

# SCHOOL CATALOG

## Au Lac Institute

2268 Quimby Road, Suite E

San Jose, CA 95122

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July 1, 2016 – June 30, 2017

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## MISSION

Au Lac Institute is set out to be the leading institution in the research and development of effective technology-oriented programs of study to promote the public welfare. We are focused on helping our students develop skills and knowledge to pursue and excel in industries where opportunities continue to grow. We are continually striving to be the leader in the education field, while having the extraordinary relationship with our students, staff and the community.

## GOVERNING BODY, ADMINISTRATORS, AND FACULTY

### A. Board of Directors

Benjamin Lee  
Mai Nguyen  
Dallas Lee  
Hiep Son

### B. Administrators

Huong Nguyen  
Truc Ton  
Uyen Trinh  
Huynh Anh Tran  
Minh Dang  
Andrew Nguyen

### C. Instructors

#### 1. Don Nguyen

- BS in Electronics Engineering, Kensington University
- Degree of Associate in Science, Mission College
- Former RF Design Engineer
- Instructor at Au Lac since 2010

#### 2. Khoa Nguyen

- BS in Computer Engineering and MSEE
- 5 years of cumulative industrial experience in design and implementation of VLSI Digital and Analog Circuits
- Technical instructor at Au Lac Institute since 2008

#### 3. An Phan

- BS in Computer Science, San Jose State University
- CCNA Certificate
- Software Application Teaching Credential
- Electronics System Technician Certificate
- Former Software Engineer
- Former Database Developer
- Instructor at Au Lac Institute since 2014

#### 4. Trung Vu

- CNC expert (10+ years)
- Attended San Jose City College

#### 5. Hong Pham

- BS in Electronics and Telecommunication Engineering
- MS in Electronics Engineering, Korea University
- Former Lecturer/Researcher
- Has been teaching technical classes for more than 8 years

#### 6. Minh Dang

- BA in Accounting, San Jose State University
- Certificate of CTEC course completion, Evergreen Valley College
- Experience with Quickbooks, cash flow, income statements

## **INSTITUTE LOCATION AND FACILITIES**

All classes are taught at the campus location below as stated in the student enrollment agreement.

Au Lac Institute  
2268 Quimby Road, Suite E  
San Jose, CA 95122  
(408) 239-5520  
(408) 239-5521 fax

The School consists of approximately 1058 square feet of administrative office space, and approximately 7600 square feet of seven separate classrooms, each with a capacity of 12 to 30 students, with teaching equipment sufficient to meet educational needs. There is a lunchroom and two restrooms on the premises. The EET lab is equipped with spectrum analyzers, signal generators, oscilloscopes, RF attenuation, DC power, LCD, projector, magnifier, microscope, and multimeter. The computer labs are equipped with computers and a whiteboard for instruction.

Maximum capacity for each course is as follows:

Accounting

20

Electronic Engineering Technician	12
Networking Engineering	12
Computer Office	20

Administrative Medical Assistant, Administrative Technician/Customer Service, Computer Programming, Internet Working Technician, Market/Sales, Medical Assistant, Microsoft Database Administrator, Microsoft Solution Developer, PC Specialist/A+ and Web Development courses are approved but not presently enrolled.

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

## **HISTORY**

Au Lac Institute was originally established to provide electronics, telecommunication, and networking and computer training to underserved communities in the Bay Area for 20+ years. Au Lac Institute offers a wide variety of technology training and professional certificate programs. Au Lac Institute is a non-accredited institution.

### **State License**

Au Lac Institute is currently licensed to operate by the Bureau for Private Postsecondary Education (BPPE) in accordance with the BPPE Act of 2009.

## **APPROVAL**

Au Lac Institute is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). The institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act (CEC) of 2009 and Division 7.5 of Title 5 of the California Code of Regulations. CEC is governed by the Bureau for Private Postsecondary Education; information about the Bureau can be found at [www.bppe.ca.gov](http://www.bppe.ca.gov).

Au Lac Institute is approved to accept participants from federal and state unemployment programs such as company tuition reimbursement, NOVA, TAA, workers' compensation, Workforce Investment Act (WIA), and Employment Development Department (EDD).

## **ADMISSIONS**

### **Policy and procedures**

Application to Au Lac Institute is available in the class schedule and at the Admissions and Advising Office. Prospective students should fill out and submit an application for admission along with a \$75 processing fee. Once the application is filed-in person and the individual is accepted, they may register for classes in person. Students must pay the remaining course fees by cash, check, or credit card (Visa or Mastercard).

### **Accreditation**

The institution or any of its programs are **NOT** accredited by an accrediting agency recognized by the United States of Department of Education.

- The students who are enrolled are in an unaccredited institution and is not eligible for federal financial aid programs.
- A certificate from an unaccredited institution or program from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
- The institution will provide the school catalog to any person upon request and to prospective students prior to enrollment.

### **Students admissions**

Persons must have a high school diploma or a GED in order to apply for admission. Each applicant must take an entrance exam to enter the programs of study at Au Lac Institute. A passing score of 70 or above would meet the entrance requirement for each and all the courses at Au lac Institute.

Applicants who do not have a high school diploma or GED must pass the Wonderlic ability-to-benefit (ATB) test to be considered for admission. The passing score for the Wonderlic ability-to-benefit test is a quantitative score of 210 or greater with a verbal score of 200 or greater.

The prospective ability-to-benefit (ATB) student is enrolled with a written memorandum of understanding that they must obtain a high school diploma or general equivalency diploma (GED) issued by a duly appointed state agency to sit for certification exams. The enrolled student who chooses not to sit for the certification exams understands that this may impact their ability to find suitable employment.

Program specific requirements for externship and graduation are outlined before matriculation of the student in their program.

The final determination of an applicant for matriculation at Au Lac Institute is based on a review by the Admission Committee both general and programmatic. Areas of consideration for student admission include entrance exam results, prior education, and work-experience.

Requests for transfer of credit from other institutions or agencies will be evaluated on a case by case basis by the Office of the Registrar. Au Lac Institute does not deny admission on the basis of age, race, creed, color, sex or national origin.

Au Lac Institute has not entered into a transfer or articulation agreement with any other college or university.

## **Readmission**

Students who have been suspended or terminated may apply for readmission upon providing proof of the administrative office that the circumstances leading to the termination have been corrected and that they will be able to maintain satisfactory progress. It should be noted that students would be allowed readmission into the same program twice beyond their original start date.

## **Attendance**

Students are expected to attend all classes as scheduled, be on time and remain in the classes for the scheduled duration. There are no excused absences, but it is understood that a student may be absent from class because of serious illness or family emergency. If a student must be absent from class, they should notify the administration office or course instructor in advance via email or in person.

Late arrivals and early departures contribute to overall attendance. A student who is excessively tardy (late class greater than 20% of time) to class will be dropped from that class. A student who accumulates less than 85% attendance by the end of the academic session must obtain administration office's approval to continue enrollment. Failure to obtain office's approval may result in termination.

## **Make-up work**

Make-up classes are at the discretion of the instructor. If more than one session is taught for a particular course of study, students may attend them. Students will be given an opportunity to make-up missed coursework and tests. Make-up tests are given after school on the day the student returns to school, unless the instructor has made other arrangements. Missed tests or work turned in late will be considered when computing final course grades.

## **Leave of absence**

A request for a Leave of Absence (L.O.A.) does not imply approval. Students must fill out form (located at front desk) and submitted to the administrative office and may only be granted in cases of extreme need.

Conditions for granting an L.O.A. include, but are not limited to:

1. The L.O.A. involves no additional charges by the school to the student.
2. The L.O.A. does not exceed 60 days.
3. Only one L.O.A. may be granted in a twelve (12) month period.
4. Failure to return as scheduled from a L.O.A. without obtaining approval from the administration office will result in immediate termination.

If a student status confirmation report arrives while the student is on an L.O.A, they shall be considered enrolled.

1. A student who plans to interrupt schooling for longer than 30 days is considered “withdrawn.” If the student took out a loan, when the borrower resumes schooling, he is considered re-enrolled.
2. The school should inform the borrower that he must notify the lender when the borrower resumes school. Otherwise, the borrower will enter repayment.

### **Registration fee**

A non-refundable registration fee **\$75** is required with the student’s application for admission.

### **Lifetime technical support**

Au Lac Institute provides students and alumni in good standing with lifetime job placement assistance and skill upgrades. Alumni may return to Au Lac Institute any time after taking a course to review lecture materials and/or lab skills. Au Lac Institute offers lifetime technical support to all students.

## **TUITION**

### **Rates**

From time to time, the school reviews its tuition rates and makes any necessary adjustments. The rate in effect at the time a student signs the enrollment agreement is the rate that applies. Current tuition rates may be found in this catalog in the course addendum. Books and supplies are included in the cost, and are non-refundable once they have been issued to the student.

Students are expected to pay the full tuition at the beginning of each quarter (by the first week of instruction), or every three months. Please advise with the administrative office if you require a payment plan.

### **Cancelled courses**

The school reserves the right to discontinue, postpone or combine activities and to change instructors if required. If minimum enrollment is not reached before the first class meeting, a class may be cancelled. Students will be duly notified by telephone or in writing of any class cancellation, and a full refund will be issued.

### **Rights to cancel and refund**

1. The student has the right to cancel the enrollment agreement and obtain a refund of

charges paid through attendance at the first class session, or before the end of the 2nd week of instruction.

2. If the school has given you any equipment, you shall return it within **seven (7) days** following the date of this notice of cancellation, or if after the cancellation period, your last date of attendance. If you fail to return this equipment in the same condition received within the **seven (7) day** period, the school may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you have paid for equipment, it is yours to keep without further obligation.
3. You have the right to withdraw from school at any time. The registration fee is nonrefundable. If you cancel **before** the end of the second week of instruction, then we will refund your quarter's tuition and you must return any equipment given to you in good condition, or else we will charge you for any repairs it might need. If you cancel **after** the second week of instruction, then we will charge you the current full month's worth of instruction and refund you any remaining months in the quarter. If you fail to return equipment in good condition within **seven (7) days** of your withdrawal, the school may charge you for any repairs or new equipment fees.
  - a. For example, if a student pays \$3000 for one quarter but has only attended one month, we will refund \$2000 to the student.
4. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:
  - The student notifies the institution of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
  - The institution terminates the student's enrollment for failure to maintain satisfactory progress;
  - Failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the school; and
  - You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed the last date of recorded attendance.
5. If any portion of your tuition was paid through loan proceeds, the refund will be sent to the lender or agency that guaranteed your loan. Any remaining amount will first be used to repay any financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.
6. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
7. If the student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund.

8. If the student defaults on a federal or state loan, both the following may occur: (a) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owned on the loan. (b) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance program until the loan is paid.
9. To cancel the contract for school, mail or deliver a signed and dated copy of the cancellation notice form (available at the Admissions office) and bring to:

AU LAC INSTITUTE  
C/o Admissions and Records Office  
2268 Quimby Road, Suite E, San Jose, CA 95122

Cancellation may occur when the student provides a cancellation notice form and can be done by mail or by hand delivery. The cancellation notice form, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

### **Termination**

The Institution reserves the right to terminate any student whom:

1. Fails to maintain satisfactory progress
2. Maliciously destroys or damages any school's property
3. Engages in unlawful acts or conduct contrary to the best interest of the school
4. Violates the code of conduct
5. Demonstrates behavior disruptive of a normal classroom
6. Does not pay tuition, supplies and/or book fees

### **Rights to appeal termination**

Students who wish to appeal the determination that they are not maintaining satisfactory progress or their termination must submit a letter to the Administrative Office. The letter should describe any circumstances the student feels deserves further consideration. The Administrative Office has final right of review in all matters of rights of appeal.

### **Financial aid**

Au Lac Institute is a private vocational school. It accepts WIA, TAA, NOVA, workers' compensation and IDA fund. The school sometimes provides scholarships to those prospective students if they qualify. You must provide proof of low income documents in order for the school staff to determine your eligible scholarship amount. Please contact these State and Federal Agencies for eligibility:

- Work2Future: 5730 Chambertin Drive, San Jose 95118; Phone: (408) 794-1100
- San Benito County Community Services & Workforce Development: 1111 San Felipe Rd, Ste 108, Hollister, CA 95023; Phone: (831) 637-9293
- NOVA ([www.novaworks.org](http://www.novaworks.org)): 505 West Olive Ave, Ste 550, Sunnyvale, CA 94086
- OneStop: 7800 Arroyo Circle, Ste A, Gilroy, CA 95020; Phone: (408) 846-1488
- Contact your company for TAA funding if your company moves out of the country

### **Student tuition recovery fund**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a "California resident" and reside in California at the time of the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement you must file an STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file an STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the moneys paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400R Street, Suite 5000, Sacramento, CA 95814, (916) 445-3427.

The student 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 a student 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 for 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.

A student is not eligible for protection from the STRF and you are not required to pay the 2268 Quimby Rd, Ste E, San Jose, CA 95122 - Tel. 408-239-5520 - Fax. 408-239-5521 Page 11

STRF assessment, if either of the following applies:

1. You are not a California resident or 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 residency programs attending certain schools regulated by the Bureau for Private Postsecondary 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 academy.
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 academy 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 academy 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 academy 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 RECORDS**

The Section 73900 of Vocational and Non-Degree Granting Schools protects students from having their records released to persons or institutions without the student's written consent and allows students to review their own official education records to make sure that no misleading, inaccurate, or otherwise inappropriate information has been included in their files.

Students may review their records with the admission office upon request.

All students' educational records are organized, maintained, and stored in locked, fire-proof, steel cabinets. A student record can be retrieved by name. Each student record contains the following:

1. Copies of application signed by the students, including summary of education.
2. Dates of enrollment, and if applicable, withdrawal, leaves of absence and graduation date.
3. A transcript showing all courses and other educational services completed or attempted to complete and the grades or evaluation for each course.

4. A document showing the total amount of money received from or on behalf of the student and the date(s) of receipt.
5. A document containing refund information: amount, date, check number, name, and address of the person or entity receiving the refund.
6. A student attendance record.
7. A certificate of completion granted to students

## **STUDENT SERVICES**

The primary goal for the Student Services Office is to assist students to achieve their educational and career objectives. The following are all the services Au Lac Institute are offering for students.

### **Language instruction and assistance**

All instruction in all programs are in English. All students are required to have basic level English proficiency. This institute offers free ESL class for prospective and current students.

### **Housing**

Au Lac Institute does not have any dormitory facilities under its control to offer to students. There are rooms for rent close to Au Lac Institute. According to [www.rentals.com](http://www.rentals.com), rental properties in San Jose, CA, start at approximately \$927 per month. Au Lac Institute is not responsible finding or assisting a student in finding housing.

### **Lab room**

Au Lac Institute has a lab room equipped with Internet access. Students have access to the lab room from 9:00AM to 5:00PM for individual and group work.

### **Advising**

Advice regarding coursework and student activities is available from the Placement Director, Instructors, and Administrative Staff. Such sessions are private and confidential. If a student has personal, non-school related problems, the School will refer the student to a professional or community agency for help.

### **Student records**

Student folders are started for each future student during registration and enrollment to Au Lac Institute. Student folders contain documents such as the registration form, enrollment agreement, transcripts, and other official information. If a student withdraws/is expelled prior to completion/graduation of the program, student folder will also contain documents such as a

summary statement of the student's progress, refund calculation, a copy of refund (if applicable) and so on.

Au Lac Institute student folders will contain official information for one year after student separation from the academy. After one year, the student folder will be archived into electronic format and will be kept on an off-site computer server.

Students are encouraged to make and archive copies of all important documentation during and after their studies at Au Lac Institute. Students may review their student folders any time under the direct supervision of the Program Director or a Designated School Official. Should students find their folder information inaccurate or misleading, students are encouraged to voice their opinions and request a review of their student folder by an Admissions Advisor/Designated School Official.

Au Lac Institute maintains student records in individual student folders according to privacy regulations for five years.

## **CREDIT**

### **Transfer policy**

Credits earned at an institution accredited by the US Department of Education will be eligible for transfer to Au Lac Institute. Students with previous training in the course to be pursued and any additional experiential learning will be tested at the time of enrollment and given appropriate credit. Evaluation will be based upon either written exam, oral exam, or both. A maximum of 49% of credits are allowed to be transferred to Au Lac Institute. Credits allowed will be recorded in the enrollment record and the length of the course shortened proportionately. Au Lac Institute requires the official transcripts to be sent directly from the institution. In addition, the student and appropriate sponsoring agency shall be notified (note: all prior training must be evaluated).

### **Notice concerning transferability of credits and credentials earned at our institution**

The transferability of credits you earn at Au Lac Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate, degree, or diploma you earn in the educational program at Au Lac Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits, certificates, degrees, or diplomas that you earn at Au Lac Institute are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Au Lac Institute to determine if your credits or degree, diploma or certificate will transfer.

### **Previous training**

The Program Director will evaluate previous education and training that may be applicable to an educational program offered at Au Lac Institute. Students applying for advanced standing  
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must submit official transcripts to the Institute for review prior to beginning their training. Credit may be given if the education and/or training were completed at another institution accredited by an agency recognized by the United States Department of Education (USDE), courses and credit values are comparable to those offered at Au Lac Institute, and a grade of C or 70 percent or more was attained. Students may be required to demonstrate competency in requested transfer training courses. Transfer credits are not used in determining grade point averages (GPA). Recognition of credits earned at another postsecondary institution is limited to no more than forty-nine percent (49%) of the total hours required for completion of a designated program. The institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the third party agency and student accordingly.

### **Challenging credit**

To successfully challenge a course, a student must submit a written request to the applicable academic administrator prior to the start of the course. The request will be reviewed according to the following criteria, and if approved, the challenge examination will be administered. If the challenge examination is not successfully passed based on the listed criteria, the student must enroll and complete the course.

### **Criteria regarding challenge credit include the following:**

- A student must complete the examination prior to the start of the class; students may not challenge courses in which they are currently enrolled. A minimum grade of 85% must be achieved on the examination
- No more than 25% of the program may be earned through challenge examinations; students may attempt to challenge a course only one time;
- Credits earned through challenge examination do not count as residential credits or toward a student’s GPA; a student’s financial aid may be affected if challenge credit is received;
- A fee of \$50.00 will be charged per exam;
- The student’s ability to progress in the program may be based on space availability; the Institute’s decision on the challenge exam is final.

## **GRADING**

### **Standards**

At the end of each course, a student is assigned a course grade as follows:

<b>Grade</b>	<b>Percentage</b>	<b>Cumulative GPA</b>
A	90-100%	3.5 - 4.0
B	80-90%	2.5 - 3.4
C	70-79%	1.5 - 2.0
D	60-69%	1.0 - 1.4
F	59% or below	1.0 or below

An incomplete must be resolved within thirty (30) days or it will revert to an “F.”

A student receiving a grade “F” will be required to make up the portion of the class that they have failed and must satisfy the requirements outlined under “Satisfactory Progress” to continue to maintain regular student status. It should be noted that if a student is required to or requests to repeat a module or unit of instruction, the second grade will substitute for the first, even if it is lower.

### **Satisfactory progress**

Satisfactory progress is necessary in order to continue regular student standing at the school. The school defines all students maintaining the following standards as “making satisfactory progress”:

1. A student needs to achieve a minimum grade point average of 1.5 at the beginning of the first course, 2.0 grade point average at the midpoint of the program, and 2.0 grade point average to graduate. If a student’s grade falls below the required GPA, they will be warned about the possibility of being placed on academic probation. If the student does not demonstrate the desire or continued ability to improve, they will be placed on academic probation. The length of academic probation depends on the length of the course.
2. At the end of an academic probation period, if the institution does not see any improvement on the student's academic progress, the institution will notify the student that they are being dropped or suspended for unsatisfactory academic progress.
3. A student completes their program within one and one-half times of the normal time frame. If student is unable to complete the program within this maximum time frame, they will be terminated from their course of study. Time during an authorized leave of absence is not considered part of the program maximum time frame. Evaluation for satisfactory progress will be made at the completion of each module of instruction.

### **Graduation requirements**

In order to graduate and receive a certificate of completion:

1. A student must satisfy the attendance requirements.
2. A student must complete the program requirements with a minimum cumulative grade point average of 2.0.
3. A student must not have a financial obligation or equipment loan toward the school.
4. A student must complete the required course of instruction in residence.

### **Student achievement**

This could be deemed as a certain grade point average that needs to be maintained, the time

that a student has to complete the course or the number of tries a student has to pass the course and what happens if the student does not meet those requirements.

## **Transcripts**

Each student's record in the STARS database contains the student's academic progress record and evidence of diplomas issued by Au Lac Institute. Official transcript requests will be granted upon payment of a fee of \$15.00. Transcripts will only be released to the student upon receipt of a written and signed request. Transcripts will be issued in full when all tuition and other fees due the institution are paid current. Please note that transcripts may not be available immediately as they are processed through the Registrar at the corporate office.

## **ACADEMIC CALENDAR**

### **Instructional schedule**

Classes change per quarter, please see front desk.

### **Instructional hours**

The school measures its program by quarter credit hours. Quarter credit hours are defined as follows: 15 hours of lecture, or 30 hours of lab or 45 hours of externship equal one quarter credit hour. One instructional hour is defined as a minimum of 50 minutes of instruction within a 60-minute time period.

### **Holidays**

January 1st, Sunday - New Year's Day  
January 2nd, Monday - New Year's Day  
January 16th, Monday - Martin Luther King, Jr.'s birthday  
February 20th, Monday - President's Day  
May 29th, Monday - Memorial Day  
July 4th, Tuesday - Independence Day  
September 4th, Monday - Labor Day  
November 10th, Friday - Veterans Day  
November 11th, Saturday - Veterans Day  
November 23rd- 26th, Thursday-Sunday - Thanksgiving weekend  
December 24th-31st, Sunday-Sunday - Christmas  
Floating holiday - please advise with administrative staff

## **CATALOG POLICIES**

Policies governing student conduct, admissions, prerequisites, graduation requirements, fees, 2268 Quimby Rd, Ste E, San Jose, CA 95122 - Tel. 408-239-5520 - Fax. 408-239-5521 Page 17

course structures, duration of the subjects and courses, time of programs offerings and other aspects of this institution's operations are subject to change. Changes in the content of this catalog will be added to catalog addendum as well as posted on [www.aulacoinstitute.com](http://www.aulacoinstitute.com). Together, the catalog and the addendum (also in the event the catalog is expired) represent current and updated information.

We reserve the right to adopt, amend, or repeal all Au Lac Institute policies. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and academy policies.

## **CONSUMER PROTECTION**

A student receiving a loan is responsible for repaying the loan amount including interest, less the amount of any refund. If the student receives federal financial aid, the student is entitled to a refund of the moneys not paid from federal aid programs.

Au Lac Institute has no pending litigation in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the past five years, or have a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## **NONDISCRIMINATION POLICY**

Au Lac Institute does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Au Lac Institute is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other

conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

## **STUDENT CODE OF CONDUCT**

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale, or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to Au Lac Institute property on campus.
- Stealing or attempting to steal Au Lac Institute property on campus, or knowingly receiving stolen Au Lac Institute property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of Au Lac Institute.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with Au Lac Institute.
- Committing sexual harassment as defined by law or by Au Lac Institute policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying.
- Willful misconduct that results in injury or death to a student or to Au Lac Institute personnel or which results in cutting, defacing, or other injury to any real or personal property owned by Au Lac Institute on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty is addressed in the respective college catalog.
- Dishonesty; forgery; alteration or misuse of Au Lac Institute documents, records or identification; or knowingly furnishing false information to the school.
- Unauthorized entry upon or use of Au Lac Institute facilities.
- Lewd, indecent or obscene conduct or expression on Au Lac Institute owned or controlled property, or at Au Lac Institute sponsored or supervised functions.

- Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on Au Lac Institute premises, or the violation of lawful Au Lac Institute regulations, or the substantial disruption of the orderly operation of Au Lac Institute.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any Au Lac Institute policy or administrative procedure.

**DISMISSAL FOR MISCONDUCT IS PERMANENT!**

**HANDICAPPED APPLICANTS**

The school admits as regular students individuals with minor handicaps. Individuals with major handicaps must schedule an appointment with administrative staff.

1. Administrative staff will admit, as regular students, those individuals whose handicaps:
  - a. Would not create a safety hazard to themselves during their training.
  - b. Would not interfere with their ability to benefit from the training offered.
  - c. Would have a reasonable placement potential.

The school's training facility is in compliance with the 504 Accessibility Code.

**STUDENT GRIEVANCE AND APPEALS**

Students have certain grievance rights that may be exercised if they believe that a complaint has while participating in the school's program. In the event that a student encounters a problem related to their training, the following procedures should be followed:

1. The student should first attempt to resolve the concern with the instructor or program director.
2. If the issue cannot be resolved with the instructor/program director, the concern should be submitted to the administration office in writing. A school officer will file the complaint and set up an informal conference to discuss the complaint.
3. If the student is not satisfied with the results of the informal conference, they may request a formal conference from the attending school administrative staff. The administrative staff will respond with a written notice of date, time, and place of the conference, the manner in which it will be conducted, and the issues to be discussed. If the student believes there are individuals or organizations that may be affected by the outcome of the formal conference, they have the right to inform such parties of the conference. The informed parties may attend

the informal conference with the school's approval.

The student may cancel the conference by submitting a written request two (2) days before the conference. They may reschedule the conference if they can show good cause.

At the conference, the student has the rights to 1) an impartial conference; 2) be represented by an attorney or any individual of his choosing; 3) bring and present witnesses and evidence; 4) request School or related parties to produce relevant records or documents; and 5) question witnesses or parties involved.

The student will receive written decision(s) from the administrative staff several days after the conference. This notice should be delivered to the student within sixty (60) days from when the student filed the original complaint.

4. In the event the student has followed the School's grievance procedure and feels the School has not adequately addressed the complaint/concern, the student is encouraged to submit a written complaint to the state regulatory agency as well as the student's funding agency.

5. BPPE rule: A student or any member of the public may file a complaint about the 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).

## **BROCHURE**

Au Lac Institute has general student brochures and program-specific brochures. They are available upon request at any time.

# ACCOUNTING / BOOKKEEPING

**OES CODE 2114, 55338**

**Prerequisites: None**

**600 Total Instruction Hours**

**Program Objective:**

To prepare students for entry-level positions in the business accounting. The program prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

**Certification Exam: American Institute of Professional Bookkeepers**

We do not provide

**Career Opportunities:**

Bookkeepers, Accounting Assistants, Account Clerk, Account Payable/Receivable clerk, Payroll Clerk

Course Name	Lec	Lab	Total
Computer Basic <i>Detailed presentation of microcomputer hardware and software and the Window operating system and environment. Creating simple documents using word processing software and how to effectively using the internet and writing email.</i>	10	10	20
Office Internet & Email <i>Basic introduction to the use of E-Mail and basic understanding of navigating the internet using popular browsers.</i>	10	10	20
Intro to MS Office Word & Excel <i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list</i>	10	10	20
Advance MS Word <i>Create and edit documents using character and paragraph formatting. How to manage auto text entries, styles, templates, macros, merging and multiple columnar formats, mail merge. Microsoft Word Art is also covered</i>	10	10	20
MS Excel Level 1 <i>Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas</i>	10	10	20
MS Excel Level 2 <i>Customize and create advanced formulas and macro functions. Investigate analysis tools, import/export data and troubleshooting technique</i>	32	32	64
MS PowerPoint <i>Providing with the tools needed for business presentations. Computer graphics and animation will be introduced along with layouts, backgrounds, font sizing, and slide design and development</i>	32	16	48
MS Access Level 1 <i>This course introduces the students to the main concepts of database management systems, presenting Microsoft Access as a database package including advanced Excel functions. Topics such as creating a data file, sorting, indexing, creating entry forms, creating labels and reports, using functions, using memory variables, work areas, accessing information in different data files related to each other</i>	33	33	68
Typing/Keyboarding <i>Use simulate software to improve keyboarding and typing skill</i>	0	40	40
Intro to QuickBooks <i>Learn how to setup company in QuickBooks and configure common account settings. How to navigate the QuickBooks interface to manage accounts and generate reports</i>	40	20	60
Basic Accounting/Bookkeeping <i>Learns the fundamentals of bookkeeping in a practical, hands-on methodology. Familiar with the processes involved in day-to-day accounting and bookkeeping tasks. Understanding the fundamental building blocks of the accounting process including debits and credits T-accounts and how to balance double entry, depreciation methods, and understand different kinds of business legal structures.</i>	40	20	60

<i>How the income accounts connect into the balance sheet will also be taught</i>			
<b>Practice Business Model Accounting/Bookkeeping</b>	40	20	60
<i>Learns to set up books from scratch, setting up all of the ledgers and journals needed to do full service accounting. Practice industry-specific accounting systems that make you the expert in the specialized accounting and reporting procedures for many fields. Learn how to prepare payroll, creating quarterly reports, calculating cost of goods and relationship between markup and profit</i>			
<b>Advanced Accounting/Bookkeeping</b>	40	20	60
<i>To help you set up a complete bookkeeping system, and manage clients from a variety of more sophisticated industries like non-profit organization, construction company, manufacturing and dealership for new accounting and bookkeeping business. Set up a hybrid system that will reap the benefits of both methods. Identifying, customizing, and instituting effective auditing techniques. Learn how to spot and avoid dangerous trends. Accounting for a non-profit organization, construction company, manufacturing, dealership</i>			
<b>Job Search Workshop</b>	20	20	40
<i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>			
<b>Total</b>	<b>377</b>	<b>223</b>	<b>600</b>

### **TUITION, BOOKS AND SUPPLIES**

Registration	\$75
Tuition	\$6,125
Books & Supplies	\$250
<b>Total:</b>	<b>\$6,450</b>

### **GRADUATION REQUIREMENTS**

A student must obtain an overall average of at least 70% in order to graduate and receive a certificate. A student is allowed to retake a class in which the grade was below 70%.

### **BOOKS AND MATERIALS**

- Handout for computer basic class by Instructor
- MS Word 2010
- MS PowerPoint 2010
- MS Excel 2010
- MS Access 2010
- College Accounting by M. David Haddock
- Accounting/Bookkeeping handouts and worksheets by Instructor
- USB memory
- Business Calculator

### **EQUIPMENT USED IN CLASSROOM**

- Personal computers with Internet
- Projector
- Calculator

### **Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

### **Methods of Evaluation**

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

**Tuition Fee Without Computer Application Classes: \$1,600**

## ADMINISTRATIVE MEDICAL ASSISTANT

(approved but not presently enrolled)

OES CODE 43-6013

Prerequisites: None

400 Total Instruction Hours

### Program Objective:

*Also called Medical Secretary, Medical Office Manager, Medical Receptionist, and Medical Clerk. This course will prepare students to perform basic office and clerical task required by entry level positions in a hospital or medical office settings. Students will gain knowledge about medical ethics and become familiar with healthcare related communications and interpersonal skills, medical terms, general office procedures, filling out of medical insurance, coding and computerized medical billing.*

### Career Opportunities:

*Medical office specialist, Medical Receptionist, Medical Secretary*

Course Name	Lec	Lab	Total
<b>Computer Literacy for Health Care Professionals</b> <i>Students will learn to work with personal computers and using Microsoft Windows to manage information and run programs. The course then progresses to an introduction to Internet, Internet basics using Word, Excel, and practical exercises. Acquire skills in typing and key boarding software in preparation for entry level positions in a medical office settings</i>	10	10	20
<b>Office Internet and Email, Word &amp; Excel</b> <i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list, internet and email.</i>	20	20	40
<b>Introduction to Allied Health Care</b> <i>Students will learn about ethics and responsibilities required in the allied health care field. The program emphasize professionalism, patient and client relations, adherence to the ethical and legal requirements of a medical practice and proper communication skills. Identify the importance of accreditation, certification and continuing education as they pertain to the professional medical assistance and state the importance of understanding the scope of practice for the medical assistance.</i>	20	20	40
<b>Medical terminology/Anatomy &amp; Physiology</b> <i>This course will teach the students how to utilize medical terminology in written and spoken communication by developing the ability to recognize the language used in the medical field. Define medical terminology &amp; gain skills in identifying the basic components of medical terminology such as word root, combining form, prefixes the proper in using the terms. Students will be able to identify parts of the human body, and describe the structures &amp; basic function of each body system</i>	80	60	140
<b>Medical Office Administration &amp; Procedures</b> <i>This class prepares the student to perform the administrative or "front office" duties in the medical facility student receives hands on experience on proper telephone handling techniques, answering and communicating effectively over the phone. Prepare and maintain appointment scheduling, medical records and compose medical correspondence. Handle problem appointments and emergency situations, prepare, organize, update and file medical records.</i>	20	40	60
<b>Medical Insurance &amp; Billing, Coding &amp; Bookkeeping</b> <i>Students will learn the basic concepts and procedures to perform the tasks involved in health insurance as well as insurance claim forms. Gain knowledge on insurance rules, billing practice, and other administrative procedures in the office.</i>	40	20	60
<b>Job Search Workshop</b> <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
<b>Total</b>	210	190	400

### TUITION, BOOKS AND SUPPLIES

Registration \$75

Tuition	\$4,750
Books & Supplies	\$200
Total:	\$5,025

### **GRADUATION REQUIREMENTS**

*A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.*

### **BOOKS AND MATERIALS**

- Administrative Medical Assisting, 7<sup>th</sup> Edition by Linda L. French & Marilyn T. Fordney
- Handouts by instructor
- USB memory

### **EQUIPMENT USED IN CLASSROOM**

- Computer
- Projector

### **Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

### **Methods of Evaluation**

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

## ADMINISTRATIVE TECHNICIAN / CUSTOMER SERVICE

(approved but not presently enrolled)

OES CODE 55347, 49017, 55347

Prerequisites: None

600 Total Instruction Hours

### Program Objective:

*To prepare students for entry-level positions in the business office environment*

### Career Opportunities:

*Administrative Assistants, Customer Service Representative, or Receptionists*

Course Name	Lec	Lab	Total
Computer Basic <i>Detailed presentation of microcomputer hardware and software and the Window operating system and environment. Creating simple documents using word processing software and how to effectively using the internet and writing email.</i>	10	10	20
Office Internet and Email <i>Basic introduction to the use of E-Mail and basic understanding of navigating the internet using popular browsers.</i>	10	10	20
Intro to MS Office Word & Excel <i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list</i>	10	10	20
Advance MS Word <i>Create and edit documents using character and paragraph formatting. How to manage auto text entries, styles, templates, macros, merging and multiple columnar formats, mail merge. Microsoft Word Art is also covered. Use of Graphics, OLE, and text to construct powerful presentation documents</i>	10	10	20
MS Excel Level 1 <i>Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas</i>	10	10	20
MS Excel Level 2 <i>Customize and create advanced formulas and macro functions. Investigate analysis tools, import/export data and troubleshooting technique</i>	32	32	64
MS PowerPoint <i>Providing with the tools needed for business presentations. Computer graphics and animation will be introduced along with layouts, backgrounds, font sizing, and slide design and development</i>	32	16	48
MS Access Level 1 <i>This course introduces the students to the main concepts of database management systems, presenting Microsoft Access as a database package including advanced Excel functions. Topics such as creating a data file, sorting, indexing, creating entry forms, creating labels and reports, using functions, using memory variables, work areas, accessing information in different data files related to each other</i>	154	154	308
Typing/Keyboarding <i>Use simulate software to improve keyboarding and typing skill</i>	NA	40	40
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
<b>Total</b>	<b>338</b>	<b>362</b>	<b>600</b>

### TUITION, BOOKS AND SUPPLIES

Registration	\$75
Tuition	\$6,000
Books & Supplies	\$250
Total:	\$6,325

**GRADUATION REQUIREMENTS**

*A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.*

**BOOKS AND MATERIALS**

- MS Word 2010
- MS PowerPoint 2010
- MS Excel 2010
- MS Access 2010
- USB memory
- Handouts by instructor

**EQUIPMENT USED IN CLASSROOM**

- Computer
- Projector

**Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

**Methods of Evaluation**

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

## COMPUTER PROGRAMMING

(approved but not presently enrolled)

OES CODE 25105

Prerequisites: None

720 Total Instruction Hours

### Program Objective:

*This course is designed to build students' practical knowledge of C, C++ and Java languages and UNIX and LINUX operating systems, and theoretical bases for effectively learning and using new programming languages and operating systems. Graduates will be able to think clearly about and solve complex and poorly defined programming tasks, making use of appropriate data structure, database, programming language and operating system tools.*

### Career Opportunities:

*A programmer, computer programmer, developer, coder, or software engineer.*

Course Name	Lec	Lab	Total
<b>Computer Basic</b> <i>This course is a detailed presentation of microcomputer hardware and software and the Window operating system and environment. Students learn computer components and terminologies</i>	10	10	20
<b>Office Internet and Email</b> <i>Basic introduction to the use of E-Mail and basic understanding of navigating the internet using popular browsers.</i>	10	10	20
<b>Intro MS Office Word &amp; Excel</b> <i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list.</i>	10	10	20
<b>C language</b> <i>This course is designed to help students getting familiar with the most powerful and flexibility language in the world. You learn the basic concept of programming, C fundamentals, prepare and running a complete C Program, Operators and Expressions, Data Input and Output, Control Statements, Functions in C, Program Structure, Array, Pointers, Structures and Unions. Top-Down design, integer variables, looping, arrays and multidimensional arrays/sorting, strings and string functions, data structures, binary operation.</i>	80	40	120
<b>C++ language</b> <i>Students learn the principles and use of object-oriented programming in C++ language. Emphasizes elements of program design, style, documentation and efficiency. Upon completion of the course, students should be able to write and efficiently debug programs of size and complexity well above the C course, making use of UNIX operation system tools.</i>	80	40	120
<b>Java language</b> <i>Builds on students' object-programming knowledge using Java language. Students learn to create, compile and execute well-structured Java programs, graphical user interfaces, and applets. Course will also cover Web application architecture, Java's database access technology (JDBC), Servlets and Java Server Pages (JSP).</i>	80	40	120
<b>Web Programming</b> <i>Strengthen student JavaScript's and Perl scripting application. Introduces students to Web programming, algorithm design, and debugging using Active Server Pages (ASP), Extensible Markup Language (XML), personal homepage (PHP) and the popular MySQL database.</i>	170	90	260
<b>Job Search Workshop</b> <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
<b>Total</b>	460	260	720

**TUITION, BOOKS AND SUPPLIES**

Registration	\$75
Tuition	\$6,500
Books & Supplies	\$300
Total:	\$6,875

**GRADUATION REQUIREMENTS**

*A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.*

**BOOKS AND MATERIALS**

- MS Word 2010
- MS Excel 2010
- The Ultimate Guide to Learn C Programming by Peter Hoffman
- Java Crash Course by Alphy Books
- Learning Web Design: A Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics by Jennifer Niederst Robbins

**EQUIPMENT USED IN CLASSROOM**

- Computer
- Projector

**Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

**Methods of Evaluation**

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

# ELECTRONIC ENGINEERING TECHNICIAN (EET)

**OES CODE 22505**

**Prerequisites: None**

**520 Total Instruction Hours**

**Program Objective:**

*Upon completion of this EET program, the students will understand the basic Electronic components, DC/AC circuits and theorem, concepts, fundamentals and operations of The Electronic (Analog/Digital) circuits and devices. Students will also be able to do Electronic experiments, operate, test and measurement equipments, troubleshoot and repair Electronic PCBs and systems as well as a program that prepares individuals to apply basic engineering principles and technical skills in support of electrical, electronics and communication engineers. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation.*

**Career Opportunities:**

*Electronics Technicians, Electronics Engineering Assistant, ICT Troubleshooting Technicians, Troubleshooting technicians, Equipment Maintenance Technicians and Field Service Engineers.*

Course Name	Lec	Lab	Total
Computer Basic <i>Detailed presentation of microcomputer hardware and software and the Window operating system and environment. Creating simple documents using word processing software and how to effectively using the internet and writing email.</i>	10	10	20
Office Internet and Email <i>Basic introduction to the use of E-Mail and basic understanding of navigating the internet using popular browsers.</i>	10	10	20
Typing/Keyboarding <i>Use simulate software to improve keyboarding and typing skill</i>	NA	40	40
Intro MS Office Word & Excel <i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list</i>	10	10	20
Advance MS Word <i>Create and edit documents using character and paragraph formatting. How to manage auto text entries, styles, templates, macros, merging and multiple columnar formats, mail merge. Microsoft Word Art is also covered. Use of Graphics, OLE, and text to construct powerful presentation documents</i>	10	10	20
MS Excel Level 1 <i>Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas</i>	10	10	20
MS PowerPoint <i>Providing with the tools needed for business presentations. Computer graphics and animation will be introduced along with layouts, backgrounds, font sizing, and slide design and development</i>	10	10	20
Assembly <i>Introduces students to assembly works including electronic component identification and handling, color code alphanumeric code and EIA code reading, Prep and PCB loading technique, THT and SMT soldering and de-soldering technique, wiring and harnessing technique</i>	20	40	60
Intro to EET and Math Review <i>Introduces students to EET program structure, history of electronics, electronics technician profession and the electronics industry. Review Electronic mat and how use scientific calculator</i>	20	NA	20
Electronic Technician Part 1 : Analog <i>Introduces basic concepts theories and fundamentals of Electric and Magnetic fields; Basic Electronic components and applications; Analyze and solve DC and AC circuits using Electronic theorems and laws. Studies various types of basic Analog circuits and devices</i>	60	NA	60
Electronic Technician Part 2 : Digital <i>Studies basic Digital circuits and systems; Introductions of Binary, Octal, Hexadecimal, Decimal number systems, Boolean expressions; Understanding the</i>	60	NA	60

*principles of digital circuit operations and integrations including Integrated Circuit Logic Gates, Sequential Circuits (Flip-Flops, etc.), and various types of other Digital circuits and devices*

Electronic Technician Part 3 : Advanced circuit Applications <i>Introduction to some complex Electronic circuits and systems (Linear and Switching, Communication circuits, etc.)</i>	40	NA	40
Electronic Experiments <i>Electronic labs, circuit maker (simulation), and learn to trouble-shooting techniques</i>	NA	100	100
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
<b>Total</b>	280	240	520

### **TUITION, BOOKS AND SUPPLIES**

Registration	\$75
Tuition	\$5,875
Books & Supplies	\$250
<b>Total:</b>	<b>\$6,200</b>

### **GRADUATION REQUIREMENTS**

*A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.*

### **BOOKS AND MATERIALS**

- Handout for computer class by instructor
- MS Word 2010
- MS PowerPoint 2010
- MS Excel 2010
- MS Access 2010
- Electronic Assembly by Tran Manh Hoa
- Basic Electronics and Electronic Technician Labs by Tran Manh Hoa
- Scientific Calculator
- USB Memory

### **EQUIPMENT USED IN CLASSROOMS**

- Personal computers with internet
- Projector
- Oscilloscopes
- Multi-meters
- Solder stations
- Function generator
- Electronic toolkit and various electronics equipment

### **Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

### **Methods of Evaluation**

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

## INTERNET WORKING TECHNICIAN

**(approved but not presently enrolled)**

OES CODE 25102

Prerequisites: None

940 Total Instruction Hours

### Program Objective:

*This course is designed to help students attain their Microsoft Certified Professional (MCP), Cisco Certified Network Associate (CCNA), and Cisco Certified Network Professional (CCNP) certifications. Graduates can use appropriate technologies to build scalable and efficient routed network, campus networks using multiplayer switching technologies, and a global intranet.*

### Career Opportunities:

*Network administrators, support engineers, system engineers, network technicians, and deployment engineers.*

Course Name	Lec	Lab	Total
<b>Cisco Certified Network Associate (CCNA)</b> <i>OSI reference model and layered. Network protocol and WAN Protocols, IP, IGRP, IPX, Apple Talk, Frame Relay, IP RIP, VLANs, RIP, Access List, Ethernet. Physical Connectivity, IEEE, ANSI Standard. Network Management and LAN Design. Students learn to restrict access to network by Access List, use telnet to remote control devices, use DNS server to assist in connecting to the Internet, structure of LAN Ethernet, Fast Ethernet, Gigabit Ethernet, and Token Ring. Cisco Basic, IOS. Bridging/Switching technology, connecting networks by bridges and switches, improving performance of Network by Static VLANs...</i>	70	70	240
<b>Windows 2010 Professional, 2010 Server, 2010 Network Infrastructure</b> <i>This course provides, the core foundation for supporting Microsoft Windows NT 2000 Professional, 2000 Server, and 2000 Network Infrastructure. The goal of this course is to provide students with the skills necessary to install, configure, customize, optimize, integrate and troubleshoot Windows NT 2000 Workstation, 2000 Server, and 2000 Network Infrastructure. Analyze and design TCP/IP environment for Enterprise Network with DNS, DHCP, IPSEC, VPN, NAT, and Certification Service.</i>	180	180	360
<b>Routers, Switches, Remote Access Network (Building Cisco Remote Access Networks), Trouble shooting.</b> <i>This course is to give student all the advanced skills needed to configures Cisco Routers, Switches. This course addresses the integration of routing and switching technologies to create an efficient campus network. Students will identify the Cisco products and services that enable connectivity and traffic transport over Fast Ethernet. This course covers the fundamental and practical knowledge to implement Cisco remote access network environments. Discuss important topics like installing and configuring Cisco's 776, 1720's, and 3640's routers for remote access, multilink PPP, and Network Address Translation (NAT). This course also teaches students the skill to quickly troubleshoot problems with Cisco router and Catalyst switch to remedy communication problems in TCP/IP, IPX/SPX, Apple Talk and Wide Area Network. Utilize troubleshooting tools live on classroom network.</i>	160	160	320
<b>Introduction to Linux</b> <i>This course provides the core foundation for supporting LINUX Redhat version 7.2. The goal of this course is to provide students with the skills necessary to install, configure, customize, optimize, network, integrate and troubleshoot Linux network.</i>	40	40	80
<b>Job Search Workshop</b> <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
<b>Total</b>	<b>470</b>	<b>470</b>	<b>940</b>

### TUITION, BOOKS AND SUPPLIES

Registration \$75

Tuition	\$9,000
Books & Supplies	\$300
Total:	\$9,375

### **GRADUATION REQUIREMENTS**

*Student must obtain an overall average of at least 70% in order to graduate and receive a certificate.*

### **BOOKS AND MATERIALS**

- Red Hat Certified System Administrator & Engineer: Training Guide and a Quick Desk side Reference
- Handouts by instructor

### **EQUIPMENT USED IN CLASSROOM**

- Computer parts
- Routers and cables
- Computers and laptops

### **Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

### **Methods of Evaluation**

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

## MARKETING/SALES

**(approved but not presently enrolled)**

**OES CODE 13011**

**Prerequisites: None**

**600 Total Instruction Hours**

**Program Objective:**

*The primary objective is to prepare graduates for entry-level positions in marketing and sales in the business environment.*

**Career Opportunities:**

*Salesperson, telemarketer.*

Course Name	Lec	Lab	Total
Computer Basic <i>Detailed presentation of microcomputer hardware and software and the Window operating system and environment. Creating simple documents using word processing software and how to effectively using the internet and writing email.</i>	10	10	20
Office Internet and Email <i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list</i>	10	10	20
Intro to MS Office Word & Excel <i>Basic introduction to MS Office Word and Excel</i>	10	10	20
MS Excel Level 1 <i>Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas</i>	10	10	20
MS Excel Level 2 <i>Customize and create advanced formulas and macro functions. Investigate analysis tools, import/export data and troubleshooting technique</i>	10	10	20
MS PowerPoint <i>Providing with the tools needed for business presentations. Computer graphics and animation will be introduced along with layouts, backgrounds, font sizing, and slide design and development</i>	50	50	100
Marketing/Sale <i>Creating forms and sub forms by using MS Access macro and coding. Using advanced features to enhance form and reports</i>	200	160	360
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
<b>Total</b>	<b>320</b>	<b>280</b>	<b>600</b>

**TUITION, BOOKS AND SUPPLIES**

Registration	\$75
Tuition	\$7,500
Books & Supplies	\$250
<b>Total:</b>	<b>\$7,825</b>

**GRADUATION REQUIREMENTS**

*A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.*

**BOOKS AND MATERIALS**

- MS PowerPoint 2010
- MS Excel 2010
- 80/20 Sales and Marketing: The Definitive Guide to Working Less and Making More by Perry Marshall and Richard Koch

**EQUIPMENT USED IN CLASSROOM**

- Computer
- Projector

**Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

**Methods of Evaluation**

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

# MEDICAL ASSISTANT

**(approved but not presently enrolled)**

**OES CODE 31-9092**

**Prerequisites: None**

**740 Total Instruction Hours**

**Program Objective:**

*The educated Medical Assistant is able to function as both an administrative and/or clinical assistant in a variety of health care settings. Graduates are trained in both Administrative and Clinical procedures and able to work as Medical Assistants in both front and back office. Upon successful completion of the program, graduates will have the skills required for employment in a Doctor's office or Medical clinic and other health care practitioners' office.*

**Career Opportunities:**

*The job is a mix of traditional office work, including manning the front desk, answering phones and filing insurance forms, as well as hands-on tasks, such as drawing blood and preparing it for lab tests, administering injections and making sure medical histories are accurately recorded*

Course Name	Lec	Lab	Total
<b>Computer Literacy for Health Care Professionals</b> <i>Students will learn to work with personal computers and using Microsoft Windows to manage information and run programs. The course then progresses to an introduction to Internet, Internet basics using Word, Excel, and practical exercises. Acquire skills in typing and key boarding software in preparation for entry level positions in a medical office settings</i>	20	40	60
<b>Introduction to Allied Health Care</b> <i>Students will learn about ethics and responsibilities required in the allied health care field. The program emphasize professionalism, patient and client relations, adherence to the ethical and legal requirements of a medical practice and proper communication skills. Identify the importance of accreditation, certification and continuing education as they pertain to the professional medical assistance and state the importance of understanding the scope of practice for the medical assistance.</i>	40	20	60
<b>Medical terminology/Anatomy &amp; Physiology</b> <i>This course will teach the students how to utilize medical terminology in written and spoken communication by developing the ability to recognize the language used in the medical field. Define medical terminology &amp; gain skills in identifying the basic components of medical terminology such as word root, combining form, prefixes the proper in using the terms. Students will be able to identify parts of the human body, and describe the structures &amp; basic function of each body system.</i>	100	80	180
<b>Medical Office Administration &amp; Procedures</b> <i>This class prepares the student to perform the administrative or "front office" duties in the medical facility student receives hands on experience on proper telephone handling techniques, answering and communicating effectively over the phone. Prepare and maintain appointment scheduling, medical records and compose medical correspondence. Handle problem appointments and emergency situations, prepare, organize, update and file medical records.</i>	40	40	80
<b>Medical Insurance &amp; Billing, Coding &amp; Bookkeeping</b> <i>Students will learn the basic concepts and procedures to perform the tasks involved in health insurance as well as insurance claim forms. Gain knowledge on insurance rules, billing practice, and other administrative procedures in the office.</i>	40	20	60
<b>Computerized Office Management</b> <i>The course will teach students how to use software programs in scheduling patients' appointment, prepare and process medical insurance claims. They will demonstrate an understanding of current medical billing software used in the insurance industry and be able to code and prepare insurance claims and analyze benefits.</i>	20	20	40

Vital Signs/EKG	30	50	80
<i>The course teaches students on the proper way of obtaining patients' medical history, vital signs such as weight, height, temperature, pulse &amp; respiratory rate as well as blood pressure. Demonstrate proper positioning and draping for patient procedure and collection of specimen during physical examination. Students will be trained on procedures for monitoring and EKG tracing.</i>			
Basic Pharmacology	40	20	60
<i>The course teaches students on the medical use of drugs, drug names, drug regulations and legal classifications, principle actions of drugs, drug references, and forms of drugs, drug abuse, storage and handling of medications. Students learn essential prescription and pharmacy etiquette, FDA and DEA regulations, calculate dosages patients.</i>			
Clinical Procedure, Injections & Venipuncture	30	50	80
<i>Students will gain skills on the step by step procedure of the different types of administration of injection and venipuncture. Know the importance of correct patient identification, complete labeling and proper handling and storage, how to fill syringes, use of proper asepsis procedures, and proper procedures to follow when administering an injection to a patient. In addition, graduates will have met the state requirements for injection, administration and venipuncture.</i>			
Job Search Workshop	20	20	40
<i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques.</i>			
<hr/>			
<b>Total</b>			
	380	360	740

### **TUITION, BOOKS AND SUPPLIES**

Registration	\$75
Tuition	\$7,650
Books & Supplies	\$300
Total:	\$8,025

### **GRADUATION REQUIREMENTS**

*A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.*

### **BOOKS AND MATERIALS**

- Medical Terminology: 45 Mins or Less to Easily Breakdown the Language of Medicine by Chase Hassen
- Pearson's Comp. Medical Assisting by Nina M. Beaman
- Uniform

### **EQUIPMENT USED IN CLASSROOM**

- blood pressure, temperature and oxygen monitors
- adult and baby scales
- EKG machine, wall-mounted otoscope
- hemoglobin meter, glucometers, cholesterol machine, stethoscopes
- skeletons, mannequins, artificial limbs

### **Externship**

This program requires full completion of a 160-hour externship in a hospital, clinic, or similar environment under the supervision of professional personnel.

### **Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

**Methods of Evaluation**

Students will be evaluated using a variety of traditional method including, but not limited to, performance evaluations, quizzes, exams, and attendance.

## MICROSOFT DATABASE ADMINISTRATOR (MCDBA)

**(approved but not presently enrolled)**

OES CODE 25103

Prerequisites: None

400 Total Instruction Hours

### Program Objective

*This program prepares students to attain the MCDBA credential. By earning the premier MCDBA credential, students are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of SQL Server database*

### Career Opportunities:

*Database Administrators, Database Analysts and Database Developers*

Course Name	Lec	Lab	Total
Computer Basic <i>Detailed presentation of microcomputer hardware and software and the Window operating system and environment. Creating simple documents using word processing software and how to effectively using the internet and writing email.</i>	10	10	20
Office Internet and Email <i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list</i>	10	10	20
Intro to MS Office Word & Excel <i>Basic introduction to MS Office Word and Excel</i>	10	10	20
MS Excel Level 1 <i>Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas</i>	10	10	20
MS Excel Level 2 <i>Customize and create advanced formulas and macro functions. Investigate analysis tools, import/export data and troubleshooting technique</i>	10	10	20
MS Access Level 1 <i>This course introduces the students to the main concepts of database management systems, presenting Microsoft Access as a database package including advanced Excel functions. Topics such as creating a data file, sorting, indexing, creating entry forms, creating labels and reports, using functions, using memory variables, work areas, accessing information in different data files related to each other</i>	45	45	90
MS Access Level 2 <i>Creating forms and subforms by using MS Access macro and coding. Using advanced features to enhance form and reports</i>	45	45	90
SQL 2016 <i>Installing, configuring and managing MS SQL server</i>	40	40	80
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
<b>Total</b>	<b>200</b>	<b>200</b>	<b>400</b>

### TUITION, BOOKS AND SUPPLIES

Registration	\$75
Tuition	\$5,125
Books & Supplies	\$250
<b>Total:</b>	<b>\$5,450</b>

### GRADUATION REQUIREMENTS

*A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.*

**BOOKS AND MATERIALS**

- Handouts by instructor
- MS Word 2010
- MS Excel 2010
- MS Access 2010
- MS SQL Server 2016: A Beginner's Guide by Dusan Petkovic
- USB memory

**EQUIPMENT USED IN CLASSROOM**

- Computer
- Projector

**Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

**Methods of Evaluation**

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

# MICROSOFT SOLUTIONS DEVELOPER

**(approved but not presently enrolled)**

OES CODE 25105

Prerequisites: None

480 Total Instruction Hours

## Program Objective:

*The Microsoft Solution Developer (MCSD) credential is the premier certification for professionals who design and develop leading-edge business solutions with Microsoft development tools, technologies, platforms, and the Microsoft Windows DNA architecture. The types of applications MCSDs are able to develop include desktop applications and multi-user, Web-based, N-tier, and transaction-based applications. The credential covers job tasks ranging from analyzing business requirements to maintaining solutions.*

*The MCSD credential is one of the most widely recognized technical certifications in the industry- a credential in high demand. By earning the premier MCSD credential, individuals are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of business solutions with Microsoft products.*

## Careers Opportunities:

*Designer, implementer, and administrator in business solutions with Microsoft products.*

Course Name	Lec	Lab	Total
<b>C language</b> <i>This course is designed to help students getting familiar with the most powerful and flexibility language in the world. You learn the basic concept of programming, C fundamentals, prepare and running a complete C Program, Operators and Expressions, Data Input and Output, Control Statements, Functions in C, Program Structure, Array, Pointers, Structures and Unions. Top-Down design, integer variables, looping, arrays and multidimensional arrays/sorting, strings and string functions, data structures, binary operation.</i>	75	45	120
<b>C++ language</b> <i>Students learn the principles and use of object-oriented programming in C++ language. Emphasizes elements of program design, style, documentation and efficiency. Upon completion of the course, students should be able to write and efficiently debug programs of size and complexity well above the C course, making use of UNIX operation system tools. Design and implement desktop applications with Microsoft Visual C++ 6.0.</i>	120	60	180
<b>Analyzing Requirements and Defining Solution Architectures</b> <i>This course prepares students with the ability to analyze business requirements in a given scenario and then define technical solution architectures that will optimize business results by using Microsoft development tools. Designing and implementing Databases with Microsoft SQL Server 2000 Enterprise Edition. This course provides student the following skills: Developing a Logical Data, Implementing the Physical Database, Retrieving and Modifying Data, Programming Business Logic, Tuning and Optimizing Data Access, Designing a Database Security Plan</i>	100	40	140
<b>Job Search Workshop</b> <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
<b>Total</b>	<b>315</b>	<b>165</b>	<b>480</b>

## TUITION, BOOKS AND SUPPLIES

Registration	\$75
Tuition	\$5,625
Books & Supplies	\$250
<b>Total:</b>	<b>\$5,950</b>

**GRADUATION REQUIREMENTS**

*A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.*

**BOOKS AND MATERIALS**

- The Ultimate Guide to Learn C Programming by Peter Hoffman
- Handouts by instructor
- USB memory

**EQUIPMENT USED IN CLASSROOM**

- Computer
- Projector

**Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

**Methods of Evaluation**

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

# NETWORK ENGINEERING

OES CODE 22102

Prerequisites: PC Specialist/ A+ and familiar with Microsoft Windows System

960 Total Instruction Hours

## Program Objective:

*Designed for students wishing to develop specialize network implementation and support skills that meet technical proficiency and expertise with Cisco and Microsoft solution. A program that focuses on the design, implementation, and management of linked systems of computers, peripherals, and associated software to maximize efficiency and productivity, and that prepares individuals to function as network specialists and managers at various levels. Includes instruction in operating systems and applications; systems design and analysis; networking theory and solutions; types of networks; network management and control; network and flow optimization; security; configuring; and troubleshooting.*

## Careers Opportunities:

*Network Administrator, Network Analyst, IT Assistant, IT Support and System Administrator*

Course Name	Lec	Lab	Total
System Admin <i>Setup, manage and troubleshoot Domain Controllers, local DNS and DHCP server, sharing files and printers, manage user accounts, backup/restore tasks .....in Windows environment.</i>	175	175	350
Networking <i>Learning Networking Theory, OSI Model, TCP/IP protocol, IP and Subnetting network. Routing and Remote Access: Using Windows server as a router with RIP v.2 protocol. Define Routing table with a static route. Setup, manage DNS, DHCP, Web server, FTP server, NAT server. Web Hosting and Redirections.</i>	145	145	290
Cisco command line interface <i>Networking theory with TCP/IP protocols. IP v4 and Subnetting. Classless Inter Domain Routing (CDIR). Learn CISCO Command Line by using Router SIM. Configure CISCO Router using Network Protocol: Static Route, RIP, IGRP, EIGRP and OSPF</i>	140	140	280
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
<b>Total</b>	<b>480</b>	<b>480</b>	<b>960</b>

## TUITION, BOOKS AND SUPPLIES

Registration	\$75
Tuition	\$8,650
Books & Supplies	\$300
<b>Total:</b>	<b>\$9,025</b>

## GRADUATION REQUIREMENTS

*A student must obtain an overall average of at least 70% in order to graduate and receive a certificate. A student is allowed to retake a class in which the grade was below 70%.*

## BOOKS AND MATERIALS

- Microsoft Certified Systems Engineer Core Requirements Training
- Networking Lab Handout by Instructor
- USB Memory

## EQUIPMENT USED IN CLASSROOM

- Personal computers with Internet
- Projector
- Phone and DSL lines, switches, hubs, servers

**Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

**Methods of Evaluation**

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

## PC SPECIALIST/A+

**(approved but not presently enrolled)**

OES CODE 25104

Prerequisites: None

780 Total Instruction Hours

### Program Objective:

*Upon completion of this course, the students will qualify as a PC Technician knowledgeable in system hardware and software, including system configuration, upgrade, and repair at a component level. A program that prepares individuals to apply programming and systems analysis principles to the selection, implementation, and troubleshooting of customized computer and software installations across the life cycle. Includes instruction in computer hardware and software; compilation, composition, execution, and operating systems.*

### Careers Opportunities:

*PC Technician, Computer Repair Specialist, Tech-Support Specialist and System Administrator*

Course Name	Lec	Lab	Total
<b>Computer Basic</b> <i>This course is a detailed presentation of microcomputer hardware and software and the Window operating system and environment. Students learn computer components and terminologies</i>	10	10	20
<b>Office Internet and Email</b> <i>Basic introduction to the use of E-Mail and basic understanding of navigating the internet using popular browsers.</i>	10	10	20
<b>Intro MS Office Word &amp; Excel</b> <i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list</i>	10	10	20
<b>Advance MS Word</b> <i>Create and edit documents using character and paragraph formatting. How to manage auto text entries, styles, templates, macros, merging and multiple columnar formats, mail merge. Microsoft Word Art is also covered. Use of Graphics, OLE, and text to construct powerful presentation documents</i>	10	10	20
<b>MS Excel Level 1</b> <i>Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas</i>	10	10	20
<b>PC Service Technician - Hardware Essentials</b> <i>This course covers a basic knowledge of installing, configuring, upgrading, troubleshooting, and repairing desktop computer system. Theory will be supported and reinforced by direct hands-on labs.</i>	60	50	110
<b>PC Service Technician - Operating Systems Essentials</b> <i>This course covers the core Microsoft Windows Operating Systems. Major topics include a basic knowledge of Windows Command line, Windows 2K, XP, Vista and 7 for installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems. Theory will be supported by direct hands-on labs.</i>	80	80	160
<b>PC Service Technician - Operational Procedure</b> <i>This mini-course is designed to provide basic information on safety and environmental procedures, communication skills and professionalism in the workplace.</i>	15	NA	15
<b>Intro to TCP/IP Computer Networking</b> <i>This course explores students to Transmission Control Protocol/Internet Protocol (TCP/IP) suite for PC platforms, designing subnet networks for home/small business offices, understanding the fundamentals of the Internet and its application.</i>	75	75	150
<b>CompTIA Essentials (220-701) and CompTIA Practical Application (220-702) Exam Essential Training</b> <i>This review exam section provides (220-701 and 220-702). The preparation covers broad range of hardware and software topics to help student pass two parts of the exam – the Core and the Microsoft DOS/Windows portion</i>	35	30	65
<b>Externship Program</b> <i>Upon program completion, students will receive real world IT working experience with our network of business partners and clients.</i>	NA	140	140

<b>Job Search Workshop</b>	20	20	40
<i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>			
<b>Total</b>	335	445	780

### **TUITION, BOOKS AND SUPPLIES**

Registration	\$75
Tuition	\$6,500
Books & Supplies	\$300
Total:	\$6,875

### **GRADUATION REQUIREMENTS**

*A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.*

### **BOOKS AND MATERIALS**

- Handout for computer basic class by instructors
- Handouts prepared by instructor: lecture and practices
- CompTIA A+ 2009 by Jean Andrew
- USB Memory

### **EQUIPMENTS USED IN CLASSROOM**

- Personal computers with Internet
- Projector
- Phone and DSL lines, switches, hubs, and servers

### **Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

### **Methods of Evaluation**

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

## WEB DEVELOPMENT

**(approved but not presently enrolled)**

OES CODE 25102, 25105

Prerequisites: None

660 Total Instruction Hours

**Program Objective:**

*This course provides students with complete hands-on experience in Web development. Students learn to create multimedia, write small applications, and build and maintain a complex Website.*

**Careers Opportunities:**

*Web master, web developers, entry-level web application developers.*

Course Name	Lec	Lab	Total
<b>Computer Basic</b> <i>This course is a detailed presentation of microcomputer hardware and software and the Window operating system and environment. Students learn computer components and terminologies</i>	10	10	20
<b>Office Internet and Email</b> <i>Basic introduction to the use of E-Mail and basic understanding of navigating the internet using popular browsers.</i>	10	10	20
<b>Web development</b> <i>Students learn to develop simple Web pages from scratch by using Microsoft FrontPage and HTML This course also provide Web Development concept including Website architecture, linking, text formatting, forms, lists, tables, media insertion, image maps, frames, FTP, basic java script, basic Pert scripting to process form. FrontPage functionalities introduced are Explorer, Editor, to-do list, Image Composer, and Web Publishing Wizard. Dream Weaver, Adobe Page Mill, and other HTML editors will be mentioned.</i>	140	80	220
<b>Multimedia For The Web</b> <i>Familiarize students to basic Web design and typography concepts. Students learn to scan, manipulate, and create images using Adobe Photoshop and Image Ready, create animations, record and process sound files, and embed videos.</i>	50	30	80
<b>Web Programming</b> <i>Strengthen student's JavaScript and Perl scripting application. Introduces students to Web programming, algorithm design and debugging using Active Server Pages (ASP), Extensible Markup Language (XML), and database. Focuses on developing interact Websites using Flash animation and programming. Students will learn about Web mastering issues and resolutions such as SPAMs and Security. Learning Java Server pages (JSP) and Personal Homepage (PHP) and the popular MySQL database.</i>	180	100	280
<b>Job Search Workshop</b> <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
<b>Total</b>	410	250	660

**TUITION, BOOKS AND SUPPLIES**

Registration	\$75
Tuition	\$6,500
Books & Supplies	\$250
<b>Total:</b>	<b>\$6,825</b>

**GRADUATION REQUIREMENTS**

*A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.*

**BOOKS AND MATERIALS**

- Web Development and Design Foundations with HTML5 by Terry Felke-Morris
- Handouts by instructor

**EQUIPMENT USED IN CLASSROOM**

- Projector
- Computers and laptops

**Methods of Instruction**

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, small group, and individual projects.

**Methods of Evaluation**

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

\*Prices can change at the discretion of the school.

## CONFIRMING RECEIPT OF CATALOG FORM

**NAME:**

**ADDRESS:**

**TELEPHONE:**

**EMAIL ADDRESS:**

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**