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## SUMMARY OF PROGRAMS

*(Equipment and Supplies Required for Enrollment in these Programs)*

PROGRAMS	Course Length (weeks)	Clock Hours per Week	Total Clock Hours	Registration Fee	Equipment , Tools, Books and Supplies	Tuition Fees For Period of Attendance	Total Cost Estimated to Entire Program	Total Cost Estimated for the entire program for a program in Clock hours.	Class Clock Hours Schedule
<b>COMPUTER</b>									
<i>Computer Set-up/Maintenance and Operation</i>	19	27.5	480	\$150	\$825 \$300 Repairing Kit	\$6,000	\$7,275	\$7,275	Monday-Friday 8:30am-3:00 pm or Evening Classes Monday - Thurs 6 pm-9:00 pm Or Saturday 9:00 a.m.-3:00 p.m.
<i>Computer Office Specialist</i>	14.5	27.5	390	\$150	\$825	\$5,000	\$5,975	\$5,975	Monday-Friday 8:30 am-3:00 pm or Evening Classes Monday - Thursday 6 pm-9:00 pm
<b>COMPUTER ONLINE</b>									
<i>Computer Applications</i>	16	20	240	\$150	\$1000	\$4,350	\$5,500	\$5,500	Monday-Friday 9:00a.m. to 1:00 p.m. Evening Classes Monday – Thursday 5:00 pm – 9:00 pm
<i>Computer Set-up and Maintenance Operator Online</i>	19	27.5	480	\$150	\$825 \$300 Repairing Kit	\$6,000	\$7,275	\$7,275	Monday-Friday 9:00 am-2:30 pm or Evening Classes Monday - Thurs 6 pm-9:00 pm Or



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									Saturday 9:00 a.m.- 3:00 p.m.
<b>PHOTOGRAPY</b>									
<i>Diversified Photography</i>	20	22	432	\$150	\$825	\$6,000	\$6,975	\$6,975	Monday- Thursday (Friday Optional) 8:30am- 2:30 pm
<b>AUTO MECHANIC</b>									
<i>Light Duty Auto Mechanic</i>	20	32.5	640	\$150	\$825	\$6,000	\$6,975	\$6,975	Monday- Friday 8am-3:00 pm Or Evening Classes 6 p.m. – 9 p.m. Mon. & Wed or Saturdays 8:00 a.m.- 2:30p.m
<i>Engine Performance</i>	27	6	162	\$150	\$825	\$2,600	\$3,575	\$3,575	Tues. & Thurs. 6:00 pm- 9:00pm

- Open Enrollment
  - Catalog is updated annually and as needed
  - (BPPE REVIEWED 5/22/19)
- All programs are offered in English and Spanish  
 Catalog Period Covers January 1st , 2022 to December 31<sup>st</sup>, 2022

Website : [www.intechcollege.com](http://www.intechcollege.com) \* E-mail : [intech.college@yahoo.com](mailto:intech.college@yahoo.com)



### OWNERSHIP

**INTECH College** is a private vocational training institution owned by a California Corporation, and it is in good standing financial status.

### SCHOOL ADDRESS, PHYSICAL DESCRIPTION, INSTRUCTIONAL EQUIPMENT AND LIBRARY RESOURCES

**INTECH College Address:** The campus is located at 10012 Garvey Avenue, #7, El Monte, CA 91733. The School is a one-story fully air-conditioned building with classrooms and labs for Computer, Photography and Auto Mechanics classes. **INTECH College** also has an Auto Mechanic Shop which is located approximately one block from the school at 3008 Potrero Ave., Suite A, South El Monte, CA 91733.

- The class sessions of Computer Office, Computer Set Up Maintenance and online and Diversified Photography are held at 10012 Garvey Avenue # 7, El Monte, CA 91733.
- The class sessions of Light Duty Auto Mechanic and Engine Performance are held in our Satellite location at 3008 Potrero Ave., Suite A, South El Monte, CA 91733.
- The Computer Application On Line and Computer Set up Maintenance Operator Online classes are taught online.

**Physical Description:** The College has a Department for Admissions and Student Services, as well as a Job Placement Center. The Computer Classroom and Lab has 10 individual computer stations, a computer repair and maintenance section, the equipment, tools and supplies have a storage area, and the instructor's work area with a projector and bulletin board for group-training purposes. The Photography Classroom and Studio has the capacity for up to 10 students with 5 different photography back-drops, studio lights, cameras, trip-pods, photography props, the students use the individual computer stations. The Auto Mechanic classroom has up to 10 individual student desks. Additionally, the Auto Mechanic Department has a fully-equipped auto mechanic shop with 2 separate working stations, equipped with a vehicle hoist with a 10,000 capacity for hands-on training in diagnostics, maintenance and repairs for most vehicles. Maximum occupancy level for the facility is up to 15 students per class. The campus is within easy access from both, the I-10 and the 60 Freeways.



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## **INSTRUCTIONAL EQUIPMENT:**

**Students use a variety of hand-held tools, as well as stationary equipment.**

Third party students received a set of tools according to their training program for their personal use during the program which they continue to use after the program is completed which it will aid them in seeking and finding employment in the designated field. Also, the student has the option to either receive the tools from the school for the taken program or buy the tools themselves.

### **Computer Set-Up / Maintenance and Operation**

Laptop Computer with Windows Operating System  
Microsoft Office Software  
Printer all in one  
Computer Repair Kit  
Projector

### **Computer Set-Up and Maintenance Operator Online**

Laptop Computer with Windows Operating System  
Microsoft Office Software  
Printer all in one  
Computer Repair Kit  
Projector  
Head Phones and Mouse

### **Computer Office Specialist**

Laptop Computer with Windows Operating System  
Microsoft Office Software  
Printer all in one  
Projector

### **Diversified Photography**

Lap Top Computer with Windows Operating System  
Canon Digital camera  
Printer all in one  
Adobe Photoshop Software  
Backdrops  
Studio Lights  
Projector

### **Computer Applications Online**

Laptop Computer with Windows Operating System  
Microsoft Office Software  
Head Phones , Mouse  
Printer all in one



## Light Duty Auto-Mechanic and Engine Performance

Hand tools (Mechanic's)	Scanners
Tool Storage	Timing Lights
Wrenches	Stationary Hoist
Screwdrivers	Mitchell on Demand and All Data Software
Pliers	Brake Machine/lathe
Hammers	Voltmeters
File	Micrometers
Chisel	Calipers expanders
Valve spring compressor	Hydraulic press
Holding Tools	Stationary drill
Spanner (assorted) etc.	Battery charger
Special purpose equipment	Air compressor
Grinding equipment	Safety stands
Electric tools	(2) Snap-on Scanners

**Library Resources:** The school does not have a library on campus, but students are welcome to use the

### [El Monte Library](#)

3224 Tyler Ave.  
El Monte, CA 91731  
(626) 444-9506

### [Norwood Library South El Monte Library](#)

4550 N. Peck Rd  
El Monte, CA 91732  
(626) 443-3147

1430 North Central Avenue  
South El Monte, CA 91733  
(626) 443-4158



**JOB CLASSIFICATIONS**

We have at the office relevant books, manuals and other materials pertaining the industries and/ or programs that are available for the students and use on campus.

**JOB CLASSIFICATIONS FOR LIGHT DUTY AUTOMECHANIC**

<b>Standard Occupational Classification</b>	<b>Employment Positions</b>
49-3023	<u>Automotive Brake Technicians</u>
49-3023	<u>Automotive Fuel Injection Servicicers</u>
49-3023	<u>Automotive Service Technicians</u>
49-2096	<u>Automotive Electricians</u>
49-3023	<u>Mechanics, Automotive Service</u>
49-xxx	<u>Self- Employment</u>

**JOB CLASSIFICATIONS FOR ENGINE PERFORMANCE**

<b>Standard Occupational Classification</b>	<b>Employment Positions</b>
49-3023	<u>Automotive Brake Technicians</u>
49-3023	<u>Automotive Fuel Injection Servicicers</u>
49-3023	<u>Automotive Service Technicians</u>
49-2096	<u>Automotive Electricians</u>
49-3023	<u>Mechanics, Automotive Service</u>
49-xxx	<u>Self- Employment</u>

**JOB CLASSIFICATIONS FOR DIVERSIFIED PHOTOGRAPHY**

<b>Standard Occupational Classification</b>	<b>Employment Positions</b>
27-4021	<u>Photographers</u>
27-4021	<u>Photographers, Wedding and Special Events</u>
51-9151	<u>Digital Photo Printers</u>
51-9151	<u>Photo Re-touchers</u>
51-xxx	<u>Self- Employment</u>

**JOB CLASSIFICATIONS FOR Computer Set-Up / Maintenance and Operation**

<b>Standard Occupational Classification</b>	<b>Employment Positions</b>
13-1151	<u>Computer Training Specialists</u>
49-2011	<u>Computer Repairers</u>
43-9011	<u>Computer Peripheral Equipment Operators</u>
43-xxx	<u>Self- Employment</u>

**JOB CLASSIFICATIONS FOR Computer Set-Up and Maintenance Operator Online**

<b>Standard Occupational Classification</b>	<b>Employment Positions</b>
13-1151	<u>Computer Training Specialists</u>
49-2011	<u>Computer Repairers</u>
43-9011	<u>Computer Peripheral Equipment Operators</u>
43-xxx	<u>Self- Employment</u>

**JOB CLASSIFICATIONS FOR COMPUTER OFFICE SPECIALIST**





**Standard Occupational Classification**

43-6014  
43-6011  
43-6014  
43-6014  
43-6014  
43-6000  
43-9020  
43-9021  
43-5071  
43-5070  
43-9061  
43-9061  
43-5071  
43-xxxx

**Employment Positions**

Secretaries, Except Legal, Medical  
Secretaries, Executive  
Secretaries, Office  
Secretaries, Personal  
Secretaries, School  
Secretaries and Administrative Assistants  
Data Entry and Information Processing Workers  
Data Input Clerks  
Shipping Clerks  
Shipping, Receiving, and Traffic Clerks  
Assistants, Office  
Clerks, Office, General  
Clerks, Receiving  
Other (Any work where Microsoft Office is needed to be **used**)

**JOB CLASSIFICATIONS FOR COMPUTER APPLICATIONS**

43-6014  
43-6011  
43-6014  
43-6014  
43-6014  
43-6000  
43-9020  
43-9021  
43-5071  
43-5070  
43-9061  
43-9061  
43-5071  
43-xxxx

Secretaries, Except Legal, Medical  
Secretaries, Executive  
Secretaries, Office  
Secretaries, Personal  
Secretaries, School  
Secretaries and Administrative Assistants  
Data Entry and Information Processing Workers  
Data Input Clerks  
Shipping Clerks  
Shipping, Receiving, and Traffic Clerks  
Assistants, Office  
Clerks, Office, General  
Clerks, Receiving  
Other (Any work where Microsoft Office is needed to be **used**)

**ABOUT THE COLLEGE**

**SCHOOL PHILOSOPHY**

**INTECH College** has been set-up to meet the vocational education needs of the rehabilitation industry, dislocated-workers, as well as the general public. The school trains students with entry-level skills in the fields of computer technology, digital imaging photography, auto mechanics and Engine Performance, enabling graduates to find employment in their respective field of study, or set-up a shop on their own. The purpose of these programs is to provide the students with marketable skills, helping them to return to the work-force and become financially independent and stable. We constantly strive to improve the quality of our services. The school will modify and/or add new programs to our offering to accommodate the labor-market demands in the community. Thus, our goal is to assist our graduates to obtain employment and/or return to the workforce.



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## INSTITUTIONAL FINANCIAL STATUS

**INTECH College** is in good financial status. This 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, nor has had a petition in bankruptcy file against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.)



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## ADMINISTRATION EXPERIENCE AND EDUCATION

- **Jacqueline Vigil** School Director, Admissions,  
Student Complaints, and Custodian of Records  
Bachelor of Arts Degree in Political Science  
School Adm. -Roman War Technical Institute -10 Years  
School Director - International Technical College - 10 Years  
School Owner – Intech College – 11 years
- **Jorge Placido** Community Outreach Coordinator and  
Student Services  
Facultad de Comercio y Administracion de Guerrero  
Bachelor in Business Administration  
International College - Admissions Representative – 4 years  
International College - Marketing Director – 8 years
- **Eduardo Martinez** Job Placement Services  
UAG  
Photography Certificate  
Sutech Computer Certificate  
West Coast Tech College – Placement Services -1 year
- **Beatriz A. Munoz** Office Administrator and Student Services – 15 years  
West Wood College / Paralegal Studies

## INSTRUCTORS EXPERIENCE AND EDUCATION

- **Ruben Jimenez** Computer Technology Instructor  
Master Degree in Computer Technology  
University National Autonomyde Puebla Mexico –  
Technical Insitute ALMEA AC - Computer Technician  
Roman Ward Technical Institute – Computer Instructor – 4 years  
Reuvvens’ Computer Center – Bussines Owner - 10 years  
2007 to Present
- **Juan Carlos Cordova** Diversified Photography Instructor  
Sutech Vocational School / Digital Photography Technician  
Sutech Vocation School / Photography Instructor – 3 years  
International College/ Digital Photography and video Editing  
Instructor – 5 years  
Photography Business Owner

- **Sergio Garcia**                      Computer Technology Instructor  
A+ Certified Computer Repair Technician / COMPTIA  
Instituto Windsor – Guatemala 2 years  
Computer Applications Instructor  
University Cipresales Guatemala - 2009  
Bachelor Degree in Computer Technology  
Instituto Tecnico de Capacitacion y Productividad - 2010  
Microsoft Office Certificate  
Computer Business Owner 2012 to present
  
- **Francisco Villanueva**              Auto Mechanic Instructor  
Degree in Automotive Technology  
Instituto Politecnico de Mexico  
General Motors Company - 2 years  
Iade American School – Automechanic Instructor - 3 years  
Cedva – Centro de Estudios de Vehiculos Automotrices – 1 year  
International Technical School – Automechanic Instructor - 7 years  
Sutech Voc. Technical School – Automechanic Instructor 5 years  
Instituto de Ensenanza Automotriz – 6 years
  
- **Cesar Javier Estrada**              Computer Set up and Maintenance Instructor  
Associate of Science in Computer and Electronic Engineering  
Technology  
Intech College, 2008-2019  
Roman Ward Technical Institute, 2004-2007

Instructors maintain their knowledge by attending seminars, workshops and trainings. Institution holds monthly staff meetings to go over any issues and educational updates.



**APPROVAL STATUS DISCLOSURE STATEMENT**

*INTECH College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. The approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations §94909 (a)(2) & §94897 (1)(1)(2)*

Course curriculums must be reviewed and renewed annually; they are subject to continuous review. The school must apply for re-approval and submit annual reports to the Bureau for Private Postsecondary Education (BPPE.)

INTECH College is currently not accredited by any regional or national accrediting agency.

**LIST OF COURSES**

**COMPUTER PROGRAMS:**

Computer Set-up / Maintenance and Operation	480 Hours	DOT 209.562.010
Computer Set-up and Maintenance Operator Online	480 Hours	DOT 209.562.010
Computer Office Specialist	390 Hours	DOT 209.562.010
Computer Applications On Line	240 Hours	DOT 209-562.010

**PHOTOGRAPHY PROGRAM:**

Diversified Photography	432 Hours	DOT 976.380. 010
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**MECHANIC PROGRAMS:**

Light Duty Auto Mechanic	640 Hours	DOT 620.261.010
Engine Performance	162 Hours	DOT 620.261.010 DOT 625.281.066

Instruction is limited to 30 students at one time. A Certification of Completion is awarded to graduates for successful completion of each academic program. There is currently one governmental program , which sponsors the Computer Repair and Auto-mechanic programs only. Prospective students are advised to visit the school facility and discuss personal, educational and vocational plans with school personnel prior to considering for enrollment.

**“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

*The transferability of credits you earn at INTECH College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn Computer Set-up and Maintenance Operator, Computer Office Specialist, Computer Applications, Diversified Photography, Light Duty Auto Mechanic, and/or Engine Performance is also at the complete discretion*



of the institution to which you may seek to transfer. If the certificate(s) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **INTECH College** to determine if your certificate will transfer.  
§94909(a)(15)

## **REQUIRED STATEMENTS**

### **Review Catalog and School Performance Fact Sheet Prior to Enrollment**

*“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encourage to review the School Performance Fact Sheet, which must be provided to you prior to signing and enrollment agreement.” §94909 (a)(3)(B)*

*(a) Except as provided in subdivision (d), prior to enrollment, and institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:*

*(5) A description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion.*

*(9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.*

### **Programs not Designed to Lead to Licensure in the State of California**

It is important to note that **INTECH College**'s educational programs are not designed to lead to any positions in a profession, occupation, trade, or career field requiring licensure in the State of California.

### **For Questions not Satisfactorily Answered by the Institute Contact the Bureau**

§94909 (a) (3) (A) *“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**

**Physical Address:** 1747 North Market, Suite 225  
Sacramento, CA 95834

**Web Address:** [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Toll Free:** (888) 370-7589

**Tel.Number:** (916) 574-8900

**Mailing Address:** P.O. Box 980818  
W. Sacramento, CA 95798-0818

**Fax Number:** (916) 263-1897



*“ A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov). ” §94909(a)(3)(C)*

## **ADMINISTRATION POLICIES**

### **Mission Statement**

The Mission of **INTECH College** is to provide injured and/or displaced workers, and the public with marketable entry-level skills which will enable them to secure employment, and re-enter the workforce as a productive person in today’s society, thereby gaining employment, social acceptance and economic independence. Our quality educational programs combine knowledge with professional know-how that inspires, challenges and empowers our students to attain their professional goals and lifelong ambitions.

### **Objectives**

**INTECH College** in order to continually maintain our School’s mission, a set of viable objectives were implemented. These objectives are articulated to the student, school visitors as well as government agencies in order to ensure consistency and quality of our education and job placement services, as well as protection to the students from fraud or deception. The objectives of our programs is to prepare our students with the skills and knowledge required to successfully meet the job requirements of the market place.

**INTECH College** was founded to provide a unique platform to mature motivated and enthusiastic adults who desire to pursue a career after getting injured in their previous jobs and/or to the general public. Unfortunately, the traditional educational institutions cannot fulfill the needs and demands of these enthusiastic adults due to factors like fixed academic calendars, high cost and tight schedule that does not coincide with their needs. Certificate programs of **INTECH College** are designed in accordance with the following objectives:

1. Equip students with academic and professional education related to their careers chose.
2. Integrate continuously changing issues and trends emerging in each area of study.
3. Lay relevant foundation for each course.
4. Provide adequate opportunities to students to apply their theoretical / practical knowledge to real life settings
5. Deliver course content using the most appropriate teaching learning strategies and technology available.
6. Upgrade and adopt the program on an ongoing basis
7. Foster commitment to a lifelong learning and provide resources accordingly

### **Admissions Requirements for All of the Training Programs**

*“A student shall enroll solely by means of executing and enrollment agreement. The Enrollment agreement shall be signed by the student and by an authorized employee of the institution.” § 94902*

The programs offered by the **INTECH College** are for men and women who poses a strong motivation to learn and a desire to become skilled in the fields of Computer Technology, Digital Imaging Photography and/or Auto Mechanics / and Engine Performance.



1. You must be 18 years of age or older.
2. Applicants must possess a high school diploma, a GED, and/or passing of ATB exam (ASSET) approved by US Department of Education.
  - Writing Skills / Number of Items 36/ Passing Score 20 - 80%
  - Reading Skills/ Number of Items 24 / Passing Score 20 - 80%
  - Numerical Skills / Number of Items 32 / Passing Score 20 – 80%

Applicants whose English is not their native language and do not have a high school diploma and or GED have two Options:

- 1) Take the Combined English Language Skills Assessment (CELSA) ability to Benefit Test

Applicants whose English is not their native language must attain a qualifying score of 97 to get enrolled in any of our programs. If the student does not attain a qualifying score, the student may take the No. 2 CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days and must attain a qualifying score of 97. Or

- 2) Take the Spanish LPAT-R Reading test where the minimum score is 17 and LPAT-M Math where the minimum score is 14 to be able to enroll in our programs.

**English-speaking students** who wish to study a program in Spanish should have a basic Spanish level 3.  
**Spanish- speaking students** who wish to study a program in English should have a basic English level 3.

The test is administered by an independent third-party administrator and the cost of the test is paid by the student and/or third party. Testing is arranged by appointment and is handled as a separated appointment from the initial enrollment interview. Students are notified of their test scores via telephone.

3. Students must receive a passing score to get enrolled in any of our training programs.

### **Procedure for Enrollment**

1. The School's vocational programs and services are explained. The prospective student's vocational goals and educational needs are discussed.
2. A tour of the facility and classrooms is provided. Teaching methods are explained, and the equipment briefly demonstrated.
3. The prospective student is provided with a School Catalog
4. Each prospective student will receive a copy of the School Performance Fact Sheet (SPFS) for the program(s) of instruction they are interested in taking. As part of the enrollment process the student must sign on the enrollment agreement that they have received a copy of the (SPFS) prior to signing the enrollment agreement. INTECH College annually reports to the Bureau for Private Postsecondary Education, as part of the annual report, and publish in our (SPFS), the completion rate for each program. The completion rate shall be calculated by dividing the number of graduates by the number of students available for graduation. §94929

**INTECH College** annually reports to the Bureau for Private Postsecondary Education, as part of the annual report, and shall publish in our (SPFS), all of the following:



(a) *The job placement rate, calculated by dividing the number of graduates employed in the field by the number of graduates available for employment for each program that is either*  
(1) *Designed, or advertised, to lead to a particular career, or*  
(2) *Advertised or promoted with any claim regarding job placement*  
(b) *the license examination passage rates for the immediately preceding two years for programs leading to employment for which passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program.*

*The institution shall use state agency licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the bureau*

(c) *Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000) §94929.5*

5. Prospective students are encouraged to visit the classes for 1 to 2 days before signing the contract agreement.
6. The Admissions Representative will go through the catalog with the prospective student, and will explain the Cancellation policy, refund policy, withdrawal policy, STRF protection, attendance policy including tardiness, probation and dismissal policies and grading systems.
7. The Student Enrollment Package/Policies Receipt must be signed by the prospective student.
8. The prospective student then reviews and signs the Enrollment Agreement.
9. If the applicant has been recruited in another language, or interviewed in another language, the student receives a copy of the enrollment agreement and catalog in that other language.
10. The School Representative approves the Enrollment Agreement and a copy of all signed documents is provided to the prospective student.
11. The student, as well as the vocational counselor or case manager, are informed of class schedules, refund and cancellation policies, start and completion dates, and requirements needed in order to obtain the Certificate of Completion.
12. Third party students, their respective insurance companies will be notified and a confirmation of payment will be done prior the client starts the training program.

### **Experiential Credit**

1. This institution does not award credits for previous and comparable examinations.
2. **INTECH College** has not entered into an articulation or transfer agreement with any other institution. Therefore, this institution does not accept and credit transfer units.
3. This institution does not award credit for experimental learning

### **Financial Aid**

**INTECH College** is not eligible to offer federal financial aid. So students here do not have federal student



loans. The school does not provide, engages nor encourages student loans for any of our training programs. The law states 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 accrued interest.

*A student enrolled in an unaccredited institution is not eligible for federal financial aid (CEC 94909(a)(16) and CEC 94897 (p))*

**INTECH College** does not offer federal financial assistance. However, this school entered into an agreement with The City of Hawthorne on behalf of the South Bay Workforce Investment Board, Inc. (SBWIB) has entered into an Agreement with the SBWIB, Inc., to be the Designated Administrator of the South Bay Workforce Investment Area (SBWIA).

**INTECH College** is in the Eligible Training Provider List offering the programs of Computer Set-Up Maintenance Operator and Light Duty Auto- Mechanic educational training programs only.

The South Bay Workforce Investment Area (SBWIA) refer the prospective students to the school. The applicant must follow the same enrollment requirements as a regular applicant.

*“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 a student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. “§94909 (a)(11)*

*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 programs funds. §94911€(2)*

**INTECH College** may accept payment in full. Students must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school. At the student’s option payments can be made with Cash, Checks, Money Orders, or credit card. Local bank imprinted checks for the amount due only. No two-party checks, post-dated, or altered checks are not accepted. A \$25 service charge is assessed on any item returned by the bank.

*“Institutions that offer short-term programs designed to be completed in one term or four months, whichever is less, may require payment of all tuition and fees on the first day of instruction. §94899.5(a)*

*“For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.” §94899.5(b)*

*“The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.” §94899.5€*



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*“An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance.”*  
[Ed. Code §94899.5(d)]

*“At the student’s option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first-class session is disclosed on the enrollment agreement.” §94899.5)*

### **Payment Default**

Student (and Co-buyer, if applicable) understands that payments are to be made to the School or assignee. If this Agreement is assigned, Student (and Co-Buyer, if applicable) will be bound by all of its terms and conditions. Payments 10 days delinquent may have LATE CHARGE of \$25. If account is delinquent for over 30 days, the student will be dropped from the program of study. Students who have elected the Payment Plan may pay off the balance in advance.

### **Student Visas**

**INTECH College** does not facilitate student visas, admits or voucher for students from other countries with student visas.

### **Instruction Languages**

The following apply to students for whom English is not their primary language, except if their primary language is Spanish and are enrolled in a Program being taught in Spanish:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain a qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework in English at the college level.

### **Students with Disabilities**

Individuals with special needs and/or are handicap may apply for admission. The School and classrooms are well-lit and easily accessible by wheelchair.

### **Non-Discrimination Policy**

No person will be denied admission, or any other rights and privileges at our school due to race, skin color, sex, national origin, handicap or religion. All persons enrolling must be beyond the age of compulsory secondary education.



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## Distance Education Information

**INTECH College** provides distance education in Computer Application On-Line (English / Spanish) and Computer Set Up Maintenance Operator On-line

Our Distance Education program will be using Moodle and Go to Meeting to deliver our online courses. All projection, assignment and exams will be uploaded through Moodle. If your exam is not automatically graded in the program you will be given a grade for your project / assignment within 48 hours. You may view these grades in Moodle.

### Computer Requirements

Student must need to have an up-to-date browser.

Below is a list of the minimum Hardware and Software requirements to access Moodle and Meeting Cameron Online course materials.

#### Operating System:

- Windows 10

#### Hardware:

- Processor (CPU) i5, frequency or above
- A minimum of 8 GB of RAM
- Monitor Resolution 1024 X 768 or higher
- A minimum of 20 GB of available space on the hard disk
- Internet Connection Broadband (high-speed) Internet connection with a speed of 100 Mbps or higher for Download and 10 Mbps or higher for upload.
- Keyboard and a Microsoft Mouse or some other compatible pointing device
- Sound card
- Headphones with Microphone
- Webcam

#### Software:

- Windows 10, Microsoft Office / QuickBooks 2020
- Java -- To view and interact with all available blackboard applications.
- Real Player--for audio/video content.
- Quick Time--for audio/video content.
- PowerPoint viewer--PowerPoint Viewer lets you view full-featured presentations created in PowerPoint 97 and later versions.



- Adobe Shockwave--for Macromedia content.
- Adobe Acrobat Reader --for PDF files Adobe® Reader® software is the global standard for electronic document sharing. It is the only PDF viewer that can open and interact with all PDF documents. Use Adobe Reader to view, search, digitally sign, verify, print, and collaborate on Adobe PDF files.
- Adobe Flash Player--Flash Player allows you to enjoy content with video, graphics and animation.

Some of the documents in this course will be available to you in PDF form. If you do not have Adobe Acrobat Reader software on your computer, you can download it by going to <http://get.adobe.com/reader/>



## SCHEDULE OF OPERATIONS

Students may start attending school on each Monday (except holidays).

<b>Office Hours:</b>	Monday through Friday	8:00 a.m. to 3:00 p.m. 6:00 -9:00 p.m.
<b>Instruction Hours:</b>	Monday through Friday 6:00 p.m. to 9:00 p.m. Saturdays	8:00 a.m. to 3:00 p.m.  8:00 a.m. to 3:00 p.m.

**Holidays Calendar:** INTECH College is closed on the following holidays:

HOLIDAY CALENDAR		
New Year’s Day	Independence Day	
Martin Luther King’s Day	Labor Day	
Presidents’ Day	Veterans’ Day	
Good Friday	Thanksgiving Day	(Thursday and Friday)
Memorial Day	Winter Brake	(Dec.23 <sup>rd</sup> to January 2 <sup>nd</sup> )

### Start and End Dates

**INTECH College** has open enrollment weekly basis. Most of our training programs begin every Module, unless the class falls on a holiday. However, students must check with the school for the starting date of any of our training programs.

### Cancellation, Withdrawal, and Refund Policies

The student has the right to cancel his/her Enrollment Agreement at any time. *The Notice of Cancellation shall be in writing and the notice must be sent via mail or delivered to the school.* Please refer to page 26 of this catalog for a copy of the Cancellation Notice Form with the procedures required to cancel the Enrollment Agreement or withdraw from the institution and be able to obtain a refund consistent with the requirements of Article 13, Section 94920 (a), (b), (c), (d), and (e). Refer to page 27 for refund policies and to page 28 for a Refund Table. The withdrawal from the school may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

### Distance Education Refunds And Withdrawals

All our Distance Education programs are in real time, therefore our refund policy will apply as that of campus students.

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## ACADEMIC POLICIES

### Grading and Progress Systems for all of the Training Programs

Grades and grade-averages are based on a combination of attendance, assignments and projects completed, and evaluations. An assessment/test is given to the student after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module. These ratings are assigned and the student is informed of them on a regular basis. Incomplete grades must be cleared within two weeks following notification. If this is not done, the incomplete grade will be recorded as unsatisfactory. Graduating students receive a Certificate of Completion when all the required clock hours have been completed with an average grade of “C” or better. No final exam, however all assignments/projects/hours must be satisfactorily complete.

#### Grading your progress

Self-assessment activities can be found in each module that will reinforce the information covered. These activities offer the student a point of reference for his or her own retention of the material. Some activities may be assigned for homework or submitted for extra credit.

. Grades will be calculated as such:

GRADE	PERCENT	GRADE POINTS
A	91 - 100	4.0
B	81 – 90	3.0
C	71-80	2.0
D	61-70	1.0
F	69-and below	0.0
I	Incomplete	0.0

#### Class Size and Personal Property

Class size varies with each course. There is a maximum student ratio of ten per instructor. The average class size of our computer lab is approximately ten. The ratio of student/teacher in our auto mechanic course is also up to ten students per instructor. Each student is assigned her/his own workstation and/or desk. Our school is not responsible for loss or damage to any personal property.



## STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

### General Statement

The Higher Education Act mandates that the institutions of higher learning establish minimum standards of "satisfactory academic progress" for students receiving financial aid. The College applies these standards to all students, regardless of the sources of payment of tuition. Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the Institute. These objectives are directly correlated with the performance standards set by the Institute. Students are graded as they complete projects specified in the curriculum. Grades are determined as a compilation of tests scores (written and practical)

1. To maintain satisfactory academic progress, a student attending on a full-time basis has a maximum time frame in which to earn a Certificate of Completion, as follows:

Course Title	Length	Maximum Time Course Allowable
<b>COMPUTER PROGRAM:</b>		
• Computer Set Up/ Maintenance and Operation	4 months	6.5 months
• Computer Set Up and Maintenance Operator Online	4 months	6.5 months
• Computer Software Specialist	3 months	5.5 months
• Computer Applications	4 month	4 months
<b>PHOTOGRAPHY PROGRAM:</b>		
• Diversified Photography	4 months	6.5 months
<b>AUTO MECHANIC PROGRAMS:</b>		
• Light Duty Auto-Mechanic	5 months	7.5 months
• Engine Performance	6 months	8.5 months

*These time frames can be adjusted in the event the student changes from one curriculum to another on a prorated basis, and to accommodate special medical or other personal needs at the discretion of the Administration.*

Student/instructor ratios will be maintained at the lowest level commensurate with the depth and intensity of the training presented. Each applicant to this program will be administered assessment and proficiency exams for the evaluation of performance standards. All students will be evaluated upon





completion of module of study, or monthly (depending on the specific curriculum), in order to

determine whether the student has made adequate progress towards the standards required by employers for entry-level positions, or according with the School's exit requirements, and the completion of the entire curriculum within the maximum time frame allotted for the course.

### **Incomplete Subjects and Remedial Studies**

To maintain satisfactory academic progress, students who incur an absence are required to make-up time equivalent to missed instructional clock hours at no more than 15%. Lost time while a student is on a leave of absence will not be counted as an absence. A student will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat or make up lost time. The work done during made up time shall be given full credit.

### **WITHDRAWAL AND REINSTATEMENT**

A student who does not maintain satisfactory academic progress during the first 25% of the stated course period will be placed on academic probation for the next 25% of the course. If, at the end of the probationary period, the student does not correct these deficiencies, she/he will be subject to dismissal at the discretion of the School Director. No student will be permitted to graduate until all the course work is completed. In that event, the student will be required to expend her/his course of study, at their own expense, until all work is made up and all other graduation criteria are met. If not, the student may be subject to dismissal at the discretion of the School Director.

### **Academic Review and Appeal Process**

A student placed on academic probation may review this decision and appeal it through the Admissions Department. A request for any change in the student file must be made in writing, and the reasons stated in full. All requests are reviewed by the director in consultation with the student's instructor, and a determination made. The student may meet with any school official in order to review the determination. In the event the student further disputes the record, a third party who has no interest in the School and who is knowledgeable in the respected field of training will be asked to review the student's record and make a written recommendation to the Director for a final action.

### **ATTENDANCE POLICY**

Students are expected to attend scheduled classes, as they would be present for work. The School Director will counsel students failing to maintain a minimum of 85% attendance. All absences, punctuality and attendance are recorded and the student will be required to make up the instructional time originally establish by the institution.

**Absence-** Absences will be considered as excuses under the following circumstances: death or birth in the immediate family. Students under the "Workers' Compensation System" have appointments from the attorney, doctor(s), vocational counselor, and other valid reasons, substantiated in writing and related with

the WC Rehabilitation case. If the students doesn't provide to the office with a note and a copy of the appointment, this specific absence will be taken as "un-excused absence".

**Tardiness-** Tardiness is a disruption of a learning environment and is discouraged. Being "on time" is not only important for academy; it is a fact of life in the industry. Tardiness (10 minutes +) without a legitimate reason on two occasions will be considered as one unexcused absence.

**Probation and Suspension for Unsatisfactory Attendance** - Students who incur in five unexcused absences within a month will be placed on probation. If attendance is not improved and maintained within 85% of the time, students may be suspended.

**Missing Class** - Will be considered as an absence.

**Make-Up Work** - All absences will result in the need to make-up the time lost from class and the missing assignments. Make-up hours will not be considered as regular classroom time.

**Leave of Absence-** Leave of absence (LOA) may be granted under special circumstances. Students may receive one leave of absence during the course of their training.

1. General LOA for emergency or personal purposes, up to 60 days,
2. Medical LOA for medical situations.
3. Only Executive Director is authorized to grant a Leave of Absence.
4. All medical Leaves of Absence whether requested in advance or based on an emergency situation must be documented by a doctor's statement.
5. Periods longer than 60 days for non-medical reasons will not be granted.
6. Leave of Absence for medical reasons may be granted for periods not to exceed 6 months, pending a note from the student's treating physician.
7. All requests must be made in advance of the leave.
8. In the event of an emergency, the student is required to make all efforts to contact the school.
9. A student who has not returned to school after the leave of absence period has expired, and has not notified the school of the need for additional time, will be automatically dismissed.
10. Failure to return to school as scheduled without prior written notification to an approval from the Executive Director will result in immediate dismissal.
11. The Executive Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program.
12. No waivers will be provided for graduation requirements.
13. Time for an approved leave of absence will not be included in the calculation of a student's maximum time frame.



## STUDENT CONDUCT POLICY

Students are expected to act in a professional and courteous manner towards other students, as well as school staff and instructors. **INTECH College** reserves the right to dismiss students for intoxication or possession or use of nonprescription drugs while on school premises or for behavior which creates a safety hazard or which otherwise disrupts the school activities.

## PROBATION AND DISMISSAL POLICIES

In the event the student is placed on probation, suspended or dismissed due to academic or other violations of school rules or policies, the student will receive the reasons for the action, in writing, from the School Director. Probation periods shall not exceed 60 calendar days. If the student has not corrected the problem within the probation period, the student shall then be subject to termination at the discretion of the School Director. If you fail to attain a passing grade for any course/module, you will be placed on probation for the next module. Your failure to achieve a passing grade at the end of the probationary evaluation period may result in your being administratively withdrawn.

## STUDENTS RIGHTS

### STUDENT GRIEVANCE POLICY

Any unresolved complaints about any concerns the student must communicate their concerns to the instructors and the Executive Director using the grievance resolution form.

The following procedure must be followed to handle any and all complaints:

First, the concern must be addressed in writing to the instructor for resolution.

1. If the instructor cannot solve the issue, then a copy of the written request should be submitted to the School Director for resolution.
2. The School Director will call a grievance session and include all of the concerned parties. All the parties will be allowed to present testimony or evidence concerning the incident. The Director will issue a statement to all parties within 24 hours of the meeting conclusion. If the decision is unacceptable to the student, the student must send written letter to the School Director explaining why the student believe the decision is unacceptable.
3. Finally, if the student disputes a decision made by the School Director, the student may call or write to:

#### **Bureau for Private Postsecondary Education**

**Physical Address:** 1747 North Market, Suite 225  
Sacramento, CA 95834

**Web Address:** [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Toll Free:** 1 (888) 370-7589

**E-mail:** [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

**Mailing Address:** P.O. Box 980818  
W. Sacramento, CA 95798-0818

**Fax Number:** (916) 263-1897

**Tel. Number:** (916) 574-8900

The College's designated Student Complaint Investigator is Mrs. Jacqueline Vigil. The Student Complaint Investigator is regularly accessible during normal business hours.



## **RIGHT OF PRIVACY**

The Federal Right of Privacy Act of 1974 (P.L. 93-380, section 438) commonly known as the Buckley Amendment confidentiality of student records is protected. Student records are confidential and are kept by the Registrar office for five years. Transcripts are kept permanently in accordance with Bureau for Private Postsecondary Education § 94900, 94900.5.

## **STUDENT RECORDS**

No one, except appropriate school faculty and staff or, an authorized representative or an Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. WIA, Student's Insurance Company) may review any educational records without the approval of the student. 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. No transcripts will be issued until all tuition and other fees due are paid.

## **GRADUATION REQUIREMENTS**

Upon completion of all the classroom and laboratory education with a grade point average of at least 2.0 or better, the student will be issued a certificate attesting to her/his successful completion. Students who have not achieved minimum 2.0 grade average may obtain a Certificate of Attendance.

## **COURSE LENGTH**

Instruction is measured in completion of course module. The required projects for each course must be completed unless credit has been granted for prior training or experience. The duration of each course varies and depends on the requirements of the industry.

## **CHANGE OF PROGRAM**

Program changes must be initiated with the Director. A student must attend all classes in which he/she has originally enrolled until the curriculum change is authorized.

## **DRUG ABUSE POLICY**

**INTECH COLLEGE** does not tolerate any use of non-prescription and controlled substances, and fully supports the Drug-Free Schools and Communities Act of the United States Congress. The School reserves the right to dismiss immediately, any student who uses non-prescribed drugs while on school premises, or when a student comes to school while under the influence of illegal substance and/or alcohol.

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## STUDENT SERVICES

### **Advising**

Each student will have a review of his/her progress every month. Any student experiencing problems that affect his/her progress will be counseled by an instructor or the School Administrator to assist him/her to overcome the difficulty.

### **Tutoring**

Tutoring may be arranged with the individual instructor. Tutoring Services are free-of-charge.

### **Housing**

**INTECH College** does not provide any form of student housing assistance. The College does not have any dormitory facilities or housing for students under its control. Although there is student housing in the immediate area or near campus, and the cost may range from \$450 per room to \$1,350 for a one to two-bedroom apartment. The School does not make any type of recommendations regarding housing and/or costs. This institution is “non-residential” and does not have any responsibility to find or assist students in finding housing.

### **Transportation**

Public bus transportation is available with stops located near the School campus. There are student bus passes available for purchase from the Southern California Rapid Transit District.

### **Job Placement Assistance**

**INTECH College** provides one year of job placement assistance to its graduating students at no additional cost, and without any guarantee of employment, or any amount of compensation that can be obtained. The following is a list of our job placement services: resume and cover letter preparation, skills on how to complete an employment application properly, interviewing techniques through mock-interviews, using technology and internet services to seek possible job opportunities and current job leads, and net-working within the respected industry, while reaching out to other community non-profit organizations and government-base agencies to assist in obtaining employment.

- **Resume and Cover Letter:** Educate students on the different types of resumes and cover letters, and assist them in preparing their own job-seeking marketing tools.
- **Employment Application:** Teach students the proper form to complete any employment application.
- **Interviewing Techniques:** Prepare students to interview properly, to identify their transferable skills, and to market all their knowledge, abilities, and experience.
- **Technology and Internet Services:** Instruct students on how to use the internet services to seek and obtain employment.
- **Job Leads:** Train Students to seek current job leads in their respective field.
- **Job Placement Net-working:** Direct and guide students to reach out and use community non-profit organizations and government agencies for job placement purposes.



## SCHOOL PERFORMANCE FACT SHEET

Each prospective student will receive a copy of the SCHOOL PERFORMANCE FACT SHEET for the program(s) of instruction they are interested in taking. As part of the enrollment process the student must sign on the ENROLLMENT AGREEMENT that they have received a copy of the SCHOOL PERFORMANCE FACT SHEET prior to signing the ENROLLMENT AGREEMENT.

**INTECH College** annually reports to the Bureau for Private Postsecondary Education, as part of the annual report, and publish in our SCHOOL PERFORMANCE FACT SHEET, the completion rate for each program. The completion rate shall be calculated by dividing the number of graduates by the number of students available for graduation. §94929.

**INTECH College** annually reports to the Bureau for Private Postsecondary Education, as part of the annual report, and shall publish in our SCHOOL PERFORMANCE FACT SHEET, all of the following:

- (a) *The job placement rate, calculated by dividing the number of graduates employed in the field by the number of graduates available for employment for each program that is either (1) signed, or advertised, to lead to a career, or (2) advertised or promoted with any claim regarding job placement*
- (b) *The license examination passage rates for the immediately preceding two years for programs leading to employment for which passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program. The institution shall use state agency licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the bureau © Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000) §94929.5*



**CANCELLATION NOTICE**

(Date) \_\_\_\_\_  
(Enter date of first class received)

"You may cancel this Contract from School, without any penalty or obligation by the date stated below."

"If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the School's receipt of your Cancellation Notice."

"But, if the School gave you any equipment, you must return the equipment within 45 days of the date you signed a Cancellation Notice. If you do not return the equipment with this 45-day period, the School may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item shall be separately stated. The amount charged for each equipment item shall not exceed the equipment's fair market value. The Institution is required to refund any amount over that as provided above, and you may keep the equipment."

*" To cancel the Contract for School, mail or deliver a signed and dated copy of this Cancellation Notice, or any other written notice to*

**INTECH COLLEGE**  
10012 Garvey Avenue, #7, El Monte, CA 91733

**"NOT LATER THAN"**

(Enter midnight of the date that is the SEVENTH business day following the day of the first class or the day the first lesson was received; or, if the program is fifty or fewer days, midnight of the date that is one day for every 10 days of scheduled program length, rounded up for any fractional increment thereof; or, if the lesson was sent by mail, the eighth business day following the day of mailing, whichever is applicable)

"I (your name) \_\_\_\_\_ cancel the Contract for School." \_\_\_\_\_ (date) \_\_\_\_\_  
Student's Signature) \_\_\_\_\_

**"REMEMBER, YOU MUST CANCEL IN WRITING.** "You do not have the right to cancel by phone, by sending an e-mail or by not attending classes.

*"If you have any complaints, questions, or problems which you cannot resolve with the School, write or call:*

**Bureau for Private Postsecondary Education**

**Physical Address:** 1747North Market, Suite 225  
Sacramento, CA 95834

**Mailing Address:** P.O. Box 980818  
W. Sacramento, CA 95798-0818

**Web Address:** [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Fax Number:**(916) 263-1897

**Toll Free:** 1 (888) 370-7589

**Tel.Number:**(916) 574-8900



**REFUND POLICY**  
**Tuition and Other Fees**

If the student is rejected from training by the administration of **INTECH College**, the student will receive a 100% refund of all monies paid. Students who are accepted into their chosen course, have a right to withdraw from a program of instruction at any time. You may cancel your training without any penalty or obligation at any time.

**Calculation of Prorated Refund:**

The refund shall be calculated as follows:

1. Deducting the registration fee of \$150.00 from the total cost of training.
2. Dividing the tuition by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by Multiplying+ the total hours attended by the hourly charge for instruction.
5. The refund will be any amount in excess that was paid by the student’s third-party.

The following example, is a refund calculation for a student attending a total of 300 hours of training:

• Amount Paid (Total):	\$6,000.00
• Less Equipment Costs: (if equipment was returned)	\$ 0.00
• Less Non-Refundable Registration Fee:	\$ 150.00
<b>Total Amount Paid for Instruction (Tuition):</b>	<b>\$5,850.00</b>
• Total Hours of Instruction Paid For:	640
• Hours of Instruction Completed:	300
• Hours of Instruction Paid For But Not Received:	340
• Tuition divided by Total Hours=Cost Per Hour	\$ 9.375
• Total Cost of Instruction Paid For	\$5,850.00
• Less Tuition for Hours Received and Paid For (300 x \$9.375)	\$2,812.50
<b>Total Refund:</b>	<b>\$3,037.50</b>

**Tuition Refunds and Credit:**

The Institution shall pay or credit refunds due within 45 days following the date upon which the student withdrawal has been determined.

**Materials and Tools:**

The student must return the equipment in good condition, allowing for reasonable wear and tear, within 45 days following the date of the student’s withdrawal. The Institute will refund the charge for the equipment paid by the student. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 45 days following the date of the student’s withdrawal, the Institute will offset against the refund calculated.

**TUITION REFUNDS TO THIRD-PARTY STUDENTS:** Tuition refunds for students whose training is paid by a third-party (i.e. workers compensation insurance carrier, The South Bay Work Source Investment Board





(SBWIB) workforce Centers, etc.), refunds shall be made to that third party first. Any excess refunds, if any, will be made to the student. Their respective Vocational Counselor will receive a **Notice of Refund** stating the amount of the refund and to whom the refund was made with a copy of the check.

### R E F U N D   T A B L E

#### TUITION REFUND AFTER CLASSES BEGIN:

School shall refund 100% of the amount paid by institutional charges, less a registration fee not to exceed \$250.00, if notice of cancelation is made thru attendance of the first-class session or the **seventh(7<sup>th</sup>) day after enrollment**, whichever is later.

A student must withdraw or cancel by or before the date that the student completes 60 percent of the attendance period, in order to receive the pro-rate refund according the Refund Table.

A student will **not be eligible for a refund**, if the student withdraws or cancels after the 60.1 percent of the attendance period. For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

- 1 **Cancellation must be done in writing**, and the Student shall be refunded all monies paid within 45 days after receipt of the notice.
- 2 If a Student is rejected for training or if a course is canceled, the Student will receive a refund of all monies paid within 45 days.
- 3 For computation purposes, the date of withdrawal or termination is the actual last date of attendance by the student.
- 4 The refund policy for students who have completed 60 percent or less of the period of attendance will be a pro-rata refund according to the refund table.
- 5 You have failed to attend classes for a three-week period with proper authorization.
- 6 The date of your withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid. The student shall be deemed to have withdrawn at the end of the three-week period.
- 7 If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.(CEC 94911(f))
- 8 If the student defaults on a federal or state loan, both the following may occur::
  - a) 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.
  - b) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.. (CEC 94911(g)(1)(2))
- 9 If the student received federal student financial aid funds, the student is entitled to a refund of moneys no paid from federal student financial aid program funds.

**EXAMPLE OF REFUND TABLE**  
**Period of Attendance on a Percentage Basis**

PROGRAMS	10%	25%	50%	60%
<b>Computer Set-up/ Maintenance and Operation</b> 480 Hours \$6,000	48 Hrs. \$5,400	120 Hrs. \$4,500	240 Hrs. \$3,000	288 Hrs. \$2,400
<b>Computer Set-up and Maintenance Operator Online</b> 480 Hours \$6,000	48 Hrs. \$5,400	120 Hrs. \$4,500	240 Hrs. \$3,000	288 Hrs. \$2,400
<b>Computer Office Specialist</b> 390 Hours \$5,000	39 Hrs. \$4,500	98 Hrs. \$3,750	195 Hrs. \$2,500	234 Hrs. \$2,000
<b>Diversified Photography</b> 432 Hours \$ 6,000	43 Hrs. \$5,400	108 Hrs. \$4,500	216 Hrs. \$3,000	259 Hrs. \$2,400
<b>Light Duty Auto-Mechanic</b> 640 Hours \$6,000	64 Hrs. \$5,400	160 Hrs. \$4,500	320 Hrs. \$3,000	384 Hrs. \$2,400
<b>Engine Performance</b> 162 Hours \$1,440	16.20 Hrs. \$1,296	40.5 Hrs. \$1,080	81 Hrs. \$720	97.20 Hrs. \$576

## STUDENT TUITION RECOVERY FUND (STRF)

### §76215

*"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) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:*

*"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."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## NOTICE OF STUDENTS RIGHTS

1. You may cancel your contract with the school, without any penalty or obligation on the first class session, or the seventh day after enrollment, whichever is later. As described in the Notice of Cancellation form that will be given to you on the first class you go to.

Read the Notice of Cancellation Form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation Form, ask the school for a sample copy.

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

### Bureau for Private Postsecondary Education

**Physical Address:** 1747 North Market , Suite 225  
Sacramento, CA 95834

**Web Address:** [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Toll Free:** 1 (888) 370-7589

**Mailing Address:** P.O. Box 980818  
W. Sacramento, CA 95798-0818

**Fax Number:** (916) 263-1897

**Tel. Number:** (916) 574-8900



## STUDENT ENROLLMENT PACKAGE FORM

The Student has been provided with a School Catalog which contains the following forms: \_\_\_\_\_

	Form Description	Student Initials	Date
1.-	Cancellation Notice Form (Page31)		
2.-	Refund Policy (page #32,33)		
3.-	Refund Table Form (page #33)		
4.-	Student Tuition Recovery Information (STRF) (pages # 34,35)		
5.-	Notice of Students Rights Form (page #38)		
6.-	Attendance Policy (page 25,26)		
7.-	Probation and Dismissal Policies (Page 27)		
8.-	Drug Abuse Policy (Page 28)		
9.-	Right of Privacy (Page 28)		
10.	Job Classification Form (Page 8,9)		

\_\_\_\_\_ **The Student has also been provided with a School Performance Fact Sheet and Training Programs Job Classifications.**  
 Initials/Date

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## COMPUTER COURSES

### COMPUTER SET-UP / MAINTENANCE OPERATION

**19 Weeks - 480 Clock Hours**

*(Equipment Required for Enrollment in the Program)*

*(Open Enrollment – Bi-weekly)*

**Credential Level** Certificate of Completion

**Program Schedule** 480 Clock Hours to complete

**Class Schedule** Day Classes: Monday through Friday 8:30 A.M to 3:00 P.M. (19 Weeks)  
Evening Classes: Monday through Thursday 6:00 P.M. to 9:00 P.M (36 Weeks)  
Weekend Class: Saturdays 9:00 A.M to 3:00 P.M (80 Weeks)

**Internship or Externship are not Required**

### **COURSE OVERVIEW AND DESCRIPTION**

The Computer Set- Up and Maintenance Operator course shows you about computers and how to upgrade them, giving you the skill to open up your own computer, repair business computers or look for a computer repair position. You will gain the knowhow and confidence to build your first computer. You will learn all about PC parts, from the case, motherboard and power system, to the processor, memory, hard drive, video card, sound card, and networking hardware. In each case you will learn how the hardware works, what it does, and what types of hardware are available.

You will learn to upgrade an old pc and then learn how to put together a network that uses both wired and wireless connections. Finally, you will learn how to maintain a PC, from cleaning the components to updating the motherboard BIOS and device drivers to basic hard drive maintenance.

You will be trained to have the skills and ability to gain entry-level employment in computer manufacturers, computer dealerships, service companies, and/or independent employment. An assessment/test is given to you, the student, after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module.

### **COURSE PREREQUISITE(S):**

1. Provide a valid high school diploma / transcript, GED, California High School Proficiency Certificate or a third-party evaluation of foreign transcripts or diploma.
2. Be at least 18 years old. If younger than 18, the applicant must provide a valid high school diploma or equivalent for admission.
3. Interview with a admission representative
4. Tour the campus with the admissions representative
5. Or Passing of ATB exam approved by US Department of Education

<b>Textbooks Required</b> <b>Title:</b> Windows 10 –by Paul Mc Fedries <b>ISBN:</b> 9781119057024	<b>Title:</b> <i>Computer Service and Repair</i> Laboratory Manual <b>Authors:</b> Richard M. Roberts <b>Publisher</b> The Goodheart-Willcox Company <b>ISBN</b> 978-1-61960-801-6 <b>Edition:</b> 5 <sup>th</sup>
<b>Title:</b> Teach Yourself Visually Word 2016 <b>ISBN:</b> 9781119074991 <b>Publisher:</b> John Wiley & Sons	<b>Title:</b> <i>Computer Service and Repair</i> Study Manual <b>Authors:</b> Richard M. Roberts <b>Publisher</b> The Goodheart-Willcox Company <b>ISBN</b> 978-1-61960-800-9 <b>Edition:</b> 5 <sup>th</sup>
<b>Title:</b> <i>Computer Service and Repair</i> <b>Authors:</b> Richard M. Roberts <b>Publisher</b> The Goodheart-Willcox Company <b>ISBN</b> 978-1-61960-795-8 <b>Edition:</b> 5th	

UNITS / MODULES	NAME	HOURS
Module 1	Computer Fundamentals	30
Module 2	Environment of Windows	30
Module 3	Microsoft Office Features 2016	30
Module 4	Word Basics	30
Module 5	Internet Fundamentals	30
Module 6	Introduction to a Typical PC Operating Systems	30
Module 7	Mother Boards Central Processing Unit (CPU)	30
Module 8	Power Supplies Memory	30
Module 9 Cont.	Input Devices Video and audio Systems	30
Module 10	Magnetic and Solid State Storage Devices  Optical Storage Technology	30
Module 11	Printers Laptops and Mobile Devices	30
Module 12	Modems and transceivers	30



Physical and Digital Security		
Module 13	PC troubleshooting Introduction to Networking	30
Module 14 Module 15	Network Administration Wide Area Network (WAN)	30
Module 16 Module 17	Small Office / Home Office Networking Customer Support, Communication and Professionalism	30
Module 18	Employment and Advance Education Final Exam	30

<b>Tuition</b>	Registration fee ( Non- refundable)	\$ 150.00
	Tuition	\$6,000.00
	Books	\$ 180.01
	Computer Tools and Equipment	\$ 944.99
	Repairing Kit	\$ 127.01
	<b>Total Training Cost</b>	<b>\$7,275.00</b>

## COURSE OBJECTIVES

### Computer Fundamentals and Environment of Windows

- Know how to navigate Window
- Explain how to Set up Windows apps
- Explain how to customize windows
- Explain how to navigate the web
- Demonstrate how to set up an email account
- Demonstrate how to perform Day to Day Task with Apps
- Demonstrate how to start and exit office features.
- Explain how to find a ribbon command
- Demonstrate how to work with the ribbon
- Demonstrate how to create a new file
- Explain how to open save and print a file
- Demonstrate how to use office files online

### Microsoft Office 2016 Word Basics

- Demonstrate how to type and edit text
- Demonstrate how to change the font, size and color
- Demonstrate how to insert online video
- Demonstrate how to assign a theme, add borders create columns insert a table, headers and footers

### **Computer Set-Up And Maintenance Operator**

- Identify binary and hexadecimal numbers 0 through 15
- Identify external computer connections
- Identify the major components of a typical PC
- Explain how the major computer components interact with each other
- Identify common PC service tools .
- Explain the basic model of an operating system
- Explain the Windows boot sequence.
- Give examples of cloud computing resources and services.
- Summarize the guidelines for selecting software and drivers for 32-bit and 64-bit systems.
- Recall motherboard bus systems and their function.
- Identify common motherboard form factors.
- Explain motherboard bus architecture.
- Identify expansion card slot architectures.
- Use Device Manager and System Information to identify system resources.
- Recall the purpose of an instruction set.
- Explain the basic operation of a CPU.
- Recall the technologies used to enhance CPU operation.
- Explain the construction and operation of multi-core processors.
- Use Task Manager to set processor affinity.
- Identify sockets associated with the CPU.
- Evaluate a computer system's performance.
- Identify the signs of a bad power supply.
- Explain the operation of UPS systems and power strips.
- Recall the characteristics common to all monitors.
- Explain the basic operation of a CRT, an LCD, and a gas-plasma monitor.
- Identify computer monitor and home theater center connection types.
- Explain how data compression works.
- Explain analog-to-digital conversion.
- Explain the operation of microphones and speakers.
- Explain how magnetic principles are applied to data storage.
- Explain disk geometry.
- Identify disk partition systems.
- Explain the operating principles of a laser printer.
- Explain the operating principles of an LED printer.



- Explain the operating principles of an inkjet printer.
- Explain the operating principles of a dot matrix printer.
- Explain the operating principles of a color thermal printer.
- Explain the operating principles of a dye-sublimation printer.
- Explain the operating principles of a solid ink color printer.
- Compare and contrast laptops, tablets, and smartphones.
- Identify portable PC parts.
- Identify the ways data can be transferred between a mobile device and a full-size PC.
- Explain the basic operation of a multiplexer and demultiplexer
- Implement appropriate security practices for securing the physical area of a computer system and disposing of and destroying critical data.
- Implement security best practices for securing a workstation.
- Implement common sense practices when troubleshooting a PC.
- Identify the three stages of computer operation.
- Implement appropriate practices when preparing to upgrade or install an operating system.
- Implement preventive computer maintenance.
- Implement the various types of file sharing available in Windows XP and later.
- Identify the most common RAID levels and their characteristics.
- Identify cloud service terminology and characteristics.
- Implement basic knowledge of networking when troubleshooting network problems.
- Design a SOHO network based on the media, the number of PCs, and the type of Internet access that will be used.

## MODULE DISCRIPTION

### **Module 1: Computer Fundamentals**

**30 Hours**

In this module the student will learn to start and turn off the computer. They will learn basic fundamentals about using the computer.

### **Module 2: Environment of Windows**

**30 Hours**

In this module the student will learn how to work with Windows 10. They will learn to use the interface, organize documents and files into libraries. Topics covered will be: how to use the start button and the start menu, work with apps and programs on the taskbar, use the Settings app and the Control Panel, adjust accessibility settings for hearing and vision impaired users, create accounts in Windows, navigate and use the browser Microsoft Edge, plus many more topics.

### **Module 3: Microsoft Office Features 2016**

**30 Hours**

In this module the student will learn all of the features of Office 2016 that share a common look and feel. Some of the topic that we will be covering will be, the Ribbon, the Quick Access Toolbar, program window controls and the File Tab. The student will learn how to navigate common office features and learn basic tasks.

### **Module 4: Word Basics**

**30 Hours**

In this module the student will learn in Microsoft Word how to tackle any project involving text, such as correspondence, reports and more. The student will learn Word's versatile formatting features that enable them to easily enhance their text documents and add elements such as table or headers and footers. In this module you will learn to build and format Word documents and tap into Word's tools to review and proofread your documents.

### **Module 5: Internet Fundamentals**

**30 Hours**

In this module the student will learn to use Microsoft Edge to navigate from site to site. They will Learn how to enter web page addresses, work with tabs, save their favorite sites, search for Information and more.

### **Module 6: Introduction to a Typical PC Operating Systems**

**30 Hours**

In this module the student will learn to remove the case from 3 different PC's. They will select a major brand of PC and use the Internet to access the website of the manufacturer. Look for technical reference material to help you identify the component locations on the motherboard and on the outside of the case. In the second part of the module they will access the command prompt and explore more text based commands.

### **Module 7: Mother Boards Central Processing Unit (CPU)**

**30 Hours**

In this module the student will remove a motherboard, setup utilities, such as the hard drive, CD/DVD drive configurations. They will open Device Manager and study the way the system resources are displayed and assigned. Also, the student will learn all about the Central Processing Unit of the computer, from installation to performance.

### **Module 8: Power Supplies Memory**

**30 Hours**

In this module the student will learn to remove a power supply form a typical PC. Take voltage and resistance readings. Lastly the student will learn how to remove and add more memory to the computer, run the menu command format the command prompt and view the information concerning conventional, XMS, Extended, and HMA memory.

## **Module 9: Input Devices**

**30 Hours**

### **Video and Audio Systems**

In this module the student will Recall the purpose of the Human Interface Device standard for USB devices. Explain how a keyboard scan code is generated and interpreted. Explain how an optical mouse operates. Explain how a bar code reader, scanner, and digital camera operate. Recall the characteristics of the major touch screen technologies. Recall the characteristics of Bluetooth, Wi-Fi, WUSB, and UWB. Plus, Use Device Manager, Devices and Printers, and the Ease of Access Center to manage computer input devices. Under the topic of Video and Audio Systems, the student will Make a sound recording and experiment with changing the sampling rates. Use the control panel to install and modify the properties of a digital camera input system. Locate and identify the driver for the monitor.

## **Module 10: Magnetic and Solid State**

**30 Hours**

### **Storage Devices and Optical Storage Technology**

In this module “Solid State Storage Devices” the student will install a hard drive, install a second SATA hard disk drive. Open the storage spaces wizard and view the options available. Access the firmware Setup Utility and find information about the hard drive configuration. Also in this module the student will learn about Optical Storage Technology. They will learn how to install an optical storage device into a PC, check the Hardware Compatibility List to see if all CD and DVD drive systems are compatible with windows.

## **Module 11: Printers**

**30 Hours**

### **Laptops and Mobile Devices**

In this module the student will set up a laptop to access your home or school PC. The student will also inspect the wireless encryption configuration associated with a wireless device.

## **Module 12: Modems and Transceivers**

**30 Hours**

### **Physical and Digital security**

In this module the student will learn about Modems and transceivers. Also, Physical and Digital Security of a PC. They will carry out a typical telephone modem installation and configuration, carry out a residential internet connection installation and configuration.

## **Module 13: PC Troubleshooting**

**30 Hours**

### **Introduction to Networking**

In this module the student will learn how to trouble shot a PC. Plus, they will Learn all about Networking. They will also learn how to recall the characteristics of common network topologies, explain how networks communicate, identify common network cabling materials, select the proper cable tool for a specific task, carry out a typical network adapter card installation.

## **Module 14: Network Administration**

**30 Hours**

In this module the student will learn about Network Administration. They will learn the various types of file sharing available in Windows XP and later. Also they will identify the characteristics of centralized and decentralized network administration, recall the general procedures and tools used for installing multiple copies of an operating system and application software onto multiple computers.

**Module 15: Wide Area Network (WAN)**

**30 Hours**

In this module the student will learn to identify the various methods of TCP/IP addressing. Other topics to be covered will be, “How to identify equipment associated with a WAN”, “How to use common diagnostic utilities associated with networks”, “Using a email client software or webmail program to set up an email account.” “How to troubleshoot network problems.”

**Module 16: Small Office / Home Office Networking**

**30 Hours**

In this module the student will learn how to construct a Windows XP SOHO network, a Windows XP SOHO network and a Vista network. They will also learn how to identify common problems that can occur in a new SOHO network installation. Plus, they will use Remote Desktop features to connect to a remote PC.

**Module 17: Customer Support, Communication and Professionalism**

**30 Hours**

In this module the student will learn about customer support, how to use proper communication skills in the workplace, identify the traits that exhibit a professional image and key steps related to handling a prohibitive content or prohibitive activity incident.

**Module 18: Employment and Advance Education**

**30 Hours**

In this module the student will learn to plan a career in an IT field, including education, certification and keeping up to date with changes in technology. They will learn to carry out a job search and identify appropriate interview skills.

## COMPUTER OFFICE SPECIALIST

**14.5 Weeks - 390 Clock Hours**

*(Equipment Required for Enrollment in the Program)*

*(Open Enrollment)*

**Credential Level** Certificate of Completion

**Program Schedule** 390 Hours

**Class Schedule** Day Classes : Monday through Friday 8:30 a.m. to 3:00 p.m. (14.5 Weeks)

Evening Class: Monday through Thursday 6:00 p.m. to 9:00 p.m. (30 Weeks)

**Internship or Externship not required**

### Course Overview and Description

This Course will introduce the Student to Windows 10, Microsoft Office 2016. The Student will learn Office Features, Word and Excel, PowerPoint, Access, Publisher, OneNote, Outlook. The Student must get a grade of 71-80 (C) or better to pass the module. Graduate students will gain the skills and expertise to obtain entry level employment in an office requiring computer clerical business skills and or any businesses which computer knowledge and skills are needed.

#### COURSE PREREQUISITE(S):

1. Provide a valid high school diploma / transcript, GED, California High School Proficiency Certificate or a third party evaluation of foreign transcripts or diploma.
2. Be at least 18 years old. If younger than 18, the applicant must provide a valid high school diploma or equivalent for admission.
3. Interview with a admission representative
4. Tour the campus with the admissions representative
5. Or Passing of ATB exam approved by US Department of Education

**Textbooks Required:** 1. Microsoft Office 2016 “Teach Yourself Visually by Elaine Marmel  
ISBN: 978-1-119-07477-9  
2. Windows 10 – by Paul Mc. Fedries  
ISBN:9781119057024  
3. **Software:** Microsoft Office 2016  
Window 10

### COMPUTER OFFICE SPECIALIST

UNITS / MODULES		HOURS
<b>Module 1</b>	Window 10	65.0
<b>Module 2</b>	Microsoft Features	19.5
<b>Module 3</b>	Microsoft Word	65
<b>Module 4</b>	Microsoft Excel	65
<b>Module 5</b>	Microsoft PowerPoint	32.5
<b>Module 6</b>	Microsoft Access	65
<b>Module 7</b>	Microsoft Outlook	19.5
<b>Module 8</b>	Microsoft Publisher	45.5
<b>Module 9</b>	Microsoft OneNote	13
<b>TOTAL</b>		<b>390</b>

<b>Tuition</b>	Registration fee ( Non-refundable)	\$ 150
	Tuition	\$5,000
	Equipment, tools, books and Supplies	\$ 825
	Total Training Cost	\$5,975

**Course Objectives: Upon completion of this course, the student will be able to:**

- Start working with Windows 10
- Use the user interface improvements in Windows 10.
- Organize your documents and files into libraries.
- Quickly search for programs and files.
- Learn the features found in Office 2016 that are common in all Office programs
- Edit and proofread a document in Word
- Change the look of the text in Word
- Organize information in Columns and Tables in Word
- Add Simple Graphic Elements in Word

- Preview, print and distribute documents in Word
- Create a workbooks in Excel
- Work with Data and Excel tables
- Perform Calculations on data in Excel
- Change Workbook Appearance in Excel
- Focus on Specific Data by using filters in Excel
- Work with slides in PowerPoint
- Work with Slide text
- Format Sheets
- Add simple visual enhancements
- Review and deliver presentations
- Create and configure Notebooks in OneNote
- Create and organize notes in OneNote
- Store and access contact information in Outlook
- Manage scheduling in Outlook
- Display different views of a calendar in Outlook
- Track task in Outlook
- Create Databases and Simple tables in Access
- Create simple forms in Access
- Display Data in Access
- Create visual interest in Publisher
- Create colorful Cards in calendars in publisher

## Module Descriptions

### Module 1: Windows 10

**65 Hours**

In this module the student will learn how to work with Windows 10. They will learn to use the interface, organize documents and files into libraries. Topics covered will be: how to use the start button and the start menu, work with apps and programs on the taskbar, use the Settings app and the Control Panel, adjust accessibility settings for hearing and vision impaired users, create accounts in Windows, navigate and use the browser Microsoft Edge, plus many more topics.

### Module 2: Microsoft Features

**19.5 Hours**

In this module the student will learn all of the features of Office 2016 that share a common look and feel. Some of the topic that we will be covering will be, the Ribbon, the Quick

Access Toolbar, program window controls and the File Tab. The student will learn how to navigate common office features and learn basic tasks.

**Module 3: Microsoft Word**

**65 Hours**

In this module the student will learn in Microsoft Word how to tackle any project involving text, such as correspondence, reports and more. The student will learn Word's versatile formatting features that enable them to easily enhance their text documents and add elements such as table or headers and footers. In this module you will learn to build and format Word documents and tap into Word's tools to review and proofread your documents.

**Module 4: Microsoft Excel**

**65 Hours**

Excel is a powerful spreadsheet program. You can use Excel strictly as a program for manipulating numerical data, or you can use it as a database program to track and manage large quantities of data. The Student will learn to chart mathematical data and create PivotTables and Pivot Charts of large quantities of data. Also, students will learn how to enter data into worksheet and tap into the power of Excel's formulas, functions, and charting capabilities to analyze data.

**Module 5: PowerPoint**

**32.5 Hours**

PowerPoint is a presentation program that you can use to create side shows to present ideas to clients, explain a concept or procedure to employees, or teach a class. In this module you will learn how to create slide shows, how to add text, artwork, and special effects to them and how to package them on a CD-ROM.

**Module 6: Access**

**65 Hours**

Access is a robust database program that you can use to store and manage large quantities of data related to anything from home inventory to a giant warehouse of products. Access organizes your information into tables, speeds up data entry with forms and preforms powerful analysis using filter and queries. In this module the student will learn how to build and maintain a database file, add table, create forms and analyze their data using filters, sorting and queries.

**Module 7: Outlook**

**19.5 Hours**

Outlook is an email, program and a personal information manager for the computer desktop. You can use Outlook to send and receive email messages, schedule calendar appointments, keep track of contacts, organize lists of things to do and more. In this module the student will learn how to put Outlook to work using each of its major components to manage everyday tasks.





**Module 8: Publisher**

**45.5 Hours**

Publisher is a desktop publishing program that you can use to design and produce a variety of publications. Publisher installs with a large selection of predesigned publications that you can use as templates to build your own desktop publishing projects: additional templates are available from Office.com. In this module the student will learn to build and fine-tune publications, tapping into Publisher's formatting features to make each document suit your own design and needs.

**Module 9: OneNote**

**13 Hours**

OneNote acts like a digital notebook, enabling you to jot down ideas, sketch out plans, brainstorm business strategies, and compile scraps of information in one searchable, shareable, easy to access location. In this module the student will learn to take notes during meetings and lectures, collect research materials from the web, gather information about an upcoming trip, assemble ideas for a home improvement project, and more.



## **COMPUTER COURSES ONLINE**

### **COMPUTER SET-UP AND MAINTENANCE OPERATOR ON LINE**

**19 Weeks - 480 Clock Hours**

*(Equipment Required for Enrollment in the Program)*

*(Open Enrollment – Bi-weekly)*

**Credential Level** Certificate of Completion

**Program Schedule** 480 Clock Hours to complete

**Class Schedule** Day Classes: Monday through Friday 9:00 A.M to 2:30 P.M. (19 Weeks)  
Evening Classes: Monday through Thursday 6:00 P.M. to 9:00 P.M (36 Weeks)  
Weekend Class: Saturdays 9:00 A.M to 3:00 P.M (80 Weeks)

**Internship or Externship are not Required**

**Method of Delivery:** Online Real Time

### **COURSE OVERVIEW AND DRESCRIPTION**

The Computer Set- Up and Maintenance Operator course shows you about computers and how to upgrade them, giving you the skill to open up your own computer, repair business computers or look for a computer repair position. You will gain the knowhow and confidence to build your first computer. You will learn all about PC parts, from the case, motherboard and power system, to the processor, memory, hard drive, video card, sound card, and networking hardware. In each case you will learn how the hardware works, what it does, and what types of hardware are available.

You will learn to upgrade an old pc and then learn how to put together a network that uses both wired and wireless connections. Finally, you will learn how to maintain a PC, from cleaning the components to updating the motherboard BIOS and device drivers to basic hard drive maintenance.

You will be trained to have the skills and ability to gain entry-level employment in computer manufacturers, computer dealerships, service companies, and/or independent employment. An assessment/test is given to you, the student, after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module.

### **COURSE PREREQUISITE(S):**

6. Provide a valid high school diploma / transcript, GED, California High School Proficiency Certificate or a third-party evaluation of foreign transcripts or diploma.
7. Be at least 18 years old. If younger than 18, the applicant must provide a valid high school diploma or equivalent for admission.
8. Interview with a admission representative

9. Tour the campus with the admissions representative  
 10. Or Passing of ATB exam approved by US Department of Education

### Textbooks Required

<b>Textbooks Required</b> <b>Title:</b> Windows 10 –by Paul Mc Fedries <b>ISBN:</b> 9781119057024	<b>Title:</b> <i>Computer Service and Repair</i> Laboratory Manual <b>Authors:</b> Richard M. Roberts <b>Publisher</b> The Goodheart-Willcox Company <b>ISBN</b> 978-1-64564-003-5 <b>Edition:</b> 5 <sup>th</sup>
<b>Title:</b> Teach Yourself Visually Word 2016 <b>ISBN:</b> 9781119074991 <b>Publisher:</b> John Wiley & Sons	<b>Title:</b> <i>Computer Service and Repair</i> Study Guide <b>Authors:</b> Richard M. Roberts <b>Publisher</b> The Goodheart-Willcox Company <b>ISBN</b> 978-1-64564-002-8 <b>Edition:</b> 5 <sup>th</sup>
<b>Title:</b> <i>Computer Service and Repair</i> <b>Authors:</b> Richard M. Roberts <b>Publisher</b> The Goodheart-Willcox Company <b>ISBN</b> 978-1-64564-000-4 <b>Edition:</b> 5 <sup>th</sup>	

UNITS / MODULES	NAME	HOURS
Module 1	Computer Fundamentals	30
Module 2	Environment of Windows	30
Module 3	Microsoft Office Features 2016	30
Module 4	Word Basics	30
Module 5	Internet Fundamentals	30
Module 6	Introduction to a Typical PC Operating Systems	30
Module 7	Mother Boards Central Processing Unit (CPU)	30
Module 8	Power Supplies Memory	30
Module 9 Cont.	Input Devices Video and audio Systems	30
Module 10	Magnetic and Solid State Storage Devices	30

	Optical Storage Technology	
Module 11	Printers Laptops and Mobile Devices	30
Module 12	Modems and transceivers Physical and Digital Security	30
Module 13	PC troubleshooting Introduction to Networking	30
Module 14 Module 15	Network Administration Wide Area Network (WAN)	30
Module 16 Module 17	Small Office / Home Office Networking Customer Support, Communication and Professionalism	30
Module 18	Employment and Advance Education Final Exam	30

<b>Tuition</b>	Registration fee ( Non- refundable)	\$ 150.00
	Tuition	\$6,000.00
	Books	\$ 180.01
	Computer Tools and Equipment	\$ 944.99
	Repairing Kit	\$ 127.01
	Total Training Cost	\$7,275.00

**COURSE OBJECTIVES**

**Computer Fundamentals and Environment of Windows**

- Know how to navigate Window
- Explain how to Set up Windows apps
- Explain how to customize windows
- Explain how to navigate the web
- Demonstrate how to set up an email account
- Demonstrate how to perform Day to Day Task with Apps
- Demonstrate how to start and exit office features.
- Explain how to find a ribbon command
- Demonstrate how to work with the ribbon
- Demonstrate how to create a new file
- Explain how to open save and print a file
- Demonstrate how to use office files online

**Microsoft Office 2016 Word Basics**

- Demonstrate how to type and edit text
- Demonstrate how to change the font, size and color

- Demonstrate how to insert online video
- Demonstrate how to assign a theme, add borders create columns insert a table, headers and footers

### **Computer Set-Up And Maintenance Operator**

- Identify binary and hexadecimal numbers 0 through 15
- Identify external computer connections
- Identify the major components of a typical PC
- Explain how the major computer components interact with each other
- Identify common PC service tools .
- Explain the basic model of an operating system
- Explain the Windows boot sequence.
- Give examples of cloud computing resources and services.
- Summarize the guidelines for selecting software and drivers for 32-bit and 64-bit systems.
- Recall motherboard bus systems and their function.
- Identify common motherboard form factors.
- Explain motherboard bus architecture.
- Identify expansion card slot architectures.
- Use Device Manager and System Information to identify system resources.
- Recall the purpose of an instruction set.
- Explain the basic operation of a CPU.
- Recall the technologies used to enhance CPU operation.
- Explain the construction and operation of multi-core processors.
- Use Task Manager to set processor affinity.
- Identify sockets associated with the CPU.
- Evaluate a computer system's performance.
- Identify the signs of a bad power supply.
- Explain the operation of UPS systems and power strips.
- Recall the characteristics common to all monitors.
- Explain the basic operation of a CRT, an LCD, and a gas-plasma monitor.
- Identify computer monitor and home theater center connection types.
- Explain how data compression works.
- Explain analog-to-digital conversion.
- Explain the operation of microphones and speakers.
- Explain how magnetic principles are applied to data storage.
- Explain disk geometry.

- Identify disk partition systems.
- Explain the operating principles of a laser printer.
- Explain the operating principles of an LED printer.
- Explain the operating principles of an inkjet printer.
- Explain the operating principles of a dot matrix printer.
- Explain the operating principles of a color thermal printer.
- Explain the operating principles of a dye-sublimation printer.
- Explain the operating principles of a solid ink color printer.
- Compare and contrast laptops, tablets, and smartphones.
- Identify portable PC parts.
- Identify the ways data can be transferred between a mobile device and a full-size PC.
- Explain the basic operation of a multiplexer and demultiplexer
- Implement appropriate security practices for securing the physical area of a computer system and disposing of and destroying critical data.
- Implement security best practices for securing a workstation.
- Implement common sense practices when troubleshooting a PC.
- Identify the three stages of computer operation.
- Implement appropriate practices when preparing to upgrade or install an operating system.
- Implement preventive computer maintenance.
- Implement the various types of file sharing available in Windows XP and later.
- Identify the most common RAID levels and their characteristics.
- Identify cloud service terminology and characteristics.
- Implement basic knowledge of networking when troubleshooting network problems.
- Design a SOHO network based on the media, the number of PCs, and the type of Internet access that will be used.

## MODULE DISCRIPTION

### Module 1: Computer Fundamentals

**30 Hours**

In this module the student will learn to start and turn off the computer. They will learn basic fundamentals about using the computer.

### Module 2: Environment of Windows

**30 Hours**

In this module the student will learn how to work with Windows 10. They will learn to use the interface, organize documents and files into libraries. Topics covered will be: how to use the start button and the start menu, work with apps and programs on the taskbar, use the Settings app and the

Control Panel, adjust accessibility settings for hearing and vision impaired users, create accounts in Windows, navigate and use the browser Microsoft Edge, plus many more topics.

### **Module 3: Microsoft Office Features 2016**

**30 Hours**

In this module the student will learn all of the features of Office 2016 that share a common look and feel. Some of the topic that we will be covering will be, the Ribbon, the Quick Access Toolbar, program window controls and the File Tab. The student will learn how to navigate common office features and learn basic tasks.

### **Module 4: Word Basics**

**30 Hours**

In this module the student will learn in Microsoft Word how to tackle any project involving text, such as correspondence, reports and more. The student will learn Word's versatile formatting features that enable them to easily enhance their text documents and add elements such as table or headers and footers. In this module you will learn to build and format Word documents and tap into Word's tools to review and proofread your documents.

### **Module 5: Internet Fundamentals**

**30 Hours**

In this module the student will learn to use Microsoft Edge to navigate from site to site. They will Learn how to enter web page addresses, work with tabs, save their favorite sites, search for Information and more.

### **Module 6: Introduction to a Typical PC Operating Systems**

**30 Hours**

In this module the student will learn to remove the case from 3 different PC's. They will select a major brand of PC and use the Internet to access the website of the manufacturer. Look for technical reference material to help you identify the component locations on the motherboard and on the outside of the case. In the second part of the module they will access the command prompt and explore more text based commands.

### **Module 7: Mother Boards Central Processing Unit (CPU)**

**30 Hours**

In this module the student will remove a motherboard, setup utilities, such as the hard drive, CD/DVD drive configurations. They will open Device Manager and study the way the system resources are displayed and assigned. Also, the student will learn all about the Central Processing Unit of the computer, from installation to performance.

### **Module 8: Power Supplies Memory**

**30 Hours**

In this module the student will learn to remove a power supply form a typical PC. Take voltage and resistance readings. Lastly the student will learn how to remove and add more memory to the computer, run the menu command format the command prompt and view the information concerning conventional,

XMS, Extended, and HMA memory.

**Module 9: Input Devices**

**30 Hours**

**Video and Audio Systems**

In this module the student will Recall the purpose of the Human Interface Device standard for USB devices. Explain how a keyboard scan code is generated and interpreted. Explain how an optical mouse operates. Explain how a bar code reader, scanner, and digital camera operate. Recall the characteristics of the major touch screen technologies. Recall the characteristics of Bluetooth, Wi-Fi, WUSB, and UWB.

Plus, Use Device Manager, Devices and Printers, and the Ease of Access Center to manage computer input devices. Under the topic of Video and Audio Systems, the student will Make a sound recording and experiment with changing the sampling rates. Use the control panel to install and modify the properties of a digital camera input system. Locate and identify the driver for the monitor.

**Module 10: Magnetic and Solid State**

**30 Hours**

**Storage Devices and Optical Storage Technology**

In this module “Solid State Storage Devices” the student will install a hard drive, install a second SATA hard disk drive. Open the storage spaces wizard and view the options available. Access the firmware Setup Utility and find information about the hard drive configuration. Also in this module the student will learn about Optical Storage Technology. They will learn how to install an optical storage device into a PC, check the Hardware Compatibility List to see if all CD and DVD drive systems are compatible with windows.

**Module 11: Printers**

**30 Hours**

**Laptops and Mobile Devices**

In this module the student will set up a laptop to access your home or school PC. The student will also inspect the wireless encryption configuration associated with a wireless device.

**Module 12: Modems and Transceivers**

**30 Hours**

**Physical and Digital security**

In this module the student will learn about Modems and transceivers. Also, Physical and Digital Security of a PC. They will carry out a typical telephone modem installation and configuration, carry out a residential internet connection installation and configuration.

**Module 13: PC Troubleshooting**

**30 Hours**

**Introduction to Networking**

In this module the student will learn how to trouble shot a PC. Plus, they will Learn all about Networking. They will also learn how to recall the characteristics of common network topologies, explain how networks communicate, identify common network cabling materials, select the proper cable tool for a specific task, carry out a typical network adapter card installation.

**Module 14: Network Administration**

**30 Hours**

In this module the student will learn about Network Administration. They will learn the various types of file sharing available in Windows XP and later. Also they will identify the characteristics of centralized



and decentralized network administration, recall the general procedures and tools used for installing multiple copies of an operating system and application software onto multiple computers.

**Module 15: Wide Area Network (WAN)**

**30 Hours**

In this module the student will learn to identify the various methods of TCP/IP addressing. Other topics to be covered will be, “How to identify equipment associated with a WAN”, “How to use common diagnostic utilities associated with networks”, “Using a email client software or webmail program to set up an email account.” “How to troubleshoot network problems.”

**Module 16: Small Office / Home Office Networking**

**30 Hours**

In this module the student will learn how to construct a Windows XP SOHO network, a Windows XP SOHO network and a Vista network. They will also learn how to identify common problems that can occur in a new SOHO network installation. Plus, they will use Remote Desktop features to connect to a remote PC.

**Module 17: Customer Support, Communication and Professionalism**

**30 Hours**

In this module the student will learn about customer support, how to use proper communication skills in the workplace, identify the traits that exhibit a professional image and key steps related to handling a prohibitive content or prohibitive activity incident.

**Module 18: Employment and Advance Education**

**30 Hours**

In this module the student will learn to plan a career in an IT field, including education, certification and keeping up to date with changes in technology. They will learn to carry out a job search and identify appropriate interview skills.



## COMPUTER APPLICATIONS

240 Hours

(Equipment required for Enrollment in this program)  
(Open Enrollment)

**Credential Level** Certificate of Completion

**Program Schedule** 240 Hours

**Class Schedule** Day Classes: Monday through Friday 9:00a.m. to 12:00 p.m. (16 Weeks)  
9:00 a.m. to 1:00 p.m. (12 Weeks)  
Evening Class: Monday through Thursday 5:00 p.m. to 9:00 p.m. (16 Weeks)

**Internship or Externship not required**

### Course Overview and Description

This Course will introduce the Student to Windows 10, Microsoft Office 2016. The Student will learn Office Features, Word and Excel, PowerPoint, Access, Publisher, OneNote, Outlook. The Student must get a grade of 71-80 (C) or better to pass the module. Graduate students will gain the skills and expertise to obtain entry level employment in an office requiring computer clerical business skills and or any businesses which computer knowledge and skills are needed.

This course is an on-line course and the teacher will meet online through “Go To Meeting” with the students, 9:00 am to 1 pm: Monday through Friday for day courses and 5:00 pm to 9:00 pm, Monday through Thursday for night courses.

#### COURSE PREREQUISITE(S):

1. Provide a valid high school diploma / transcript, GED, California High School Proficiency Certificate or a third-party evaluation of foreign transcripts or diploma.
2. Be at least 18 years old. If younger than 18, the applicant must provide a valid high school diploma or equivalent for admission.
3. Interview with a admission representative
4. Tour the campus with the admissions representative
5. Or Passing of ATB exam approved by US Department of Education

**Textbooks Required:** 1. Microsoft Office 2016 “Teach Yourself Visually by Elaine Marmel  
 ISBN: 978-1-119-07477-9  
 2. Windows 10 – by Paul Mc. Fedries  
 ISBN:9781119057024  
 3. **Software:** Microsoft Office 2016  
 Window 10

### COMPUTER OFFICE APPLICATIONS

UNITS / MODULES		HOURS
<b>Module 1</b>	Window 10 Microsoft Features, OneNote	60
<b>Module 2</b>	Microsoft Word	60
<b>Module 3</b>	Microsoft Excel	60
<b>Module 4</b>	Microsoft PowerPoint Outlook	60
<b>TOTAL</b>		<b>240</b>

<b>Tuition</b>	Registration fee ( Nonrefundable)	\$ 150
	Tuition	\$4,350
	Equipment, tools, books and Supplies	\$1,000
	<b>Total Training Cost</b>	<b>\$5,500</b>

**Course Objectives: Upon completion of this course, the student will be able to:**

- Start working with Windows 10
- Use the user interface improvements in Windows 10
- Organize your documents and files into libraries.
- Quickly search for programs and files.
- Learn the features found in Office 2016 that are common in all Office programs
- Edit and proofread a document in Word
- Change the look of the text in Word
- Organize information in Columns and Tables in Word
- Add Simple Graphic Elements in Word
- Preview, print and distribute documents in Word
- Create a workbook in Excel

- Work with Data and Excel tables
- Perform Calculations on data in Excel
- Change Workbook Appearance in Excel
- Focus on Specific Data by using filters in Excel
- Work with slides in PowerPoint
- Work with Slide text
- Format Sheets
- Add simple visual enhancements
- Review and deliver presentations
- Create and configure Notebooks in OneNote
- Create and organize notes in OneNote
- Store and access contact information in Outlook
- Manage scheduling in Outlook
- Display different views of a calendar in Outlook
- Track task in Outlook

## Module Descriptions

### **Module 1: Windows 10**

**45 Hours**

In this module the student will learn how to work with Windows 10. They will learn to use the interface, organize documents and files into libraries. Topics covered will be: how to use the start button and the start menu, work with apps and programs on the taskbar, use the Settings app and the Control Panel, adjust accessibility settings for hearing and vision impaired users, create accounts in Windows, navigate and use the browser Microsoft Edge, plus many more topics.

### **Microsoft Features**

**7 Hours**

In this module the student will learn all of the features of Office 2016 that share a common look and feel. Some of the topic that we will be covering will be, the Ribbon, the Quick Access Toolbar, program window controls and the File Tab. The student will learn how to navigate common office features and learn basic tasks.

### **Module 9: OneNote**

**7 Hours**

OneNote acts like a digital notebook, enabling you to jot down ideas, sketch out plans, brainstorm business strategies, and compel scraps of information in one searchable, shareable, easy to access location. In this module the student will learn to take notes during meetings and lectures, collect research materials form the web, gather information about an upcoming trip, assemble ideas for a home improvement project, and more.

### **Module 2: Microsoft Word**

**60 Hours**

In this module the student will learn in Microsoft Word how to tackle any project involving text, such as correspondence, reports and more. The student will learn Word's versatile formatting features that enable them to easily enhance their text documents and add elements such as table or headers and footers. In this module you will learn to build and format Word documents and tap into Word's tools to review and proofread your documents.

### **Module 3: Microsoft Excel**

**60 Hours**

Excel is a powerful spreadsheet program. You can use Excel strictly as a program for manipulating numerical data, or you can use it as a database program to track and manage large quantities of data. The Student will learn to chart mathematical data and create PivotTables and Pivot Charts of large quantities of data. Also, students will learn how to enter data into worksheet and tap into the power of Excel's formulas, functions, and charting capabilities to analyze data.

### **Module 4: PowerPoint**

**45 Hours**

PowerPoint is a presentation program that you can use to create side shows to present ideas to clients, explain a concept or procedure to employees, or teach a class. In this module you will learn how to create slide shows, how to add text, artwork, and special effects to them and how to package them on a CD-ROM.

### **Outlook**

**15 Hours**

Outlook is an email, program and a personal information manager for the computer desktop. You can use Outlook to send and receive email messages, schedule calendar appointments, keep track of contacts, organize lists of things to do and more. In this module the student will learn how to put Outlook to work using each of its major components to manage everyday tasks.

## **PHOTOGRAPHY COURSES**

### **DIVERSIFIED PHOTOGRAPHY**

**20 Weeks - 432 Clock Hours**

*(Equipment Required for Enrollment in the Program)*

*(Open Enrollment)*

<b>Credential</b>	Certificate of Completion
<b>Program Schedule</b>	432 Hours
<b>Class Schedule</b>	Day Classes : Monday through Friday 8:30 a.m. to 2:30 p.m. (20 Weeks)

**Internship or Externship not required**

### **Course Overview and Description**

#### **Module 1. Digital Photography**

Successful graduates will obtain the skills, knowledge and experience to secure entry level employment as Photographers and/or Digital Imaging Technicians. The graduates will be able to take pictures in or out the studio by using different lighting techniques using different backgrounds. Applying special effects with 35 MM digital cameras using shutter speeds and apertures. The student must get a grade of 71-80 (C) or better to pass the module.

#### **Textbooks Required:**

1. Quick Snap Guide to Digital Photography: An Instant Start-Up Manual for New Digital
2. Camera Owners' Manual ISBN=978-1-59863-335-1

#### **Module 2. Photoshop CS6**

This course in Digital Photography is designed to develop your skills in pixel based photographic design and printing. In this introductory course in digital photography, we will learn to create, edit, post and share our images electronically. Also you will learn how to update, edit your photos in Photoshop, photo duplication and enlargements, manual retouching, restoration, manipulation of images, and print media with the use Adobe Photoshop CS6. An assessment/test is given to the student after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module. The overall occupational objective of the course is to prepare the student to work in every facet of the photography field ranging from photo studios, photo-retouching labs, print shops, computer output service bureaus, and publications.

#### **Textbooks Required:**

1. Adobe Photoshop Classroom in a Book CS6 by Adobe Creative Team

ISBN: 978-0-321-82733-3

**COURSE PREREQUISITE(S): (Module 1 and 2)**

1. Provide a valid high school diploma / transcript, GED, California High School Proficiency Certificate or a third party evaluation of foreign transcripts or diploma.
2. Be at least 18 years old. If younger than 18, the applicant must provide a valid high school diploma or equivalent for admission.
3. Interview with a admission representative
4. Tour the campus with the admissions representative
5. Or Passing of ATB exam approved by US Department of Education

**MODULE 1 - 7 – DIGITAL PHOTOGRAPHY**

TOPICS	NAME	HOURS
<b>Module 1</b>	Camera Operation	40.5
<b>Module 2</b>	Photography, the Basic Controls	22.5
<b>Module 3</b>	Lighting Techniques	63
<b>Module 4</b>	Lighting and Shooting	63
<b>Module 5</b>	Lighting and Shooting, Continue..	
<b>Module 6</b>	Lighting and Shooting Continue ..	
<b>Module 7</b>	Lighting and Shooting	
<b>Total</b>		<b>189</b>

**MODULE 8- 19 – PHOTOSHOP CS6**

TOPICS	NAME	HOURS
<b>Module 8</b>	Introduction to Operating System (window 10)	12.
<b>Module 9</b>	Getting to know the work area	12.
<b>Module 10</b>	Basic Photo Correction	22.5
<b>Module 11</b>	Working with Selections	22.5
<b>Module 12</b>	Layer Basics	22.5
<b>Module 13</b>	Correcting and Enhancing Digital Photography	22.5
<b>Module 14</b>	Masks and Channels	22.5
<b>Module 15</b>	Typographic Design	22.5
<b>Module 16</b>	Vector drawing Techniques	22.5
<b>Module 17</b>	Advance Compositing	12.5
	Editing Video	12.5
<b>Module 18</b>	Printing with the Mixer Brush	12
	Working with 3D Images	12
<b>Module 19</b>	Preparing Files for the Web	12
	Producing and printing Consistent Color	12

<b>Total</b>	<b>243</b>
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<b>Tuition</b>	Registration fee ( Non refundable)	\$ 150
	Tuition	\$6,000
	Equipment, tools, books and Supplies	\$ 825
	Total Training Cost	\$6,975

## COURSE OBJECTIVES

Upon completion of this course the student will be able to :

- Work with the technical aspect of photographing with a digital camera and working with those images including digital editing, saving, sizing, posting and printing of those images
- Develop and practice skills using digital photography
- Shoot with digital cameras, maximizing the quality of the output.
- Edit photos in Photoshop

## MODULES

### Module 1 – Digital Photography

**40.5 Hours**

#### Topic 1 – Camera Operations

- Basic and Advanced controls of your camera
- Inserting Media
- Using Electronic Flash
- Battery Changing and Battery Life
- Media Formatting
- Transferring Photos
- Making Optimum Compressions and resolutions
- Making Basic Settings
- Changing LCD Brightness
- Customs Settings
- How to upload your pictures to your computer

#### Topic 2 – Photography, the Basic Controls

**22.5 Hours**

- Exposure Controls
- Using Scene Modes
- Programmed Exposure Modes
- Aperture Priority and Shutter Priority
- Manual Exposure
- Choosing a Shutter Speed to Stop Action or Create Blur
- Selecting the F/Stop to Control sharpness and Focus



- Changing ISO
- Overriding Your Camera's Exposure Settings

- Automatic Focus Basics
- Automatic Focus Modes
- Manual Focus
- Reviewing and Printing your prints

### **Topic 3 – Lighting Techniques**

**63 Hours**

- Quality of light
- White Balance
- Electronic Flash
- Flash Modes
- Flash Exposure
- Correcting an External Flash
- Zoom lens

### **Topic 4 – Lighting and Shooting Techniques**

**63 Hours**

- Choosing a Theme and Purpose
- Selecting a Center of Interest
- Portrait and Landscape
- Angles and Distance
- Backgrounds
- Framing Your Subject

### **Topic 5 – Lighting and shooting Techniques**

- Focus attention on your subject
- Shoot color for Dramatic Photos
- Shoot Photos with a Panorama
- Shoot Photos with a "WOW" factor
- Shoot schemes with low contrast
- Shoot in all seasons
- Shoot patterns and shapes
- Combine flash and ambient light
- Experiment to create unique photos
- Shoot at night for Drama

### **Topic 6 – Lighting and Shooting Techniques**

- Action
- Animals
- Amusement Parks

- Architecture
- Auction Photography
- Candid Photography
- Kids Photography
- Events

### **Topic 7 – Lighting and Shooting Techniques**

- Nature Photography
- 4 Night Photography
- Panoramas
- Portraiture
- Still Life's
- Sunrises and Sunsets
- Travel Photography
- Wedding

## **MODULE 2 –ADOBE PHOTOSHOP CS6**

### **Topic 8 Introduction to Operating System (Window 10)**

**12 Hours**

- Manage User Accounts
- Manage Folders and Files
- Connect to the Web
- Hardware Devices

### **Topic 9 Getting to know the Work Area**

**12 Hours**

- Starting to work in Adobe Photoshop
- Using the tools
- Using the options bar and other panels
- Undoing actions in Photoshop
- Customizing the workspace
- Finding resources for using Photoshop

### **Topic 10 Basic Photo corrections**

**22.5 Hours**

- Strategy for retouching
- Resolution and Image Size
- Adjusting the color in Camera Raw
- Straightening and cropping the image in Photoshop
- Replacing colors in an image
- Adjusting saturation with the Sponge tool
- Repairing areas with the Clone Stamp Tool
- Using the Spot Healing Brush tool

- Applying a content aware path
- Applying the Un-shape Mask Filter
- Saving the image for four color printing

### **Topic 11 Working with selections**

**22 Horas**

- Using the Quick Selection tool
- Moving a selected area
- Manipulating selections
- Using the Magic Wand Tool
- Selecting with the lasso tools
- Rotating a selection
- Selecting with the Magnetic Lasso tool
- Cropping an image and erasing with a selection

### **Topic 12 Layer Basics**

**22.5 Horas**

- Using the layer's panel
- Rearranging layers
- Applying a gradient to a layer
- Applying a layer style
- Adding an adjustment layer
- Updating layer effects
- Adding a border
- Flattening and saving files

### **Topic 13 Correcting and Enhancing Digital Photography**

**22.5 Hours**

- Processing files and Camera Raw
- Applying advanced color correction
- Correcting digital photographs in Photoshop
- Correcting image distortion
- Adding depth of field
- Crating a mask
- Refining a mask
- Creating a quick mask
- Manipulating an image with Puppet Wrap
- Working with channels

### **Topic 14 Masking and Channels**

**22.5 Hours**

- Working with Masks and Channels
- Creating a mask
- Refining a mask
- Creating a quick mask
- Manipulating an image with Puppet Warp
- Working with channel

**Topic 15 Typographic Design**

**22.5 Hours**

- Creating a clipping mask from type
- Creating type on a path
- Warping point type
- Designing paragraphs of type

**Topic 16 Vector Drawing Techniques**

**22.5 Hours**

- Using paths and artwork
- Creating vector objects for the background
- Working with defined custom shapes
- Importing a Smart Object

**Topic 17 Advanced Compositing**

**12.5 Hours**

- Applying filters
- Hand coloring selections on a layer
- Applying smart filters
- Adding drop shadows and border
- Matching color schemes across images
- Automating a multistep task
- Stitching a panorama
- Finishing the image

**Editing Video**

**12.5.Hours**

- Animating text with key frames
- Creating effects
- Adding transitions
- Adding audio
- Muting unwanted audio
- Rendering video

**Topic 18 Printing with the Mixer Brush**

**12 Hours**

- Selecting brush settings
- Mixing colors
- Creating a custom brush present
- Mixing colors with a photograph

**Working with 3D images**

**12 Hours**

- Manipulating a 3D objects
- Adding 3D objects
- Merging 3D layers to share the same 3D space
- Positioning objects in a screen
- Applying materials to 3D objects
- Lighting a 3D scene

- Rendering a 3D scene

### **Topic 19 Preparing Files for the Web**

**12 Hours**

- Exporting HTML and images
- Using the Zoomify feature
- Creating a web gallery

### **Producing and printing Consistent Color**

**12 Hours**

- Specifying color management settings
- Proofing an image
- Identifying out of gamut colors
- Adjusting an image and printing a proof
- Saving the image as a CMYK EPS file Printing

## **Module Descriptions**

### **Module 1: Camera Operations**

**40 Hours**

In this module the student will learn Basic and Advance controls of the camera. They will learn how to insert media, use the electronic flash, change the battery, media formatting, make basic setting, change LCD Brightness and how to upload your pictures to your computer.

### **Module 2: Photography, The Basic Controls**

**22.5 Hours**

In this module the student will learn about exposure controls, how to use scene modes, program exposure modes, manual exposure, changing ISO and much more.

### **Module 3: Lighting Techniques**

**63 Hours**

The light Techniques module will teach the student, quality of light, white balance electronic flash, flash modes, flash exposure, correcting an external flash and zoom lens.

### **Module 4: Lighting and Shooting**

**63 Hours**

In this module the student will learn to choose a theme and purpose, select a center of interest, chose to shoot Portrait and Landscape. They will learn about angles and distance, backgrounds and framing their subjects.

### **Module 5: Lighting and Shooting, continue...**

Topic covered in this module are: focusing attention on your subject, shooting color for Dramatic Photos, shooting photos with a "WOW" factor, low contrast, all season shooting, patterns and shapes, combining flash and ambient light, and shooting at night for Drama.

### **Module 6: Lighting and Shooting, continue...**

In this module the student will learn to shoot action, animals, amusement park shoots, architecture, auction photography, kids and events.

**Module 7: Lighting and Shooting, continue...**

The student will learn to shoot nature, night, panorama, portrait, still life, sunrise and sunset, travel, and wedding pictures.

**Module 8: Introduction to Operation System (Window10) 12 Hours**

In this module the student will learn how to work with Windows 10. They will learn to use the interface, organize documents and files into libraries. Topics covered will be: how to use the start button and the start menu, work with apps and programs on the taskbar, use the Settings app and the Control Panel, adjust accessibility settings for hearing and vision impaired users, create accounts in Windows, navigate and use the browser Microsoft Edge, plus many more topics.

**Module 9: Getting to know the work area 12 Hours**

In this module the student will learn how to start working with Adobe Photoshop. They will learn about the tools, the options bar and other panels. Also, they will learn about undoing actions in Photoshop, and customizing the workspace.

**Module 10: Basic Photo correction 22.5 Hours**

In this module the student will learn strategy for retouching, resolution and image sizing, adjusting the color in Camera Raw, straightening and cropping the image in Photoshop. Also, the student will learn how to replace colors in an image, adjust the saturation with the Sponge tool, repair areas with the Clone Stamp Tool, use the Spot Healing Brush Tool and apply the Un-shape Make Filter.

**Module 11: Working with selections 22.5 Hours**

In this module the student will learn how to use the Quick Selection tool, move a selection area, manipulate selections, use the Magic Wand Tool, select with the lasso Tools, rotate a selection and crop an image.

**Module 12: Layer basics 22.5 Hours**

In this module the student will learn how to use the layer's panel, rearrange layers, apply a gradient to a layer, apply a layer style, add an adjustment to a layer, update a layer effect, add a boarder, and flatten and save files.

**Module 13: Correcting and Enhancing Digital Photography 22.5 Hours**

In this module the student will learn how to process files in Camera Raw, apply advanced color corrections, correct digital photographs, and correct image distortion.

**Module 14: Mask and Channels 22.5 Hours**

In this module the student will learn to create a mask, refine a mask, create a quick mask, use Puppet Wrap and work with channels.

**Module 15: Typographic Design 22.5 Hours**

In this module the student will learn to clip mask form type, create type on a path, design paragraphs of type.

**Module 16: Vector Drawing Techniques**

**22.5 Hours**

In this module the student will learn to use paths and artwork, create vector objects for the background, work and define custom shapes, and import a Smart Object.

**Module 17: Advance compositing  
Editing Video**

**12.5 Hours**

**12.5 Hours**

In this module the student will learn how to apply filters, hand color selection on a layer, apply smart filters, add a drop shadow and border, match color schemes across an image, automate a multistep task, stitch a panorama and finish an image. Also, the student will learn to animate text with key frames, create effects add transitions, add audio, mute unwanted audio and render a video.

**Module 18: Printing with Mixer Brush  
Working with 3D Images**

**12 Hours**

**12 Hours**

In this module the student will learn to use brush settings, mix colors, create a custom brush and mix colors with a photograph. Also, in this module the student will learn to manipulate a 3D object, add 3D objects, merge 3D layers to share the same 3D space, position objects in a screen, apply materials to 3D objects, lighten a 3D scene and render a 3D scene.

**Module 19: Preparing Files for the Web  
Producing and Printing Consistent Color**

**12 Hours**

**12 Hours**

In this module the student will learn to export HTML and images, use the Zoomify feature and create a web gallery. Also, in this module the student will learn about producing and printing consistent color. They will learn to proof an image, identify out of gamut colors, adjust an image and print a proof, save the image as a CMYK EPS file and print.

## AUTO MECHANIC COURSES

### **LIGHT DUTY AUTO MECHANIC**

**20 Weeks – 640 Clock Hours**

*(Equipment Required for Enrollment in the Program)*

*(Open Enrollment)*

Credential level	Certificate of Completion
Program Schedule	640 Hours
Class Schedule	Day Classes; Monday through Friday 8:00 a.m. to 3:00 p.m. ( 20 Weeks) Evening Class: Mondays and Wednesdays 6:00 p.m. to 9:00 p.m. (107 Weeks) Weekends Class: Saturdays 8:00 a.m. to 2:30 p.m. (101 Weeks)

### **Internship or Externship Not Required**

### **Course Overview and Description**

The Light Duty Auto Mechanic Program is designed to provide graduates with a comprehensive, practical, hands-on training for students who wish to meet the ever-increasing needs of today's automotive industry. Intense instruction is provided in automotive technology from: Shop Safety Procedures: Safety in workplace and coworkers as well as means of protecting yourself while working around vehicles. Proper steps to test, repair, replace and adjust parts around an automobile, such as: tune-up, brakes, charging system, starter system, electrical systems, fuel injection including injectors, gauges, fuel flow to an engine, advanced automotive OBD II, waveforms sensors, data and computerized components. Computer Diagnostic: Using the scanners, learning how to diagnose an engine using a scanner, reading of vehicle error codes, proper elimination of engine codes and check engine light., lab-scope, and other diagnostic equipment to properly troubleshoot and solve engine/vehicle's problems.

An assessment/test is given to the student after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module. Students will be prepared to gain entry-level employment in dealerships, service stations and/or work independently.

**Textbook Required** : 1) "*Modern Automotive Technology 8<sup>th</sup> Edition*", by James E. Duffy  
ISBN: 9781619603707  
2) "*Modern Automotive Technology*", by James E. Duffy  
ISBN:978-1-61960-375-2

### **COURSE PREREQUISITE(S):**

6. Provide a valid high school diploma / transcript, GED, California High School Proficiency Certificate or a third party evaluation of foreign transcripts or diploma.
7. Be at least 18 years old. If younger than 18, the applicant must provide a valid high school diploma or equivalent for admission.



8. Interview with a admission representative
9. Tour the campus with the admissions representative
10. Or Passing of ATB exam approved by US Department of Education

**Course Objective:**

This course is designed to help the student to:

- Acquire relevant knowledge for troubleshooting, testing and repairing all related areas of motor vehicles.
- Develop positive attitude towards practical skills, safe use and care of tools and judicious use of resources in the workshop.
- Develop adequate knowledge and skills for employment in job areas such as service station and repair shops.
- Acquire acceptable behavior patterns for promoting good relationship and for taking good care of customers’ properties
- Develop adequate knowledge and skills for self-employment

TOPICS	NAME	HOURS
<b>Module 1</b>	Engine Fundamentals And Safety Procedures	97.5
<b>Module 2</b>	Scanner Introduction	32.5
<b>Module 3</b>	Advance Tune-up I	32.5
<b>Module 4</b>	Advance Tune-up II	32.5
<b>Module 5</b>	Ignition System	32.5
<b>Module 6</b>	Electrical Systems	120
<b>Module 7</b>	Charging System	32.5
<b>Module 8</b>	Starter System	32.5
<b>Module 9</b>	Brakes System including Brakes with ABS Sensors	65.0
<b>Module 10</b>	Lab-Scope I Theory	32.5
<b>Module 11</b>	Lab-Scope II Practical	32.5
<b>Module 12</b>	Fuel Injection “TBI” Jetronic	32.5
<b>Module 13</b>	Multiport Fuel Injection “MPT”	32.5
<b>Module 14</b>	Advanced Fuel Injection OBD II	32.5
<b>Total</b>		<b>640</b>

**Note :** Mitchell On Demand software is used during the training

<b>Tuition</b>	Registration fee ( Non- refundable)	\$ 150
	Tuition	\$6,000
	Equipment, tools, books and Supplies	\$ 825
	<b>Total Training Cost</b>	<b>\$6,975</b>

## COURSE OBJECTIVES

Upon completion of this course the student will be able to :

### MODULE 1 Engine Fundamental and Safety Procedures

**97 Hours**

#### Section 1 – Workshop Safety

##### Specific Objectives:

In this section the student will be introduced to:

- Take safety measures to avoid accidents in the workshop.
- Apply safety methods in handling tools and equipment.
- Working around hazardous and flammable liquids.
- Good ventilation
- Cleanliness of shop
- Proper use of protective clothing
- Provision of guard around rotating parts
- Proper storage of flammable material
- Use of rigid support for raised vehicles, etc.
- Proper storage of inflammable materials
- Warning signs of danger areas
- Keeping customers away from rotating machines and other dangerous machines

#### Section 2 – Tools and Equipment

##### General Objectives:

To expose students to the tools that will aid them in testing, evaluating and correcting problems around a motor vehicle.

Hand tools (Mechanic's)	Scanners
Tool Storage	Timing Lights
wrenches	Stationary Hoist
Screwdrivers	Mobile Hoist
Pliers	Brake Machine
Hammers	A/C Charger
File	Micrometers
Chisel	Calipers expanders
Valve spring compressor	Hydraulic press
Holding Tools	Stationary drill
Spanner (assorted) etc.	Battery charger

Special purpose equipment	Air compressor
Grinding equipment	Safety stands
Electric tools	

#### Section 4 – Introduction to the Motor Vehicle

##### General Objectives

The student will be exposed to the components of a motor vehicle, such as;

- Combustion engine.
- Steering column.
- Suspension.
- Wheels/tires.
- Brakes.
- Automatic transmission.
- Clutch Gear box (manual transmission).
- Transfer case / differential.

#### Section 5 – Engine Fundamentals

##### General Objectives:

In this section the student will be introduced to;

- Differences between a two and a four stroke cycle
- Develop knowledge on the working principles of an engine.
- Identify the major parts of a typical automotive engine
- Differentiate between the main parts of single and multi-cylinder engines.
- Learned the differences and advantages and disadvantages of gasoline and diesel engines.
- The skills and discipline required to dismantle and reassembling engine using correct methods.

##### Content

Student will be exposed to the main component of a combustion engine.

Engine Block	Camshaft
Cylinder head	Crankshaft
Valve train	Crankshaft oil seals
Pistons	Flywheel
Piston's pin and rings	Crank damper
Piston travel TDC & BDC	Connecting Rod Bearings
Engine bearings	Distributor shaft

#### Section 6 – Crank Arrangement, Firing Order and Crank Ventilation

**General Objective:**

The student will be able to articulate the differences in crankshaft arrangements and firing sequences, based on engine layouts i.e. in-line 4, 5, 6, V6, V8 and flat (or opposed) 4. They will also be able to understand the importance of an engine with the proper ventilation system and the significance of the warning oil lights.

**Specific Objective:**

In this section the student will be introduced to:

- Identify the crank arrangements and firing order.
- Explain the purpose of the crankcase ventilation system.
- Describe the operation of the positive type ventilation system.
- Warning devices related to the engine oil.

**Section 7 – Camshaft and Valve Operating Mechanics**

**General Objectives**

In this section the student will be able to explain the purpose and use of a camshaft and how it makes the engine/cylinder valves work. Student will be expected to perform valve adjustments on an engine.

**Specific Objectives**

The student will be exposed to;

- How the camshaft of an engine works.
- What is the purpose of a camshaft.
- The functions of the engine valve's and how they operate.
- How to perform valve timing adjustments on an engine.

**Section 8 – Lubricants, Lubrication System and Oil Pump functions.**

**General Objectives**

In this module the focus will be on reviewing an engine's lubrication system, types of lubricant and how they relate to an engine and the different types of oil pump systems.

**Specific Objectives**

In this section the student will be introduced to:

- Layout and path of the oil flow in an engine lubrication system.

- Acquire the knowledge on the various methods of lubrication and lubrication systems.
- Acquire knowledge on the various types of oil pumps and how they operate.
- Identify the various types of lubricants used in a vehicle.
- What is Viscosity, SAE number and Viscosity index?
- Test and repair oil pressure related problems.
- Solve problems related to the lubrication system.

## **Section 9 Cooling System**

### **General Objectives:**

This module will expose the students to the types of cooling systems and the main components used by them. How to troubleshoot problems and take appropriate actions to correct the problems.

### **Specific Objectives**

The student will:

- Recognize the importance of cooling system.
- Be aware of the different types of cooling systems and their operations.
- Apply knowledge acquired in detecting and correcting fault in cooling system.
- Identify the construction and operation of the water-cooling system.
- Layout of the water-cooling system and label the main parts.
- Label the air-cooling system main part.
- Describe the operation of the air-cooling system.
- Compare the advantages and disadvantages of water- and air-cooling systems.
- Explain the purpose of the main components of water-cooling system and their operation.
- Identify and compare the two types of thermostat.

## **Section 10 Advance Tune-Up I**

**32.5 Hours**

### **General Objective**

This section covers the basic steps for an engine tune-up; describe the typical differences between a minor and major tune-up; explain service operations commonly performed during a tune-up.

### **Specific Objective:**

At the end of the module, the student will;

- Will be able to identify the typical intervals used to identify the need of a minor or major tune-up.
- Learn what to look for when doing a visual inspection of the vehicle. Checking for leaks, loose belts, hoses and wires. Vacuum leaks, coolant leaks. Etc.
- Explain service operations commonly performed during a tune-up.
- List the safety precautions that should be followed during a tune-up.

- Understand how to get information from the customer to better diagnose any possible problems with the vehicle.
- Know how to correct issues with the emission control system and once serviced; know how to reset the emission maintenance reminder circuit.

## **Section 11 Advance Tune-up II**

**32.5 Hours**

### **General Objective**

This section covers the steps required for a major engine tune-up; explains parts usually inspected and replaced typically during this service.

### **Specific Objective**

At the end of the module the student will;

- Be able to perform all the steps in the minor tune-up in addition to items that may require replacement during a major tune-up
- Will understand the steps to take care of a major tune-up
- Will be familiar with the tools and testers (scanners) required to typically perform this type of tune-ups.
- Parts that are analyzed during the major tune-up; performing a scope analysis of the engine system, testing and replacing spark plug wires, fuel pump, drive belts, brakes, transmission differential fluid, sensors, etc.
- Understand what is needed to keep the vehicle in top running condition.

## **Section 12 Ignition System**

**32 Hours**

### **General Objective:**

The Student will be exposed to;

- Be aware of the ignition system layout and how it works.
- Recognize component parts and their functions.
- Apply acquired skills in detecting and correcting faults in the ignition system.

### **Specific Objective:**

Student will be able to;

- Explain the purpose of the coil ignition system.
- Label the primary and secondary components of the ignition system.
- Explain the purpose of the components of the ignition system and the operation of the ignition system.
- Describe the function of a spark plug, identify the heat range and measure the air gap.
- Set ignition timing on a gasoline engine.
- Compare contact point, electronic, and computer-controlled ignition systems.

- Electronic Ignition System: Trigger Wheel, Pickup Coil, Hall-Effect Pickup, Optical Pickup, Ignition Control Module.
- Distributor Cap and Rotor.
- Secondary Wires.
- Spark Plugs.
- Spark Plug Reach.
- Resistor and Non-Resistor Spark Plugs.
- Dual Spark Plug Ignition System.
- Multiple Discharge Ignition System.
- Ignition Timing: Distributor Centrifugal Advance, Distributor Vacuum Advance, Electronic (Computer) Spark Advance.

### **Section 13 Electrical System**

**120 Hours**

#### **General Objectives:**

During the review of these modules the student will acquire;

- The basic concepts of how the electrical system on a motor vehicle works.
- Acquire in understanding how the wiring in a motor vehicle works.
- Acquire and apply the new learned knowledge in caring and maintaining vehicle batteries and charging systems.
- Be aware of the functions of the main components of starting a vehicle.

### **Section A – Electrical Fundamentals**

#### **Specific Objectives:**

The student will be able to explain basic electrical terms, Draw simple electrical circuits, state Ohms law, use Ohm's law to solve problems in electrical circuits, describe the functions of electronic components.

#### **Content**

- Basic electricity: AC and DC.
- Electrical circuits: Series and Parallel.
- Ohm's Law.
- Electronic components: relay, resistor, lamp, fuse, switches.

### **Section B – Wiring**

#### **Specific Objectives:**

The student will be able to:

- Identify the two wiring systems used on motor vehicles.
- Select suitable cable for a circuit.

- State reason for making wires in strands.
- Explain the reason for color coding of wires.

## Section C – Lighting

### Specific Objectives:

- Explain the purpose of the lighting system.
- Label the main components and state their functions
- Identify types of bulbs used on motor vehicles.
- Explain the purpose of anti-dazzle device in the lighting system.

### Content

- Lighting system: Headlamp System, Turn Signal, Emergency, and Brake light systems, Backup Light System, Illuminated entry system.
- Light System Service: Lamp Replacement, No-light problem, flickering light problem, light switch problems, brake light problem, other light circuit problems, aiming headlights
- Layout and of lighting system; main components of lighting system; switch, fuse, lamp
- Identification of bulbs on motor vehicles: single contact, double contact, pre-focus, tungsten-halogen Anti-dazzle device.

## Section D – Auxiliary Circuits

### Specific Objectives:

The student will be able to identify components in the auxiliary circuit and their functions.

### Content

- Auxiliary units: instrument panel, windshield wiper, windshield washer, rain sensing wiper system, horn, etc. - Finding common electrical problems: short circuit, open circuit, high circuit resistance, wiring diagrams.

## Section E– Battery

### Specific Objectives:

- This module will review the purpose of a lead battery. Discuss the construction of a lead acid battery. Explain the purpose of the battery.
- Sketch and describe the construction of lead acid battery.
- Check the strength of a battery using a battery tester or battery charger.

### Content

- Battery function and testing:
- Hydrometer, voltmeter, high-rate discharge tester.



- Battery care and maintenance.
- Battery charge Indicator, terminal, voltage, cables.
- Checking battery electrolyte level.
- Hydrometer readings.
- Charging a battery.
- Hump starting.
- Removing and replacing a battery.

## Section 14 Charging System

**32.5 Hours**

### General Objectives:

The student will be able to:

During this module the student will learn how the charging system works; how to work around the system safely; how to troubleshoot and make necessary repairs to ensure the system is properly charging.

### Specific Objectives:

The student will be able to:

- Explain the purpose of the charging system.
- Layout of the charging system and label the main components.
- Describe the construction and operation of the main components of the charging system, DC and AC generators and state their advantages and disadvantages.
- Compare alternator and voltage regulator design differences.
- Explain charging system indicator.
- Describe the safety practices to follow when working with charging systems.

### Content

- Charging system functions
- Type of charging systems
- Layout of the charging system: dynamo, alternator.
- Comparison of D.C and A.C generators construction, operation and advantages of the main components: dynamo (D.C. generator), alternator (A.C. generator).
- AC Output.
- Rectified AC current.
- Alternator construction, rotor, brushes, rectifier, fan.
- Voltage regulator.
- Charger Indicators: alternator warning light, voltmeter indicator, ammeter indicator.

## Section 15 Starter System

**32.5 Hours**

### **General Objectives:**

The objective of this module is to expose the students to how the starter system operates; how to troubleshoot and repair problems with the system.

### **Specific Objectives:**

The student will be able to:

- Explain the purpose of the starting system and label its components.
- Describe the functions of the main components of the starting system.
- Overhaul a starter motor.
- Explain the operation of solenoids.
- List the functions of the main starter drive parts.
- Compare different types of starting systems.

### **Content**

- Purpose of the starting system. Layout and components.
- Components of the starting system: armature, casing, brushes etc.
- Starting system action.
- Starting Motor Fundamentals
- Overrunning Clutch.
- Starter Solenoid.
- Starting Motor types and Torque.
- Internal Motor Circuits.

## **Section 16. Brake System including Brakes with ABS Sensors**

**65 Hours**

### **Section A. Braking System**

#### **General Objectives:**

The objective of this module is to expose the students to learn the components of the hydraulic and pneumatic braking systems, how they work and how to troubleshoot, service and replace the appropriate components. Review the reason for the use of pneumatic brakes over hydraulic brakes.

#### **Specific Objectives**

In this section the student will;

- Acquire knowledge of the principles of the braking system.
- Recognize the layout of components in the braking system.
- Acquire skills in fault diagnosis in the braking system.
- Understand the use and differences between a rotor and drum brakes.
- Learn the steps necessary to service brakes and rotors and brakes.

- Understand the most common types of braking systems (Hydraulic and Pneumatic)

### **Content**

- Hydraulic brake arrangement.
- Pneumatic Brake System.
- Brake System Components: Brake pedal assembly, master cylinder, dual master cylinder, power brakes, brake fluid, brake lines and hoses, disc brake assemblies, drum brake assemblies, brake shoe energization, brake system switches, brake warning light switch, brake system control valves, parking brakes.
- Advantages and Disadvantages of hydraulic brakes.
- Layout and types of hydraulic braking system: drum type, disc type.
- Comparison of drum and disc brakes
- Air brakes
- Discuss the operation of drum brakes using leading and trailing shoes and the operation of the disc brake.
- Explain the reason to use pneumatic brakes over a hydraulic braking system.
- Discuss with students the composition of brake lining material and methods of attachment to shoe and pad support plates.
- Explain the need for the use of brake fluid in the hydraulic braking system – discuss the requirements and safety measures to be observed in handling brake fluid.
- Diagnose brake faults on a vehicle and rectify.
- Guide students to: - discuss the advantages and disadvantages of hydraulic brakes. - explain the operation of the hydraulic braking system using all disc. - describe the operation of the master and wheel cylinders. - explain the need for bleeding the braking system. - bleed the hydraulic system (all drum) and (disc and drum types).
- Discuss the advantages and disadvantages of drum and disc brakes.

## **Brake System including Brakes with ABS Sensors**

### **Section B. Braking System with ABS Sensor**

#### **General Objective:**

The objective of this module is to expose the students to learn the additional components required to have an ABS system; how these components work to stop the vehicle without locking up the wheels of the vehicle; how to troubleshoot and repair these components.

#### **Specific Objective.**

In this module student will learn;

- How ABS brake systems operate.
- What are the main components of an ABS system?

- Purpose and benefit of have a vehicle with an ABS System.

### **Content**

- Review of four main components of ABS; speed sensors, valves, a pump and a controller
- Understand the purpose of each component;
- Speed sensor is used to determine the acceleration or deceleration of the wheel.
- All ABS systems have a valve in the brake lining that it controls; valves are used to prevent driver from applying too much pressure to the brakes.
- Pump usage is to restore the pressure to the hydraulic brakes after the valve released it.
- The controller unit or ECU receives the data from the individual sensors and open or closes the valve to active the ABS modulator.

## **Section 17 Lab-Scope I Theory Lab-Scope II Practical**

**32.5 Hours**

### **General Objectives:**

At the end of this module; based on the classroom and practical training; the student will be able to use both a lab-Scope and or a scanner to troubleshoot issues/error codes on a vehicle.

### **Specific Objectives**

Student will be able to;

- Introduced to a Lab-Scope and scanner to properly evaluate warnings on a vehicle.
- By use of these two tools, check the vehicles temperature, check the analog and digital waves.
- Learn how to read the parameters for the analog and square waves.
- Check and analyze the waves created when the vehicle is running.
- Repair the computer control systems and make the adjustment on the vehicle.

### **Content**

- In the classroom and in the workshop; perform a variety of test with both tools (lab-scope and scanner). Analyze a variety of waves readings to ensure that the vehicle is performing properly and or take the necessary steps to correct the problem(s).

## **Section 18 Fuel System**

### **General Objectives:**

After reviewing this section, student will be able to understand the general layout of the fuel supply system; the different types of fuels; acquire the knowledge to detect and rectify problems related to the fuel system.

### **Specific Objectives**

- Understand the fuel (gasoline, diesel) combustion
- How the fuel travels thru the fuel tanks, pumps, lines and filters to the engine's intake manifold.
- Fuel injection fundamentals.
- Fuel injection diagnosis and repair.
- Exhaust systems.

### **Content**

- Understand the supply system of in a combustion vehicle.
- Air fuel mixture, abnormal combustion, Spark Knock.
- Alternative fuels: liquefied petroleum gas, alcohol, gasohol, synthetic fuels, hydrogen.
- Fuel supply system service.
- Fuel supply systems scanning
- Fuel tank service
- Fuel line and hose service
- Fuel filter service
- Fuel pump service: fuel pump test, fuel pump shutoff circuits, fuel pump removal and replacement, fuel
- air filter service

## **Section 19. Fuel Injection "TBI" Jetronic**

**32.5. Hours**

### **General Objective:**

The student will be able to identify and describe the components and purpose of the "TBI" fuel injections system.

### **Specific Objectives**

After the module the participants will be;

- Identify and name the injection system components.
- Describe the role of each of the components of a "TBI" Jetronic injection system.
- Articulate how the system work in conjunction with intake manifold vacuum.

### **Content**

- Throttle body injection.
- TBI Assembly.
- Throttle body housing.
- TBI fuel injector.
- TBI fuel pressure regulator.

- Throttle positioner, throttle position sensor.

## Section 20 .Multiport Fuel Injection “MPT”

**32.5 Hours**

### General Objective

The student will be able to identify and describe the components and purpose of the “MPT” fuel injections system.

### Specific Objectives

In this module students will be expose to

- Identify and name the injection system components.
- Describe the role of each of the components of a “MPT” Jetronic injection system.
- Articulate how the system work.

### Content

- Indirect and Direct injection.
- Fuel injection controls.
- Gasoline injection timing.
- Injector opening relationship.
- Engine sensors: oxygen sensor, manifold absolute pressure sensor, engine coolant temperature sensor.
- Airflow sensor, intake air temperature sensor.
- Intake air temperature sensor.
- Crankshaft position sensor.
- Fuel pressure sensor.
- Fuel temperature sensor.
- Analog and digital signals.
- Injection pulse width.

## Section 21 Advanced Fuel Injection OBD II

**32.5 Hours**

### General Objective:

This module will cover how the onboard OBDII monitors the fuel delivery system by constantly monitoring the fuel injectors, fuel pressure, oxygen sensors etc. recording the reading and reporting these either via the “check engine light” or other specific light sensor or warning codes.

### Specific Objectives:

Student will be able to;

- Discuss the purpose and operation of on-board diagnostic system.
- Explain the use of scan tools to simplify reading of trouble codes.
- Compare OBD I and OBDII system capabilities and procedures.

- Locate the data link connector on most makes and models of cars.
- Activate on board diagnostics and read trouble codes with and without a scan tool.
- Erase diagnostic trouble codes.

### **Content**

- On-Board Diagnostic Systems.
- OBD II Systems.
- Malfunction indicator Light.
- Diagnostic trouble codes.
- Computer system problems.
- Scanning computer problems.
- Scan tool program cartridges.
- Data link connector
- Connecting the scan tool.
- Diagnostic trouble code identification.
- DataStream values.
- Key-on/engine-off diagnostics.
- Key-on/ engine-on diagnostics.
- Switch diagnostic test.
- Actuator diagnostic tests.
- Scanning during a test drive.



## ENGINE PERFORMANCE

**24 Weeks – 162 Clock Hours**  
*(Equipment Required for Enrollment in the Program)*  
**(Open Enrollment)**

Credential level        Certificate of Completion  
 Class Schedule        Tuesday and Thursday 6:00 p.m. to 9:00 p.m.  
 Program Schedule     162 Hours  
**Internship or Externship Not Required**

### Occupational Objective

This program is for clients who knows auto-mechanic but need a refreshment in these areas and want to obtain a certificate and/or want to apply to obtain the ASE Certification.

Instruction is provided in Engine Performance Technology such as: Engine fundamentals, tune-up, electrical system, fuel injection systems, multiport, advance automotive OBD II, waveforms sensors, data and computerize components. An assessment/test is given to the student after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module. The course prepares students for an entry level position in today’s automotive industry as an assistant to an auto-mechanic technician.

TOPICS	NAME	HOURS
<b>Module 1</b>	Engine Fundamentals and Safety Procedures	16.00
<b>Module 2</b>	Scanner Introduction	14.5
<b>Module 3</b>	Basic Tune-Up	14.5
<b>Module 4</b>	Ignition System	14.5
<b>Module 5</b>	Basic Electricity	14.5
<b>Module 6</b>	Brake System	14.5
<b>Module 7</b>	Starting System	14.5
<b>Module 8</b>	Introduction to Fuel Injection	15.5
<b>Module 9</b>	Fuel Injection "TBI" Jetronic	14.5
<b>Module 10</b>	Multiport Fuel Injection “MPT”	14.5
<b>Module 11</b>	Fuel Injection OBD II	14.5
<b>Total</b>		<b>162</b>

<b>Tuition</b>	Registration fee ( Non refundable)	\$ 150
	Tuition	\$2,600



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Equipment, tools, books and Supplies	\$ 825
Total Training Cost	\$3.575

### Course Objective:

This course is designed to help the student to:

- Acquire relevant knowledge for troubleshooting, testing and repairing all related areas Of electrical parts of a vehicles
- Develop positive attitude towards practical skills, safe use and care of tools and judicious use of resources in the workshop.
- Develop adequate knowledge and skills for employment in job areas such as service station and repair shops.
- Acquire acceptable behavior patterns for promoting good relationship and for taking good care of customers' properties
- Develop adequate knowledge and skills for self-employment

### General Objectives

General Objectives have been listed at the beginning of each section; that is, just below the theme of the section. The general objectives form the basis for the selection and organization of the unit topics. Read the general objectives very carefully

### Knowledge and Understanding.

**Knowledge:** The ability to: remember, recall, identify, define, describe, list, name, match, state principles, facts and concepts. Knowledge is simply the ability to remember or recall material already learned and constitutes the lowest level of learning.

**Understanding:** The ability to: explain, summarize, translate, rewrite, paraphrase, give examples, generalize, estimate or predict consequences based upon a trend. Understanding is generally the ability to grasp the meaning of some material that may be verbal, pictorial, or symbolic.

### Module Descriptions

#### Module 1: Engine Fundamentals Safety Procedures

**97.5 Hours**

In this section the student will be able to explain the importance of safety in a workplace; differentiate the purpose of different type of safety equipment and techniques used in the workplace.

#### Module 2: Cooling System

**32.5 Hours**

This module will expose the students to the types of cooling systems and the main components used by them. How to troubleshoot problems and take appropriate actions to correct the problems.

#### Module 3: Advance Tune Up I

**32.5 Hours**

This section covers the basic steps for an engine tune-up; describe the typical differences between a minor and major tune-up; explain service operations commonly performed during a tune-up.

**Module 4: Advance Tune Up II** **32.5 Hours**

This section covers the steps required for a major engine tune-up; explains parts usually inspected and replaced typically during this service.

**Module 5: Ignition System** **32.5 Hours**

In this module the student will learn to be aware of the ignition system layout and how it works, recognize component parts and their functions, apply acquired skills in detecting and correcting faults in the ignition system.

**Module 6: Electrical Systems** **120 Hours**

In this module the student will learn the basic concepts of how the electrical system on a motor vehicle works. Acquire in understanding how the wiring in a motor vehicle works. Acquire and apply the new learned knowledge in caring and maintaining vehicle batteries and charging systems. Be aware of the functions of the main components of starting a vehicle.

**Module 7: Charging Systems** **32.5 Hours**

During this module the student will learn how the charging system works; how to work around the system safely; how to troubleshoot and make necessary repairs to ensure the system is properly charging.

**Module 8: Starter Systems** **32.5 Hours**

In this module the student will learn the purpose of the starting system and label its components. Learn the functions of the main components of the starting system, overhaul a starter motor, learn the operation of solenoids, learn the functions of the main starter drive parts, learn the different types of starting systems.

**Module 9: Brakes System including Breaks with ABS Sensors** **65 Hours**

In this module the students will learn the components of the hydraulic and pneumatic braking systems, learn how they work and how to troubleshoot, service and replace the appropriate components. Learn the reason for the use of pneumatic brakes over hydraulic brakes

**Module 10: Lab-Scope I Theory, Lab Scope II Practical** **32.5 Hours**

In this module the student will be introduced to a Lab-Scope and scanner to properly evaluate warnings on a vehicle, check the vehicles temperature, check the analog and digital waves. The student will learn how to read the parameters for the analog and square waves, Check and analyze the waves created when the vehicle is running, repair the computer control systems and make the adjustment on the vehicle.

**Module 11: Fuel Injection** **32.5 Hours**

In this module the student will be able to understand the general layout of the fuel supply system; the different types of fuels; acquire the knowledge to detect and rectify problems related to the fuel system.

**Module 12: Fuel Injection “TBI” Jetronic** **32.5 Hours**

In this module the student will be able to identify and describe the components and purpose of the “TBI” fuel injections system.



**Module 13: Multiport Fuel Injection “MPI”**

**32.5 Hours**

In this module the student will be able to identify and describe the components and purpose of the “MPT” fuel injections system.

**Module 14: Advance Fuel Injections OBD II**

**32.5 Hours**

In this module the student will learn how the onboard OBDII monitors the fuel delivery system by constantly monitoring the fuel injectors, fuel pressure, oxygen sensors etc. recording the reading and reporting these either via the “check engine light” or other specific light sensor or warning codes.



**REFUND CALCULATION SHEET**  
**TUITION REFUND AFTER CLASSES BEGIN:**

School shall refund 100% of the amount paid by institutional charges, less a registration fee not to exceed \$250.00, if notice of cancelation is made thru attendance of the first class session or the seventh (7<sup>th</sup>) day after enrollment, whichever is later. Cancellation must be done in writing, and the Student shall be refunded all monies paid within 45 days after receipt of the notice. If a Student is rejected for training or if a course is canceled, the Student will receive a refund of all monies paid within 45 days. A Student may withdraw from School at any time and receive a refund of amount paid for, but unused costs.

The refund policy for students who have completed 60 percent or less of the period of attendance will be a pro-rata refund according to the refund table. For computation purposes, the date of withdrawal or termination is the actual last date of attendance by the student.

\_\_\_\_\_  
**(Date)**

**Student's Name:** \_\_\_\_\_

**Starting Date :** \_\_\_\_\_

**Last Day Attended:** \_\_\_\_\_

- Amount Paid (Total): \$
- Less Equipment Costs: (if equipment was returned) \$
- Less Non Refundable Registration Fee: \$
- Total Amount Paid for Instruction (Tuition): \$**

- Total Hours of Instruction Paid For: # \_\_\_\_\_
- Hours of Instruction Completed: # \_\_\_\_\_
- Hours of Instruction Paid For But Not Received: # \_\_\_\_\_
- Tuition divided by Total Hours=Cost Per Hour \$

- Total Cost of Instruction Paid For \$
- Less Tuition for Hours Received and Paid For \$

**Total Refund: \$**

**Withdrawal Date :** \_\_\_\_\_

**Termination Date:** \_\_\_\_\_

**Check No.:** \_\_\_\_\_

**Amount Refunded:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_