:

P. Steve Ramirez Vocational Training Centers is located on a main thoroughfare in the city of Fresno. There is ample off street parking immediately adjacent to the entrance to the school. The facility is located on the ground floor. The building is approximately 30 years old and is comprised of a suite of professional offices. The school has a reception area, a teaching area and a student services desk. Personal computers, network computers and servers along with standard peripherals are utilized.

Trucking facility:

Instruction for the Truck Driver program will be at our satellite location at, 940 S Arthur Ave. Fresno, CA 93706. The Truck Driver program will be the only program that will be provide instruction at the satellite location. This satellite location is 6.5 miles south of our main branch location, near the Fresno Chandler Downtown Airport, south of freeway 99 and HWY 18.

The equipment to be used at this facility include:
Truck-tractor
Tractor and hitch trailer
Converter Gears
Desktop Computer

Special Notice of Financial Status

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

Experiential Learning
This school does not issue credit for experiential learning.

Visa Related Services
This institution does not admit students from other countries, so no visa related services are offered.

Language Proficiency
The following apply to students for whom English or Spanish is not their primary language:

For a student whose high school or equivalent coursework was not completed in English or Spanish, and for whom English or Spanish was not a primary language, we will seek a score of 500 on a TOEFL. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English or Spanish language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English or Spanish, at the college level.

In such cases, when a student is wanting to enroll in a program instructed in their own native language, but has earned a high school diploma, or its equivalency (GED), in a language other than their own native language, student must first take the ACTFL Test for Higher Education. Student must earn a minimum of a Level 3 on the ILP scale.

Return of Lessons and Projects (Distance Education)

Instructors will evaluate student submissions and lessons, projects or dissertations will be returned within ten days from the date of receipt by the Instructor.

Tuition and Fees

All fees are subject to change from time to time, without notice. Non-Refundable portion of the fees are labeled "NR." A personal computer is not required for students who choose to be instructed in the classroom. Equipment cost may be subtracted from Total Program Charges if student chooses Classroom Study.

Program Name	Reg. Fee	STRF Fee*	Tuition	Equipment	Other Expenses/ Lodging	Books & Materials/ Hazmat	Total Program Charges
Computerized Accounting (English Only)	$250 NR	$0.00 NR	$4,400	$1,000 NR	n/a	$350 NR	$6,000
Computerized Accounting Omni (English Only)	$250 NR	$0.00 NR	$6,400	$1,000 NR	n/a	$350 NR	$8,000
Computerized Office General Office Clerk (English)	$250 NR	$0.00 NR	$4,750	$1,000 NR	n/a	n/a	$6,000
Computerized Office General Office Clerk Spanish (with English as a Second Language)	$250 NR	$0.00 NR	$4,750.00	$1,000 NR	n/a	n/a	$6,000
Medical Billing and Coding (English Only)	$250 NR	$0.00 NR	$4,300	$1,000 NR	n/a	$450 NR	$6,000
Medical Billing and Coding Omni (English Only)	$250 NR	$0.00 NR	$6,300	$1,000 NR	n/a	$450 NR	$8,000
Administrative Assistant – Customer Service Representative (English/Spanish)	$250 NR	$0.00 RN	$4,400	$1,000 NR	n/a	$350 NR	$6,000
Administrative Assistant – Customer Service Representative	$250 NR	$0.00 RN	$6,400	$1,000 NR	n/a	$350 NR	$8,000
Omni (English/Spanish)							
Voice Activated Systems (English Only)	$250 NR	$0.00 NR	$6,600	$1,000 NR	n/a	$150 NR	$8,000
Truck Driving (English Only)	$250 NR	$0.00 NR	$3,850.00	n/a	***	$400.00 NR	$4,500

*STRF Fee (Non-refundable, $0.00 per $1,000 of institutional costs) is included in program cost. This portion of the cost is non-refundable.

**See Program Description

Note: No grades or documents will be released if there is an outstanding balance. The institution may refuse any type of service to students who have an outstanding balance. The institution may also refuse re-admission to a student who has left the institution with an outstanding balance that has not been paid in full.

*** $1,000.00 - Other Expenses Required by the School (Lodging) –

Applicable for Field Training if student does not live within 90-mile radius of the school.

Classroom and Distance Learning

Name of Program – Computerized Accounting (English Only)

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $6,000.00

2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $6,000.00

Name of Program – Computerized Accounting Omni (English Only)

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $8,000.00

2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $8,000.00

Name of Program – Computerized Office /General Office Clerk (English)

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $6,000.00

2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $6,000.00

Name of Program – Computerized Office /General Office Clerk -Spanish (with English as a Second Language)

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $6,000.00

2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $6,000.00

Name of Program – Medical Billing and Coding (English Only)

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $6,000.00

2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $6,000.00

Name of Program – Medical Billing and Coding Omni (English Only)

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $8,000.00

2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $8,000.00

Name of Program – Administrative Assistant – Customer Service Representative (English/Spanish)

1.TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $6,000.00

2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $6,000.00

Name of Program – Administrative Assistant – Customer Service Representative Omni (English/Spanish)

1.TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $8,000.00

2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $8,000.00

Name of Program – Voice Activated Systems (English/Spanish)

1.TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $8,000.00

2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $8,000.00

Name of Program – Truck Driving (English Only)

1.TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $4,500.00

2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $4,500.00

STRF Regulations

76215. Student Tuition Recovery Fund Disclosures
(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: 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

"Having my job "outsourced" recently, I was interested in continuing learning more about the computer world, so as to prepare me for an opportunity to continue being active in my search for employment. I did my research on the schools that offer this and found that P. Steve Ramirez Vocational Training Centers was the one that could offer this. I was impressed with the efficient and professional way the courses were delivered, and with the help that was available from the schools' facilitators. I found the assignments challenging and informative with a lot of variety to keep you on your toes. It was a real encouragement and confidence builder when I achieved top marks throughout the course. Very pleased that I achieved this and it has inspired me to keep learning."

-Paul Flores

residency program.;

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: & quot;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 non-collection 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."

Distance Learning Course Refunds
The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750, before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the California Code of Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

Withdrawals
You have the right to withdraw from a course of instruction at any time. It is preferred that a notice of withdrawal be made in writing to the address of the school shown on the first page of this Catalog. When a student officially withdraws from the course, any refund of tuition will be governed by the following policy calculated from the first official day of classes. No administrative fee will be assessed or deducted from the amount to be refunded to the student. There will, however, be no refund for late payment of fees. Please be advised that a constructive withdrawal of a student may also be made by the school. Such a withdrawal will be determined to have occurred for all programs, except Truck Driving, if in the estimation of the school and instructor, and in the absence of an approved leave of absence or other short-term absence, the student fails to participate in course assignments or other instruction for a period of sixty (60) days. A student may be withdrawn from the Truck Driving program, by the school and instructor, if the student fails to attend 80% of the scheduled hours of instruction and/or if the student does not pass the drug test administered prior to the program start date.

If a student wishes to withdraw from the institution or a course of instruction, the student must contact P. Steve Ramirez Vocational Training Centers, attention Director, 1300 Shaw Avenue, Suite 1A, Fresno, CA 93711. Refunds are processed by P. Steve Ramirez Vocational Training Centers when a student has

resolved all financial obligations against their school debts, and their student account reflects a credit balance. Refunds are processed within 45 days after the student's account reflects a credit balance.

If a Student fails to adhere to P. Steve Ramirez Vocational Training Centers rules and regulations and P. Steve Ramirez Vocational Training Centers terminates this Agreement, the school shall remit to Student a prorated tuition refund (if applicable) with such calculation based upon the last date of Student's attendance.

Any money owed to P. Steve Ramirez Vocational Training Centers is due and payable on the date of the withdrawal. A withdrawal is effective on the date it is received by P. Steve Ramirez Vocational Training Centers, whether personally delivered or postmarked (if mailed).

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov; 916-431-6959 (fax) 916-263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)-370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

Grades and Standards for Student Achievement - Satisfactory Progress

Computer Training Programs:

Grades are awarded on a Pass/Fail basis. The minimum requirement to receive a 'Pass' is to complete at least 60% of the course material.

Truck Driving Program:

Grades are awarded on a Pass/Fail basis. The minimum requirement to receive a 'Pass' is to attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% on classroom quizzes, pass a practical exam administered by the school's instructor, and the ability to pass the California DMV permit and practical tests for Truck Driving. Students who successfully complete the classroom and field training courses with a passing grade with receive a 'Pass' on the school transcript.
If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades:

I Incomplete - If the course has not been completed, the instructor may grant a one or a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw - The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Transfer Notice

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at P. Steve Ramirez Vocational Training Centers is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending P. Steve Ramirez Vocational Training Centers to determine if your certificate(s) will transfer.

Student Grievance Procedures

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

P. Steve Ramirez Vocational Training Centers
1300 W. Shaw Ave., Ste. 1A, Fresno, CA 93711

Attn: Director

Or may contact the Bureau for Private Postsecondary Education at any time. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Graduation Requirements
Student completing the course(s) with the minimum of a "D" grade will pass the course and will receive a Pass for the course(s). Successful completion and passing of all courses in the program satisfy the requirement for graduation.

Academic Probation
The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student.

Admissions Policy – All Programs
The general criteria for admission are:
Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.

This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.

This institution has not entered into an articulation or transfer agreement with any other institution.

Prospective students are encouraged to visit *P. Steve Ramirez Vocational Training Centers* to discuss educational and occupational goals with school personnel prior to enrolling or signing enrollment agreements. The visit should take about one hour. Applicants may visit on any school day and are invited to call us at toll free number (866) 475-0609 to schedule an appointment. However, we are happy to serve clients on a walk-in basis as well.

Applicants must have a high school diploma or its equivalent (GED). Students that have not met the above requirements are required to pass the "Ability to Benefit Examination" as required by section 94904 of the Code of Regulations of the State of California.

The Wonderlic is used to determine current skill levels in Verbal and Quantitative areas.

"The program I took with P. Steve Ramirez was very good because I learned a lot about computers, word, and the excel program. My instructor Mona, I am very grateful for you and all of your help with the videos. They instruct you at all times and if you have questions, they help you solve them. The computer is very helpful for someone who newly learns the programs. I want to also thank the people who helped find me work, like Lizeth. They help you at all times, I am very grateful to everyone who participates in this program. I hope they help many more people like me, who need help with computers. "Thank you" and it was a unique experience that I had."

- Efren Sanchez

The approved passing scores are shown below:

- Verbal – 200
- Quantitative – 200

The Language Proficiency Assessment Test-Spanish (LPAT-S) is used to determine skill levels in the Comprehension and Mathematics areas for Spanish speaking adults.

The approved passing scores are shown below:

- Comprehension – 17
- Mathematics – 14

The Combined English Language Skills Assessment (CELSA) is used to determine English language proficiency and tests sentence structure and grammar.

The approved passing scores are shown below:

- Form 1 – 97
- Form 2 – 97

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other(s).
- Disobedient or disrespectful behavior
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Classroom Policy

You will be issued supplies on your first day of class. Replacement of these materials is your responsibility.

Telephone is for business purposes only. Please keep personal calls to minimum. Please ask your family members to contact you only in case of emergencies. Messages from your

counselor will be accepted at all times. Long distance calls are not permitted unless special arrangements are made with the office manager.

No children are allowed in the classroom.

For your safety, no open toe shoes are allowed.

The photocopy and fax machine are for staff use only, and may be used when instructed to do so by the office manager or director.

Please be careful with food and drinks around the equipment. Food Particles and liquid can damage the keyboards. Student is responsible for discarding the trash and cleaning up any spills. A "No eating in the classroom" policy may be enforced at any time at our discretion.

Distance Learning Policies and Procedures

Student must have access to a reliable internet connection. An Internet Communication Speed Test (or ICS Test) of the student's computer, will be administer by either the instructor or an assigned facilitator. The student's internet speed test should pass the minimum requirements set by P. Steve Ramirez Vocational Training Centers before distance learning can begin. If the computer fails to successfully pass the minimum speed requirements and is unable to provide for an adequate internet connection, the students is referred to the Chief Academic Officer. The CAO and the student will arrange for another method of instruction.

Student will meet with their facilitator on their agreed meeting or class schedule.

Instructor will assess and analyze student's mastery on the course by using a remote computer access program.

Course material will be made available to student when the student is ready to go on to the next assignment.

Students can also choose to request all the material be submitted to them by writing a letter, an email or by phone.

Students will be given instructional videos and assignments via email, via an internet cloud service, remotely transferred to students' computer or by pre-loading the students' computer with all videos and assignments.

The instructor will grade assignments and tests given to students. Instructor has ten days after student submitted a completed test to notify the students, by phone or email, of their test result.

Instructor and/or facilitator will maintain weekly contact with student throughout the enrollment period.

"There were many times I wanted to give up, but with the helpful hands at P. Steve Ramirez, that was not an option. I want to give everyone a big thank you for giving me so many opportunities to succeed!"

-Melissa Duran

Student Housing

P. Steve Ramirez Vocational Training Centers does not operate dormitories or other housing facilities. **This institution does not provide assistance to students in finding housing. We have no responsibility to secure or find housing.**

Housing in the immediate area is available in one or two story apartments. Monthly rent for a one bedroom unit is approximately $850 a month.

English as a Second Language Instruction
This institution provides ESL instruction for the Computerized Office/General Office Clerk – Spanish (with English as a Second Language) course.

Language of Instruction
Instruction is delivered in English or Spanish.

Nondiscrimination Policy
This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Sexual Harassment
This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Professions – Requirements for Eligibility for Licensure
None of the educational services offered lead to occupations that require licensure.

Catalog Update Policy
The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies

I have great respect for P. Steve Ramirez & you all! You helped me with not just administration skill, you also provided guidance & support to get me job ready... Which I accomplished. Your team also helped me build my self-confidence again... Priceless!!

-Joni Zingarelli

required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Accreditation

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

TRAINING PROGRAMS

Computerized Accounting (English Only)
Program Description

This program focuses primarily on teaching students Microsoft Excel and Microsoft Word including automated accounting system software. Students will go through the complete accounting cycle and gain knowledge of spreadsheets and

43-3031   Bookkeeping, Accounting, and Auditing Clerks

bookkeeping software. Student will learn what are debits and credits, and know their normal account balance based on its classification on the chart of accounts. Use of the general journal and how to post entries to the general ledger, prepare a trial balance and prepare financial statements. QuickBooks Accounting Software will be used.

SOC Code:

Program Objectives

Provide students with the skills and knowledge to work in an entry-level position as a full charge Bookkeeper, Accounts Receivable Clerk, Accounts Payable Clerk, or Records Clerk.

Requirements for Completion

To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam.

Program Length

256 Hours / 16-weeks

Course Outline

Week	Course Title	Hours
1-3	Computer Concepts, Internet Browsing and Email Accounts: Outlook Desktop, Outlook Online and Gmail	12
3 – 9	Microsoft Excel and Microsoft Word, Working with Adobe PDF Documents	96
10 – 16	Learning QuickBooks	84
12 – 16	Creating your own QuickBooks Company File for your Small Business	64
	Total Hours	**256**

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptop. Assignments are completed by students and graded accordingly.

This program is offered in English only.

Program Modules

Module Name	Description
Computer Concepts, Internet Browsing and Email Accounts: Outlook Desktop, Outlook Online and Gmail	Student will learn basic computer knowledge including; BIOS chip, GUIs, the processor. They will understand the main difference between a pc computer and a Mac. Student will be able to describe, different types of memory, know proper saving techniques, and more. Students will have an introduction to the World Wide Web and use various search engines techniques for effective and internet browsing. Students will also gain knowledge and learn to utilize the most popular employer email accounts.
Microsoft Excel and Microsoft Word	Students are taught the essential and more advance elements of word processing as they relate to the business environment. Specific features include; saving files, formatting, enhancing test, tabs, printing documents, headers and footers, and how to create documents using templates. They will also learn how to use all the basic and advance features of spreadsheets, including, the most frequently used functions, such as SUM, MAX, MIN, COUNT, and will learn how to create IF statements and more.

Learning QuickBooks	In this course, you will learn how to manage financial information more easily using the leading accounting software. You will learn how to create invoices, enter and pay bills, add new customers and vendors effortlessly. Perfect for students learning or refreshing their accounting knowledge with practical application.
Creating your own QuickBooks Company File for your Small Business	In this course students will learn to set up a complete small business financial management system from beginning to end. Students will learn how to create their own QuickBooks small business company offering either products or services. Learning to create your own QuickBooks company is essential for small business owners seeking qualified Bookkeepers or entrepreneurs wanting to learn to create their own QuickBooks company from scratch.

Computerized Accounting Omni (English Only)
Program Description

This program begins with an introduction to Microsoft Word 2016 and Excel 2016. Students will have an introduction to the World Wide Web and use various search engines techniques for effective and internet browsing. Students will also gain knowledge and learn to utilize the most popular employer email accounts. This combination course is where students will complete the accounting cycle and gain knowledge of spreadsheets and bookkeeping software. Student will learn what are debits and credits, and know their normal account balance based on its classification on the chart of accounts. Use of the general journal and how to post entries to the general ledger, prepare a trial balance and prepare financial statements. QuickBooks Accounting Software will be used.

SOC Code:

43-3031	**Bookkeeping, Accounting, and Auditing Clerks**

Program Objectives
The successful student will become fully computer literate and be able to function in a modern computerized office environment. Student will be prepared to work in a competitive office environment such as a full charge Bookkeeper, Office Administration and Support Occupations, Accounts Receivable or Accounts Payable Clerk, a Payroll Processing Clerk, Data Processor, as well as being skilled in a the most widely used office programs.

Requirements for Completion
To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam.

Program Length
352 Hours / 24-weeks

Course Outline

Week	Course Title	Hours
1-3	Computer Concepts, Internet Browsing and Email Accounts: Outlook Desktop, Outlook Online and Gmail	12
4 - 8	Microsoft Excel and Microsoft Word, Working with Adobe PDF Documents	84
9 - 17	Learning QuickBooks	108
18 - 24	Creating your own QuickBooks Company File for your Small Business	84
1 - 24	Keyboarding Practice Skills	64
	Total Hours	**352**

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptop. Assignments are completed by students and graded accordingly.

This program is offered in English only.

Program Modules

Module Name	Description
Computer Concepts, Internet Browsing and Email Accounts: Outlook Desktop, Outlook Online and Gmail	Student will learn basic computer knowledge including; BIOS chip, GUIs, the processor. They will understand the main difference between a pc computer and a Mac. Student will be able to describe, different types of memory, know proper saving techniques, and more. Students will have an introduction to the World Wide Web and use various search engines techniques for effective and internet browsing. Students will also gain knowledge and learn to utilize the most popular employer email accounts.

Microsoft Excel and Microsoft Word, Working with Adobe PDF Documents	Students are taught the essential and more advance elements of word processing as they relate to the business environment. Specific features include; saving files, formatting, enhancing test, tabs, printing documents, headers and footers, and how to create documents using templates. They will also learn how to use all the basic and advance features of spreadsheets, including, the most frequently used functions, such as SUM, MAX, MIN, COUNT, and will learn how to create IF statements and more.
Keyboarding Practice Skills	In this course students will learn proper hand placement and body posture while keyboarding. Daily 1 hour of practice is required, at least four times a day, for the duration of the program (minimum 64 hours completed). Accuracy is emphasized over speed.
Learning QuickBooks	In this course, you will learn how to manage financial information more easily using the leading accounting software. You will learn how to create invoices, enter and pay bills, add new customers and vendors effortlessly. Perfect for students learning or refreshing their accounting knowledge with practical application.
Creating your own QuickBooks Company File for your Small Business	In this course students will learn to set up a complete small business financial management system from beginning to end. Students will learn how to create their own QuickBooks small business company offering either products or services. Learning to create your own QuickBooks company is essential for small business owners seeking qualified Bookkeepers or entrepreneurs wanting to learn to create their own QuickBooks company from scratch.

Computerized Office / General Office Clerk - English Only
Program Description

This program focuses primarily on teaching students the business uses of Microsoft Office targeting Word and Excel applications. Adjacent to Microsoft Office student will gain skills with Computer Keyboarding and Ten-Key Calculation Fundamentals, helping student achieve a marketable position. I

In this course students will be introduced to general computer basics, usages, and applications thereof and processing. Students will be introduced to the World Wide Web and its different usages of various search engines effective and efficient Google search creating. Students will gain the knowledge and skill of Emailing practices using Outlook launcher for the current Business market. This course will introduce the Students to the utmost used areas of the "Ribbon" and its functions for Microsoft Excel Spreadsheets and Microsoft Word. This will help Students in the workforce, gaining knowledge and skill to create an attractive Spreadsheet(s) and or Word document(s) for day to day Business practices. Research techniques, Templates and Interviewing skills will be introduced. Additional too these skills, students will have the opportunity to build on their Computer Keyboarding Fundamentals; Typing and Ten-Key. These additional practices will complement students' skill. Students initial WPM and SPM will be Tested. Student will use a sound Tutoring Software for lessons, practices, and correction on hand/finger positioning adjacent to proper posture. Students will gain upon reaching a WPM of 45 and SPM of 150 (9,000 KPH) an addition to the enrollment course, a Typing/Ten-Key Certificate acknowledgment

SOC Code:

43-9061   Office Clerks, General

Program Objectives
The successful student will be ready for the workforce with the skills gained in this program. Student will be computer literate, proficient in email practices and workforce ready with Microsoft Office knowledge and skill in using applications for administrative tasks necessary to succeed in a variety of entry-level positions such as an Office Clerk General; 43-9061, Data Entry Keyers; 43-9021, File Clerks; 43-4071

Requirements for Completion
To complete the program a student must attend a minimum of the contractual % of the scheduled hours of instruction, achieve an average of 60% of overall course study. (Assignments, Project &a Final Exam)

Program Length
256 Hours /16-Weeks This class time is spread across 16 weeks or a four (4) month period.

Course Outline

Week	Course Title	Hours
1	Intro "Welcome" Video, Overview of Course, Computer Basics; start up, start menu, & control panel, File Management; desktop, Microsoft Outlook and Email, Email Etiquette for the Professional, File Types; Word/Excel, Adobe PDF, Internet Browsing, Computer Typing/Ten-Key Calculations initial testing and Intro Practices.	10
2	Microsoft Excel Fundamentals	10
3-7	Excel Assignments	50
8	Excel MID TERM	10
9	Microsoft Word Fundamentals	10
10-15	Word Assignments , Project,, Interview Skills	60
16	Microsoft Word FINAL	10
1-16	Computer Keyboarding Fundamentals	64
1 - 16	"Ten-Key" Calculation Fundamentals	32
	Total Hours	**256**

Method of Instruction

This program is offered English

Student can choose from instruction in a classroom setting or participate in distance education learning with an on-line Instructor or Educational Facilitator. In the classroom, the Instructor and/or Educational Facilitator provides guidance and assists students in completing their practices. Classes are held on scheduled days/time, Monday through Friday. School is closed on most major Holidays. Holiday schedule will be loaded on to your PC or laptop. Via distance learning, "on-line setting", students will be "one on one" with an on-line Instructor and/or Educational Facilitator. Chapter Problems are completed by the students and graded accordingly.

On-line session:
All materials will be delivered to the student receiving instruction via distance education before the program can begin. On-line weekly sessions will be scheduled in advance with student. Student will be contacted on a weekly basis by their Instructor and/or Educational Facilitator. Student is expected to have their PC or laptop in good working condition and student must be at their place of study with internet access (we do not provide internet services) when phoned for session.

Program Modules

Module Name	Description
Intro "Welcome" Video, Overview of Course, Computer Basics; start up, start menu/control panel, File Management; desktop, Microsoft Outlook and Email, Email Etiquette for the Professional, File Types; Word/Excel, Adobe PDF, Internet Browsing, Computer Typing/Ten-Key Calculation initial testing and Intro Practices.	Student will learn basic computer knowledge proper emailing technique, Outlook management, Intro to World Wide Web use of various search engines for effective Internet Browsing, Start Menu, organization of Desktop, Computer Typing/Ten-Key Calculation practices and use of proper finger/hand positioning, introduction to saving documents such as Word/Excel, Emailing, toggle between programs, & task bar.
Microsoft Excel Intro; "Ribbon", functions & practices, Excel assignments. **Microsoft Word Intro; "Ribbon", functions & practices, Word assignments,**	Students are introduced to Word and Excel "Ribbon" functions and more advanced elements as they relate to a business environment, students will learn to create and format spreadsheets, including Financial Lists. Students will learn the most frequently used AutoSum functions. They will learn to use the Word "Ribbon" to create and attractive informative documents for business or marketing purposes. Students will learn to save documents, rename, and attach documents for emailing purposes, and emailing practices.
Google Job Search / Interview Skills, Resume Project, FINAL Exam	Students will learn to use search engines such as the most common, Google for job searching practices. Students will participate in a Job Search Assignment along with Interviewing Fundamentals. Students will learn how to use Microsoft Word Templates and create their own Resume for a project grade.

Computerized Office / General Office Clerk - Spanish (With English as a second language)

Program Description

This program uses the most current word processing and spreadsheet software used in today's modern business office. It will start with an introduction to computer concepts and the proper operation of the computer, followed by a course in basic word processing and spreadsheet, immediately followed by more advance, Word 2016 and Excel 2016, options and features. Students will have an introduction to the World Wide Web and use various search engines techniques for effective and internet browsing. Students will also gain knowledge and learn to utilize the most popular employer email accounts. This course is for the student interested in general office occupations. Keyboarding will complement the student's knowledge of the computer and daily practice is required. Student's initial WPM will be tested. Student's progress throughout the program will be monitored regularly. This program incorporates an introduction to English as a second

language. This course is to instruct students on the fundamentals of the English language. They will learn appropriate grammar for the past and present tense. They will also learn basic English conversational skills using common vocabulary. The program will give students the skills needed to speak and understand basic English. Furthermore, they will be able to read and write basic English sentences. Each lesson will include a section on vocabulary, grammar, pronunciation, reading, and writing. Tests will be administered after every chapter.

SOC Code:

43-9061   Office Clerks, General

Program Objectives

With the use of advanced technology, the successful students will be fully computer literate and be able to function in a modern computerized office environment. Student will be able to keep records of various administrative tasks. Be able to manage extensive list and records, and prepare reports using any spreadsheet program. Be able to multitask through various office programs to keep up with the demanding roles of today's office administration. The successful student will be able to understand basic English conversation. The student will be able to comprehend and respond to basic English questions and engage in basic conversations in the English language.

Requirements for Completion

To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam.

Program Length

256 Hours/16-weeks

Course Outline

Week	Course Title	Hours
1 - 2	Computer Concepts, Internet Browsing and Email Accounts: Outlook Desktop, Outlook Online and Gmail	24
3 - 10	Office Applications – Excel 2016	76
11 - 16	Office Applications – Word 2016 Working with Adobe PDF Documents	36
1-16	English as a Second Language Studies	88
1 -16	Keyboarding Practice Skills	32
	Total Hours	**256**

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptop. Assignments are completed by students and graded accordingly.
This program is offered only in Spanish.

Program Modules

Module Name	Description
Computer Concepts, Internet Browsing and Email Accounts: Outlook Desktop, Outlook Online and Gmail	Student will learn basic computer knowledge including; BIOS chip, GUIs, the processor. They will understand the main difference between a pc computer and a Mac. Student will be able to describe, different types of memory, know proper saving techniques, and more. Students will have an introduction to the World Wide Web and use various search engines techniques for effective and internet browsing. Students will also gain knowledge and learn to utilize the most popular employer email accounts.
Microsoft Excel and Microsoft Word, Working with Adobe PDF Documents	Students are taught the essential and more advance elements of word processing as they relate to the business environment. Specific features include; saving files, formatting, enhancing test, tabs, printing documents, headers and footers, and how to create documents using templates. They will also learn how to use all the basic and advance features of spreadsheets, including, the most frequently used functions, such as SUM, MAX, MIN, COUNT, and will learn how to create IF statements and more.
English as a second language	The successful student will be able to understand basic English conversation. The student will be able to comprehend and respond to basic English questions and engage in basic conversations in the English language.
Keyboarding Practice Skills	In this course students will learn proper hand placement and body posture while keyboarding. Daily 1 hour of practice is required, at least four times a day, for the duration of the program. Accuracy is emphasized over speed.

Medical Billing and Coding

This program prepares the student to work in the field of medical billing. The student will become familiar with the language of medicine in connection with the human body, the coding system utilized for medical

billing, and will learn the health insurance industry, legal and regulatory responsibilities, reimbursement methodologies, common billing practices and computer fundamentals for the medical office.   The student will learn computerized medical billing, proper claim form preparation and submission, payment processing, collections and financial reporting.

This course will train students to work in a medical office environment using the latest medical office software. Students will work with Virtual Medical Office and SimChart, which are generic electronic medical records systems, to help students prepare to work with commercial software systems used in medical offices today. This will include how to enter patient information, demographics, charges, how to post patient and insurance payments in the billing program, how to collect patient payments and how to run billing related reports.

Program Length: This program is 480 hours which is spread across a 6 month period or 24 weeks. Students have the ability to complete the program sooner by working at their own pace. Students who need a longer period of time to complete the course can speak to the administrator before changes are made to the scheduled date of completion.

Program Objectives: Upon completion of this program, students will be able to:

- Define, spell, and pronounce basic medical terms associated with health care. Comprehend basic human anatomy.

- Understand the importance of the legal system and ethical decision making.

- Grasp the importance of patient confidentiality and the protection thereof.

- Assign codes and modifiers for diagnoses and procedures described in medical records utilizing ICD-10, CPT and HCPCS coding guidelines. Possess basic knowledge of claim processing procedures and follow up.

- Complete the CMS 1500 Claim Form and UB4 Billing Form for appropriate claim submission.

- Apply standard collection methods to rebill and collect payments. These include telephone etiquette, as well as effective writing of collection letters, memos, and faxes.

- Demonstrate proficiency in a basic billing program, with the ability to enter pertinent information for billing purposes to insurance carriers.

- Identify the information found on an explanation of review (EOR) and explanation of benefits (EOB) forms.

- Understand methods used to monitor and follow up on claims with third-party payers, including reviewing and processing appeals.

- Recognize and resolve problems that result in delayed or delinquent claims.

Method Of Instruction:

Students will have the ability to work on their own schedule by utilizing a combination of online learning, textbook assignments and instructor guidance. The school is closed on most major holidays, see your instructor for the Holiday Schedule. Students will be assigned an instructor or a facilitator and an email address. All applicable materials will be delivered to the student. A high speed internet connection is required to access course materials.
Students will be contacted at least weekly by their facilitator and/or instructor. Meeting times will vary and the student is expected to be at their home workstation as scheduled. In addition, the student must maintain a steady pace of assignment and test submission in order to complete the program within the allotted timeframe.

This program is currently offered in English ONLY.

Course Outline

Week	Course Title	Hours
1 - 5	Anatomy and Medical Terminology	100
6 – 22	Health Insurance and Virtual Medical Office	340
23 - 24	SimChart	20
	Total Hours	**480**

Attendance and active daily participation in the program is of prime importance to your success at P. Steve Ramirez Vocational Training Centers. Students must be on task and available via the P. Steve Ramirez Vocational Training Centers online platform, during their scheduled session. At any time during a scheduled session, the instructor or facilitator can initiate a remote session with the student. The student is expected to watch instructional videos, research topics covered by the instructional videos, participate in adaptive learning, or actively engage in homework assignments. Failure for a student to respond to an online session could be considered an unexcused absence. An unexcused absence can be cleared, if a distance learner demonstrates to be actively participating in the program. To clear an unexcused absence, the student must make an effort to make contact with the facilitator or instructor on the day of the unexcused absence. An unexcused absence can also be cleared when a student has turned in all homework assignments due on the day of the unexcused absence or if the student is ahead of schedule in the completion of the program. Excessive unexcused absences without proper notice can be considered as a withdrawal from the program. All students are expected to be ready, to learn, and stay on task.

SOC Code:

43-9041　　**Insurance Claims and Policy Processing Clerks**

Graduation Requirements

Students completing the course(s) with a 70% or greater on a combination of adaptive learning goals, assignments, quizzes, and exams, will pass the course. Students who pass the course will receive a "pass" for the course(s) on the school transcript. Successful completion and passing of all courses in the program will satisfy the requirements for graduation and will receive a Certificate of Completion from the program.

Course Material Include

- Preloaded Mavis Beacon Typing Tutor

- Medical Terminology - A Short Course 7th Edition, Chabner

- Insurance Handbook for the Medical Office 14th Edition, Fordney

- Adaptive Learning for Insurance Handbook for the Medical Office 14th Edition, Elsevier/Fordney

- Virtual Medical Office - Insurance

- SimChart for the Medical Office

- ICD10Data.com (Diagnosis and Healthcare Common Procedure Coding System codes)

- ICD-10-CM Official Guidelines for Coding and Reporting

     FY 2017

- 2017 Current Procedural Terminology (CPT); AMA

This program description is provided below to help the student gain an understanding of program content and requirements. The school reserves the right to update any provisions or requirements when necessary without notice.

Program Modules

Module Name	Description
Anatomy and Medical Terminology	Basic Word Structure Organization of the Body Suffixes Prefixes Medical Specialists and Case Reports Body Systems

Health Insurance – Includes Adaptive Learning and Virtual Medical Office	Role of an Insurance Billing Specialist Compliance, Privacy, Fraud and Abuse in Insurance Billing Basics of Health Insurance Medical Documentation and the Electronic Health Record Diagnostic Coding Procedural Coding The Paper Claim CMS 1500 The Electronic Claim Receiving Payments and Insurance Problem Solving Office and Insurance Collection Strategies The Blue Plans, Private Insurance and Managed Care Plans Medicare Medicaid and Other State Programs Tricare and Veteran's Health Care Worker's Compensation Disability Income Insurance and Disability Benefit Programs Hospital Billing
SimChart	Maintaining Patient Records Managing Appointments Written Communication Superbills, Ledgers and Day Sheets Claims Processing and Follow Up Reports

Medical Billing and Coding - Omni (English Only)
Program Description

This program prepares the student to work in the field of medical billing designed for students with no prior office skills or the student who needs to brush up on their computerized office skills. It will start with an introduction to computer concepts and the proper operation of the computer, followed by a course in basic word processing and spreadsheet, immediately followed by more advance, Word 2016 and Excel 2016, options and features. Students will have an introduction to the World Wide Web and use various search engines techniques for effective and internet browsing. Students will also gain knowledge and learn to utilize the most popular employer email accounts. Keyboarding will complement the student's knowledge of the computer and daily practice is required. Student's initial WPM will be tested. Student's progress throughout the program will be monitored regularly.

The student will then focus on the medical part of the program where they will be prepared to work in a medical office environment using the latest medical office software. Students will work with Virtual Medical Office and SimChart, which are generic electronic medical records systems, to help students prepare to work with commercial software systems used in medical offices today. This will include how to enter patient information, demographics, charges, how to post patient and insurance payments in the billing program, how to collect patient payments and how to run billing related reports.

Program Length: This program is 576 hours which is spread across an 8 month period or 34 weeks. Students have the ability to complete the program sooner by working at their own pace. Students who need a longer period of time to complete the course can speak to the administrator before changes are made to the scheduled date of completion.

Program Objectives: Upon completion of this program, students will be able to:

- Gain knowledge regarding basic computer concepts and the proper operation of the computer.

- Student's initial WPM will be tested and improve their progress throughout the program.

- Become proficient in word processing and spreadsheets utilizing Microsoft Excel and Word.

- Define, spell, and pronounce basic medical terms associated with health care. Comprehend basic human anatomy.

- Understand the importance of the legal system and ethical decision making.

- Grasp the importance of patient confidentiality and the protection thereof.

- Assign codes and modifiers for diagnoses and procedures described in medical records utilizing ICD-10, CPT and HCPCS coding guidelines. Possess basic knowledge of claim processing procedures and follow up.

- Complete the CMS 1500 Claim Form and UB4 Billing Form for appropriate claim submission.

- Apply standard collection methods to rebill and collect payments. These include telephone etiquette, as well as effective writing of collection letters, memos, and faxes.

- Demonstrate proficiency in a basic billing program, with the ability to enter pertinent information for billing purposes to insurance carriers.

- Identify the information found on an explanation of review (EOR) and explanation of benefits (EOB) forms.

- Understand methods used to monitor and follow up on claims with third-party payers, including reviewing and processing appeals.

- Recognize and resolve problems that result in delayed or delinquent claims.
  Run basic reports to ensure consistent cash flow.

SOC Code:

Method Of Instruction:
Students will have the ability to work on their own schedule by utilizing a combination of online learning, textbook assignments and instructor guidance. The school is closed on most major holidays, see your instructor for the Holiday Schedule. Students will be assigned an instructor or a facilitator and an email address. All applicable materials will be delivered to the student. A high speed internet connection is required to access course materials.

Students will be contacted at least weekly by their facilitator and/or instructor. Meeting times will vary and the student is expected to be at their home workstation as scheduled. In addition, the student must maintain a steady pace of assignment and test submission in order to complete the program within the allotted timeframe.

This program is currently offered in English ONLY.

Course Outline

Week	Course Title	Hours
1-3	Computer Concepts, Internet Browsing and Email Accounts: Outlook Desktop, Outlook Online and Gmail	12
4 - 8	Microsoft Excel and Microsoft Word, Working with Adobe PDF Documents	84
9-14	Anatomy and Medical Terminology	100
15 – 32	Health Insurance and Virtual Medical Office	340
33 - 34	SimChart	20
	Total Hours	**576**

Attendance and active daily participation in the program is of prime importance to your success at P. Steve Ramirez Vocational Training Centers. Students must be on task and available via the P. Steve Ramirez Vocational Training Centers online platform, during their scheduled session. At any time during a scheduled session, the instructor or facilitator can initiate a remote session with the student. The student is expected to watch instructional videos, research topics covered by the instructional videos, participate in adaptive learning, or actively engage in homework assignments. Failure for a student to respond to an online session could be considered an unexcused absence. An unexcused absence can be cleared, if a distance learner demonstrates to be actively participating in the program. To clear an unexcused absence, the student must make an effort to make contact with the facilitator or instructor on the day of the unexcused absence. An unexcused absence can also be cleared when a student has turned in all homework assignments due on the day of the unexcused absence or if the student is ahead of schedule in the completion of the program. Excessive unexcused absences without proper notice can be considered as a withdrawal from the program. All students are expected to be ready, to learn, and stay on task.

Graduation Requirements

Students completing the course(s) with a 70% or greater on a combination of adaptive learning goals, assignments, quizzes, and exams, will pass the course. Students who pass the course will receive a "pass" for the course(s) on the school transcript. Successful completion and passing of all courses in the program will satisfy the requirements for graduation and will receive a Certificate of Completion from the program.

Course Material Include

- Preloaded Mavis Beacon Typing Tutor

- Medical Terminology - A Short Course 7th Edition, Chabner

- Insurance Handbook for the Medical Office 14th Edition, Fordney

- Adaptive Learning for Insurance Handbook for the Medical Office 14th Edition, Elsevier/Fordney

- Virtual Medical Office - Insurance

- SimChart for the Medical Office

- ICD10Data.com (Diagnosis and Healthcare Common Procedure Coding System codes)

- ICD-10-CM Official Guidelines for Coding and Reporting

     FY 2017

- 2017 Current Procedural Terminology (CPT); AMA

This program description is provided below to help the student gain an understanding of program content and requirements. The school reserves the right to update any provisions or requirements when necessary without notice.

Program Modules

Module Name	Description
Computer Concepts, Internet Browsing and Email Accounts: Outlook Desktop, Outlook Online and Gmail	Student will learn basic computer knowledge including; BIOS chip, GUIs, the processor. They will understand the main difference between a pc computer and a Mac. Student will be able to describe, different types of memory, know proper saving techniques, and more. Students will have an introduction to the World Wide Web and use various search engines techniques for effective and internet browsing. Students will also gain knowledge and learn to utilize the most popular employer email accounts.
Microsoft Excel and Microsoft Word, Working with Adobe PDF Documents	Students are taught the essential and more advance elements of word processing as they relate to the business environment. Specific features include; saving files, formatting, enhancing test, tabs, printing documents, headers and footers, and how to create documents using templates. They will also learn how to use all the basic and advance features of spreadsheets, including, the most frequently used functions, such as SUM, MAX, MIN, COUNT, and will learn how to create IF statements and more.

Keyboarding Practice Skills	In this course students will learn proper hand placement and body posture while key-boarding. Daily 1 hour of practice is required, at least four times a day, for the duration of the program (minimum 64 hours completed). Accuracy is emphasized over speed.
Anatomy and Medical Terminology	Basic Word Structure Organization of the Body Suffixes Prefixes Medical Specialists and Case Reports Body Systems
Health Insurance – Includes Adaptive Learning and Virtual Medical Office	Role of an Insurance Billing Specialist Compliance, Privacy, Fraud and Abuse in Insurance Billing Basics of Health Insurance Medical Documentation and the Electronic Health Record Diagnostic Coding Procedural Coding The Paper Claim CMS 1500 The Electronic Claim Receiving Payments and Insurance Problem Solving Office and Insurance Collection Strategies The Blue Plans, Private Insurance and Managed Care Plans Medicare Medicaid and Other State Programs Tricare and Veteran's Health Care Worker's Compensation Disability Income Insurance and Disability Benefit Programs Hospital Billing
SimChart	Maintaining Patient Records Managing Appointments Written Communication Superbills, Ledgers and Day Sheets Claims Processing and Follow Up Reports

Administrative Assistant – Customer Service Representative (English/Spanish
Program Description

This course provides students with real world examples of Administrative Assistant/Customer Service Clerk that they can utilize in both the self-employment sector and the open labor market.

Program Objectives

Students will learn workforce behaviors, communication essentials, professional responsibilities and grown records and financial management. Students will also learn the customer service workforce environment, learn about global customers, providing exceptional customer service, customer service strategy, critical workplace skills, problem solving, extreme customers and customer retention.

SOC Code:

   43-9061   Office Clerks, General

Requirements for Completion

To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam.

Program Length

364 Hours / 26-weeks

Course Outline

Week	Course Title	Hours
1 - 17	Procedures and Theory for Administrative Professionals	182
18-26	The World of Customer Service	86
1 - 26	Keyboarding Practice Skills	96
	Total Hours	**364**

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptop. Assignments are completed by students and graded accordingly.
This program is offered in English and Spanish.

Procedures and Theory for Administrative Professionals	Student will learn workforce behaviors, communication essentials, professional responsibilities and grown records and financial management.
The World of Customer Service	Students are taught customer service workforce environment, learn about global customers, providing exceptional customer service, customer service strategy, critical workplace skills, problem solving, extreme customers and customer retention.
Keyboarding Practice Skills	In this course students will learn proper hand placement and body posture while keyboarding. Daily 1 hour of practice is required, at least four times a day, for the duration of the program. Accuracy is emphasized over speed.

Administrative Assistant – Customer Service Representative Omni (English/Spanish)
Program Description

This program begins with an introduction to Microsoft Word 2016 and Excel 2016. Students will have an introduction to the World Wide Web and use various search engines techniques for effective and internet browsing. Students will also gain knowledge and learn to utilize the most popular employer email accounts. This course provides students with real world examples of Administrative Assistant/Customer Service Clerk that they can utilize in both the self-employment sector and the open labor market.

Program Objectives

The successful student will become fully computer literate and be able to function in a modern computerized office environment. Students will learn workforce behaviors, communication essentials, professional responsibilities and grown records and financial management. Students will also learn the customer service workforce environment, learn about global customers, providing exceptional customer service, customer service strategy, critical workplace skills, problem solving, extreme customers and customer retention.

SOC Code:

43-4051   **Customer Service Representatives**

Requirements for Completion

To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam.

Program Length

428 Hours / 35-weeks

Course Outline

Week	Course Title	Hours
1-3	Computer Concepts, Internet Browsing and Email Accounts: Outlook Desktop, Outlook Online and Gmail	12
4 - 8	Microsoft Excel and Microsoft Word, Working with Adobe PDF Documents	84
9 - 26	Procedures and Theory for Administrative Professionals	182
27 - 35	The World of Customer Service	86
1 - 35	Keyboarding Practice Skills	64
	Total Hours	**428**

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptop. Assignments are completed by students and graded accordingly.
This program is offered in English and Spanish.

Program Modules

Module Name	Description
Computer Concepts, Internet Browsing and Email Accounts: Outlook Desktop, Outlook Online and Gmail	Student will learn basic computer knowledge including; BIOS chip, GUIs, the processor. They will understand the main difference between a pc computer and a Mac. Student will be able to describe, different types of memory, know proper saving techniques, and more. Students will have an introduction to the World Wide Web and use various search engines techniques for effective and internet browsing. Students will also gain knowledge and learn to utilize the most popular employer email accounts.
Microsoft Excel and Microsoft Word, Working with Adobe PDF Documents	Students are taught the essential and more advance elements of word processing as they relate to the business environment. Specific features include; saving files, formatting, enhancing test, tabs, printing documents, headers and footers, and how to create documents using templates. They will also learn how to use all the basic and advance features of spreadsheets, including, the most frequently used functions, such as SUM, MAX, MIN, COUNT, and will learn how to create IF statements and more.
Keyboarding Practice Skills	In this course students will learn proper hand placement and body posture while keyboarding. Daily 1 hour of practice is required, at least four times a day, for the duration of the program (minimum 64 hours completed). Accuracy is emphasized over speed.
Procedures and Theory for Administrative Professionals	Student will learn workforce behaviors, communication essentials, professional responsibilities and grown records and financial management.
The World of Customer Service	Students are taught customer service workforce environment, learn about global customers, providing exceptional customer service, customer service strategy, critical workplace skills, problem solving, extreme customers and customer retention.
Keyboarding Practice Skills	In this course students will learn proper hand placement and body posture while keyboarding. Daily 1 hour of practice is required, at least four times a day, for the duration of the program. Accuracy is emphasized over speed.

Voice Activated Systems (English/Spanish)

Program Description

This is an introductory course in the operation of the computer system using voice commands. Designed for students with hand injuries or physical limitations that prohibit them from using a computer in the usual manner. The student will learn to use a voice-activated application to assist in overcoming physical impairments or work restrictions. The course requires the student to spend time training the software to recognize their voice patterns. Their voice patterns will be utilized to operate the computer system and its functions. This course is available to qualified clients only, and requires the special approval from the sponsoring agency.

Program Objective

Dictate documents, launch applications, select menu items, execute key functions, and switch from one window to another using simple voice commands. To allow an injured individual to learn the operation of a modern computer using voice commands focusing on Word Processing making it possible for employment in an high speed office environment. Voice Activated Systems enable students to use their computers in a comfortable, ergonomic way — with limited use of a keyboard or mouse. Especially utilized for individuals with upper extremity impairments such as carpal tunnel or loss of limbs.

SOC Code:

43-9061   Office Clerks, General

Requirements for Completion

To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam.

Program Length

352 Hours / 24-weeks

Course Outline

Week	Course Title	Hours
1-2	Computer Concepts Setting up your Dragon profile for maximum effectiveness. Mastering your shortcuts and key commands.	24
3 – 8	Office Applications – Word 2016	72
9 – 17	Dragon I – Office Applications – Word 2016. Integrating Dragon to be utilized with Microsoft Word.	108
18 – 24	Dragon II – Internet/Web Browsing. Integrating Dragon with web browsers. Integrating Dragon with email providers.	84
1 – 24	Dragon Practice Skills. Launch applications, select menu items, execute key functions, and switch from one window.	64
	Total Hours	**352**

Method Of Instruction:

Students will have the ability to work on their own schedule by utilizing a combination of online learning, textbook assignments and instructor guidance. The school is closed on most major holidays, see your instructor for the Holiday Schedule. Students will be assigned an instructor or a facilitator and an email address. All applicable materials will be delivered to the student. A high speed internet connection is required to access course materials.

Students will be contacted at least weekly by their facilitator and/or instructor. Meeting times will vary and the student is expected to be at their home workstation as scheduled. In addition, the student must maintain a steady pace of assignment and test submission in order to complete the program within the allotted timeframe.

The truck driver training is a 160 hour course (4 weeks) which will allow students to obtain their Class A Commercial Driver's License. The course is a combination of classroom lecture, home study, exams, observation and hands-on training.

SOC Code:

| 53-3032 | **Heavy and Tractor-Trailer Truck Drivers** |

The course training is as follows:

Classroom Training totals 40 hours of instruction and home study and provides the student with an entry-level knowledge of the trucking industry, Department of Transportation Safety, the Drivers Log Book and preparation for the DMV Commercial Drivers License Permit written examination. The student will take the DMV administered written test on Monday of the second week of training. It is necessary to pass and obtain the instructional permit before proceeding to the behind-the-wheel training phase of the training course.

Field Training consists of 120 hours of instruction using both cab over and conventional tractors with various trailers. The student will learn the skills necessary to become a safe entry-level truck driver. Field training includes both observation and behind the wheel time. The field training consists of driving in training areas which include a combination of highway, city and heavy traffic driving with emphasis on defensive driving. Backing, safety and emergency procedures are also practiced extensively. The training also consists of DMV skills practicing, job search training, DMV road testing and graduation. Homework is assigned on a regular basis and students must be prepared for an intensive program study.

Course Outline – Classroom- Classroom training consists of 40 hours of training material with 20 hours of classroom instruction and provides the student with knowledge of the trucking industry, Department of Transportation Safety, Drivers Log Book and preparation for DMV Commercial Drivers License Permit written examination.

CLASSROOM
40 HOURS

Week 1		
Day	**Subject**	**Classroom Hours**
1	Introduction to Trucking Industry & Maintenance/CDL Permit Preparation (Chapters: 1, 2, 7, 12)	2
	Chapter Test	
1	Department of Transportation Safety/CDL Permit Preparation	2
	Chapter Test	
2	Truck/Trailer and Systems/Operation/CDL Permit Preparation (Chapters: 34 & 36)	4

	Chapter Test	
3	Vehicle Inspection/CDL Permit Preparation (Chapters: 3-5, 8-11, 14, 25, 30)	4
	Chapter Test	
4	Brake System/CDL Permit Preparation (Chapters: 20, 22-23)	2
	Chapter Test	
4	Trip Planning/Log Books/CDL Permit Preparation (Chapters: 27-29)	2
	Chapter Test	
5	CDL Permit Preparation & CA DMV Permit Test & Hazmat	4
	Classroom Total Hours	**20**
	Independent Study Hours	**20**

Course Outline – Field Training

Field training consists of 120 hours of training material with 90-hours of hands-on field instruction using both cab over and conventional tractors with various trailers. The student will learn the skills necessary to become a safe entry-level truck driver DOT Title: Tractor-Trailer **Driver, and obtain a Class A California Commercial Driver's License.**

FIELD
120 HOURS

Week	Subject	Shifting Range/Skills	On the Road	Hours
2-4	Tractor/Trailer Inspection:			
	Pre/Post Trip Exterior	2.25		2.25
	Pre/Post Trip Interior	2.25		2.25
	Brake System	2.25		2.25
2-4	Coupling/Uncoupling:			2.25
	Single Trailer	2.25		2.5
2-4	Backing/Parking:			
	Straight Line Backing	2.25		2.25
	Alley Docking	5.50		5.5
	Parallel Parking	2.25		2.5
2-4	Transmission/ Shifting:			
	Double Clutch	4.75	6.0	10.75
	Up Shift by Speed	2.75	3.0	5.75
	Up Shift by RPM	2.75	3.0	5.75
	Down Shift by Speed	2.75	3.0	5.75
	Down Shift by RPM	2.75	3.0	5.75
2-4	Driving Control:			
	Safety Awareness	1.0	3.0	4.0
	Use of Mirrors	1.0	2.0	3.0
	Brake Control	1.0	4.0	5.0
	Steering Control	.5	1.5	2.0
	Lane Change/Position	2.0	2.0	4.0
	Turning Movements	.5	5.0	5.5
	Grade Control	1.0	2.75	3.75
	Total	**41.75**	**38..25**	**80.0**

4	Advanced Safety & Operations:			
	Tire and Wheel Safety/ Maintenance	4.0		4.0
	Tractor and Trailer Maintenance	12.0		12.0
	Fifth Wheel and Sliding Area	5.0		5.0
	Refrigeration Trailer Operations	3.0		3.0
	Flatbed	7.0		7.0
	Bobtail	1.0		1.0
	Doubles Operations	8.0		8.0
	Total	**40.0**	**0**	**40.0**
	Total Field Hours:	**81.75**	**38.25**	**120.0**

Week No.	Subjects	Clock Hours
Week 1	Classroom Instruction:[2] Introduction to Trucking Industry; Truck/Trailer, and Systems/ Operation; Department of Transportation Safety and Vehicle Inspection Brake System; Map Reading/Log Books; CDL Preparation, Hazmat	40
Week 2	Field Training: Tractor/Trailer Inspection, Coupling/Uncoupling, Backing/Parking, and begin Transmissions and Shifting.	40
Week 3	Field Training: Continue Transmissions and Shifting, Driving Control	40
Week 4	Field Training: Advance Wheel and Sliding Area	40
	Total Hours	**160**

Course Objective

Students will acquire the following skills:

1. The ability to drive tractor-trailer combination, applying knowledge of commercial driving regulations, to transport and deliver products, livestock, or materials, over short and long distances.
2. Maneuver trucks into loading or unloading positions, following signals from loading crew as needed.
3. The ability to drive a truck to a weigh station before and after loading, and along route to document weight and conform to state regulations.
4. Maintain a driver log according to I.C.C. regulations.
5. Inspect a truck before and after trips and submit report indicating truck condition.
6. Read a bill of lading to determine assignment.
7. Fasten chain or binders to secure load on trailer during transit.
8. Service truck with oil, fuel, and radiator fluid to maintain tractor-trailer.

Method of Instruction

This program will only be offered in English Only. No part of this program will be offered as a distance education. No transfer credit is accepted for vocational, paraprofessional coursework, life experience, or military training. Transfer credit cannot be used to meet our admission requiremen

Program Charges

Registration Fee	$250
Tuition	$3,850
Physical Exam, Drug Test, Hazmat, DMV Test & Books	$400
Total Charges*	**$4,500**

*$1,000.00 - Other Expenses Required by the School (Lodging) –
Applicable for Field Training if student does not live within 90-mile radius of the school.

Externships

No externships or internships are required.

"Providing Hope and Light"