

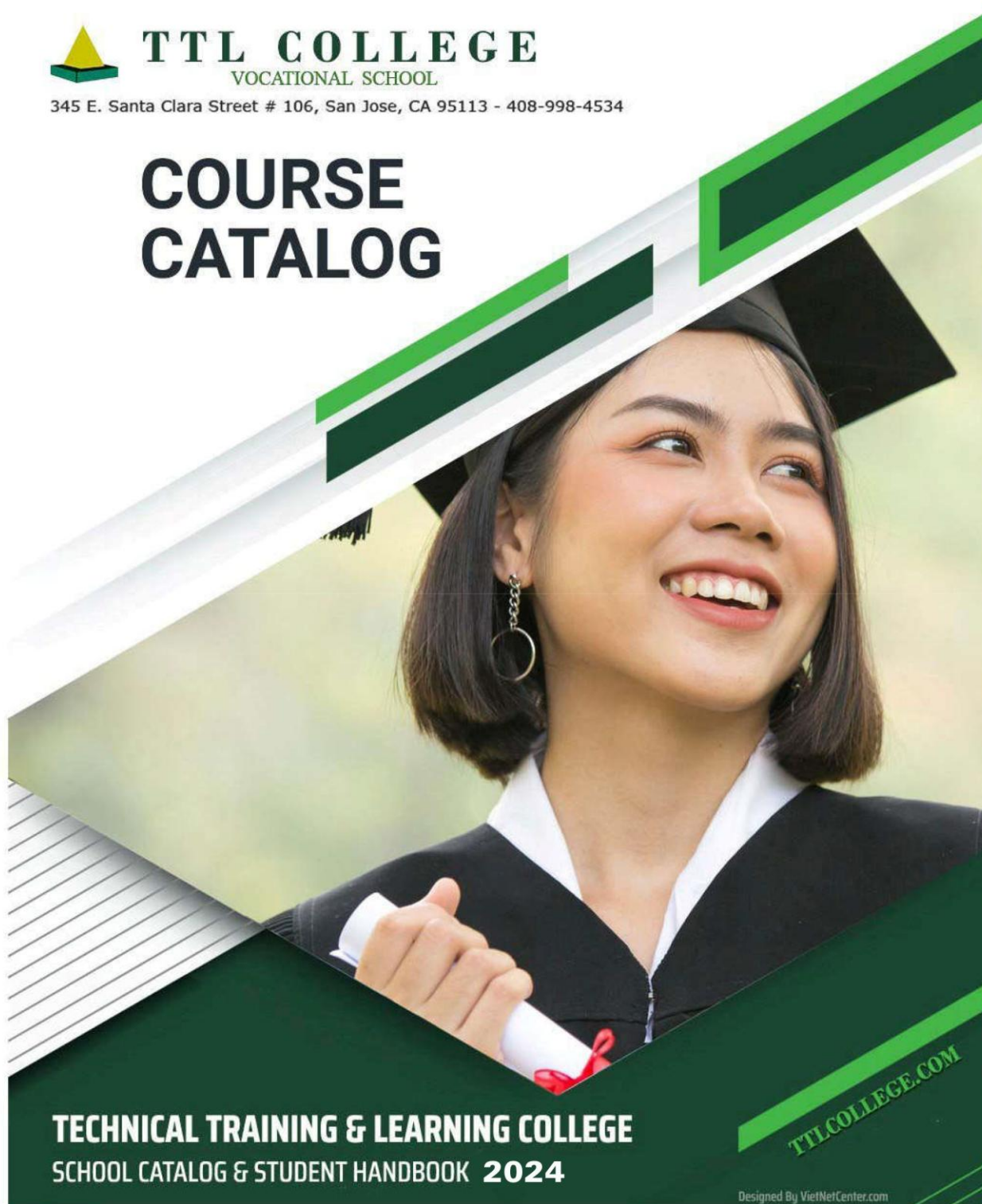


TTL COLLEGE

VOCATIONAL SCHOOL

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

COURSE CATALOG



TECHNICAL TRAINING & LEARNING COLLEGE
SCHOOL CATALOG & STUDENT HANDBOOK **2024**

[TTLCOLLEGE.COM](https://www.ttlcollege.com)

Designed By VietNetCenter.com

Mission Statement

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

Approved to Operate by Bureau: a statement that the institution is private institution, that it is approved to operate by the bureau, and that approval to operate by the bureau, and that approval to operate means compliance with state standards as set forth in CEC and 5, CCR. An Institution may not imply that Bureau endorses programs that Bureau approval means the institution exceeds minimum state standards.

Training Programs / Outcome

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

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

Targeted Student Population

The number of students to be served will include adult members of the public. No particular segment or sub-set of the general population is targeted.

Library Resources

No library is needed to meet the instructional needs of the students. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for completion of these programs.

Qualification for enrollment

Admissions requirements:

Effective Dates of this Catalog: January 01, 2024 through December 31, 2024

- The applicant must be age 18 and up. No particular segment or sub-set of the general population is targeted.
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
- This institution does not award credit for experiential learning.
- No Ability to Benefit Students will be admitted.
- Student will be provided a Catalog and Performance Sheet to review prior to signing an enrollment agreement.

Acceptance of Transfer Credit Policy

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

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. Student will receive a "Certificate of Completion" after they finished and passed their respective program. A student enrolled in an unaccredited institution is not eligible for Federal Financial aid.

Achievement Tests Credit Policy

No credit based on the taking of achievement exams is available.

Challenge Exam Credit Policy

No credit based on the taking of challenge exams is available.

Notice to Prospective Degree Program Students.

This institution is offering an unaccredited degree program.

Articulation Agreements

No articulation agreements with other institutions are established.

Academic Freedom

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

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

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

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

Language of instructions

The class instruction is English. The Catalog and school Performance Fact Sheet is in English. Student must have the ability to read and write in English.

Student Records

TTL College will maintain the student records including enrollment documentations and graduation certificate in school's database for 5 years upon the completion. Students may inspect and review their educational records within these 5 years. To do so, they must submit a written request form identifying the specific information that they would like to review. The student may request for a copy of their academic record.

By request mailing Student's receipt lessons, projects or dissertation to distance education, Institution will mail it approximate 30-days.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment

****Those who show signs in engagement in sexual as well as nonsexual verbal abuse, sexually degrading or graphic words to describe an individual or an individual's body or display sexually suggestive objects or pictures at any facility or other venue associated with this institution will heavily be punished. Students are responsible for conducting themselves in a respectful manner consistent with the spirit and intent of this policy.**

Student Grievance Procedures

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

That informal process will involve three steps:

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

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

The formal process will involve:

1. The student writes a **description** of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following the dispute(s) that occurred or are alleged to have occurred.
2. The student may terminate the formal process, in the interim, if the informal process produces a satisfactory resolution.
3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified.
4. A timeline for resolution will be delivered to the principles by the Chief Academic Officer.
5. Involved parties will communicate with the CAO in order to make recommendations to resolve the grievance.
6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

Bureau for Private Postsecondary Education,
[1747 N. Market Ave., Suite 225,](http://www.bppe.ca.gov)
 Sacramento, CA 95834,
[\(916\) 574-8900](tel:9165748900) or [\(888\) 370-7589](tel:8883707589).
<http://www.bppe.ca.gov>

Tuition / Fees

PROGRAMS	TUITION	REGISTRATION FEE	STUDENT TUITION RECOVERY FUND (STRF)	TOTAL CHARGES
Accounting Clerk Assistant:				
Module-1: Accounting Principle: 72-Hrs	\$2,700	\$80	\$0.00	\$2,780
Module-2: Accounting Payable & Receivable: 72-Hrs	\$2,700	\$80	\$0.00	\$2,780
Administration Office				
Module-1: Microsoft Word & Excel: 72-Hrs	\$1,800	\$80	\$0.00	\$1,880
Module-2: Microsoft Access & Power Point: 72-Hrs	\$1,800	\$80	\$0.00	\$1,880
AutoCAD				
AutoCad for Electrical/Mechanical: 72-Hrs	\$3,150	\$80	\$0.00	\$3,230
CADD Pro-engineer: 96-Hrs	\$2,700	\$80	\$0.00	\$2,780
CADD SolidWorks: 96-Hrs	\$2,700	\$80	\$0.00	\$2,780

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CNC Programming-GeoPath: 96-Hrs	\$2,700	\$80	\$0.00	\$2,780
CNC Programming-Lathe Machine: 96-Hrs	\$2,700	\$80	\$0.00	\$2,780
CNC Programing-MasterCam-Mill Machine:96-Hrs	\$2,700	\$80	\$0.00	\$2,780
Computer Technician: 72-Hrs	\$2,700	\$80	\$0.00	\$2,780
Electrician Contractor License: 288-Hrs	\$5,400	\$80	\$0.00	\$5,480
Electronic Assembly Techniques: 72-Hrs	\$1,800	\$80	\$0.00	\$1,880
Electronics Technician: 96-Hrs	\$5,400	\$80	\$0.00	\$5,480
General Contractor License: 288-Hrs	\$5,400	\$80	\$0.00	\$5,480
IT Networking Technician: 96-Hrs	\$5,400	\$80	\$0.00	\$5,480
Machinist Set up and Operator: 96-Hrs	\$3,600	\$80	\$0.00	\$3,680
Real Estate Sales Agent: 144-Hrs	\$2,700	\$80	\$0.00	\$2,780.00

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

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

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, No pay the state-imposed assessment for the STRF from now.

Bureau for Private Postsecondary Education,
[1747 N. Market Ave., Suite 225, Sacramento, CA 95834,](#)
[\(916\) 574-8900](#) or [\(888\) 370-7589](#).

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

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2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter from an institution or representative of an institution, but has been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Policies and Procedures Regarding Financial Aid and Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Cancellation, Withdrawal, Refund Policy

Cancellation

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

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

Withdrawal

After the end of the cancellation period, the student may also have the right to drop out of school at any time and the right to receive a pro rata refund. Please note that the refund WILL NOT include the registration fee of \$80 and STRF No fee.

Refund

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

Amount student owed = (Program Tuition ÷ number of days in the program) x number of days the student attended the program

Total of amount refund = (Amount student paid - Amount Student owed – Registration fees)

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

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

Attendance Policy

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

Leave of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, such that application requests show a pattern of delays of significantly interfering with the program's completion timeline, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Academic Probation – Dismissal Policy

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

Student Academic Conduct

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

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

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and is questioned.

Grades and Standards for Student Achievement - Satisfactory Progress

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

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

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

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

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

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

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

Policy – Distribution of This Catalog and Program Brochures

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

Student Services

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

English as a Second Language Instruction

This institution does not provide ESL instruction.

State Financial Aid and Loan Participation

This institution does not participate in Federal and state financial aid funding program and a Loan to pay for an education program.

Special Notice of Financial Status

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

Placement Services

This institution does not provide placement assistance.

School Information

Description of Facilities

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

All classes are at this address.

T.T.L College

345 East Santa Clara Street, Suite # 106
San Jose, CA 95113
Phone: (408) 998-4534

Website: [https:// ttlcollege.com](https://ttlcollege.com)

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as

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an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

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

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

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<http://www.bppe.ca.gov>

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

Renewal of Catalog

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

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

Accounting Clerk Assistant

Accounting Clerk Assistant SOC 43-3031

144-Hrs

Duration: 144 clock hours / 48-weeks
 Classroom # 203

Schedule: Tuesday

Qualification Instructor: Bachelor of Business Administration. Over 12 years of teaching experience in San Jose State University.

Prerequisites: Have some knowledge in Microsoft Word and Excel.

Equipment & Materials: Books, computer.

Description: This course covers the fundamental of financial accounting in business environment by Accounting Principle and then Students will learn how to use Microsoft Excel and QuickBooks software to enter financial data, prepare reports account receivable and account payable in financial

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statement, how to do payroll, create invoices; track expenses. This course is to learn how to use QuickBooks software for accounting applications as well as cloud-based versions that accept business payments, manage, and pay bills, and payroll functions

Graduation requirements: The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.

No internship or externship is required.

Occupation: Upon completion, students will gain the necessary knowledge to obtain in Accounting clerk Assistant or do accounting job for small business, Office Clerk.

Module 1: Accounting Principle

Duration: 72 clock hours / 24-weeks

Schedule: Monday

Module 2: Accounting Payable and Receivable

Duration: 72 clock hours / 24-weeks

Schedule: Monday (Weekly)

ADMINISTRATION OFFICE

ADMINISTRATION OFFICE (two modules) – SOC 43-9061

Duration: 72 clock hours / 48-weeks
Classroom # 203

Schedule: Tuesday

Qualification Instructor: Bachelor of Business Administration. Over 18 years of working experience in Business Accounting.

Prerequisites: Prerequisites: None

Equipment & Materials: Books, computer.

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

Graduation requirements: The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.

No internship or externship is required.

Occupation: Upon completion, students will gain the necessary knowledge to obtain in Administration Office, Front Desk or do accounting job for small business, Office Clerk.

Module 1: Microsoft Word & Excel

Duration: 72 clock hours / 24-weeks

Schedule: Saturday

Module 2: Microsoft Power Point & Access

Duration: 72 clock hours / 24-weeks

Schedule: Saturday (Weekly)

AUTOCAD**AUTOCAD - SOC 17-3012**Duration: 72 clock hours / 24-weeks.
Classroom # 203

Schedule: Tuesday

Qualification Instructor: Bachelor of Science in Mechanical Engineer. Over 9 years of working experience in the Mechanical Software Engineering field and AutoCAD and CAD Mechanical Design (Solid-Works and Pro-Engineer).

Prerequisites: Have some knowledge in Basic Computer.
(Requirements)

Equipment & Materials: Books, computer.

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

Graduation requirements: The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.

Occupation: Upon completion, students will gain the necessary knowledge to obtain in AutoCad position.

CADD Pro-Engineer**CADD Pro-Engineer SOC 17-3013**Duration: 96 clock hours / 24-weeks
Classroom # 203

Schedule: Saturday 9am to 1pm

Qualification Instructor: Bachelor of Science in Mechanical Engineer. Over 9 years of working experience in the Mechanical Software Engineering field and AutoCAD and CAD Mechanical Design (Solid-Works and Pro-Engineer).

Prerequisites: Machinist set up Experience. Have some knowledge in AutoCAD.
No internship or externship is required.

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Equipment & Materials: Books, computer.

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

Graduation requirements: The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.

Occupation: Upon completion, students will gain the necessary knowledge to obtain in CNC Programming in Mechanical drafting Design position.

CADD SOLIDWORKS

CADD SOLIDWORKS - SOC 17-3013

Duration: 96 clock hours / 24-weeks
Classroom # 203

Schedule: Saturday 9am to 1pm

Qualification Instructor: Bachelor of Science in Mechanical Engineer. Over 9 years of working experience in the Mechanical Software Engineering field and AutoCAD and CAD Mechanical Design (Solid-Works and Pro-Engineer).

Equipment & Materials: Books, computer.

Prerequisites: Machinist set up Experience. Have some knowledge in AutoCAD.
No internship or externship is required.

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

Graduation requirements: The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.

Occupation: Upon completion, students will gain the necessary knowledge to obtain in CNC Programming in Mechanical drafting Design position.

CNC Programming – SOC 51-4012

Program Title: CNC Programming - GeoPath

Duration: 96 clock hours / 24-weeks
Classroom # 203

Schedule: Sunday 9am to 1pm

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Qualification Instructor: CNC Programming & Machine Shop Technology. Over 22 years of working in CNC Programming in Geopath Software experience. Still working

Prerequisites: Machinist set up Experience. Have some knowledge in AutoCAD.
No internship or externship is required.

Equipment & Materials: Books, computer.

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

Graduation requirements: The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.

Occupation: Upon completion, students will gain the necessary knowledge to obtain in CNC Programming Geopath position.

PROGRAM TITLE: CNC Programming – Lathe Machine

Duration: 96 clock hours / 24-weeks Schedule: 1pm to 4pm Sunday
Classroom # 203

Qualification Instructor: CNC Programming & Machine Shop Technology. Over 22 years of working in CNC Programming in Lathe Machine Software experience. Still working

Prerequisites: Machinist set up Experience.
No internship or externship is required.

Equipment & Materials: Books, computer.

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

Graduation requirements: The passing score to earn a certificate is 70% or higher on overall grade include Homework, Quiz, Midterm and final Test.

Occupation: Upon completion, students will gain the necessary knowledge to obtain in CNC Programming in Lathe machine position.

PROGRAM TITLE: CNC Programming – MasterCam Mill

Duration: 96 clock hours / 24-weeks Schedule: 1pm to 4pm Sunday
Classroom # 203

Qualification Instructor: CNC Programming & Machine Shop Technology. Over 22 years of working in CNC Programming MasterCam in mill Machine Software experience. Still working

Prerequisites: Machinist set up Experience.
No internship or externship is required.

Equipment & Materials: Books, computer.

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

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

Occupation: Upon completion, students will gain the necessary knowledge to obtain in CNC Programming MasterCam in mill machine position.

COMPUTER TECHNICIAN

Computer Technician SOC 15-1152

Duration: 72 clock hours / 24-weeks Schedule: 9am to 12pm Thursday
Classroom # 202

Qualification Instructor: Computer Advance Technology Associate. Over 22 years of working experience in the Test Operator, PC Technician, System Tester.

Prerequisites: Some knowledge in basic Computer. No internship or externship is required.

Equipment & Materials: Materials, Books, computer, program software, Motherboard, PC power supply, CPU, Chipsets, Controllers, and Memories etc.

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

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

Occupation: Upon completion, students will gain the necessary knowledge to obtain in Computer Technician position as build, repair, and upgrade computer.

ELECTRICIAN CONTRACTOR LICENSE C10

Electrician Contractor License C10 – SOC 47-2111

Duration: 288 clock hours / 48-weeks
Classroom # 202A

Schedule: Tuesday & Thursday 6pm to 9pm

Qualification Instructor: A.S. Degree in Electrical Field. C10 Electrical State License and over 20 years of working experience.

Prerequisites: Some working experience in Electricity as Handyman follow up persons have C-10 License.

Equipment & Materials: Two text books. 1. Law & Business. 2. Electrical Code

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

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

*** Upon completion, students have enough knowledge to take An Examination C-10 License from Contractors State License Board.

To submit application for the exams, applicants must:

- Complete the Business and Law course.
- Have 4 years of experience as a journeyman, foreman or supervisor, contractor, or an owner-builder

License Requirements

After Pass Exam and has C-10 License:

- Have a working capital of at least \$2,500.
- File a bond with the Registrar in the amount of \$10,000.

Applying to get your License.

The exam fee is included with the \$450 application fee. The initial license fee for two years is an additional \$200. An application for licensure can be obtained from the California Contractors State License Board by calling 1-800-321-2752.

Work That Can Be Done Under This License

An Electrician Contractors License in California is required for projects that exceed \$500.

An Electrician Contractors License in California installs, maintains, and repairs electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or

service streetlights, intercom systems, or electrical control systems. Excludes "Security and Fire Alarm Systems Installers"

ELECTRONICS ASSEMBLY TECHNIQUES

Electronics Assembly Techniques - SOC 51-2022

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

Duration: 144 clock hours / 24-weeks. Schedule: Saturday & Sunday Classroom # 202B

Qualification Instructor: Electronic Advance Technology Associate. Over 22 years of working experience in the Electronics Assembly, Test Operator, PC Technician, System Tester, and Quality Control.

Prerequisites: None. No internship or externship is required.

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

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

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

Occupation: Upon completion, students will gain the necessary knowledge to obtain in Electronic SMT Touch up, Rework.

ELECTRONIC TECHNICIAN

Electronics Technician - SOC 17-3023

Duration: 288 clock hours / 48-weeks.
Classroom # 202A

Schedule: Tuesday & Thursday (Weekly)

Qualification Instructor: Bachelor of Science in Electrical Engineering. Professional IT Consultant and Senior System Administrator.

Prerequisites: Had working in Electronic SMT Touch up, Rework in few years.
No internship or externship is required.

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

Effective Dates of this Catalog: January 01, 2024 through December 31, 2024

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

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

Occupation: Upon completion, students obtain in Electronic Technician Job.

GENERAL CONTRACTOR LICENSE B

General Contractor License B - SOC 11-9021

Duration: 288 clock hours / 48-weeks
Classroom # 203

Schedule: Monday & Wednesday 6pm to 9pm

Qualification Instructor: Master's degree in business administration. Over 15 years of working experience in the General Contractor License B.

Prerequisites: Some working experience as Handyman follow up persons have License B.

Equipment & Materials: Two text books. 1. Law & Business. 2. Electrical Code

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

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

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

*** Upon completion, students have enough knowledge to take An Examination License B from Contractors State License Board.

To submit application for the exams, applicants must:

- Complete the Business and Law course.
- Have 4 years of experience as a journeyman, foreman or supervisor, contractor, or an owner-builder

Effective Dates of this Catalog: January 01, 2024 through December 31, 2024

License Requirements

After Pass Exam and has B-License:

- Have a working capital of at least \$2,500.
- File a bond with the Registrar in the amount of \$10,000.

Applying to get your License.

The exam fee is included with the \$450 application fee. The initial license fee for two years is an additional \$200. An application for licensure can be obtained from the California Contractors State License Board by calling 1-800-321-2752.

IT NETWORKING TECHNICIAN

IT Networking Technician - SOC 15-1152

Duration: 96 clock hours / 24-weeks
Classroom # 202

Schedule: Saturday 9am to 1pm

Qualification Instructor: Bachelor of Computer Science. Over 6-years of teaching and working experience in Software Program Developer and IT/Networking Technology.

Prerequisites: Computer & Electronic Technology Experience.

Equipment & Materials: Books, computer, and program software

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

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

Occupation: Upon completion, students will Find IT networking in Entry level.

MACHINIST SET UP & OPERATOR

Machinist Set Up & Operator - SOC 51-4040

96-Hrs

Duration: 96 clock hours / 24-weeks
Classroom # TMT Mechanic Shop

Schedule: Sunday 9am to 1pm (Weekly)

Qualification Instructor: Machine Shop Technology Certificate. Over 16-years of working experience

Prerequisites: None

Equipment & Materials: Hand-on theory and Practice in machine.

Effective Dates of this Catalog: January 01, 2024 through December 31, 2024

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

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

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

Occupation: Upon completion, students will Find Machinist Set up & Operator Job.

REAL ESTATE SALES AGENT

Real Estate Sales Agent - SOC 41-9022

Duration: 144 clock hours/24-weeks.
Classroom # 203

Schedule: Tuesday & Thursday 6pm to 9pm

Qualification Instructor: Machine Shop Technology Certificate. Over 16-years of working experience

Prerequisites: None

Equipment & Materials: 3- Books (Real Estate Principles, Real Estate Finance, and Real Estate Practice.)

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

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

Occupation: Get Real Estate License in Sale person.

License Requirements

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

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

Applying to get license.

An applicant for any real estate license must submit one set of classifiable fingerprints, acceptable to the State Department of Justice (DOJ). An applicant may be fingerprinted after applying for examination or after passing the examination.

To be fingerprinted, take the Live Scan Service Request (RE 237) to a participating live scan service provider. There is a \$49 fingerprint processing fee and a live scan service fee which should be paid directly to the live scan provider (not to the DRE). After the live scan service provider takes the fingerprints, submit a copy of the Live Scan Service Request (RE 237) with Part 3 completed to the DRE.

The exam fee is \$100. and the license fee is \$350. Fees are non-refundable.