

10427 San Sevaine Way, Suite "A", Jurupa Valley, CA, 91752



SCHOOL CATALOG 2024



www.rtccolleges.com | 1-951-727-8716



MAIN OFFICE

**10427 San Sevaine Way, Suite A
Jurupa Valley, CA 91752
Tel. (951) 727-8716, (866) 580-6550
*www.rtccolleges.com***

ALL CLASS SESSIONS ARE HELD AT:

**10427 San Sevaine Way Suites A, B, C, E, F, G and
10405 San Sevaine Way Suites A, I and J.
Jurupa Valley, CA 91752
Tel. (951) 727-8716, (866) 580-6550**

School Catalog

2024

BPPE School Code# 3303961

VOCATIONAL OCCUPATIONAL DIVISION

Vocational Skill Development Training Services

For January 1st, 2024 to December 31st, 2024

Updated annually/regularly; Last updated: 11/10/2023

Our internet website provides the following:

School catalog, school performance fact sheet for each course offered by our Institution; student brochure, most recent annual report submitted to the Bureau (BPPE) and a link to the Bureau's website: www.bppe.ca.gov.


Students and prospects are encouraged to visit our website and view or print the school's catalog, the school's performance fact sheet and the annual report. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

TABLE OF CONTENT

WELCOME TO RTC COLLEGE	7
GENERAL INFORMATION	8
APPROVAL DISCLOSURE STATEMENT	8
BANKRUPTCY STATUS.....	8
VOCATIONAL COURSES APPROVED	8
PROSPECTIVE STUDENTS.....	9
HISTORY	10
PERSONAL DEVELOPMENT DIVISION	10
FACILITIES.....	10
NO WEAPONS POLICY	10
INSTRUCTIONAL EQUIPMENT	11
MEMBERSHIPS	11
COMPLAINT - AGGRAVANCE POLICY	11
ADMINISTRATION	12
ADMINISTRATOR ORGANIZATIONAL CHART	12
FACULTY ORGANIZATIONAL CHART	12
ADMINISTRATIVE POLICIES	13
PHILOSOPHY AND GOALS - MISSION STATEMENT	13
ADMISSIONS AND PROCEDURES	14
CREDIT FOR PRIOR EDUCATION OR TRAINING.....	14
TRANSFER OF EARNED CREDITS	14
NON-DISCRIMINATION POLICY	15
SCHEDULE AND CALENDAR	15
GENERAL TERMS.....	15
ENROLLMENT PROCEDURE.....	16
NON-HIGH SCHOOL DIPLOMA.....	17
GENERAL SCHOOL RULES AND REGULATIONS	18
DRESS CODE	19
CODE OF CONDUCT	19
SCHOOL NORMS.....	19
IMMEDIATE SUSPENSION.....	20
IMMEDIATE WITHDRAWAL	21

ANIMALS AT SCHOOL.....	22
ENGLISH AS A SECOND LANGUAGE.....	22
ACCREDITATION.....	23
ACADEMIC POLICIES	23
STUDENT CONDUCT	23
DRUG ABUSE POLICY	23
DISMISSAL POLICY	23
ATTENDANCE POLICY	23
GRADING AND PROGRESS SYSTEM	24
STATEMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP).....	25
INCOMPLETE SUBJECTS AND REMEDIATE	25
EXTERNSHIP	25
WITHDRAWAL AND REINSTATEMENT.....	26
RE-ADMISSION - WITHDRAWAL.....	26
STUDENT RECORDS AND RIGHTS OF PRIVACY	26
GRADUATION REQUIREMENTS.....	27
HOUSING.....	27
DISTANCE EDUCATION	27
LIBRARY SERVICES	27
COURSE DURATION	27
DESCRIPTION OF HOURS	28
CHANGE OF PROGRAM	28
STUDENT SERVICES.....	28
STUDENT RECORDS	28
SATISFACTORY WARNING.....	29
PROBATION.....	29
LEAVE OF ABSENCE	29
ADVISING - COUNSELING.....	30
JOB PLACEMENT ASSISTANCE.....	30
EMPLOYMENT PREPARATION CLASS AND SEMINAR.....	30
EMPLOYMENT PREPARATION COMPONENT	30
PERSONAL DEVELOPMENT SEMINAR	30
TUITION POLICIES	30
TUITION AND FEES	31
FINANCIAL ASSISTANCE.....	31
REFUND POLICY	31
STUDENTS RIGHT TO CANCEL – CANCELLATION AGREEMENT.....	31

WITHDRAWAL POLICY	31
REFUND.....	32
STUDENT TUITION RECOVERY FUND (STRF)	33
STUDENT RIGHTS AND CANCELLATION NOTICE	33
NOTICE OF STUDENTS RIGHTS.....	33
NOTICE OF CANCELLATION.....	34
STATE LICENSURE REQUIREMENTS AND ELIGIBILITY	34
ELIGIBILITY FOR ALL LICENSURE PROGRAMS	34
LICENSURE UNITS OF CREDIT	35
OTHER FACTORS.....	35
GROUNDS FOR DENIAL OF A LICENSE.....	36
CURRICULA	36
PROGRAMS OVERVIEW	36
PROGRAM CURRICULUMS	38
AIR CONDITIONING I – 24 HOURS.....	38
AIR CONDITIONING II – 24 HOURS.....	39
AUTOMOTIVE ELECTRICAL – 100 HOURS.....	40
AUTOMOTIVE ELECTRICAL AND FUEL INJECTION SYSTEMS – 400 HOURS	42
AUTOMOTIVE ELECTRICAL, FUEL INJECTION, AND TUNE UP – 620 HOURS.....	44
BARBERING - 1000 CLOCKED HOURS.....	48
CAKE DECORATING – 100 HOURS.....	50
COMPUTER APPLICATIONS (ONLINE) – 200 HOURS aka Microcomputer applications	52
COSMETOLOGY – 1000 CLOCKED HOURS.....	54
ELECTRICAL WIRING TECHNICIAN – RESIDENTIAL - 100 HOURS.....	56
ENGINE PERFORMANCE – 100 HOURS	58
EYELASH EXTENSION APPLICATION – 32 HOURS	60
FLOWER ARRANGEMENT DESIGN – 80 HOURS.....	62
GENERAL AUTOMOTIVE MECHANIC – 180 HOURS	64
GENERAL ELECTRICIAN TECHNICIAN (ET CARD) – 720 HOURS	66
HAIRCUTTING AND HAIRCOLORING TECHNIQUES – 100 HOURS	70
HAIRSTYLING – 600 HOURS	72
MICROCOMPUTER APPLICATIONS – 350 HOURS.....	74
NAIL ART AND DECORATION – 100 HOURS.....	77
NAIL CARE - 400 HOURS	79
NAIL CARE - 600 HOURS	80
PASTRY AND BAKING – 100 HOURS	81
PASTRY AND BAKING ART – 300 HOURS.....	83



PASTRY AND BAKING ARTS – 600 HOURS	86
PROFESSIONAL MAKEUP TECHNIQUES – 32 HOURS.....	89
RESIDENTIAL ELECTRICAL TECHNICIAN (ET CARD) – 480 HOURS	91
SKIN CARE – 600 HOURS	94

WELCOME TO RTC COLLEGE

Dear Student:

Welcome to RTC COLLEGE. You are entering a learning experience that will give you the opportunity to be successful in a variety of industries. It is our goal to offer you an entry level training of your chosen course so as to improve your opportunities in the job market also, for the courses that qualify to prepare you to take and pass the licensure examination required by the California Board.

We emphasize on teaching you how to be successful in the marketplace, and how to gain experience from each of the operations that you will perform during your training. The operations are an element necessary for your growth as a future professional and for the ones that qualify to take the required state license examination. The state license is required to obtain employment in the following fields: cosmetologist, barber, esthetician, or manicurist. Your training will take place within an environment similar to that of your prospective employers. This means that you will be expected to be punctual and respectful toward your instructors, your fellow students, staff members and patrons (if applies). RTC COLLEGE also offers the ET CARD for the electrician trainee program; in which once you have enrolled in the bureau and have completed the course you will be able to accumulate work hours that would be accountable to apply to take the California State Electrician Exam.

It also means hard work, dedication, and lots of practical work on your part. Your training will consist of theory classes, applications of subject matter studied in the theory classes, shop management, business concepts, and the elements of personal success. The training you will receive will allow you to obtain an entry-level position in your chosen industry. The real experience and the advancements within the industry will depend on your own efforts once you are working within the chosen field.

It is a pleasure to have you join us at RTC COLLEGE. The degree of your success will depend on the effort you are willing to apply during the entire course of your training. I believe the future of our industry is you. Our students are what the industry is all about!

Again, welcome to RTC COLLEGE. The entire staff wishes you a very successful career in the business world.

Sincerely,

Lucia Mendoza

CEO/School Director

GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT

RTC College is approved to operate by the Bureau for Private Postsecondary Education (BPPE) school code # 3303961 *Approval indicates the compliance with state standards as set forth in the education codes. RTC College is a private postsecondary educational institution as defined by §94858 of the California Private Postsecondary Education Act of 2009. (Ed. Code §94909(a)(2)).

BANKRUPTCY STATUS

Our Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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 (11 U.S. C. Sec, 1101 et seq.)

VOCATIONAL COURSES APPROVED

Vocational course approval must be renewed and subject to continuing renew by the regulatory agency or by the institution depending on field updated or regulatory changes within the field.

1. Automotive Electrical 100 hrs (English/Spanish)
2. Automotive Electrical Repair, Fuel Injection, and Tune-up 400 hrs (English/Spanish)
3. Automotive Electrical and Fuel Injection Systems 600 hrs (English/Spanish)
4. Barbering – 1000 hrs. (English/Spanish)
5. Cake Decorating 100 hrs (English/Spanish)
6. Computer Applications 200 hrs (online/distant - English/Spanish)
7. Cosmetology – 1000 hrs. (English/Spanish)
8. Electrical Wiring Technician – Residential 100 hrs (English/Spanish)
9. Engine Performance 100 hrs (English/Spanish)
10. Flower Arrangement Design 80 hrs (English/Spanish)
11. General Automotive Mechanic 180 hrs (English/Spanish)
12. General Electrician Technician – ET Card 720hrs (English/Spanish)
13. Haircutting and Haircoloring Techniques 100 hrs (English/Spanish)
14. Hairstyling 600 hrs (English/Spanish)
15. Microcomputer Applications – 450 hrs (English/Spanish)
16. Nail Art and Decoration 100 hrs (English/Spanish)
17. Nail Care - 400 hrs. (English/Spanish)
18. Nail Care - 600 hrs. (English/Spanish)
19. Pastry and Baking 100 hrs (English/Spanish)
20. Pastry and Baking Art 400 hrs (English/Spanish)
21. Pastry and Baking Arts 600 hrs (English/Spanish)
22. Residential Electrician Technician – ET Card 480 hrs (English/Spanish)
23. Skin Care - 600 hrs. (English/Spanish)

PROSPECTIVE STUDENTS

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreement. 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.

Per California statute, a student, who successfully completes a course of study, will be awarded an appropriate certificate of completion, or diploma verifying that fact. The instruction is in residence with a facility occupancy level that will accommodate 110 students at any one time. A second group can meet in facilities by alternating laboratory and classroom lecture. Normal class size for self-development and vocational students is 20, and for rehabilitation is 20.

Note: All RTC College programs are taught in Spanish and or English. 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:

Bureau for Private Postsecondary Education
1747 North Market Blvd, Suite 225, Sacramento, CA 95834
Phone: (916) 574-8900 — Toll Free: 1 (888) 370 – 7589 - Fax: (916) 263-1897
Website: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov

Persons seeking to resolve problems or complaints should contact the classroom instructor. Requests for any further action(s) may be made to the operations coordinator, Mrs. Lucia Mendoza.

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

Bureau for Private Postsecondary Education
1747 North Market Blvd, Suite 225, Sacramento, CA 95834
Phone: (916) 574-8900 — Toll Free: 1 (888) 370 – 7589 - Fax: (916) 263-189
Website: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov

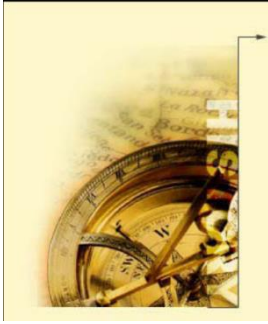
Students seeking support for assistance relief. The Office of Student Assistance Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (toll-free telephone number) or by visiting (internet website address).

Toll-free telephone: (888) 370-7589
Web site address: www.osar.bppe.ca.gov

All information in the content of this school catalog is current and correct as is so certified as true to the best of his/her knowledge and belief by the Owner, Ms. Lucia Mendoza.

Lucia Mendoza,
CEO/School Director

HISTORY



RTC College was founded in Moreno Valley on 2001, to provide service to the Inland Empire area. The quality of its educational programs together with the great variety of material brought from all parts of the world, have made RTC College challenging new beginning to provide quality educational service to the growing community in the greater Riverside County area. BPPVE (now BPPE), licensed institutions operated out of one facility to better serve its population. RTC College through its technical training has collaborated with several established institutions to create job training programs. The institution has developed its technical courses based on a planned structure that matches and takes into consideration the changes and the needs of the modern market. RTC College, studies the needs of the market and job availability, to assist students that are searching for employment and is not only a firm step

for employment by completing the courses with satisfactory grades, but also an excellent channel that will enable access to many other types of work.

RTC College had relocated in Jurupa Valley, California in 2009 to provide vocational and technical training and education to our community. We developed courses and programs to fulfill their education and training needs. In addition to occupational programs, we offer specific subject area training for Vocational Skill Development Courses and other non-vocational purposes. All courses are taught in Spanish and or English. RTC College is operated by an experienced staff recognized for quality training by public and private agencies and employers.

PERSONAL DEVELOPMENT DIVISION

RTC College, offers courses through its vocational skill development division. This separate division was established in 2001. A list of courses with their list of topics and a full individual course description may be found in our curriculum section of this catalog. Other courses or topics to the existing courses may be added, updated, or changed without notice from time to time to meet the needs of our community and to assure an update and accurate knowledge delivery to our students; review our vocational development catalog online or contact the Admissions Office for more information.

FACILITIES

RTC College has modern premises. Carefully designed to create a learning environment near the bus and Metro train stops for RTA, businesses, stores, and a variety of places to eat near our facility.

RTC College, provides free parking for its students outside the premises. The modern building has classrooms, shop, laboratories areas, administrative offices, student resource, and reception area. Offices are conveniently located with classrooms very suitable for up to 20 students each (some are suitable for a higher capacity).

The classrooms are combined facilities for theory discussions and supervised practice. In addition, practice space is available by arrangement with our school director. This institution and the facilities that occupy as well as the equipment it utilizes fully comply with all federal, state, and local ordinances and regulations, including those requirements as to fire department safety, building safety and health. RTC College is not responsible for any accident caused for the misused of any material or school equipment such: use of chairs, facial beds, broken tables, etc., any special equipment needed for specific classes will be listed within the curriculum by individual program below on pages 37 to 97.

NO WEAPONS POLICY

Under no circumstances will it be permissible for a student, faculty, or staff to have a weapon of any type on the campus whether or not the person is licensed to carry the weapon or not. Compliance with the requirements of this policy is mandatory. Any violation of this policy will result in the violator's expulsion from school. Law enforcement officials will be called for possible prosecution by appropriate federal, state, or local law enforcement agencies. State law mandates that no weapons of any kind can be brought on to the school premises. Anyone who brings a weapon to school or to a school event is subject to expulsion from school. The possession of any type of firearm or weapon and the possession of any type of explosive, hazardous chemicals or fireworks are strictly prohibited. This law applies at all times and in all facilities of the institution. No weapons are to be stored in lockers, styling stations or book bags at any time. Projectile devices, including but not limited to bb guns, pellet (hard and soft) guns, and paintball guns are not allowed. Electric weapons or devices including, but not limited to stun guns and teaser guns or flare guns are likewise prohibited. AT NO TIME is it lawful for any student to possess or bring a weapon of any kind on to a school. Federal and state laws require all schools to notify legal agencies, through the code of student conduct. Any student determined to have brought a

weapon, any type of firearm, any explosive, any fireworks, any projectile devices, any bb guns, any pellet gun (hard and soft), any guns, any paint ball guns, any electrical weapon or device, any stun gun, any teaser guns, or flare guns or any weapon of any kind to school or to any school function, or on any school-sponsored transportation will be recommended for expulsion, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. Possession of any weapon, any type of firearm, any explosive, any fireworks, any projectile devices, any bb guns, any pellet gun (hard and soft), any guns, any paint ball guns, any electrical weapon or device, any stun gun, any teaser guns, or flare guns or any weapon of any kind shall be defined as knowingly, intentionally, deliberately, or inadvertently (without meaning to do it) bringing these types of weapons or devices on school property, school-sponsored transportation, or to a schools sponsored activity on campus.

INSTRUCTIONAL EQUIPMENT

The school has all the necessary equipment for lecture and laboratory practice. Examples of classroom equipment include audio/video, laboratory equipment computers. The mechanics shop equipment includes testing equipment, hands-on parts and accessories, analyzers, and computer diagnostic equipment. RTC College has all the necessary equipment for all approved programs as well.

In this catalog you will find information on courses, instructors, equipment, and policies. However, this institute has a unique life of its own which cannot be put into words. We invite you to see for yourself how exciting our technical training can be. To arrange for your visit, call the admissions office for an appointment. We are looking forward to meeting you!

MEMBERSHIPS

The RTC College staffs are active participants in the Organization of Bilingual Southern California Chamber of Commerce, Chamber of Commerce of Los Angeles, and the Junior Foundation Charities

COMPLAINT - AGRAVIANCE POLICY

Students are encouraged to discuss any concerns by following the chain of command in the following order, first with the instructor, records, admissions, school director, concerning boards. In case further attention would be need it the student may direct a concern/complaint to the office assistant, who may resolve or refer the complaint to the appropriate party.

Requests for any further action(s) may be made to the Director School, Lucia Mendoza. Anyone may discuss any concerns with the Director for resolution.

All students who wish to lodge a complaint against the school program, instructor, employee, or another student regarding alleged discrimination based on race, color, creed, national origin, sex, sexual preference, sexual harassment, handicap, religion, should register that complaint with the Office of Student Services first, preferably speaking with the Director. If a student decides to file a complaint or legal action against the school without informing the director first, he / she should not be enrolled in the school at the time of the filling of a complaint until matters have been resolved. Upon lodging the complaint, the student will be advised of the procedural requirements in processing their complaint or seek their own counsel. In accordance with the Institution's policy, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. The complaint cannot be filed once the administrative staff is informed of the situation from outside sources.

Complaint procedures will be included in new student orientation, posted in classrooms, and break room thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in the school files in order to determine the frequency, nature, and patterns of complaints for the Institution. The information will be used in evaluating Institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process:

1. The student must register the complaint in writing on the designated form provided by the Institution within 60 days of the date that the alleged act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director or CEO Administrator.
3. The complaint will be reviewed by administration and a response will be sent in writing to the student within 15 days of receiving the complaint. The initial response may not provide for a final resolution of the problem but will notify the student of its continued investigation and or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the school administrator, it will be referred to the appropriate regulatory agency.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff members and other students may be necessary to reach a final resolution of the complaint.
6. The student must register the complaint in writing on the designated form provided by the Institution within 60 days of the date that the alleged act which is the subject of the grievance occurred.
7. The complaint form will be given to the school CEO, Director or Administrator.
8. The complaint will be reviewed by the administration and a response will be sent in writing to the student within 15 days of receiving the complaint. The initial response may not provide for a final resolution of the problem but will notify the student of its continued investigation and or actions being taken regarding the complaint.
9. If the complaint is of such nature that it cannot be resolved by the school administrator, it will be referred to the

Board of Barbering and Cosmetology
1625 N. Market Blvd., Suite 202
Sacramento, CA 95834
Phone #: 1-800-952-5210 Fax (916) 575-7281
barbercosmo.ca.gov

and - or – both

Bureau for Private Postsecondary Education
1747 North Market Blvd, Suite 225, Sacramento, CA 95834
Phone: (916) 574-8900 — Toll Free: 1 (888) 370 – 7589 - Fax: (916) 263-1897
Website: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov

ADMINISTRATION

ADMINISTRATOR ORGANIZATIONAL CHART

Lucia Mendoza	CEO	Director of Education
Agustin de la Cruz		Administrative Sub-Director
Ingrid Miron		Chief Academic Officer
Jose de Jesús Muñoz		Compliance
María G. De La Cruz		Chief Admissions
Loly Virginia Vilchez		Accountant Officer
Claudia Acosta		Billing Department
Marycruz Betancourt		Students Records
Barbara Quiñonez		Students Records
Gabriela Torres		Job Placement
Barbara Quiñonez		Students Services/Receptionist
Sofía Fernández		Admissions
Marisol Romero		Admissions
Alejandra Arevalo		Inventory and Sales Consultant
Teresa Barahona		Public Relations Representative

FACULTY ORGANIZATIONAL CHART

- **Lucia Mendoza** - Director: Over 40 years' experience in administration. Professional qualifications and experience of over 40 years in different fields of Education.
- **Agustin de la Cruz** - Administrative Sub-Director: experience in administration. Professional qualifications and experience over 30 years.
- **Ingrid Miron** – Chief Academy Officer and Instructor: Experience in curriculums, educational calendars, following regulations. Cosmetology and Barbering (Licensed) with Vocational Teaching Credentials, Nail Technician Instructor. Professional qualifications and experience in the field 31 years, teaching 20 years
- **Juan Carlos Cedeño** - Instructor: Automotive Electrical, General Automotive Mechanic, Engine Performance, OBD-II, Transmission Service and Repair Automotive Electrical, Fuel Injection & Tune-Up. Professional qualifications and experience: 13 years
- **Ever Portillo** – Instructor: General Automotive Mechanic. Professional qualifications and experience:
- **Anibal Perez** - Instructor: Electrical Wiring Technician for Residential, Commercial, and Industrial. Professional qualifications and experience within the field: 9 years
- **Lorena Giron** - Instructor: Computer Education. Professional qualifications and experience
- **Silvia Bautista** - Instructor: Cake Decorating. Professional qualifications and experience
- **Maria Madero** - Instructor: Pastry and Baking Arts. Professional qualifications and experience
- **Gabriela Torres** – Instructor: Cosmetology and Barbering (Licensed). Professional qualifications and experience in the field 21 years, teaching 14 years.
- **Monica Romero** – Instructor: Cosmetology (Licensed), Estheticians, and Nail Technician instructor. Professional qualifications and experience in the field 29 years, teaching 20
- **Alexandra Alvarez** – Instructor: Cosmetology (Licensed). Professional qualifications and experience
- **Sonia Morgan** – Instructor: Skin Care (Licensed). Professional qualifications and experience
- **Patricia Monroy** - Instructor: Skin Care (Licensed). Professional qualifications and experience
- **Alejandra Arevalo** – Instructor: Haircutting and haircoloring techniques. Professional qualifications and experience.
- **Nora Mora** - Instructor: Makeup Techniques. Professional qualifications and experience: 11 years
- **Jazmin Marin** - Instructor: Nail Art and Decoration. Professional qualifications and experience: 9 years
- **Marycruz Betancourt** – Instructor: Nail Art and Decoration. Professional qualifications and experience
- **Marycruz Betancourt** – Instructor: Flower arrangements. Professional qualifications and experience

ADMINISTRATIVE POLICIES

PHILOSOPHY AND GOALS - MISSION STATEMENT

RTC College is a private educational institute offering comprehensive programs of career-oriented vocational and self-improvement education. The College seeks to develop professional level skills in individuals for obtaining maximum employment opportunities or for personal growth which is enhanced by the close interaction of the instructors, students, administration, and staff. For the courses that offer licensure, we strive in preparing our students to pass the State Licensing Exam and to prepare them for an entry level position in their field of study. In addition, we offer and prepare students to obtain an ET Card for two of our electrician's technicians' courses

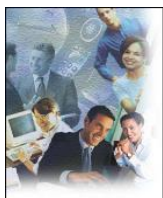
It is the objective of RTC College to train individuals in the chosen field(s). To achieve this goal, the staff and faculty are committed to:

1. Educate students with updated lectures, equipment / software, new trends, techniques, demonstrations, hands-on, etc. that be require according to the field of study chosen
2. Professional and personal development of every study course.
3. Continuously develop and update all curriculum according to state requirements, current business needs and market demands.
4. Maintain close contact with the business community and associated organizations through quarterly manpower advisory board meeting assuring feedback and input as to labor market and skill shortages.

5. Job placement assistance for all vocational graduates through a network of private and public enterprises both, small and large.
6. Continuing professional development of instructional staff.

ADMISSIONS AND PROCEDURES

The programs offered by the RTC College, are open to men and women with a desire to become skilled in their chosen field. Applicants must be over the age of 17 and possess a high school diploma or a GED or its equivalent or demonstrate the Ability to Benefit from the training offered. The school determines whether an applicant is qualified for admission through an evaluation and interview assessment for physical capacity. The institution is using an in house (internal) digital test (English and Spanish) to determine the student aptitude and adaptability to learning and "Ability to Benefit" as well as for required Capacity to Benefit exam. The minimum scoring is 70% for the combined Reading-Math test; this is the accepted minimum for this test for both English and Spanish for Admission, based on the scoring standards. Administered in English and Spanish, dependent on perspective student request and language of the program to be taken. Each candidate is toured and advised to determine their aptitude for the desired occupation. An Applicant may observe classes for a day prior to deciding on enrollment. If a determination is made that the applicant is eligible for admission, enrollment and registration can be arranged at the applicant/counselor request. However as of January 1, 2022 "A student who is qualified and has a reasonable prospect of completing an instructional program, but lacks a high school diploma or the equivalent, will no longer have to pass an "ability-to-benefit" examination in order to enroll in the program. However, schools must still establish general student admission standards for all students enrolling in each program, as provided in California Code of Regulations, title 5, section 71770(a), which states that, "the institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program."



As part of our Admissions policies, this is our policy regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students: "Our Institution does not have an articulation agreement, between our institution and any other College, University, or educational institution that provides for the transfer of credits earned in the program of instruction."

CREDIT FOR PRIOR EDUCATION OR TRAINING

A student wishing to receive credit for prior education or employment must submit copies of school transcript (s) demonstrating 3.5 GPA proficiency and/or relevant work history to the Admissions Office for school review, as well as successfully pass the module test at no less than 80%, (at no cost). Outside Training which may be accepted at the discretion of the Director may include: ACE Automotive Certification of Excellence or similar, Cosmetology, Barbering, Skin Care, Nail Care (600 hrs.). RTC COLLEGE may accept credit for directly relevant courses and or employment history (if applies), which is equivalent to the chosen program training up-to a maximum of one class module, within the students selected program area. Prospective students may appeal any decision directly to the school Director in writing prior to enrollment. School Costs would be 100% prorated for the module hours credited.

TRANSFER OF EARNED CREDITS

"The transferability of credits you earned at RTC College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma, or 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 credits, diploma, or 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 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 RTC College to determine if your credits, diploma or certificate will transfer."

RTC College has not entered into any agreement with any college, university, or educational institution for acceptance of credit.

NON-DISCRIMINATION POLICY

RTC College does not discriminate based on sex, age, race, national origin, creed, religion, or handicaps that would not preclude employment within their selected program area in Admissions, Counseling, Training, Placement Employment, or any other activities.

Statement of Non-Discrimination: does not discriminate in its employment, admission, instruction, training, graduation, placement or any other activities, policies on the basis of race, age, sexual gender, sexual preference, creed, religion, color, citizenship, national or ethnic origin or financial status. It also extends to employment by the school and the administration of students to programs and activities operated by the school. Federal sexual harassment guidelines have been adopted as a part of school policies. RTC College does not tolerate any form of discussion and comments by way of advertising, harassing, posting posters, hanging pictures, notes, written words, symbols for any religious beliefs, clubs' groups, graffiti, nude pictures, inappropriate pictures or photos, and political beliefs between instructors, students or employees or postings around school campus or student styling stations as complying with the Family Policy Compliance Office.

**U.S. Department of Education
400 Maryland Avenue, S.W. Washington, D.C. 20202-4605**

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. No discrimination or harassment policy as a learning institution, RTC College must continuously address issues of diversity and multiculturalism. Every member of RTC College community is expected to engage in action that leads towards the development of a more democratic and inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary in our institution. In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, and all other applicable civil rights and nondiscrimination statutes, RTC College prohibits discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and veterans status.

SCHEDULE AND CALENDAR

Class scheduling is open entry / exit. This allows students to begin classes on Monday of each week on a space-available basis, and graduate upon completion of all graduation requirements. We have different class schedules and will depend on the enrolled program; Classes are scheduled Monday through Wednesday 8:00am to 3:00pm, or 8:00am to 3:30pm, Monday through Thursday 9:00am to 2:00pm, Monday through Friday 9:00am to 1:00pm; Thursday through Saturday 8:00am to 3:30pm. Evening classes are Monday through Thursday 5:00pm to 10:00pm, 5:30 p.m. and 10:30 p.m. weekend hours are scheduled on as needed basis from 8:30am to 1:30pm. Less than half time class schedules are available. Ask for the specific schedule for the class you are interested in attending in our college.

Graduation occurs following completion of course requirements as described in the curriculum section of this catalog. Classes are not scheduled on the following holidays: New year day, Memorial Day weekend (Sat to Mon), Independence Day, Labor Day weekend (Sat to Mon), Thanksgiving weekend from Thursday to Saturday after Thanksgiving, Christmas season from December 23rd. through January 5th, 2025, we will resume classes on regular schedule on January 6th (Monday), 2025. A special holiday may be declared for emergency or extraordinary purposes.



GENERAL TERMS

- This agreement constitutes the complete contract between the School and the Student and is valid for 12-month period. No verbal statements or promises will be recognized.
- All expenses incurred while traveling to and from the school, food, and lodging will be the student's responsibility.
- All textbooks and training materials for selected courses will be supplied by the school at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the student.
- Diplomas or Certificates of Completion will only be issued after successful completion of entire program and all tuition fees are paid in full.
- Excessive absences, poor grades or misconduct may be cause for dismissal.
- School reserves the right to postpone training in event of Act of God, labor disputes, equipment failure, etc. The school further reserves the right to withdraw a scheduled course if registration is insufficient for a class, students will be notified and or all fees would be refunded in this event.
- Placement assistance may be provided. However, it is understood that the school cannot promise or guarantee neither employment, nor any income level to any student or graduate.
- If the 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.
- If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following it may occur:
 1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

NOTE: RTC COLLEGE does not offer financial aid nor student loans at this time.

ENROLLMENT PROCEDURE

The proper sequence for enrollment is as follows:

1. Determine your primary language. If is not English, then THE ENROLLMENT AGREEMENT must be presented in the primary language of the student for students whose primary language is not English.
2. Present the student with a copy of the BPPE APPROVAL STATUS form and explain the current status of the school. Have the student sign the form. This step is an absolute requirement and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT.
3. You will complete the APPLICATION FORM about your personal, education, and employment history, as well as your area of occupational interest.
4. The Admissions Representative will conduct an interview using the ADMISSION INTERVIEW form to determine your goals and expectations. This step is an absolute requirement and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT.
5. REQUEST FOR TRANSCRIPT form (if needed). The Admissions Representative will help you fill out this request and explain that until a copy of the transcript has been received, you can be enrolled but cannot start the educational program until the transcript has been received. This step is an absolute requirement and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT.
6. You will be given a tour of the school. The Admissions Representative will fill out the TOUR OF SCHOOL form. The You, will be taken on a tour of the school by the Admissions Representative. This tour includes an explanation of what goes on in each classroom and lab as well as a review of the course equipment and materials. You will be encouraged to talk with students and teachers about the school and its programs. You will sign the TOUR OF SCHOOL form. This step is an absolute requirement and must, without exception, be done prior to having you taking the tour and sign the ENROLLMENT AGREEMENT.
7. You will take the Entrance Examination. After the test is evaluated and graded, the Admissions Representative will discuss the results with you. The Admission Representative will recommend the general and specific courses needed to achieve your educational goals.
8. The Admissions Representative will email or give you a hard copy of the CATALOG and go through the catalog with you. The Admissions Representative will fill out the CATALOG RECEIPT form. This step is an absolute requirement and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT.

This catalog and the enrollment agreement are account as one and both are part of the contract between the institution and the enrollee.

9. You will receive a copy of the SCHOOL PERFORMANCE FACT SHEET for the program in which you wish to enroll. The Admissions Representative will explain each item on the SCHOOL PERFORMANCE FACT SHEET. You must initial each item after it has been discussed. When the SCHOOL PERFORMANCE FACT SHEET has been completed with all the required initials, you must sign the document. This step is an absolute requirement and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT.

10. The Admissions Representative will explain that units or credits earned at RTC College most likely will not be transferable to another institution, acceptance or transfer credits will merely depends on the criteria and decision of the institution where are you trying to enroll and is not warranty by us their acceptance. After this has been explained, you sign the TRANSFERABILITY OF UNITS FORM. This step is an absolute requirement and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT.

11. The Admissions Representative will explain and have you sign the FOLLOW UP AGREEMENT. The Admissions Representative will explain the responsibilities that you must report back to the school your employment status and that this is a contract where you agree to give the school the required information. You must sign the FOLLLOW UP AGREEMENT. This step is an absolute requirement and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT.

12. For those programs that require a clinical, the Admissions Representative will discuss the requirements you must meet to complete your clinical, disclose the number of requests (if applies) for clinical received by the institution during the immediately preceding calendar year, and the number of actual placements during that year. You will be asked to sign the acknowledgement if applies. This step is an absolute requirement and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT.

13. The students that have been drop from a program, on a leave of absence and didn't return from it on the stated date and become drops, the institution will honor their enrollment agreement for only 6 months more from the drop date; any student that would like to return after that time will need to do a new enrollment agreement that would reflect any paid completed hours from the previous enrollment agreement; students will only get credit for the educational hours that have being paid and any additional payment from an insurance company will be return to the insurance company if they payment were made cash or as independent from any insurance it would be credited to the new contract in case the student hasn't started a refund.

NON-HIGH SCHOOL DIPLOMA

14. For those programs that require certification, licensure, or registration, the Admissions Representative will discuss with you the requirements for your chosen field and give you a copy of the certification, licensing, or registration requirements from the appropriate agency. If you would not be eligible to obtain certification, licensure, or registration in the occupation, trade, or career field at the time of your graduation, the Admissions Representative will discuss possible options you might need to follow to be qualified for certification, licensure, or If you do not have a high school transcript or equivalent, the Admissions Representative will make arrangements for you to take the school assessment test. This must be arranged with your admissions assessor. No further progress in the enrollment process can proceed until the results of the test are received that may take up to a week. This step is an absolute requirement and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT.

15. Registration. If the minimum course requirements of the school exceed the minimum requirements for certification, licensure, or registration, then the Admissions Representative will disclose this information to you, including a list of those courses that are not required for certification, licensure, or registration. You will be asked to sign the STATE LICENSURE REQUIREMENTS form if required. You will be asked to sign the CERTIFICATION

REQUIREMENTS form if required. The institution shall not execute an ENROLLMENT AGREEMENT with you if you are ineligible for certification, licensure, or registration unless your stated objective is other than certification, licensure, or registration. This step is an absolute requirement and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT.

16. You will be given a PHYSICAL REQUIREMENTS form to read and sign to signify your knowledge of the physical requirements of the program of instruction in which you are enrolling. This step is an absolute requirement

and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT. (Only if the program of study requires certain physical requirements).

17. The Admission Representative will present the ENROLLMENT AGREEMENTS to you and explain that this is a contract. This is the agreement that will spell out the educational services you have chosen, the time and number of hours required to complete your program of choice. It will show how the educational service will be paid for and the terms of payment you will be responsible for.

18. The Admissions Representative will explain to you the cancellation and withdrawal policy and the refund policy.

19. The Admissions Representative will explain the STRF protection.

20. The Admissions Representative will explain the attendance policy including tardiness.

21. The Admissions Representative will explain the grading systems and how often you will receive grade reports.

22. The Admissions Representative will ask "How do you wish to pay for this, cash, check or if you have a voucher and what would be the amount of down payment if applies. The Admissions Representative will explain that the school cannot require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the student will be required to pay the balance due. This is not optional. It is the law. At your option, you may pay in full for tuition and fees, including any funds received through voucher or institutional loans, after you have been accepted and enrolled and the date of the first day of class session is disclosed on the ENROLLMENT AGREEMENT.

23. Fill in the financial details of the chosen program of study. If you need to have a financial plan approved, have the admissions representative discuss with you what type of payment plan is available. The admissions representative will explain the INSTALLMENT NOTE DISCLOSURE STATEMENT and your responsibilities to pay the agreed to payments on time.

24. After the financial arrangements have been concluded, The Admissions Representative will explain the balance of the ENROLLMENT AGREEMENTS.

25. The Admissions Representative will explain the non-refundable registration fee and that it must be paid when the ENROLLMENT AGREEMENTS is signed. You will be asked if you are ready to sign the ENROLLMENT AGREEMENTS. If so, sign and initial the ENROLLMENT AGREEMENTS and pay the non-refundable registration fee.

26. You will be provided with copies of all the forms listed above either electronically or hard copy. The admissions representative will inform your starting date.

GENERAL SCHOOL RULES AND REGULATIONS

(A violation or suspension will be issue to students who disobey these rules and regulations).

School hours are Monday through Saturday 8:30am to 2:00 pm, 8:00 am – 3:00 pm, 8:00 am to 3:30 pm for the morning classes, 5:00 to 10:00 pm, 5:30 to 10:30 pm, 6:00pm to 10:00pm for evening classes which would depend on the program enrolled (Weekend classes are based on amount of student's enrollment). Timecards and signatures must be clearly legible. Students must clock in in the reception. Students must realize that all time spent in the school must be productive. If there is no scheduled class activity being conducted, personal or independent study and or practice and review should be done. Sleeping, listening to the radio, reading magazine, gossiping talking on cell phone or other non-class related activities will not be accepted as applied effort. For the license courses amount of theory hours and practical operation on student's timecard is minimum requirement of State Board of Cosmetology, day part time students must perform 4 to 5 operations per day – for night part time students 4 operations per night. Students who do not practice the minimum school's theory hours and or practical operations credits requirements will be clocked out for the day. A student MUST clock "IN" when entering and "OUT" when leaving, if students take longer than the allowed time for break the students will be clock out and will need to clock back in (as a result they will lose the extra time they took for lunch). Students that fail to do so will only receive hours noted on school's computer recording timecard management system (if the computer recording timecard is out of order, then we record the hours on timecard by time clock). NO student is allowed to clock in or out for another student. Students may NOT clock in and leave the building during their hours without an instructor's permission. In case of illness or emergency, the student must call in before 9:00 a.m. to report his / her absentees. For absence of being sick, injuries, pregnancies or health issue a doctor's note is required. Students are required to be in class in clean uniform.

DRESS CODE

Students must wear clean and neat uniform (No sport, gym, lycra pants, or leggings) with no type of printed messages or artwork. Closed rubber sole shoes are to be worn at all times (No High Heels) Students should ensure their footwear will not impede their safety. None of the following are allowed; short pants, skirts, shorts or skorts, halter tops, sleeveless blouses, tank tops, tube tops, no tear and torn or ripe clothing, no sandals, no crock shoes, no high heels, no hats (except for safety helmets – electricians), head coverings (unless it is for religious practices, in that case you must bring a letter from your religious congregation or church), scarves around neck, no bandana, no sunglass unless prescribed, no dangling jewelry. Revealing clothing or clothing that exposes the torso is not allowed. Examples include, but are not limited to, see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tops, or dresses with spaghetti straps with or without over black standard smock, long shirts, jackets, or shirts or blouses tied at the midriff, and bare midriff outfits. Clothing which is not worn appropriately, is not properly fastened, or has tears that are indecent will not be permitted. All trousers, including oversized or low-hanging trousers, must be worn, and secured at waist level. All clothing must be hemmed. No pajamas, boxer shorts, bloomers, and bustier are allowed. Clothing, jewelry, buttons, haircuts, or other items or markings which are, suggestive, revealing, or indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination based on age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or for any other reason are prohibited.

Uniforms are as follow: Cosmetology must wear all black, barbering must wear a black coat, estheticians must wear dark blue and white, nail care (technicians) must wear gray or black, nail design with coat dark blue, mechanics must blue dickies and shirt, and non-slip shoes; electricity must wear complete uniform; vest, goggles, gloves, and helmet, and non-slip shoes; pastry and baking arts and cake decoration must wear white coat and white hat.

CODE OF CONDUCT

SCHOOL NORMS

1. Students are not allowed to move any equipment from it assigned place such: chairs, tables, lamps, etc)
2. No gum chewing outside of designated area
3. No smocking outside of designated areas,
4. Play music is not allowed unless is approved by the instructor or administration ONLY
5. Personal services only with instructor consent (if applies)
6. No food or drinks of any kind in classrooms, clinic or study room floor is allow
7. Student must wear assigned uniform according to course enrolled must have sleeves, no see through, no plunging neckline, no hats (except electricity – safety helmets), bandanas, wear anti-slip closed shoes no more than 2” high with wedge heel or tennis, no open shoes. You may wear an open sweater of any color with no prints on over your complete uniform with sleeves, sport, gym pants, lycras and or leggings of any kind are prohibited
8. Student must clock in/out properly at the beginning of the day, for lunch (if applies) and at the end of the day; students are not allowed to clock in earlier than 5 minutes prior class, earlier clock in is not accountable and that time doesn't add up to the student record; the clock will also take away the minutes if the students clock out 5 minutes earlier than the clock out time
9. Student must show courtesy and respect to anyone in the school
10. No fights, shouting inside or around the school are allow
11. Visitors or gathering are not allow in any classroom, clinic floor, break room, inside or outside the school area including parking lot
12. Students must follow the lab assignments according with the rotation
13. Students must clean their working area daily including, station, mirror, chair and sweep their area, etc
14. Students must constantly wash their hands, sanitize, and disinfect their implements before and after practices and in a daily basis
15. Students must notify the instructor BEFORE/AFTER each service they will perform
16. Students are not allowed to refuse any service if they do, student will be clock out and send home for the day the first time, second time will ground to a suspension
17. Students with patrons must attach to their ticket giving extra services or products to the patrons is not allowed. To give extra services or products the ticket must be upgrade it first

18. Students are not allowed to gather/congregate around the receptionist area, offices, parking lot.
19. Students must follow state board rules and regulations as long as public health guidance, and regulatory agencies
20. Students will not be allowed in school if they appear to be under the influence of alcohol, drugs, sick with contagious virus (such influenza or Covid-19) or both according to public health advise
21. Use of drug (including marihuana) or alcohol in the school is prohibited
22. Students are responsible to get their daily credits on their timecards, they must sign them, make sure that instructors sign and initial theory and operation
23. Students must wear a face mask to enter school and at ALL times until they leave the premises
24. Saturday attendance is MANDATORY to ALL students that are scheduled for class and must clock in no later than 10 am
25. Student insubordination will not be tolerated
26. Students are not allowed to make/receive phone calls in the school
27. Students must notify if there are any changes in name, address, phone number or legal status
28. Students must clock out any time they leave the school premises NO EXCEPTIONS, or the instructor will clock you out
29. Students are not allowed to take the timecards outside the school under any reason nor circumstance at any time, timecards belong to the school and are legal documents
30. Students are prohibited to make any changes in their or other students' timecards, NO EXCEPTIONS
31. Students are subject to termination if they clock in/out other students' timecards, NO EXCEPTIONS
32. Students are not allowed to be constantly in/out, in/out
33. Students must bring with them every day their equipment and books
34. Gossiping, cussing, discord, vulgar use of profanity language, vulgar profanity body signs or advertising in school is not allowed
35. All timecards must be filled with BLUE or BLACK ink pen ONLY! NO WHITE OUT, nor use of other colors, nor erasable ink pens are allowed (at this time we are working with digital timecards)
36. Students are not allowed in any office without permission of their instructor
37. Students are not allowed to share food nor bring (pot of food) food for others
38. Breaks are limited to 15 minutes only for classes of 5 hours or less, it is MANDATORY for students that attend school 5 ½ hours or more to take a full ½ hours lunch break without exception
39. The selling of products between students or between students and staff members of the school is prohibited at any given time and the school is not responsible for any inconvenience that this transaction may cause
40. Students are not allowed to visit other students, instructors, and classes under any circumstances
41. The school surveillance cameras are not for the use of the students need; all students MUST be responsible for their belongings at all times (do not leave them unattended)
42. The use of the tablets are for the merely use of "Study" they are not intended to replace their textbooks and are not to use it to review their messages, emails, facebook, and media sources while clock in for class
43. The class of Mechanics is not open nor authorized to work on outside vehicles; if someone decides to have their vehicle checked in is at the owner's discretion and their own risk; RTC College is not responsible for any damages that this may cause
44. Students are not allowed to record/film classes nor take pictures of protocols; protocols/procedures must be copied and written by the student (do not take a picture to the whiteboard)
45. RTC College does not allow any type of recruitment if you belong to a congregation, committee, club, educational or training center or offer work to students of this institution; You are obliged to ask the director Mrs. Lucia Mendoza directly for a possible authorization (not guaranteed) otherwise an indefinite suspension is subject to the institution's discretion; the institution has the right not to allow you to reintegrate and has the right to withdraw you from the program immediately.

INMEDIATE SUSPENSION

1. Leaving school, not returning on time, or not returning at all from a break without school's official's permission is grounds for suspension with a notice of violation.
2. Use of profanity, gossiping, or slurs of any kind (ethnic, racial, sexual).

3. Refusing service to a patron or leaving a client while doing a chemical service is grounds for suspension and the student will be clocked out with a notice of violation.
4. Performing service to a client for more than what the service ticket is charged for.
5. Receiving or making cell phone calls in school or during theory class.
6. Students will be clocked out for not practicing the minimum requirement of school's theory hours or practical operations.
7. If students' visitors are in the school training area, classroom, clinic, break room or gathering inside or outside of school area. It is grounds for suspension and the students will be clocked out with a notice of violation.
8. Receiving personal service without instructor's permission.
9. Modifying customer service without consulting instructor.
10. RTC College does not tolerate any form of discussion and comments by way of: advertising, harassing, posting posters, hanging pictures, notes, written words, symbols for any religious beliefs, clubs' groups, graffiti, nude pictures, inappropriate pictures or photos, and political beliefs between instructors, students, or employees. This policy has been mentioned in school policy, employee's handbook and school's catalog, students and employees who does not comply with this policy will be suspended.

IMMEDIATE WITHDRAWAL

1. Theft
2. Vandalism and or malicious mischief
3. Physical abuse of another person.
4. Cussing and gossiping extreme and willful disruption in the school.
5. Failure to vacate premises as requested due to suspension.
6. Failure to follow contracted hours (i.e., attending school at time other than designated in contract or change of status) or returning the date promised on LOA form.
7. No student may clock in or out for another student.
8. Extreme use of ethnic, racial, or sexual slurs foul and physical or verbal abusive language toward any client, staff member or fellow student.
9. Possessed, used, sold, furnished or been under the influence of any controlled substance, alcoholic beverage or in toxic.
10. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance, alcoholic beverage, or intoxicant.
11. Committed or attempted to commit robbery or extortion including offer to buy credit hours or operations to any staff member of the institution.
12. Caused or attempted to cause damage to school or private property.
13. Stolen or has attempted to steal school or private property.
14. Any student absent for (14) consecutive calendar days without notifying the college will be terminated.
15. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
16. Knowingly received stolen school or private property.
17. Unsatisfactory progress in academics, clinic ethics and communication or attendance can and may result in enrollment termination.
18. Altering or forging timecards.
19. Committing an obscene act or engaging in vulgarity or profanity.
20. Willfully not following school rules or guidelines.
21. Caused, attempted to cause, or threatened to cause physical injury to another person.
22. Possess an imitation firearm.
23. Committed or attempted to commit a sexual assault or committed a sexual battery.
24. Harassed, threatened or intimidated a person who is a complaining witness or otherwise involved in a school disciplinary proceeding.
25. Aided or abetted the infliction or attempted infliction of physical injury to another person.
26. Committed sexual harassment.
27. Participated in, caused, attempted to cause, or threatened to cause an act of hate violence.
28. Engaged in harassment, threats or intimidation of school or persons.

29. Any other misconduct the school recognizes as deserving of immediate termination.
30. Cyber harassment, treating, cussing, bullying
These rules must be strictly enforced.

ANIMALS AT SCHOOL

Due to health concerns, safety concerns, and in order to avoid disruption of school activities all animals, insects and reptiles are prohibited from school property, school facilities, school transportation, and school functions except when the animal has been permitted as a service animal (AR 6163.2), a service dog in training (AR 6163.20), or a live animal in the classroom used for instructional purposes (AR 6163.22).

RTC COLLEGE has taken the following measures based on the above California state law information for the wellness of our students, staff and clients in general but first we would like to address that our institution is a vocational adult school that provide educational services and that at this time we do not have special accommodations for students or staff; for the nature of the programs we offer our students and staff must be able to see, talk, walk, and stand by themselves without special aid other than a cane, glasses, hearing aid, orthopedic boots/shoes; for the nature of our institution students, staff or clients are not allow to bring any type of pet or dogs that wouldn't be service dogs for an impaired person.

Under California law RTC COLLEGE is required to allow k-9 dogs and service dogs under the following guidelines:

1. Service dogs must be register and trained as a "Service dog" and owners are required to bring documentation at time of enrollment but, as we mentioned above this doesn't apply to our students because the programs, we offer are not suitable for impaired persons
2. Clients receiving services are allow by California law to bring in "Service dogs", service dogs are to perform certain functions for the person with the impairment other than companion purposes or other.

Under California law RTC COLLEGE is not required to allow "Companion dogs" for the following reasons:

1. In the case that the dog is register as a "Service dog" but the person is bringing the dog as a companion dog it won't be allow in the premises in addition risk or possible inconvenient from other students, staff member or clients
2. Possible student, staff or client allergies
3. Possible student, staff or client phobia or fear to dogs
4. Sanitary purposes

RTC COLLEGE is a "Private School" we are not regulated for as same as public schools or facilities: we do not offer "Public Accommodations", the institution cannot provide reasonable accommodations for the dog. In addition, we do not allow access for students enroll because it would fundamentally alter the nature of the goods, services or programs offered at the institution. Other than a service dog if, the student has the need of a "Companion dog" the person must bring documentation to excuse them from attending school without incurring additional fees in case they don't feel well to attend school and they need to spent time with the companion dog to be able to deal with the daily burdens.

If this situation applies to any of our employees, they must need to address the situation directly to the school director/owner to discuss the it and find a mutual solution that would work for both parties.

ENGLISH AS A SECOND LANGUAGE

RTC College does not provide instruction for English as a Second Language, and neither does it provide services for obtaining a visa. All instruction is provided in Spanish and or English (the student must have the ability to read and write English at the level of a Graduate of a US High School as demonstrate by the possession of such High School Diploma, GED, or passage of the California High school proficiency exam). For Spanish or English speaking, the student must have the ability to read and write Spanish and English at least at a level of the equivalent

to 10th grade of education and that is demonstrated by the possession of such equivalency of the 10th grade in the US. The institution reserves the right to refuse admission to any applicant who does not meet the established criteria for admission. We do not offer bilingual programs; educational programs are offer in English or Spanish (separate). RTC College does not vouch for students' migratory status nor offer English as a Second Language (ESL) courses.

ACCREDITATION

We are not Accredited by any agency, and we do not offer Financial Aid Title IV at this time in our institution.

ACADEMIC POLICIES

STUDENT CONDUCT

All students are expected to behave in a professional business manner. Unsatisfactory behavior as outlined in Dismissal Policy will not be tolerated. The length of RTC College, subject of study is computed on a class hour basis denoting their regular hours spent in classroom or equipment usage. Class periods of 50 minutes are regarded as a regular class hour; you are not allow to clock if more than 5 minutes before your class schedule time if you do the extra time will be deducted from the clock and you would be subject to a warning or suspension.

DRUG ABUSE POLICY

The school fully supports Drug-Free Schools and Communities Act of the United States Congress. In cooperation with other agencies and organizations. Advising is provided when deemed necessary as well as to those who request assistance. We make available to our students' informative materials on State, federal, and local legal sanctions against drug use. Additionally, we provide information on how or where to find counseling, treatment, and rehabilitation programs in the area.

DISMISSAL POLICY

A student may be terminated from school for any incident of intoxication or drug abuse. Possession of drugs or alcohol inside school premises, behavior creating a safety hazard to another student, administrator or faculty member or any misconduct will also be grounds for termination.

ATTENDANCE POLICY

Students are expected to attend scheduled classes at scheduled starting time and to continue as scheduled throughout the day. All absence and attendance are recorded. It is the students' responsibility to telephone in advance to advice of an absence or tardy, just as it is necessary to inform an employer.

A. Absence

Satisfactory attendance must be maintained. All coursework missed due to absences must be made up. One un-excused absence or 5 total absences per month are considered excessive. Excessive absences will create 30 days probation and non-correction during probation, may be cause for dismissal.

B. Tardiness

Tardiness is a disruption of a good learning environment and is discouraged. Tardiness is defined as arriving more than 5 minutes after scheduled class start, without legitimate reason. Three occasions within one month will be considered as one absence. Morning students are allowed to clock in no later than 11:00 am and for the evening students cannot clock in after 7:00 pm, after that time students are not allow to clock in and participate in the class and they must return the next schedule class

C. Interruption for Unsatisfactory Attendance

Students with five absences in one month will receive written notification of probation for a period of one month. Any un-excused absences during probation may be cause for interruption of the student's training program.

D. Leave of Absence

One written request for a leave of absence will be considered and such leave may be granted to a student at the discretion of the school administration. A leave of absence for over 60 days will only be granted for verified medical reasons for a period of up to 120 days. Students are required to attest to their understanding of the RTC College Leave of Absence policy and procedures for returning after the Leave of Absence. Students must attend school on the return date stated on the leave of absence or will consider as drop from program.

E. Make-up Work

Students may arrange make-up time for course work missed with the instructor and have completed within 30 days from assignment(s) date; however, student must follow their actual schedule and the make-up schedule failure to follow will cancel the privilege to make-up hours / work, absences will remain on record. Failure to maintain satisfactory academic progress may result in probation or withdrawal.

F. Suspension or Re-admittance

Students, who have had their training suspended for cause, may be re-admitted to classes upon written request and affirmation that the actions which caused the suspension will not occur again.

G. Event Attendance Credit

At the discretion of the institution, the school may grant credit to student to attend extra-curricular activities such trade shows, related events, classes, demonstrations. The institution is not obligated to grant any credit for event attendance to students. However, if the institution decides to give credit to the students such credit should not exceed 8 hours per day; in case credit hours exceed to hours allow per day including the school clock hours the remainder hours will be added on the next day or can also be added on the following weekend. In order to receive any credit when the institution allows it is the student responsibility to bring to the records department proof of attendance with their name on it, proof can be attendance ticket, ticket purchase receipt, attendance certificate all in original no photocopies are allow, no pictures or video of the event. Granting credits for attendance are only authorize by either the school director or the academic director. Students only have one week after the event to present proof of attendance to the records department the credits cannot be safe for a later time during the length of the course. In addition, if the student has perfect attendance, he/she won't be able to get additional credit other than the school schedules hours because no student can graduate ahead of time from the graduation date stated in the enrollment agreement. Granting credit if allowed would be to utilize by students that have being late or have missed school days as make up hours. If students go on a field trip students can only get credit hours for the hours, they must attend school for that day only; no additional credit for driving or distance will be grant it.

H. Program Updates

RTC COLLEGE is obligated to comply with any educational local, statal or federal agency or book editorials that regulates the institution or program of education; reason why they institution is subject to changes with or without notice form the agencies for which we may implement such changes to any program in which students may be enrolled; these changes may range from changes in curriculum, enrollment requirements and approved textbooks. From time to time the school may be in the need to update the textbook edition in order to comply and update the theory. However, this update doesn't affect the ability of the students to take and pass the state exam. RTC COLLEGE is not responsible for those changes but we are obligated to comply with new updates

GRADING AND PROGRESS SYSTEM

Student progress is evaluated using written or projects weekly or monthly. The written test account for approximately 50% of the grade, practical application account for approximately 50% of the grade. A test grade of 69% or less (for financial aid purposes) we do not offer financial aid so the passing grade will be at least 75% or higher because that is the passing grade that the California Barbering and Cosmetology Board accept as passing rate, students with a grade of 74% or less will require to retake the specific test. During the program student might repeat certain chapters if that is the case all students are entitle to retake the test even if they had passed it already this is mandatory, the grade remaining that records would consider will be the greater grade; the institution is developing a system for the student can do all the written test in a digital format from the comfort of their cell-phones which speed up the grading process, limit the error issues, and easier.

The school's grading system is as follows:

4.0	A	90-100
3.0	B	80-89
2.0	C	70-79
1.0	D	60-69
0.0	F	Below 60
0.0	I	Incomplete

When the grade average for a student is under 2.0 for a month, the student will be placed on probation. If the grade average for the next month under 2.0 or below the student's training may be interrupted. A student has 30 days to correct an incomplete grade, or the applicable grade will be assigned an F.

Re-enrollment may only be approved after evidence is submitted that conditions which caused the interruption to have been rectified the suspension will not occur again and at the discretion of the Director.

STATEMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)

GENERAL STATEMENT

The Higher Education Act mandates that institutions of higher education establish minimum standards of "SATISFACTORY ACADEMIC PROGRESS" for students receiving financial aid. The institute applies these standards to all students, regardless of whether they are financial aid recipients or not.

Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated with the performance standards set by the institution.

THE ELEMENTS OF SATISFACTORY PROGRESS

1. Students are graded as they complete units of the curriculum. Grades are determined as a compilation of examination scores (written and practical) and such other criteria and observations as the school deems appropriate in the training of technical personnel. To maintain Satisfactory Academic Progress, a student must achieve a cumulative grade average of 2.0 or better at 25% of the course; a 2.0 at 50%; and at least a 2.0 at completion and for graduation.

2. To maintain satisfactory academic progress, a student attending on a full-time basis has maximum time frame of one and one-half scheduled course duration in which to earn their graduation certificate. The time frames are based upon full time attendance and will be adjusted, on a pro-rata basis, in the event, the student changes from one curriculum/schedule to another. All students will be evaluated upon completion of each quarter of the stated course time to determine if, on a percentage basis, the student has made sufficient progress towards the course objectives, the obtaining of a certificate and the completion of the entire curriculum within the maximum time frame expressed in the prior paragraph.

3. To maintain satisfactory academic progress, a student may have absences (net of make-up time) of up to 25% of the total course length. Lost attendance time, while a student is on an approved leave of absence, will not be counted as absent time.

INCOMPLETE SUBJECTS AND REMEDIATE

Students will be given an opportunity, at the discretion of the school Director and subject to space availability, to repeat, remediate or make-up lost work within 30 days of grade assignment and be credited the higher of any grade(s) earned, or a final, failing grade of "F" will be rendered. Any make-up or repeat work grades will be given full standing and credit with respect to the final evaluation of the student's maintaining of satisfactory progress. Failure to maintain satisfactory academic progress may result in probation or withdrawal.

EXTERNSHIP

RTC College does not currently have a neither externship nor apprenticeship program. RTC College is engaged in partnership programs with some beauty manufacturing product companies who do provide advanced classes for our students in the school's classroom facilities. Records on hold

WITHDRAWAL AND REINSTATEMENT

A student not maintaining satisfactory academic progress, during the first 25% of the stated course period will be placed on academic probation for the next 24% of the course. If, at the end of the probationary period, the student has not corrected the progress deficiencies, the student shall be deemed ineligible for financial aid awards and may be subject to expulsion at the discretion of the school Director. In that event the student will not be permitted to graduate until the progress deficiencies are corrected. In order to graduate, the student will then be obligated to extend their course of study by up to 25%. If, at the end of that period, the student has not corrected the deficiencies and met all other criteria necessary for graduation, the student shall be subject to expulsion at the discretion of the school Director. A student placed on academic probation or deemed not to be making satisfactory academic progress may review the determination and may appeal the determination through the school Director whose judgment in this matter shall be final, conclusive, and binding.

ACADEMIC REVIEW AND APPEAL PROGRESS

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

RE-ADMISSION - WITHDRAWAL

1. By definition, a restart is any student who has previously attended this school.
2. Any student who has dropped out or been terminated by the school for attendance or academic probation.
3. Any student who has dropped or has been terminated by the school might be eligible to restart.
4. All restarts must have written permission from the Director. The Administrator will also complete the education portion of the RESTART APPLICATION.
5. A new ENROLLMENT AGREEMENT is required but cannot be signed or submitted until the following is met:
 - a. The Director has submitted an APPROVAL or RESTART AUTHORIZATION FORM
 - b. All termination paperwork has been completed and the student has completed at least a four-week waiting period and re-enrollment will depend on space availability
 - c. The \$150.00 registration fee has been paid to cover the processing of the student's new paperwork.
 - d. The Administrator has signed the APPROVAL or RESTART AUTHORIZATION FORM.
6. Restarts are to be treated as new students but shall receive credit for all hours successfully completed and shall be charged only for hours yet to be completed. In the event, that the student has paid for the course in full, the student will only be charged at the standard rate for any hours over the regularly scheduled hours, as indicated in the ENROLLMENT AGREEMENT.

The maximum number of times a student may restart at the school is two. The school understands that unforeseen circumstances can prohibit the student from completing studies but feels that the student should be able to successfully complete the schooling within three attempts. If a student wishes to be exempted from this policy, he or she must submit their request in writing to the Director, detailing the reasons for the exemption. The decision to exempt the student must be approved by the Director.

STUDENT RECORDS AND RIGHTS OF PRIVACY

The Federal Right of Privacy Act of 1964 enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to

maintain these records for a five-year period. Students may request a review of their records by writing to the Director of the School.

All such reviews will be scheduled during regular school hours under appropriate supervision. **We retain student transcripts for Life.**

GRADUATION REQUIREMENTS



For courses that are not intended to obtain a “State License”. Upon completion of all classes’ theory and practical laboratory education and training with a grade average of no less than 70%, with at least 80% program attendance completion the student will be issued a diploma attesting to his / her successful completion. **For the license courses that need to meet state graduation regulations the graduation criteria are explain later within this catalog, in the description of the course itself.**

HOUSING

RTC College is a non-residential institution. There are several residential facilities in the surrounding area near RTC College. RTC College does not have dormitory facilities under its control. RTC COLLEGE programs are non-residential and we have no responsibility to find or assist a student in finding housing. Housing within 5 miles of the institution can be found to cost between \$1,200 to \$1,600 a month for 1 bedroom apartment. RTC College has no responsibility to find or assist a student in finding housing.

DISTANCE EDUCATION

RTC College does provide distance / online education at this time, for the study program of “Computer Applications- 200 hours, this program is offer in either English or Spanish depending on the demand, is not a bilingual program and is teach in real time (live); no pre-recorded classes. The student will obtain access to attend and the materials only if students has paid for the lesson or program, we only refund for materials and lessons the student didn’t receive, the student is subject to all the responsibilities and rights as all other presential classes; if the student doesn’t finish the schedule session for the day the institution is not responsible to refund the student for the hours non-taken for that day of instruction, test grades are release immediately for projects or material that may need review the feedback or grading will be release approximate within a week from the due date.

LIBRARY SERVICES

RTC College offers student/graduate library resources with materials and relevant to the fields of study offered as well as access to the internet for academic or job seeking purposes. Library access is available during all normal hours of operation. Check out procedures: Student must go to the office to check out any book, cd rom, handouts or other library materials, by filling out a check out form that permits the student to take home or for the day while in school, the requested items, with a date to return them not later than 7 calendar days; when items are returned, student is giving a note of receipt by the office person in charge.

NOTE: If student request items or information ONLINE, then student is given the necessary information where to log in or website information to access such needs if available, otherwise we will do our best provide links related to the subject requested.

COURSE DURATION

Course duration depends on the chosen course and these courses are measured in clock hours of supervised instruction although credit hours are tracked. The required projects for each course must be completed unless the student has been given credit for prior training or experience or demonstrates through practical and written tests the level of competency required for employment. The maximum course duration is one and one-half times the scheduled course length.

DESCRIPTION OF HOURS

For the purposes of attendance, a class hour is defined as 50 minutes. you are not allow to clock if more than 5 minutes before your class schedule time if you do the extra time will be deducted from the clock and you would be subject to a warning or suspension.

CHANGE OF PROGRAM

Program changes must be initiated with the Director and only for a one (1) time during the course length. A student must attend all classes in which originally enrolled until the requested change is officially authorized. The school reserves the right to make program changes and or adjustments from time to time as necessary to remain current with industry standards and technology. Any changes in tuition will not affect those students already enrolled unless the drop and re-enroll.

STUDENT SERVICES

STUDENT RECORDS

Student records are confidential and are kept by the registrar department for five years in accordance with Bureau for Private Postsecondary Education § 94900, 94900.5, 94900.7. No one, except appropriate school faculty and staff or, an authorized representative or an Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e., Employment development department EDD, Workforce development department, Department of rehabilitation or vouchers) may review any educational records without the approval of the student or the parent of a dependent minor. Without the student's written consent and upon authorization of the President or Executive Director or designee, RTC College may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

- a. College with a legitimate educational interest.
- b. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
- c. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- d. Officials of other public or private schools or school systems, including local, county, or state correctional facility where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
- e. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid, (at this time we do not offer financial aid).
- f. Accrediting organizations in order to carry out their accrediting functions. RTC College has a legal and professional responsibility to create, maintain, and dispose of the educational records of the students of RTC College properly, while at all times guarding the integrity and confidentiality of those records. Appropriate procedures shall be developed which conform with applicable laws and regulations and to principles of sound records management.

SATISFACTORY WARNING

Students who meet the minimum requirements will be considered to be making satisfactory progress. Students failing to meet minimum grade average and attendance requirements at the scheduled hour marking period will be placed on warning for the next evaluation period. Students will be advised of the actions needed to attain satisfactory progress by the end of the evaluation period. Students will also be advised of the potential impact to their financial balance, if applicable. The student who does not achieve the minimum standards is no longer eligible to finish the course on time according to the date in their contract, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

PROBATION

If a student fails to meet the required cumulative attendance or grade average again after the warning period and then prevails upon appeal of a negative progress determination prior to being placed on approved probation, he or she will be placed on ACADEMIC-ATTENDANCE PROBATION following the warning period. Students will be notified in writing when they are placed on ACADEMIC-ATTENDANCE PROBATION and the steps necessary to be removed from probationary status will be given. Students will also receive attendance or academic counseling, from the Records Officer or designee, as appropriate, when they are placed on approved probation. Students who wish to appeal the unsatisfactory progress determination (for reasons such as death of a relative, injury, illness of the student documentation could include, but is not limited to, an obituary, doctor note, accident report, etc. or other special circumstances only), must appeal within the required time frame and on the school required form (see Appeals). If the school grants the student's appeal, the student will then be placed on approved Probation Status until the next evaluation period. A written documentation of the appeal will be maintained in the student's file and the result on the appeal will be maintained with the appeal. A student may be placed on probation status for one evaluation period.

The courses will not be disbursed if student is not maintaining satisfactory progress at the conclusion of the probation period, and they may be dropped. The student must make adequate arrangements to pay the remaining balance of tuition as a result of losing their financial aid eligibility. Students can re-establish satisfactory progress during the probation period by meeting the cumulative minimum 70% grade point average and or 67% cumulative attendance average.

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

NOTE: RTC College, does not participate in Federal Title IV financial aid Programs.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical, death of a relative, injury, illness or other problems which make it difficult to attend classes. The Institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing (LOA Form) by the student and must be approved by the school administration. The written request must include the starting date of the leave of absence. Leaves of Absence may be granted for up to 60 days. The contract end date and maximum time frame will be extended by the same number of days taken in the leave of absence. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 20 days but less than 60 days (Pregnancy Issues up to 180 days). Under no circumstances can the school grant more than a single (1) LOA within each 12-month period of enrollment. Students will not be assessed additional tuition charges while on their Leave of Absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. Students will remain in the same progress status at which they departed during the leave of absence. Students must be aware and understand that when a Leave of Absence (LOA) is taken for a period of time, the student is held responsible for catching up with their academic missed work. The school's instructors will continue the lesson plan, regardless of if all the students are present or not. It is the student's responsibility to meet with the instructor or records officer to make catch up plan on the

missed academic work. The school does not guarantee that students will have enough time to catch up on their missed academic work and may result in the student exceeding their contract period Academic Missed Work Policy: Students should not attend class over their scheduled hours per week doing so (if approved) may cause clock hour acceleration resulting in the need to pay your course in full sooner than expected (such acceleration should not exceed 40 hours per week if applies). If students have less than their weekly scheduled hours completed, students may make up their missed hours only within the same week (if applies and available – At this time we do not offer nor have make up hours option).

However, though a student's clock hours are made up that does not necessarily mean that they have made up the required curriculum hours. By State Board of Barbering and Cosmetology Rules and Regulations, all academic missed work must be credited to the student by attending physically in the classroom. On a case-by-case basis, students may be able to cover some of their missed theory hour's curriculum requirements by attending to outside classes where they obtain a certificate and states the hours of attendance upon the school Director's permission.

ADVISING - COUNSELING

1. Advising is available to all students. Instructors or administrators will meet with each student to discuss any professional, educational, classroom, or financial problem when needed.
2. Support services: emergency support services, childcare, housing, transportation, etc., are not available to students who qualify through various agencies under contract with RTC College, which provide these services within a 10-mile radius
3. Each student will have a review of his / her progress each month. Those students experiencing academic or other problems will be advised by an instructor and or records department to help overcome whatever difficulty being experienced. Counseling on other problems may be referred to various qualified agencies, which provide services (for those who qualify) as needed. Students are encouraged to take advantage of this service. RTC College does not provide counseling to students, we are not counselors.

JOB PLACEMENT ASSISTANCE

Placement assistance is provided to graduates at no additional charge. However, no guarantee for employment or any level of wages or income is made. The school maintains an active placement staff that will assist graduates and candidates for employment in obtaining an interview with potential employers.

Classes are provided where special attention is given to such topics as resume preparation, the job search, interview techniques, how to retain employment, and advance in their occupation.

EMPLOYMENT PREPARATION GUIDANCE

This will prepare the student to meet the employer's demands. Some of the skills emphasized are: Applications and resumes, interview techniques (through simulated interviews), placement orientation, etc. All Students must complete the following requirements:

EMPLOYMENT PREPARATION COMPONENT

Student must complete the Employment Preparation Component: The students will be guided to be prepare to look for employment, will received placement orientation and job leads when available, interview techniques, effective way to fill our job applications, do a resume and basic knowledge for professional growth.

PERSONAL DEVELOPMENT ORIENTATION

This training is to guide the student to achieve personal incentive, self-direction, attitude control, self-confidence, and desire to succeed thinking patterns, improved self-image self-motivation awareness of goals. The result of this seminar is to show the student how to turn goals into reality.

TUITION POLICIES

TUITION AND FEES

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes. Payments may be made in cash, check, or loan proceeds, "Charge" methods are not accepted. Scheduled payments must be made in accordance with any contractual agreements made. The registration fee is \$150.00 and is non-refundable. Delinquent tuition may, at the discretion of school director be cause for dismissal or place on hold until balance be up to date or paid in full if has 200 hours left to complete the programs of Barbering and Cosmetology or 100 hours left to complete for Skin Care (Esthetician), Nail Care (Manicurist), Residential Electricity ET Card. Standard business collection procedures will be followed including possible credit agency reporting debt transfer and no completion certificate issued while debt outstanding.

The registration fee is valid for the entire duration of the enrolled course or for one full year from the date of registration. In the event that the student is enrolled in a course that is less than one year in length and the student wishes to enroll in another course, the student may be eligible to obtain a school voucher to be used to re-enroll in a different course of study; only if you meet the following criteria: you are still active in a course of study, you have graduated from the original course enrolled, you have not withdrawn from a course, and you are within one year of the origin of the first course of study. RTC COLLEGE accepts insurance and EDD coupons, however, the total amount of the balance may vary depending on the total amount paid for the insurance voucher; therefore, the student is responsible for paying the total balance of the pending balance that is not covered by their insurance or voucher.

FINANCIAL ASSISTANCE

RTC COLLEGE does not offer in house financial assistance nor tuition loans to enroll in any school program

REFUND POLICY

STUDENTS RIGHT TO CANCEL – CANCELLATION AGREEMENT

Per the State of California, you have the right to cancel the enrollment agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first day class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of this agreement. You can do this by mail, hand delivery, telegram, or email address. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Mail notices to the school's address attention school Director. The written notice of cancellation need not take any form and however expressed; it is effective if it shows that you no longer wish to be bound by this agreement. You will be given two notice of cancellation forms to use at or before the first day of class, but you can use any form that you wish. The school will consider a no-show student that never starts training or a rejection of an enrolled student, as a school cancellation; subject to all conditions listed in this policy. If the School has given you any equipment, including books or other materials, you shall return it to the school within 10 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, seal, new and in good condition within the 10-day period, the school may deduct its documented cost for the equipment from any refund that maybe due to you. Once you pay for the equipment, book and or materials it is yours to keep without further obligation. If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment, books and or materials not timely returned in seal, new and good condition, within 45 days after your notice of cancellation is received or determined last date or attendance.

WITHDRAWAL POLICY

You have the right to withdraw from a course of instruction any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, 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, the school will remit a refund less a registration fee, if applicable, not to exceed \$150.00 within 45 days following your withdrawal. You are obligated to pay only for educational

services rendered and for unreturned equipment. All refunds will be made within 45 days from the date of cancellation or withdrawal (as described above). If Student does not return from an approved Leave of Absence period as stated in school catalog, (however, such a leave of absence may never exceed 60 calendar days for regular leave or 180 calendar days for a verified medical reason), Note: Leave of absences must be limited to 180 days accumulated in a calendar year. Refunds will be made within 45 days from the end of the approved Leave of Absence period. Within 45 days of any refund the student will receive a NOTICE OF REFUND stating the amount of the refund and to whom the refund was made.

REFUND

You are obligated to pay only for educational services rendered and for unreturned equipment. The refund for up to 60% of scheduled course completion shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

NOTE: Full tuition is 100 percent earned after 60% of scheduled course completion. 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. If you obtain equipment, books and or materials as specified in the agreement as a separate charge, and you return it in seal, new and good condition within 10 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in seal, new and good condition, within these 10 days period, the school may offset against the refund the documented cost for that equipment, books and or materials. You shall be liable for that amount, if any, by which the document cost for equipment, books and or materials exceeds the prorated refund amount. The documented cost of the equipment, books and or materials may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment, books and or materials charges stated in the contract.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

Refund Example: Hypothetical Refund Example: Assume a student, upon enrollment in a 650 course, pays \$3700.00 for tuition, \$150.00 for registration (non-refundable), and \$150.00 (for books, non-refundable because they are already open and used), and/or equipment as specified in the agreement and withdraws, and decided to cancel after completing 200 hours without returning the equipment and/or used books he/she obtained. The Pro-Rata Refund to the Student would be \$2,560.00 based on the calculation stated below. If the student returns the equipment/books or both in sealed, new, and good condition within 10 days following his/her withdrawal, the school shall refund the charge of equipment/books paid by the student. STRF is a non-refundable fee and is not included within this hypothetical example since it doesn't apply to all students enroll according to State requirements (for an example of STRF calculation see section below).

650 clock hours for the course enrolled
Tuition \$3,700.00 + Registration \$150.00 + Equipment/books \$150.00 = Total paid \$4,000.00
Calculate (Based on a 60:100 ratio) ...
Total tuition \$3,700.00 / 650 = \$5.70 p/instructional hour | Total hours of completed instruction 200, cost of instruction received \$1,140.00
Total paid \$4,000.00 – All applicable deductions \$1,440.00 = Expected refund \$2,560.00
Tuition / by total course hours = \$X.XX. Then average tuition hour rate X Hours completed, minus deductions

NOTICE: Any holder of this consumer credit contract is subject to claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with proceeds hereof. Recovery here-under by the debtor shall not exceed amounts paid by the debtor here-under.

STUDENT TUITION RECOVERY FUND (STRF)

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF) 5, CCR § 76215

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: “The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (916) 431-6959 or (888) 370-7589.

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

- 1) The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- 2) You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
- 3) You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- 4) The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 5) The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution more than tuition and other costs.
- 6) You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- 7) You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.” The STRF fee is not added nor calculated in your educational program since the BPPE may make adjustments with a short notice, for this reason the institution gives you the fee amount the day of your enrollment and it must be pay additionally of your down payment (this fee is not refundable and it goes directly to the BPPE).

Hypothetical example Calculation on collecting funds for your STRF account \$2.50 per \$1,000.00 of institutional charges (your tuition must be rounded to the nearest 1,000)

$\$6,000.00 = 6 \times \$2.50 = \$15.00$ would be the STRF to be paid at the time of enrollment

THIS IS A NON-REFUNDABLE FEE

SUBJECT TO CHANGE WITHOUT PREVIOUS NOTICE PER BPPE MANDATE

STUDENT RIGHTS AND CANCELLATION NOTICE

NOTICE OF STUDENTS RIGHTS

1. You have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement. If you have lost you enrollment agreement, ask the school for a description of the refund policy.

2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
3. If you have any complaints, questions, or problems which you cannot work out with the school, call, or write to:

Bureau for Private Postsecondary Education
1747 North Market Blvd, Suite 225, Sacramento, CA 95834
Phone: (916) 574-8900 — Toll Free: 1 (888) 370 – 7589 - Fax: (916) 263-1897
Website: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov

NOTICE OF CANCELLATION

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this agreement, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first day of class session, or the seventh day after enrollment, whichever is later. If you cancel, any payment you have made, and any negotiable instrument signed by you will be returned to you within 30 days following the school's receipt of your cancellation notice. But, if the school gave you any equipment, books and or materials you must return them within 10 days of the date you signed a cancellation notice. If you do not return the equipment, books and or materials within this 10-day period, the school may keep an amount out of what you paid that equals the price of the equipment written into the contract. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the ENROLLMENT AGREEMENT with the school, mail, email or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

RTC COLLEGE
10427 San Sevaine Way, Suite A, Jurupa Valley, CA 91752
Attn. School Director.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class. If you cancel after the 5:00 pm or on the 8th business day, any refund due you or liability for tuition you may owe, is determined by the refund policy as stated in the school catalog.

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

Bureau for Private Postsecondary Education
1747 North Market Blvd, Suite 225, Sacramento, CA 95834
Phone: (916) 574-8900 — Toll Free: 1 (888) 370 – 7589 - Fax: (916) 263-1897
Web site: www.bppe.ca.gov — E-mail: bppe@dca.ca.gov

STATE LICENSURE REQUIREMENTS AND ELIGIBILITY

ELIGIBILITY FOR ALL LICENSURE PROGRAMS

In addition to the general requirements, an applicant for a cosmetology, barbering, esthetician, or nail care (technician) license is entitled to the license if the applicant:

1. Is at least 17 years of age.
2. Supplies proof of successful completion of the 10th grade in California or its equivalent
3. Has done any of the following:
 - a. Completed a course in cosmetology, barbering, esthetician, or nail care (technician) from a school approved by the board
 - b. Practiced cosmetology, barbering, esthetician, or nail care (technician), as defined in this chapter, outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in a cosmetology, barbering, esthetician, or nail care (technician) program from a school the curriculum of

which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision, any how it requires board verification and approval

c. Holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board

d. Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board

e. Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with section 7332)

LICENSURE UNITS OF CREDIT

The following is a guideline for the school and instructor to issue credits to the students: A Student's class schedule per day must complete with one hour and one half (1 ½) of theory, demonstration which accounts as theory credits and the remaining hours should be for practice for clinical and practical operations as stated in the above section "General School Rules and Regulations, pg. 16". Students who do not practice the minimum school's theory hours and practical operations credits requirements will be clocked out for the day. Extra theory credit hours might be extended but depends on all students' theory grades average of 75%, attendance rate 90% and student's ASP reports case by case. It is students' responsibility to record each earned theory credit hour after completing and having instructor's record it in the system daily and sign electronical timecards on a weekly basis by both students and instructor; credits must be recorded in the proper category after each credit. If a category is completed, the instructor may issue a credit in a comparative category.

Subject credit hours are entered into the data base grading system by instructors only on a daily basis. Credits are entered into the data base grading system by instructors upon completion of the subject of study. It is student's responsibility after performing a beauty service on clients to get their grade for the service from an available instructor. Grade will be issued on student's timecard. It is mandatory for all students to get every client checked before and after each service. All student practical operation and theory hours are entered on a daily basis. "Ethics of Clinic customer service" Grade of student's own timecard is based on checking marking client release form, implementing sanitization / protection, consultation, preparation, and application, lab technician observation and instructor's approval. All credits and grades of "Ethics of Clinic customer service" are going to be recorded into student's timecard on daily bases.

The timecard reflects both practical operations and hours in theory earned any classes the instructor has demonstrated. The student must actively participate in class and perform all the practical assignments. Some practical operations may take longer to perform.

Students receive credits for clocked active time verified by an instructor. The daily hours and operations earned are recorded in a weekly timecard. No student should receive credit for one operation by going to different instructors and or passing an operation on a dual head to other student for receiving a credit and getting theory hours credit without physically being present in the classroom, student who does not obey the rules will be suspended for one week.

The student and the instructor must sign the timecards on a weekly basis. At the beginning of the week, the accumulated credits will automatically add on and carry on to the new timecard. All timecards info will be entered into the school's PC data base system. Timecards must always remain at school's file cabinet or data base. Timecard copies are not acceptable.

OTHER FACTORS

All RTC COLLEGE students enrolled in any of the beauty programs (Cosmetology, Barbering, Esthetician and Nail Care) must complete all required operations (practical) and theory for the course of study and have passed all tests with a minimum of 75% or "C" and had an attendance of 100%, have paid in full all tuition and fees owed to the institution prior to graduation. These courses are designed to lead to a position within the beauty industry (Cosmetology, Barbering, Esthetician and Nail Care), which requires licensure by the state.

The textbooks that from time to time may change due to editorial changes the classes will be in the need to work with two (2) similar textbook versions of the textbook; these editorial changes are not responsibility of the institution; RTC COLLEGE does not control those changes but we assure that those textbooks regardless of the edition will give students the tools to study and pass the state license examination to obtain their license. Student kit

contains most of the tools and materials needed for the program practices but since most of the materials are one time use due to sanitary procedures the students will need to keep replacing them, in addition, we want to let you know that the beauty industry constantly changes and you might want to purchase additional tools, material or and supplies that don't come in your kit, that expense is your responsibility

GROUNDS FOR DENIAL OF A LICENSE

1. A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
 - a. Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
 - b. Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself or another, or substantially injure another; or done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
2. Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.
3. A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

CURRICULA

PROGRAMS OVERVIEW

RTC College provides courses and programs that meet the needs of the Inland Empire, Los Angeles community and employers of Riverside, San Bernardino, and greater Los Angeles counties area. The instructional programs are offered in Spanish and or English. Our most important obligation is to prepare graduates for employment and or advancement in their chosen field. We offer courses and methods of instruction that will enable each student to achieve his / her full potential. The courses, text materials, and equipment are designed to attain that goal.

The latest in training and technology is used to teach the technical subjects. The system of scheduling teaching sessions is open entry and open exit. This system allows participants to commence training each week on a space available basis. The teaching and learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Individualized instructional (tutorial) techniques are employed so that each participant receives the attention required to reach their objective. This combination of methods, techniques, and scheduling assure that diligent participants can attain their optimum potential in an efficient manner in the shortest possible time.

The programs are structured on solid educational principles to assure that high standards are maintained. The design is flexible enough to provide for the integration of new technologies and techniques as they are developed. This educational process may be utilized by state and national education leaders, universities, technical schools, and agencies concerned with the training, retraining, and education of America's workforce. One major reason for its success is that it works most effectively because the methods and



techniques are geared to the individual needs, capability, and adaptability of each participant. Consequently, they are not held in classes for an artificially established period of time. The combinations of subjects in a course determine the approximate total amount of time, for the typical student. This allows each person to achieve a pre-determined level of competency at their own pace. The U.S. Department of Labor, and others, has called upon trainers and educators to make wider use of this methodology because the need for training does not occur only in September and employment opportunities do not occur only in June.

RTC College teaching strategy in used today; each attempting to allow the learners to progress satisfactorily toward a set of predetermined performance objectives. Our instructors have been using a teaching plan which has proven to be very effective. This plan is referred to as the four-step training plan. The four-step plan must allow for flexibility of instruction and application. Any plan that is inflexible may not be any more satisfactory than no plan at all

The steps of the four-step plan are:

- Preparation – To prepare the learner to receive the information or skills being presented in the training session or lesson, implementing motivation.
- Presentation - To present new information or skills using a variety of flexible methods to deliver both lecture and practical lessons including demonstrations.
- Application - The learners should be allowed to attempt to apply the information or do the task, trainer must supervise the application activity and correct any misunderstandings by the learners.
- Evaluation - Necessary to determine whether the instruction has been effective. The learners should be able to use what they have learned without assistance.

The four steps when properly used are applicable to any instructional situation but are most notably associated with the demonstration and lecture. In using the four-step plan, the trainer, first, gets the attention and interest of the learners; next, presents the information or skills to be learned; then, gives each learner an opportunity to apply what he or she has learned; and finally, determines whether the learner has learned to the proper degree of acceptance.

PROGRAM CURRICULUMS

AIR CONDITIONING I – 24 HOURS

CIP #: 47.0604 SOC #: 49.3023 DOT #: 620.281-066, .261-010, 281-034, 684-014



PROGRAM OBJECTIVE

A student enrolled in this program, will become proficient in the fields of Air Conditioning service and maintenance; they will get familiar with the air conditioning service and system. This program is geared towards entry level employment, to take the license test student enrolled in this course must take Air Conditioning II which is the A/C ASE preparation test.

DESCRIPTION

This course introduces theory and practice in air conditioning repair, including operating principles component identification and diagnosis process of air conditioning failures and prepare students to take the air conditioning II to prepare for the final exams for ASE certification test, students are provided the opportunity to learn to work air conditioning systems.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, shop, lab projects, small group, and individual projects. Methods of evaluation: students will be evaluated using a variety of traditional methods, theory, group discussions facilitated by the instructor. Students will perform practical diagnosing of operating systems and interaction of knowledge.

COURSE OUTLINE

HOURS

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

The HVAC is designed to provide students with instructions, hands-on training in the installation, and maintenance, repair, troubleshooting and basic design of refrigeration heating, air conditioning systems along with a focus on service operations.

24

TRAINING MATERIALS

- Textbook Automotive Technology by Jack Erjavec (ISBN 978-1133612315) (recommended for purchase)
- Hand mechanic tool
- Notebook, pen, and pencil.
- Uniform provided by the student
- Work shoes slip resistant

TRAINING EQUIPMENT PROVIDED BY SCHOOL

The students will have access and use the training equipment for their practices provided by the school

- Standard metric mechanics tools
- Impact power tools
- Cars
- Scanner
- Computer
- Air compressor
- Battery charger
- A/C machine
- Vehicle lifts (Hoist)
- Engine hoist
- Jack stands
- Pole Jacks
- Projector/TV

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$ 600.00
Books and supplies	Not included
Optional materials	Not included
TOTAL	\$ 750.00

AIR CONDITIONING II – 24 HOURS

CIP #: 47.0604 SOC #: 49.3023 DOT #: 620.281-066, .261-010, 281-034, 684-014



PROGRAM OBJECTIVE

A student enrolled in this program, will be prepare and ready to take the ASE Air Conditioning Test become, they will study and review the test to become familiar with the terminology within the field. To take these program students must have completed the program in Air Conditioning I. This program is geared towards entry level employment.

DESCRIPTION

This course introduces theory and practice of test taking in air conditioning repair and maintenance, and prepare students to take the final exams for ASE certification test, students are provided the opportunity to study the sample ASE test questions manual to perform self-study for ASE certification test.

METHODS OF INSTRUCTION

This program will be taught through lectures, small group discussion, and individual projects. Methods of evaluation: students will be evaluated using a variety of traditional methods, theory, group discussions facilitated by the instructor. Students will be practicing different sample test for the ASE Certification.

COURSE OUTLINE

HOURS

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

STANDARD TEST PREPARATION

The HVAC is designed to provide students with instructions and basic accurate preparation in the area of refrigeration heating, air conditioning systems along with scansk testing application for the standard ASE certification test.

24

TRAINING MATERIALS

- Textbook Automotive Technology by Jack Erjavec (ISBN 978-1133612315) (recommended for purchase)
- Hand mechanic tool
- Notebook, pen, and pencil.
- Uniform provided by the student
- Work shoes slip resistant

TRAINING EQUIPMENT PROVIDED BY SCHOOL

The students will have access and use the training equipment for their practices provided by the school

- Standard metric mechanics tools
- Impact power tools
- Cars
- Scanner
- Computer
- Air compressor
- Battery charger
- A/C machine
- Vehicle lifts (Hoist)
- Engine hoist
- Jack stand
- Pole jacks
- Projector/TV

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$ 600.00
Books and supplies	Not included
Optional materials	Not included
TOTAL	\$ 750.00

AUTOMOTIVE ELECTRICAL – 100 HOURS

CIP #:47.0604 SOC #: 49.3023 DOT #: 825.281-022



PROGRAM OBJECTIVE

A student enrolled in the Automotive Electrical will become proficient in Automotive Electrical Service and Maintenance as well as accessory installation fields for professional vocational skill development. A vocational skill development program is defined as a program intended to enhance through training, a student's knowledge, and skills within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment.

DESCRIPTION

This program that prepares students to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in electrical systems, identify problems, by the use of charts, technical manuals, lighting, and safety control systems. Adjusts, repairs, or replaces defective wiring and relays in ignition, lighting, and safety control systems. To perform repairs and overhauls electrical systems in automotive vehicles. Determine malfunction of electrical system by visual inspection and by use of testing devices, such as oscilloscope, voltmeter, and ammeter. Tests and repair starters, generators, and distributors. using electrician's tools.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, shop, laboratory projects, small groups, and individual projects. Methods of evaluation: Students will be evaluated using a variety of traditional methods including performance evaluations. Group discussions facilitated by the instructor. Student will perform practical diagnosing of operating systems and interaction of knowledge.

COURSE OUTLINE

HOURS

ELECTRICITY

The students learn what is electricity, conductors, resistors. electrical circuits, measuring electricity. switches, and junctions, relays, rheostat, elector-magnetism, solenoids fuses, circuit breaker, wiring diagrams, symbols, color codes, diagnosing and correcting circuit faults, multi-meter, and general troubleshooting strategies, connectors, terminals, make connections, soldering, and insulating, choosing wire, wire gauges, tools.

20

LIGHTING SYSTEMS

The students learn: light bulbs, sidelights, headlights, circuits, trouble-shooting, auxiliary lights, flashers, turn signal, brake lights, backup lights, wiring, indicator lights, circuit gauges, and installing accessory gauges.

20

ACCESSORIES

The student learns: lighter, cruise controls, heater blowers, horns, relay type circuits, non-relay type circuits, power antennas, rear window defogger, windshield washer, windshield wipers, basic auto, stereo, amplifier installation, and alarms installation.

20

STARTING SYSTEMS

The student learns: battery testing, cables, boosters, troubleshooting the starting system, starter (cranking) motor, overhauling disassemble, inspection and testing, solenoids, starter (cranking motor) rebuilding and general troubleshooting foreign and domestic systems.

20

CHARGING SYSTEMS

Students will learn alternators, basic theory of operation, maintenance of: drive belts, wiring check, troubleshooting alternators, (removal and installation), testing voltage regulators, (removal and installation), bench alternator overhauling (disassemble, inspection, and testing), alternator rebuilding and general troubleshooting.

20

TRAINING MATERIALS

The student is responsible for purchasing books, tools, and materials for his training.

- Textbook Automotive Technology by Jack Erjavec (ISBN 978-1133612315) (recommended for purchase)
- Electrical tool kit
- Notebook, pen, and pencil.
- Uniform
- Work shoes slip resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and materials daily for training, provided by the school, include:

- Cars
- Scanner
- Computer
- Battery charger
- Electrical Tools
- Vehicle lifts (Hoist)

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$1,875.00
Books and supplies	Not included
Optional materials	Not included
TOTAL	\$2,025.00

AUTOMOTIVE ELECTRICAL AND FUEL INJECTION SYSTEMS – 400 HOURS

CIP #: 47.0604 SOC #: 49.3023 DOT #: 620.281-066, .261-010, 281-034, 684-014



PROGRAM OBJECTIVE

A student enrolled in this program, will become proficient in the fields of automotive service and maintenance, automotive electrical, fuel injection and tune-up, students will also be proficient in light automotive service and maintenance as well; they will get familiar with installations of electrical accessories for automobiles. This program is geared towards entry level employment.

DESCRIPTION

This course introduces theory and practice in automotive engine repair, including operating principles component identification and diagnosis process of engine failures and prepare students to take the final exams for ASE certification test, students are provided the opportunity to study the sample ASE test questions manual to perform self-study for ASE certification test.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, shop, lab projects, small group, and individual projects. Methods of evaluation: students will be evaluated using a variety of traditional methods, theory, group discussions facilitated by the instructor. Students will perform practical diagnosing of operating systems and interaction of knowledge.

COURSE OUTLINE

HOURS

BASICS OF ENGINES OPERATION AND TUNE-UP

Students learn: the theory of engine, the four-stroke cycle. The engine head, engine block and accessories. Spark timing, engine accessories replacement, water pump, timing belt, tensioner, and serpentine belt, etc. tune-up procedures, spark plugs, spark plug wires, distributor cap and rotor filters, oil change, fluids inspection, compression test and engine diagnostic troubleshooting.

24

BRAKING SYSTEM

Students learn: the fundamentals of braking system operation. EPB new system electronic parking brake system operation diagnostic, repair procedures including brake master cylinder, brake fluid inspection and replacement, brake calipers, pads replacement. Disc and drum system operation, diagnostic, replacement procedures, check for wear and tear and standard maintenance.

24

SUSPENSION AND ALIGNMENT

Students learn system operation parts identification and maintenance. Power steering system operation, power steering, diagnostic, and service. Gauging for wheel alignments, troubleshooting, system performance, basic installation of shocks, struts, CV axles, wheel bearings, control arms, suspension bushings and sway bar links.

24

AUTOMOTIVE ELECTRICITY

Students learn: what is electricity? conductors, resistors. electrical circuits, measuring electricity, switches, junctions, relays, rheostat, electromagnetism, solenoids fuses, circuit breaker, wiring diagrams, symbols, color codes diagnosing, correcting circuit faults, multi-meter, general troubleshooting strategies, connectors terminals, make connections, soldering, insulating, choosing wire, wire gauges, and tools.

24

STARTING SYSTEMS

Students learn battery testing, operation, diagnostic, repair procedures, starter system and operation. Troubleshooting, starting system, starter wiring diagram. Start cranking motor, solenoid, overhauling disassembles inspection, testing, starter cranking motor rebuilding, general troubleshooting for foreign and domestic systems.

24

CHARGING SYSTEMS

Students learn battery testing, charging system, operation, diagnostic, repair procedures. Troubleshooting, wiring diagram. New push start system operation, diagnostic on new models. Start cranking motor, solenoid, overhauling disassembles inspection, testing, starter cranking motor rebuilding, general troubleshooting for foreign and domestic systems. 24

LIGHTING SYSTEMS

Students learn light bulbs, sidelights, headlights, exterior lights circuits, interior lights circuits, lights circuit troubleshooting, auxiliary lights, back-up lights, wiring, instrument cluster illumination, indicator lights and accessories installation. 24

ACCESSORIES

Students learn lights circuits, cruise control, power windows, power door locks system, air condition circuit, power seats, power antenna, rear window defoggers, windshield washer, windshield wipers, auto stereo, amplifier circuit, GPS, and original security system. 24

INTRODUCTION TO OBD-II

Students will learn OBD-II identification, new standard maintenance, review results for diagnostic, troubleshooting, performance of cars, basic service, and care office vocabulary. 24

ENGINE PERFORMANCE AND FUEL INJECTION

Students learn types of fuel injection systems TBI, PFI, CFI and DFI. Fuel pump, fuel pressure regulator, fuel injectors, fuel injectors service. Ignition system operation, the spark, ignition coils, diagnostic, repair procedures. Information about sensors, components, operating sensors, components, emission systems, EVAP system, EGR system, Catalytic converter, oxygen sensors, secondary air injection system. Electronic control units, air control valves, solenoid valves, basic troubleshooting, removal and installation procedures, throttle body, they will become familiar with scanner OBD-I and OBDII, trouble codes, fuel injection diagnostic and repair. The students will also be preparing for the ASE A-8 engine performance test. 136

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

The HVAC is designed to provide students with instructions, hands-on training in the installation, maintenance, repair, troubleshooting and basic design of refrigeration heating, air conditioning systems along with a focus on service operations. 24

STANDARD TEST

Students will learn: Scans, testing application for the standard ASE certification test. 24

TRAINING MATERIALS

- Textbook Automotive Technology by Jack Erjavec (ISBN 978-1133612315) (recommended for purchase)
- Hand mechanic tool
- Notebook, pen, and pencil.
- Uniform provided by school
- Work shoes slip resistant

TRAINING EQUIPMENT PROVIDED BY SCHOOL

The students will have access and use the training equipment for their practices provided by the school

- Standard metric mechanics tools
- Impact power tools
- Cars
- Scanner
- Computer
- Air compressor
- Battery charger
- A/C machine
- Vehicle lifts (Hoist)
- Engine hoist
- Jack stands
- Pole Jacks
- Projector/TV

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$ 5,350.00
Books and supplies	Not included
Optional materials	Not included
TOTAL	\$ 5,500.00

AUTOMOTIVE ELECTRICAL, FUEL INJECTION, AND TUNE UP – 620 HOURS

CIP #: 47.0604 SOC #: 49.3023 DOT #: 620.281-066, .261-010, 281-034, 684-014, 625.281-022, 620.261-030



PROGRAM OBJECTIVE

A student enrolled in this program, will become proficient in the field of automotive electrical fuel injection and tune-up service and maintenance, in this program will learn the light automotive service and maintenance (i.e., tune-up technician, fuel injection service, etc.), as well as get familiar with the installation of electrical accessories for automobiles. This program is geared towards entry level employment.

DESCRIPTION

Diagnose service and repair basic electrical systems in automobiles. Determines malfunction of electrical system by visual inspection and using testing devices such as circuit testers, voltmeter, and analyzer. Adjusts ignition timing, measure and adjust distributor breaker points and gaps using dwell meter or thickness gauge. Tests and repairs starters, generators, and distributors. Repairs or replaces defective wiring in the ignition, lighting, air conditioning and safety control system. Examines parts for defects and tests needle valves with wire gauges and flowmeter. Cleans parts in solvents to remove dirt and gum deposits. Repairs or replaces defective parts. Start engine and turns adjustment controls to regulate flow of air and gasoline through carburetor or injectors, using testing equipment. May operate drill press, lathe, and other power tools to refit, clean, ream machine seating surfaces. May install and repair mechanical devices.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects. Methods of evaluation: Students will be evaluated using a variety of traditional methods. Theory tests, group discussions facilitated by the instructor. Students will perform practical diagnosing of operating systems, interaction of knowledge.

COURSE OUTLINE

HOURS

THE BASICS OF ENGINES OPERATION AND TUNE-UP

Student will learn the theory of engine and the four-stroke cycle, the overhead cam engine, spark plug wires, distributor (cap) battery, filters. tune-up procedures, compression tests troubleshooting, spark plugs, cables, breaker points and condensers, inspect secondary ignition circuits, timing light, and ignition timing, carburetor adjustments, valve adjustments, master tune-up theory, air, and fuel mixture.

100

BRAKING SYSTEMS

Students learn the fundamentals of braking systems including disc and drum systems, checking for wear and tear and standard maintenance for personal car care use of gauges, installing accessory gauges.

20

A-5 BRAKES ASE TEST PREPARATION

The students will learn scans and the testing application for the standard ASE certification test, students are provided the opportunity to study the sample ASE test questions manual in order to perform self-study for ASE certification test.

20

SUSPENSION AND ALIGNMENT

Students will learn parts identification, maintenance, gauging for wheel alignments, troubleshooting, performance of cars, basic installation of shocks, and struts, for cars.

20

DIFFERENTIALS AND SHAFTS

Students will learn parts identification, maintenance, gauging for differentials, troubleshooting,

20

performance of cars, basic service, and care.

STANDARD TRANSMISSIONS

Students will learn part identification, the basics for the care, maintenance of standard transmission systems, will learn to diagnose and use standard service kits to perform car maintenance. 20

AUTOMATIC TRANSMISSIONS

Students will learn part identification and the basics for the care and maintenance of standard transmission systems, will learn to diagnose and use standard service kits to perform personal car maintenance and troubleshooting inspection and testing. 40

ELECTRICITY

Students will learn what electricity is. Conductors, resistors, electrical circuits, measuring electricity, switches, and junctions, relays, rheostat, electromagnetism, solenoids fuses, circuit breaker, wiring diagrams, symbols, color codes diagnosing and correcting circuit faults. Multi-meter and general troubleshooting strategies, connectors terminals, making connections, soldering, insulating choosing wire, wire gauges, and tools. 20

STARTER SYSTEMS

The students will learn battery testing, diagnostic and repair procedures, starter system and operation. Troubleshooting starting system, starter wiring diagram. Start cranking motor and solenoid, overhauling disassembles inspection and testing, starter cranking motor rebuilding and general troubleshooting foreign and domestic system. 20

CHARGING SYSTEMS

The students will learn charging system and operation. Charging system diagnostic and repair procedures, starter system and operation. Troubleshooting starting system, starter wiring diagram. Push start system operation and diagnostic on new models. Start cranking motor and solenoid, overhauling disassembles inspection and testing, starter cranking motor rebuilding and general troubleshooting foreign and domestic system. 20

LIGHTING SYSTEMS

Students will learn light bulbs, sidelights, headlights, circuits, trouble- shooting, auxiliary lights, flashers, turn signal, brake lights, backup lights, wiring, indicator lights, circuit gauges, and installing accessory gauges. 40

ACCESSORIES

Students will learn lighter, cruise controls, heater blowers, horns, relay type circuits, non-relay type circuits, power antennas, rear window defogger, windshield washer, windshield wipers, basic auto stereo, amplifier installation, alarms installation. 48

A-6 ELECTRICAL ELECTRONIC SYSTEM TEST

The students will learn and prepare to take the ASE A6 test to identified electrical systems as an individual service area which involves the following: Battery, charging system, components that create electrical power for the vehicle, and the components that cranks the engine, lights that help the driver to see at night (head lights) and that provide convenience (such as a dome light), gauges and accessories, electrical components that provide the driver with information and convenience (the gas gauge, brake warning light, and radio, for example). 20

STEREO AND AMPLIFIER INSTALLATION

The students will learn stereo and amplifier installations that includes be able to supply the amp's power and ground wiring, an inline fuse, a remote turn-on wire, RCA cables, and speaker wires. Installation of fuses to protect your system; properly mount the amp. 40

OBD-II SYSTEMS

Students will learn OBD-II identification and maintenance, review results for diagnosing, troubleshooting, performance of cars, basic service, care, and related vocabulary. 100

FUEL INJECTION

Student will learn types of fuel injection (timed, continuous and throttle), information sensor components, operating components (fuel pressure regulator, electronic control units, air control valves, fuel injectors), domestic fuel injection systems, basic troubleshooting, removal, and installation procedures. General Motors (GM), fuel injection systems (throttle body - multiport, digital, sequential), basics in troubleshooting, removal, and installation procedures. Ford, injection systems (central port), troubleshooting removal and installation procedure. Chrysler fuel injection systems (multiport, and single point), troubleshooting removal and installation procedures. Students will become familiar with the bear / pace 200 engine analyzer, the OTC 4000 diagnostic equipment, and the fuel injection system cleaning equipment and procedures. 20

A-8 ENGINE PERFORMANCE TEST PREPARATION

The students will learn and prepare to take the ASE test to identify engine performance as an individual service that involves the following components listed: The ignition system that ignite the fuel and air mixture at the proper time to create maximum power and minimum emissions. The fuel system components that transfer fuel from the fuel tank to the engine cylinders in the proper amounts to create maximum power and minimum emissions. The exhaust system components that remove combustion by-products from the engine. The emission control system components that reduce the amount of harmful gases emitted from the vehicle. 20

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

A-7 HVAC CERTIFICATION TEST PREPARATION

The HVAC program is designed to provide students with instructions and hands-on training in the installation maintenance, repair, troubleshooting and basic design of refrigeration heating and air conditioning systems along with a focus on service operations. This program prepares you for an important certification for HVAC professionals according to EPA section 608 Certification for Stationary Air Conditioning and Refrigeration. 32

PHYSICAL REQUIREMENTS - TYPICAL ENVIRONMENT

STANDING - Required throughout the work period, in combination with walking in the shop area.

WALKING - In the shop area, from tool crib or storage area to auto and other specified areas.

LIFTING - Replacement parts and units; batteries, etc. (15 to 25lbs)

CARRYING - For short distances.

BENDING - While replacing parts, removing, and remounting units. Bending over engine usually resting elbows on car. May use creeper to take pressure off back. Bending from waist forward, but not to ground level. Slight bend forward when removing and replacing carburetor or fuel injection equipment.

CROUCHING, CRAWLING or KNEELING - N/A

REACHING - At all levels, to replace or repair parts.

CLIMBING - On small step ladder when reaching for parts or when working on larger vehicles pick-up trucks, etc.

PUSHING, TOUCHING, FEELING - In all aspects of the job.

TALKING, LISTENING - To other workers and supervisor, (or customers if appropriate).

MATERIAL PRODUCTS - Water, air solvents, acid to clean parts, battery acid, soldering material for electrical system repairs, replacement parts etc.

TYPICAL ENVIRONMENT

A. INSIDE: 100% Garage doors are usually kept open.

B. OUTSIDE: When testing the vehicle (driving it).

C. EXTREME COLD OR HEAT: Dependent on area climate.

D. NOISE: Normal shop level noise, cars running, etc.

E. HAZARD: Electric shock, burn if not careful working in the vehicle or when using solvents to clean.

F. SURFACES: Usually concrete flooring.

ATMOSPHERIC CONDITIONS

A. FUMES: Emission Control fumes or exhaust.

B. ODORS: From fumes, gasoline, solvents.

C. DUST: Low levels, in car and work areas.

D. MIST: Rarely, overheated engine.

E. VENTILATION: Open air when garage doors are open (normal working position).

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS

Air compressor, impact tools, wrenches, soldering guns, battery charger and electrical testing equipment, hand tools etc.

WORKER INSTRUCTIONS

From supervisor or manager. If at dealer from work order, if self-employed or instructed to do so directly from the client.

WORKING HOURS

Typically, eight hours a day, five days a week, overtime as needed.

TRAINING MATERIALS:

The student is responsible for purchasing books, tools, and materials for his training.

- Textbook Automotive Technology by Jack Erjavec (ISBN 978-1133612315) (recommended to purchase)
- Hand mechanic tools
- Notebook, pen, and pencil.
- Uniform
- Work shoes slip resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and materials daily for training, provided by the school include:

- Standard Metric Mechanics tools
- Impact power tools
- Cars
- Scanner
- Computer
- Air compressor
- Battery charger
- A/C machine
- Vehicle lifts (Hoist)
- Engine hoist
- Jack stands
- Pole Jacks

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$ 9,000.00
Books and supplies	Included
Optional materials	Included
TOTAL	\$ 9,150.00

BARBERING - 1000 CLOCKED HOURS

CIP # 12.0413 SOC # 39-5011 DOT # 330.371-010

PROGRAM OBJECTIVE

In this course students will be introduced to all the haircare services such: men's haircutting and hairstyling (wet and thermal), men's hair replacement, chemical work including color application, perming, relaxing techniques, shaving, men's facial massage, women's haircutting, and style. All review work and introductory lessons will prepare students for the State Barbering Licensure. Working on the clinic and reception areas students will gain valuable experiences to prepare them for future employment.



PROGRAM DESCRIPTION:

Upon completion of the program, students will be able to demonstrate their knowledge of safety and health procedures in all services and their command of men's and women's haircuts and hairstyles, full basic facial. Identify hair and skin types, disorders and diseases. Complete a perm within an allotted time period in a safe manner, including the correct and safe application of chemical solutions. Perform chemical relaxants with different types of chemicals in an allotted period of time, including proper and safe applications of services. Correctly use chemical products in the application of hair and facial color and lighting techniques apart from all the treatments mentioned above and the newest services approved by the State Board, such as: Derma Planning, Derma Pen with "NANO" needles, lash lift, brow lamination, lash and brow tint, and hair removal treatments. Safely and hygienically perform a complete facial shaving service, facial steaming and exfoliation facials. Establish a professional and ethical relationship with each client who receives a chemical or other service procedure. Maintain accurate chemical work record cards for clients in order to communicate successfully during client consultation and ensure successful results.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, demonstration, hands-on classroom, salon, lab projects, small groups, and individual projects. Methods of evaluation, students will be evaluated using a variety of traditional methods for theory, group discussions facilitated by the instructor, interaction of knowledge and hands on practice, mock boards, including but not limited to written and practical exams.

COURSE OUTLINE - 1000 CLOCKED HOURS

THEORY SUBJECT INSTRUCTIONS

	HOURS REQUIRED
Health and safety	100
Disinfection and sanitation	100
Chemical texture services	200
Hairstyling	200
Shaving	200

TRAINING MATERIALS:

- Milady Standard Barbering 6th Edition ISBN-13: 978-1305100558 (included)
- Exam review for Milady Standard Barbering 6th Edition ISBN-13: 978-1305100671 (included)
- Student workbook for Milady Standard Barbering ISBN-13: 978-1305100664 (included)
- Student Barber kit (included)
- Notebook, pen, and pencil (must be purchased by the student)

- Some supplies are provided by the school
- Some supplies must be purchased by the student for the purpose of practicing in the laboratory after the in-class demonstrations
- Uniforms and shoes (must be purchased by the student)
- Comfortable work shoes slip resistant, closed toes

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and some materials daily for training, provided by the school, which includes:

- Shampoo Bowls
- professional salon hair dryer
- Barber Hydraulic Salon Chair
- Barber Station
- Computers
- TV

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$8,935.00
Books and supplies	\$425.00
Optional materials	\$990.00
TOTAL	\$10,500.00

CAKE DECORATING – 100 HOURS

CIP# 12.0501 SOC# 51.3011 DOT# 524.381-010



PROGRAM OBJECTIVE

Students enrolled in this program will become proficient at cake decoration techniques. This is a vocational skill development program is defined as: A program intended to enhance through training; a student's knowledge and skills within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, salon, lab projects, small group, and individual projects. Methods of Evaluation students will be evaluated using a variety of traditional theory methods, group discussions facilitated by the instructor, interaction of knowledge. Technique and cake design demonstrations by the instructor which then the students will perform, and the instructor supervises the decoration of the cakes and designs made by the students.

COURSE OUTLINE

HOURS

FUNDAMENTALS AND BASIC CAKE DECORATION

This module provides the students with basics of cake decoration.

4

ICING, FILLING AND BAKING SKILLS

This module provides students with working knowledge and techniques for working with icing and basic baking skills including fillings, use of colors and combinations, working with specialty tips.

12

RICE PAPER TECHNIQUES, DESIGNS

This module provides students with a working knowledge of working with rice paper and pattern transfer that includes blending of colors and hand techniques with equipment.

8

AIR BRUSH, ICING AND COMMERCIAL DESIGN

This module introduces the students to styles and uses of commercial cakes and other personalization with batters, icings, and decorative elements.

4

FLOWERS

This module provides students with a working knowledge and practice of the technique for working with and creating flowers.

8

CUSTOM MOLDS

This module introduces the students into the concepts and practical applications for specialty cakes and custom molds, affords students practical technical enhancements for proficiency.

32

SPECIAL OCASSION CAKES

This module provides students with the basic concepts and the structural concerns when decorating cakes for weddings, colors icings, fillings and creams piping and working with multiple tiers and working with decorative elements.

8

FONDANT TECHNIQUES

This module provides students with a working knowledge of the specialty gum pastes and uses of working with rolled fondant and their application techniques with cakes.

24

TRAINING MATERIAL

The student is responsible for purchasing books, tools, and materials for his training

- Textbook: Professional Cake Decorating, 2nd Edition ISBN-13: 978-0470380093 (recommended for purchase)
- White coat and white hat
- Comfort work shoes slip resistant
- Cake decorating tools kit
- Supplies: Must be purchased by the student for the purpose of practicing.
- Notebook, pen and pencil, backpack, and basic tool set
- Supplies and materials: Must be purchased by the student for the purpose of practicing

TRAINING EQUIPMENT

Students in this program will have access to a variety of cake equipment tools, and some materials daily for training

- Ovens
- Microwave
- Round cake pan
- Master airbrush cake decorating
- Refrigerator
- Blender
- Kitchen aid mixer

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$1,500.00
Books and supplies	Not included
Optional materials	Not included
TOTAL	\$1,650.00

COMPUTER APPLICATIONS (ONLINE) – 200 HOURS aka Microcomputer Applications

CIP # 11.0601 SOC # 15.1152 DOT # 213.362-010

PROGRAM OBJECTIVE

A student enrolled in this program will become proficient in many computer software applications as well as general office clerical, accounting, and typing services, can be integrated through the use of common file structures, integrated packages, multitasking operating systems, or application environments. This program is the foundation and is very important to practice before embarking on a software development effort in a more complex computer language. All materials are prepared and provided by the school. This program is geared towards entry level employment. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.



DESCRIPTION

Students will be able to apply for occupations and employment opportunities for which they will attain entry level employment skills include clerical positions, word processing technicians, basic accounting, applications and operations for agencies or that use computers, microcomputer and software sales and training, independent (self-employed) provider of microcomputer services, sales of microcomputer services, etc. Perform duties to varied and diverse to be classified in any specific office clerical occupation. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of accounting, filing, typing, duties pertaining to the operation of various office machines, such as adding machines, calculating machines, copy machines, printers, and desk computers.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, lab projects, small or individual online projects. Methods of evaluation: Students will be evaluated using a variety of traditional methods. Theory, group discussions facilitated by the instructor and interaction of knowledge.

COURSE OUTLINE

HOURS

INTRODUCTION TO COMPUTERS

This course is an introduction for non-computer science students. Instead, this course is a gentler, lighter survey course without delving too much into technical details. It will also examine computers from the perspective on how they influence society.

10

INTRODUCTION TO WINDOWS

In this topic, we are going to learn about the introduction to Windows. Microsoft Windows is a multitasking operating system developed by Microsoft Corporation which uses graphical user interface to interact with the users, additionally they also have internet surfing and search engines.

10

MICROSOFT WORD

Sometimes called WinWord, MS Word, or Word, Microsoft Word is a word processor. It is one of the office productivity applications included in the Microsoft Office suite. That allows you to create professional-quality documents, reports, letters, and résumés, that has convenient features including spell check, grammar check, text and font formatting, perform data entry tasks, HTML support, image support, advanced page layout, and more.

60

MICROSOFT EXCEL

Microsoft Excel is a helpful and powerful program for data analysis and documentation. It is a spreadsheet program, which contains a number of columns and rows, where each intersection of a column and a row is a "cell." Each cell contains one point of data or one piece of information, perform data entry tasks. By organizing the information in this way, you can make information easier to find, and automatically draw information from changing data.

60

QUICKBOOKS / BASIC ACCOUNTING

QuickBooks is the most popular small business accounting software used by businesses to manage income and expenses and track the financial health of their business. You can use it to invoice clients, pay invoices, generate reports, and prepare taxes. The QuickBooks product line includes several solutions that work great for anyone, from a freelancer to a mid-sized business. What accounting refers to and the process of recording a personal or company's financial transactions. Analyze, summarize, and report transactions to regulators, oversight agencies and tax collection entities. Use, read and do financial statements used in basic accounting are a brief summary of financial transactions over an accounting period, summarizing cash flows, operations and financial position. Actively participate and practice the technical demonstration learned.

60

PHYSICAL REQUIREMENTS/TYPICAL ENVIRONMENT

STANDING, BENDING, REACHING OR CLIMBING - N/A

WALKING - Required throughout the day.

SITTING - Required most of the day while working behind computer.

LIFTING, CARRYING - N/A

CROUCHING, CRAWLING OR KNEELING - N/A

PUSHING, PULLING - N/A

HANDLING, TOUCHING OR FEELING - In all aspects of the job.

ENVIRONMENT - Inside: n/a, outside: n/a, extreme cold or heat: n/a, noise: typewriter, printers, hazardous: n/a, surfaces:

ATMOSPHERIC CONDITIONS - A. FUMES - N/A, B. ODORS - N/A, C. DUST - N/A, D. MIST - N/A, E.

VENTILATION – Air-conditioned offices.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS - Micro computers, printers, books, USB, etc.

WORKING HOURS - Usually eight hours a day, five days a week.

HOW DOES WORKERS RECEIVE INSTRUCTIONS? - From supervisor.

TRAINING MATERIALS

- Textbook: Microsoft Office 2019 Step by Step 1st Edition, by Joan Lambert, Curtis Frye ISBN-13: 978-1509307685 (recommended to purchase)
- Notebook, pen, and pencil.
- USB

TRAINING EQUIPMENT

For the nature of the training students in this program will have to provide their equipment and access to the equipment, and materials needed for the training, this should include:

- HP PC Desk Computers or laptop
- Microsoft office
- Internet
- Wireless laser printer, duplex copy and scan

VIEWING GRADES VIA EMAIL:

Points, grades or/and feedback that you receive for graded activities will be posted individually via email in an individual grade sheet. Your instructor will update the online grade sheet each time a grading session has been completed—typically 8 days following the completion of an activity. You will see a new grade posted notification on your ZOOM calendar as a reminder for you to check your email.

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$3,900.00
Books	n/a
Kit	n/a
Additional materials	\$100.00
TOTAL	\$4,150.00

COSMETOLOGY – 1000 CLOCKED HOURS

CIP # 12.0401 SOC # 39.5012 DOT # 332.271-010



PROGRAM OBJECTIVE

In this course students will be introduced to all the haircare services such: women's and men haircutting and hairstyling (wet and thermal), chemical work including color application, perming, relaxing techniques, skin care such facials and facial massage, makeup application, eyebrow shaping, nail care such manicure, pedicure, nail wraps, acrylic nails. All review work and introductory lessons will prepare students for the State Cosmetology Licensure. Working on the clinic and reception areas students will gain valuable experiences to prepare them for future employment.

PROGRAM DESCRIPTION:

Upon completion of the program, students will be able to demonstrate their knowledge of safety and health procedures in all services and their command of men's and women's haircuts and hairstyles, full basic facial. Identify hair and skin types, disorders and diseases. Complete a perm within an allotted time period in a safe manner, including the correct and safe application of chemical solutions. Perform chemical relaxers with different types of chemicals in an allotted period of time, including proper and safe applications of the products. Correctly use the chemical products and application techniques of color, discoloration and illumination of the hair. Safely and hygienically perform nail care services, facial services, hair removal; In addition to all the treatments mentioned above, demonstrate the correct application and follow-up of health and safety protocols of the newest services approved by the State Board, such as: Derma Planning, Derma Pen with "NANO" needles, eyelash lifting, eyelash lamination, eyebrows, eyelash and eyebrow tint, and treatments. Establish a professional and ethical relationship with each client receiving a chemical service procedure. Maintain accurate chemical work record cards for clients in order to communicate successfully during client consultation and ensure successful results.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, demonstration, hands-on classroom, salon, lab projects, small groups, and individual projects. Methods of evaluation, students will be evaluated using a variety of traditional methods for theory, group discussions facilitated by the instructor, interaction of knowledge, hands on practice, and mock board practice including but not limited to written and practical exams.

COURSE OUTLINE - 1000 CLOCKED HOURS

THEORY SUBJECT INSTRUCTIONS	HOURS REQUIRED
Health and safety	100
Disinfection and sanitation	100
Hairstyling	200
Chemical services	200
Esthetics	150
Hair removal	50
Manicure and pedicure	100

TRAINING MATERIALS

- Milady Standard Cosmetology 13th Edition ISBN-13: 978-1285769417 (included)
- Exam review for Milady Standard Cosmetology 13th Edition ISBN-13: 978-1285769554 (included)
- Theory workbook for Milady Standard Cosmetology 13th Edition ISBN-13: 978-1305706033 (included)
- Practical workbook for Milady Standard Cosmetology 13th Edition ISBN-13: 978-1285769479 (included)
- Student Cosmetology kit (included)
- Notebook, pen, and pencil (must be purchased by the student)

- Some supplies are provided by the school
- Some supplies must be purchased by the student for the purpose of practicing in the laboratory after the in-class demonstrations
- Uniforms and shoes (must be purchased by the student) no open toes, no back open shoes)
- Comfort work shoes slip resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and some materials daily for training, provided by the school include:

- Shampoo bowls
- Professional salon hair dryer
- Styling hydraulic salon chair
- Station
- Computers
- Facial steamer and lamp
- Wax warmer machine
- Skin care therapy machines
- Paraffin machine
- Rolling trolley cart
- Spa bed
- TV

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$9,055.00
Books	\$425.00
Kit	\$870.00
Additional materials	Not included
TOTAL	\$10,500.00

ELECTRICAL WIRING TECHNICIAN – RESIDENTIAL - 100 HOURS

CIP # 46.0302 SOC # 47.2111 DOT # 824.261-010



PROGRAM OBJECTIVE

A student enrolled in this program will become proficient in residential electrical wiring service and maintenance and installations as well. Will develop a professional self-improvement vocational skill. A vocational skill development program is defined as: a program intended to enhance through training; a student's knowledge or skill within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment it is understood that any such

employment cannot be guaranteed.

DESCRIPTION

Planning the electrical systems for new buildings, including the best position for electrical outlets, light fixtures, heating outlets, and ventilation systems, Reading and interpreting architect blueprints, circuit diagrams, and other technical documents for wiring installation, lighting, control systems in new and existing buildings, according to municipal codes. Form electrical circuits by connecting electrical wires to components, fixtures and testing completed circuits. Installation of switches, circuit breaker panels, relays, and other electrical control and distribution equipment. Install hangers and brackets to support electrical products, perform maintenance procedures to keep wiring, lighting, and control systems in good working order. Inspect circuit breakers, transformers, and other electrical components for faults using testing devices to discover the reason electrical products and systems are malfunctioning, repair, replace, and upgrading faulty or outdated electrical equipment, fixtures, and wiring, including isolating faults for safe removal and replacement. Training other electricians and directing them to perform specific tasks.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, shop, lab projects. Small group and individual projects. Methods of evaluation students will be evaluated using a variety of traditional methods. Theory, group discussions facilitated by the instructor, interaction of knowledge.

COURSE OUTLINE

BASIC ELECTRICAL SAFETY

Becoming familiar with electricity and wiring safety – safe capacity.

8

BASIC ELECTRICITY

Understanding and applying basic electricity (residential) reading a wiring diagram and understanding residential circuits, groundings, and receptacles.

16

TOOLS, MATERIALS AND TECHNIQUES FOR RESIDENTIAL WIRING

Understanding basic electrical boxes and wiring rules as well as testing receptacles, wall switches for power and installing basic electrical fixtures vocabulary.

16

WIRING, CABLES AND CONDUITS

Students become familiar with wiring, grounds, and switch options for installing florescent light fixtures and testing replacing plugs, thermostats, doorbells.

20

RESIDENTIAL CIRCUIT BREAKER PANELS

Panel box inspection, selecting and connecting circuit breakers and fuses installing switches and testing electrical levels, evaluating old wiring.

24

FINAL PROJECT

Electrical testing for continuity and common troubleshooting procedures and final finishing details for residential applications.

16

TRAINING MATERIALS

- Textbooks: Electrical Wiring Residential By: Ray C. Mullin - Phil Simmons ISBN-13: 978-0357137697 (recommended to purchase)
- Notebook, pen, and pencil.
- Tools: 3 Pairs of pliers, 1 Wire stripper, 2 Screwdrivers, 18-Volt Lithium-Ion Brushless Cordless Hammer Drill and Impact, Electrical Tester Kit w/clamp meter, GFCI tester w/LED lights, Line splitter, non-contact voltage tester for 50 - 1000 VAC and measuring tape.
- Testing equipment and hand tools

TRAINING EQUIPMENT

Students in this program will have access to classroom and lab. Projects and a variety of equipment tools, and materials daily for training provided by the school.

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$1,875.00
Books	n/a
Kit	n/a
Additional materials	Not included
TOTAL	\$2,025.00

ENGINE PERFORMANCE – 100 HOURS

CIP # 47.0606 SOC # 49.2094 DOT # 625.281-022



PROGRAM OBJECTIVE

A student enrolled in the engine performance will become proficient in the field of automotive fuel injection service and maintenance. Students will develop professional vocational skill. A vocational skill development program is defined as: A program intended to enhance through training; a student's knowledge and skills within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

DESCRIPTION

Maintain, diagnose, repair and or replace engine and fuel injection and components and perform OBD-II scanning, install electrical wiring, equipment, and accessories, with the use of hand tools and power tools. Perform installations consistent with specifications and codes. Inspect systems, detect hazards, defects, malfunctioning, troubleshooting and perform any needed adjustment or repair. Test auto systems and continuity of circuits in electrical systems, using testing devices. Diagnose, repair, maintenance, or replace brake system, suspension, and alignment, starting and charging systems.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, shop, lab projects, small group, and individual projects. Methods of evaluation: Students will be evaluated using a variety of traditional methods. Theory, group discussions facilitated by the instructor. Students will perform practical diagnosing of operating systems and interaction of knowledge.

COURSE OUTLINE

HOURS

ELECTRICAL AND ELECTRONICS

The students learn: Theory of setting engine timing reading the cycles and setting for fuel efficiency and performance. students learn to read and apply suggested manufacturer sets for maintenance and repair of a car.

20

FUEL INJECTION

The students learn: types of fuel injection (timed, continuous and throttle), information sensor components, operating components (fuel pressure regulator, electronic control units, air control valves, fuel injectors), domestic fuel injection systems, basic troubleshooting, removal, and installation procedures. General Motors (GM) fuel injection systems (throttle body, multiport, digital, sequential), the basics in troubleshooting, removal, and installation procedures for injection systems (central port) troubleshooting, removal, and installation procedure. Chrysler fuel injection systems (multiport, and single point), troubleshooting removal and installation procedures. Students will become familiar with the bear / pace 200 engine analyzer, the OTC 4000 diagnostic equipment, and the fuel injection system cleaning equipment and procedures.

80

TRAINING MATERIALS

The student is responsible for purchasing books, tools, and materials for their training.

- Textbook Automotive Technology by Jack Erjavec (ISBN 978-1133612315) (recommended to purchase)
- Hand mechanic tools
- Notebook, pen, and pencil.
- Uniform and work shoes slip resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and materials daily for training provided by the school which includes:

- Standard metric mechanics tools
- Impact power tools
- Cars
- Scanner
- Computer
- Air compressor
- Battery charger
- A/C machine
- Vehicle lifts (Hoist)
- Engine hoist
- Jack stands
- Pole jacks

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$1,875.00
Books	n/a
Kit	n/a
Additional materials	Not included
TOTAL	\$2,025.00

EYELASH EXTENSION APPLICATION – 32 HOURS

CIP # 12.0499 SOC # 39.5094 DOT # 332.271-010



PROGRAM OBJECTIVE

A student enrolled in this program will become proficient in eyelash extension application and will develop a professional vocational skill. A vocational skill development program is defined as: A program intended to enhance through training; a student's knowledge and skills within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment

it is understood that any such employment cannot be guaranteed.

DESCRIPTION

Eyelash extensions is a temporary long lasting cosmetic application used to enhance the length, curl, fullness, and thickness of natural eyelashes. The extensions may be made from several materials including mink, silk, synthetic, human or horsehair. The main method of applying the extensions is by using a cyanoacrylate adhesive for eyelash extensions to the natural lash in a safety and healthy manner. This course also teaches basics in healthy sanitary practices as well as maintenance, and safety removal.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, salon, lab projects, small group, and individual projects. Methods of evaluation students will be evaluated using a variety of traditional methods. Theory, group discussions facilitated by the instructor, and interaction of knowledge.

COURSE OUTLINE

BASIC PRINCIPLES AND FUNDAMENTALS

SEGMENTS # 1 TO # 5

HOURS

INTRODUCTION TO EYELASH APPLICATIONS

This module provides the students an overview of the eyelash extension application techniques including knowing your tools its names, functions, and a full description of how to use them, the different materials need it for the services with their proper names, functions, and a full description of how to use them. In addition to it you will learn safety and sanitary practices.

2

APPLYING DIFFERENT EYELASH TYPES

This module is developed to properly set up your table of work, prepare comfortably the bed/chair. In the meantime, you will be able to do properly prepare and drape your client for service, p. d. test for adhesive allergy reactions, and get familiar with consultation and introduce you to different basic eyelash types and styles of application.

4

EYELASH CARE

This module will give the students all the basic knowledge of eyelash care for both natural and false eyelashes. This includes a complete procedure guide with step-by-step instructions and demonstration to share with your customers. This would be a key point to preserve the health of the natural and artificial lashes.

2

APPLICATION PRACTICE ON HEAD FORM

This module provides the students with a complete step by step procedure guide a complete and full eyelash mapping, demonstration to them be followed by a very close supervised hands-on practice for the eyelash extension application.

4

EYELASH REMOVAL

This module is for the students to learn, emphasize, and practice the safety and appropriate manner to perform the eyelash extension removal. This a step of a lot of importance to avoid possible injuries and or infections. 2

THE CLASSIC COMPLEMENT SEGMENTS # 6 TO # 10

HOURS

APPLICATION OF DRAMATIC EYELASH, AND FANTASY EYELASHES

In this module students with obtain more information to complement and expand their basic knowledge and will received step by step procedure on dramatic and fantasy eyelash application techniques. 4

APPLICATION OF PARTIAL EYELASH, AND FULL EYELASH

This module provides the students with partial and full and eyelash application techniques. Besides the type of eyelash choose is important to be able to learn blending techniques when giving a partial eyelash application as the proper balance of voluminous full lash application when providing the service. 4

APPLICATION AND REMOVAL OF FLARE EYELASH

Module provides students with a step-by-step procedure, demonstration, and supervised hands-on practice on flare eyelash application as well as with a review on eyelash removal, also with specific details need it to properly remove flare eyelashes and its procedures. 4

CLIENT PREPARATION, CONSULTATION, STYLING, WRAP UP

This module provides the students a review in client consultation and will go deeply cover the subject step by step; this module will also cover the intake form, successfully perform a client consultation, and apply the eyelash style mapping techniques. 2

APPLICATION OF INDIVIDUAL EYELASH EXTENSION (COMPLETE SET)

This module provides the students the opportunity to practice a complete application for a full eyelash application set with individual eyelash extensions. 4

TRAINING MATERIALS

The student is responsible for purchasing books, tools, and materials for his training.

- Textbook: The Volume Lash Extension Professional Training Manual ASIN: B01FG6GZ6A (recommended to purchase)
- Student kit (no included)
- Notebook, pen, and pencil (must be purchased by the student)
- Some supplies are provided by the school
- Supplies must be purchased by the student for the purpose of practicing in the laboratory after the in-class demonstrations
- Comfort work shoes slip resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and some materials daily for training, provided by the school.

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$600.00
Books	n/a
Kit	n/a
Additional materials	Not included
TOTAL	\$750.00

FLOWER ARRANGEMENT DESIGN – 80 HOURS

CIP # 12.0499 SOC # 27.1023 DOT # 142.081-010



PROGRAM OBJECTIVE

A student enrolled in the program will become proficient in the field of flower arrangement design and develop a professional vocational skill. A vocational skill development program is defined as: A program intended to enhance through training; a student's knowledge and skill within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

DESCRIPTION

In this course students will be learning how to create beautiful different types of arrangements for different occasions. They will learn and apply techniques for many kinds of artistic projects from designs with natural flowers, balloons to hybrids; that can suit displays for special occasions, event, for home, office, and any holidays or other occasions. Make traditional corsages, bouquets, wreaths, wedding decorations, as well as many others. Create original designs. Negotiate price for arrangements. Fulfill large orders. Work with clients to fulfill their vision for a variety of occasions i.e., weddings, funerals, celebrations, and events. Work with a wide range of foliage and flowers. Find vendors to supply seasonal flowers. Order and purchase flowers, get supplies from wholesalers and growers. Cut stems to proper length. Keep flowers watered and fresh. Discard wilting or dead arrangements. Wait on customers in floral shop. Inform customers about the care, maintenance, and handling of flowers and foliage. Provide advice and suggestions for flower selection. Prepare window displays. Unpack flowers and prepare for storage.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, salon, lab projects, small group, and individual projects. Methods of evaluation students will be evaluated using a variety of traditional methods. Theory, group discussions facilitated by the instructor, and interaction of knowledge. Techniques and flower designs demonstrations by the instructor. The instructor supervises the decoration designs made by the students.

COURSE OUTLINE

HOURS

MODULE # 1 – THE BASICS | SEGMENTOS 1 – 4

This module provides the students with basic elaboration techniques for floral arrangements, elements of designs and practical techniques and products used in working with flowers.

16

MODULE # 2 – THE CENTERPIECE STRUCTURE | SEGMENTOS 5 – 8

This module is specially designed to teach the students essential techniques when elaboration centerpieces with a professional touch, they will also learn the newest trends in decorating centerpieces.

16

MODULE # 3 – SPECIAL EVENT FLOWER ARRANGEMENTS | SEGMENTOS 9 – 13

Module provides students with a working knowledge and technique for working with different materials, products, and special tools. These is a more advance and modern module in high demand and trendy.

20

MODULE # 4 – SPECIAL BALLOON DECORATION | SEGMENTOS 14 – 20

Module provides students with advance methods and techniques for special designs; exclusive and modern with the use balloons, flowers, hybrid designs.

28

TRAINING MATERIAL

The student is responsible for purchasing books, tools, and materials for his training

- Textbook: The New Floral Artist ISBN#: 978-1857321098 (recommended for purchase)
- Comfort work shoes slip resistant
- Flower and decorating tools kit
- Supplies: Must be purchased by the student for the purpose of practicing.
- Notebook, pen and pencil, backpack, and basic tool set

TRAINING EQUIPMENT

Students in this program will have access to classroom, salon, lab for training

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$1,100.00
Books	n/a
Kit	n/a
Additional materials	Not included
TOTAL	\$1,250.00

GENERAL AUTOMOTIVE MECHANIC – 180 HOURS

CIP # 47.0604 SOC # 49.3023 DOT # 620.261-010



PROGRAM OBJECTIVE

A student enrolled in the program will become proficient in the automotive service and maintenance field and develop a professional vocational skill. A vocational skill development program is defined as: A program intended to enhance through training; a student's knowledge and skill within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment it is understood that any employment cannot be guaranteed.

DESCRIPTION

Basic repair, service and maintenance of automotive vehicles: Examine vehicle and discusses with customer or automobile repair service estimator (automotive service); automobile tester (automotive service) nature and extent of damage or malfunction. Plans work procedure, using charts, technical manuals, and experience. Repair or replace parts, such as pistons, rods, gears, valves, and bearings, using mechanic's hand tools. Service carburetors, blowers, generators, distributors, starters, and pumps, rebuilds parts. Repair manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles remove and disassembles transmission, replace broken or work parts, install repaired transmission and fill with specified fluid; adjust operating linkage and test operation on road.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, shop, lab projects, small group, and individual projects. Methods of evaluation: Students will be evaluated using a variety of traditional methods. Theory, group discussions facilitated by the instructor. Students will perform practical diagnosing of operating systems, and interaction of knowledge.

COURSE OUTLINE

HOURS

THE BASICS OF ENGINES AND TUNE UP

The theory of engine design: the four-stroke cycle. The overhead cam engine, spark plug wires, distributor (cap), battery, filters. tune-up procedures, compression tests, troubleshooting, spark plugs, cables, breaker points and condensers, inspect secondary ignition circuits, timing. setting for fuel efficiency and performance. Students learn to read and apply suggested manufacturer sets for maintenance and repair of for personal or family car.

80

BRAKING SYSTEMS

Students learn the fundamentals of braking systems, including disc and drum systems, checking for wear and tear, standard maintenance for personal car care use of gauges, installing accessory gauges.

20

SUSPENSION AND ALIGNMENT

Students learn parts identification and maintenance and gauging for wheel alignments and troubleshooting, performance of cars, basic installation of shocks, and struts, for personal car.

16

DIFFERENTIALS

Students learn parts identification and maintenance and gagging for differentials and troubleshooting, performance of cars, basic service, and care.

16

STANDARD TRANSMISSIONS

Students learn identify transmission parts and the basics for the care and maintenance of standard transmission systems, will learn to diagnose and use standard service kits to perform a car maintenance.

20

AUTOMATIC TRANSMISSIONS

Students learn part identification and the basics for the care and maintenance of automatic transmission systems, will learn to diagnose and use standard service kits, to perform car maintenance and troubleshooting inspection and testing.

28

TRAINING MATERIALS

The student is responsible for purchasing books, tools, and materials for his training.

- Textbook Automotive Technology by Jack Erjavec (ISBN 978-1133612315) (recommended for purchase)
- Hand mechanic tools
- Notebook, pen, and pencil.
- Uniform
- Work shoes slip resistant

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and materials daily for training provided by the school that includes:

- Standard metric mechanic tools
- Impact power tools
- Cars
- Scanner
- Computer
- Air compressor
- Battery charger
- A/C machine
- Vehicle lifts (Hoist)
- Engie hoist
- Jack stands
- Pole jacks

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$3,600.00
Books	n/a
Kit	n/a
Additional materials	Not included
TOTAL	\$3,750.00*

GENERAL ELECTRICIAN TECHNICIAN (ET CARD) – 720 HOURS

CIP # 46.032 SOC # 47.2111 DOT # 824.261-010



PROGRAM OBJECTIVE

In this course students will be introduced to all commercial electrical services such: electrical wiring service, electrical installations, read wiring diagrams, install circuits, grounding, receptacles, lamps, fabricate conduits and maintenance, etc. Understanding of boxes and wiring rules, testing receptacles, wall switches and fixtures; troubleshooting procedures. Understanding and applying local codes to obtain appropriate permit. All review work and introductory lessons will be prepared students for the California State Electrician Trainee Card and prepare them for future employment. This program is intended to enhance through training, a student's knowledge, and skills within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

DESCRIPTION

Plans and blueprints layout, install, repair wiring, electrical fixtures, apparatus, and control equipment. Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measures, cuts, bends, threads, assembles, and installs electrical conduit, using tools, like hacksaw, pipe threader, and conduit bender. Pulls wiring through conduit. Splices wires by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together, and applying tape or terminal caps. Connect wiring to lighting fixtures and power equipment, using hand tools. Install control and distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, use of hand tools and power tools. Connect power cables to equipment, such as electric range or motor, and install grounding leads. Testing continuity of circuit to ensure electrical compatibility and safety of components using testing instruments, such as ohmmeter, battery, buzzer, and oscilloscope. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement. May repair faulty equipment or systems.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, shop, lab projects, small group, and individual projects. Methods of evaluation, students will be evaluated using a variety of traditional methods for both theory and practical. Group discussions facilitated by the instructor and interaction of knowledge

COURSE OUTLINE – PART I

HOURS

MODULE # 1 (RWB)

Chapter 1 – General information for electrical installation 25
Chapter 2 – Specifications, electrical symbols, and outlets

MODULE # 2 (RWB)

Chapter 3 – Determine the required number of branch circuits, lighting outlets, and receptacle outlets 50
Chapter 4 – Conductor sizes and types, wiring methods, voltage drop and neutral conductor sizing
OSHA 10 – Construction

MODULE # 3 (RWB)

Chapter 5 – Conductor identification, switch control or lighting circuits, bonding grounding of wiring devices, and induction heating 25

MODULE # 4 (RWB)

Chapter 6 – Ground-fault circuit interrupters, arc-fault circuit interrupters, surge protective devices, immersion detection circuit interrupter, and appliance leakage current interrupters 25

MODULE # 5 (RWB)

Chapter 7 – Luminaries, ballasts, and lamps	
Chapter 8 – Lighting branch circuit for the front bedroom	25

MODULE # 6 (RWB)

Chapter 9 – Lighting branch, circuit for the master bedroom.	
Chapter 10 - Lighting branch circuit—bathrooms, hallway	25
Chapter 11 - Lighting branch circuit—front entry, porch, post light, underground wiring	

MODULE # 7 (RWB)

Chapter 12 - Lighting branch circuit and small-appliance circuits for the kitchen	
Chapter 13 - Lighting branch circuit for the living room	25
Chapter 14 - Lighting branch circuit for the study bedroom	

MODULE # 8 (RWB)

Chapter 15 - Dryer outlet, lighting, and receptacle, circuits for the laundry, powder room, rear entry hall, and attic	25
Chapter 16 - Branch circuits for the garage and outdoors	

MODULE # 9 (RWB)

Chapter 17 – Recreation room	25
Chapter 18 - Lighting branch circuit, receptacle circuits for workshop	

MODULE # 10 (RWB)

Chapter 19 – Special-purpose outlets—water pump, water heater	
Chapter 20 - Special-purpose outlets for ranges, counter-mounted cooking unit, and wall-mounted oven	20

MODULE # 11 (RWB)

Chapter 21 - Special-purpose outlets—food waste disposer, dishwasher	
Chapter 22 - Special-Purpose outlets for the bathroom ceiling heat, vent, lights, the attic fan, and the hydromassage tub	25

MODULE # 12 (RWB)

Chapter 23 - Special-purpose outlets—electric heating, air conditioning	20
Chapter 24 - Gas and oil central heating systems	

MODULE # 13 (RWB)

Chapter 25 - Television, telephone, and low-voltage signal systems	25
Chapter 26 - Smoke, heat, and carbon monoxide alarms, and security systems	

MODULE # 14 (RWB)

Chapter 27 - Feeder and service-entrance calculations	
Chapter 28 - Feeders and service-entrance equipment	45
CPR FIRST AID	

MODULE # 15

Chapter 29 - Overcurrent protection—fuses and circuit breakers	
Chapter 30 - Swimming pools, spas, hot tubs, and hydromassage baths	25

MODULE # 16 (RWB)

Chapter 31 - Wiring for the future: Home automation systems	
Chapter 32 - Standby power systems	25

MODULE # 17 (RWB)

Chapter # 33 - Residential utility—Interactive photovoltaic systems	
Appendixes	15

COURSE OUTLINE – PART II**HOURS****MODULE # 18 (CWB)**

Chapter 1 - Commercial building plans and specifications	
Chapter 2 - Reading electrical working drawings-entry level	25

MODULE # 19 (CWB)

Chapter 3 - General requirements for conductors	
Chapter 4 - Branch circuits	25

MODULE # 20 (CWB)

Chapter 5 - Switches and receptacles	
Chapter 6 - Wiring Methods	25

MODULE # 21 (CWB)

Chapter 7 - Motor and appliance circuits	20
--	----

MODULE # 22 (CWB)

Chapter 8 - Feeder Installation and Load Calculation	25
--	----

MODULE # 23 (CWB)

Chapter 9 - Special systems	
Chapter 10 - Working drawings-upper level	
Chapter 11 - Special circuits (Owner's circuits)	25

MODULE # 24 (CWB)

Chapter 12 - Panelboard selection and installation	
Chapter 13 - The Electric service and grounding	
Chapter 14 - Lamps and ballasts for lighting	
Chapter 15 – Luminaires	50

MODULE # 25 (CWB)

Chapter 16 - Emergency, legally required standby, and optional standby power systems	
Chapter 17 - Overcurrent protection: Fuses and circuit breakers	
Chapter 18 - Short-circuit calculations and coordination of overcurrent protective devices	
Chapter 19 - Equipment and conductor short-circuit protection	45

MODULE # 26 (CWB)

Chapter 20 - Low-voltage remote control	
Chapter 21 - The cooling system	
Chapter 22 - Commercial utility-interactive photovoltaic systems	30

PHYSICAL REQUIREMENTS/TYPICAL ENVIRONMENT

STANDING - Required throughout the work period, in combination with walking in the work area.

WALKING - In the work area, indoor and outdoor

LIFTING - Using hands and arms in handling, manipulating things. (5 to 25 Lbs.)

CARRYING - Short and large distances.

BENDING - At the waist.

CROUCHING, CRAWLING or KNEELING - Ascend and descend ladders

REACHING - At all levels,

CLIMBING - Scaffolding, ramps, poles, and the like, one or more stories above ground level.

PUSHING, TOUCHING or FEELING - In all aspects of the job.

TALKING, LISTENING - To other workers and supervisor, (to customers if job appropriate).

MATERIALS AND PRODUCTS - Electrical material.

TYPICAL ENVIRONMENT - INSIDE: 100% Indoor and outdoor are usually kept open

ATMOSPHERIC CONDITIONS VENTILATION - Open air when doors are open (normal working position).

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS - Hand tools, power tools, hydraulic benders, voltage testers, amp probe tester, ohm meter.

WORKER INSTRUCTIONS - From supervisor or manager. If at dealer from work order, if self-employed or instructed to do so directly from the client.

WORKING HOURS - Typically eight hours a day, five days a week, overtime as needed.

TRAINING MATERIALS

- Electrical Wiring Residential By: Ray C. Mullin - Phil Simmons ISBN-13: 978-0357137697
- Electrical Wiring Commercial By: Ray C. Mullin - Phil Simmons ISBN-13: 978-0357137697
- Notebook, pen, and pencil.
- Electrical tools
- Testing equipment and hand tools

TRAINING EQUIPMENT

Students in this program will have access to classroom, shop, lab. Projects and a variety of equipment tools, and materials daily for training, provided by the school.

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$9,600.00
Books	\$200.00
Kit	\$1,000.00
Additional materials	N/A

TOTAL \$10,950.00

HAIRCUTTING AND HAIRCOLORING TECHNIQUES – 100 HOURS

CIP # 12.0413 SOC # 39.5012 DOT # 332.271-010



PROGRAM OBJECTIVE

A student enrolled in this program will become proficient in the field of haircutting and haircoloring and develop a professional vocational skill. A vocational skill program is defined as: A program intended to enhance through training; a student's knowledge and skills within a vocational subject. This program is not intended for the use to obtain a state license. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

DESCRIPTION

This is a three-module class that consist of 25 segments in which 14 are dedicated in the art of basic principles in haircoloring, client consultation, allergy test, fill out record cards, explanation of the color wheel, standard color and bleaching applications, highlighting of the hair with applying different techniques. Applications with the use of a bottle or bowl and brush, and an introduction of the pH scale, shampoo, conditioning and basic drying the hair. In the second module of six segments, they will learn women's haircuts, trims, angles, lines and shaping hair using scissors, and razors. In the third module of five segments, they will also learn basic men's' haircuts, hairline clean up, fade, tappers with the use of scissors, shaper razor, hair clippers and trimmers

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom/salon/lab projects, small group, and individual projects. Methods of evaluation students will be evaluated using a variety of traditional methods. Theory, group discussions facilitated by the instructor and interaction of knowledge.

COURSE OUTLINE

HOURS

HAIR COLORIMETRY – MODULE 1/2 (64 HRS.) SEGMENTS # 1TO #16

This segment provides the students with an overview of haircoloring techniques with professional precision.

Segment # 1 - Starting with introduction to the color wheel	4
Segment # 2 - Modern techniques in covering gray hair	4
Segment # 3 – Finishing styling techniques (blow dry)	4
Segment # 4 - Tree (3) different techniques to create “Chocolate Browns”	4
Segment # 5 - Color techniques for red tones	4
Segment # 6 - Different techniques to apply decolorants (bleach)	4
Segment # 7 – Toning techniques over pre-lightening hair	4
Segment # 8 - Different products, marketing, and hairstyles	4
Segment # 9 - Color wheel review	4
Segment # 10 - Balayage technique	4
Segment # 11 - Highlighting techniques	4
Segment # 12 - Baby-highlights techniques	4
Segment # 13 – Micro-weave techniques	4
Segment # 14 – Techniques for blonding	4
Segment # 15 – Color melt techniques	4
Segment # 16 – Fantasy color application techniques	4

HAIRCUTTING FOR WOMEN – MODULE 2/2 (36 HRS.)
SEGMENTS # 17 TO #25

This segment provides the students with an overview of women’s haircutting techniques with professional precision.

Segment # 17 – Introduction to women haircutting, 0 degree (one length)	4
Segment # 18 – Long layer haircut	4
Segment # 19 – Short layer haircut and bangs	4
Segment # 20 – Graduated haircut	4
Segment # 21 – Haircut for curly hair, bob style	4
Segment # 22 – A-Line haircut style	4
Segment # 23 – Texturizing techniques, thinning shears	4
Segment # 24 – Short haircut, pixie style	4
Segment # 25 – Razor cut	4

TRAINING MATERIALS

The student is responsible for purchasing books, tools, and materials for his training.

- Student kit (included)
- Notebook, pen, and pencil (must be purchased by the student)
- Supplies must be purchased by the student for the purpose of practicing in the laboratory after the in-class demonstrations
- Uniforms and shoes (must be purchased by the student)
- Comfort work shoes slip resistant, no open toe nor open back shoes, no high heels

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and some materials for training, provided by the

school including:

- Shampoo Bowls
- Professional stand salon hair dryer
- Hydraulic Chair

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$1,750.00
Books	n/a
Kit	n/a
Additional materials	Not included
TOTAL	\$1,900.00

HAIRSTYLING – 600 HOURS

CIP # 12.0413 SOC # 39.5012 DOT # 332.271-010



PROGRAM OBJECTIVE

A student enrolled in this program will become proficient in Hairstyling Techniques and will develop a professional vocational skill. A vocational skill development program is defined as: A program intended to enhance through training; a student's knowledge and skills within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to state licensing and employment it is understood that any such license and employment cannot be guaranteed.

DESCRIPTION

Hairstyling techniques offer many creative proposals, depending on the current fashion trends and characteristics of the client to make changes in the appearance of the hair. Apply esthetic procedures aimed at benefitting the customer's personal image. Select and combine technical operations necessary to perform haircutting for men and women, thermal and wet hairstyles and application of hair extensions and braiding, shampoo, conditioning and cosmetic treatments for the hair and scalp. Adapt hairpieces, extensions, and decorations to the hair of the client achieving the desired effect. Inform and advise clients on appropriate care for your hair. Handle the necessary tools and devices.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, saloon, lab projects, small group, and individual projects. Methods of evaluation students will be evaluated using a variety of traditional methods. Theory, group discussions facilitated by the instructor and interaction of knowledge.

COURSE OUTLINE

HOURS

HEALTH AND SAFETY

Including instruction on hazardous substances, chemical safety, safety data sheets. Protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases, basic labor laws, and physical and sexual assault awareness.

100

DISINFECTION AND SANITATION

Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

100

HAIRSTYLING SERVICES

Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

200

ADDITIONAL

Once the minimum required hours have been met, it is up to the school to determine what subject(s) they will allocate additional hours to meet the 600-hour requirement for the course; these hours are not listed in this section since they may change from time to time without notice to be able to keep up with the constant changes within the industry.

200

TRAINING MATERIALS

The student is responsible for purchasing books, tools, and materials for their training.

- Textbook compilation from: Milady Standard Cosmetology 13th Edition ISBN-13: 978-1285769417
- Student kit (included)
- Notebook, pen, and pencil (must be purchased by the student)
- Supplies must be purchased by the student for the purpose of practicing in the laboratory after the in-class demonstrations
- Uniforms and shoes (must be purchased by the student), no sleeveless shirts
- Comfort work shoes slip resistant, no open toes nor open back shoes

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and some materials for training, provided by the school include:

- Shampoo bowls
- Professional salon hair dryer
- Hydraulic Chair

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$ 7,075.00
Books	\$ 425.00
Kit	\$ 500.00
Additional materials	Not included
TOTAL	\$ 8,150.00

MICROCOMPUTER APPLICATIONS – 350 HOURS

CIP # 11.0601 SOC # 15.1152 DOT # 213.362-010

PROGRAM OBJECTIVE

A student enrolled in this program will become proficient in many computer software applications as well as general office clerical, accounting, and typing services, can be integrated through the use of common file structures, integrated packages, multitasking operating systems, or application environments. This program is the foundation and is very important to practice before embarking on a software development effort in a more complex computer language. All materials are prepared and provided by the school. This program is geared towards entry level employment. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.



DESCRIPTION

Students will be able to apply for occupations and employment opportunities for which they will attain entry level employment skills include clerical and secretarial positions, data entry specialists, word processing technicians, computerized accounting, bookkeeping technicians, applications and operations for agencies or firms that use microcomputers, microcomputer and software sales and training, independent (self-employed) provider of microcomputer services, sales of microcomputer services, etc. Confers with personnel of organizational units involved to a certain specific output requirement, such as degree of data summarization, and format for management reports. Utilizing comprehensive computer programs, and operations to be performed by personnel in system. Perform duties too varied and diverse to be classified in any specific office clerical occupation. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, filing, typing, duties pertaining to the operation of various office machines, such as adding machines, calculating machines, copy machines, printers, and desk computers.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, shop, lab projects, small group, and individual projects. Methods of evaluation: Students will be evaluated using a variety of traditional methods. Theory, group discussions facilitated by the instructor and interaction of knowledge.

COURSE OUTLINE

HOURS

WINDOWS SYSTEM REVIEW

In this topic, we are going to learn about the introduction to Windows. Microsoft Windows is a multitasking operating system developed by Microsoft Corporation which uses graphical user interface to interact with the users.

20

INTERNET SURFING AND SEARCH ENGINES

The internet is a combination of both surfing or use of a browser (use of internet) and searching. In simple terms, a browser is your access to the internet, and a search engine allows you to search the internet once you have access. You have to use a browser to get to a search engine.

20

DATA ENTRY

Data entry is about moving a vast amount of information online, but just why are there so many positions out there. There is a huge push for companies to transfer hard copy information into digital formats. Data entry clerks are hired to enter data that usually uses a specific software program.

20

MICROSOFT WORD

Sometimes called WinWord, MS Word, or Word, Microsoft Word is a word processor. It is one of the office productivity applications included in the Microsoft Office suite. That allows you to create professional-quality documents, reports, letters, and résumés, that has convenient features including spell check, grammar check, text and font formatting, HTML

50

support, image support, advanced page layout, and more.

MICROSOFT PUBLISHER

The application provides you with affordable and easy-to-use desktop publishing features that anyone can use. Because of this, it is a great option for small businesses, everyday users, educators, parents, or freelancers who need to design publications, but don't have graphic design backgrounds. The application allows them to create branding and sales material that look professional. 20

MICROSOFT POWERPOINT

PowerPoint is a powerful presentation software. It is a standard component of the company's Microsoft Office suite software, and is bundled together with Word, Excel and other Office productivity tools. The program uses slides to convey information rich in multimedia and is used to create complex business presentations, simple educational outlines and much more. 30

MICROSOFT EXCEL

Microsoft Excel is a helpful and powerful program for data analysis and documentation. It is a spreadsheet program, which contains a number of columns and rows, where each intersection of a column and a row is a "cell." Each cell contains one point of data or one piece of information. By organizing the information in this way, you can make information easier to find, and automatically draw information from changing data. 70

MICROSOFT ACCESS

Access is an easy-to-use tool for creating business applications, from templates or from scratch. With its rich and intuitive design tools, Access can help you create appealing and highly functional applications in a minimal amount of time. 50

BASIC ACCOUNTING

Basic accounting refers to the process of recording a personal or company's financial transactions. It involves analyzing, summarizing, and reporting these transactions to regulators, oversight agencies and tax collection entities. The financial statements used in basic accounting are a brief summary of financial transactions over an accounting period, summarizing a company's cash flows, operations and financial position. 35

QUICKBOOKS

QuickBooks is the most popular small business accounting software businesses use to manage income and expenses and keep track of the financial health of their business. You can use it for invoicing customers, paying bills, generating reports, and preparing taxes. The QuickBooks product line includes several solutions that work great for anyone, from a freelancer to midsized business. 35

PHYSICAL REQUIREMENTS/TYPICAL ENVIRONMENT

STANDING, BENDING, REACHING OR CLIMBING - N/A

WALKING - Required throughout the day.

SITTING - Required most of the day while working behind computer.

LIFTING, CARRYING - N/A

CROUCHING, CRAWLING OR KNEELING - N/A

PUSHING, PULLING - N/A

HANDLING, TOUCHING OR FEELING - In all aspects of the job.

ENVIRONMENT - Inside: n/a, outside: n/a, extreme cold or heat: n/a, noise: typewriter, printers, hazardous: n/a, surfaces:

ATMOSPHERIC CONDITIONS - A. FUMES - N/A, B. ODORS - N/A, C. DUST - N/A, D. MIST - N/A, E.

VENTILATION – Air-conditioned offices.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS - Micro computers, printers, books, USB, etc.

WORKING HOURS - Usually eight hours a day, five days a week.

HOW DOES WORKERS RECEIVE INSTRUCTIONS? - From supervisor.

TRAINING MATERIALS

- Textbook: Microsoft Office 2019 Step by Step 1st Edition, by Joan Lambert, Curtis Frye ISBN-13: 978-1509307685 (recommended to purchase)
- Notebook, pen, and pencil.
- USB

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment, and materials daily for training, provided by the school, include:

- HP PC Desk Computers
- Wireless laser printer, duplex copy and scan

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$4,750.00
Books	n/a
Kit	n/a
Additional materials	Not included
TOTAL	\$4,900.00

NAIL ART AND DECORATION – 100 HOURS

CIP # 12.0410 SOC # 39.5092 DOT # 332.271-010



PROGRAM OBJECTIVE

A student enrolled in this program students will become proficient in nail art decoration as a professional vocational skill development, it should be noted that this program entails working with artificial nails, A vocational skill development program is defined as: A program intended to enhance through training; a student's knowledge and skills within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. **NOTE: This program is not intended to acquire a State License.**

DESCRIPTION

Nail art is a creative way to paint, decorate, enhance, and embellish the nails. It is a type of artwork that can be done on fingernails and toenails. This program is only for learning how to create designs, art and techniques of gel and acrylic from the new trends. This program does not acquire a State License, it is a program for manicurists with a State License. or for people who will use it only for personal development.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, salon, lab projects, small group, and individual projects. Methods of evaluation students will be evaluated using a variety of traditional methods. Theory, group discussions facilitated by the instructor and interaction of knowledge.

COURSE OUTLINE

HOURS

INTRODUCTION TO NAIL ART – MODULE # 1 / 5 - SEGMENTS 1 to 5

This module provides the students with overview of the nail art tools and materials

- Segment # 1 - Nail preparation technique and practice in a paper mat (4 hrs.)
 - Segment # 2 - Reverse technique (nail extension) (4 hrs.)
 - Segment # 3 – Nail tip shapes techniques (4 hrs.)
 - Segment # 4 – Incorporation of glitters (4 hrs.)
 - Segment # 5 – Application of dried natural flowers (4 hrs.)
- 20

ESSENTIAL TECHNIQUES – MODULE # 2 / 5 - SEGMENT 6 to 10

This module provides the students with essential techniques for professional looking finished nails

- Segment # 6 – Baby boomer technique (4 hrs.)
 - Segment # 7 – Introduction to nail drills (4 hrs.)
 - Segment # 8 – Application of gel polishes (4 hrs.)
 - Segment # 9 – Acrylic application in different colors (4 hrs.)
 - Segment # 10 – Art drop technique (4 hrs.)
- 20

SPECIAL DESIGN TECHNIQUES – MODULE # 3 / 5 - SEGMENTS 11 to 15

This module provides the students with practical methods; techniques for application using special materials, products, and tools

- Segment # 11 – Window effect nail technique (4 hrs.)
 - Segment # 12 – Cutter effect technique (sharp lines) (4 hrs.)
 - Segment # 13 – Foil application (4 hrs.)
 - Segment # 14 – Nails with pixie effect (4 hrs.)
 - Segment # 15 – Mate effect technique (4 hrs.)
- 20

SPECIAL DECORATIVE APPLICATION TECHNIQUES – MODULE # 4 / 5 - SEGMENTS 16 to 20

This module provides the students with practical methods and techniques for special designs

Segment # 16 – 3D technique part I (4 hrs.)	
Segment # 17 – 3D technique part II (4 hrs.)	
Segment # 18 – French almond application technique (4 hrs.)	20
Segment # 19 – Unicorn effect, 3D, and chrome application technique (4 hrs.)	
Segment # 20 – Stamping technique (4 hrs.)	

ADVANCE TECHNIQUES – MODULE 5 / 5 - SEGMENTS 21 to 25

This module allows the students to be able to sculp nails and create a wide variety of nail designs and decorate them in a very unique way

Segment # 21 – Sculpture nail form application (4 hrs.)	
Segment # 22 – Gel effect in 3D (4 hrs.)	
Segment # 23 – Marble effect technique (4 hrs.)	20
Segment # 24 – Chrome effect technique (4 hrs.)	
Segment # 25 – Sugar effect technique (4 hrs.)	

TRAINING MATERIALS

- Textbook: Compilation from Milady standard nail technology ISBN-13: 978-1285080598
- Student kit (not included)
- Notebook, pen, and pencil (must be purchased by the student)
- Supplies must be purchased by the student for the purpose of practicing in the laboratory after the in-class demonstrations
- Comfort work shoes slip resistant

TRAINING EQUIPMENT

Students in this program will have access to a classroom, salon, lab, stations, and equipment for training provided by the school

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$1,500.00
Books	n/a
Kit	n/a
Additional materials	Not included
TOTAL	\$1,650.00

NAIL CARE - 400 HOURS

CIP # 12.0410 SOC # 39.5092 DOT # 332.271-010



PROGRAM OBJECTIVE

In this course students will be introduced to all the nail care services such: manicures, pedicures, artificial nail enhancement application and safe removal, hand and arm massage, foot and lower leg massage, nail wraps, acrylic nails, hard and soft gel application, and removal. Working on the clinic and reception areas students will gain valuable experiences to prepare them for future employment. All review work and introductory lessons will prepare students for the State Manicurist Licensure.

PROGRAM DESCRIPTION:

Students will be able to demonstrate their knowledge of health and safety procedures in all services and their mastery in manicures, pedicures, hand, arm, foot and leg massage. Identify disorders and diseases of the skin and nails. Complete a set of artificial nail enhancements within an allotted time period safely, as well as practice the correct and safe application and removal of different types of nail enhancements, treatments for hands, arms, feet and legs as well as safe practices application of waxing of arms and legs, correct use of paraffin, use of masks. Establish a professional and ethical relationship with each client who receives a nail care service. Maintain accurate service record cards for clients in order to communicate successfully during client consultation and ensure successful results.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, demonstration, hands-on classroom, salon, lab projects, small groups, and individual projects. Methods of evaluation, students will be evaluated using a variety of traditional methods for theory, group discussions facilitated by the instructor, and interaction of knowledge, mock board practice, hands on practice including but not limited to written and practical exams.

COURSE OUTLINE – 400 CLOCKED HOURS

THEORY SUBJECT INSTRUCTION

	HOURS REQUIRED
Health and safety	100
Sanitation and disinfection	100
Manicure / Pedicure	150

TRAINING MATERIALS

- Textbook: Milady Standard Nail Technology 7th Edition ISBN-13: 978-1285080475 (included)
- Workbook for Milady Standard Nail Technology, 7th Edition, ISBN-13: 978-1285080512 (included)
- Exam review for Milady Standard Nail Technology ISBN-13: 978-1285080543 (included)
- Student Nail Care kit (included)
- Notebook, pen, and pencil (must be purchased by the student)
- Some supplies must be purchased by the student for the purpose of practicing in the laboratory after the in-class demonstrations
- Uniforms and shoes (must be purchased by the student).
- Comfort closed work shoes slip resistant

TRAINING EQUIPMENT

- Students in this program will have access to classroom lab, stations and a variety of equipment, tools, and some materials daily for training, provided by the school.

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$5,590.00
Books	\$425.00
Kit	\$485.00
Additional materials	Not included
TOTAL	\$6,650.00

NAIL CARE - 600 HOURS

CIP # 12.0410 SOC # 39.5092 DOT # 332.271-010



PROGRAM OBJECTIVE

In this course students will be introduced to all the nail care services such: manicures, pedicures, artificial nail enhancement application and safe removal, hand and arm massage, foot and lower leg massage, nail wraps, acrylic nails, hard and soft gel application, and removal. Working on the clinic and reception areas students will gain valuable experiences to prepare them for future employment. All review work and introductory lessons will prepare students for the State Manicurist Licensure.

PROGRAM DESCRIPTION:

Students will be able to demonstrate their knowledge of health and safety procedures in all services and their mastery in manicures, pedicures, hand, arm, foot and leg massage. Identify disorders and diseases of the skin and nails. Complete a set of artificial nail enhancements within an allotted time period safely, as well as practice the correct and safe application and removal of different types of nail enhancements, treatments for hands, arms, feet and legs as well as safe practices application of waxing of arms and legs, correct use of paraffin, use of masks. Establish a professional and ethical relationship with each client who receives a nail care service. Maintain accurate service record cards for clients in order to communicate successfully during client consultation and ensure successful results. In addition to the regular manicurist program students enrolled in this program will have 200 hours of advance techniques in care and enhancement of the beautification of the nails

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, demonstration, hands-on classroom, salon, lab projects, small groups, and individual projects. Methods of evaluation, students will be evaluated using a variety of traditional methods for theory, group discussions facilitated by the instructor, interaction of knowledge, mock board practice, hands on practice including but not limited to written and practical exams.

COURSE OUTLINE – 600 CLOCKED HOURS

THEORY SUBJECT INSTRUCTION

	HOURS REQUIRED
Health and safety	100
Sanitation and disinfection	100
Manicure / Pedicure	150
Advanced techniques	200

TRAINING MATERIALS

- Textbook: Milady Standard Nail Technology 7th Edition ISBN-13: 978-1285080475 (included)
- Workbook for Milady Standard Nail Technology, 7th Edition ISBN-13: 978-1285080512 (included)
- Exam review for Milady Standard Nail Technology ISBN-13: 978-1285080543 (included)
- Student Nail Care kit (included)
- Notebook, pen, and pencil (must be purchased by the student)
- Some supplies must be purchased by the student for the purpose of practicing in the laboratory after the in-class demonstrations
- Uniforms and shoes (must be purchased by the student).
- Comfort closed work shoes slip resistant

TRAINING EQUIPMENT

- Students in this program will have access to classroom lab, stations and a variety of equipment, tools, and some materials daily for training, provided by the school.

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$6,865.00
Books	\$425.00
Kit	\$710.00
Additional materials	Not included
TOTAL	\$8,150.00

PASTRY AND BAKING – 100 HOURS

CIP # 12.0501 SOC # 51.3011 DOT # 313.361-010



PROGRAM OBJECTIVE

A student enrolled in this program will become proficient in pastry and baking and developed a professional vocational skill. A vocational skill development program is defined as: A program intended to enhance through training; a student's knowledge and skills within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

DESCRIPTION

Bakery and pastry program is designed to teach baking and pastry techniques and fundamentals associated with that area of the culinary industry. Emphasis is on skills required for positions in commercial operations. Instruction includes principles for preparation, storage and serving bakery products, study of ingredients, preparation of classical and artisan breads, rich yeast doughs and edible centerpieces; decorative showpieces and special occasion cakes; basic business operation of a retail bakery.

METHODS OF INSTRUCTION

During the course of the class there will be lectures and videos on the following topics: baking equipment; ovens and tools; raw materials and semi-finished products. The baking process; modern and traditional techniques. Group discussions facilitated by the instructor. Theory, baking techniques and dessert design instructor demonstration. The instructor supervises the baking and dessert designs made by the students and interaction of knowledge. Methods of evaluation: students will be evaluated using a variety of traditional methods.

COURSE OUTLINE

HOURS

INTRODUCTION AND TECHNIQUES

This module provides the students with basics of pastry and baking techniques.

4

INGREDIENT IDENTIFICATION

This module provides the students with basics of pastry and baking mixes and ingredients.

4

YEAST BREADS AND ROLLS

This module provides the students with basics of working with yeast breads and roll techniques.

16

PASTRY DOUGH AND BATTERS

This module provides the students with basics of working with pastry dough and batter techniques.

16

BREADS AND CAKES

This module provides the students with basics of working with quick breads and cakes techniques.

16

COOKIES

This module provides students with basics of working with cookies and its decorating techniques.

12

CUSTARDS, CREAMS, MOUSSES, AND SOUFFLÉS

This module provides the students with basics of working with custards, creams, mousses, and soufflés and incorporating into design techniques.

8

ICINGS, GLAZES AND SAUCES

This module provides the students with basics of working icing, glazes, and sauce techniques.

4

FROZEN DESSERTS

This module provides the students with basics of working with/creating frozen dessert techniques.

4

PIES, TARTS AND FRUIT DESSERTS

This module provides the students with basics of working/creating and baking with pies, tarts, and fruit dessert techniques.

16

TRAINING MATERIAL

The student is responsible for purchasing books, tools, and materials for his training

- Textbook: Baking and pastry: Mastering the art and craft, 3rd Edition ASIN: B00UGE1U8Q (recommended to purchase)
- White coat and white hat
- Comfort closed work shoes slip resistant
- Pastry and baking tools kit
- Supplies: Must be purchased by the student for the purpose of practicing.
- Notebook, pen and pencil, backpack, and basic tool set
- Supplies must be purchased by the student for the purpose of practicing

TRAINING EQUIPMENT

Students in this program will have access to a variety of cake equipment tools, and some materials daily for training:

- Ovens
- Microwave
- Round cake pan
- Master Airbrush Cake Decorating
- Refrigerator
- Blender
- Kitchen aid mixer

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$1,500.00
Books	n/a
Kit	n/a
Additional materials	Not included
TOTAL	\$1,650.00

PASTRY AND BAKING ART – 300 HOURS

CIP # 12.0501 SOC # 51.3011 DOT # 313.361-010



PROGRAM OBJECTIVE

A student enrolled in this program will become proficient in Pastry and Baking and developed a professional vocational skill. A vocational skill development program is defined as: A program intended to enhance through training; a student's knowledge and skills within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed. This program will prepare students to take the state test to obtain the **Food Manager Certification**.

DESCRIPTION

Bakery and pastry program is designed to teach baking and pastry techniques and fundamentals associated with that area of the culinary industry. Emphasis is on skills required for positions in commercial operations. Instruction includes principles for preparation, storage and serving bakery products, study of ingredients, preparation of classical and artisan breads, rich yeast dough and edible centerpieces; decorative showpieces and special occasion cakes; basic business operation of a retail bakery.

METHODS OF INSTRUCTION

During the course of the class there will be lectures and videos on the following topics: Baking equipment; ovens and tools; raw materials and semi-finished products. The baking process; modern and traditional techniques. Group discussions facilitated by the instructor. Theory, baking techniques and dessert design Instructor demonstration. The instructor supervises the baking and dessert designs made by the students and interaction of knowledge. Methods of evaluation: students will be evaluated using a variety of traditional methods.

COURSE OUTLINE - MODULE SUBJECT

MODULE HOURS

MODULE # 1

TOOLS AND EQUIPMENT IDENTIFICATION

In this module students will get to know all the tools and equipment need it to perform within this field. Learn the appropriate use of all the small tools.

5

MODULE # 2

FOOD AND KITCHEN SAFETY

Students will exercise safety and sanitation practices in the kitchen. Understand and practice the importance of storing and preparation of food. Learn prevention against food borne illness. General safety to avoid accidents.

15

MODULE # 3

INTRODUCTION AND TECHNIQUES

Students will learn basics of pastry and baking techniques. Students will practice the different basics of pastry and baking techniques. Explain pastry and baking basic techniques.

5

MODULE # 4

INGREDIENT IDENTIFICATION

Students will learn basics of pastry and baking ingredients and mixing. Identify ingredients use for pastry and baking. Explain the importance of mixing properly. List different types of mixes made in pastry and baking.

15

MODULE # 5

YEAST BREADS AND ROLLS

Students will know the different types of yeasts in pastry and baking. Explain the differences of yeasts and their use. Learn and practice roll techniques.

50

MODULE # 6

100

PASTRY DOUGH AND BATTERS – SALTY

Learn working with different types of salty dough. Explain the uses of different dough in pastry and baking. Learn mixing batters. Explain different batters and their use. Student will learn different recipes including sauces, pizza, and many others.

MODULE # 7

PASTRY DOUGH AND BATTERS – SWEETS

Learn working with different types of sweet dough. Explain the uses of different dough in pastry and baking. Learn mixing batters. Explain different batters and their use. 20

MODULE # 8

CAKES, ICING, GLAZING AND CHOCOLATERIES

Student will learn different recipes in bread baking bases for different types of cakes including Gela cake, Carrot cake, Hershey cake, icings, glazes, and many others. 35

MODULE # 9

COLD DESSERTS

Learn techniques for frozen desserts. Create frozen desserts. Explain process in frozen desserts preparation. 20

MODULE # 10

PIES, TARTS, FINAL PROJECT, AND TEST

Learn preparation of pie crust. Create different types of pies. Create different types of tarts and different types of fruit desserts. 35

PHYSICAL REQUIEREMENTS

STANDIND – Required throughout the work period, in combination with walking and sitting

WALKING – In the kitchen when the student start working

LIFTING – Put the bread in the oven or bring or take the materials from the car, etc. (1 to 5 lbs.)

CARRYING – For short distances

BENDING – N/A

CROUCHING, CRAWLING OR KNEELING – N/A

REACHING – N/A

CLINBING – N/A

PUSHING, PULLING – When knead the dough

TOUCHING, FEELING – In all aspects of the job

TALKING, LISTENING – To other workers, supervisor, or instructor

TYPICAL ENVIRONMENT

A. Inside: 100%

B. Outside: Bring or take the materials from the car

C. Extreme cold or heat: Depend on area climate and of course use of oven that tends to warm up the area of work

D. Noise: Normal kitchen level noise, mixers, blenders, microwave, and oven

E. Hazard: Knife, burn if not careful working in the kitchen

F. Surfaces: Floors may get slippery if material fall and are not picked up and clean the area after

ATMOSPHERIC CONDITIONS

A. Fumes: N/A

B. Odors: From bread or food use to bake

C. Dust: Flour or confectioners powdered sugar

D. Mist: N/A

E. Ventilation: Air conditioned and fans

F. Bakery and pastry machines, tools, equipment and work aids

TRAINING MATERIAL

- Textbook: Professional Baking 7th Edition ISBN-10: 1119148448 (recommended to purchase)
- Student study Guide to accompany Professional Baking 7th Edition ISBN-13: 978-1119148487 (recommended to purchase)
- White coat and white hat
- Pastry and baking tools kit
- Notebook, pen, and pencil
- *Materials needed to participate in class are at student expense and we calculate an approximate investment cost to complete the course \$2,000.00 to \$2,500.00 depending on material cost, quality, brand, and place of purchase

TRAINING EQUIPMENT

Students in this program will have access to a variety of cake equipment tools, and some materials daily for training:

- Ovens
- Microwave
- Round cake pan
- Master airbrush cake decorating
- Refrigerator
- Blender
- Kitchen aid mixer

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$4,750.00
Books	n/a
Kit	n/a
Additional materials	*+ Not included
TOTAL	\$4,900.00

IMPORTANT NOTE:

* For students receiving EDD funds or insurances that pay to the school for the materials needed to complete the course the dollar amount estimated to charge is about \$2,100.00. This amount must be payable to the school making a total cost for the course of approximate \$7,000.00 to be billed to the agency sponsoring the student.

+ Students who obtained funds for the materials to be used to complete the course directly from the insurance agencies are fully responsible for its administration, it is estimated that these funds are sufficient to cover all the materials necessary to complete the course. RTC COLLEGE is not responsible if the students expend the funds and are not enough for the materials; the students are entire responsible for any exceeding amount for materials to purchase. They are responsible to pay any shortage they may have at the time to purchase the materials. After taking the third class the students must bring the bread already baked from home.

PASTRY AND BAKING ARTS – 600 HOURS

CIB # 12.0501 SOC # 51.3011 DOT # 313.361-010



PROGRAM OBJECTIVE

A student enrolled in this program will become proficient in the field of pastry and baking and will develop a professional vocational skill. A vocational skill development program is defined as: A program intended to enhance through training; a student's knowledge and skill within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

DESCRIPTION

Bakery and pastry arts program is designed to teach baking and pastry techniques and fundamentals associated with that area of the culinary industry. Emphasis is on skills required for positions in commercial operations. Instruction includes principles for preparation, storage and serving bakery products, study of ingredients, preparation of classical and artisan breads, rich yeast doughs and edible centerpieces; decorative showpieces and special occasion cakes; basic business operation of a retail bakery.

METHODS OF INSTRUCTION

During the course, the student will have lectures and videos on the following topics: baking equipment; ovens and tools; raw materials and semi-finished products; baking process; modern and traditional techniques. Group discussions facilitated by the instructor. Theory, baking techniques and dessert design instructor demo. The instructor supervises the baking and dessert designs made by the students and interaction of knowledge. Methods of evaluation: students will be evaluated using a variety of traditional methods.

OUTLINE COURSE

HOURS

INTRODUCTION AND TECHNIQUES

This module provides the students with basics of pastry and baking techniques.

5

TOOLS AND EQUIPMENT IDENTIFICATION

The student learns to master all the instruments and a variety of small tools and large equipment.

10

FOOD AND KITCHEN SAFETY

This module provides Safety and Sanitation, the importance of storing and preparing food properly cannot be overemphasized. In addition to the precautions necessary to guard against food borne illness. care must also be taken to avoid accidents.

10

INGREDIENT IDENTIFICATION

This module provides the students with basics of pastry and baking mixes and ingredients.

10

YEAST BREADS AND ROLLS

This module provides the students with basics of working with yeast breads and roll techniques.

75

PASTRY DOUGH AND BATTERS

This module provides the students with basics of working with pastry dough & batter techniques.

75

QUICK BREADS AND CAKES

This module provides the students with basics of working with quick breads and cakes techniques.

100

COOKIES

This module provides students with basics of working with cookies and its decorating techniques.

25

50

CUSTARDS, CREAMS, MOUSSES, AND SOUFFLÉS

This module provides the students with basics of working with custards, creams, mousses, and soufflés and incorporating into design techniques.

ICINGS, GLAZES AND SAUCES

This module provides the students with basics of working icing, glazes, and sauce techniques. 25

FROZEN DESSERTS

This module provides the students with basics of working with/creating frozen dessert techniques. 20

PIES, TARTS AND FRUIT DESSERTS

This module provides the students with basics of working/creating and baking with pies, tarts, and fruit dessert techniques. 50

CHOCOLATES AND CONFECTION

The students learn, production and tempering of chocolate, molding chocolate, chocolate decorations, chocolate truffles and confections. 25

DESSERT PRESENTATION

The students learn overview of dessert plating and practical plating guidelines. 10

ASSEMBLING AND DECORATING CAKES

The students learn preparing icings, assembling, and icing cakes, and decorating techniques, planning, and assembling specialty cakes. 75

SUGAR TECHNIQUES

The students learn. Boiling Syrups for sugar work, spun sugar, caramel decorations, and poured sugar, pulled sugar, and blown sugar, boiled sugar confections. 10

BAKING FOR SPECIAL DIETS

The students learn: Nutritional Concerns, food allergies and intolerances, modifying formulas for special needs. 25

TRAINING MATERIAL:

- Textbook: Professional Baking 7th Edition ISBN-10: 1119148448 and Student Study Guide to accompany Professional Baking 7th Edition ISBN-13: 978-1119148487 (recommended to purchase)
- White coat and white hat
- Comfort closed work shoes slip resistant
- Pastry and baking tools kit
- Notebook, pen, pencil, backpack, and basic tool set
- Supplies: Must be purchased by the student for the purpose of practicing

TRAINING EQUIPMENT

Students in this program will have access to a variety of cake equipment tools, and some materials daily for training:

- Ovens
- Microwave
- Round cakepan
- Master airbrush cake decorating
- Refrigerator
- Blender
- Commercial mixer

TUITION AND FEES	
Registration fee	\$150.00
Tuition	\$9,450.00
Books	n/a
Kit	n/a
Additional materials	Not included
TOTAL	\$9,600.00

PROFESSIONAL MAKEUP TECHNIQUES – 32 HOURS

CIP # 12.0499 SOC # 39.5091 DOT # 332.271-010



PROGRAM OBJECTIVE

A student enrolled in this program will become proficient in the field of professional makeup techniques and develop a professional vocational skill. A vocational skill development program is defined as: A program intended to enhance through training; a student's knowledge and skill within a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment within that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

DESCRIPTION

A makeup artist can carry out their professional functions performing independently, in a makeup studio, hairdressing and beauty salons, SPA, training and promotion a line of cosmetics, fashion and business events carrying out the design, management and comprehensive execution of this type of undertaking. It can work in a dependency relationship, in which require these professional services, as well as forming a work team in specific activities such as advertising photography and artistic, theatrical shows, television, advertising films and short, medium and feature film.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, salon, lab projects, small group, and individual projects. Methods of evaluation students will be evaluated using a variety of traditional methods. Theory, group discussions facilitated by the instructor, and interaction of knowledge.

COURSE OUTLINE

HOURS

MAKE-UP FUNDAMENTALS

This module provides the students with overview of the professional makeup techniques program. Infection control, facial anatomy, and physiology. Tools of the trade. The evolution of makeup artistry, color theory wheel and color correctors.

4

MAKEUP FOUNDATIONS

This module provides the students with overview of the essential techniques for eye shape, highlighting, contouring, powder application technique, eyelash application, eyeliner lip liners application, lipstick application, and rouge application. Face chart inspired look.

4

SPECIAL OCCASIONS LOOKS

This module provides the students with overview of the most suitable makeup for the skin, T-zones, lips, eyes, and cheeks. Different types of makeup for various skin types. Day makeup look. Evening makeup look. Halo eye look, smokey eyeliner look.

8

SPECIALTY MAKE-UP

This module familiarizes students with perfect makeup techniques to achieve a natural look with minimal effort yet to maximum effect for their purpose. Teen's makeup look. Makeup for aging skin. Application of glitters, cut crease, Arabic cut crease.

4

ADVANCE MAKE-UP

This module provides the students with overview of the special occasion makeup. Bridal makeup look photoshoot. Makeup for color photography and Hollywood makeup inspired.

8

SPECIAL EVENT

This module provides the students with overview of makeup artistry which may be used to create a specific look effect like for a specific costume, wardrobe, basic special effects, half-moon cut crease grating eyeliner. High fashion editorial and class competition. 4

TRAINING MATERIALS

- Textbook: Compilation from Milady Standard Make Up ISBN-13: 978-1111539597 (not included)
- Student kit (included)
- RTC College T Shirt (included)
- Notebook, pen, and pencil (must be purchased by the student)
- Kit is provided by the school
- Some supplies Must be purchased by the student for the purpose of practicing in the Laboratory after the in-class demonstrations
- Comfort closed work shoes slip resistant

TRAINING EQUIPMENT

Students in this program will have access to a classroom, salon, lab, stations, and equipment for training, provided by the school.

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$800.00
Books	n/a
Kit	\$360.00
Additional materials	Not included
TOTAL	\$1,310.00

RESIDENTIAL ELECTRICAL TECHNICIAN (ET CARD) – 480 HOURS

CIP # 46.0302 SOC # 47.2111 DOT # 824.261-010

PROGRAM OBJECTIVE

Demonstrate their knowledge of safety and follow all national electrician codes in all services. Demonstrate their mastery in electrical wiring. Complete wiring diagrams and plans. Installation of switches, lights, fixtures, thermostats, doorbell, connect circuit breakers, grounding, and testing receptacles. Perform panel box inspections, install fuses, eval., old wiring, circuit maps. Solve troubleshooting procedures. Select proper material for all electrical installations. Connect circuit panels, panelboards, raceways, switchboards. Create prints and specifications, learn the function, operation, and characteristics of various types of motors AC, DC, dual voltage, etc. Install generators and power supplies, transformers, and testing. Follow all local electrical State guidelines.



DESCRIPTION

In this course students will be introduced to all residential electrical services such: electrical wiring service, electrical installations, read wiring diagrams, install circuits, grounding, receptacles, lamps, fabricate conduits and maintenance, etc. Understanding of boxes and wiring rules, testing receptacles, wall switches and fixtures; troubleshooting procedures. Understanding and applying local codes to obtain appropriate permit. All review work and introductory lessons will be prepared students for the California State Electrician Trainee Card and prepare them for future employment. This online course will be delivery with a combination of online lectures, demonstrations, projects and scheduled hands-on seminars in which the student must come for a hands-on practice to assure their learning progress of all students enrolled.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, hands-on classroom, shop, lab projects, small group, and individual projects. Methods of evaluation: students will be evaluated using a variety of traditional methods. Theory, group discussions facilitated by the instructor. Interaction of knowledge.

COURSE OUTLINE - MODULE SUBJECT

MODULE HOURS

MODULE # 1

Chapter 1 – General information for electrical installations
Chapter 2 – Specification, electrical symbols, and outlets

25

MODULE # 2

Chapter 3 – Determine the required number of branch circuits, lighting outlets, and receptacle outlets.
Chapter 4 – Conductor sizes and types, wiring methods, wire connection and voltage drop
OSHA 10 – Constructions

50

MODULE # 3

Chapter 5 – Conductor identification, switch control of lighting circuits, bonding ground of wiring devices, and induction heating

25

MODULE # 4

Chapter 6 – Ground-fault circuit interrupters, arc-circuit interrupters, surge protective devices, immersion detection circuit interrupters, and appliance leakage current interrupters

25

MODULE # 5

Chapter 7 – Luminaires, ballasts, and lamps
Chapter 8 – Lighting branch circuit for the front bedroom

30

MODULE # 6

Chapter 9 – Lighting branch circuit for the master bedroom
Chapter 10 – Lighting branch circuit – bathrooms, hallway

25

Chapter 11 – Lighting branch circuit – front entry, porch, post light, underground wiring	
MODULE # 7	
Chapter 12 – Lighting branch circuit and small appliance circuits for the kitchen	
Chapter 13 – Lighting branch circuit for the living room	25
Chapter 14 – Lighting branch circuit for the study bedroom	
MODULE # 8	
Chapter 15 – Dryer outlet, lighting, and receptacle circuits for the laundry, powder room, rear entry hall, and attic	25
Chapter 16 – Branch circuits for the garage and outdoors	
MODULE # 9	
Chapter 17 – Recreation room	25
Chapter 18 – Lighting branch circuit, receptacle circuits for workshop	
MODULE # 10	
Chapter 19 – Special purpose outlets – water pump, water heater	
Chapter 20 – Special purpose outlets for ranges, counter-mounted cooking unit, and wall-mounted oven	25
MODULE # 11	
Chapter 21 – Special purpose outlets – food waste disposer, dishwasher	
Chapter 22 – Special purpose outlets for the bathroom ceiling heat, vent, lights, the attic fan, and the hydromassage tub	25
MODULE # 12	
Chapter 23 – Special purpose outlets – electric heating, air conditioning	25
Chapter 24 – Feeders and service entrance equipment	
MODULE # 13	
Chapter 25 – Television, telephone, and low-voltage signal systems	25
Chapter 26 – Smoke, heat, and carbon monoxide alarms, and security systems	
MODULE # 14	
Chapter # 27 – Feeder and service entrance calculations	50
Chapter # 28 – Feeders and service entrance equipment	
MODULE # 15	
Chapter # 29 – Overcurrent protection – fuses and circuits breakers	25
Chapter # 30 – Swimming pools, spas, hot tubs, and hydromassage baths	
MODULE # 16	
Chapter 31 – Wiring for the future: Home automation systems	25
Chapter 32 – Standby power systems	
MODULE # 17	
Chapter 33 – Residential utility – interactive photovoltaic systems	
Appendixes	25
CPR First aid	

PHYSICAL REQUIREMENTS/TYPICAL ENVIRONMENT

STANDING - Required throughout the work period, in combination with walking in the work area.

WALKING - In the work area, indoor and outdoor.

LIFTING - Using hands and arms in handling, manipulating things (5 to 25 Lbs).

CARRYING - Short and large distances.

BENDING - At the waist.

CROUCHING, CRAWLING, KNEELING - Ascend and descend ladders.

REACHING - At all levels

CLIMBING - Scaffolding, ramps, poles, and the like, one or more stories above ground level.

PUSHING, TOUCHING, FEELING - In all aspects of the job.

TALKING, LISTENING - Other workers and supervisor, (to customers if job appropriate).

MATERIAL, PRODUCTS - Electrical material.

TYPICAL ENVIRONMENT - INSIDE: 100% Indoor and outdoor are usually kept open.

ATMOSPHERIC CONDITIONS VENTILATION - Open air when doors are open (normal working position).

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS - Hand tools, power tools, hydraulic benders, voltage testers,

amp probe tester, ohm meter.

WORKER INSTRUCTIONS - From supervisor OR manager. If at dealer from work order, if self-employed or instructed to do so directly from the client.

WORKING HOURS - Typically eight hours a day, five days a week, overtime as needed.

TRAINING MATERIALS:

The student is responsible for purchasing books, tools, and materials for his training

- Textbook: Electrical Wiring Residential by Ray C. Mullin - Phil Simmons ISBN-13: 978-0357137697 (recommended to purchase)
- Notebook, pen, and pencil.
- Electrical Tools
- Electrical Test equipment

TRAINING EQUIPMENT

Students in this program will have access to classroom, shop, lab. Projects and a variety of equipment tools, and materials daily for training, provided by the school.

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$6,600.00
Books	\$200.00
Kit	\$1,000.00
Additional materials	Not included
TOTAL	\$7,950.00

GRADUATION REQUIREMENTS

In order to graduate from this program by DIR requirements (Department of Industrial Relations) all students are must attend and complete the following courses: 1) Osha 10 – Construction, 2) CPR, first aid, and AED, 3) Extinguishers safety (included in the program, randomly schedule). If these classes have not being taken student most wait until available to come back and take them. Not doing so it will affect your eligibility to apply for you ET Card and the renewal. RTC COLLEGE is not responsible for any dalyts that DIR may have when processing your ET CARD.

KIN CARE – 600 HOURS

CIP # 12.0409 SOC # 39.5094 DOT # 332.271-010



PROGRAM OBJECTIVE

In this course students will be introduced to all facial skin care services such: plain facials, facials with the use of scrubs and masks, chemical peels, microdermabrasion, facial treatments, facial massage, makeup, false eyelashes, correct application of massage movements during a facial. All review work and introductory lessons will prepare students for the State Esthetician Licensure. Working on the clinic and reception areas students will gain valuable experiences to prepare them for future employment.

PROGRAM DESCRIPTION:

Students will be able to demonstrate their knowledge of safety and sanitary procedures in all services and their proficiency in the administration of facial and facial massage techniques. Analyze the skin and identify skin disorders and diseases. Completing a facial treatment within an allotted time period in a safe manner, including the correct and safe application and removal of chemical solutions including, all treatments listed above and newer State Board approved services such as: Derma Planning, Derma Pen with "NANO" needles, lash lifting, brow lamination, lash and brow tint, and treatments. Safely and hygienically perform all skin care services. Establish a professional and ethical relationship with each customer who receives a chemical or manual service procedure. Maintain accurate service record cards for clients in order to communicate successfully during client consultation and ensure successful results.

METHODS OF INSTRUCTION

This program will be taught through a combination of lectures, demonstration, hands-on classroom, salon, lab projects, small groups, and individual projects. Methods of evaluation, students will be evaluated using a variety of traditional methods for theory, group discussions facilitated by the instructor, interaction of knowledge and hands on practice including but not limited to written and practical exams.

COURSE OUTLINE – 600 CLOCKED HOURS

THEORY SUBJECT INSTRUCTION	HOURS REQUIRED
Health and safety	100
Sanitation and disinfection	100
Esthetics	350

TRAINING MATERIALS

- Milady Standard Esthetics Fundamentals 11th Edition ISBN: 13: 978-1111306892 (included)
- Exam review for Milady Esthetics 11th Edition ISBN- 13: 978-1111306922 (included)
- Practical workbook for Milady Standard Esthetics 11th Edition ISBN- 13: 978-1111306915 (included)
- Student Skin Care kit (included)
- Notebook, pen, and pencil (must be purchased by the student)
- Some supplies are provided by the school
- Some supplies must be purchased by the student for the purpose of practicing in the laboratory after the in-class demonstrations
- Uniforms and shoes slip resistant (must be purchased by the student)
- Comfort work closed shoes slip resistant (is a must to wear by the students)

TRAINING EQUIPMENT

Students in this program will have access to a variety of equipment tools, and some materials daily for training, provided by the school include:

- Facial Steamer and Lamp
- Wax warmer machine
- Electrical towel warmer
- Microdermabrasion machine
- Paraffin machine for facial use
- Rolling trolley cart
- Professional spa bed
- Facial LED therapy lamp, anti-wrinkle with tools and accessories
- TV

TUITION AND FEES

Registration fee	\$150.00
Tuition	\$6,850.00
Books	\$425.00
Kit	\$725.00
Additional materials	Not included
TOTAL	\$8,150.00