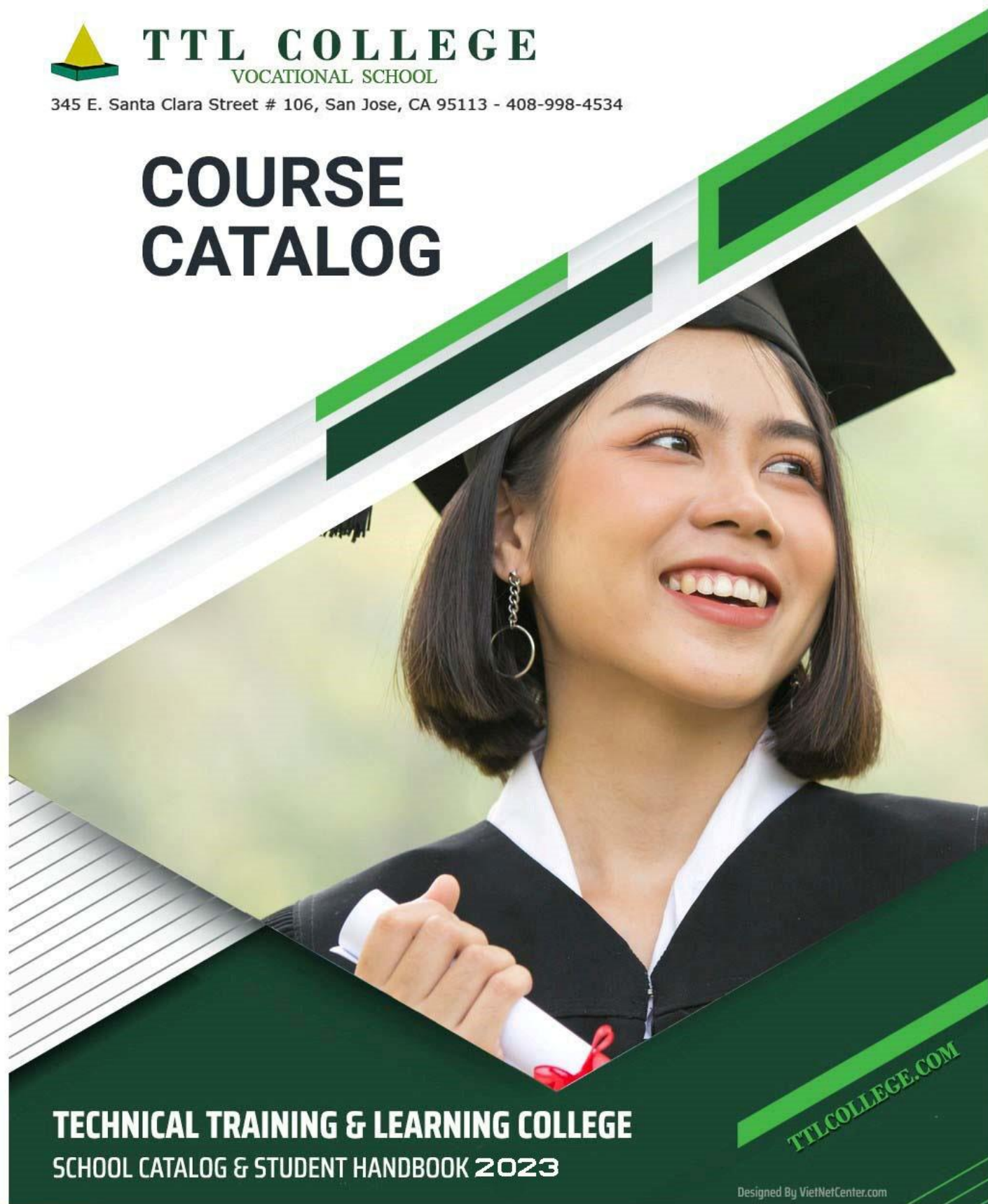# TTL COLLEGE
VOCATIONAL SCHOOL

345 E. Santa Clara Street # 106, San Jose, CA 95113 - 408-998-4534

COURSE CATALOG

TECHNICAL TRAINING & LEARNING COLLEGE
SCHOOL CATALOG & STUDENT HANDBOOK 2023

TTLCOLLEGE.COM

Designed By VietNetCenter.com

Effective Dates of this Catalog: January 01, 2023 through December 31, 2023

Mission Statement

Our vocational school's mission is to provide a high-quality educational experience to student. Our goal is to educate all students to the highest level of skills to expand their career horizon by focusing specifically on their career interest. Student graduate within a year of education and relevant training and be ready to join the desired work field.

Training Programs / Outcome

We provide intensive training programs to assist our students in acquiring jobs straight out of completion. Our classes and programs include:

1. AutoCAD,
2. Administrator Office,
3. CADD Pro-Engineer
4. CADD Solid Works
5. CNC Programming - GeoPath
6. CNC Programming – Lathe Machine
7. CNC Programming – MasterCAM Mill
8. Computer Technician
9. Electrician Contractor License C-10
10. Electronics Assembly Techniques
11. Electronic Technician
12. General Contractor License B
13. Graphic Design
14. IT Networking Technician
15. Machinist Setup & Operator
16. PCB Board Design & Layout
17. Real Estate Sales Agent
18. Wed Design

Qualifications for enrollment

- The applicant must be age 18 and up. No particular segment or sub-set of the general population is targeted.
- Student must have graduated from high school or earned a GED or equivalent.
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into 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.
- No Ability to Benefit Students will be admitted.

Articulation Agreements

No articulation agreements with other institutions are established.

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Academic Freedom

TTL College is committed to assuring full academic freedom to all students and faculty. With the oversight approval from the official institution, our course contents have flexibility in which the faculty has freedom to establish the layout of their course. With confidence of the expertise of our faculty members, the institution encourages them to create their own learning content regarding as well as to make innovative organization of topics and instructional teaching methods based on the existing published curriculum that is provided by the official institution.

TTL College encourages instructors and students to engage in discussion and hands on training activities. Students and faculty members alike are encouraged to freely express all type of views, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines. We exercise an all-inclusive environment.

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
**Those who show signs in engagement in sexual as well as nonsexual verbal abuse, 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 will heavily be punished. Students are responsible for conducting themselves in a respectful manner consistent with the spirit and intent of this policy.

Accreditation Status

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. Student will receive a "Certificate of Completion" after they finished and passed their respective program. A student enrolled in an unaccredited institution is not eligible for Federal Financial aid.

Acceptance of Transfer Credit Policy

No transfer of credit is available. Credits received in this institution only apply within the school and cannot be transferred to colleges elsewhere.

Language of instructions

The class is in English. Student must have the ability to read and write in English.

Notice of Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits and acceptant of the certificate you earn in the educational program at TTL College is at the complete discretion of an 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 TTL College to determine if your certificate will transfer.

Student Records

TTL College will maintain the student records including enrollment documentations and graduation certificate in school's database for 5 years upon the completion. Students may inspect and review

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their educational records within these 5 years. To do so, they must submit a written request form identifying the specific information that they would like to review. The student may request for a copy of their academic record.

Student Grievance Procedures
This institution is dedicated to fair dealing and professional conduct. Any student has a complaint, the student is asked to discuss the matter directly with an instructor or administrator. However, students should inform internal faculties first, but not required, and may contact the Bureau at any time. The instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith.

That informal process will involve three steps:

1. Defining the problem,
2. Identifying acceptable options for resolution
3. Resolving the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work together with the parties involved to resolve the matter. The Chief Academic Officer is the designated individual that resolves student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log.
The formal process will involve:

1. The student writes a description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following the dispute(s) that occurred or are alleged to have occurred.

2. The student may terminate the formal process, in the interim, if the informal process produces a satisfactory resolution.

3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified.

4. A timeline for resolution will be delivered to the principles by the Chief Academic Officer.

5. Involved parties will communicate with the CAO in order to make recommendations to resolve the grievance.

6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.
    Bureau for Private Postsecondary Education,
    1747 N. Market Ave., Suite 225,
    Sacramento, CA 95834,
    (916) 574-8900 or **(888) 370-7589**.
    http://www.bppe.ca.gov

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Tuition / Fees

PROGRAMS	TUITION	REGISTRATION FEE	STUDENT TUITION RECOVERY FUND (STRF)	TOTAL CHARGES
Accounting Clerk Assistant: Module-1: Accounting Principle: 144-Hrs Module-2: Accounting Payable & Receivable: 144-Hrs	$2,700 $2,700	$75 $75	$7.50 $7.50	$2,782.50 $2,782.50
Administration Office Module-1: Microsoft Word & Excel: 144-Hrs Module-2: Microsoft Access & Power Point: 144-Hrs	$1,800 $1,800	$75 $75	$5.00 $5.00	$1,880.00 $1,880.00
AutoCAD AutoCad for Electrical/Mechanical: 144-Hrs	$3,150	$75	$7.50	$3,232.50
CADD Pro-engineer: 96-Hrs	$2,700	$75	$7.50	$2,782.50
CADD SolidWorks: 96-Hrs	$2,700	$75	$7.50	$2,782.50
CNC Programming-GeoPath: 96-Hrs	$2,700	$75	$7.50	$2,782.50
CNC Programming-Lathe Machine: 96-Hrs	$2,700	$75	$7.50	$2,782.50
CNC Programing-MasterCam-Mill Machine:96-Hrs	$2,700	$75	$7.50	$2,782.50
Computer Technician: 144-Hrs	$2,700	$75	$7.50	$2,782.50
Electrician Contractor License: 288-Hrs	$5,400	$75	$12.50	$5,487.50
Electronic Assembly Techniques: 144-Hrs	$1,800	$75	$5.00	$1,880.00
Electronics Technician: 288-Hrs	$5,400	$75	$12.50	$5,487.50
General Contractor License: 288-Hrs	$5,400	$75	$12.50	$5,487.50
Graphic Design: 144-Hrs	$3,600	$75	$10.00	$3,685.00
IT Networking Technician: 96-Hrs	$5,400	$75	$12.50	$5,487.50
Machinist Set up and Operator: 96-Hrs	$3,600	$75	$10.00	$3,685.00
PCB Design & Layout: 96-Hrs	$3,600	$75	$10.00	$3,685.00
Real Estate Sales Agent: 144-Hrs	$2,250	$75	$5.00	$2,330.00
Web Design: 96-Hrs	$2,700	$75	$7.50	$2,782.50

All fees are subject to change without notice. The tuition covers the cost of all classroom instructions. All fees and tuition are to be paid, in advance, prior to the first day of class or other deadline date as may be posted from time to time in the administrative office in school. This school does not extend credit.

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. All fees are subject to change.

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Student Tuition Recovery Fund (STRF)

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the

> Bureau for Private Postsecondary Education,
> 1747 N. Market Ave., Suite 225, Sacramento, CA 95834,
> **(916) 574-8900** 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 because 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 from an institution or representative of an institution, but has been unable to collect the award from the institution.

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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.

Policies and Procedures Regarding Financial Aid and Loan Repayment
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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Cancellation, Withdrawal, Refund Policy

Cancellation
If the student is unable to start class, 100% of the program refund can be requested no later than 7 days from the program start date. If the student has not requested a refund prior to 7 days from the class start date, refunds are not applicable. The refund request must be handed in writing and submitted to the TTL College office at the address listed above. Student Tuition Recovery Fund (STRF) fee is refundable.

For programs that provide the program materials prior to the first-class date, a one-week notice to drop the course is required or a $75 administration fee will be charged to the student's file. Class materials must be returned within seven business days of withdrawing from the course or the student's account will be charged for the material's full amount.

Withdrawal
After the end of the cancellation period, the student may also have the right to drop out of school at any time and the right to receive a pro rata refund. Please note that the refund WILL NOT include the registration fee of $75 and STRF fee.

Refund
An institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Amount student owed = (Program Tuition ÷ number of days in the program) x number of days the student attended the program
Total of amount refund = (Amount student paid - Amount Student owed – Registration fees)

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However, if a student paid tuition through monthly installments, tuition is nonrefundable if he/she already had attended at least one of the classes for the correlating month(s). However, monthly tuition payments may be stopped for the following months the student withdraws from class.

The student is obligated to pay only for the educational services rendered any unreturned supplies or equipment (if any) as well as the registration fee. If a student completes over 60% of the scheduled attendance at the time the student is withdrawing, a refund will not be processed.

Attendance Policy

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

Leave of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application. 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, such that application requests show a pattern of delays of significantly interfering with the program's completion timeline, 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.

Academic Probation – Dismissal Policy

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 grades are posted. Failure to meet the GPA requirement 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. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student.

Student Academic 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 another person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- 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 is questioned.

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Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

A	4.00	A-	3.67
B+	3.33	B	3.00
B-	2.67	C+	2.33
C	2.00	C-	1.67
D+	1.33	D	1.00
D-	0.67	F	0.00

In calculating a student's grade point average, the following policy applies:
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.

Incomplete: If the course has not been completed, the instructor may grant I on 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.

Withdraw: 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.

Complete: To complete program and receive a "Certificate of Completion" student must attend a minimum of 85% of schedule hours of instruction, achieve an average score of 70% or greater on quizzes and exams.

Policy – Distribution of This Catalog and Program Brochures

This institution makes its current catalog and current program Brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

Student Services

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 problem 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.

English as a Second Language Instruction

This institution does not provide ESL instruction.

State Financial Aid Participation

This institution does not participate in state financial aid funding.

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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.

Placement Services

This institution does not provide placement assistance.

School Information

Description of Facilities

The facility is a two-story building, no elevator.

All classes are at this address.
T.T.L College
345 East Santa Clara Street, Suite # 106
San Jose, CA 95113
Phone: (408) 998-4534

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.

TTL College is a private vocational institution and **is licensed to operate** by The Bureau for Private Postsecondary Education. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

Bureau for Private Postsecondary Education,
1747 N. Market Ave., Suite 225,
Sacramento, CA 95834,
 (916) 574-8900 or **(888) 370-7589**.
http://www.bppe.ca.gov

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.

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Renewal of Catalog

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 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.

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* License to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Accounting Clerk Assistant

Accounting Clerk Assistant SOC 43-3031	288-Hrs

Duration: 288 clock hours / 48-weeks
Prerequisites: Have a knowledge in Microsoft Word

Schedule: Monday & Wednesday (Weekly)
Classroom # 202

Description: This course covers the fundamental of financial accounting in business environment by Accounting Principle and then Students will learn how to use Microsoft Excel and QuickBooks software to enter financial data, prepare reports account receivable and account payable in financial statement, how to do payroll, create invoices; track expenses. Upon completion, students will gain the necessary knowledge to obtain in Accounting clerk Assistant or do accounting job for small business.

***Equipment used by instructor and students: Book, computer, and program software.

Module 1: Accounting Principle

Duration: 144 clock hours / 24-weeks
Schedule: Monday & Wednesday (Weekly)
Classroom # 203

Module 2: Accounting Payable and Receivable

Duration: 144 clock hours / 24-weeks
Schedule: Monday & Wednesday (Weekly)
Classroom # 203

***Equipment used by instructor and students: Materials, Books, computer, and program software. The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test. No internship or externship is required.

Description: This course is to learn how to use QuickBooks software for accounting applications as well as cloud-based versions that accept business payments, manage, and pay bills, and payroll functions.

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ADMINISTRATION OFFICE

ADMINISTRATION OFFICE (two modules) – SOC 43-9061

Duration: 288 clock hours / 48-weeks

***Equipment used by instructor and students: Materials, Books, computer, and program software.

The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test. No internship or externship is required.

Description: This course prepares students for career as an administration assistant. Students will learn Microsoft Word, Excel, PowerPoint, and Access as well as 10-key program. Excellent knowledge of MS Office and office management software.

Module 1: Microsoft Word & Excel

Duration: 144 clock hours / 24-weeks
Schedule: Saturday (Weekly)
Classroom # 203

Prerequisites: None

***Equipment used by instructor and students: Materials, Books, computer, and program software. The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test. No internship or externship is required.

Description: The student will learn how to use document-formatting tools, organize and write documents more efficiently. In addition, learn how Make changes, fix mistakes, edit your document save documents online and access, edit and share them from almost any Web browser.

Module 2: Microsoft Power Point & Access

Duration: 144 clock hours / 24-weeks
Schedule: Saturday (Weekly)
Classroom # 203

Prerequisites: Have some Knowledge in Microsoft Word

***Equipment used by instructor and students: Materials, Books, computer, and program software. The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test. No internship or externship is required.

Description: Student will learn how to use the Microsoft PowerPoint software application that is particularly to present data and information by using text, diagrams with animation, images, and transitional effects, etc. in the form of slides.

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The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.
No internship or externship is required.

AUTOCAD

AUTOCAD - SOC 17-3012

Duration: 144 clock hours / 24-weeks

Prerequisites: MS Word

Schedule: Tuesday & Thursday (weekly)

Classroom # 203

***Equipment used by instructor and students: Materials, Books, computer, and program software.
The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.

Description: A commercial software application for 2D and 3D computer-aided design (CAD) and drafting. Students will learn standard procedure for producing designed working drawings of a structure on Electrical or Mechanical devices. Indicating fasteners and joining requirements from engineering data. Upon completion, students should be able to design drawings and special applications for electrical or mechanical equipment.

***Equipment used by instructor and students: Materials, Books, computer, and program software.

The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test. No internship or externship is required.

Description: The student will learn to handle most of the record keeping functions. Such as payroll, accounts receivable, accounts payable, cash, inventory or purchase.

CADD Pro-Engineer

CADD Pro-Engineer   SOC 17-3013

Duration: 96 clock hours / 24-weeks

Prerequisites: Machinist set up & Operator Experience.
                Have knowledge Microsoft Word

Schedule: Saturday

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Classroom # 203

***Equipment used by instructor and students: Books, computer, and program software.

The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.
No internship or externship is required.

Description: This course is designed to provide the fundamental principles technical drawing using Pro-Engineer Software. Students will learn standard procedures to sketch to design drawings of mechanical devices structure products, indicating dimensions, fasteners and joining requirements from engineering data. Upon completion, students will be able to use Parts, Assemblies, and Drawing Layouts in the workplace.

CADD SOLIDWORKS

CADD SOLIDWORKS - SOC 17-3013

Duration: 96 clock hours / 24-weeks

Prerequisites: Auto CAD, MS-Word

Schedule: Sunday (Weekly)

Classroom # 203

***Equipment used by instructor and students: Materials, Books, computer, and program software.
The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.

Description: This course is designed to provide the fundamental principles technical drawing using SolidWorks Software. Students will learn standard procedures to sketch to design drawings of mechanical devices structure products, indicating dimensions, fasteners and joining requirements from engineering data.

CNC Programming – SOC 51-4012

Program Title: CNC Programming - GeoPath

Duration: 96 clock hours / 24-weeks

Prerequisites: Machinist set up & Operator Experience.
Have knowledge Microsoft Word

Schedule: Saturday (weekly)   Classroom # 203

***Equipment used by instructor and students: Books, computer, and program software.

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The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm, and final Test.
No internship or externship is required.

Description: Student will learn to write programs for machine shop by using CNC Programming software (Geopath). Student will also learn how to communicate between computer software and machines as well as how to write programs to solve any problems encounter during operation.

PROGRAM TITLE: CNC Programming – Lathe Machine

Duration: 96 clock hours / 24-weeks

Prerequisites: Machinist set up & Operator Experience.
　　　　　　　　Have knowledge Microsoft Word

Schedule: Sunday (Weekly)

Classroom # 203

***Equipment used by instructor and students: Materials, Books, computer, and program software.

The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test
No internship or externship is required.

Description: Student will learn to write programs for machine shop by using CNC Programming software MasterCam Lathe. Student will also learn how to communicate between computer software and machines as well as how to write programs to solve any problems encounter during operation.

PROGRAM TITLE: CNC Programming – MasterCam Mill

Duration: 96 clock hours / 24-weeks
Prerequisites: Machinist set up & Operator Experience.
　　　　　　　　Have knowledge Microsoft Word

Schedule: Sunday (Weekly)

Classroom # 203

***Equipment used by instructor and students: Materials, Books, computer, and program software.

The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.
No internship or externship is required.
Description: Student will learn to write programs for machine shop by using MasterCam software in Mill machine. Students will also learn know how to set up program of Two, Three or Multi-Axis do the parts, how to manage software usage and integrated manner.

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COMPUTER TECHNICIAN

Computer Technician SOC 15-1152

Duration: 144 clock hours / 24-weeks
Prerequisites: Microsoft-Words

Schedule: Tuesday & Thursday (Weekly)
Classroom # 202

***Equipment used by Instructor and Students: Materials, Books, computer, program software, Motherboard, PC power supply, CPU, Chipsets, Controllers, and Memories etc.

The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.
No internship or externship is required.

Description: This course introduces the fundamental in computer hardware. Students will learn how to build, repair, and upgrade computer. Hands-on includes installing new hardware and software, configuring, and troubleshooting personal computers.

ELECTRICIAN CONTRACTOR LICENSE C10

Electrician Contractor License C10 – SOC 47-2111

Duration: 288 clock hours / 48-weeks
Prerequisites: MS-Word

Schedule: TBD
Classroom # 202

***Equipment used by instructor and students: Material, Books, computer, and program software.
The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm, and final Test.

License Requirements
To submit application for the exams, applicants must:
- Complete the Business and Law course,
- Have 4 years of experience as a journeyman, foreman or supervisor, contractor, or an owner-builder.
- Have a working capital of at least $2,500.
- File a bond with the Registrar in the amount of $10,000.

Applying to get your License.
The exam fee is included with the $300 application fee. The initial license fee for two years is an additional $180. An application for licensure can be obtained from the California Contractors

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State License Board by calling 1-800-321-2752.

Work That Can Be Done Under This License
An Electrician Contractors License in California is required for projects that exceed $500.
An Electrician Contractors License in California installs, maintains, and repairs electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service streetlights, intercom systems, or electrical control systems. Excludes "Security and Fire Alarm Systems Installers"

Description: This residential and commercial electrical maintenance course provides students with knowledge of electrical wiring and electrical code. The course covers Properties and splicing of Conductors, Circuit Calculation, General Electrical Equipment, Batteries, Transformers, Solid State Devices, Relay, PLC, Generators, Wiring Motors, Electrical Lighting, and National Electrical Code. The course also prepares student for the exam from State Board.

ELECTRONICS ASSEMBLY TECHNIQUES

Electronics Assembly Techniques - SOC 51-2022

Touch-up, Rework, Hand Soldering in Electronic Board and SMT

Duration: 144 clock hours / 24-weeks
Prerequisites: None

Schedule: Saturday & Sunday (Weekly)
Classroom # 202

***Equipment used by instructor and students: Materials, Books, modular soldering station, series magnifier, oscilloscope, microscope, SMT system, DC power supply, cutters, pliers, tweezers, cables, wires, electronic fan, digital multi-meter, semiconductors, IC's, diodes, and transistors.

The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.
No internship or externship is required.

Description: This course is designed to provide students with knowledge and skills in the electronics assembly field. Students will learn how to touch-up, solder, re-work using PC board and SMT (Surface Mount Technology) as well as how to read blueprints and schematics.

ELECTRONIC TECHNICIAN

Electronics Technician - SOC 17-3023

Duration: 288 clock hours (48-weeks)
Prerequisites: High School Diploma

Schedule: Tuesday & Thursday (Weekly)
Classroom # 202

Effective Dates of this Catalog: January 01, 2023 through December 31, 2023

***Equipment used by instructor and students: Materials, Books, modular soldering station, series magnifier, oscilloscope, microscope, SMT system, DC power supply, cutters, pliers, tweezers, cables, wires, electronic fan, digital multi-meter, semiconductors, IC's, diodes, and transistors.

The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.
No internship or externship is required.

Description: This course prepares student knowledge of basic electronics which includes OHM Law, KIRCHOFF law, Series and Parallel circuits to implement basic elements such as resistor, capacitor and inductive coil. Furthermore, student will learn BJT and FET devices in typical analog and digital application for amplifier. Also, students will learn operational amplifier, logic gates and PLC.

GENERAL CONTRACTOR LICENSE B

General Contractor License B - SOC 11-9021

Duration: 288 clock hours / 48-weeks
Prerequisites: High School Diploma

Schedule: Monday & Wednesday (Weekly)
Classroom # 202

Equipment used by instructor and student: Materials, Books.
The passing score to earn a certificate is 70% or higher on final exam.

License Requirements
To submit application for the exams, applicants must:
- Complete the Business Law and Trade course.
- Have 4 years of experience as a journeyman, foreman or supervisor, contractor, or an owner-builder.
- Have a working capital of at least $2,500 and file a bond with the Registrar in the amount of $10,000.

Applying to get your License.
The exam fee is included with the $300 application fee. The initial license fee for two years is an additional $180. An application for licensure can be obtained from the California Contractors State License Board by calling 1-800-321-2752.

Work That Can Be Done Under This License
A General Building Contractors License in California is required for projects that exceed $500. A General Building Contractor in California is principally involved with any structure built that is for the support, shelter, and enclosure of persons, animals, chattels, or moveable property of any kind that requires in its construction the use of at least two unrelated trades.

Description: This course prepares student for the Contractors State License Boards (C.S.L.B) license. The course covers:

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- **Business law**: Business organization, Business financial, Employment requirements, Bonds, insurances and liens, Contract requirements and execution, Licensing requirements, Safety requirements, public works
- **Trade**: The codes, structures and safety regulations relating to the classification of the licenses they want to get. Candidate will learn to read the blueprints, do the estimation with various projects. Candidate will learn test strategies and practice tests on computer to get familiar with test formats for real examination.

GRAPHIC DESIGN

Graphic Design - SOC 27-1014

Duration: 144 clock hours / 24-weeks
Prerequisites: MS-Word

Schedule: Start: TBD
Classroom # 203

***Equipment Used by Instructor and Student: Materials, Books, computer, and program software.
The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.
No internship or externship is required.

Description: This course is designed to provide students with knowledge and skills in the Desktop Publishing field. Students will learn how to edit images, create logos, graphics for print using Photoshop and Illustrator.

IT NETWORKING TECHNICIAN

IT Networking Technician - SOC 15-1152

Duration: 96 clock hours / 24-weeks
Prerequisites: Computer Technology

Schedule: Start: TBD
Classroom # 202

***Equipment used by instructor and student: Materials, Books, computer, and program software.

The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.
No internship or externship is required.

Description: This course is designed to provide students with knowledge and skills in computer networking field. Students will be introduced to network security principles, protocols sniffers/analyzers, TCP/IP, Cisco IOS software, Cisco VPN client and Web-based resources.

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MACHINIST SET UP & OPERATOR

Machinist Set Up & Operator - SOC 51-4040	**96-Hrs**

Duration: 96 clock hours / 24-weeks
Prerequisites: None

Schedule: Saturday (Weekly)

Classroom # 203

***Equipment used by instructor and student: Materials, Books. Hands on training and practice will be taken at a machine shop.

The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.
No internship or externship is required.

Description: This course provides student with theory and hands-on experience necessary for a Machinist Setup and Operator position. Students will learn basic machine tool skills; identify material of the parts, measure parts and how to read a Blueprint. Students will also learn how to operate, set up and debug Mill machines at the workshop*.

*Workshop: TMT Mechanics Inc. – 1851 Little Orchard St., San Jose, CA 95125

PCB DESIGN & LAYOUT

PCB Board Design & Layout – SOC 17-3012

Duration: 96 clock hours / 24-weeks
Prerequisites: Basic knowledge of electronic parts.

Schedule: Start: TBD
Classroom # 203

***Equipment Used by Instructor and Student: Materials, Books, computer, and program software.

The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.
No internship or externship is required.

Description: This course is designed to provide students with the fundamental of Printed Circuit Boards Designs. Students will learn how to use Allegro software to create parts, draw schematics, design, and layout PC boards.

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REAL ESTATE SALES AGENT

Real Estate Sales Agent - SOC 41-9022

Duration: 144 clock hours / 24-weeks
Prerequisites: None

Schedule: Tuesday &Thursday (Weekly)
Classroom # 203

Equipment used by instructors and students: Materials, Books (Real Estate Principles, Real Estate Finance, and Real Estate Practice.)

License Requirements
Students must successfully complete three college-level from an institution approved by Department of Real Estate (DRE) and Students must take an exam from DRE to obtain the license. Those who pass the examination are provided a license application which must be submitted to and approved by the DRE.

This license is required of individuals who conduct licensed real estate activities as described in the Real Estate Law under the supervision of a licensed broker. A license may also be obtained by a person who does not immediately intend to be employed by a broker. However, a salesperson without an employing broker may not perform acts requiring a real estate license.

Applying to get license.
An applicant for any real estate license must submit one set of classifiable fingerprints, acceptable to the State Department of Justice (DOJ). An applicant may be fingerprinted after applying for examination or after passing the examination.
To be fingerprinted, take the Live Scan Service Request (RE 237) to a participating live scan service provider. There is a $49 fingerprint processing fee and a live scan service fee which should be paid directly to the live scan provider (not to the DRE). After the live scan service provider takes the fingerprints, submit a copy of the Live Scan Service Request (RE 237) with Part 3 completed to the DRE.

The exam fee is $60. and the license fee is $245. Fees are non-refundable.

Description: The course prepares individuals to take the Real Estate Salesperson exam from California Real Estate State Department. Topics include Real Estate Principles, Finance and Real Estate Practice.

WEB DESIGN

Web Design - SOC 15-1134

Duration: 96 clock hours / 24-weeks
Prerequisites: Graphic Design

Schedule: Start: TBD
Classroom # 203

Effective Dates of this Catalog: January 01, 2023 through December 31, 2023

***Equipment used by instructor and student: Materials, Books, computer, and program software.

The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.
No internship or externship is required.

Description: This course is designed to help students in development and maintenance of websites. Students will learn how to design web pages using HTML and CSS code as well as enhance web pages using text formatting, color, graphics, images, and multimedia.