

# TTL COLLEGE

345 East Santa Clara St., Suite #106, San Jose CA 95113  
(408) 998-4534 - [www.ttl-school.com](http://www.ttl-school.com)



## COURSE CATALOG 2017

# TTL COLLEGE

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## **Mission Statement**

Our mission is to provide a high quality educational experience to each enrolled student. Moreover, our goal is to have each of our students acquire the knowledge and skills which will enable graduates to obtain an entry-level or to update their careers.

## **Training/Outcomes**

We provide intensive training programs to assist our students in acquiring jobs. Our classes and programs include Auto CAD, CAD In Advance (Solid Work & Pro Engineer), CNC Programming, Computerized Accounting, Office Administration, Computer Technology, Electronics Technician, Electronics Assembly, Machinist Setup & Operator, Computer Networking, P.C.B Design & Layout, Web Designs, General Contractor License B, Electrician License C10, Real Estate Salesperson.

## **Targeted Student Population**

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

## **Library Resources**

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

## **Articulation Agreements**

No articulation agreements with other institutions are established.

## **Academic Freedom**

TTL College is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the institution encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

TTL College encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## **Admissions Policy**

We do not accept experiential learning or we do not award credit for prior experiential learning. For each of the

academic program offered, the applicant must be at least 18 years of age and a high school graduate or have earned a GED certificate.

### **Accreditation Status**

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

### **Acceptance of Transfer Credit Policy**

No transfer of credit is available.

### **Achievement Tests Credit Policy**

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

### **Challenge Exam Credit Policy**

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

### **Language of instructions**

The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.

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

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

### **Student Records**

TTL College will maintain permanently the followings:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.
- (4) Name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.

Students may inspect and review their educational records. To do so, they must submit a written request form identifying the specific information that they would like to review.

### **Student Grievance Procedures**

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

1. An effort to define the problem,
2. An effort to identify acceptable options for resolution, and
3. An attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log.

The formal process will involve:

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

## Tuition / Fees

PROGRAMS	TUITION	REGISTRATION FEE	ESTIMATED COST OF BOOK / MATERIALS	TOTAL CHARGES
AutoCAD	\$1,500	\$25	\$110	\$1,635
CADD Pro-engineer	\$2,100	\$25	\$110	\$2,235
CADD SolidWorks	\$2,100	\$25	\$150	\$2,275
CNC Programming-GeoPath	\$1,800	\$25	\$100	\$1,925
CNC Programming-Lathe Machine	\$1,800	\$25	\$80	\$1,905
CNC Programing-MasterCAM Mill	\$2,700	\$25	\$370	\$3,095
Computer Accounting	\$4,200	\$25	\$259	\$4,310
Computer Office (Microsoft Office)	\$1,800	\$25	\$160	\$1,985
Computer Technology	\$1,500	\$25	\$75	\$1,600
Electrician Contractor License C-10	\$5,400	\$25	\$350	\$5,775
Electronic Assembly Techniques-Workmanship	\$900	\$25	\$100	\$1,025
Electronics Techniques	\$3,600	\$25	\$125	\$3,750
General Contractor License	\$4,200	\$25	\$350	\$4,575
Graphic Design	\$1,800	\$25	\$178	\$2,003
Machinist Set up and Operator	\$2,700	\$25	\$100	\$2,825
Networking Technology-Entry Level	\$3,600	\$25	\$270	\$3,825
PCB Design & Layout	\$2,700	\$25	\$275	\$3,000
Real Estate Sales Agent	\$900	\$25	\$100	\$1,025
Web Design	\$1,800	\$25	\$136	\$1,961

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

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

### **Student Tuition Recovery Fund (STRF)**

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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

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

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

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

### **Policies and Procedures Regarding Financial Aid and Loan Repayment**

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

### **Cancellation, Withdrawal, Refund Policy**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation will occur when the student gives written notice of cancellation to the school at the address specified in the notice of cancellation. All refunds will take (45) forty-five days to process.

#### **Withdrawal**

After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the schedule days in the current payment period in your program through the last day of attendance. If a student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement, the College will remit a refund less a \$75.00 registration fee within 45 days following the student's withdrawal. The student is obligated to pay only for the educational services rendered and for the unreturned supplies or equipment (if any) plus the registration fee mentioned above. If student completes over 60% of schedule attendance for the payment period students is withdrawing at, then 100% of tuition is earned by the Beauty College.

If student obtain a student loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

#### **Attendance Policy**

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

#### **Leave of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

#### **Academic Probation – Dismissal Policy**

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

#### **Student Conduct**

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

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

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

## Grades and Standards for Student Achievement - Satisfactory Progress

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

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

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

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

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

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

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

### Policy – Distribution of This Catalog and Program Brochures

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

### Student Services

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

### Student Housing

TTL College does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$800,000 and rent for a 1 bedroom apartment is approximately \$2,000.

### English as a Second Language Instruction

This institution does not provide ESL instruction.

### State Financial Aid Participation

This institution does not participate in state financial aid funding.

### Special Notice of Financial Status

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

### Placement Services

This institution does not provide placement assistance.

## School Information

### Description of Facilities

The facility is a two-story building, total 2,700 sqf. with one rooms for admission office and one room CEO on the first floor, three classrooms are on the second floor. Teaching equipment is provided in very classroom, fully equipped with tables, chairs, white boards, computers and projectors. Classroom used for lab are supplied with necessary supplies such as modular soldering station, Series Magnifier, oscilloscope, microscope, SMT system, DC power supply, cutters, pliers, Tip-T-Tweezers, cables, wires, electronic fan, digital multi-meter, semiconductors, IC's, diodes, and transistors.

### School Location

#### T.T.L College

345 East Santa Clara Street, Suite # 106

San Jose, CA 95113

Phone: (408) 998-4534

All classes are held at this address.

### Nondiscrimination Policy

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

## Faculty

INSTRUCTORS	PROGRAMS	QUALIFICATION
Duy Pham	AutoCAD	Bachelor of Science in Mechanical Engineer. Over 17-years of working experienced in the Mechanical Software Engineering field and AutoCAD and CAD Mechanical Design (Solid-Works and Pro-Engineer).
Tyron Nguyen	Cadd Pro-Engineer and Solid Works, CNC Programming-Master Cam Mill & Lathe Machine.	Bachelor of Mechanical in Vietnam, Associate of Science in Mechanical in US. Over 16-years of working experience in Senior CAD Designer Engineer (Master-Cam, Solid Works and Pro-Engineering) and CNC Programming.
Long Bui	Computer Accounting	Bachelor of Business Administration and Accounting. Over 18-years of working experience.
Thai Pham	Computer Office (Microsoft Office)	Bachelor of Business Administration. Over 7 years of teaching experience in Computer Technology and Application.
Henry Hanh Ngo	CNC Programming-Geopath	CNC Programming & Machine Shop Technology. Over 22 years of working experience.
Dat Nguyen	Electronic Assembly Techniques	Electronic Advance Technology Associate. Over 22 years of working experience in the Electronics Assembly, Test Operator, PC Technician, System Tester, and Quality Control.



Lieu (Peter) Do	Computer Technology	Bachelor of Electrical Engineering in Vietnam. 8-years of working experience in the Computer Technology. 5-years of working experience in Electronic Assembly (Touch-up, Reworks).
Andy Nguyen	Electronic Techniques	Bachelor of Electrical Engineering. Over 15-years of working experience.
Michael Huynh	Electrician Contractor License C-10	Master Degree in Electrical Field. Over 20 years of working experience.
Peter Pham	General Contractor License B	Master Degree in Business Administration. Over 10 years of working experience in the General Contractor License B.
Chi Nhu Bui	Graphic Design	Bachelor of Art in Photography and Graphic Design. Over 20 years of working experience.
Henry Hanh Ngo	Machinist Setup & Operator	Machine Shop Technology Certificate. Over 16-years Of working experience.
An Minh Phan	Networking Technology	Bachelor of Computer Science. Over 6-years of teaching and working experience in Software Program Developer and IT/Networking Technology.
Daniel Nguyen	PCB Design & Layout	PCB Design & Lay out Technician. Over 10-years of working experience.
Thai Mai	Real Estate Sale Agent	Real Estate Consultant and Broker. Master Degree of Science. Over 13 years of working experience.
Denny Vu	Web Design	Bachelor of Art in Web Design. Over 10-years of working experience.

# Course Catalog

## 2017

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

### **Renewal of Catalog**

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

**Effective Dates of this Catalog:** January 01, 2017 through December 31, 2017

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

## AUTOCAD - SOC 17-3012

Tuition: \$1,500 (\$250/month)  
Material/Books: \$110  
Duration: 144 clock hours (6 months)  
Prerequisites: MS Word (Level 1)  
Start: 06/03/17 End: 12/30/17  
Classroom # 203

Equipment used by instructor and students: Book, computer, and program software.  
The passing score to earn a certificate is 70% or higher on final exam.

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

## CADD PRO-ENGINEER - SOC 17-3013

Tuition: \$2,100 (\$350/month)  
Material/Books: \$110  
Duration: 96 clock hours (6 months)  
Prerequisites: Auto CAD, MS-Word (Level 1)  
Start: 06/05/17 End: 11/30/17  
Classroom # 203

Equipment used by instructor and students: Book, computer, and program software.  
The passing score to earn a certificate is 70% or higher on final exam.

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

## CADD SOLIDWORKS – SOC 17-3013

Tuition: \$2100 (\$350/month)  
Material/Books: \$150  
Duration: 96 clock hours (6 months)  
Prerequisites: Auto CAD, MS-Word (Level 1)  
Start: 06/06/15 End: 11/30/17  
Classroom # 203

Equipment used by instructor and students: Book, computer, and program software.  
The passing score to earn a certificate is 70% or higher on final exam.

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

## CNC PROGRAMMING – GEOPATH – SOC 51-4012

Tuition: \$1,800 (\$300 per month)  
Material/Books: \$100  
Duration: 180 clock hours (6 months)  
Prerequisites: MS-Word (Level I)  
Start: 4/08/17 End: 9/30/17  
Start: 10/07/17 End: 3/31/2018  
Classroom # 203

Equipment Used by Instructor and Student: Book, computer, and program software.  
The passing score to earn a certificate is 70% or higher on final exam.  
No internship or externship is required.

**Course Description:** This course is designed to provide students with knowledge in the Computer Numeric Control (CNC) programming concepts and in a manufacturing setting. Students will learn CNC program using GeoPath software. This course also introduces the fundamental of the machine operations in conventional Lathe Milling machines.

## CNC PROGRAMMING – LATHE MACHINE - SOC 51-4012

Tuition: \$1,800 (\$300 per month)  
Material/Books: \$80  
Duration: 60 clock hours (3 months)  
Prerequisites: MS-Word (Level I)  
Start: 3/12/17 End: 8/27/17  
Classroom # 203

Equipment Used by Instructor and Student: Book, computer, and program software.  
The passing score to earn a certificate is 70% or higher on final exam.  
No internship or externship is required.

**Course Description:** This course is designed to provide students with knowledge in the Computer Numeric Control (CNC) programming concepts and in a manufacturing setting. This course also introduces the fundamental of the machine operations in conventional Lathe Milling machines.

## CNC PROGRAMMING – MASTERCAM MILL – SOC 51-4012

Tuition: \$2,700 (\$300 per month)  
Material/Books: \$370  
Duration: 180 clock hours (9 months)  
Prerequisites: MS-Word (Level I)  
Start: 6/04/17 End: 2/26/18  
Classroom # 203

Equipment Used by Instructor and Student: Book, computer, and program software.  
The passing score to earn a certificate is 70% or higher on final exam.  
No internship or externship is required.

**Course Description:** This course is designed to provide students with knowledge in the Computer Numeric Control (CNC) programming concepts and in a manufacturing setting. Students will learn CNC program using MasterCam software.

## COMPUTER ACCOUNTING – SOC 43-3031

Tuition: \$4200 (\$350 per month)  
Material/Books: \$259  
Duration: 288 clock hours (12 months)  
Start: 08/03/17 End: 12/30/17  
Prerequisites: None  
Classroom # 202

Equipment used by instructor and students: Book, computer, and program software.  
The passing score to earn a certificate is 70% or higher on final exam.  
No internship or externship is required.

**Course Description:** This course covers the fundamental of financial accounting in business environment. Students will learn how to use QuickBooks software to enter financial data, prepare reports or payroll, financial statements, create invoices; track expenses ... Upon completion, students will gain the necessary knowledge to obtain in bookkeeping or accounting.

## COMPUTER TECHNOLOGY – SOC 49-2010

Tuition: \$1500 (\$250 per month)  
Material/Books: \$75  
Duration: 144 clock hours (3 months)  
Prerequisites: MS-Word (Level 1)  
Start: 3/01/17 End: 8/31/17  
Classroom # 202

Equipment used by Instructor and Students: Book, computer, program software, Motherboard, PC power supply, CPU, Chipsets, Controllers, Memories etc.  
The passing score to earn a certificate is 70% or higher on final exam.  
No internship or externship is required.

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

## ELECTRICIAN CONTRACTOR LICENSE C10 – SOC 47-2111

Tuition: \$5,400 (450 per month)  
Material/Books: \$350  
Duration: 288 clock hours (12 months)  
Prerequisites: MS-Word Level 1  
Start: TBA  
Classroom # 202

Equipment Used by Instructor and Student: Book, computer, and program software.  
The passing score to earn a certificate is 70% or higher on final exam.

### License Requirements

In order to submit application for the exams, applicants must:

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

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

**Applying to get your License**

The exam fee is included with the \$300 application fee. The initial license fee for two years is an additional \$180. An application for licensure can be obtained from the California Contractors State License Board by calling 1-800-321-2752.

**Work That Can Be Done Under This License**

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

An Electrician Contractors License in California installs, maintains, and repairs electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Excludes "Security and Fire Alarm Systems Installers"

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

**ELECTRONICS ASSEMBLY TECHNIQUES-WORKMANSHIP - SOC 51-2022**

Tuition: \$900 (\$150 per month)  
 Material/Books: \$100  
 Duration: 144 clock hours (6 months)  
 Prerequisites: None  
 Start: See schedule below  
 Classroom # 202

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

The passing score to earn a certificate is 70% or higher on final exam.

No internship or externship is required.

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

**Schedule:**

Start: January 3, 2017	End: June 30, 2017
Start: February 6, 2017	End: July 28, 2017
Start: March 12, 2017	End: August 24, 2017
Start: April 3, 2017	End: Sept. 29, 2017
Start: May 1, 2017	End: Oct. 27, 2017
Start: June 5, 2017	End: Nov. 30, 2017
Start: July 5, 2017	End: Dec. 29, 2017
Start: August 7, 2017	End: Jan. 31, 2018
Start: Sept. 5, 2017	End: Feb. 28, 2018
Start: Oct. 2, 2017	End: March 30, 2018
Start: Nov. 6, 2017	End: April 27, 2018
Start: Dec. 4, 2017	End: May. 31, 2018

## ELECTRONICS TECHNIQUES - SOC 17-3023

Tuition: \$3,600 (\$300 per month)  
Material/Books: \$125  
Duration: 288 clock hours (12 months)  
Prerequisites: High School Diploma  
Start: 10/2/17 End: 9/01/18  
Classroom # 202

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

The passing score to earn a certificate is 70% or higher on final exam.

No internship or externship is required.

**Course Description:** This course is designed to provide students with knowledge and skills in the electronics field. Course covers AC/DC concepts and principles, analog & digital circuit, logic gates, Flip-Flop, binary counter, shift registers. Students will also learn how to read and analyze circuits from schematics as well as to troubleshoot circuit design.

## GENERAL CONTRACTOR LICENSE - SOC 11-9021

Tuition: \$4,200 (\$350 per month)  
Material/Books: \$350  
Duration: 288 clock hours (12 months)  
Prerequisites: High School Diploma  
Start: 5/7/17 End: 4/29/18  
Classroom # 202

Equipment used by instructor and student: Books.

The passing score to earn a certificate is 70% or higher on final exam.

### License Requirements

In order to submit application for the exams, applicants must:

- complete the Business and Law course,
- have 4 years of experience as a journeyman, foreman or supervisor, contractor, or an owner-builder,
- have a working capital of at least \$2,500 and
- file a bond with the Registrar in the amount of \$10,000.

### Applying to get your License

The exam fee is included with the \$300 application fee. The initial license fee for two years is an additional \$180. An application for licensure can be obtained from the California Contractors State License Board by calling 1-800-321-2752.

### Work That Can Be Done Under This License

A General Building Contractors License in California is required for projects that exceed \$500. A General Building Contractor in California is principally involved with any structure built that is for the support, shelter, and enclosure of persons, animals, chattels, or moveable property of any kind that requires in its construction the use of at least two unrelated trades.

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

- Business law: Business organization, Business financial, Employment requirements, Bonds, insurances and liens, Contract requirements and execution, Licensing requirements, Safety requirements, Public works

- Trade: The codes, structures and safety regulations relating to the classification of the licenses they want to get. Candidate will learn to read the blue prints, do the estimation with various projects. Candidate will learn test strategies and practice tests on computer to get familiar with test formats for real examination.

## GRAPHIC DESIGN - SOC 27-1014

Tuition: \$1,800 (\$300 per month)  
 Material/Books: \$178  
 Duration: 144 clock hours (6 months)  
 Prerequisites: MS-Word (Level I)  
 Start: TBA  
 Classroom # 203

Equipment Used by Instructor and Student: Book, computer, and program software.  
 The passing score to earn a certificate is 70% or higher on final exam.  
 No internship or externship is required.

**Course Description:** This course is designed to provide students with knowledge and skills in the Desktop Publishing field. Students will learn how to edit images, create logos, graphics for print using Photoshop and Illustrator.

## MACHINIST SETUP & OPERATOR - SOC 51-4040

Tuition: \$2,700 (\$450 per month)  
 Material/Books: \$100  
 Duration: 228 clock hours (6 months)  
 Prerequisites: None  
 Start: 06/03/1017 End: 12/30/2017  
 Classroom # 203

Equipment used by instructor and student: Book. Hands on training and practice will be taken at a machine shop.  
 The passing score to earn a certificate is 70% or higher on final exam.  
 No internship or externship is required.

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

\*Workshop: VTN Manufacturing Inc. - 901 Boggs Terrace, Fremont, CA 94539

## NETWORKING TECHNOLOGY – ENTRY LEVEL - SOC 15-1152

Tuition: \$4,200 (\$300 per month)  
 Material/Books: \$270  
 Duration: 96 clock hours (12 months)  
 Prerequisites: Computer Technology  
 Start: 6/5/17 End: 12/29/17

Equipment used by instructor and student: Book, computer, and program software.  
 The passing score to earn a certificate is 70% or higher on final exam.  
 No internship or externship is required.

**Course Description:** This course is designed to provide students with knowledge and skills in computer networking field. Students will be introduced to network security principles, protocols sniffers/analyzers, TCP/IP,



Cisco IOS software, Cisco VPN client and Web-based resources.

## PC BOARD LAYOUT – SOC 17-3012

Tuition: \$2,700 (\$450 per month)  
Material/Books: \$275  
Duration: 96 clock hours (6 months)  
Prerequisites: Basic knowledge of electronic parts.  
Start: TBA

Equipment Used by Instructor and Student: Book, computer, and program software.  
The passing score to earn a certificate is 70% or higher on final exam.  
No internship or externship is required.

**Course Description:** This course is designed to provide students with the fundamental of Printed Circuit Boards Designs. Students will learn how to use Allegro software to create parts, draw schematics, design and layout PC boards.

## REAL ESTATE SALES AGENT - SOC 41-9022

Tuition: \$900 (\$150 per month)  
Material/Books: \$100  
Duration: 144 clock hours (6 months)  
Prerequisites: None  
Start: TBA

Equipment used by instructors and students: Books (Real Estate Principles, Real Estate Finance, and Real Estate Practice.)

### License Requirements

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

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

### Applying to get license

An applicant for any real estate license must submit one set of classifiable fingerprints, acceptable to the State Department of Justice (DOJ). An applicant may be fingerprinted after applying for examination or after passing the examination. To be fingerprinted, take the Live Scan Service Request (RE 237) to a participating live scan service provider. There is a \$49 fingerprint processing fee and also a live scan service fee which should be paid directly to the live scan provider (not to the CalBRE). After the live scan service provider takes the fingerprints, submit a copy of the Live Scan Service Request (RE 237) with Part 3 completed to the CalBRE.

The exam fee is \$60 and the license fee is \$245. Fees are non-refundable.

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

## WEB DESIGN - SOC 15-1134

Tuition: \$1,800 (\$300 per month)  
Material/Books: \$136  
Duration: 96 clock hours (6 months)  
Prerequisites: Graphic Design  
Start: TBA

Equipment used by instructor and student: Book, computer, and program software.  
The passing score to earn a certificate is 70% or higher on final exam.  
No internship or externship is required.

**Course Description:** This course is designed to help students in development and maintenance of websites. Students will learn how to design web pages using HTML and CSS code as well as enhance web pages using text formatting, color, graphics, images, and multimedia.