

**Sutech School of Vocational and Technical Training  
Catalog 01/01/2015 to 01/01/2016**

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**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.**

**3455 E. Olympic Blvd  
Los Angeles, Ca 90023  
(323) 262-3210 Fax (323) 262-0459  
www.sutechschool.com**

# Sutech School of Vocational and Technical Training

## Catalog 01/01/2015 to 01/01/2016

### **GENERAL INFORMATION**

Sutech School of Vocational and Technical Training located at 3455 E. Olympic Blvd Los Angeles, CA 90023, is a private institution that has been approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009. The educational programs offered by the school are not accredited by an accrediting agency recognized by the United States Department of Education. Any student enrolled in an unaccredited institution is not eligible for federal financial aid. The following training programs are offered:

	Class Hours		Class Hours
Building Maintenance	540	Property Management	540
Floral and Bridal Arrangement Design	480	Child Care Provider	480
Microcomputer Applications	540	Medical Assistant	480
Microcomputer Technology	540	Medical Billing	450
Digital Photography and Video Editing	450		

All class sessions are held at 3455 E. Olympic Blvd Los Angeles, CA 90023 which is a campus that consists of four classrooms, two simulation labs, three workshops, a large workshop area, a student resource center and three restrooms. The campus is a single story building with an occupancy capacity of approximately 100 students at any one time, and provides Wi-Fi connectivity, desktop computers, medical simulation laboratory equipment and building maintenance power tools and various hand tools. Student parking is in the front of the campus and is free to all students and guests of the school. The campus and parking combined are approximately 12,000 square feet.

Prospective students are encouraged to visit the school and to discuss personal educational and occupational plans with school personnel. All prospective students will also be given a catalog, a brochure that is specific to their program of interest and School Performance Fact Sheet prior to enrolling or signing an enrollment agreement. Persons seeking to resolve problems or complaints should first contact the instructor in charge. If a student chooses to file a written complaint, the school will provide the student with a written response within ten days of receiving the complaint. Requests for further action may be made to the Director, Felix Montero during regular business hours.

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 by calling or writing to:

**Address:**                    **Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400**  
**Sacramento, California 95833**  
**P.O. Box 980818, West Sacramento, CA 95798-0818**

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

**Telephone and Fax #'s**    **(888) 370-7589 or by fax (916) 263-1897**  
**(916) 431-6959 or by fax (916) 263-1897**

All information in the content of this school catalog is current and correct as is so certified as true by: Felix Montero, Director

### **HISTORY**

Sutech was founded in 1986 to provide vocational and technical training and education in lathe machine and numeric control technology. In July 1990, Sutech opened its first Branch in Anaheim, California. In 1996, based on a market research, Sutech opened up its course in Microcomputer Applications and Microcomputer Technician to fulfill the market's high demand in these fields. By 1997 the school improves its facilities to better accommodate the students. In December 1997 approved for the Light Mechanic, Upholstery, Building Maintenance, Welder, Fashion Design, and Medical Assistant courses was received. In June 2002 Sutech opened its first satellite in the Panorama City and the Child Care Provider course was approved at that time.

### **FACULTY & STAFF**

**Felix Montero**, Director, Industrial Engineer, Instituto Politécnico Nacional, Madrid, Spain.  
**Bernardo D. Salazar**, CAO, M.Ed., Instructional Leadership, University of Illinois at Chicago  
**Jose Flores**, COO, Business Administration, University of Guayaquil, Ecuador.  
**Christian Curiel**, Student Admissions  
**Carlos Rodriguez**, Job Placement Assistant, Human Resources  
**Jennifer Prado**, Receptionist  
**Matilde Zepeda**, Student Record Clerical  
**Estaban Monreal**, Instructor, Medical Assistant  
 Surgical Medicine, University of Guadalajara, Mexico, SA. Certified Phlebotomy Technician, Family Health Services, San Diego  
**Juan Leal**, Instructor, Microcomputer Applications, Microcomputer Technology, Digital Photography & Video Editing  
 B.S., Computer Science, University of Columbia, Bogota, Columbia, SA  
**Enrique Rodriguez**, Instructor, Building Maintenance. Building Maintenance/Electricity, Sutech School, Riverside, CA  
**Norma Zabaya**, Instructor, Childcare Provider, National Pedagogical University, Mexico DF, Mexico  
**Norberto Alonso**, Microcomputer Applications, Property Management, Digital Photography & Video Editing Computer Applications, TID Computer Institute, Santa Ana, CA  
**Carmen Ham**, Floral and Bridal Arrangement Instructor,  
 Bachelor in Business Administration, Universidad Autonoma de Sinaloa, Sinaloa, Mexico.

\*All faculty members have a minimum of three years experience in their field of instruction and must maintain eight hours annually of continuing education to remain up-to-date in their field of instruction.

## **FACILITIES**

The campus is located 3455 E. Olympic Blvd Los Angeles, CA 90023 which is a campus that consists of four classrooms, two simulation labs, three workshops, a large workshop area, a student resource center and three restrooms. The campus is a single story building with an occupancy capacity of approximately 100 students at any one time, and provides Wi-Fi connectivity, desktop computers, medical simulation laboratory equipment and building maintenance power tools and various hand tools. Student parking is in the front of the campus and is free to all students and guests of the school. The campus and parking combined are approximately 12,000 square feet. The campus is located just east of downtown Los Angeles with a variety of restaurant, retail stores and other business within walking distance. The school provides free parking and is close to public transportation.

## **INSTITUTIONAL MISSION**

The mission of Sutech School of Vocational and Technical Training is to provide access to quality, affordable education, so that students can obtain workforce preparation and opportunities for professional and personal enrichment. Beginning with a commitment to excellence in education, the college focuses on each individual student, and strives to provide training programs that foster and support the social and economic development of its culturally diverse community.

## **INSTITUTIONAL OBJECTIVE**

The objective of Sutech School of Vocational and Technical Training is to provide students with basic, entry level knowledge and skills required by businesses, companies and job agencies within the region of Los Angeles, CA. The education is intended for adults, high school graduates and non high graduates who are of compulsory age and can pass an approved "ability to benefit" exam. All programs of study consist of a blend of theoretical and practical training, which include "hands on" laboratory simulations with materials and actual scenarios of the typical industry job assignments. This specific blend of training offers students valuable pre-employment experience. Each graduate will be prepared to enter the workforce and utilize their training to perform their new job assignments and may also experience opportunities for career advancement due to enhanced skills obtained from their training.

## **ADMISSIONS REQUIREMENTS AND ADMISSIONS POLICY**

Each student admitted to Sutech School of Vocational and Technical Training shall possess a high school diploma or its equivalent, or otherwise successfully take and pass an "Ability to Benefit" exam to demonstrate that they meet established "Ability to Benefit" criteria, and will also benefit from the training offered. Sutech School of Vocational and Technical Training uses an "Ability to Benefit" test, which is approved by the United States Department of Education, as an entrance exam for students who have not completed their high school diploma or a G.E.D. The school will only consider a non-high school graduate for enrollment if they exhibit an ability to benefit from the education and training that is offered; pass the United States Department of Education approved "Ability to Benefit" exam, and have met all other requirements for admission. Each high school/G.E.D. candidate accepted for training must provide a copy of their diploma and complete a "request for transcript form" to be sent to their high school or Postsecondary institutions.

## **ABILITY TO BENEFIT TEST**

Sutech School of Vocational and Technical Training uses the CELSA test, which is administered by an independent, third-party proctor. A required minimum passing score for the CELSA form 1 test = 97, and a passing score for the CELSA form 2 test = 97. The minimum passing score must be achieved for admission into the school.

## **FOREIGN STUDENTS**

Sutech School of Vocational and Technical Training does not admit students from other countries or persons with student visas and does not offer student visa services.

## **ADMISSIONS PROCEDURES**

All candidates will make an appointment to interview with an Admissions Representatives. Upon arrival at the school, the applicant will complete an application covering their personal, educational, and employment history, and also indicate their program of interest. During the interview, they will discuss the program of study, the candidates' level of motivation and determination to complete a program of study. The Admissions Representative will also determine if the program of study meets the personal goals and career objectives of the candidate.

The candidate will then be given a tour of the campus and shown the facilities and equipment. The tour also includes an explanation of classroom instruction and a review of coursework and materials. The candidate will also be given a catalog, a brochure that is specific to their program of interest and School Performance Fact Sheet. If the candidate determines that they want to enroll, the representative will continue with the required testing, and will also ensure that the candidate meets all other admissions criteria. Sutech School of Vocational and Technical Training only offers instruction in an English language format, therefore, all discussions, enrollment agreements, disclosures, and statements are provided solely in English. Recruitment is not conducted in any other language.

A meeting with a financial assistance representative is also held to help the candidate determine how they may be able to afford their tuition and fees. Assuming all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward their chosen training program, an enrollment agreement between the school and the applicant is then completed and signed, and the registration fee is paid to the college.

When accepted into the college, each prospective new student must arrange their schedule to be at the campus location to attend a "new student orientation" conducted by college staff and faculty; they will be instructed as to the date and time of their orientation by their Admissions Representative. Sutech School of Vocational and Technical Training will inform candidates of their acceptance or denial status after the entire admissions process has been completed.

Sutech School of Vocational and Technical Training retains the right to accept or reject an applicant based on the candidate's character reference, scholastic record and/or school financial record.

## CREDIT FOR PRIOR EDUCATION OR TRAINING:

Sutech School of Vocational & Technical Training has not entered into an articulation or transfer agreement with any other colleges or Universities.

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

The transferability of credits you earn at Sutech School of Vocational and Technical Training is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the \_\_\_\_\_ (certificate) you earn in \_\_\_\_\_ (name of program) is also at the complete discretion of the institution to which you may seek to transfer. If the \_\_\_\_\_ (certificate) that you earn at this institution is 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 Sutech School of Vocational and Technical Training to determine if your \_\_\_\_\_ (certificate) will transfer.

#### Policies and Procedures for the award of Credit

The School does not award credit or take part in awarding for prior experimental learning.

#### Distance Learning Program

The School does not offer or have a distance learning program

**Vocational Rehabilitation Program:** Students under Vocational Rehabilitation benefits, either through State or private rehabilitation agency, should apply for these benefits through the appropriate agency.

**Social Security programs:** Students under Social Security Benefit program must submit the form, provided by the Social Security Office, to the admissions prior to enrollment.

**Job Related Programs:** If a student is currently employed and is interested in a program at Sutech, he/she should contact the personnel office or management at his/her company to determine if his/her employer has a job related sponsored programs available.

#### NON - DISCRIMINATION POLICY

The school does not discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment within their selected program area in Admissions, Advising, Training, Placement Employment, or any other activities.

#### SCHEDULE & CALENDAR

Sutech has an open enrollment policy. New students are enrolled on a monthly basis.

#### DAY CLASSES

Building Maintenance	Monday - Friday	9:00 a.m. - 3:25 p.m.
Property Management	Monday - Friday	9:00 a.m. - 3:25 p.m.
Microcomputer Applications	Monday - Friday	9:00 a.m. - 3:45 p.m.
Microcomputer Technology	Monday - Friday	9:00 a.m. - 3:45 p.m.
Medical Assistant	Monday - Friday	9:00 a.m. - 3:00 p.m.
Medical Billing	Monday - Friday	9:00 a.m. - 3:00 p.m.
Child Care Provider	Monday - Friday	9:00 a.m. - 3:00 p.m.
Floral and Bridal Arrangement Design	Monday - Friday	9:00 a.m. - 3:00 p.m.
Digital Photography and Video Editing	Monday - Friday	9:00 a.m. - 3:00 p.m.

**Sutech observes the following holidays:** Martin Luther King’s Birthday, President’s Day, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Columbus Day, Veterans Day, two days for Thanksgiving, Christmas Day through New Year’s Day, and any special holiday declared for emergency or extraordinary purpose.

## **ACADEMIC POLICIES**

### **CONDUCT**

Students are expected to treat school personnel, other students, and the premises with consideration; no graffiti on walls, equipment, or furniture. Smoking, eating, visiting are not permitted in the classroom or computer room. At the discretion of the Director, a student may be dismissed from school for any incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to another student, an administrator, or faculty member, or any other stated or determined infraction of conduct and this will be cause for termination of their training.

### **Probation and Dismissal Policies**

Students that do not abide by the schools rules will be put in probation with possibilities of being dismissed from the program. Cause for Probation may result from excessive tardiness or absenteeism. Cause for dismissal/expulsion may result from excessive tardiness, absenteeism, possession of drug or alcohol, possession of weapons on school premises, and disobedient or disrespectful behavior. Students will be given verbal and written warning notices prior to being placed on Probation or prior to being Dismissed or expelled from school. All students will be given a chance to appeal their status with the Director and Dean of Education of the school. If appealed, the decision of the Director and Dean of Education shall be a final decision.

### **ATTENDANCE**

Students are expected to attend scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. All absence and attendance is recorded. It is the responsibility of the student to telephone in advance to advise if they will be absent or late, just as it is necessary to inform an employer.

- 1. Absence:** Satisfactory attendance must be maintained. All course work missed due to absences must be made up. One un-excused absence or 5 total absences per month are considered excessive.
- 2. Tardiness:** Tardiness is a disruption of a good learning environment and is discouraged. Tardiness without legitimate reason on three occasions within one month will be considered as one absence. Tardiness is defined as being late 10 or more minutes after the beginning of a class.
- 3. Interruption for Unsatisfactory Attendance:** Students with five absences in one month will receive written notification of probation for a period of one month. Any unexcused absences during probation may be cause for interruption of the student's training program.
- 4. Leave of Absence:** Only one written request for a leave of absence will be considered each term. Such leave may be granted to a student at the discretion of the School. A leave of absence for over 30 days will only be granted for verified emergency or medical reasons for a period of up to 100 days maximum.
- 5. Make-up Work:** Students must arrange make-up time for course work missed with the instructor; however absences will remain on record.
- 6. Suspension:** Re-Admittance: Students, who have had their training suspended for cause, may be re-admitted to classes upon written request and affirmation that the actions which caused the suspension will not occur again.
- 7. Termination:** Students will be terminated of their training for the following reasons:

- Unsatisfactory attendance
- Possession of drugs, alcohol or weapons on school premises
- Disobedient or disrespectful behavior.

### **GRADING AND PROGRESS**

Student's progress is evaluated using oral, written, and practical tests and projects each month. The oral and written tests account for 30% of the grade, practical application tests account for 70%. A test grade of 77% or less will require a retake of the specific test. The School's grading system is as follows.

A	93 – 100	D	70 – 77
B	85 – 92	F	69
C	78 – 84	I	Incomplete

When the grade average for a student is under 69 for a month, the student will be placed on probation. If the grade average for the next month remains 69 or below the student training may be interrupted. Re-enrollment may only be approved after evidence is submitted that conditions, which caused the interruption, have been rectified.

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated with the performance standards not by the School.

#### **Elements of Satisfactory Progress:**

- 1.** Students are graded as they complete modules of the curriculum. Grades are determined as a compilation of examination scores written and practical and such other criteria and observation as the school deems appropriate in the training program. To maintain Satisfactory Academic Progress, a student must achieve a cumulative grade average during the first twenty five percent of 70% or better; 74% or better during the second twenty five percent, and 78% or better for the remainder of the course and graduation.
- 2.** To maintain Satisfactory Academic Progress, a student must achieve a cumulative grade average of 74% or better.

Course Title	Length	Maximum Time Allowable
Building Maintenance	17 weeks	25.50 weeks
Property Management	17 weeks	25.50 weeks
Microcomputer Applications	16 weeks	24.00 weeks
Microcomputer Technology	16 weeks	24.00 weeks
Medical Assistant	16 weeks	24.00 weeks
Medical Billing	15 weeks	22.50 weeks
Child Care Provider	16 weeks	24.00 weeks
Floral and Bridal Arrangement Design	16 weeks	24.00 weeks
Digital Photography and Video Editing	15 weeks	22.50 weeks

These time frames are based upon full time attendance and will be adjusted, on a pro-rata basis, in the event that the students changes from one curriculum or schedule to another. All students will be evaluated upon completion of each quarter of the stated course time to determine if, on a percentage basis, the student has made sufficient progress towards the course objectives, the obtaining of a certificate and the completion of the entire curriculum within the maximum time frame expressed in the prior paragraph.

3. To maintain Satisfactory Academic Progress, a student may have absences (net of makeup time) of up to 25% of the total course length. Lost attendance time, while a student is on an approved leave of Absence, will not be counted as an absent time.

**Uncompleted Subjects and Remediation:** Students will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remedied or makeup lost work. This work shall be given full standing and credit with respect to the evaluation of the students maintaining of Satisfactory Progress.

**Withdrawal and Reinstatement:** A student not maintaining Satisfactory Academic Progress, during the first 25% of the stated course period, will be placed an academic probation for the next 24% of the course. If, at the end of the probationary period, the student has not corrected the progress deficiencies, the student shall be deemed ineligible to continue studying and may be subject to expulsion at the discretion of the School Director. In that event the student will not: be permitted to graduate until the progress deficiencies are corrected. In order to graduate, the student will then be obligated to extend their course of study by up to 25%. If, at the end of that period the student has not corrected the deficiencies and met all other criteria necessary for graduation, the student shall be subject to expulsion at the discretion of the School Director.

#### **Academic Review Procedures and Appeal Process:**

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

A student placed on academic probation or deemed not to be making satisfactory academic progress may review and appeal the determination through the School Director whose judgment in this matter shall be final, conclusive and binding.

**Advance Standing:** Students may challenge each unit of study by formally petitioning to have administered to them a challenge test. The test must be taken at least one week before scheduled instruction in that unit. Students obtaining a passing score will be permitted to advance to the next unit of study. However, no fee adjustments will be made since course credit is being granted.

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

#### **COURSE DURATION**

Courses are measured in class hours of supervised instruction. The required projects for each course must be completed unless the student has been given credit for prior training or experience or demonstrates through practical and written tests the level of competency required for employment. A class hour is 50 minutes.

**Definition of Hours:** One semester hour to equal to 15 lecture hours, or 30 laboratory hours, or 45 externships of shop hours.

#### **GRADUATION REQUIREMENTS**

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

#### **RETENTION OF STUDENT RECORDS**

All student records are retained by the institution for a minimum of five years and are maintained in fire retardant

storage files. Permanent transcripts of the student's progress record are maintained by the school and are available upon written request by the student. There is a \$5.00 charge for education transcripts. A fee of \$10.00 will be charged if the last day of attendance was more than three years from the date of the request. Under state regulations, the school is required to maintain a student's educational record for a period of not less than 5 years from the student's last date of attendance; all transcripts are permanently kept on campus.

## **STUDENT SERVICES**

### **ADVISING**

Each student will have a review of his/her progress each month. Students experiencing academic or other problems may discuss them in private with an Instructor and/or the Director to help overcome whatever difficulty is being experienced.

### **STUDENT BREAK/LUNCH AREA**

A student break/lunch area is located outside the administrative offices. Students have access to hot coffee and a microwave at no cost.

### **HOUSING**

Dormitory housing is not offered, owned or maintained by the school. The school has no responsibility to find or assist a student in finding housing. Apartment rentals exist within a one mile radius of the school at an average monthly cost of nine hundred dollars (\$900.00), however, availability of a rental is never guaranteed.

### **TRANSPORTATION**

Public bus transportation is available with stops, located close to campus. It may also be possible for the school to arrange for transportation by another student if schedules are compatible.

### **STUDENT LEARNING RESOURCE CENTER / LIBRARY**

Sutech School of Vocational and Technical Training does not have a library located on campus. If a student wishes to gain access to a library, the office will provide them with the addresses and hours of operation of public libraries near the school or their home. Access to any of the public library's services shall be at the expense of the student. However, A Student Resource Center is located in the computer simulation lab and is available to all students to help provide information which may aid them in their program of study. The Learning Resource Center consists of more than 100 research books and DVD videos. These research materials pertain to all programs of study offered at the college and students are able to use them at anytime during their study program during normal business hours of the campus. Students are also able to take the material off the campus for homework assignments by completing a checkout form. There are no fees for using the Learning Resource Center and any material that is checked-out must be returned within 30 days. Public libraries that are in the vicinity of the school and may be utilized by students are as follows: **Robert Louis Stevenson Branch Library**, 803 Spence Street Los Angeles, CA 90023, 0.7 miles northeast of the Sutech School Campus, Cost of card: Free to all residents of California Student must complete an application at any Los Angeles Public Library location or obtain a card online; **Anthony Quinn Library**, 3965 East Cesar Chavez Avenue, Los Angeles, CA 90063, 2.0 miles northeast of the Sutech School Campus, Cost of card: Free to all residents of California, Student must complete an application at any Los Angeles Public Library location or obtain a card online. **Benjamin Franklin Library**, 2200 East 1<sup>st</sup> Street, Los Angeles, CA 90033, 1.8 miles north of the Sutech School Campus, Cost of card: Free to all residents of California, Student must complete an application at any Los Angeles Public Library location or obtain a card online.; **East Los Angeles Public Library**, 4837 East 3<sup>rd</sup> Street, Los Angeles, CA 90022, 2.7 miles east of the Sutech School Campus, Cost of card: Free to all residents of California, Student must complete an application at any Los Angeles Public Library location or obtain a card online. Library hours are 8 am to 5 pm Monday – Friday, some facilities may be open on weekends.

### **ESL CLASSES AND LANGUAGE REQUIREMENTS**

Sutech School of Vocational and Technical Training does not offer ESL classes and only offers instruction in an English language format, therefore, all discussions, enrollment agreements, disclosures, and statements are provided in English, unless English is not the student's primary language, and the student is unable to fully understand the terms and conditions of the enrollment agreement, at which point the student shall be provided a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

### **English Language Proficiency Requirement**

Sutech School of Vocational and Technical Training uses the Combined English Language Skills Assessment (CELSA) test to determine a student's English language proficiency, which is approved by the United States Department of Education, as an entrance exam for students whose native language is not English. The CELSA test is administered by an independent, third-party proctor, prior to student enrollment consideration. A required minimum passing score for the CELSA form 1 test = 97, and a passing score for the CELSA form 2 test = 97. The minimum passing score of **97** must be achieved for admission into the school.

### **JOB PLACEMENT ASSISTANCE**

Placement assistance is provided to graduates at no additional charge. However, no guarantee for employment or level of income can be made. Some companies contact the School for likely candidates for employment; known vacancies in the field will be posted on the bulletin board in the workshop area. Classes are provided where special attention is given to such topics as resume preparation, the job search, interview techniques, how to retain employment, and advancement in the machine technology industry.

## TUITION PAYMENT POLICY

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes.

Program	Reg. Fee	Equipment/Supplies/Textbooks/Uniform Fees	Tuition	STRF Fee	Total Charges for Period of Attendance	Total Charges for Entire Educational Program
Building Maintenance	\$75.00	\$400.00	\$4,925.00	\$2.50	\$5,402.50	\$5,402.50
Property Management	\$75.00	\$400.00	\$4,925.00	\$2.50	\$5,402.50	\$5,402.50
Microcomputer Applications	\$75.00	\$500.00	\$4,575.00	\$2.50	\$5,152.50	\$5,152.50
Microcomputer Technology	\$75.00	\$500.00	\$4,575.00	\$2.50	\$5,152.50	\$5,152.50
Medical Assistant	\$75.00	\$746.00	\$4,729.00	\$3.00	\$5,553.00	\$5,553.00
Child Care Provider	\$75.00	\$500.00	\$4,575.00	\$2.50	\$5,152.50	\$5,152.50
Medical Billing	\$75.00	\$646.00	\$4,625.00	\$2.50	\$5,348.50	\$5,348.50
Floral and Bridal Arrangement and Design	\$75.00	\$646.00	\$4,625.00	\$2.50	\$5,348.50	\$5,348.50
Digital Photography and Video Editing	\$75.00	\$650.00	\$4,625.00	\$2.50	\$5,352.50	\$5,352.50

## FINANCIAL AID

Sutech School of Vocational and Technical Training does not participate in federal and state financial aid programs.

## TUITION FEE & SCHEDULE

To assist students with their educational costs, the school provides a student the opportunity to make monthly tuition payments while attending school. Students may also apply for financial assistance through private lending institutions.

## STUDENT LOANS

Students receiving student loans are responsible for paying the full amount of the loan. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## REFUND POLICY

A student has the right to cancel the enrollment agreement and obtain a refund to the paying entity of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If a student is rejected for training or if a course is canceled, the Student or the paying entity will receive a refund of all monies paid within 45 days. A Student may withdraw from school at any time and the student or the paying entity will receive a refund of any paid but unused tuition. If a Student withdraws or is suspended or expelled after the aforementioned 7 day period for cancellation, all tuition and fees (i.e., educational costs), less a registration fee not to exceed \$75 shall be refunded on a pro-rata basis.

Cancellation shall occur when you provide notice to the institution. Notice must be provided in writing form in person or by mail at 3455 E. Olympic Blvd. Los Angeles, CA 90023; or by fax (323) 262-0459; phone or email notice will not be accepted.

The college shall refund 100 percent of the amount paid for institutional charges, less the registration fee or unreturned books/materials fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

The college also provides a pro-rata refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance and has completed 60 percent or less of the period of attendance in their program.

The pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student or the paying entity, calculated as follows:

- (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
- (2) Except as provided for in subdivision (3), all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.
- (3) Except as provided herein, all amounts that the student or the paying entity has paid shall be subject to refund excluding the seventy five dollar (\$75.00) registration fee, Student Tuition Recovery Fund fee, and any unreturned /used books, supplies or equipment. This non-refundable amount shall not total more than two hundred and fifty dollars (\$250.00). Books, supplies and equipment are considered non-refundable once they have been opened or used.



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

The school 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, their educational program in which they were enrolled. For purposes of this section "day" means calendar day.

### **SCHOOL FINANCIAL STATUS**

Sutech School of Vocational & Technical Training is financially stable and does not have a pending petition in bankruptcy, it is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec. 1101 et seq.)

### **STUDENT TUITION RECOVERY FUND**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Students who encounter difficulties, problems, or have complaints should first bring the matter to the attention of their instructor. If the instructor is unable to resolve the situation, the student is to meet with the Program Director, Program Manager or Associate Director for resolution. If the matter is still not resolved, it will be brought to the attention of the School Director for final resolution.

### **COMPLAINT PROCEDURE**

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. If a solution is not reached, a student may submit a written grievance letter addressed to the School Director within 48 hours after an incident occurs.

The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps to no avail, the School Director will hold a Grievance Committee meeting within 48 hours of receipt of the letter.

All documentation must be submitted with the report which is to be signed and dated by the student. The School Director will chair the committee meeting which will consists of not less than 3 school representatives, including but

not limited to the following persons:

- A. Education Department
- B. Placement Department
- C. Student Services Department
- D. Admissions Department
- E. Finance/Student Accounts Department

In addition, all persons involved with the incident must be present at the time of the hearing. The committee shall hear all sides, and will immediately meet in private to review the information and evidence and vote on a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable to the student, the student must, within 24 hours, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

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 website [www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll-free Telephone#: **(888) 370-7589**  
Web site Address: **www.bppe.ca.gov**

Please direct all complaints/inquiries to: Address: **Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, California 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818**  
Telephone and Fax #'s: **(888) 370-7589 or by fax (916) 263-1897  
(916) 431-6959 or by fax (916) 263-1897**

A copy of the Bureau for Private Postsecondary and Education's Complaint Form is available at the school and may be obtained by contacting Felix Montero, Director.

## **CURRICULUM**

### **BUILDING MAINTENANCE**

#### **Program Description:**

This 540 clock hour program requires the completion of 17 weeks of study. This program will familiarize the students with fundamentals of repair and maintenance of commercial, industrial and residential buildings. Students will learn basic fundamentals of how to repair and maintain plumbing, woodwork, painting and electrical switches of commercial, industrial and residential establishments such as factories, office buildings, apartments and homes. Emphasis is also placed on the proper usage of hand tools and power tools.

#### **Program Objectives**

This program is designed to provide students with the fundamental skills and knowledge to perform the functions of a Building and Electrical Maintenance worker including usage of structural and woodwork repair, painting, basic electrical repair and plumbing.

#### **Occupational Objectives**

Graduates of the program may qualify for entry-level positions as a Building and Electrical Maintenance worker in a residential or commercial setting. **Licensure Goal/Requirements:** None

**Requirements for Graduation:** Students must have at a minimum, an accumulative grade point average of 78% or "C" grade, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation. Pass tests at end of modules and pass final exam, Internship/externship not required.

#### **Program Length/Class Hours**

Day: 6 hours a day, 5 days a week, 540 total clock hours, 17 weeks of study

<b>Course Title</b>	<b><u>Clock Hours</u></b>
Theory, Terminology, Safety	40
Usage of Power and Hand tools	40
Plumbing	60
Structure Repair	100
Basic Electricity	100
Electrical Switches	100
Basic Home Improvement	100
<b>Total Clock Hours</b>	<b>540</b>

## Course Description

1. **Theory, Terminology and Safety** - Students will learn basic theory regarding building maintenance, including professional communication, positive attitude, honesty, self-confidence, work ethic, time management, as well as Cal/OSHA safety regulations that govern the workplace. A passing score of 78% is required for test taken at the end of this module.

2. **Usage of Power and Hand Tools**- Students will learn how to identify and use the correct tools when preparing to perform maintenance or repair task. Students will also understand how to properly use the required hand tools or power tools with strict regard to safety in accordance with Cal/OSHA regulations. A passing score of 78% is required for test taken at the end of this module.

3. **Plumbing** – Students will learn how to perform basic plumbing repairs in a commercial or residential building. A passing score of 78% is required for test taken at the end of this module.

4. **Structure Repair** – Students will learn fundamental repair of wood work and drywall, and how plaster and paint finished surfaces in a commercial and residential setting. Students will also learn how to use common hand and power tools when performing these types of repairs. A passing score of 78% is required for test taken at the end of this module.

5. **Basic Electricity** – Students will learn how to work with building electricity safely, and learn basic items such as how to test a circuit breaker using a voltage tester, how to reset a breaker panel; students will also learn how to identify “hot wires” by use of colored wire. Emphasis will be place on safety in accordance with Cal/OSHA safety guidelines. A passing score of 78% is required for test taken at the end of this module.

6. **Electrical Switches** – Students will learn how to safely replace a basic, a three-way and a four-way light switch in a building. Students will also learn how to replace an electrical outlet. Emphasis will be place on safety in accordance with Cal/OSHA safety guidelines. A passing score of 78% is required for test taken at the end of this module.

7. **Basic Home Improvement** – Students will learn how to perform basic home repairs including painting and decorating, plumbing, electrical and carpentry tasks. Students will also learn how to identify with hand or power tools are required to safely and successfully perform the maintenance. A passing score of 78% is required for test taken at the end of this module.

## Final Examination

A minimum passing score of 78%, or “C” grade, is required for the Final Comprehensive Examination taken at the end of this program, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation.

## Program Equipment List

- J **Air Compressor** – Husky 30-Gal, Portable ,UL Listed 4-UL Certified, Voltage 120 V, Amperage 15 amps, CSA Listed, Maximum pressure 135 (psi), Pump Housing Material, Cast Iron, Pump Type 2 Cylinder Oil Lubricated, Tank Capacity 30 gallons, Tank Pressure Gauge, Single State Portable. **(Owned)**
- J **Tile Cutter** – QEP 650XT 7 In., 3/4 HP 120-Volt Ceramic and Porcelain Tile Saw, 4.8 Amperage, Blade Material Steel, Blade Size 7, Maximum Tile Cut Size 30 in., Tile Tool Type; Tile Cutter and Wet **Saw. (Owned)**
- J **Paint Sprayer** – Buffalo Tools Industrial Paint Spray Gun, Pressure Feed Spray Gun, Air inlet of 0.25" NPT, 2mm **Nozzle. (Owned)**
- J **Miter Saw** – DEWALT 12-in 15-Amp Compound Miter Saw, Blade Diameter 12", No load Speed 3800 rpm, Arbor Size 5/8" – 1", Vertical Capacity: Baseboard Against Fence 6-3/4", Vertical Capacity: Crown Molding Vertically Nested 7-1/2", Horizontal Capacity: Baseboard Lying Flat 16", Horizontal Capacity: Crown Molding Lying Flat 13-3/4", 45° Bevel Cut Capacity (dimensional lumber) 2x14 (2x16 with back fence), 90° Cross-Cut Capacity (dimensional lumber) 2x14 (2x16 with back fence)", 90° Cross-Cut Capacity (Max Width) 16", 45° Miter Cut Capacity (Max Height) 2x12, 45° Miter Cut Capacity (Max Width) 2x12, Tool Weight 56lbs. **(Owned)**
- J **Cordless Drill Gun** – DEWALT 18-Volt 1/2-in Cordless Nickel Cadmium (NiCd) Drill/Driver Kit, Variable Speed Trigger, Battery Voltage 18 v, 1200 Battery Amp Hours, Battery Type Nickel cadmium (NiCd), Power Output 380 UWO, 1/2 " Maximum Chuck Size, 1500 Maximum RPM, Reverse and Forward Switch, 22 Clutch Settings. **(Owned)**
- J **Speed Squares** – Swanson Tool Company 12-in Speed Square, Graduations / Resolution 0.25 In., 1 degree, Heavy Gauge Aluminum, Black Gradations, Matte Finish to Prevent Glare. **(Owned)**
- J **Pliers** – Kobalt 5-Piece Pliers Set, 6" long nose pliers, 6" diagonal pliers, 6" slip joint pliers, 7" linesman pliers, 8" groove joint pliers, Drop forged chrome nickel steel, Ergonomic molded anti-slip handles. **(Owned)**

- J **Handsaw** – Kobalt 20-in Aggress Saw, Blade Length 20 inches, Blade Material Steel, Handle Material Rubber, Teeth per Inch 9. **(Owned)**
- J **Drywall Knife** – Kobalt 6" Drywall Joint Knife, Stainless Steel 4-1/8"L x 6"W blade comfort grip handle. **(Owned)**
- J **Screwdrivers** – Kobalt 12-Piece Screwdriver, Shock resistant handle, Special alloy steel blades. 1/8" x 2", 3/16" x 4", 1/4" x 1 1/2", 1/4" x 4", 3/8" x 8", #0 x 2", #1 x 3", #2 x 1 1/2", #2 x 4", #2 x 4", #3 x 6", Slotted and Phillips Types, and 2 Offset Types. **(Owned)**
- J **Leather Tool Apron** – AWP General Construction Tool Apron, Leather Primary and Secondary Pocket Material, Metal Hammer Holder, Single Buckle Type, Max. Length 58 inches, Width 2 inches. **(Owned)**
- J **Ladder** – Werner 6-ft Fiberglass Step Ladder, Duty Rating 225 (lbs.), Type II ANSI Ladder Rating, Ladder Length 6 (Feet), Base Width 41 (Inches), Rung/Step Depth 3 (Inches), Rung/Step Material Aluminum, Weight 15 (lbs.), OSHA Safety Listing. **(Owned)**
- J **Measuring Tape** – Stanley 35-ft Locking SAE Tape measure, Tape Length 35 (Feet), Measurement Format SAE, Tape Width 1", Locking Tape. **(Owned)**
- J **Cordless Reciprocating Saw** – DEWALT 18-Volt Variable Speed Cordless Reciprocating Saw, Battery Voltage 18 volts, Keyless / Keyed Blade Change, Adjustable Shoe, Blade Stroke Length 1.125 (Inches), Weight 5.8 (lbs.). **(Owned)**
- J **Chisel** – Stanley 1-3/8-in Wood Chisel, chisel Sizes: 1", 3/4", 1/2", 1/4" Length 7.875 (Inches), Width 1.312 (Inches). **(Owned)**
- J **Drywall Saw** - Kobalt Double Sided Drywall Saw, Blade Material Steel, Blade Length 6.875 (Inches), 7 Teeth Per Inch, Handle Length 5 (Inches). **(Owned)**
- J **Hammer** – Kobalt 20 oz Flat Angle Handle Hammer, Head Material Steel, Handle Material Fiberglass, Head Weight 20 (oz.), Ripping Claw Style, Flat Face Style, Handle Length 11.7 (Inches). **(Owned)**
- J **Tool Box** - Homak Bw00203200 Brown 3-Drawer Industrial Series Portable Friction Toolbox, Steel Material, Assembled Width 20.25 (Inches), Assembled Depth 8.75 (Inches), Assembled Height 13.75 (Inches), 3 Drawers, Steel Lockable Latch and Handle. **(Owned)**

## PROPERTY MANAGEMENT

### Program Description

This 540 clock hour program requires the completion of 17 weeks of study. This program will familiarize students with the fundamentals of Property Management and how to perform these functions for residential or commercial buildings including multi-unit type properties.

### Program Objectives

The program is designed to provide students with the knowledge to perform the duties of a property manager including collecting rents, conducting maintenance on properties using third party servicers or employees, and maintaining financial records of the property.

### Occupational Objectives

Graduates of the program will be able to qualify for entry-level positions as Property Manager in a residential or commercial setting. **Licensure Goal/Requirements:** None

**Requirements for Graduation:** Students must have at a minimum, an accumulative grade point average of 78% or "C" grade, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation. Pass tests at end of modules and pass final exam, Internship/externship not required.

### Program Length/Class Hours

Day: 6 hours a day, 5 days a week, 540 total clock hours, 17 weeks of study

### Course Title

Introduction to Computers	100
Accounting	150
Tenant Pro Software Introduction	95
Landlords and Tenants Responsibilities	95
Summary of Class and Review	100
<b>Total Clock Hours</b>	<b>540</b>

## Course Description

1. **Introduction to Computers** – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs. A passing score of 78% is required for test taken at the end of this module.

2. **Accounting** – Students will learn basic accounting principles including manual accounting, terminologies to classify and record transactions, prepare adjusting and closing entries, and prepare financial statements. Students will also learn computerized accounting and methods of analyzing and controlling cash receipts and disbursements. A passing score of 78% is required for test taken at the end of this module.

3. **Introduction to Tenant Pro Software** - Students will learn how to utilize Tenant Pro software to perform accounting, tenant management, and lease management functions for a multi-unit rental building. A passing score of 78% is required for test taken at the end of this module.

4. **Landlord and Tenant; Rights and Responsibilities** – Students will learn basic rights of a tenant and the responsibilities of a landlord regarding property rental and leasing, Students will also learn basic laws that pertain to rental and lease agreements, how to serve eviction notices and resolving tenant complaints. A passing score of 78% is required for test taken at the end of this module.

5. **Class Summary and Review** – Students will summarize and review their skills and knowledge obtained by creating fictitious rental and lease agreements utilizing Tenant Pro Software. Students will also practice resolving tenant complaints, accounting methods during rent collection and servicing properties utilizing third party service providers. A passing score of 78% is required for test taken at the end of this module.

## Final Examination

A minimum passing score of 78%, or “C” grade, is required for the Final Comprehensive Examination taken at the end of this program, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation.

## Program Equipment List

- J **Desktop Computer** - Dell, Intel Pentium 4, 2.8 GHZ CPU, Intel i865p/pe/6/i848p Motherboard, Graphic AGP 4x 256mb video card, Memory DDR 1536 MB x 2, 32 bit operating system Windows 7. (Owned)
- J **Computer Monitor** - 17” HNC 1080x724 LCD Flat Panel Monitor. Owned)
- J **Fax Machine** – Hewlett Packard Fax 1020, Phone, Copier, and Fax, Answering Machine, 300 dpi, Inkjet at 1.5 copies per minute. (Owned)
- J **Video Projector** - Epson EMP-S1H 3LCD Projector, 1400 ANSI Lumens, 800 x 600 Native Resolution, 4:3 Native Aspect Ratio and 500:1 Contrast Ratio. (Owned)

## MICROCOMPUTER APPLICATIONS

### Program Description

This 540 clock hour program requires the completion of 16 weeks of study. This program familiarizes students with fundamental PC, MS Office and accounting skills for an entry level position as an office clerk/administrative assistant.

### Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform office administration duties utilizing a personal computer and various MS Office software programs including Word, Excel, and Power Point and also prepare letters and emails via the Internet.

### Occupational Objectives

Graduates of the program may qualify for entry-level positions as an Office Receptionist or Administrator in a business office setting. **Licensure Goal/Requirements:** None

**Requirements for Graduation:** Students must have at a minimum, an accumulative grade point average of 78% or “C” grade, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation. Pass tests at end of modules and pass final exam, Internship/externship not required.

### Program Length/Class Hours

Day: 6 hours and 45 min. a day, 5 days a week, 540 total clock hours, 16 weeks of study.

<b>Course Title</b>	
Introduction to Computers	50
Word Processing and Keyboarding	70
Microsoft Windows 7	70
MS Word	70
MS Excel	70
MS Power Point	70
MS Access	70
Introduction to the Internet	70
<b>Total Clock Hours</b>	<b>540</b>

### **Course Description**

1. **Introduction to Computers** – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs. A passing score of 78% is required for test taken at the end of this module.

2. **Word Processing and Keyboarding** - Students will learn keyboarding skills and techniques to improve keyboarding speed, they will also how to create documents on a PC and know how to edit, save, retrieve, merge and format common business documents. Students will also learn how to add, remove and edit basic graphics and pictures on documents. Student will also learn to create and manage a database by editing, sorting, indexing and merging files. Finally, they will learn how to create and print reports related to specific database projects. A passing score of 78% is required for test taken at the end of this module.

3. **Microsoft Windows 7** - Student will learn common Windows 7 tasks, including managing files, applications, media, and how to access the Internet. Students will also learn how to navigate the Windows 7 interface, customize the computers desktop, and work with the file system. A passing score of 78% is required for test taken at the end of this module.

4. **MS Word** – Students will learn how to use MS Word on a P.C. including how to create, store and manage documents. Students will also learn how to use various styles, formats and insert images onto a document. A passing score of 78% is required for test taken at the end of this module.

5. **MS Excel** – Student will learn how to create spreadsheets along with assigning particular functions to individual cells, including adding graphs, text and numerous data entry functions associated with spreadsheets. A passing score of 78% is required for test taken at the end of this module.

6. **MS Power Point** – Students will learn the basic functions of the Power Point software including how to create slides and insertion of text and graphics. A passing score of 78% is required for test taken at the end of this module.

7. **MS Access** – Students will learn how to create a basic database using MS Access and build tables and reports that can store data. A passing score of 78% is required for test taken at the end of this module.

8. **Introduction to the Internet** – Students will learn how to sign-on to an Internet connection on a PC, and will also learn search engine, email and upload/download protocols. A passing score of 78% is required for test taken at the end of this module.

### **Final Examination**

A minimum passing score of 78%, or “C” grade, is required for the Final Comprehensive Examination taken at the end of this program, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation.

### **Program Equipment List**

- ) **15 Desktop Computers** - Dell, Intel Pentium 4, 2.8 GHZ CPU, Intel i865p/pe/6/i848p Motherboard, Graphic AGP 4x 256mb video card, Memory DDR 1536 MB x 2, 32 bit operating system Windows 7. (Owned)
- ) **Computer Monitors** - 17” HNC 1080x724 LCD flat panel monitor. (Owned)
- ) **Printer/Scanner/Copy Machine**- Brother Printer MFC7860DW Wireless Monochrome Printer with Scanner, Copier & Fax- Print and copy up to 27ppm, built-in wireless and Ethernet network interfaces, automatic duplex for producing two-sided output. 35-page capacity auto document feeder, adjustable, 250-sheet capacity paper tray, plus manual feed slot. (Owned)
- ) **Software programs:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access), Windows ME, XP, and Vista, Mavis Beacon Teaches Typing, (Owned)
- ) **Belkin 36-piece Computer Tool Kit with Black Case includes non-magnetic tools:** 9 Pc. Allen wrench set, 2-Way Mini Screwdriver, 1 Phillips, 1 Flat, 2-Way Phillips/Regular Screwdriver, 5" Long Nose Pliers, 6" #1 Phillips Screwdriver (150mm long), Screwdriver-to-Socket Adapter, Anti-Static Wrist Band, Black

Zipper Case, Color Box, Flat Head (6, 5mm), IC Extractor, Phillips Head (#2, #1), Reversible Ratchet, Socket (10, 9, 8, 7, 6mm), Spare Parts Box, 3-Pronged Parts Retriever, Torx Bit(T25, T20, T15, T10, T8), Tweezers. (Owned)

## MICROCOMPUTER TECHNOLOGY

### Program Description

This 540 clock hour program requires the completion of 16 weeks. This program will familiarize the students with desktop computer and laptop computer repair skills pertaining to DOS, Windows 95, 98, 2000, Vista and Windows 7 operating systems and utility programs.

### Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform basic repair and maintenance duties on a PC containing an MS Operating System, including performing maintenance on a single computer or a networked system of computers.

### Occupational Objectives

Graduates of the program may qualify for entry-level positions as a Computer Repair Technician in a business office or help desk setting. **Licensure Goal/Requirements:** None

**Requirements for Graduation:** Students must have at a minimum, an accumulative grade point average of 78% or “C” grade, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation. Pass tests at end of modules and pass final exam, Internship/externship not required.

### Program Length/Class Hours

Day: 6 hours and 45 min. a day, 5 days a week, 540 total clock hours, 16 weeks of study

### Course Title

Introduction to Computers	60
Word Processing and Keyboarding	40
Microsoft Windows 7	100
Installation, Diagnostic, and Configuration	200
Computer Trouble Shooting Repair	100
Internet and Browsing	40
<b>Total Clock Hours</b>	<b>540</b>

### Course Description

1. **Introduction to Computers** - Students will learn full working knowledge of a PC in a MS Windows 7 environment, and learn how to operate MS Office programs. A passing score of 78% is required for test taken at the end of this module.

2. **Word Processing and Keyboarding** - Students will learn keyboarding skills and techniques to improve keyboarding speed, they will also how to create documents on a PC and know how to edit, save, retrieve, merge and format common business documents. Students will also learn how to add, remove and edit basic graphics and pictures on documents. Student will also learn to create and manage a database by editing, sorting, indexing and merging files. Finally, they will learn how to create and print reports related to specific database projects. A passing score of 78% is required for test taken at the end of this module.

3. **Microsoft Windows 7** - Student will learn common Windows 7 tasks, including managing files, applications, media, and how to access the Internet. Students will also learn how to navigate the Windows 7 interface, customize the computers desktop, and work with the file system. A passing score of 78% is required for test taken at the end of this module.

4. **Installation, Diagnostic and Configuration** – Students will learn the basic DOS operating system and commands for computer repair. Students will also learn advanced microprocessor troubleshooting. Students will also learn to replace power supplies, perform memory upgrades, and install drivers and basic PC assembly. Emphasis is placed on A+ certification. A passing score of 78% is required for test taken at the end of this module.

5. **Computer Troubleshooting and Repair** – Students will learn troubleshooting techniques in order to maintain a PC, which is in a standalone or networked environment. Student will also learn how to optimize system performance in both the hardware and software functions of the PC. A passing score of 78% is required for test taken at the end of this module.

6. **Internet and Browsing** – Students will learn how to sign-on to an Internet connection on a PC, and will also learn search engine, email and upload/download protocols. A passing score of 78% is required for test taken at the end of this module.

## Final Examination

A minimum passing score of 78%, or “C” grade, is required for the Final Comprehensive Examination taken at the end of this program, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation.

## Program Equipment List

- J **15 Desktop Computers** - Dell, Intel Pentium 4, 2.8 GHZ CPU, Intel i865p/pe/6/i848p Motherboard, Graphic AGP 4x 256mb video card, Memory DDR 1536 MB x 2, 32 bit operating system Windows 7. (Owned)
- J **Computer Monitors** - 17” HNC 1080x724 LCD flat panel monitor. (Owned)
- J **Printer/Scanner/Copy Machine**- Brother Printer MFC7860DW Wireless Monochrome Printer with Scanner, Copier & Fax- Print and copy up to 27ppm, built-in wireless and Ethernet network interfaces, automatic duplex for producing two-sided output, 35-page capacity auto document feeder, adjustable, 250-sheet capacity paper tray, plus manual feed slot. (Owned)
- J **Software programs:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access), Windows ME, XP, and Vista, Mavis Beacon Teaches Typing. (Owned)
- J **Belkin 36-piece Computer Tool Kit with Black Case includes non-magnetic tools:** 9 Pc. Allen wrench set, 2-Way Mini Screwdriver, 1 Phillips, 1 Flat, 2-Way Phillips/Regular Screwdriver, 5" Long Nose Pliers, 6" #1 Phillips Screwdriver (150mm long), Screwdriver-to-Socket Adapter, Anti-Static Wrist Band, Black Zipper Case, Color Box, Flat Head (6, 5mm), IC Extractor, Phillips Head (#2, #1), Reversible Ratchet, Socket (10, 9, 8, 7, 6mm), Spare Parts Box, 3-Pronged Parts Retriever, Torx Bit (T25, T20, T15, T10, T8), Tweezers. (Owned)

## MEDICAL ASSISTANT

### Program Description

This 480 clock hour program requires the completion of 16 weeks of study. This program familiarizes students with theory, practical and clinical knowledge so that they may obtain entry-level employment as a medical assistant or medical administrator.

### Program Objectives

This program is designed to provide students with the knowledge, skills, and techniques needed to function in a medical front office or back office setting. Students will be introduced to medical procedures such as basic phlebotomy and venipuncture procedures, EKG monitoring, minor surgical techniques, laboratory techniques, and emergency first aid. Students will also learn medical billing and insurance coding, medical law and ethics and medical office management procedures.

### Occupational Objectives

Graduates of the program may qualify for entry-level positions in the Medical Assistant field performing duties such as, clinical medical assistants, medical administrative assistants, medical record clerks, medical office managers, medical insurance billing clerks, medical receptionists, and also work directly with physicians. **Licensure**

**Goal/Requirements:** None

**Requirements for Graduation:** Students must have at a minimum, an accumulative grade point average of 78% or “C” grade, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation. Pass tests at end of modules and pass final exam, Internship/externship is required for graduation.

### Program Length/Class Hours

Day: 6 hours a day, 5 days a week, 480 total clock hours, 16 weeks of study

### Course Title

Anatomy and Physiology	100
Clinical Procedures	100
Medical Office Procedures	60
Word Processing and Keyboarding	40
Medical Office Software	40
Healthcare Law and Ethics	20
Externship	120
<b>Total Clock Hours</b>	<b>480</b>



## Course Description

1. **Anatomy and Physiology** - The student will learn the basic concepts of human anatomy, including the body as a whole, its functions, tissues and major organ systems. The student will also learn medical terminology including areas such as pronunciation, spelling origin, and construction. A passing score of 78% is required for test taken at the end of this module.
2. **Clinical Procedures** – Students will learn the fundamental principles of patient care, such as; patient assessment and charting, vital signs and EKG monitoring. The student will also learn basic protocols of patient care, including; assisting with primary physical examinations and emergency medical treatment in various scenarios, including the treatment of infants, children and adults. A passing score of 78% is required for test taken at the end of this module.
3. **Medical Office Procedures** – The student will learn how to create patient records, and organizing them manually and electronically. Students will also learn records management systems and develop skills in alphabetic filing and indexing. Students will develop speed and accuracy in computer keyboarding and learn medical terminology. A passing score of 78% is required for test taken at the end of this module.
4. **Word Processing and Keyboarding** - Students will learn keyboarding skills and techniques to improve keyboarding speed, they will also how to create documents on a PC and know how to edit, save, retrieve, merge and format common business documents. Students will also learn how to add, remove and edit basic graphics and pictures on documents. Student will also learn to create and manage a database by editing, sorting, indexing and merging files. Finally, they will learn how to create and print reports related to specific database projects. A passing score of 78% is required for test taken at the end of this module.
5. **Medical Offices Software** - The student will learn how to create patient records, and organizing them manually and electronically. Students will also learn records management systems and develop skills in alphabetic filing and indexing. Students will develop speed and accuracy in computer keyboarding and learn medical terminology communication amongst coworkers. A passing score of 78% is required for test taken at the end of this module.
6. **Health Care Law and Ethics** – Students will learn current laws that regulate the health care industry including those pertaining to patients’ rights and privacy. The student will also learn standard Cal/OSHA rules and regulations that pertain to the health care industry. A passing score of 78% is required for test taken at the end of this module.
7. **Externship** - Students will conduct a 120 hour externship at a clinic/hospitals facility where they will apply their knowledge and skills learned. Upon completion of their externship, students will have satisfactorily completed their program. A passing score of 78% is required for test taken at the end of this module.

## Final Examination

A minimum passing score of 78%, or “C” grade, is required for the Final Comprehensive Examination taken at the end of this program, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation.

## Program Equipment List

- J **Detecto Weight Scale:** Detecto's physician scale model 439, U.S. Bureau of Standards. Weight Capacity 400 lbs. x 4 oz. Height Rod Adjust from 30"-78". Platform measures 14-1/2" length by 10-1/2" width. (Owned)
- J **Welch Allyn thermometer:** The Welch Allyn SureTemp, last temperature recall capability, waterproof, stainless steel probe shaft. Color-coded, interchangeable and removable probe to minimize risk of cross-contamination. Rubberized grips and user-selectable icon and/or words for identification of thermometer modes. Battery life indicator2 (Owned)
- J **American Red Cross Health and Safety Kits** (Owned)
- J **Skeleton Model:** life-size articulated adult plastic anatomical model provides general anatomy of the human skeleton. Stand connects at the coccyx on rolling stand. Size: 5' 6 inches tall. Weight: 23 lbs. (Owned)
- J **Welch Allyn /Ophthalmoscope:** Contents: Otoscope, Ophthalmoscope Two handles (2 AA Alkaline Batteries) 19 Speculas (15 disposable and 4 Reusable) Durable Carrying case Specifications: Halogen bulb illumination Lightweight and compact Halogen illumination provides brighter, whiter, longer lasting light All metal construction handles Ophthalmoscope offers six apperture selections Cobalt blue filter Otoscope, fiber optic light transmission Standard AA batteries with interchangeable heads for otoscope and ophthalmoscope (Owned)
- J **Electrocardiogram (EKG) machine:** Bionet CardioCare 2000 Interpretive EKG- The Bionet CardioCare 2000 Interpretive EKG machine, 12 channel system, more than 80 types of interpretations, facilitates full A4 prints, generates results in under one minute. (Owned)
- J **Desktop Computer:** Dell, Intel Pentium 4, 2.8 GHZ CPU, Intel i865p/pe/6/i848p Motherboard, Graphic AGP 4x 256mb video card, Memory DDR 1536 MB x 2, 32 bit operating system Windows 7. (Owned)
- J **Computer Monitor:** 17" HNC 1080x724 LCD flat panel monitor. (Owned)

- J **Video Projector** - Epson EMP-S1H 3LCD Projector, 1400 ANSI Lumens, 800 x 600 Native Resolution, 4:3 Native Aspect Ratio and 500:1 Contrast Ratio. (Owned)
- J **Two (2) Medical Exam Tables** – 5' length x 27" width, 2 storage compartments, 1 sliding door, electrical outlet connector, 6 amp, 115 volts. (Owned)
- J **Snellen chart:** The Snellen eye chart is the familiar chart with the big letter or symbol at the top and progressively smaller letters at the bottom of the chart down to 20/20 or better. (Owned)
- J **Welch Allyn AudioScope 3 Set Screening Audiometer:** Halogen light and fiber optics enable brilliant view of tympanic membrane and ear canal before and during screening -Choice of three screening levels-20 dB HL, 25 dB HL and 40 dB HL-at 500, 1000, 2000 and 4000 Hz for all ages -Built-in 1000 Hz pretone lets patients "practice" listening first (Owned)
- J **Stethoscope: A 5-in-1 multipurpose Quintscope:** the Omron Sprague Rappaport - Type Stethoscope is designed for flexibility of clinical needs. (Owned)
- J **ADC PROSPHYG Proscope Aneroid Sphygmomanometer, Adult:** Pocket style aneroid sphyg with black cuff and matching storage case. Manometer exceeds industry standards for accuracy. 20 year calibration warranty. ADCUFF nylon cuff helps prevent miscuffing (Owned)
- J **Microscope:** AmScope M100C-LED 40x-1000x All-Metal Student Cordless LED Field Biological Compound Microscope with All Optical Glass Lenses- a 110V-4.5V plug transformer, full optical glass elements, and solid metal body. It offers five levels of magnification, 40X, 100X, 250X, 400X and 1000X. (Owned)
- J **Teaching injection arm-** Model for practicing intramuscular injection. Size: 3.5" x 3.5" (Owned)
- J **FreeStyle Lite Blood Glucose Monitoring System Diabetic Meter Kit:** Small & portable meter for blood glucose testing. Stores up to 400 results with date and time. 4 reminder alarms. Multiple testing sites. (Owned)

## CHILD CARE PROVIDER

### Program Description

This 480 clock hour program requires the completion of 16 weeks of study. This program will familiarize students with the fundamentals of childcare as a provider. Students will learn how to care for infants, young children, and older children, usually while the children's parents or guardians are at work or away for other reason. They learn to work individually with one child or with groups of children to create a safe, comfortable, and creative environment.

### Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform duties of a Childcare Provider including providing care for infants and children of various ages. Emphasis is placed on social, physical, cognitive and creative development and learning.

### Occupational Objectives

Graduates of the program may qualify for entry-level position as a Childcare Provider in a private scholastic setting.

**Licensure Goal/Requirements:** None

**Requirements for Graduation:** Students must have at a minimum, an accumulative grade point average of 78% or "C" grade, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation. Pass tests at end of modules and pass final exam, completion of externship is required for graduation.

### Program Length/Class Hours

Day: 6 hours a day, 5 days a week, 480 total clock hours, 16 weeks of study

### Course Title

Learning Development for Infants	30
Learning Development for 2 & 3 Years Old	60
Learning Development for Preschool Children	30
Emotional and Self Development	20
Social, Physical & Cognitive Development	60
Language & Creative Development	50
Learning through Observation	20
Families and Communities	20
Guidance, Health, Safety, and Nutrition	40
Program Management and Externship	150
<b>Total Clock Hours</b>	<b>480</b>

## Course Description

1. **Learning Development for Infants** - Students will learn how to care for infants including handling feeding, bathing, and sleeping routines as well as how to provide the right stimuli for optimal progress in their development. A passing score of 78% is required for test taken at the end of this module.

2. **Learning Development for 2 and 3 Year Olds** - Students will learn to identify and understand the major motor, intellectual, social and emotional changes of a 2 and 3 year old child. Students will also learn how to effectively communicate with children to help ease frustration and misbehavior. A passing score of 78% is required for test taken at the end of this module.

3. **Learning Development for Preschool Children** – Students will learn how to create a learning environment for preschool aged children, which promotes educational learning and helps develop social skills. A passing score of 78% is required for test taken at the end of this module.

4. **Emotional and Self-Development** – Students will learn how provide development in physical, emotional, and social development areas of young children. Students will also learn how to assist in developing social awareness and communication skills in young children to relieve stressful situations and misbehavior. A passing score of 78% is required for test taken at the end of this module.

5. **Social, Physical and Cognitive Development** – Students will learn how to establish an environment to promotes social, physical and cognitive development in young children. This may include learning devices, toys and equipment that promote child development. A passing score of 78% is required for test taken at the end of this module.

6. **Language and Creative Development** – Students will learn how to establish a learning environment that promotes learning of language and the creativity of a young child and how it aides in their cognitive development. A passing score of 78% is required for test taken at the end of this module.

7. **Learning through Observation** – Students will learn how to create a learning environment that promotes positive learning by observation. Students will also learn how to use effective creativity through the use of visual aids and simple communication with young children. A passing score of 78% is required for test taken at the end of this module.

8. **Families and Communities** – Students will learn how to understand the needs of working families and communities, and also learn how to adapt to specific care needs such as scheduling, age specific diets, or other special care needs a family may require. A passing score of 78% is required for test taken at the end of this module.

9. **Guidance, Health, Safety and Nutrition** – Students will learn how to correctly provide guidance to those in their care, while also establishing a safe care environment. Students will also learn about nutrition and health needs of infants and young children. A passing score of 78% is required for test taken at the end of this module.

10. **Program Management and Externship** – Students will conduct a 150 hour externship at a childcare facility where they will apply their knowledge and skills learned. Upon completion of their internship, students will have satisfactorily completed their program. A passing score of 78% is required for test taken at the end of this module.

## Final Examination

A minimum passing score of 78%, or “C” grade, is required for the Final Comprehensive Examination taken at the end of this program, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation.

## Program Equipment List

- ) **15 Desktop Computers** - Dell, Intel Pentium 4, 2.8 GHZ CPU, Intel i865p/pe/6/i848p Motherboard, Graphic AGP 4x 256mb video card, Memory DDR 1536 MB x 2, 32 bit operating system Windows 7. (Owned)
- ) **Computer Monitors** - 17” HNC 1080x724 LCD flat panel monitor. (Owned)
- ) **Fire extinguishers- Kidde 466141 Kitchen/Garage Fire Extinguisher 10-BC:** Easy-to-read gauge. 2.5 pounds of fire extinguishing agent (average). UL approved wall hook. Suitable for use on Class B (liquids and gases) and Class C (energized electrical equipment) fires. (Owned)

## MEDICAL BILLING

### Program Description

This 450 clock hour program requires the completion of 15 weeks of study. This program familiarizes students with theory and hands-on skills necessary for entry-level positions in the Medical Billing and Insurance Coding field.

### Program Objectives

The program is designed to provide comprehensive training in Medical Billing and Insurance Coding. The student will receive theory and practical training in processing payments for a medical facility. Students will gain knowledge of ICD-9 and CPT-Plus insurance coding and billing procedures. Students will also learn to use medical office software used to process billing claims, and will practice medical administration procedures.

### Occupational Objectives

These skills will enable graduates to qualify for entry level positions as administrative medical assistants, medical record clerks, medical office managers, medical insurance billing clerks, medical receptionists, and also work directly with physicians. **Licensure Goal/Requirements:** None

**Requirements for Graduation:** Students must have at a minimum, an accumulative grade point average of 78% or “C” grade, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation. Pass tests at end of modules and pass final exam, Internship/externship not required.

### Program Length/Class Hours

Day: 6 hours a day, 5 days a week, 450 total clock hours, 15 weeks of study.

### Course Title

Word Processing and Keyboarding	30
Introduction to Computers	30
MS Word	40
MS Excel	40
Medical Terminology and Basic Anatomy	120
Medisoft Medical Billing Software	80
Medical Billing and Insurance Coding	100
Professional Development	10
<b>Total Clock Hours</b>	<b>450</b>

### Course Description

1. **Word Processing and Keyboarding** - Students will learn keyboarding skills and techniques to improve keyboarding speed, they will also how to create documents on a PC and know how to edit, save, retrieve, merge and format common business documents. Students will also learn how to add, remove and edit basic graphics and pictures on documents. Student will also learn to create and manage a database by editing, sorting, indexing and merging files. Finally, they will learn how to create and print reports related to specific database projects. A passing score of 78% is required for test taken at the end of this module.

2. **Introduction to Computers** – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs. A passing score of 78% is required for test taken at the end of this module.

3. **MS Word** – Students will learn how to use MS Word on a P.C. including how to create, store and manage documents. Students will also learn how to use various styles, formats and insert images onto a document. A passing score of 78% is required for test taken at the end of this module.

4. **MS Excel** – Student will learn how to create spreadsheets along with assigning particular functions to individual cells, including adding graphs, text and numerous data entry functions associated with spreadsheets. A passing score of 78% is required for test taken at the end of this module.

5. **Medical Terminology and Basic Anatomy** - The student will learn the basic concepts of human anatomy, including the body as a whole, its functions, tissues and major organ systems. The student will also learn medical terminology including areas such as pronunciation, spelling origin and construction. A passing score of 78% is required for test taken at the end of this module.

6. **MediSoft Medical Billing Software** – Students will learn how to use MediSoft billing software and how to initiate a patient record in a database. Students will also learn how to navigate through the software and use common functions of the software for medical billing purposes. A passing score of 78% is required for test taken at the end of this module.

7. **Medical Billing and Insurance Coding** – The student will learn the aspects of the collection process including collection-servicing agencies. The student will also learn insurance programs, including; HMO, PPOS and Workers’ Compensation plans and the national coding systems used for claims processing. Students will develop speed and accuracy on the computer keyboard as well as the 10-key pad. The student will also learn how to integrate MediSoft software to process claims. A passing score of 78% is required for test taken at the end of this module.

8. **Professional Development** – Student will participate in a class review and practice professional office etiquette regarding proper office attire, professional demeanor, motivation and customer service. A passing score of 78% is required for test taken at the end of this module.

**Final Examination**

A minimum passing score of 78%, or “C” grade, is required for the Final Comprehensive Examination taken at the end of this program, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation.

**Program Equipment List**

- ) **Desktop Computer** - Dell, Intel Pentium 4, 2.8 GHZ CPU, Intel i865p/pe/6/i848p Motherboard, Graphic AGP 4x 256mb video card, Memory DDR 1536 MB x 2, 32 bit operating system Windows 7. (Owned)
- ) **Computer Monitor** - 17” HNC 1080x724 LCD flat panel monitor. (Owned)
- ) **Video Projector** - Epson EMP-S1H 3LCD Projector, 1400 ANSI Lumens, 800 x 600 Native Resolution, 4:3 Native Aspect Ratio and 500:1 Contrast Ratio. (Owned)
- ) **Stethoscope: A 5-in-1 multipurpose Quintscope:** the Omron Sprague Rappaport - Type Stethoscope is designed for flexibility of clinical needs. (Owned)

**FLORAL AND BRIDAL ARRANGEMENT DESIGN**

**Program Description**

This 480 clock hour program requires the completion of 16 weeks of study. This program will familiarize students with the fundamental skills to perform the duties of a Floral and Bridal Arrangement Designer in a flower shop working with various types of flowers and foliage. Students also learn to create arrangements using artificial plants and balloons.

**Program Objectives**

This program is designed to provide students with the fundamental skills and knowledge to create floral decorations with live flowers and foliage or artificial flowers or balloons for special events such as birthdays, weddings, holidays or other types.

**Occupational Objectives**

Graduates of the program may qualify for entry-level positions as a Floral and Bridal Arrangement and Designer in flower shop setting. **Licensure Goal/Requirements:** None

**Requirements for Graduation:** Students must have at a minimum, an accumulative grade point average of 78% or “C” grade, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation. Pass tests at end of modules and pass final exam, Internship/externship not required.

**Program Length/Class Hours**

Day: 6 hours a day, 5 days a week, 480 total clock hours, 16 weeks of study.

**Course Title**

Introduction to Decorations	30
Natural Floral Arranging	60
Artificial Floral Arranging	60
Album Decoration	60
Balloon Decoration	60
Porcelain Decoration	60
Seasonal Decoration	60
Bridal Accessories and Arrangements	60
Career Development	30
<b>Total Clock Hours</b>	<b>480</b>

## Course Description

1. **Introduction to Decorations** - Students will learn the fundamentals of decoration and the different types of material that are used to create decorations in the floral industry. A passing score of 78% is required for test taken at the end of this module.

2. **Natural Floral Arranging** - Students will learn to identify natural flowers and foliage commonly used when creating arrangements. Students will also learn how to properly care for and handle these types of flowers and foliage. A passing score of 78% is required for test taken at the end of this module.

3. **Artificial Floral Arranging** - Students will learn how to utilize artificial flowers and foliage that are commonly used to create arrangements. A passing score of 78% is required for test taken at the end of this module.

4. **Album Decoration** – Students will learn how to create arrangements that may be used as special décor or in photos for memoir albums. A passing score of 78% is required for test taken at the end of this module.

5. **Balloon Decoration** – Students will learn how to use Mylar and Latex balloon to create decorations that will accent floral arrangements. Students will also learn how to use helium gas to inflate the balloons in a safe manner. A passing score of 78% is required for test taken at the end of this module.

6. **Porcelain Decoration** – Students will learn how to decorate porcelain items used for accenting floral arrangements. Students will also learn how to paint and enhance porcelain items for décor purposes. A passing score of 78% is required for test taken at the end of this module.

7. **Seasonal Decoration** – Students will learn how to arrange various types of flowers and foliage to create arrangements that have a seasonal theme, including holidays and events. A passing score of 78% is required for test taken at the end of this module.

8. **Bridal Accessories and Arrangements** – Students will learn how to utilize bridal accessories in order to create a bridal arranged theme for wedding events. Students will also learn how to decorate rooms for wedding celebrations utilizing balloons and other accessories. A passing score of 78% is required for test taken at the end of this module.

9. **Career Development** – Students will apply their knowledge and skills learned in a practical hands-on environment and also seek entry level employment in the field related to their program of study. A passing score of 78% is required for test taken at the end of this module.

## Final Examination

A minimum passing score of 78%, or “C” grade, is required for the Final Comprehensive Examination taken at the end of this program, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation.

## Program Equipment List

- J **Glue** – Oasis Adhesive Glue, Fast-Drying, Waterproof Liquid Adhesive, 8 Ounces. **(Owned)**
- J **Glue Gun** – T800 Cordless High –Temp Glue Gun, 60 Watt, Insulated nozzle, 8ft cord, On/Off Light and Switch, 12 volt Charging Base. **(Owned)**
- J **Glue Stick** – 10" Dual Temp Glue Sticks, Use for both high and low temp glue guns, Compatible with Wood, Paper, Plastic and Ribbon. **(Owned)**
- J **Helium Tank** - Balloon Time Helium Tank Kit, 8.9cu Ft Tank, Disposable. **(Owned)**
- J **Artificial Flowers** – Variety of Plastic Artificial Flowers to Create Arrangements. **(Owned)**
- J **Fresh Flowers** - Variety of Fresh Flowers to Create Arrangements. **(Owned)**
- J **Silk Flowers** - 28" Open Rose Silk Flowers, Red, Burgundy, Pink and White. **(Owned)**
- J **Flower Cooler** – True Food Service Equipment GDM-23FC Floral Merchandiser, One-section, 2 Shelves, 300 stainless steel floor, 1 Low-E thermal Glass Hinged Door, Low UV Emitting Fluorescent Lighting, 1/3 HP, 115v/60/1, 7.2 amps. **(Owned)**
- J **Vases** - G125 12" Glass, Ceramic and Plastic Vases. **(Owned)**
- J **Baskets** – B1002 7" Woven Basket with Handle. **(Owned)**
- J **Balloons** – D110011" Latex Balloons Assorted Colors. **(Owned)**
- J **Ribbons** – 1/4" Multi-color Satin Acetate Ribbon. **(Owned)**
- J **Vase Fillers** – GG1Multi-color Assorted Glass Gems. **(Owned)**
- J **Decorative Accessories** - K10923 Multi-color Wire Stemmed Mini Feather Butterfly, Attaches to Flower Arrangements. **(Owned)**
- J **Floral Foam** - N14 3.5" X 4.25" Sturdy Caged Foam w/ Eyelets, Patented Segmentation to Reduce Drainage. **(Owned)**
- J **Floral Wire** - Green Florist Wire 22ga x 12". **(Owned)**
- J **Card Holder** – A48 Plastic 18" Clear Angled Card Holders, Crystal Cardette Floral Pick w/ Angled Head. **(Owned)**

- J **Cutting Scissors** – T101 8.5" Ribbon Scissors w/ Plastic Handle. **(Owned)**
- J **Pruning Shears** – 8" Lopping Shears, By-pass Blade Action, Hot Forged, Heavy Duty, Red Vinyl Grips. **(Owned)**
- J **Flower Sleeves** - P8518 Clear Bouquet Sleeves, Height 18", Top Opening 12" , Bottom Opening 3". **(Owned)**
- J **Cellophane** – P8501 Floraphane 15" x 24", 1.2 mil Clear Wrapping Sheets. **(Owned)**
- J **Water Sprayer/Mister** – T27 Plastic 1 Pint Bottle w/ Sprayer. **(Owned)**

## DIGITAL PHOTOGRAPHY AND VIDEO EDITING

### Program Description

This 450 clock hour program requires the completion of 15 weeks of study. This program prepares students with skills and knowledge in photographic digital imaging including the scanning of images, digital retouching, color manipulation, special effects and printing using computer output devices.

### Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform the duties of a Digital Photographer and Video Editor including how to use digital photography and video recording equipment and editing software to create digital imagery and videos.

### Occupational Objectives

Graduates of the program may qualify for entry-level position as a Digital Photographer and Video Editor in a commercial setting. **Licensure Goal/Requirements:** None

**Requirements for Graduation:** Students must have at a minimum, an accumulative grade point average of 78% or "C" grade, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation. Pass tests at end of modules and pass final exam, Internship/externship not required.

### Program Length/Class Hours

Day: 6 hours a day, 5 days a week, 450 total clock hours, 15 weeks of study.

### Course Title

Introduction to Photoshop	90
Photoshop Tools Manipulation	30
Scanning Images	30
Photo Retouching Techniques	30
Color Manipulation Techniques	30
Special Effects of Images	30
Output Devices and Print	30
Introduction to Video Editing	30
Mixing Video Techniques	45
Video Inserts	45
Audio Inserts	30
Outputting Video Techniques	30
<b>Total Clock Hours</b>	<b>450</b>

### Course Description

1. **Introduction to Photoshop** – Students will learn full basic functions of Adobe Photoshop imaging editor including how to scan and open files in the software on a PC. A passing score of 78% is required for test taken at the end of this module.

2. **Photoshop Tools Manipulation** - Students will learn basic image editing skills using Photoshop tools window such as changing the number of pixels in an image, defining colors using the Color Palette, blurring the edges of a selected area, and applying filter effects. A passing score of 78% is required for test taken at the end of this module.

3. **Scanning Images** - Student will learn how to scan images using a flat bed scanner and storing them onto a PC for editing purposes. A passing score of 78% is required for test taken at the end of this module.

4. **Photo Retouching Techniques** – Students will learn how to retouch photographs by applying various forms of filters from the Photoshop tools window, such as removing red eye, blurring edges and enhancing resolution. A passing score of 78% is required for test taken at the end of this module.

5. **Color Manipulation Techniques** – Students will learn manipulate colors of an image by applying utilizing the color palette and painting tools, as well as applying other custom filter settings onto an image. A passing score of 78% is required for test taken at the end of this module.

6. **Special Effects of Images** – Students will learn how to apply special effects onto images using the tools window including background textures, bevels, and text effects. A passing score of 78% is required for test taken at the end of this module.

7. **Output Devices and Print** – Students will learn how to utilize devices for printing completed projects in high-resolution format from a PC. A passing score of 78% is required for test taken at the end of this module.

8. **Introduction to Video Editing** – Students will learn basic digital video editing techniques including the understanding of time code, organizing and previewing clips, and assembling clips in Storyboard and Timeline. A passing score of 78% is required for test taken at the end of this module.

9. **Mixing Video Techniques** – Students will learn how to mix video using various methods and editing software into the storyboard and timeline of a master video copy. A passing score of 78% is required for test taken at the end of this module.

10. **Video Inserts** – Students will learn how to perform video inserts such as inserting transitions, titles, and special effects onto the video. A passing score of 78% is required for test taken at the end of this module.

11. **Audio Inserts** – Students will learn how to perform audio inserts such as narration, movie soundtracks, and other special effects. A passing score of 78% is required for test taken at the end of this module.

12. **Outputting Video Tape** – Students will learn how to perform video outputs including transferring video from a camcorder to digital flat screen and other viewing devices. A passing score of 78% is required for test taken at the end of this module.

### **Final Examination**

A minimum passing score of 78%, or “C” grade, is required for the Final Comprehensive Examination taken at the end of this program, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation.

### **Program Equipment List**

- ) **10 Desktop Computers** - Dell, Intel Pentium 4, 2.8 GHZ CPU, Intel i865p/pe/6/i848p Motherboard, Graphic AGP 4x 256mb video card, Memory DDR 1536 MB x 2, 32 bit operating system Windows 7. (Owned)
- ) **Computer Monitors** - 17” HNC 1080x724 LCD flat panel monitor. (Owned)
- ) **5 Digital Cameras** – Nikon Digital SLR, 24.2 megapixels resolution with high quality, images and video recordings, 1080p Full HD Movie Recording and 18-55mm and 55-200mm zoom lenses. (Owned)
- ) **Printer/Scanner/Copy Machine**- Brother Printer MFC7860DW Wireless Monochrome Printer with Scanner, Copier & Fax- Print and copy up to 27ppm, built-in wireless and Ethernet network interfaces, automatic duplex for producing two-sided output, 35-page capacity auto document feeder, adjustable, 250-sheet capacity paper tray, plus manual feed slot. (Owned)
- ) **Software programs:** Microsoft Windows XP, Vista, 7, Adobe Photoshop CS6 for Windows, and Pinnacle Studio 17 for Windows. (Owned)