



Class sessions are held at:

**10427 San Sevaine Way Suites A, B, C, E, F, G and
10405 San Sevaine Way Suites I and J.
Jurupa Valley, CA 91752
Tel. (951) 727-8716 (866) 580-6550**

MAIN OFFICE

**10427 San Sevaine Way, Suite A
Jurupa Valley, CA 91752
(866) 580-6550
[-www.rtccolleges.com](http://www.rtccolleges.com)**

2020

School Catalog

BPPE School Code# 3303961

VOCATIONAL / OCCUPATIONAL DIVISION &

Vocational / Vocational Skill Development Training Services

For January 1st, 2020 to December 31st, 2020

Updated regularly; Last updated: 01/02/2020

Our internet website provides the following:

A school catalog, the school performance fact sheet for each course offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) and a link to the Bureau's website: www.bppe.ca.gov

Students and prospects are encouraged to visit our website and view or print the school's catalog, the school's performance fact sheet and the annual report.

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

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GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT

RTC College is approved to operate by the Bureau for Private Postsecondary Education (**BPPE**) **school code # 3303961**
*Approval indicates the compliance with state standards as set forth in the education codes. RTC College is a private institution.

Our Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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 (11 U.S. C. Sec, 1101 et seq.)

VOCATIONAL COURSE APPROVAL MUST BE RENEWED AND IS SUBJECT TO CONTINUING REVIEW:

1. **Automotive Electrical (English/Spanish)**
2. **Automotive Electrical Repair/Fuel Injection/Tune-up (English/Spanish)**
3. **Automotive Electrical & Fuel Injection Systems (English/Spanish)**
4. **Barbering (English/Spanish)**
5. **Cake Decorating (English/Spanish)**
6. **Computer Operations (English/Spanish)**
7. **Cosmetology (English/Spanish)**
8. **Electrical Wiring Technician –Commercial (English/Spanish)**
9. **Electrical Wiring Technician- Industrial (English/Spanish)**
10. **Electrical Wiring Technician-Residential (English/Spanish)**
11. **Engine Performance (English/Spanish)**
12. **Eyelash Extension Application (English/Spanish)**
13. **Flower Arrangement Design (English/Spanish)**
14. **General Automotive Mechanic (English/Spanish)**
15. **General Electrician Technician (English/Spanish)**
16. **Haircutting &Haircoloring Techniques (English/Spanish)**
17. **Hairstyling Techniques (English/Spanish)**
18. **Microcomputer Applications (English/Spanish)**
19. **Nail Art & Decoration (English/Spanish)**
20. **Nail Care (English/Spanish)**
21. **Nail Care (English/Spanish)**
22. **Pastry and Baking Arts (English/Spanish)**
23. **Pastry and Baking Art (English/Spanish)**
24. **Pastry and Baking (English/Spanish)**
25. **Professional Make-up Techniques**
26. **Residential Electrician Technician (English/Spanish)**
27. **Skin Care (English/Spanish)**
28. **Transmission Service and Repair (English/Spanish)**

RTC College does not offer English as a Second Language course

Note: All **RTC College** programs are taught in Spanish or English.

Instruction is in residence with a facility occupancy level that will accommodate 110 students at any one time. A second group can meet in facilities by alternating lab/class-room lecture. Normal class size for Self-development & Vocational students is 20, for rehabilitation is 20.

Per California statute, a student, who successfully completes a course of study, will be awarded an appropriate Certificate of Completion, or Diploma verifying that fact.

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

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 at:

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833
Phone: (916) 431-6959—Toll Free: 1 (888) 370-7589-Fax: (916) 263-1897
Website: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov

Persons seeking to resolve problems or complaints should contact the classroom instructor. Requests for any further action(s) may be made to the Operations Coordinator, Lucia Mendoza.

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 website www.bppe.ca.gov

Bureau Address:

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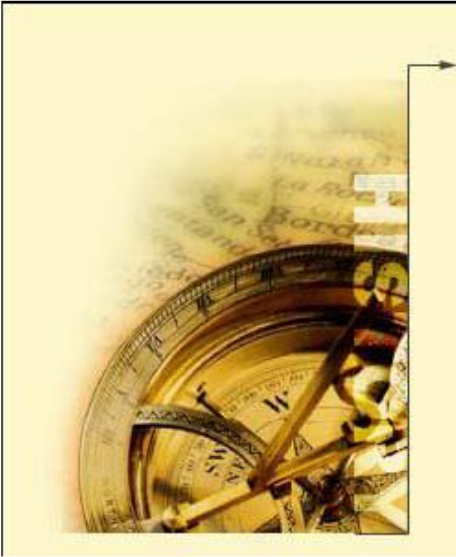
All information in the content of this school catalog is current and correct as is so certified as true to the best of his/her knowledge and belief by the Owner, Ms. Lucia Mendoza.

Lucia Mendoza,

Director

GENERAL INFORMATION

HISTORY



On March 2001 RTC College, was founded in Moreno Valley, to provide service to all the Inland Empire area. The quality of its educational programs together with the great variety of material brought from all parts of the world, have made RTC College challenging new beginning to provide quality educational service to the growing Hispanic community in the greater Riverside County area. BPPVE (now BPPE), licensed institutions operated out of one facility to better serve its population RTC College, through its Technical Training, Culinary Art and Beauty Courses has collaborated with several established institutions to create job training programs.

RTC College, has developed its technical courses based on a planned structure that matches and takes into consideration the changes and the needs of the modern market. **RTC College**, studies the needs of the market and job availability, in order to assist students that are searching for employment.

RTC College, is not only a firm step for employment by completing the courses with satisfactory grades, but also an excellent channel that will enable access to many other types of work. RTC College has not filed for nor has had a pending petition for bankruptcy in the past five years

RTC College, in Jurupa Valley, California was founded in 2001 to provide vocational and technical training and education to our community. We developed courses and programs to fulfill their education and training needs. In addition to occupational programs, we offer specific subject area training for Vocational / Vocational Skill Development and other non-vocational purposes.

All courses are taught in Spanish and English.

RTC College is operated by an experienced staff recognized for quality training by public and private agencies and employers.

PERSONAL DEVELOPMENT DIVISION

RTC College, offers courses through its Vocational Skill Development Division. This separate division was established in 2001. Topics covered include, Computer literacy, Minor Auto Repair and Maintenance, Electrical Servicing, and Personal Style. Other topics may be added from time to time to meet the needs of our community, ask for a Personal Development Catalog or contact the Admissions Office for more information.

FACILITIES

RTC College, located in Jurupa Valley, California has a modern premise. Carefully designed to create a learning environment within walking distance of the bus and Metro train stops for RTA, businesses, stores and a variety of places to eat near our facility.

RTC College, provides free parking for its students outside the premises. The modern building has classrooms, shop, Lab areas, administrative offices, student resource and reception area. Offices are conveniently located with classrooms very suitable for up-to 20 students each.

The classrooms are combination facilities for theory discussions and supervised practice. In addition, practice space is available by arrangement with our Operations Coordinator.

This institution and the facilities it occupies as well as the equipment it utilizes fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

INSTRUCTIONAL EQUIPMENT

The School has all the necessary equipment for lecture and laboratory practice. Examples of classroom equipment includes audio/video and overhead projectors, Laboratory equipment computers. The mechanics shop equipment includes testing equipment, hands-on parts and accessories, analyzers and computer diagnostic equipment. RTC College has all the necessary equipment for our cake decorating and pastry programs as well.

In this catalog you will find information on courses, instructors, equipment and policies. However, this institute has a unique life of its own which cannot be put into words. We invite you to see for yourself how exciting our Technical Training can be. To arrange for your visit, call the Admission office for an appointment

MEMBERSHIPS

The RTC College staff are active participants in the Organization of Bilingual Southern California Chamber of Commerce.

IN-HOUSE COMPLAINT POLICY

Students are encouraged to discuss any concerns first with the Instructor. The student may direct a concern/complaint to the office assistant, who may resolve or refer the complaint to appropriate party. Anyone may discuss any concerns with the Director for resolution.

Persons seeking to resolve problems or complaints should first contact the classroom instructor. Requests for any further action(s) may be made to the Director School, Lucia Mendoza.

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 website www.bppe.ca.gov

Bureau Address:

2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833

Phone: (916) 431-6959—Toll Free: 1 (888) 370-7589-Fax: (916) 263-1897

Website: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov

ORGANIZATIONAL CHART

ADMINISTRATORS	
Lucia Mendoza	Director of Education
Agustin de la Cruz	Associate Director
Jose de Jesus Munoz	Director of Compliance
Loly Virginia Vilchez	Administrative Assistant
Marycruz Betancourt	Billing Department
Claudia Acosta	Students Records
Anahi Acosta	Students Records
Carmen Ramírez	Students Records
Estela Flores	Job /Placement
Graciela de la Cruz	Students Service
Barbara Quiñonez	Reception
María G. De La Cruz	Admissions
Sofia Fernandez	Admissions
Marisol Romero	Admissions

ORGANIZATIONAL CHART

FACULTY	
Lucia Mendoza	Director; Over 40 years' experience in administration <i>Professional Qualifications and Experience of over 40 years in different fields of Education</i>
Agustin de la Cruz	Associate Director, Over 30 years' Experience in administration with Professional Qualifications and Experience
Agustin de la Cruz	Instructor; Computer Education, Computer repair, <i>20 years of Professional Qualifications and Experience</i>
Juana Angel Sandoval	Instructor; Computer Education, <i>Professional Qualifications and Experience</i>
German Flores	Instructor; Automotive Electrical, General Automotive Mechanic, Engine Performance, OBD-II, Transmission Service and Repair Automotive Electrical, Fuel Injection & Tune-Up, <i>Of Professional Qualifications and Experience</i>
Juan Carlos Cedeno	Instructor; Automotive Electrical, General Automotive Mechanic, Engine Performance, OBD-II, Transmission Service and Repair Automotive Electrical, Fuel Injection & Tune-Up. <i>9 years Professional Qualifications and Experience</i>
Osvaldo Vargas	Instructor; Electrical Wiring Technician for Residential, Commercial & Industrial <i>20 years of Professional Qualifications and Experience</i>
Anibal Perez	Instructor; Electrical Wiring Technician for Residential, Commercial & Industrial <i>Professional Qualifications and Experience</i>
Silvia Bautista	Instructor: Cake Decorating <i>8 years of Professional Qualifications and Experience</i>
Karla Barahona	Instructor: Pastry and Baking <i>8 years of Professional Qualifications and Experience</i>
Mario Sanchez	Instructor: Pastry and Baking Arts <i>10 years of Professional Qualifications and Experience</i>
Katiria Enríquez	Instructor: Cosmetology, <i>15 years Professional Qualifications and Experience</i>
Ingrid Mirón	Instructor: Cosmetology, Nail Care <i>21 of Professional Qualifications and Experience</i>
Patricia Monroy	Instructor: Skin Care <i>Professional Qualifications and Experience</i>
Francisco Hernández	Instructor: Barbering <i>15 years of Professional Qualifications and Experience</i>
Roger Ortiz	Instructor: Make-Up Techniques and Hairstyling Techniques <i>10 years of Professional Qualifications and Experience</i>
Jazmin Marin	Instructor: Nail Art & Decoration <i>8 years of Professional Qualifications and Experience</i>

ADMINISTRATIVE POLICIES

PHILOSOPHY AND GOALS (MISSION STATEMENT)

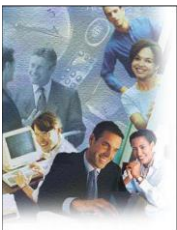
RTC College is a private educational institute offering comprehensive programs of career-oriented vocational and self-improvement education. The College seeks to develop professional level skills in individuals for obtaining maximum employment opportunities or for Personal Growth which is enhanced by the close interaction of the instructors, students, administration & staff. For the courses that offer Licensure, we strive in preparing our students to Pass the State Licensing Exam and to prepare them for an Entry Level Position in their field of Study.

It is the objective of RTC College to train individuals in the fields of Automotive Repair & Office Administration/Computer Operation In order to achieve this goal the staff & faculty are committed to:

1. Educate students with updated equipment/software in Automotive Service and Repair, Office Administration & Computer Operation fields.
2. Professional and personal development of every student.
3. Continuously develop and update all curriculum according to current business needs and market demands.
4. Maintain close contact with the business community and associated organizations through quarterly manpower advisory board meeting assuring feedback and input as to labor market and skill shortages.
5. Job placement assistance for all its vocational graduates through a network of private and public enterprises both, small and large.
6. Continuing professional development of instructional staff.

ADMISSIONS/PROCEDURES

The programs offered by the RTC College, are open to men and women with a desire to become skilled in their chosen field. Applicants must be over the age of 17 and possess a high school diploma or a GED or its equivalent or demonstrate the Ability to Benefit from the training offered. The School determines whether an applicant is qualified for admission through evaluation and interview assessment for physical capacity. The ACTT (LPAT-S is used to determine their aptitude and adaptability to learning and "Ability to Benefit" as well as for required Capacity to Benefit exam. LPAT-S minimum scoring is 17 for the Reading part and 14 for the Math; this is the accepted minimum for this test in Spanish for Admission, based on ACTT scoring standards. Administered in Spanish and English, dependent on perspective student request and language of the program to be taken. Each candidate is toured and advised to determine their aptitude for the desired occupation. An Applicant may observe classes for a day prior to deciding on enrollment. If a determination is made that the applicant is eligible for admission, Enrollment and registration can be arranged at the applicant/counselor request.



As part of our Admissions policies, this is our policy regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students: “Our Institution does not have an articulation agreement, between our institution and any other College or university that provides for the transfer of credits earned in the program of instruction.”

CREDIT FOR PRIOR EDUCATION OR TRAINING

A student wishing to receive credit for prior education or employment must submit copies of school transcript (s) demonstrating 3.5 GPA proficiency and/or relevant work history to the Admissions Office for school review, as well as successfully pass the module test at no less than 80%, (at no cost). Outside Training which may be accepted includes ACE Automotive Certification of Excellence or similar. The school at the Director’s discretion, RTC COLLEGE may accept credit for directly relevant courses and/or employment history, which is equivalent to the chosen program training up-to a maximum of one class module, within the students selected program area. Prospective students may Appeal any decision directly to the school Director in writing prior to enrollment. School Costs would be 100% prorated for the module hours credited.

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

"The transferability of credits you earn at (RTC College) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma, or certificate) you earn in (ANY RTC College program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits, diploma, or 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 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 (RTC College) to determine if your (credits, diploma or certificate) will transfer."

RTC College has not entered into any agreement with any college/university for acceptance of credit.

NON-DISCRIMINATION POLICY

RTC College does not discriminate based on sex, age, race, national origin, creed, religion or handicaps that would not preclude employment within their selected program area in Admissions, Counseling, Training, Placement Employment, or any other activities.

SCHEDULE AND CALENDAR

Class scheduling is open entry/exit. This allows students to begin classes on Monday of each week on a space-available basis, and graduate upon completion of all graduation requirements. Classes are scheduled Monday through Friday between the hours of 9:00 a.m. and 2:00 p.m. Evening classes are between 6:00 p.m. and 10:00 p.m. weekend hours are scheduled on an as needed basis. Less than half time class schedules are available. Ask for the specific Schedule for the class you are interested in attending in our College.

Graduation occurs following completion of course requirements as described in the Curriculum section of this catalog.

Classes are not scheduled on the following holidays: Independence Day, Labor Day, 1 day for Thanksgiving, Christmas Day through New Year's Day, A special holiday may be declared for emergency or extraordinary purposes.



ACADEMIC POLICIES

STUDENT CONDUCT

All students are expected to behave in a professional business manner. Unsatisfactory behavior as outlined in Dismissal Policy will not be tolerated. The length of RTC College, subject of study is computed on a class hour basis denoting that regular hours spent in classroom or equipment usage. Class periods of 50 minutes are regarded as a regular class hour.

DRUG ABUSE POLICY

The School fully supports Drug-Free Schools and Communities Act of the United States Congress. In cooperation with other agencies and organizations, we provide a program of education on the dangers of substance use and abuse. The program uses pamphlets, books, and posters describing the effects that drugs have on physical and mental health. Advising and counseling is provided when deemed necessary as well as to those who request assistance. We make available to our students' informative materials on State, federal, and local legal sanctions against drug use. Additionally, we provide information on counseling, treatment, and rehabilitation programs in the area.

DISMISSAL POLICY

A student may be terminated from school for any incident of intoxication or drug abuse. Possession of drugs or alcohol inside school premises, behavior creating a safety hazard to another student, administrator or faculty member or any misconduct will also be grounds for termination.

ATTENDANCE POLICY

Students are expected to attend scheduled classes at scheduled starting time and to continue as scheduled throughout the day. All absence and attendance are recorded. It is the students' responsibility to telephone in advance to advice of an absence or tardy, just as it is necessary to inform an employer.

A. Absence

Satisfactory attendance must be maintained. All coursework missed due to absences must be made up. One un-excused absence or 5 total absences per month are considered excessive. Excessive absences will create 30 days probation and non-correction during probation, may be cause for dismissal.

B. Tardiness

Tardiness is a disruption of a good learning environment and is discouraged. Tardiness is defined as arriving more than 5 minutes after scheduled class start, without legitimate reason. Three occasions within one month will be considered as one absence.

C. Interruption for Unsatisfactory Attendance

Students with five absences in one month will receive written notification of probation for a period of one month. Any un-excused absences during probation may be cause for interruption of the student's training program.

D. Leave of Absence

One written request for a leave of absence will be considered and such leave may be granted to a student at the discretion of the School Administration. A leave of absence for over 60 days will only be granted for verified medical reasons for a period of up to 120 days. Students are required to attest to their understanding of the RTC College, Leave of Absence policy and procedures for returning after the Leave of Absence.

E. Make-up Work

Students must arrange make-up time for course work missed with the instructor and have completed within 30 days from assignment (s) date; however, absences will remain on record. Failure to maintain Satisfactory Academic Progress may result in probation or withdrawal.

F. Suspension/Re-admittance

Students, who have had their training suspended for cause, may be re-admitted to classes upon written request and affirmation that the actions which caused the suspension will not occur again.

GRADING AND PROGRESS SYSTEM

Student progress is evaluated using oral, written, and practical tests and projects each month. The oral and written tests account for approximately 25% of the grade, practical application tests account for approximately 75% of the grade. A test grade of 60% or less will require a retake of the specific test.

The School's grading system is as follows:

4.0	A	90-100
3.0	B	80-89
2.0	C	70-79
1.0	D	60-69
0.0	F	Below 60
0.0	I	Incomplete

When the grade average for a student is under 2.0 for a month, the student will be placed on probation. If the grade average for the next month under 2.0 or below the student's training may be interrupted. A student has 30 days to correct an incomplete grade or the applicable grade will be assigned an F.

Re-enrollment may only be approved after evidence is submitted that conditions which caused the interruption to have been rectified the suspension will not occur again.

STATEMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)

GENERAL STATEMENT

The Higher Education Act mandates that institutions of higher education establish minimum standards of "SATISFACTORY ACADEMIC PROGRESS" for students receiving financial aid. The Institute applies these standards to all students, regardless of whether they are financial aid recipients.

Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated with the performance standards set by the College

THE ELEMENTS OF SATISFACTORY PROGRESS

1. Students are graded as they complete units of the curriculum. Grades are determined as a compilation of examination scores (written and practical) and such other criteria and observations as the school deems appropriate in the training of technical personnel. To maintain Satisfactory Academic Progress, a student must achieve a cumulative grade average of 2.0 or better at 25% of the course; a 2.0 at 50%; and at least a 2.0 at completion and for graduation.
2. To maintain Satisfactory Academic Progress, a student attending on a full-time basis has maximum time frame of one and one-half scheduled course duration in which to earn their graduation certificate. The time frames are based upon full time attendance and will be adjusted, on a pro-rata basis, in the event, the student changes from one curriculum/schedule to another. All students will be evaluated upon completion of each quarter of the stated course time to determine if, on a percentage basis, the student has made sufficient progress towards the course objectives, the obtaining of a certificate and the completion of the entire curriculum within the maximum time frame expressed in the prior paragraph.
3. To maintain Satisfactory Academic Progress, a student may have absences (net of make-up time) of up to 25% of the total course length. Lost attendance time, while a student is on an approved leave of Absence, will not be counted as absent time.

INCOMPLETE SUBJECTS AND REMEDIATE

Students will be given an opportunity, at the discretion of the School Director and subject to space availability, to Repeat, Remediate or Make-up lost work within 30 days of grade assignment and be credited the higher of any grade (s) earned, or a final, failing grade of "F" will be rendered. Any make-up / repeat work grades will be given full standing and credit with respect to the final evaluation of the student's maintaining of Satisfactory Progress. Failure to maintain Satisfactory Academic Progress may result in probation or withdrawal.

WITHDRAWAL AND REINSTATEMENT

A student not maintaining Satisfactory Academic Progress, during the first 25% of the stated course period will be placed on academic probation for the next 24% of the course. If, at the end of the probationary period, the student has not corrected the progress deficiencies, the student shall be deemed ineligible for financial aid awards and may be subject to expulsion at the discretion of the School Director. In that event the student will not be permitted to graduate until the progress deficiencies are corrected. In order to graduate, the student will then be obligated to extend their course of study by up to 25%. If, at the end of that period, the student as not

corrected the deficiencies and met all other criteria necessary for graduation, the student shall be subject to expulsion at the discretion of the School Director. A student placed on academic probation or deemed not to be making satisfactory academic progress may review the determination and may appeal the determination through the School Director whose judgment in this matter shall be final, conclusive and binding.

ACADEMIC REVIEW AND APPEAL PROGRESS

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for challenge.
2. All requests will be reviewed by the Director, in consultation with the instructor; and a determination, made to either retain the records intact or change them.
3. Student may meet with the Director or anyone designated to review conclusions.
4. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings and make a recommendation to the Director for final action.
5. Parental access to records is not permitted unless the student is a dependent, in which case all items in numbers 3 and 4 shall apply to parents.

STUDENT RECORDS/RIGHTS OF PRIVACY

The Federal Right of Privacy Act of 1964 enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a five-year period. Students may request a review of their records by writing to the Director of the School.

All such reviews will be scheduled during regular school hours under appropriate supervision. **We retain student transcripts for Life.**



GRADUATION REQUIREMENTS

Upon completion of all classroom and practical/laboratory education and training with a grade average of no less than 70%, with at least 80% program attendance completion the student will be issued a Diploma attesting to his/her successful completion.

HOUSING NOTE:

RTC College has no responsibility to find or assist a student in finding housing. The College is a non-residential institution. There are several Residential facilities in the surrounding area of RTC College, with an average rent price of \$750.00 per month for a family of 4 and an average of \$1,000.00 for a family of Six.

RTC College does not provide distance education.

LIBRARY NOTE:

RTC College offers student/graduate library resources with materials and relevant to the fields of study offered as well as access to the internet for academic or job seeking purposes. Library access is available during all normal hours of operation. Check out procedures: Student must go the office to check out any book, cd rom, handouts or other library materials, by filling out a check out form that permits the student to take home or for the day while in school, the requested items, with a date to return them not later than 7 days; when items are returned, student is giving a note of receipt by the office person in charge.

NOTE: If student request items or information ONLINE, then student is given the necessary information where to log in or website information to access such needs

COURSE DURATION

Courses are measured in clock hours of supervised instruction although credit hours are tracked. The required projects for each course must be completed unless the student has been given credit for prior training or experience or demonstrates through practical and written tests the level of competency required for employment. The Maximum course duration is one and one-half times the scheduled course length.

DESCRIPTION OF HOURS

For the purposes of attendance, a class hour is defined as 50 minutes.

CHANGE OF PROGRAM

Program changes must be initiated with the Director. A student must attend all classes in which originally enrolled until the requested change is officially authorized. The School reserves the right to make program changes and/or adjustments from time to time as necessary to remain current with industry standards and technology. **Any changes in tuition will not affect those students already enrolled.**

STUDENT SERVICES

ADVISING/COUNSELING

1. Advising is available to all students. Instructors or administrators will meet with each student to discuss any personal, classroom, or financial problem when needed.
2. Support services: emergency support services, childcare, housing, transportation, etc., are available to students who qualify through various agencies under contract with **RTC College**, which provide these services within a 10-mile radius
3. Each student will have a review of his / her progress each month. Those students experiencing academic or other problems will be advised by an Instructor and/or the Director to help overcome whatever difficulty being experienced. Counseling on other problems may be referred to various qualified agencies, which provide services (for those who qualify) as needed. Students are encouraged to take advantage of this service.

JOB PLACEMENT ASSISTANCE

Placement assistance is provided to graduates at no additional charge. However, no guarantee for employment or any level of wages or income is made. The school maintains an active placement staff that will assist graduates and candidates for employment in obtaining an interview with potential employers.

Classes are provided where special attention is given to such topics as resume preparation, the job search, interview techniques, how to retain employment, and advance in their occupation.

EMPLOYMENT PREPARATION CLASS/SEMINAR

This will prepare the student to meet the employer's demands. Some of the skills emphasized are: Applications and resumes, interview techniques (through simulated interviews), placement orientation, etc. All Students must complete the following Requirements:

EMPLOYMENT PREPARATION COMPONENT

Student must complete the Employment Preparation Component:

Employment Preparation	1 hour
Placement Orientation	1 hour
Interview Techniques	1 hour
Application & Resume	2 hours
Professional Growth	1 hour

PERSONAL DEVELOPMENT SEMINAR

This training is to guide the student to achieve personal incentive, self-direction, attitude control, self-confidence, and desire to succeed thinking patterns, improved self-image self-motivation awareness of goals. The result of this seminar is to show the student how to turn goals into reality

NOTE: RTC College, does not participate in Federal Title IV financial aid Programs.

All Perspective students are advised that, 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 a federal loan student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid program funds.

TUITION POLICIES/TUITION PAYMENT POLICY

TUITION AND FEES

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes. Payments may be made in cash, check, or loan proceeds. "Charge" methods are not accepted. Scheduled Payments must be made in accordance with any contractual agreements made. Delinquent tuition may at the discretion of school director be cause for dismissal-Standard business collection procedures will be followed including possible credit agency reporting debt transfer and no completion certificate issued while debt outstanding.

FINANCIAL ASSISTANCE

For those students requiring financial assistance to enroll in a school program, a School (in house) tuition loan may be available for those who qualify. Additionally, private and public agencies may be willing to provide tuition assistance for those individuals who meet the agency's requirements. For further information, inquire at the Admissions Office.

REFUND POLICY:

STUDENTS RIGHT TO CANCEL Cancellation of Agreement:

Per the State of California, You have the right to cancel the enrollment agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Mail notices to the school's address attention School Director. The written notice of cancellation need not take any form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notice of cancellation forms to use at/or before the first day of class, but you can use any form that you wish. The school will consider a no show/student that never starts training or a rejection of an enrolled student, as a school cancellation; subject to all conditions listed in this policy. If the School has given you any equipment, including books or other materials, you shall return it to the School within 10 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 10-day period, the School may deduct its documented cost for the equipment from any refund that maybe due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel this agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received or determined last date or attendance.

Withdrawal from Course:

You have the right to withdraw from a course of instruction any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, the School will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. All refunds will be made within 45 days from the date of cancellation or withdrawal (as described above). If Student does not return from an approved Leave of Absence period as stated in School Catalog, (however, such a leave of absence may never exceed 60 calendar days for regular leave or 100 calendar days for a verified medical reason), Note: leave of absences must be limited to 180 days Accumulated in a calendar year. Refunds will be made within 45 days from the end of the approved Leave of Absence period. Within 45 days of any refund the Student will receive a NOTICE OF REFUND stating the amount of the refund & to whom the refund was made.

Refund:

You are obligated to pay only for educational services rendered and for unreturned equipment. The refund for up to 60% of scheduled course completion shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

NOTE: Full tuition is 100 percent earned after 60% of scheduled course completion. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 10 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within these 10 days period, the school may offset against the refund the documented cost for that equipment. You shall be liable for the amount, if any, by which the document cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

Refund Example: Hypothetical Refund Example:

Assume a student, upon enrollment in a **650** course, pays **\$3700.00** for tuition, **\$100.00** for registration, and **\$150.00**, documented cost to School, for equipment as specified in the agreement and withdraws after completing **200** hours without returning the equipment he/she obtained.

The Pro-Rata Refund to the Student would be **\$1042.31** based on the calculation stated below. If the student returns the equipment in good condition within 10 days following his/her withdrawal, the School shall refund the charge of equipment paid by the student.

SAMPLE OF 200 clock hours instruction

\$3925.00	-	\$100.00	x	paid for but not received	=	\$1192.31
Amount paid for Instruction fee amount \$3700.00 tuition		Registration		-----		initial refund
School tuition retain plus \$100.00				650 clock hours instruction		
Registration & 150.00 books		- \$150.00	=	for which the student has paid		
Deducted for unreturned equipment				\$1042.31***		
				Actual Refund Amount		

***If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual amount of refund, to the student would be **\$1192.31 (\$1042.31 + \$150.00)**.

NOTICE: Any holder of this consumer credit contract is subject to claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with proceeds hereof. Recovery here-under by the debtor shall not exceed amounts paid by the debtor here-under.

GENERAL TERMS:

- This agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized and is valid for a 12-month period.
- All expenses incurred while traveling to and from the school, food, and lodging will be the Student's responsibility.
- All textbooks and training materials for selected course will be supplied by the School at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the Student.
- Diplomas or Certificates of Completion will only be issued after successful completion of entire program & all tuition fees are paid in full
- Excessive absences, poor Grades or Conduct maybe cause for dismissal.
- School reserves the right to postpone training in event of Act of God, Labor Disputes, Equipment failure, etc.; The School further reserves the right to withdraw a scheduled course if registration is insufficient for a class. Students will be notified and/or all fees refunded in this event
- Placement assistance may be provided. However, it is understood that the School cannot promise or guarantee neither employment, nor any income level to any Student or graduate.
- If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- if the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following If may occur:
 - (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan
 - 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

ENGLISH AS A SECOND LANGUAGE

The College does not provide instruction for English as a Second Language, and neither does it provide services for obtaining a visa.

All instruction is provided in the Spanish or English. (The student must have the ability to read and write English at the level of a Graduate of a US High School as demonstrate by the possession of such High School Diploma, GED or passage of the California High school proficiency exam.) For Spanish or English speaking, the student must have the ability to read and write Spanish and English at a level of the equivalent to 10th Grade of Education and that is demonstrated by the possession of such Equivalency of the 10th Grade in the US.

The College reserves the right to refuse admission to any applicant who does not meet the College's established criteria for admission.

ACCREDITATION:

We are not Accredited by any Agency, and we do not offer Financial Aid Title IV at this time in our College.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF) 5, CCR § 76215

(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 residency program."

(b) 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."

COURSE OF STUDY AND FEES

COURSE	HRS.	NON-REFUNDABLE REG. FEE	TUITION	BOOK	SCHEDULE OF TOTAL CHARGES AND ESTIMATED SCHEDULE OF TOTAL CHARGES	OPTIONAL MATERIAL & TOOLS
Automotive Electrical	100	\$100.00	\$1,150.00	No included	\$1,250.00	-
Automotive Electrical & Fuel Injection Systems	400	\$100.00	\$5,900.00	included	\$6000.00	included
Automotive Electrical Repair/Fuel Injection/ Tune up	620	\$100.00	\$5,900.00	included	\$8,000.00	-
Barbering	1500	\$100.00	\$6,542.00	\$1,358.00	\$8,000.00	-
Cake Decorating	100	\$100.00	\$1,050.00	No included	\$1,150.00	-
Computer Operations	100	\$100.00	\$1,050.00	No included	\$1,150.00	-
Cosmetology	1600	\$100.00	\$7,107.00	\$1,293.00	\$8,500.00	-
Electrical Wiring Technician- Industrial	100	\$100.00	\$1,150.00	No included	1,250.00	-
Electrical Wiring Technician-Commercial	100	\$100.00	\$1,150.00	No included	\$1,250.00	-
Electrical Wiring Technician-Residential	100	\$100.00	\$1,150.00	No included	\$1250.00	-
Engine Performance	100	\$100.00	\$1,150.00	No included	\$1,250.00	-
Eyelash Extension Application	40	\$100.00	\$440.00	No included	\$ 590.00	-
Flower Arrangement Design	80	\$100.00	\$1,050.00	No included	\$1,150.00	-
General Automotive Mechanic	100	\$100.00	\$1,150.00	No included	\$1,250.00	-
General Electrician Technician	720	\$100.00	\$8,500.00	No included	\$9,000.00	-
Haircutting & Haircoloring Techniques	100	\$100.00	\$1,175.00	No included	\$1,275.00	-
Hairstyling Techniques	100	\$100.00	\$1,125.00	No included	\$1,225.00	-
Microcomputer Applications	450	\$100.00	\$5,900.00	included	\$6,000.00	included
Nail Art & Decoration	100	\$100.00	\$1,150.00	No included	\$1,250.00	-
Nail Care	600	\$100.00	\$5,050.00	Include	\$5,150.00	-
Nail Care	400	\$100.00	\$2,470.00	\$1,080.00	\$3,650.00	-
Pastry & Baking Art	400	\$100.00	5,900.00	included	\$6,000.00	Included
Pastry & Banking Arts	600	\$100.00	\$8,650.00	No included	\$8,750.00	-
Pastry and Baking	100	\$100.00	\$1,050.00	No included	\$1,150.00	-
Professional Make-up Techniques	100	\$100.00	\$1,500.00	\$ 300.00	\$1,800.00	-
Residential Electrician Technician	480	\$100.00	\$5,900.00	No included	\$6,000.00	-
Skin Care	600	\$100.00	\$4,839.00	\$1,061.00	\$6,000.00	-
Transmission Service and Repair	80	\$100.00	\$850.00	No included	\$ 950.00	-

• **TUITION REFLECTS EDUCATIVE COSTS AND ADMINISTRATIVE MAINTENANCE**

ADDITIONAL INFORMATION

RTC College will provide additional information upon request. Available data can include, but not limited to: Course outlines for any or all programs, *Job Analysis* for vocational programs, *Detailed Tool Lists* for optional supplies, *Labor Market* data, etc. upon request.

NOTE: Other charges are: Non-Refundable STRF Charge of \$0 per 1,000. *

SCHEDULE TOTAL CHARGES AND ESTIMATED TOTAL CHARGES ARE THE SAME

CURRICULAM

OPENING STATEMENT

RTC College provides courses and programs that meet the needs of the Inland Empire/Los Angeles community and of employers of Riverside, San Bernardino and the greater Los Angeles county area. The instructional programs are offered in Spanish or English

RTC College, most important obligation is to prepare graduates for employment and/or advancement in their chosen field. We offer courses and methods of instruction that will enable each student to achieve his/her full potential. The courses, text materials, and equipment are designed to attain that goal.

The latest in training and technology is used to teach the technical subjects. The system of scheduling teaching sessions is open entry/open exit. This system allows participants to commence training each week on a space available basis. The teaching and learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Individualized instructional (tutorial) techniques are employed so that each participant receives the attention required to reach their objective. This combination of methods, techniques, and scheduling assure that diligent participants are able to attain their optimum potential in an efficient manner in the shortest possible time.

The programs are structured on solid educational principles to assure high standards are maintained. The design is flexible enough to provide for the integration of new technologies and techniques as they are developed. This educational process may be utilized by state and national education leaders, universities, technical schools and agencies concerned with the training, retraining, and education of America's workforce.

One major reason for its success is that it works most effectively. It works because the methods and techniques are geared to the individual need, capability, and adaptability of each participant. Consequently, they are not held in classes for an artificially established period of time. The combinations of subjects in a course determine the approximate total amount of time, for the typical student. This allows each person to achieve a pre-determined level of competency at their own pace. The U.S. Department of Labor, and others, has called upon trainers and educators to make wider use of this methodology because the need for training does not occur only in September and employment opportunities do not occur only in June.



AUTOMOTIVE ELECTRICAL 100 HOURS



PROGRAM OBJECTIVE

A student enrolled in the Automotive Electrical will become proficient in personal Automotive Electrical Service and Maintenance as well as accessory installation fields for professional/Vocational Skill Development. A Vocational Skill Development Program is defined A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment.

COURSE OUTLINE	HOURS
<p>ELECTRICITY The students learn what is electricity, conductors, resistors. electrical circuits. measuring electricity. switches, & junctions, relays, rheostat, elector-magnetism, solenoids fuses, circuit breaker, wiring diagrams /symbols, color codes diagnosing and correcting circuit faults, multi-meter, & general troubleshooting strategies, connectors, terminals, making connections, soldering, & insulating, choosing wire, wire gauges, tools</p>	20
<p>LIGHTING SYSTEMS The students learn: light bulbs, sidelights, headlights, & circuits, trouble- shooting, auxiliary lights, flashers, turn signal, brake lights, backup lights, wiring, indicator lights, & circuit gauges, installing accessory gauges</p>	15
<p>ACCESSORIES The student learns: lighter, cruise controls, heater blowers, horns, and relay type circuits, non-relay type circuits, power antennas, rear window defogger, windshield washer & windshield wipers and basic auto. stereo and amplifier installation, alarms installation</p>	15
<p>STARTING SYSTEMS The student learns: battery testing, cables, boosters, t troubleshooting the starting system, starter (cranking) motor, overhauling disassemble, inspection and testing, solenoids, starter (cranking motor) rebuilding & general troubleshooting foreign & domestic systems</p>	25
<p>CHARGING SYSTEMS The student learns: alternators, basic theory of operation, maintenance of: drive belts, wiring check, troubleshooting alternators, (removal and installation), testing voltage regulators, (removal & installation), bench alternator overhauling (disassemble, inspection, and testing), alternator rebuilding and general troubleshooting.</p>	25

OCCUPATIONAL OBJECTIVES:**CIP #:47.0604 SOC #: 49.3023 DOT #: 825.281-022****DESCRIPTION:**

Program that prepares students to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in electrical systems, identify problems, often using charts, technical manuals, lighting and safety control systems. Adjusts, repairs, or replaces defective wiring and relays in ignition, lighting, and safety control systems.

Repairs and overhauls electrical systems in automotive vehicles. Determines malfunction of electrical system by visual inspection and by use of testing devices, such as oscilloscope, voltmeter, and ammeter. Tests and repairs starters, generators, and distributors. using electrician's tools.

METHODS OF INSTRUCTION:

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects. Methods of evaluation: students will be evaluated using a variety of traditional methods including. performance evaluations. Whole-group discussions facilitated by the instructor. student. Will perform practical diagnosing of operating systems and Interaction of knowledge.

TRAINING MATERIALS:

The student is responsible for purchasing books, tools and materials for his training.

- Book Automotive Technology by Jack Erjavec (ISBN 978-1133612315)
- Electrical tool kit
- A ruled notebook, pen and pencil.
- Uniform
- Work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and materials daily for training, provided by the school, include:

- Cars
- Scanner
- Computer
- Battery charger
- Electrical Tools
- Vehicle lifts (Hoist)

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$1, 225.00
Books/Supplies	Not included
Optional materials	Not included
TOTAL	\$1,325.00



AUTOMOTIVE ELECTRICAL AND FUEL INJECTION SYSTEMS 400 HOURS

PROGRAM OBJECTIVES:

A student enrolled in this program, will become proficient in personal Automotive Service and Maintenance fields Automotive Electrical, Fuel Injection and Tune-Up program will become proficient in the Light Automotive Service and Maintenance fields (i.e. Tune-Up Technician, Fuel Injection Service, etc.), as well as be familiar with the installation of Electrical Accessories for automobiles. This program is geared towards Entry Level employment

COURSE OUTLINE

HOURS

THE BASICS OF ENGINES OPERATION & TUNE-UP

The student learns: the theory of engine the four-stroke cycle. The engine head, engine block and accessories. Spark timing. Engine accessories replacement, water pump, timing belt, tensioner and serpentine belt, etc. tune-up procedures, spark plugs, spark plug wires, distributor cap and rotor filters, oil change, fluids inspection, compression test and engine diagnostic troubleshooting. 24

AUTOMOTIVE ELECTRICITY

The student learns: what is electricity? conductors, resistors. electrical circuits. measuring electricity. switches, & junctions, relays, rheostat, electromagnetism, solenoids fuses, circuit breaker, wiring diagrams /symbols, color codes diagnosing and correcting circuit faults, multi-meter and general troubleshooting strategies, connectors terminals, making connections, soldering, & insulating choosing wire, wire gauges, tools. 24

LIGHTING SYSTEMS

The student learns: light bulbs, sidelights, headlights, exterior lights circuits and interior lights circuits. Lights circuit troubleshooting, auxiliary lights, back-up lights, wiring, instrument cluster illumination, indicator lights and accessories installation 24

ACCESSORIES

The student learns: lights circuits, cruise control, power windows, power door locks system, air condition circuit, power seats, power antenna, rear window defoggers, windshield washer, windshield wipers, auto stereo, amplifier circuit, GPS, original security system and final exams for ASE certification test. 24

STARTING SYSTEMS AND CHARGING SYSTEMS

The student learns: battery testing, charging system and operation. Charging system diagnostic and repair procedures, starter system and operation. Troubleshooting starting system, starter wiring diagram. New push start system operation and diagnostic on new models. Start cranking motor and solenoid, overhauling disassembles inspection and testing, starter cranking motor rebuilding and general troubleshooting foreign and domestic system 48

ENGINE PERFORMANCE AND FUEL INJECTION	136
The student learns: types of fuel injection systems TBI, PFI, CFI and DFI. Fuel pump and fuel pressure regulator. Fuel injectors and fuel injectors service. Ignition system operation, the spark, ignition coils, diagnostic and repair procedures. Information about sensors, and components, operating sensors and components, emission systems, EVAP system, EGR system, Catalytic converter, Oxygen sensors and secondary air injection system. Electronic control units, air control valves, solenoid valves, basic troubleshooting, removal and installation procedures, throttle body, students to become familiar with the scanner OBD-I and OBDII, trouble codes, fuel injection diagnostic and repair	
INTRODUCTION TO OBD-II	24
The student will learn: OBD-II identification and new standard maintenance reviewing results for diagnostic, troubleshooting, performance of cars, basic service and care office vocabulary	
BRAKING SYSTEM	24
Student learn: the fundamentals of braking system operation. EPB new system electronic parking brake system operation diagnostic and repair procedures. Including brake master cylinder, brake fluid inspection and replacement, brake calipers, pads replacement. Disc and drum system operation diagnostic and replacement procedures, checking for wear/tear and standard maintenance	
SUSPENSION AND ALIGNMENT	24
The student learns: System operation parts identification and maintenance. Power steering system operation, power steering diagnostic and service. Gauging for wheel alignments and troubleshooting, system performance, basic installation of shocks and struts, CV axles, wheel bearings, control arms, suspension bushings and sway bar links.	
HEATING, VENTILATION AND AIR CONDITIONING (HVAC)	24
The HVAC is designed to provide students with instructions and hands-on training in the installation maintenance, repair, troubleshooting and basic design of refrigeration heating and air conditioning systems along with a focus on service operations.	
STANDARD TEST	24
The student will learn: Scans and the testing application for the standard ASE certification test, students are provided the opportunity to study the sample ASE test questions manual in order to perform self-study for ASE certification test.	

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects.
- Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Students Will Perform Practical Diagnosing of Operating Systems
- Interaction of knowledge

TRAINING MATERIALS:

- Book Automotive Technology by Jack Erjavec (ISBN 978-1133612315)
- Hand mechanic tool
- A ruled notebook, pen and pencil.
- Uniform provides by school

TRAINING EQUIPMENT PROVIDED BY SCHOOL

**The student will have access and use the training equipment for their practices provided by the school

- Standard Metric Mechanics tools
- Impact power tools
- Cars
- Scanner
- Computer
- Air compressor
- Battery charger
- A/C machine
- Vehicle lifts (Hoist)
- Engie hoist
- Jack stands
- Pole Jacks
- Projector/TV

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$6, 900.00
Books	included
Tools	included
TOTAL	\$7,000.00

AUTOMOTIVE ELECTRICAL REPAIR/FUEL INJECTION/TUNE-UP 620 HOURS



PROGRAM OBJECTIVE

A student enrolled in this program, will become proficient in personal Automotive Service and Maintenance fields Automotive Electrical, Fuel Injection and Tune-Up program will become proficient in the Light Automotive Service and Maintenance fields (i.e. Tune-Up Technician, Fuel Injection Service, etc.), as well as be familiar with the installation of Electrical Accessories for automobiles. This program is geared towards

entry Level employment.

COURSE OUTLINE

HOURS

THE BASICS OF ENGINES OPERATION & TUNE-UP

The student learns: the theory of engine the four-stroke cycle. the overhead cam engine. spark plug wires, distributor (cap) battery, filters. tune-up procedures, compression tests troubleshooting, spark plugs, cables, breaker points & condensers, inspect secondary ignition circuits, timing light, & ignition timing. carburetor adjustments, valve adjustments. master tune-up theory. air / fuel mixture

35

ELECTRICITY

The student learns: what is electricity? conductors, resistors. electrical circuits. measuring electricity. switches, & junctions, relays, rheostat, electromagnetism, solenoids fuses, circuit breaker, wiring diagrams /symbols, color codes diagnosing and correcting circuit faults, multi-meter and general troubleshooting strategies, connectors terminals, making connections, soldering, & insulating choosing wire, wire gauges, tools.

25

LIGHTING SYSTEMS

The student learns light bulbs, sidelights, headlights, & circuits, trouble- shooting, auxiliary lights, flashers, turn signal, brake lights, backup lights, wiring, indicator lights, & circuit gauges, installing accessory gauges.

45

ACCESSORIES

The student learns: lighter, cruise controls, heater blowers, horns, & relay type circuits, non-relay type circuits, & power antennas, rear window defogger, windshield washer, & windshield wipers, and basic auto. stereo and amplifier installation, alarms installation, exam

45

STARTING SYSTEMS

The student learns: battery testing, cables, boosters, troubleshooting starting system, starter (cranking) motor, overhauling disassemble, inspection and testing, solenoids, starter (cranking motor) rebuilding & general troubleshooting foreign and domestic systems.

75

FUEL INJECTION

The student learn: types of fuel injection (timed, continuous and throttle), information sensor components, operating components (fuel pressure regulator, electronic control units, air control valves, fuel injectors), domestic fuel injection systems, basic troubleshooting, removal & installation procedures, general motors (gm), fuel injection systems (throttle body/multiport, digital, sequential), the basics in troubleshooting, removal & installation procedures ford, injection systems (central port), troubleshooting removal / installation procedure. Chrysler fuel injection systems (multiport, & single point), and troubleshooting removal & installation procedures. students to become familiar with the bear / pace 200 engine analyzer, the OTC 4000 diagnostic equipment, and the fuel injection system cleaning equipment and procedures.

100

THE BASICS OF ENGINES

The student learns: the mechanics of engine design: four/six stroke cycle. the overhead cam engine. spark plug wires, distributor (cap) battery, filters. tune-up procedures, compression tests troubleshooting, spark plugs, cables, breaker points & condensers, inspect secondary ignition circuits, timing accessory gauges.

50

SETTING TIMING

The student learns: theory & mechanic, of setting engine timing, reading the cycles and setting for fuel efficiency and performance. students learn to read / apply suggested manufacturer "sets" for personal maintenance and repair of family car test.

20

BRAKING SYSTEMS

students learn the fundamentals of braking systems including disc and drum systems, checking for wear & tear & standard maintenance for personal car care use of gauges, installing accessory gauges.

20

INTRODUCTION TO OBD-II

students learn: OBD-II identification and maintenance reviewing results for diagnosing, troubleshooting, performance of cars, basic service and care office vocabulary.

10

STANDARD TESTS

students learn: scans and the testing applications for the standard ASE OBD-II certification test, students are provided the opportunity to study the sample ASE test questions in order to perform self-study for the exam.

20

SUSPENSION & ALIGNMENT

students learn parts identification and maintenance and gauging for wheel alignments and troubleshooting, performance of cars, basic installation of shocks, and, struts, for personal car.

10

DIFFERENTIALS

Students learn parts identification and maintenance and gauging for differentials and troubleshooting, performance of cars, basic service and care.

10

STANDARD TRANSMISSIONS

Students learn part identification and the basics for the care and maintenance of standard transmission systems, and learning to diagnose and use standard service kits, to perform personal car maintenance.

20

AUTOMATIC TRANSMISSIONS

Students learn part identification and the basics for the care and maintenance of standard transmission systems, and learning to diagnose and use standard service kits, to perform personal car maintenance & troubleshooting inspection and testing.

40

REVIEW STANDARD TESTS

Students learn scans and the testing applications for standard ASE transmission certification test, students are provided the opportunity to study the sample ASE test questions in order to perform self-study for the exam.

20

JOB ANALYSIS

OCUPATIONAL OBJETIVES:

CIP #:47.604 SOC #:49.3023 DOT#: 620.281-066.261-010,281-034,684-014,625.281-022, 620.261-030

DESCRIPTION OF TASKS:

Diagnose service and repair basic electrical systems in automobiles. Determines malfunction of electrical system by visual inspection and using testing devices such as circuit testers, voltmeter, and analyzer. Adjusts ignition timing, measure and adjust distributor breaker points and gaps using dwell meter or thickness gauge. Tests and repairs starters, generators and distributors. Repairs or replaces defective wiring in the ignition, lighting, air conditioning and safety control system. Examines parts for defects and tests needle valves with wire gauges and flowmeter. Cleans parts in solvents to remove dirt and gum deposits. Repairs or replaces defective parts. Start engine and turns adjustment controls to regulate flow of air and gasoline through carburetor or injectors, using testing equipment. May operate drill press, lathe and other power tools to refit, clean, ream machine seating surfaces. May install and repair mechanical devices.

PHYSICAL REQUIREMENTS/TYPICAL ENVIRONMENT

STANDING Required throughout the work period, in combination with walking in the shop area.

WALKING In the shop area, from tool crib or storage area to auto and other specified areas.

LIFTING Replacement parts and units; Batteries, etc. (15 to 25lbs)

CARRYING As above for short distances.

BENDING While replacing parts, removing and remounting units. Bending over engine usually resting elbows on car. May use creeper to take pressure off back. Bending from waist forward, but not to ground level. Slight bend forward when removing and replacing carburetor or fuel injection equipment.

CROUCHING/CRAWLING/KNEELING N/A

REACHING At all levels, to replace or repair parts.

CLIMBING On small step ladder when reaching for parts or when working on larger vehicles pick-up trucks, etc.

PUSHING/TOUCHING/FEELING In all aspects of the job.

TALKING/HEARING To other workers and supervisor, (to customers if job appropriate).

MATERIAL/PRODUCTS Water, air solvents, acid to clean parts, battery acid, soldering material for electrical system repairs, replacement parts etc.

TYPICAL ENVIRONMENT

A. INSIDE: 100% Garage doors are usually kept open., B. OUTSIDE: When testing the vehicle (driving it), C. EXTREME COLD OR HEAT: Dependent on area climate., D. NOISE: Normal shop level noise, cars running, etc., E. HAZARD: Electric shock, burn if not careful working in the vehicle or when using solvents to clean., F. SURFACES: Usually concrete flooring.

ATMOSPHERIC CONDITIONS

FUMES: Emission Control fumes/exhaust, B. ODORS: From fumes, gasoline, solvents., C. DUST: Low levels, in car & work areas., D. MIST: Rarely, overheated engine., E. VENTILATION: Open air when garage doors are open (normal working position).

MACHINES/TOOLS/EQUIPMENT AND WORK AIDS

Air compressor, impact tools, wrenches, soldering guns, battery charger and electrical testing equipment, hand tools etc.

WORKER INSTRUCTIONS

From supervisor / manager. If at dealer from work order, if self-employed or instructed to do so directly from the client.

WORKING HOURS Typically eight hours a day, five days a week, overtime as needed.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects.
- Methods of Evaluation: Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Students Will Perform Practical Diagnosing of Operating Systems
- Interaction of knowledge

TRAINING MATERIALS:

The student is responsible for purchasing books, tools and materials for his training.

- Book Automotive Technology by Jack Erjavec (ISBN 978-1133612315)
- Hand mechanic tools
- A ruled notebook, pen and pencil.
- Uniform
- Work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and materials daily for training, provided by the school include:

- Standard Metric Mechanics tools
- Impact power tools
- Cars
- Scanner
- Computer
- Air compressor
- Battery charger
- A/C machine
- Vehicle lifts (Hoist)
- Engie hoist
- Jack stands
- Pole Jacks

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$7,900.00
Books/Supplies	included
Optional materials	included
TOTAL	\$8,000.00

BARBERING 1,500 HOURS



PROGRAM OBJETIVE

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (600) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note that a minimum of 40 hours is devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

COURSE OUTLINE	HOURS
THEORY SUBJECT INSTRUCTIONS	
BBC Rules and Regulations	10
Manicuring Chemistry	10
Health & Safety / Hazardous Substance, Communicable Diseases	15
Disinfection and Sanitation	20
Bacteriology, Anatomy, Physiology	10
Water and Oil Manicures	15
Pedicures	10
Gel Manicures	20
Nail Art	40
Other Procedures	10
Acrylic Brush-Ons	15
Nail Tips	15
Nail Wraps and Repairs	5
Salon Management & Business Ethics	30
PRACTICAL SUBJECT OPERATIONS	
Disinfection and Sanitation	20
Water and Oil Manicures	40
Complete Pedicures	20
Acrylic: Liquid & Brush-Ons	80
Nail Tips	50
Nail Wraps and Repairs	40
Nail Art Applications	50
Gel Applications	50
Other Applications	25

OCCUPATIONAL OBJETIVES:

CIP #12.0410, SOC #39-5092.00 DOT #: 330.371-010

DESCRIPTION:

The curriculum for students enrolled in a Barbering course shall consist of 1500 clock hours of technical instruction and practical operations covering all practices constituting the art of barbering. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Barber, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 1500 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Barbering Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/saloon/lab projects, small group and individual projects. Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

- Milady Standard Barbering 6th Edition ISBN-13: 978-1305100558 (include)
- Exam Review for Milady Standard Barbering 6th Edition ISBN-13: 978-1305100671 (include)
- Student Workbook for Milady Standard Barbering ISBN-13: 978-1305100664 (include)
- Student Barber kit (include)
- * Ruled notebook, pen and pencil (must be purchased by the student)
- Some supplies are provided by the school
- *Some supplies Must be purchased by the student for the purpose of practicing in the Laboratory after the in-class demonstrations
- *Uniforms and shoes (must be purchased by the student)
- *Comfort work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and some materials daily for training, provided by the school, include:

- Shampoo Bowls
- professional salon hair dryer
- Barber Hydraulic Salon Chair
- Barber Station
- Computers
- TV

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 8,700.00
Books/Kit	Include
Optional materials	Not include
TOTAL	\$8,800.00

CAKE DECORATING 100 HOURS



PROGRAM OBJECTIVE

A student enrolled in the **CAKE DECORATING** program, will become proficient in professional Cake Decoration Techniques. Cake Decoration fields for professional/Vocational Skill Development, in Cake Decoration, Pastry Maker fields, Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE	HOURS
<p>FUNDAMENTALS AND BASIC CAKE DECORATION This module provides the students with basics of Cake Decorating</p>	4
<p>ICING, FILLING & BAKING SKILLS This module provides students with working knowledge and Technique for working with Icing & basic baking skills including fillings, use of colors and combinations, working with specialty tips</p>	12
<p>RICE PAPER TECHNIQUES, DESIGNS This module provides students with a working knowledge of working with rice paper and pattern transfer includes blending of colors and hand techniques with equipment</p>	8
<p>COMPRESSOR ICING & COMMERCIAL DESIGN This module introduces the students to styles and uses of commercial cakes and other Personalization with batters, icings and decorative elements</p>	4
<p>FLOWERS This module provides students with a working knowledge and practice of the Technique for working with and creating Flowers</p>	8
<p>FABRICATION OF CUSTOM MOLDS This module introduces the students into the concepts and practical applications for Specialty cakes and custom molds, affords students practical technical enhancements for proficiency</p>	32
<p>QUINCEAÑERAS & WEDDINGS This module provides students with the basic concepts and the structural concerns when decorating cakes for Weddings, colors icings, fillings and creams piping and working with multiple tiers and working with decorative elements</p>	8
<p>FONDANT TECHNIQUES This module provides students with a working knowledge of the specialty gum pastes and uses of working with rolled fondant and their application techniques with cakes</p>	24

OCCUPATIONAL OBJETIVES:

CIP# 12.0501 SOC# 51.3011 DOT# 524.381010

DESCRIPCION:

The student learns skilled in the use of pastry bags for piping decorative borders and lettering, as well as ornamental flourishes such as leaves, shells, roses or basket weave. also learn more advanced skills such as the use of gum paste or royal icing, for rigid and long-lasting decorative elements such as lifelike flowers, or ornamentation of a wedding cake. Cake decorators with sculpting skills can also create figures from fondant. Cake decorating can be a simple or an elaborate affair, from basic birthday cakes at the supermarket to the breathtaking designs of professional pastry chefs.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/saloon/lab projects, small group and individual projects. Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge
- Technique and cake design demonstrations by the instructor
- The instructor supervises the decoration of the cakes and designs made by the students

TRAINING MATERIAL:

The student is responsible for purchasing books, tools and materials for his training

- Book: Professional Cake Decorating, 2nd Edition ISBN-13: 978-0470380093
- White coat and hat
- Comfort work shoes Slip Resistant
- Cake decorating tools kit
- Supplies: Must be purchased by the student for the purpose of practicing.
- A ruled notebook, pen and pencil, Backpack and basic Tool Set
- Supplies: Must be purchased by the student for the purpose of practicing

TRAINING EQUIPMENT

Students in this program will have access to a variety of cake equipment tools, and some materials daily for training:

- Ovens
- Microwave
- Round cake pan
- Master Airbrush Cake Decorating
- Refrigerator
- Blender
- Kitchenid mixer

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 1,100.00
Books/Kit	Not include
Optional materials	Not include
TOTAL	\$1,200.00

COMPUTER OPERATION

100 HOURS

PROGRAM OBJETIVE

A student enrolled in the Computer Operation program will become a familiar in the fields of general office Clerical Services for professional/Vocational Self Development. Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment.



COURSE OUTLINE	HOURS
<p>INTRODUCTION TO COMPUTER AND /WINDOWS An Overview of The Program Objectives and Work Standards, Introduction to Computers, Windows Is Intended to Familiarize Students with the Basic Computer Commands and Functions. Begin Student on Interactive Keyboarding / Ten Key Skills Program That Will Be the Basis for Weekly Speed /Accuracy Tests Computer / Office Vocabulary.</p>	12
<p>MS-ACCESS Familiarize Students with Basic Commands and Formats Office Functions of the MS-Access Program, And Its Data Base Applications for Businesses. Reinforced Data Entry Training, That Runs Concurrently, Will Provide an Emphasis on Keyboarding and Ten Key Skills, Within Many Businesses Formats, Increasing Speed, Accuracy and Work Stamina. Computer / Office Vocabulary, And Etiquette.</p>	20
<p>MS-EXCEL To Familiarize Students With: The Basics of MS-Excel Using, Commands and Functions. Generating Data in The Requested Sales and Office Formats. Basic Accounting Maintenance, Billing & Data Reporting Procedures Commands. Sales, Accounting and Office Vocabulary.</p>	16
<p>INTRODUCTION TO THE INTERNET To Provide Students with a Basic Introduction to The Internet. Topics Covered Include E-Mail, Web Search Popular Sites & How to Operate Various Sites, For Personal Need. Office Vocabulary \ Etiquette.</p>	12
<p>MS-WORD To Acquaint Students with Basic, Windows' Commands and Functions for the MS-Word, MS-Office Program & Its Sales Applications. Aid Enhancement of Students' Writing Ability & Will Provide Practice of Basic Clerical Skills in Business Formats & For Daily Work Use. Sales Vocabulary/ Etiquette.</p>	16
<p>MS-PUBLISHER Familiarize students with basic commands and formats, tools and functions of the Publisher</p>	12
<p>POWER POINT Familiarize students with basic commands and formats, tool and functions of Power Point</p>	12

OCCUPATIONAL OBJECTIVES:

CIP# 11.0202 SOC# 43.9011 DOT# 213.362-010

DESCRIPTION OF TASKS:

Perform duties too varied and diverse to be classified in any specific office clerical occupation. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, filing, typing, duties pertaining to the operation of various office machines, such as adding machines, calculating machines, copy machines, printers and desk computers.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects.
- Methods of Evaluation: Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

****The student is responsible for purchasing books, tools and materials for his training.**

- Book: Microsoft Office 2019 Step by Step 1st Edition, by Joan Lambert, Curtis Frye ISBN-13: 978-1509307685
- A ruled notebook, pen and pencil.
- USB

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment, and materials daily for training, provided by the school, include:

- HP PC Desk Computers
- Wireless Laser Printer, Duplex Copy & Scan

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 1,000.00
Books	Not include
Optional materials	Not include
TOTAL	\$1,100.00

COSMETOLOGY

1,600 HOURS



PROGRAM OBJECTIVE

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

COURSE OUTLINE	HOURS
THEORY SUBJECT INSTRUCTIONS	
Hairstyling: Analysis, Shaming	10
Finger waving, Pin Curls, Comb-Outs	15
Straightening, Waving	20
Curling w/Hot Combs & Irons, Blow Drying	20
Permanent Waving & Chemical Straightening	40
Hair Coloring & Bleaching	60
Haircutting	20
BBC Laws & Regulations	20
Cosmetology Chemistry, Electricity	25
Bacteriology, Com. Diseases, HIV/AIDS & Hepatitis B	40
Material Data Sheets, Anatomy & Physiology	15
Disinfections/Sanitation, Health & Safety	50
Facials – Manual: Cleaning, Packs, Masks	10
Facials – Chemical: Peels, Packs, Masks, & Scrubs	10
Facials – Electrical: Elec. Modalities, Derma	5
Eyebrow Beautification & Make-Up	25
Water & Oil Manicure	5
Hand/Foot/Arm/Ankle Massage	5
Acrylic Nails & Wraps – Liquid & Powder	10
Brush-Owns, Artificial Nail Tips & Wraps & Repair	15
Salon Management, Business Ethics, Job Searching	30

COURSE OUTLINE	HOURS
PRACTICAL OPERATIONS	
Hairstyling: Analysis, Shampooing	50
Wet Hair Styling, Pin Curls, Braids, Blow Drying, & Up dos	130
Thermal Hair Styling (Hot Combs & Irons), Barrel Curls	60
Permanent Waving & Chemical Straightening	120
Haircutting	150
Bleaching / Highlight/Weave	100
Hair Coloring / Lowlight	130
Scalp & hair Treatments	10
Facials – Manual	30
Facials – Chemical	10
Facials – Electrical	10
Eyebrow Beautification & Make-Up	35
Disinfections/Sanitation	50
Water & Oil Manicuring	20
Pedicuring	10
Acrylic Nails – Liquid & Powder	15
Artificial Nail Tips	10
Nail Wraps & Repairs	10
Instructor Discretionary Instruction	200

OCCUPATIONAL OBJECTIVES:

CIP #12.0401 SOC #39-5012.00 DOT# 332.271-010

DESCRIPTION:

The curriculum for students enrolled in a Cosmetology course shall consist of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Cosmetologist, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 1600 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Cosmetology Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/saloon/lab projects, small group and individual projects. Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

- Milady Standard Cosmetology 13th Edition ISBN-13: 978-1285769417 (include)
- Exam Review for Milady Standard Cosmetology 13th Edition ISBN-13: 978-1285769554 (include)
- Theory Workbook for Milady Standard Cosmetology 13th Edition ISBN-13: 978-1305706033 (include)
- Practical workbook for Milady Standard Cosmetology 13th Edition ISBN-13: 978-1285769479 (include)
- Student Cosmetology kit (include)
- Ruled notebook, pen and pencil (must be purchased by the student)
- *Some supplies are provided by the school
- *Some supplies Must be purchased by the student for the purpose of practicing in the Laboratory after the in-class demonstrations
- *Uniforms and shoes (must be purchased by the student)
- Comfort work shoes Slip Resistant

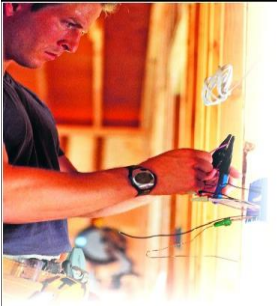
TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and some materials daily for training, provided by the school include:

- Shampoo Bowls
- professional salon hair dryer
- Barber Hydraulic Salon Chair
- Barber Station
- Computers
- Facial Steamer and Lamp
- Satin Smooth double wax warmer machine
- Hydra
- skincare Therapy Machine
- Electrical Dual UV light sterilizer hot towel
- Digital paraffin machine
- Rolling trolley cart
- Professional Spa Bead
- 7 Color PDT Therapy Machine Skin Care Machine Anti-Wrinkle Skin Care Tools for Face
- TV

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 9,500.00
Books	\$ 425.00
Kit	\$ 868.00
Optional materials	Not include
TOTAL	\$9,600.00

ELECTRICAL WIRING TECHNICIAN COMMERCIAL 100 HOURS



PROGRAM OBJECTIVE

A student enrolled in the Electrical Wiring Technician will become proficient in Commercial Electrical Wiring Service and Maintenance as well as installation fields for professional self-improvement/ Vocational Skill Development, A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE

	HOURS
PLANNING A WIRING PROJECT Becoming familiar with circuit maps and wiring layouts - examine your "main" service and evaluate electrical loads	16
CODES/PERMITS Understanding/applying local codes (residential/commercial) drawing a wiring diagram and obtaining appropriate permit (s)	8
TOOLS, MATERIALS & TECHNIQUES FOR COMMERCIAL WIRING Understanding electrical boxes and wiring options as well as selecting proper materials and installing electrical boxes.	16
WIRING, CABLES & CONDUITS Students become familiar with wiring and cables options for installing nm cabling and conduits for commercial loads	20
RESIDENTIAL/COMMERCIAL CIRCUIT BREAKER PANELS Selecting and connecting circuit breaker panels and breakers installing sub-panels and managing electrical load levels	24
project finishing Electrical testing for continuity and common troubleshooting procedures and final finishing details for residential applications	16

OCCUPATIONAL OBJECTIVES:**CIP# 46.0302 SOC# 47.211 DOT# 824.261-010****DESCRIPTION OF TASKS:**

Commercial electricians may plan and diagram electrical systems, including the conduits of tubing or pipe often required by local electrical codes. Or, the electrician may work from blueprints provided by the general contractor. Whether designing the system or working from blueprints, the electrician installs the conduits and runs the electrical wiring. These wires are usually terminated at switches, circuit breaker panels and relays. Commercial electricians wire instruments that control the power, lighting and heating units in buildings. They also provide wiring for air conditioning and refrigeration units.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects,
- small group and individual projects.
- Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

- Books: Electrical Wiring Commercial By: Ray C. Mullin - Phil Simmons ISBN-13: 978-0357137697
A ruled notebook, pen and pencil.
- Electrical Tools
- Test equipment and hand tools

TRAINING EQUIPMENT

Students in this program will have access to classroom, shop/lab. Projects and a variety of equipment tools, and materials daily for training, provided by the school.

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 1,225.00
Books/Supplies	Not include
Optional materials	Not include
TOTAL	\$1,325.00



ELECTRICAL WIRING TECHNICIAN INDUSTRIAL 100 HOURS

PROGRAM OBJECTIVE

A student enrolled in the Electrical Wiring Technician- Industrial will become proficient in Industrial Electrical Wiring Service and Maintenance as well as installation fields for professional improvement/ Vocational Skill Development, A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE

HOURS

SERVICE AND DISTRIBUTION

Students learn: basics of selecting and connecting circuit breaker panels and breakers.

10

CONDUCTORS AND WIRING METHODS

Students become familiar with wiring and cables options for installing nm cabling and conduits for commercial/industrial loads.

20

ELECTRICAL LOAD CALCULATIONS

Students become familiar with circuit maps and wiring layouts – examine his valuate electrical loads installing sub-panels and managing the electrical load levels.

10

WIRING DEVICES

Students become familiar with wiring/grounds & switch options for installing florescent light fixtures and testing/replacing plugs, thermostats, etc.

10

ELECTRICAL MOTORS

Students work with simulations and mockups for practical demons-traction's & to develop personal familiarity as well and working with practice equipment including small motors

20

MOTOR CONTROLS

students become familiar with wiring/grounds and switch options.

20

INDUSTRIAL LIGHTING

students become familiar with wiring/grounds & switch options for installing florescent light fixtures and testing/replacing plugs

10

OCCUPATIONAL OBJECTIVES:**CIP# 46.0302 SOC# 47.211 DOT# 824.261-010****DESCRIPTION OF TASKS:**

Read and interpret drawings, blueprints, schematics and electrical code specifications to determine layout of industrial electrical equipment installations ,Install, examine, replace or repair electrical wiring, receptacles, switch boxes, conduits, feeders, fiber -optic and coaxial cable assemblies, lighting fixtures and other electrical components ,Test electrical and electronic equipment and components for continuity, current, voltage and resistance, Maintain, repair, install and test switchgear, transformers, switchboard meters, regulators and reactors,- Maintain, repair, test and install electrical motors, generators, alternators, industrial storage batteries and hydraulic and pneumatic electrical control systems,- Troubleshoot, maintain and repair industrial, electrical and electronic control systems and other related devices,- Conduct preventive maintenance programs and keep maintenance records,- May install, maintain and calibrate industrial instrumentation and related devices.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects.
- Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

- Books: Electrical Wiring Industrial By Stephen L. Herman ISBN-13: 978-0357142189
- A ruled notebook, pen and pencil.
- Electrical Tools
- Test equipment and hand tools

TRAINING EQUIPMENT

Students in this program will have access to classroom, shop/lab. Projects and a variety of equipment tools, and materials daily for training, provided by the school.

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$1, 225.00
Books/Supplies	Not included
Optional materials	Not included
TOTAL	\$1,325.00

ELECTRICAL WIRING TECHNICIAN RESIDENTIAL 100 HOURS



PROGRAM OBJECTIVE

A student enrolled in the Electrical Wiring Technician- Residential will become proficient in Residential Electrical Wiring Service and Maintenance as well as, installation fields for professional self-improvement/Vocational Skill Development, A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself;

prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE

	HOURS
BASIC ELECTRICAL SAFETY Becoming familiar with electricity and wiring safety – safe capacity	8
BASIC ELECTRICITY Understanding/applying basic electricity (residential) reading a wiring diagram and understanding residential circuits, groundings & receptacles.	16
TOOLS, MATERIALS & TECHNIQUES FOR RESIDENTIAL WIRING Understanding basic electrical boxes and wiring rules as well as testing receptacles, wall switches for power and installing basic electrical fixtures vocabulary.	16
WIRING, CABLES & CONDUITS Students become familiar with wiring/grounds & switch options for installing florescent light fixtures and testing/replacing plugs, thermostats, doorbells.	20
RESIDENTIAL CIRCUIT BREAKER PANELS Panel box inspection, selecting and connecting circuit breakers and fuses installing switches and testing electrical levels, evaluating old wiring.	24
PROJECT FINISHING Electrical testing for continuity and common troubleshooting procedures and final finishing details for residential applications.	16

OCCUPATIONAL OBJECTIVES:

CIP# 46.0302 SOC# 47.211 DOT# 824.261-010

DESCRIPTION OF TASKS:

Planning the electrical systems for new buildings, including the best position for electrical outlets, light fixtures, heating outlets, and ventilation systems, Reading and interpreting architect blueprints, circuit diagrams, and other technical documents Installing wiring, lighting, and control systems in new and existing buildings, according to municipal codes ,Forming electrical circuits, by connecting electrical wires to components and fixtures and testing completed circuits ,Installing switches, circuit breaker panels, relays, and other electrical control and distribution equipment ,Installing hangers and brackets to support electrical products ,Performing maintenance procedures to keep wiring, lighting, and control systems in good working order, Inspecting circuit breakers, transformers, and other electrical components for faults Using testing devices to discover why electrical products and systems are malfunctioning repairing, replacing, and upgrading faulty or outdated electrical equipment, fixtures, and wiring, including isolating faults for safe removal and replacement, Training other electricians and directing them to perform specific tasks.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects,
- small group and individual projects.
- Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

- Books: Electrical Wiring Residential By: Ray C. Mullin - Phil Simmons ISBN-13: 978-0357137697
A ruled notebook, pen and pencil.
- Electrical Tools
- Test equipment and hand tools

TRAINING EQUIPMENT

Students in this program will have access to classroom, shop/lab. Projects and a variety of equipment tools, and materials daily for training, provided by the school.

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 1,225.00.
Books/Supplies	Not include
Optional materials	Not include
TOTAL	\$1,325.00

ENGINE PERFORMANCE

100 HOURS



OBJECTIVE

A student enrolled in the Engine Performance will become proficient in personal Automotive Fuel Injection Service and Maintenance fields for professional/Vocational Skill Development: A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

PROGRAM

HOURS

COURSE OUTLINE

ELECTRICAL AND ELECTRONICS

The students learn: Theory of setting engine timing reading the cycles and setting for fuel efficiency and performance. students learn to read and apply suggested manufacturer sets for personal maintenance and repair of family car.

20

FUEL INJECTION

The students learn: types of fuel injection (timed, continuous and throttle), information sensor components, operating components (fuel pressure regulator, electronic control units, air control valves, fuel injectors), domestic fuel injection systems, basic troubleshooting, removal & installation procedures, general motors (gm) fuel injection systems (throttle body/multiport, digital, sequential), the basic sin troubleshooting, removal & installation procedures for, injection systems (central, port), troubleshooting removal/installation procedure. Chrysler fuel injection systems (multiport, & single point), and troubleshooting removal & installation procedures. students to become familiar with the bear / pace 200 engine analyzer, the OTC 4000 diagnostic equipment, and the fuel injection system cleaning equipment and procedures.

80

OCCUPATIONAL OBJECTIVES:

CIP# 47.0606 SOC# 49.2094 SOC# 625.281.022

DESCRIPTION OF TASKS:

Rebuilds, tests, and calibrates fuel injection units as used on engines, railroad locomotives, trucks, construction equipment, tractors, and power plants: Studies repair order and disassembles unit to determine cause of malfunction. Refinishes defective parts, using lapping machine to grind and smooth nozzle point and seat. Replaces parts which cannot be refinished. Assembles and calibrates injection pumps, using test equipment. Assembles and tests nozzle assemblies, using test equipment.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects.
- Methods of Evaluation: Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Students Will Perform Practical Diagnosing of Operating Systems
- Interaction of knowledge

TRAINING MATERIALS:

The student is responsible for purchasing books, tools and materials for his training.

- Book Automotive Technology by Jack Erjavec (ISBN 978-1133612315)
- Hand mechanic tools
- A ruled notebook, pen and pencil.
- Uniform
- Work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and materials daily for training, provided by the

school include:

- Standard Metric Mechanics tools
- Impact power tools
- Cars
- Scanner
- Computer
- Air compressor
- Battery charger
- A/C machine
- Vehicle lifts (Hoist)
- Engie hoist
- Jack stands
- Pole Jacks

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 1,225.00
Books/Supplies	Not include
Optional materials	Not include
TOTAL	\$1,325.00



EYELASH EXTENSION APPLICATION 40 HOURS

PROGRAM OBJECTIVE

A student enrolled in the Eyelash Extension Application will become proficient in personal Eyelash Extension Application Techniques fields for professional/Vocational Skill Development, and. A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE

HOURS

INTRODUCTION TO EYELASH APPLICATIONS

This module provides the students with overview of the Eyelash extension/application Techniques program and the individual modules

4

APPLYING DIFFERENT EYELASH TYPES

This module provides the students with basics of different Eyelash types and application

4

EYELASH CARE

This module provides the students with basics of eyelash care (natural and false)

4

APPLICATION PRACTICE ON HEAD FORM

This module provides the students with eyelash /extension application practice

4

EYELASH REMOVAL

This module provides the students with eyelash /extension removal practice

4

APPLICATION OF DRAMATIC EYELASH, AND FANTASY EYELASHES

Module provides students with Dramatic and Fantasy eyelash application techniques

4

APPLICATION OF FULL EYELASH, AND PARTIAL EYELASH

This module provides the students with full and eyelash application techniques

4

APPLICATION AND REMOVAL OF FLARE EYELASH

Module provides students with proper flare eyelash application and removal procedure

4

CLIENT PREPARATION, CONSULTATION, STYLING, WRAP UP

This module provides the students with intake paperwork, consultation, style mapping.

4

APPLICATION OF INDIVIDUAL EYELASH EXTENSION (COMPLETE SET)

This module provides the students with individual eyelash extension application and complete set eyelash extension application

4

OCCUPATIONAL OBJECTIVES:

CIP# 12.0499 SOC# 39.5094 SOC# 332.271-010

DESCRIPTION

Eyelash extensions are a cosmetic application used to enhance the length, curl, fullness, and thickness of natural eyelashes. The extensions may be made from several materials including mink, silk, synthetic, human or horsehair. The main method of applying the extensions is by using a cyanoacrylate adhesive to apply the extension(s) to the natural lash 1-2 mm from the base of the natural eyelash, never making contact with the eyelid.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/saloon/lab projects, small group and individual projects. Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

The student is responsible for purchasing books, tools and materials for his training.

- Book: The volume Lash Extension Professional Training Manual ASIN: B01FG6GZ6A
- Student kit (no include)
- Ruled notebook, pen and pencil (must be purchased by the student)
- Some supplies are provided by the school
- supplies Must be purchased by the student for the purpose of practicing in the Laboratory after the in-class demonstrations
- Comfort work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and some materials daily for training, provided by the school

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 490.00
Books/Kit	Include
Optional materials	Not include
TOTAL	\$ 590.00

FLOWER ARRANGEMENT DESIGN

80 HOURS



PROGRAM OBJECTIVE:

A student enrolled in the Flower Arrangement and Design will become proficient in personal Flower Arrangement and Design fields for professional/Vocational Skill Development. A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE	HOURS
ELEMENTS OF DESIGN AND PRACTICAL TECHNIQUES This module provides the students with basics of Floral Arrangements, elements of designs and Practical techniques in working with flowers	4
BASIC FLORAL DESIGN Module provides students with a working knowledge and Technique for working with Basic Floral Design skills including flowers, use of colors and combinations	28
SPECIAL OCCASIONS AND SILK FLORAL DESIGN Module provides students with the basic concepts and the structural concerns when decorating for special occasions, colors, incorporating silk floral design and working with multiple tiers and decorative elements such as silk flowers and ribbons	20
SPECIAL DESIGN AND ARRANGEMENTS This module introduces the students to styles and uses of special designs and Floral Arrangements. Other Personalization with decorative elements and arrangements, and use of stands and holders.	28

OCCUPATIONAL OBJETIVES:

CIP# 12.0499 SOC# 27.1023 DOT# 142.081.010

DESCRIPCION:

Arrange both real and artificial flowers for display at occasions or in the home or office. Fill special orders for holidays or other occasions. Make traditional corsages, bouquets, wreaths, and wedding decorations, as well as other kinds of original designs. Create original designs. Negotiate price for arrangements. Fulfill large orders. Work with clients to fulfill their vision for occasions such as weddings, funerals, or celebrations and events. Work with a wide range of foliage and flowers. Find vendors to supply seasonal flowers. Order and purchase flower and supply from wholesalers and growers. Cut stems to proper length. Keep flowers watered and fresh. Discard wilting or dead arrangements. Wait on customers in floral shop. Inform customers about the care, maintenance, and handling of flowers and foliage. Provide advice and suggestions for flower selection. Prepare window displays. Unpack flowers and prepare for storage.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/saloon/lab projects, small group and individual projects. Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge
- Technique and Flower designs demonstrations by the instructor
- The instructor supervises the decoration designs made by the students

TRAINING MATERIAL:

The student is responsible for purchasing books, tools and materials for his training

Book: The New Floral Artist ISBN#: 978-1857321098

- Comfort work shoes Slip Resistant
- Flower and decorating tools kit
- Supplies: Must be purchased by the student for the purpose of practicing.
- A ruled notebook, pen and pencil, Backpack and basic Tool Set
- Supplies: Must be purchased by the student for the purpose of practicing

TRAINING EQUIPMENT

Students in this program will have access to classroom/saloon/lab for training:

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 900.00
Books/Kit	Not include
Optional materials	Not include
TOTAL	\$1,000.00

GENERAL AUTOMOTIVE MECHANIC 100 HOURS



PROGRAM OBJECTIVE

A student enrolled in the Automotive Mechanic will become proficient in personal Automotive Service and Maintenance fields for professional/Vocational Skill Development. A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level

employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE

HOURS

THE BASICS OF ENGINES

the theory of engine design: the four-stroke cycle. The overhead cam engine. spark plug wires, distributor (cap), battery, filters. tune-up procedures, compression tests troubleshooting, spark plugs, cables, breaker points & condensers, inspect secondary ignition circuits, timing.

52

SETTING TIMING

theory of setting engine timing reading the cycles and setting for fuel efficiency and performance. Students learn to read and apply suggested manufacturer sets for personal maintenance and repair of family car.

28

BRAKING SYSTEMS

students learn the fundamentals of braking systems, including disc and drum systems, checking for wear and tear and standard maintenance for personal car care use of gauges, installing accessory gauges.

20

OCCUPATIONAL OBJETIVES:

CIP # 47.0604 SOC # 49.3023 DOT# 620.261-010

DESCRIPTION OF TASKS:

Repairs and overhauls automobiles, trucks, and other automotive vehicles: Examines vehicle and discusses with customer or automobile-repair-service estimator (automotive ser.); automobile tester (automotive ser.) nature and extent of damage or malfunction. Plans work procedure, using charts, technical manuals, and experience. Raises vehicle, using hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle. Removes unit, such as engine, transmission, or differential, using wrenches and hoist. Disassembles unit and inspects parts for wear, using micrometers, calipers, and thickness gauges. Repairs or replaces parts, such as pistons, rods, gears, valves, and bearings, using mechanic's hand tools. Overhauls or replaces carburetors, blowers, generators, distributors, starters, and pumps. Rebuilds parts, such as crankshafts and cylinder blocks, using lathes, shapers, drill presses adjust brakes, aligns front end, repairs or replaces shock absorbers, installs and repairs accessories.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects.
- Methods of Evaluation: Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Students Will Perform Practical Diagnosing of Operating Systems
- Interaction of knowledge

TRAINING MATERIALS:

The student is responsible for purchasing books, tools and materials for his training.

- Book Automotive Technology by Jack Erjavec (ISBN 978-1133612315)
- Hand mechanic tools
- A ruled notebook, pen and pencil.
- Uniform
- Work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and materials daily for training, provided by the

school include:

- Standard Metric Mechanics tools
- Impact power tools
- Cars
- Scanner
- Computer
- Air compressor
- Battery charger
- A/C machine
- Vehicle lifts (Hoist)
- Engie hoist
- Jack stands
- Pole Jacks

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 1,375.00
Books/Supplies	Not include
Optional materials	Not include
TOTAL	\$1,475.00

GENERAL ELECTRICAL TECHNICIAN 720 HOURS



PROGRAM OBJECTIVE

A student enrolled in the Electrical Wiring Technician will become proficient in Electrical Wiring Service and Maintenance as well as installation fields for professional improvement/ Vocational Skill Development, tuition and fees for the complete program and other options are listed in the Tuition section of this catalog.: A Vocational Skill

Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE	HOURS
<p>BASIC ELECTRICAL SAFETY Becoming familiar with electricity and wiring safety – safe capacity</p>	24
<p>BASIC ELECTRICITY Understanding/applying basic electricity (residential) reading a wiring diagram and understanding residential circuits, groundings & receptacles</p>	24
<p>TOOLS, MATERIALS & TECHNIQUES FOR RESIDENTIAL WIRING Understanding basic electrical boxes and wiring rules as well as testing receptacles, wall switches for power and installing basic electrical fixtures vocabulary.</p>	16
<p>WIRING, CABLES & CONDUITS Students become familiar with wiring/grounds & switch options for installing florescent light fixtures and testing/replacing plugs, thermostats, doorbells</p>	24
<p>RESIDENTIAL CIRCUIT BREAKER PANELS Panel box inspection, selecting and connecting circuit breakers and fuses installing switches and testing electrical levels, evaluating old wiring</p>	24
<p>PROJECT FINISHING Electrical testing for continuity and common troubleshooting procedures and final finishing details for residential applications.</p>	16
<p>PLANNING A WIRING PROJECT Becoming familiar with circuit maps and wiring layouts - examine your “main” service and evaluate electrical loads</p>	28
<p>CODES/PERMITS Understanding/applying local codes (residential/commercial) drawing a wiring diagram and obtaining appropriate permit (s)</p>	12

TOOLS, MATERIALS & TECHNIQUES FOR COMMERCIAL WIRING	12
understanding electrical boxes and wiring options as well as selecting proper materials and installing electrical boxes.	
WIRING, CABLES & CONDUITS	32
Students become familiar with wiring and cables options for installing nm cabling and conduits for commercial loads	
RESIDENTIAL/COMMERCIAL CIRCUIT BREAKER PANELS	32
Selecting and connecting circuit breaker panels and breakers installing sub-panels and managing electrical load levels	
PROJECT FINISHING	16
Electrical testing for continuity and common troubleshooting procedures and final finishing details for residential applications	
SERVICE AND DISTRIBUTION	16
Basics of selecting and connecting circuit breaker panels and breakers	
CONDUCTORS AND WIRING METHODS	16
Students become familiar with wiring and cables options for installing nm cabling and conduits for commercial/industrial loads	
ELECTRICAL LOAD CALCULATIONS	24
Students become familiar with circuit maps and wiring layouts – examine your valuate electrical loads installing sub-panels and managing the electrical load levels	
WIRING DEVICES	12
Students become familiar with wiring/grounds & switch options for installing florescent light fixtures and testing/replacing plugs, thermostats, etc.	
ELECTRICAL MOTORS	32
Students work with simulations and mockups for practical demonstrations to develop personal familiarity as well and working with practice equipment including small motors	
MOTOR CONTROLS	32
Students become familiar with wiring/grounds and switch options	
INDUSTRIAL LIGHTING	8
Students become familiar with wiring/grounds & switch options for installing florescent light fixtures and testing/replacing plugs	

OCCUPATIONAL OBJECTIVES:**CIP# 46.0302 SOC# 47.211 DOT# 824.261-010**

DESCRIPTION OF TASKS: Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment: Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measures, cuts, bends, threads, assembles, and installs electrical conduit, using tools, such as hacksaw, pipe threader, and conduit bender. Pulls wiring through conduit, assisted by Electrician Helper (any industry) 829.684-022. Splices wires by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together, and applying tape or terminal caps. Connects wiring to lighting fixtures and power equipment, using hand tools. Installs control and distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools. Connects power cables to equipment, such as electric range or motor, and installs grounding leads. Tests continuity of circuit to ensure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery and buzzer, and oscilloscope. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement. May repair faulty equipment or systems.

PHYSICAL REQUIREMENTS/TYPICAL ENVIRONMENT

STANDING Required throughout the work period, in combination with walking in the work area.

WALKING In the work area, indoor and outdoor

LIFTING Using hands and arms in handling, manipulating things. (5 to 25 Lbs.)

CARRYING Short and large distances.

BENDING at the waist;

CROUCHING/CRAWLING/KNEELING ascend and descend ladders

REACHING At all levels,

CLIMBING scaffolding, ramps, poles and the like, one or more stories above ground level;

PUSHING/TOUCHING/FEELING In all aspects of the job.

TALKING/HEARING To other workers and supervisor, (to customers if job appropriate).

MATERIAL/PRODUCTS: Electrical material

TYPICAL ENVIRONMENT A. INSIDE: 100% Indoor and outdoor are usually kept open

ATMOSPHERIC CONDITIONS VENTILATION: Open air when doors are open (normal working position).

MACHINES/TOOLS/EQUIPMENT AND WORK AIDS: Hand Tools, Power Tools, Hydraulic Benders, Voltage Testers, Amp Probe Tester, Ohm Meter.

WORKER INSTRUCTIONS From supervisor / manager. If at dealer from work order, if self-employed or instructed to do so directly from the client.

WORKING HOURS Typically eight hours a day, five days a week, overtime as needed.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects.
- Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:**Books:**

- Electrical Wiring Commercial By: Ray C. Mullin - Phil Simmons ISBN-13: 978-0357137697
- Electrical Wiring Residential By: Ray C. Mullin - Phil Simmons ISBN-13: 978-0357137697
- Electrical Wiring Industrial By Stephen L. Herman ISBN-13: 978-0357142189
- A ruled notebook, pen and pencil.
- Electrical Tools
- Test equipment and hand tools

TRAINING EQUIPMENT

Students in this program will have access to classroom, shop/lab. Projects and a variety of equipment tools, and materials daily for training, provided by the school.

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$8,900.00
Books/Supplies	included
Optional materials	included
TOTAL	\$9,000.00

**HAIRCUTTING & HAIRCOLORING
TECHNIQUES
100 HOURS**



PROGRAM OBJECTIVE

A student enrolled in the Hairstyling Techniques will become proficient in personal Hairstyling Techniques fields for professional/Vocational Skill Development, A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student’s knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE

HOURS

HAIRSTYLING CULTURE AND FASHION

This module provides the students with overview of Hairstyling Culture and Fashion Learn techniques with professional precision without stepping foot into the salon.

4

DAY STYLES

This module provides the students with overview of creating hairstyles for day wear

4

EVENING STYLES

This module provides the students with overview of creating hairstyles for evening wear

4

BASIC STYLES

This module provides the students with overview of creating hairstyles considered to be Basics in hair care and fashion

4

ALL OCCASION STYLES

This module provides the students with overview of hairstyles from the perfect blow-out to creating long lasting curls

4

ELEGANT STYLES

This module provides the students with overview of creating elegant hairstyles

4

GLAMOUR STYLES

This module provides the students with overview of creating glamorous hairstyles

4

CLASSIC STYLES

Module provides the students with overview of creating classic hairstyles that Are always in style

4

BRAIDS STYLES

This module provides the students with overview of creating braided hairstyles

4

CURLING, ROLLING AND WAVING STYLES

This module provides the students with overview of creating waving hairstyles

4

OCCUPATIONAL OBJECTIVES:

CIP# 12.0413 SOC# 395012 DOT# 332.271.010

DESCRIPTION:

Cuts, trims and shapes hair or hair pieces, using clippers, scissors, trimmers and razors. Shampoos, rinses, and dries hair and scalp or hair pieces with water, liquid soap, or other solutions. Bleaches, dyes, or tints hair, using applicator or brush. Applies water, setting or waving solutions to hair and winds hair on curlers or rollers. Combs, brushes, and sprays hair or wigs to set style. Attaches wig or hairpiece to model head and dresses wigs and hairpieces according to instructions, samples, sketches or photographs.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/saloon/lab projects, small group and individual projects. Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

The student is responsible for purchasing books, tools and materials for his training.

- Book: Milady Standard Cosmetology 13th Edition ISBN-13: 978-1285769417 (include)
- Student kit (include)
- Ruled notebook, pen and pencil (must be purchased by the student)
- Supplies Must be purchased by the student for the purpose of practicing in the Laboratory after the in-class demonstrations
- *Uniforms and shoes (must be purchased by the student)
- Comfort work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and some materials for training, provided by the school include:

- Shampoo Bowls
- professional salon hair dryer
- Hydraulic Chair

TUITION AND FEES	
Registration Fee	\$100.00
Tuition	\$1,275.00
Books/Kit	No included
Optional materials	No included
TOTAL	\$1,375.00



HAIRSTYLING TECHNIQUES 100 HOURS

PROGRAM OBJECTIVE

A student enrolled in the Hairstyling Techniques will become proficient in personal Hairstyling Techniques fields for professional/Vocational Skill Development, A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE

HOURS

HAIRSTYLING CULTURE AND FASHION

This module provides the students with overview of Hairstyling Culture and Fashion Learn techniques with professional precision without stepping foot into the salon.

4

HAIR STYLING, CURLING AND STRAINING

This module provides the students with overview of creating hairstyles for day wear

4

UP-DO FOR ANY SPECIAL OCCASION

This module provides the students with overview of creating with different basic tools they would need to accomplish the curls, waves and straining techniques.

4

TRENDING UP-DO TIPS

This module provides the students with overview of creating hairstyles, with different tips keeping up with the new trends.

4

BRAIDING HAIR STYLES

This module provides the students with overview of hairstyles from traditional braids, fishtail braid, French, or Dutch braids

4

CLASSIC UP-DO

This module provides the students with an overview of creating clean soft romantic elegant with an original design hairstyle

4

LIL GIRLS UP-DO

This module provides the students with an overview of creating glamorous hairstyles

4

50TH UP-DO

This module provides the students with overview of creating classic hairstyles that are always in style

4

UP-DO BRAIDS STYLES

This module provides the students with overview of creating asymmetry hair knowledge

4

TEENS UP-DO

This module provides the students with overview of creating waving hairstyles, and lasting curls.

4

OCCUPATIONAL OBJECTIVES:

CIP# 12.0413 SOC# 395012 DOT# 332.271.010

DESCRIPTION:

Hair Stylists are beauty service professionals who specialize in the fashioning and treatment of hair. Offer creative proposals, depending on the current fashion trends and characteristics of the client to make changes in the appearance of the hair.- Apply esthetic procedures aimed at benefit the customer's personal image.- Select and combine technical operations necessary to perform hairstyles.- Adapt hairpieces, extensions and decorations to the hair of the client achieving the desired effect.- Inform and advise clients on care appropriate aesthetics for your hair.- Handle the necessary utensils and devices.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/saloon/lab projects, small group and individual projects. Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

The student is responsible for purchasing books, tools and materials for his training.

- Book: Milady Standard Cosmetology 13th Edition ISBN-13: 978-1285769417 (include)
- Student kit (include)
- Ruled notebook, pen and pencil (must be purchased by the student)
- Supplies Must be purchased by the student for the purpose of practicing in the Laboratory after the in-class demonstrations
- *Uniforms and shoes (must be purchased by the student)
- Comfort work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and some materials for training, provided by the school include:

- Shampoo Bowls
- professional salon hair dryer
- Hydraulic Chair

TUITION AND FEES	
Registration Fee	\$100.00
Tuition	\$1,225.00
Books/Kit	No included
Optional materials	No included
TOTAL	\$1,325.00

MICROCOMPUTER APPLICATIONS 450 HOURS



PROGRAM OBJECTIVE

A student enrolled in the Microcomputer Applications program will become proficient in Computerized Accounting software as well as a general office Clerical & Typing Services specialist. Tuition and fees for the complete program as well as the options are listed in the Tuition section of this catalog. All materials are prepared and provided by The School- This program is geared towards Entry Level employment.

COURSE OUTLINE

HOURS

INTRODUCTION TO /WINDOWS

An overview of the program objectives and work standards, introduction to computers, windows are intended to familiarize students, with the basic computer commands and functions. begin student on interactive keyboarding / ten key skills program, that will be the basis for weekly speed/accuracy tests computer / office vocabulary

25

QUICKBOOKS

Will introduce student. Create Estimates or Quotes (Create Estimate / Quote)Create Invoices / Accounts Receivable (Create Invoices / Accounts Receivable)Receive Payments from Customers Create Bank Deposits (Make Bank Deposit)Create Vendor Bills / Accounts Payable Work with the Chart of Accounts Work with items for sale of products and services (Product Items and Service Items)Pay bills and write checks to print them (Pay Bills / Write Checks / Print Checks)Work with the bank checkbook and reconcile bank accounts (Bank Register / Reconcile)Enter Credit Card Charges Financial Reports: Profit & Loss and Balance Sheet

75

BASIC ACCOUNTING

An introduction into: basic, general accounting and office bookkeeping procedures. familiarize students with the standard books, reports and the specialized accounts. accounting / computer / office vocabulary

25

EXCEL

To familiarize students with: the basics of Excel using, commands and functions. generating data in the requested office, formats and spreadsheets. the basic accounting maintenance, office billing & data reporting procedures. and to merging graphics, for presentations. using standard windows commands. accounting / computer/office vocabulary.

75

DATA ENTRY

To build ten key, and keyboarding speed & accuracy and work stamina using business formats, to better prepare student for entry level, data / information processing, labor market needs. office vocabulary

75

INTRODUCTION TO THE INTERNET

to provide students with a basic introduction to the internet. topics covered include e-mail, web search popular sites & how to operate various site formats, for labor market needs. Office vocabulary / etiquette.

25

ACCESS

Familiarize students with basic commands and formats office functions of the Access program, and all its data base applications for businesses. reinforced data entry training, that runs concurrently, will provide an emphasis on keyboarding and ten key skills, within many business formats, increasing speed, accuracy and works. computer / office vocabulary, and etiquette

WORD

to acquaint students with basic, windows' commands & functions for the Word, program and its office applications. aid enhancement of students' writing ability & will provide practice of basic clerical skills in business formats & for written presentations. office communication. office vocabulary/written etiquette/ computer / office vocabulary

75

*Weekly speed and accuracy Test, Section Tests on completion.

MICROCOMPUTER APPLICATIONS JOB ANALYSIS**OCCUPATIONAL OBJECTIVES**

CIP #11.0601 SOC# 15.1152 DOT# 213.362-010

DESCRIPTION OF TASKS:

Occupations and employment opportunities for which students will attain entry level employment skills include: clerical and secretarial positions, data entry specialists, word processing technicians, computerized accounting / bookkeeping technicians, applications and operations for agencies or firms that use microcomputers, microcomputer and software sales and training, independent (self-employed) provider of microcomputer services, sales of microcomputer services, etc. Confers with personnel of organizational units involved to a certain specific output requirement, such as degree of data summarization, and format for management reports. Utilizing comprehensive computer programs, and operations to be performed by personnel in system.

PHYSICAL REQUIREMENTS/TYPICAL ENVIRONMENT

STANDING/BENDING/REACHING/CLIMBING: N/A

WALKING: Required throughout the day.

SITTING: Required most of the day while working behind computer.

LIFTING/CARRYING: N/A

CROUCHING/CRAWLING/KNEELING: N/A

PUSHING/PULLING: N/A

HANDLING/TOUCHING/FEELING: In all aspects of the job.

ENVIRONMENT: Inside: n/a, outside: n/a, extreme cold or heat: n/a, noise: typewriter, printers, hazardous: n/a, surfaces:

ATMOSPHERIC CONDITIONS: A. FUMES: N/A, B. ODORS: N/A, C. DUST: N/A, D. MIST: N/A, E. VENTILATION: Air-Conditioned Offices.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS: Micro computers, Printers, Books, USB, etc.

WORKING HOURS: Usually eight hours a day, five days a week.

HOW DOES WORKERS RECEIVE INSTRUCTIONS? From supervisor.

OCCUPATIONAL OBJECTIVES:

CIP# 11.0202 SOC# 43.9011 DOT# 213.362-010

DESCRIPTION OF TASKS:

Perform duties too varied and diverse to be classified in any specific office clerical occupation. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, filing, typing, duties pertaining to the operation of various office machines, such as adding machines, calculating machines, copy machines, printers and desk computers.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects.
- Methods of Evaluation: Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

- Book: Microsoft Office 2019 Step by Step 1st Edition, by Joan Lambert, Curtis Frye ISBN-13: 978-1509307685
- A ruled notebook, pen and pencil.
- USB

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment, and materials daily for training, provided by the school, include:

- HP PC Desk Computers
- Wireless Laser Printer, Duplex Copy & Scan

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 5,900.00
Books	included
Computer	included
TOTAL	\$6,000.00



NAIL ART DECORATION 100 HOURS

PROGRAM OBJECTIVE

A student enrolled in the Nail Art Decoration will become proficient in personal Nail Art Decoration fields for professional/Vocational Skill Development, it should be noted that this program entails working with artificial nails, A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. NOTE: this program does not acquire a State License.

COURSE OUTLINE

HOURS

INTRODUCTION TO NAIL ART

This module provides the students with overview of the Nail Art tools and materials Decoration program

4

ESSENTIAL TECHNIQUES

His module provides the students with essential techniques for professional looking Finished nails

12

SPECIAL TECHNIQUES DESIGNS

This module provides the students with practical methods; techniques for applying Special designs such as decals, picture art and gold sparkle

20

SPECIAL DECORATIVE APPLICATIONS

This module provides the students with practical methods; techniques for applying Special designs such as jewelry and costume gemstones

20

OCCUPATIONAL OBJECTIVES:

CIP# 12.0410 SOC# 39.5092 SOC# 332.271-010

DESCRIPTION

Nail art is a creative way to paint, decorate, enhance, and embellish the nails. It is a type of artwork that can be done on fingernails and toenails. This program is only for learning how to create designs, art and techniques of gel and acrylic from the new trends. This program does not acquire a State License, it is a program for manicurists with a State License. or for people who use it only for personal development

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/saloon/lab projects, small group and individual projects. Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

- Book: Milady Standard Nail Technology ISBN-13: 978-1285080598
- Student kit (no include)
- Ruled notebook, pen and pencil (must be purchased by the student)
- Supplies Must be purchased by the student for the purpose of practicing in the Laboratory after the in-class demonstrations
- Comfort work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to a classroom/saloon/lab, stations and equipment for training, provided by the school

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 1,100.00
Books/Kit	Include
Optional materials	Not include
TOTAL	\$ 1,200.00

NAIL CARE 400 HOURS



The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note that a minimum of 40 hours is devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

COURSE OUTLINE	HOURS
THEORY SUBJECT INSTRUCTIONS	
BBC Rules and Regulations	10
Manicuring Chemistry	10
Health & Safety / Hazardous Substance, Communicable Diseases	15
Disinfection and Sanitation	20
Bacteriology, Anatomy, Physiology	10
Water and Oil Manicures	15
Pedicures	10
Acrylic Brush-Ons	15
Nail Tips	15
Nail Wraps and Repairs	5
Salon Management & Business Ethics	35
PRACTICAL SUBJECT OPERATIONS	
Disinfection and Sanitation	10
Water and Oil Manicures	40
Complete Pedicures	20
Acrylic: Liquid & Brush-Ons	80
Nail Tips	50
Nail Wraps and Repairs	40

OCCUPATIONAL OBJECTIVE:

CIP# 12.0410 SOC# 39.5092 DOT# 332.271-010

DESCRIPTION:

The curriculum for students enrolled in a Nail Care (Manicurist) course shall consist of 400 or 600 clock hours of technical instruction and practical operations covering all practices constituting the art of Nair Care. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Manicurist, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 400 or 600 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Manicurist Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/saloon/lab projects, small group and individual projects. Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

- **Book :** Milady Standard Nail Technology 7th Edition ISBN-13: 978-1285080475
- **Book:** Workbook for Milady Standard Nail Technology, 7th Edition_ ISBN-13: 978-1285080512
- **Book:** Exam Review for Milady Standard Nail Technology ISBN-13: 978-1285080543
- Student Nail Care kit (include)
- Ruled notebook, pen and pencil (must be purchased by the student)
- *Some supplies Must be purchased by the student for the purpose of practicing in the Laboratory after the in-class demonstrations
- *Uniforms and shoes (must be purchased by the student)
- Comfort work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to Classroom Lab, stations and a variety of equipment tools, and some materials daily for training, provided by the school.

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 5,250.00
Books/Kit	Include
Optional materials	Not include
TOTAL	\$5,350.00

NAIL CARE 600 HOURS



The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (600) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note that a minimum of 40 hours is devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

COURSE OUTLINE	HOURS
THEORY SUBJECT INSTRUCTIONS	
BBC Rules and Regulations	10
Manicuring Chemistry	10
Health & Safety / Hazardous Substance, Communicable Diseases	15
Disinfection and Sanitation	20
Bacteriology, Anatomy, Physiology	10
Water and Oil Manicures	15
Pedicures	10
Gel Manicures	20
Nail Art	40
Other Procedures	10
Acrylic Brush-Ons	15
Nail Tips	15
Nail Wraps and Repairs	5
Salon Management & Business Ethics	30
PRACTICAL SUBJECT OPERATIONS	
Disinfection and Sanitation	20
Water and Oil Manicures	40
Complete Pedicures	20
Acrylic: Liquid & Brush-Ons	80
Nail Tips	50
Nail Wraps and Repairs	40
Nail Art Applications	50
Gel Applications	50
Other Applications	25

OCCUPATIONAL OBJECTIVE:

CIP# 12.0410 SOC# 39.5092 DOT# 332.271-010

DESCRIPTION:

The curriculum for students enrolled in a Nail Care (Manicurist) course shall consist of 400 or 600 clock hours of technical instruction and practical operations covering all practices constituting the art of Nail Care. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Manicurist, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 400 or 600 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Manicurist Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/saloon/lab projects, small group and individual projects. Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

- **Book :** Milady Standard Nail Technology 7th Edition ISBN-13: 978-1285080475
- **Book:** Workbook for Milady Standard Nail Technology, 7th Edition_ ISBN-13: 978-1285080512
- **Book:** Exam Review for Milady Standard Nail Technology ISBN-13: 978-1285080543
- Student Nail Care kit (include)
- Ruled notebook, pen and pencil (must be purchased by the student)
- *Some supplies are provided by school
- *Some supplies Must be purchased by the student for the purpose of practicing in the Laboratory after the in-class demonstrations
- *Uniforms and shoes (must be purchased by the student)
- Comfort work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to Classroom Lab, stations and a variety of equipment tools, and some materials daily for training, provided by the school.

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 7,250.00
Books/Kit	Included
Optional materials	Not included
TOTAL	\$7,350.00

PASTRY AND BAKING 100 HOURS



PROGRAM OBJECTIVE

A student enrolled in the Pastry and Baking will become proficient in personal Pastry and Baking fields for professional/Vocational Skill Development, A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE	HOURS
INTRODUCTION AND TECHNIQUES This module provides the students with basics of Pastry and Baking techniques	4
INGREDIENT IDENTIFICATION This module provides the students with basics of Pastry and Baking mixes and ingredients	4
YEAST BREADS AND ROLLS This module provides the students with basics of working with yeast breads and roll techniques	16
PASTRY DOUGH AND BATTERS This module provides the students with basics of working with pastry dough & batter techniques	16
QUICK BREADS AND CAKES This module provides the students with basics of working with quick breads and cakes techniques	16
COOKIES This module provides students with basics of working with cookies and its decorating technique	12
CUSTARDS, CREAMS, MOUSSES, AND SOUFFLÉS This module provides the students with basics of working with custards, creams, mousses and soufflés and incorporating into design techniques	8
ICINGS, GLAZES AND SAUCES This module provides the students with basics of working icing, glazes and sauce techniques	4
FROZEN DESSERTS This module provides the students with basics of working with/creating frozen dessert techniques	4
PIES, TARTS AND FRUIT DESSERTS This module provides the students with basics of working/creating and baking with pies, tarts and fruit dessert techniques	16

OCCUPATIONAL OBJECTIVE:

CIP# 12.0501 SOC# 51.3011 DOT# 313.361-010

DESCRIPTION:

Bakery and Pastry program is designed to teach baking and pastry techniques and fundamentals associated with that area of the culinary industry. Emphasis is on skills required for positions in commercial operations. Instruction includes principles for preparation, storage and serving bakery products, study of ingredients, preparation of classical and artisan breads, rich yeast doughs and edible centerpieces; decorative showpieces and special occasion cakes; basic business operation of a retail bakery.

METHODS OF INSTRUCTION:

- During the course of the class there will be lectures and videos on the following topics: Baking Equipment; Ovens and Tools; Raw Materials and Semi-Finished Products; The Baking Process; Modern and Traditional Techniques.
- Whole-group discussions facilitated by the instructor.
- Theory
- Baking techniques and dessert design Instructor Demo
- The instructor supervises the baking and dessert designs made by the students
- Interaction of knowledge
- Methods of Evaluation: Students will be evaluated using a variety of traditional methods

TRAINING MATERIAL:

The student is responsible for purchasing books, tools and materials for his training

- Book: Baking and Pastry: Mastering the Art and Craft, 3rd Edition ASIN: B00UGE1U8Q
- White coat and hat
- Comfort work shoes Slip Resistant
- Pastry and Baking tools kit
- Supplies: Must be purchased by the student for the purpose of practicing.
- A ruled notebook, pen and pencil, Backpack and basic Tool Set
- Supplies: Must be purchased by the student for the purpose of practicing

TRAINING EQUIPMENT

Students in this program will have access to a variety of cake equipment tools, and some materials daily for training:

- Ovens
- Microwave
- Round cake pan
- Master Airbrush Cake Decorating
- Refrigerator
- Blender
- Kitchenid mixer

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 1,100.00
Books/Kit	Include
Optional materials	Not include
TOTAL	\$ 1,200.00



PASTRY AND BAKING ART 400 HOURS



PROGRAM OBJECTIVE

A student enrolled in the Pastry and Baking will become proficient in personal Pastry and Baking fields for professional/Vocational Skill Development. A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student’s knowledge/skill with-in a vocational subject. It is not promoted

to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE

HOURS

INTRODUCTION AND TECHNIQUES

This module provides the students with basics of Pastry and Baking techniques

5

TOOLS AND EQUIPMENT IDENTIFICATION

The student learns to master all the instruments and a variety of small tools and large equipment

5

FOOD AND KITCHEN SAFETY

This module provides Safety and Sanitation, the importance of storing and preparing food properly cannot be overemphasized. In addition to the precautions necessary to guard against food borne illness. care must also be taken to avoid accidents.

10

INGREDIENT IDENTIFICATION

This module provides the students with basics of Pastry and Baking mixes and ingredients

5

YEAST BREADS AND ROLLS

This module provides the students with basics of working with yeast breads and roll techniques

50

PASTRY DOUGH AND BATTERS

This module provides the students with basics of working with pastry dough & batter techniques

50

QUICK BREADS AND CAKES

This module provides the students with basics of working with quick breads and cakes techniques

50

COOKIES

This module provides students with basics of working with cookies and its decorating techniques

50

CUSTARDS, CREAMS, MOUSSES, AND SOUFFLÉS

This module provides the students with basics of working with custards, creams, mousses and soufflé and incorporating into design techniques.

50

ICINGS, GLAZES AND SAUCES

This module provides the students with basics of working icing, glazes and sauce techniques

25

FROZEN DESSERTS

This module provides the students with basics of working with/creating frozen dessert techniques

25

PIES, TARTS AND FRUIT DESSERTS

This module provides the students with basics of working/creating and baking with pies, tarts and fruit dessert techniques

50

CHOCOLATES AND CONFECTION

The students learn, production and tempering of chocolate, molding chocolate, chocolate decorations, chocolate truffles and confections

OCCUPATIONAL OBJECTIVE:

CIP# 12.0501 SOC# 51.3011 DOT# 313.361-010

DESCRIPTION:

Bakery and Pastry Arts program is designed to teach baking and pastry techniques and fundamentals associated with that area of the culinary industry. Emphasis is on skills required for positions in commercial operations. Instruction includes principles for preparation, storage and serving bakery products, study of ingredients, preparation of classical and artisan breads, rich yeast doughs and edible centerpieces; decorative showpieces and special occasion cakes; basic business operation of a retail bakery.

METHODS OF INSTRUCTION:

- During the course of the class there will be lectures and videos on the following topics: Baking Equipment; Ovens and Tools; Raw Materials and Semi-Finished Products; The Baking Process; Modern and Traditional Techniques.
- Whole-group discussions facilitated by the instructor.
- Theory
- Baking techniques and dessert design Instructor Demo
- The instructor supervises the baking and dessert designs made by the students
- Interaction of knowledge
- Methods of Evaluation: Students will be evaluated using a variety of traditional methods

TRAINING MATERIAL:

- Book: Professional Baking 7th Edition ISBN-10: 1119148448
- Book: Student Study Guide to accompany Professional Baking 7th Edition ISBN-13: 978-1119148487
- White coat and hat
- Pastry and Baking tools kit
- ruled notebook, pen and pencil,

TRAINING EQUIPMENT

Students in this program will have access to a variety of cake equipment tools, and some materials daily for training:

- Ovens
- Microwave
- Round cake pan
- Master Airbrush Cake Decorating
- Refrigerator
- Blender
- Kitchenid mixer

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 6,900.00
Book	included
materials	included
TOTAL	\$ 7,000.00

PASTRY AND BAKING ARTS 600 HOURS



PROGRAM OPTIONS

A student enrolled in the Pastry and Baking will become proficient in personal Pastry and Baking fields for professional/Vocational Skill Development, A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE	HOURS
INTRODUCTION AND TECHNIQUES This module provides the students with basics of Pastry and Baking techniques	5
TOOLS AND EQUIPMENT IDENTIFICATION The student learns to master all the instruments and a variety of small tools and large equipment	10
FOOD AND KITCHEN SAFETY This module provides Safety and Sanitation, the importance of storing and preparing food properly cannot be overemphasized. In addition to the precautions necessary to guard against food borne illness. care must also be taken to avoid accidents.	10
INGREDIENT IDENTIFICATION This module provides the students with basics of Pastry and Baking mixes and ingredients	10
YEAST BREADS AND ROLLS This module provides the students with basics of working with yeast breads and roll techniques	75
PASTRY DOUGH AND BATTERS This module provides the students with basics of working with pastry dough & batter techniques	75
QUICK BREADS AND CAKES This module provides the students with basics of working with quick breads and cakes techniques	100
COOKIES This module provides students with basics of working with cookies and its decorating techniques	25
CUSTARDS, CREAMS, MOUSSES, AND SOUFFLÉS This module provides the students with basics of working with custards, creams, mousses and soufflé and incorporating into design techniques.	50
ICINGS, GLAZES AND SAUCES This module provides the students with basics of working icing, glazes and sauce techniques	25
FROZEN DESSERTS This module provides the students with basics of working with/creating frozen dessert techniques	20
PIES, TARTS AND FRUIT DESSERTS This module provides the students with basics of working/creating and baking with pies, tarts and fruit dessert techniques	50

CHOCOLATES AND CONFECTION	25
The students learn, production and tempering of chocolate, molding chocolate, chocolate decorations, chocolate truffles and confections	
DESERT PRESENTATION	10
The students learn overview of dessert plating and practical plating guidelines	
ASSEMBLING AND DECORATING CAKES	75
the students learn preparing icings, assembling and icing cakes, and decorating techniques, planning and assembling specialty cakes	
SUGAR TECHNIQUES	10
The students learn. Boiling Syrups for sugar work, spun sugar, caramel decorations, and poured sugar, pulled sugar and blown sugar, boiled sugar confections	
BAKING FOR SPECIAL DIETS	25
The students learn: Nutritional Concerns, food allergies and intolerances, Modifying formulas for special needs	

OCCUPATIONAL OBJECTIVE:

CIP# 12.0501 SOC# 51.3011 DOT# 313.361-010

DESCRIPTION:

Bakery and Pastry Arts program is designed to teach baking and pastry techniques and fundamentals associated with that area of the culinary industry. Emphasis is on skills required for positions in commercial operations. Instruction includes principles for preparation, storage and serving bakery products, study of ingredients, preparation of classical and artisan breads, rich yeast doughs and edible centerpieces; decorative showpieces and special occasion cakes; basic business operation of a retail bakery.

METHODS OF INSTRUCTION:

- During the course of the class there will be lectures and videos on the following topics: Baking Equipment; Ovens and Tools; Raw Materials and Semi-Finished Products; The Baking Process; Modern and Traditional Techniques.
- Whole-group discussions facilitated by the instructor.
- Theory
- Baking techniques and dessert design Instructor Demo
- The instructor supervises the baking and dessert designs made by the students
- Interaction of knowledge
- Methods of Evaluation: Students will be evaluated using a variety of traditional methods

TRAINING MATERIAL:

- Book: Professional Baking 7th Edition ISBN-10: 1119148448
- Book: Student Study Guide to accompany Professional Baking 7th Edition ISBN-13: 978-1119148487
- White coat and hat
- Comfort work shoes Slip Resistant
- Pastry and Baking tools kit
- A ruled notebook, pen and pencil, Backpack and basic Tool Set
- Supplies: Must be purchased by the student for the purpose of practicing

TRAINING EQUIPMENT

Students in this program will have access to a variety of cake equipment tools, and some materials daily for training:

- Ovens
- Microwave
- Round cake pan
- Master Airbrush Cake Decorating
- Refrigerator
- Blender
- Kitchenid mixer

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 8,650.00
Books/Kit	Include
Optional materials	Include
TOTAL	\$8,750.00

PROFESSIONAL MAKE-UP TECHNIQUES 100 HOURS



PROGRAM OBJECTIVE

A student enrolled in the Professional Make-Up Techniques will become proficient in personal Professional Make-Up Techniques fields for professional/Vocational Skill Development, A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE	HOURS
<p>MAKE-UP FUNDAMENTALS This module provides the students with overview of the professional Make-Up Techniques program. Infection Control, Facial Anatomy and Physiology. Tools of the Trade. The evolution of Make-Up Artistry, Color Theory Wheel and Color Correctors</p>	12
<p>MAKE-UP FOUNDATIONS This module provides the students with overview of the essential techniques for Eye Shape, Highlighting and Contouring, Powder Application Technique, Eyelash Application, Eyeliner Application Technique, Face Chart Inspired Look.</p>	24
<p>SPECIAL OCCASIONS LOOKS This module provides the students with overview of the Make-up For your skin, T-zones, lips, eyes and cheeks and the types of make up for various skin types. Day Makeup Look. Evening Makeup Look. Halo Eye Look. Smoked Eyeliner Look.</p>	16
<p>SPECIALTY MAKE-UP This module familiarizes students with perfect make-up techniques to achieve the natural look with minimal effort yet to maximum effect for their purpose. Teens Make-Up Look. Make-Up for Aging Skin. Glitter Cut Crease. Arabic Cut Crease.</p>	16
<p>ADVANCE MAKE-UP This module provides the students with overview of the special make-up. Bridal Make-Up Look/Photoshoot. Make-Up for Color Photography. Hollywood Make-Up Inspired.</p>	16
<p>SPECIAL EVENT This module provides the students with overview of Make –up Artistry which may be Used for creating a specific look/effect such as for a specific costume, wardrobe. Basic Special Effects. Half Moon Cut Crease/Grating eyeliner. High Fashion Editorial. Class Competition.</p>	16

OCCUPATIONAL OBJECTIVES:

CIP# 12.0499 SOC# 39.5091 SOC# 332.271-010

DESCRIPTION

The Make-up artist can carry out their professional functions performing independently, in a makeup studio, hairdressing and beauty salons, SPA, training and promotion in one line of cosmetics, fashion and business events carrying out the design, management and comprehensive execution of this type of undertaking. It can work in a dependency relationship, in which require these professional services, as well as forming a work team in specific activities such as advertising photography and artistic, theatrical shows, television, advertising films and short, medium and feature film.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/saloon/lab projects, small group and individual projects. Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

- Book: Milady Standard Make Up ISBN-13: 978-1111539597
- Student kit (include)
- RTC College T Shirt (include)
- Ruled notebook, pen and pencil (must be purchased by the student)
- Kit is provided by the school
- *Some supplies Must be purchased by the student for the purpose of practicing in the Laboratory after the in-class demonstrations
- Comfort work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to a classroom/saloon/lab, stations and equipment for training, provided by the school

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 1,700.00
Books/Kit	Included
Optional materials	Not include
TOTAL	\$ 1,800.00

RESIDENTIAL ELECTRICAL TECHNICIAN 480 HOURS



PROGRAM OBJECTIVE

A student enrolled in the Electrical Wiring Technician will become proficient in Electrical Wiring Service and Maintenance as well as installation fields for professional improvement/ Vocational Skill Development, Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

COURSE OUTLINE

HOURS

BASIC ELECTRICAL SAFETY

Becoming familiar with electricity and wiring safety – safe capacity

24

BASIC ELECTRICITY

Understanding/applying basic electricity (residential) reading a wiring diagram and understanding residential circuits, groundings & receptacles

24

TOOLS, MATERIALS & TECHNIQUES FOR RESIDENTIAL WIRING

Understanding basic electrical boxes and wiring rules as well as testing receptacles, wall switches for power and installing basic electrical fixtures vocabulary.

16

WIRING, CABLES & CONDUITS

Students become familiar with wiring/grounds & switch options for installing florescent light fixtures and testing/replacing plugs, thermostats, doorbells

24

RESIDENTIAL CIRCUIT BREAKER PANELS

Panel box inspection, selecting and connecting circuit breakers and fuses installing switches and testing electrical levels, evaluating old wiring

24

PROJECT FINISHING

Electrical testing for continuity and common troubleshooting procedures and final finishing details for residential applications.

16

PLANNING A WIRING PROJECT

Becoming familiar with circuit maps and wiring layouts - examine your “main” service and evaluate electrical loads

28

CODES/PERMITS

Understanding/applying local codes (residential/commercial) drawing a wiring diagram and obtaining appropriate permit (s)

12

TOOLS, MATERIALS & TECHNIQUES FOR COMMERCIAL WIRING

understanding electrical boxes and wiring options as well as selecting proper materials and installing electrical boxes.

12

WIRING, CABLES & CONDUITS

Students become familiar with wiring and cables options for installing nm cabling and conduits for commercial loads

32

RESIDENTIAL/COMMERCIAL CIRCUIT BREAKER PANELS

Selecting and connecting circuit breaker panels and breakers installing sub-panels and managing electrical load levels

32

PROJECT FINISHING

Electrical testing for continuity and common troubleshooting procedures and final finishing details for residential applications

16

SERVICE AND DISTRIBUTION

Basics of selecting and connecting circuit breaker panels and breakers

16

CONDUCTORS AND WIRING METHODS

Students become familiar with wiring and cables options for installing nm cabling and conduits for commercial/industrial loads

16

ELECTRICAL LOAD CALCULATIONS

Students become familiar with circuit maps and wiring layouts – examine you valuate electrical loads installing sub-panels and managing the electrical load levels

24

WIRING DEVICES

Students become familiar with wiring/grounds & switch options for installing florescent light fixtures and testing/replacing plugs, thermostats, etc.

12

ELECTRICAL MOTORS

Students work with simulations and mockups for practical demonstrations to develop personal familiarity as well and working with practice equipment including small motors

32

MOTOR CONTROLS

Students become familiar with wiring/grounds and switch options

32

INDUSTRIAL LIGHTING

Students become familiar with wiring/grounds & switch options for installing florescent light fixtures and testing/replacing plugs

8

OCCUPATIONAL OBJECTIVES:**CIP# 46.0302 SOC# 47.211 DOT# 87202A**

DESCRIPTION OF TASKS: Installs electrical wiring, equipment, apparatus, and fixtures, using hand tools and power tools. Maintains and repairs or replaces wiring, equipment and fixtures, using hand tools. Plans layout and installation of electrical wiring, equipment and fixtures consistent with specifications and local codes. Inspects systems and electrical parts to detect hazards, defects, and need for adjustments or repair. Tests electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices, such as ohmmeter, voltmeter, and oscilloscope. Diagnoses malfunctioning systems, apparatus, and components, using test equipment and hand tools. Reads and assembles electrical wiring, equipment and fixtures, using specifications and hand tools. Prepares sketches of location of wiring and equipment or follows blueprints to determine location of equipment and conformance to safety codes. Climbs ladder to install, maintain or repair electrical wiring, equipment and fixtures. Constructs and fabricates parts, using hand tools and specifications. Possesses electrician's license or identification card to meet governmental regulations. Directs and trains workers to install, maintain, or repair electrical wiring, equipment, and fixtures. Drives vehicle, operates flood lights, and places flares during power failure or emergency.

PHYSICAL REQUIREMENTS/TYPICAL ENVIRONMENT

STANDING: Required throughout the work period, in combination with walking in the work area.

WALKING: In the work area, indoor and outdoor

LIFTING: Using hands and arms in handling, manipulating things. (5 to 25 Lbs.)

CARRYING Short and large distances.

BENDING at the waist;

CROUCHING/CRAWLING/KNEELING Ascend and descend ladders

REACHING At all levels,

CLIMBING scaffolding, ramps, poles and the like, one or more stories above ground level;

PUSHING/TOUCHING/FEELING In all aspects of the job.

TALKING/HEARING To other workers and supervisor, (to customers if job appropriate).

MATERIAL/PRODUCTS: Electrical material

TYPICAL ENVIRONMENT A. INSIDE: 100% Indoor and outdoor are usually kept open

ATMOSPHERIC CONDITIONS VENTILATION: Open air when doors are open (normal working position).

MACHINES/TOOLS/EQUIPMENT AND WORK AIDS: Hand Tools, Power Tools, Hydraulic Benders, Voltage Testers, Amp Probe Tester, Ohm Meter.

WORKER INSTRUCTIONS From supervisor / manager. If at dealer from work order, if self-employed or instructed to do so directly from the client.

WORKING HOURS Typically eight hours a day, five days a week, overtime as needed.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects.
- Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

***The student is responsible for purchasing books, tools and materials for his training**

- Book: Electrical Wiring Residential By Ray C. Mullin - Phil Simmons ISBN-13: 978-0357137697
- A ruled notebook, pen and pencil.
- Electrical Tools
- Electrical Test equipment

TRAINING EQUIPMENT

Students in this program will have access to classroom, shop/lab. Projects and a variety of equipment tools, and materials daily for training, provided by the school.

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 6,900.00
Books/kit	include
Optional materials	Not include
TOTAL	\$7,000.00

SKIN CARE 600 HOURS



The curriculum for students enrolled in the ESTHETICIAN/SKIN CARE course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Skin Care, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

COURSE OUTLINE

THEORY SUBJECT INSTRUCTIONS	HOURS
Cosmetology Act and Rules	10
Cosmetology Chemistry	15
Health & Safety / Haz. / HIV & AIDS	50
Electricity	10
Disinfection and Sanitation	10
Bacteriology, Anatomy, Physiology	20
Facials – Manual	30
Facials – Chemical	20
Facials – Electrical	20
Eyebrow Arching - Tweezers & Wax	25
Hair Removal - Wax & Depilatories	15
Make-Up	20
Salon Management, SPA Ethics/Skills	15
PRACTICAL SUBJECT OPERATIONS	HOURS
Disinfections/Sanitation	20
Facials – Manual	60
Facials – Chemical	60
Facials – Electrical	50
Eyebrow Arching - Tweezers & Wax	40
Hair Removal - Wax & Depilatories	50
Make-Up	40
Client Preparation & Record Keeping	20

OCCUPATIONAL OBJECTIVE:**CIP# 12.0409 SOC# 39.5094 DOT# 332.271-010****DESCRIPTION:**

The curriculum for students enrolled in an Esthetician course shall consist of 600 clock hours of technical instruction and practical operations covering all practices constituting the art of skin care. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Esthetician, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 600 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Esthetician Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/saloon/lab projects, small group and individual projects. Methods of Evaluation Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Interaction of knowledge

TRAINING MATERIALS:

-
- Milady Standard Esthetics Fundamentals 11th Edition ISBN: 13: 978-1111306892 (include)
- Exam Review for Milady Esthetics 11th Edition ISBN- 13: 978-1111306922 (include)
- Practical workbook for Milady Standard Esthetics 11th Edition ISBN- 13: 978-1111306915 (include)
- Student Skin Care kit (include)
- * Ruled notebook, pen and pencil (must be purchased by the student)
- *Some supplies are provided by the school
- *Some supplies Must be purchased by the student for the purpose of practicing in the Laboratory after the in-class demonstrations
- *Uniforms and shoes (must be purchased by the student)
- *Comfort work shoes Slip Resistant (must be purchased by the student)

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and some materials daily for training, provided by the school include:

- Facial Steamer and Lamp
- Satin Smooth double wax warmer machine
- Hydra skincare Therapy Machine
- Electrical Dual UV light sterilizer hot towel
- Dermabrasion / micro dermabrasion machine
- Facial skin scanner analyzer diagnostic skin machine
- Digital paraffin machine
- Rolling trolley cart
- Professional Spa Bead
- 7 Color PDT Therapy Machine Skin Care Machine Anti-Wrinkle Skin Care Tools for Face
- TV

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 4,839.00
Books	\$ 425.00
Kit	\$ 636.00
Optional materials	Not include
TOTAL	\$6,000.00

TRANSMISSION SERVICE AND REPAIR 80 HOURS



PROGRAM OPTIONS

A student enrolled in the Transmission Service & Repair will become proficient in personal Automotive Service and Maintenance fields for professional/Vocational Skill Development. A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such

employment cannot be guaranteed.

COURSE OUTLINE	HOURS
<p>SUSPENSION & ALIGNMENT students learn parts identification and maintenance and gauging for wheel alignments and troubleshooting, performance of cars, basic installation of shocks, and, struts, for personal car.</p>	16
<p>DIFFERENTIALS students learn parts identification and maintenance and gagging for differentials and troubleshooting, performance of cars, basic service and care.</p>	16
<p>STANDARD TRANSMISSIONS students learn part identification and the basics for the care and maintenance of standard transmission systems, and learning to diagnose and use standard service kits, to perform personal car maintenance.</p>	20
<p>AUTOMATIC TRANSMISSIONS Students learn part identification and the basics for the care and maintenance of standard transmission systems, and learning to diagnose and use standard service kits, to perform personal car maintenance & troubleshooting inspection and testing,</p>	28

OCCUPATIONAL OBJETIVE:

CIP # 47.0604 SOC # 49.3023 DOT# 620.281-062

DESCRIPTION OF TASKS:

Repairs manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles: Raises automotive vehicle, using jacks or hoists, and removes transmission, using mechanic's hand tools. Disassembles transmission unit and replaces broken or worn parts, such as bands, gears, seals, and valves. Adjusts pumps, bands, and gears as required, using wrenches. Installs repaired transmission and fills it with specified fluid. Adjusts operating linkage and tests operation on road. May adjust carburetor. May verify idle speed of motor, using equipment, such as tachometer, making required adjustments. May specialize in repair of automatic transmissions and be designated Automatic-Transmission Mechanic (automotive ser.).

METHODS OF INSTRUCTION:

- This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects.
- Methods of Evaluation: Students will be evaluated using a variety of traditional methods
- Theory
- Whole-group discussions facilitated by the instructor
- Students Will Perform Practical Diagnosing of Operating Systems
- Interaction of knowledge

TRAINING MATERIALS:

The student is responsible for purchasing books, tools and materials for his training.

- Book Automotive Technology by Jack Erjavec (ISBN 978-1133612315)
- Hand mechanic tools
- A ruled notebook, pen and pencil.
- Uniform
- Work shoes Slip Resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and materials daily for training, provided by the

school include:

- Standard Metric Mechanics tools
- Impact power tools
- Cars
- Scanner
- Computer
- Air compressor
- Battery charger
- A/C machine
- Vehicle lifts (Hoist)
- Engie hoist
- Jack stands
- Pole Jacks

TUITION AND FEES	
Registration Fee	\$ 100.00
Tuition	\$ 800.00
Books/Supplies	Not included
Optional materials	Not included
TOTAL	\$ 900.00

STUDENTS RIGHTS & CANCELLATION NOTICE

NOTICE OF STUDENTS RIGHTS

1. You have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement. If you have lost your enrollment agreement, ask the school for a description of the refund policy.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below the information.
3. If you have any complaints, questions, or problems which you cannot work out with the school, call or write to:

**Bureau for Private Postsecondary Education,
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833
Phone: (916) 431-6959—Toll Free: 1 (888) 370-7589-Fax: (916) 263-1897
Website: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov**

NOTICE OF CANCELLATION

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you cancel, any payment you have made, and any negotiable instrument signed by you will be returned to you within 30 days following the school's receipt of your cancellation notice. But, if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10-day period, the school may keep an amount out of what you paid that equals the price of the equipment written into the contract. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the ENROLLMENT AGREEMENT with the school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

RTC COLLEGE, 10427 San Sevaine Way, Suite A, Jurupa Valley, CA 91752 Attn. School Director.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class. If you cancel after the 5 (or 8) business day, any refund due you or liability for tuition you may owe, is determined by the refund policy as stated in the school catalog.

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

Bureau Address: **2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833**
Phone: (916) 431-6959 — Toll Free: 1 (888) 370-7589 or by Fax: (916) 263-1897
Web site: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov

LICENSURE ELIGIBILITY FOR ALL COSMETOLOGY PROGRAMS

ALL STUDENTS at RTC COLLEGE, in any of the Cosmetology Programs (Cosmetology, Barbering, Nail Care Courses and Esthetician) must complete all required operations (practical) and theory for the course of study and have passed all tests with a minimum of 70% or “C” and had an attendance of over 67% and have paid all Tuition and fees in full to the College or have made arrangements for satisfactory payment.

OTHER FACTORS:

LICENSING REQUIREMENTS

In addition to the general requirements, an applicant for a cosmetology license is entitled to the license if the applicant:

1. Is at least 17 years of age;
2. Supplies proof of successful completion of the 10th grade in California or its equivalent and;
3. Has done any of the following:
 - a. Completed a course in cosmetology from a school approved by the board or;
 - b. Practiced cosmetology, as defined in this chapter, outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in a cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision or;
 - c. Holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board or;
 - d. Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board, or;
 - e. Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with section 7332)

GROUND FOR DENIAL OF A LICENSE

1. A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
 - a. Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the Establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
 - b. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or; done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
2. Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.
3. A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

STATE LICENSURE REQUIREMENTS

These courses are designed to lead to a position in the cosmetologically field (Cosmetology, Barbering, Esthetician and Nail Care), which requires licensure by the state.

COSMETOLOGY:

The curriculum for students enrolled in a Cosmetology course shall consist of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Cosmetologist, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 1600 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Cosmetology Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

BARBERING:

The curriculum for students enrolled in a Barbering course shall consist of 1500 clock hours of technical instruction and practical operations covering all practices constituting the art of barbering. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Barber, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 1500 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Barbering Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

ESTHETICIAN:

The curriculum for students enrolled in an Esthetician course shall consist of 600 clock hours of technical instruction and practical operations covering all practices constituting the art of skin care. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Esthetician, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 600 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Esthetician Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

NAIL CARE

The curriculum for students enrolled in a Nail Care (Manicurist) course shall consist of 400 or 600 clock hours of technical instruction and practical operations covering all practices constituting the art of Nail Care. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation. To become a licensed Manicurist, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 400 or 600 hour requirements as listed above in an approved California Cosmetology school. A Social Security Number OR Tax ID Number is required to take the Manicurist Test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

Department of Labor's Standard Occupational Codes for RTC College

COURSE OF STUDY	CIP CODE (Classification of Institutional Programs)	SOC (Standard Occupational Code)	DOT (Dictionary Occupational Title)
Automotive Electrical	47.0604	49.3023	825.281-022
Automotive Electrical Repair/Fuel Injection/ Tune up	47.0604	49.3023	620.281-066, .261-010, 281-034, 684-014, 625.281-022, 620.261-030
Automotive Electrical and Fuel Injection Systems	47.0604	49.3023	620.281-066,261-010,281-034,684-014
Barbering	12.0413	39.5011	330.371-010
Cake Decoration	12.0501	51.3011	524.381-010
Computer Operations	11.0202	43.9011	213.362-010
Cosmetology	12.0401	39.5012	332.271-010
Electrical Wiring Technician- Industrial	46.0302	47.211	824.261-010
Electrical Wiring Technician-Commercial	46.0302	47.211	824.261-010
Electrical Wiring Technician-Residential	46.0302	47.211	824.261-010
Engine Performance	47.0606	49.2094	625.281.022
Eyelash Extension Application	12.0499	39.5094	332.271-010
Flower Arrangement Design	12.0499	27.1023	142.081-010
General Automotive Mechanic	47.0604	49.3023	620.261-010
General Electrical Technician	46.032	47.211	824.261-010
Haircutting & Haircoloring Techniques	12.0413	39.5012	332.271-010
Hairstyling Techniques	12.0413	39.5012	332.271-010
Microcomputer Applications	11.0601	15.1152	213.362-010
Nail Art & Decoration	12.0410	39.5092	332.271-010
Nail Care 400	12.0410	39.5092	332.271-010
Nail Care 600	12.0410	39.5092	332.271-010
Pastry and Baking Arts	12.0501	51.3011	313.361-010
Pastry and Baking Art	12.0501	51.3011	313.361-010
Pastry and Baking	12.0501	51.3011	313.361-010
Professional Make-up Techniques	12.0499	39.5091	332.271-010
Residential Electrical Technician	46.0302	47.211	824.261-010
Skin Care	12.0409	39.5094	332.271-010
Transmission Service and Repair	47.0604	49.3023	620.281-062