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# Course catalog

January 1, 2019 – December 31, 2019



**CALIFORNIA  
CAREER  
SCHOOL**

*Our Students Drive Our Success!*

1100 TECHNOLOGY CIRCLE  
ANAHEIM, CA 92805-6329

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*California Career School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and state approved by the California Bureau for Private Postsecondary Education (BPPE). The Bureau's approval means that the institution and its operation are in compliance with the minimum standards.*

## ADMINISTRATION

DIRECTOR ..... Chuck Emanuele  
CONTROLLER ..... Jennifer Francois  
STUDENT REGISTRAR ..... Maryann Paco

ADMISSIONS REPRESENTATIVE ..... Marcelle Gerard  
FINANCIAL AID ADVISOR ..... Glenda Welch  
JOB PLACEMENT ..... Jackie Flores



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## APPROVAL DISCLOSURE STATEMENT

California Career School, 1100 Technology Circle, Anaheim, CA 92805, is a private institution approved to operate by the California Bureau for Private Postsecondary Education. The Bureau's approval to operate means that the institution and its operation are in compliance with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Approved courses are:

- \* HOMELAND SECURITY & INVESTIGATION - 36 S.C.H.
- \* COMMERCIAL TRUCK & BUS DRIVER - 16 S.C.H.
- \* COMMERCIAL TRUCK DRIVER - 14 S.C.H.
- \* COMMERCIAL BUS DRIVER - 4 S.C.H.
- \* AUTOMOTIVE REPAIR TECHNICIAN: TUNE UP/EMISSIONS - 29 S.C.H.
- \* COMPUTER NUMERICAL CONTROL - 39 S.C.H.
- \* PROFESSIONAL COMMERCIAL TRUCK DRIVER - 23 S.C.H.
- \* Approved by the California State Approving Agency for Veterans Education (CSAAVE) to train veterans or eligible persons.

Instruction is in residence with an occupancy level accommodating 160 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. C.C.S. awards a certificate.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel. 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. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Current resources include: Vocational Rehabilitation, State Rehabilitation, VA Benefits, TRA-TAA Funding, WIA Funding, PELL Grant, School financing.

In addition, all of our institutional facts are provided to aid in the student's decision to attend California Career School. That information includes, but is not limited to, Admissions Policy, Buyer's Right to Cancel, Program Objectives, and Program Outlines, and a tour of our facility and its training equipment. Prospective students may also view our website under the "Student Services" tab, for access to financial aid calculators, funding disclosures and other important information regarding financial aid.  
[www.californiacareerschool.edu/student-services/financial-aid](http://www.californiacareerschool.edu/student-services/financial-aid)

The following State boards, bureaus, departments or agencies set the minimum standards for our program of studies: Department of Consumer Affairs

Bureau of Automotive Repair  
Bureau of Security and Investigative Services

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director, A. Charles Emanuele.

Unresolved complaints may be directed to the Department of Consumer Affairs, 1625 N. Market Blvd., Suite S-202, Sacramento, CA 95834-1924.

All information in the content of this school catalog is current and correct and is so certified as true by A. Charles Emanuele.

Signature: \_\_\_\_\_



## STUDENT TUITION RECOVERY FUND STATEMENT

### STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

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

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

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

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

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

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

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

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the bureau that the school is closed. If you do not receive notice from the bureau, you have four (4) years from the date of the school closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two (2) years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to:

Department of Consumer Affairs  
1625 North Market Boulevard, Ste. S-202  
Sacramento, California, 95834-1924  
(916) 574-7720

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
www.bppe.ca.gov  
Phone: (888) 370-7589  
Fax: (916) 263-1897

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd. Suite 302  
Arlington, VA 22201  
(703)247-4212 [www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school registrar. Detailed steps of the grievance procedure are listed on page 15.

## **SCHOOL PHILOSOPHY**

We believe our training should respond to the needs of our industry by preparing men and women alike with "hands on" training directed toward practical applications. Students will work with contemporary equipment under the supervision of qualified, experienced instructors.

Along with the highly technical training, of which we are very proud, California Career School also has a policy of school discipline and protocol. Our school rules and policies have been established to produce a "no-nonsense" learning environment, to ensure that our graduates will be prepared with the kind of "work ethic" that is so highly sought after. It is our aim and goal to incorporate this philosophy into the day-to-day operation of the school.

## **SCHOOL HISTORY**

California Career School, a California corporation, is an institution with a history of providing industry with qualified graduates. Founded as Cal-Diesel in 1970 by Mr. George R. Purnell; he sold the school to California Career School, in September, 1986. In 1992, Brem Industries bought the school and added the Automotive Technician, the Homeland Security & Investigation and the Commercial Truck Driver programs. In 1996 the school added a Computer Numerical Control training program.

## **ACCREDITATIONS AND APPROVALS**

California Career School has been approved by the Bureau for Private Postsecondary Education (BPPE) since 1970. California Career School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a recognized accrediting agency.

## **ADMISSIONS POLICY**

(Revised 12-06-2016)

All applicants must pass the Test of Adult Basic Education (TABE) Vocabulary, Mechanics, and Spelling entrance test to be admitted to any of the programs at CCS. The minimum acceptable score for commercial truck driver training is 6. The minimum acceptable score for commercial bus driver training is 6. The minimum acceptable score for homeland security and investigation training is 6. The minimum acceptable score for auto repair technician: tune-up/emissions is 8. The minimum acceptable score for computer numerical control training is 9.

To qualify for Federal Student Aid, a student must have a High School diploma/GED and be 18 years of age or older. Those applicants that do not have a high school diploma or a G.E.D. will be eligible for admittance as an Ability-To-Benefit (ATB) students upon passing the Wonderlic Basic Skills test- ability to benefit test with a minimum score of 200. Students admitted as Ability-To-Benefit do not qualify for federal student aid. California Career School requires documentation from students in foreign countries to be translated and certified to be equivalent to a U.S. high school diploma. Additionally, the applicant must receive the recommendation of the admissions representative to confirm that the prospective student has the proper attitude to be a successful student and an employable graduate. Please see the appropriate school catalog program listing for any additional entrance requirements which may be required for a specific program.

## **ADMISSIONS PROCEDURES**

(Revised 04-15-2006)

Prospective students will be personally interviewed by an admissions representative who will explain the school's philosophy, program content and demands on the part of the student, and discuss career opportunities. The admissions representative will then provide the prospective student with a tour of the school's facilities. Upon evaluation of the prospective student's application and the school admissions representative's personal evaluation, the applicant is then accepted or rejected.

The applicant will then make his/her evaluation and make a decision about attending CCS. Prospective students may enroll any day of the week. All programs are open entry and at the time of enrollment, applicants will be advised of class starting dates.

## **CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE**

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

The transferability of credits you earn at California Career School is at the complete discretion of an institution to which you may seek to transfer. California Career School has not entered into an articulation or transfer agreement with any other educational institutions. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you make seek to transfer after attending California Career School to determine if your certificate will transfer.

Applicants who have previous training or related work experience may be given credit in course time and expense. Evidence of previous training or related work experience must be presented at the time of the applicant's enrollment. Transfer credit from other schools or related work experience credit will be granted at the discretion of the School Director.

\*Veterans: CCS will evaluate previous training and appropriate credit will be given with the training period shortened proportionately. The VA and the Veteran will be so notified.

## ACADEMIC CALENDAR

### ENROLLMENT:

Students may enroll at any time during the year, and will be advised of their probable starting date during enrollment. Starting dates are scheduled on the basis of student enrollment. Our classes, which have a maximum of thirty (30) students, are limited in size to ensure that every student receives the individual instruction that we feel is necessary to obtain their desired educational goal.

### SCHOOL HOLIDAYS:

The School operates continuously throughout the year, except for the following holidays:

New Year's Day	Memorial Day	Thanksgiving Day and the day after
President's Day	Independence Day	Christmas Eve thru January 3, 2012
Labor Day	Veteran's Day	

### OFFICE OPERATION

HOURS: Monday through  
Friday 8:00 AM to 5:00 PM

Day classes exceeding 5 hours in length are subject to a 30 minute meal break.

### SCHOOL CLOSURE:

In the event of severe weather conditions or any unforeseen calamity, management will decide if school closure will be made up by extending class hours, by holding additional sessions, or by any method considered appropriate by the School's management.

## REGISTRATION FEES

A non-refundable Registration Fee of \$100.00 is required with the student's application and is part of the tuition charged.

## TUITION

### RATES:

From time to time, the School reviews its tuition rates and makes any necessary adjustments. The rate in effect at the time a student signs the Enrollment Agreement is the rate that applies. Current tuition rates may be found in this catalog in the program section of this catalog. Books and supplies are included in the costs, and are non-refundable once they have been issued to and used by the student.

## TERMINATION

The School reserves the right to terminate any student who:

1. Fails to maintain satisfactory progress
2. Maliciously destroys or damages any School property
3. Engages in unlawful acts or conduct contrary to the best interest of the School
4. Has conduct that reflects discredit upon the School
5. Demonstrates behavior disruptive of a normal classroom
6. Has non-payment of any tuition, books, or fees

## STUDENT'S RIGHT TO CANCEL AND REFUND RIGHTS

You have the right to cancel this enrollment agreement for educational service, any equipment or other goods and services, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when you give written notice at School address. You can do this by mail, in person, by FAX or telegram to the director of the school listed on front of Agreement. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or, if after cancellation period, your last date of attendance. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for equipment, it is yours to keep without further obligation.

You have the right to terminate your enrollment agreement within 3 days of signing the installment contract. Any payments made to the school will be refunded within three days of cancellation. You have the right to withdraw from School any time. If you withdraw from the course of instruction after the cancellation period as in Par 1., School will retain STRF fees paid and remit a refund within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund 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, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified on the front page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, School shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within 30 days, School may retain lesser amount of a prorated portion as described below (up to 60% of course completion) or the documented cost of listed equipment, (for 2<sup>nd</sup> term or reenrolled students, "the documented cost"). You are liable for the amount, if any, by which the prorated or documented cost for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.

### HYPOTHETICAL REFUND EXAMPLE:

The following table outlines the refund due based on percentage of training completed, assuming you paid the following:

Total Contract	Less Fee for Registration	Less Supplies	Tuition Fee
\$8,075	\$0.00	\$2000	\$6000
<u>% Completed</u>	<u>Refund Due</u>	<u>% Completed</u>	<u>Refund Due</u>
10%	\$5,400	60%	\$3,600
25%	\$4,500	75%	\$1,500
50%	\$3,000	100%	-0-

For programs over 12 months, if you withdraw prior to the next 12 month period, all charges, collected for that next period will be refunded.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for a three week period; (d) You fail to return from a leave of absence.

(Continued) If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

### WITHDRAWAL DEFINITIONS

For the purpose of determining a refund, you are deemed to have withdrawn from a course of instruction when any of the following occur:

- 1) You notify the school of your withdrawal or of the date of your withdrawal, whichever is later.
- 2) The school terminates your enrollment as provided in this Course Agreement
- 3) You are absent 14 consecutive days

### SPECIAL CASES

In case of prolonged illness, death in the family, or other circumstances that make it impractical for the student to complete the course, the School may make a settlement that is reasonable and fair to both parties.

### ATTENDANCE REQUIREMENTS

Developing and maintaining good program attendance is an important facet of each student's professional development. Students are expected to attend classes as scheduled, be on time and remain in the classes for the scheduled duration. Although there are no excused absences, it's understood that a student may be absent from class because of a serious illness or a family emergency.

Attendance recording, monitoring, and follow-up procedures are as follows:

- Attendance is recorded on a quarter hour basis. If the student is in attendance for the majority of any given quarter hour, h/she will be credited with the full quarter hour.
- Regardless of reasons for the absence, absences are recorded from the first day of class. -Late arrivals and early departures contribute to overall attendance.
- Satisfactory attendance is considered to be 80% overall. A student who accumulates less than 80% attendance by the end of a module will be placed on probation. Attendance probation is generally 30 days in length. Students are considered to be in Satisfactory Progress while on probation. Failure to meet probation conditions will result in termination.

**\*\* Due to their abbreviated lengths, the Commercial Truck and Bus Driver programs implement a different attendance and attendance probation policy as follows:**

#### Generally:

- Students who miss two days within the same module may be required to repeat the module.
- Students may not miss more than three days during the course of training.
- Students may be placed on probation following their second absence. The probation will remain in effect until the student obtains his/her CDL
- Failure to meet the conditions of probation will result in termination.

## LEAVE OF ABSENCE

A request for a Leave of Absence (L.O.A.) does not imply approval. A Leave of Absence must be requested in writing and may only be granted in cases of extreme need.

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

- a. The L.O.A. involves no additional charges by the school to the student.
- b. The L.O.A. does not exceed 180 days within a 12 month period.
- c. A student may be granted more than one LOA in the event of unforeseen circumstances.
- d. Failure to return as scheduled from a L.O.A. will result in immediate termination.

If a Student Status Confirmation Report arrives while the student is on an approved leave of absence, she/he shall be considered enrolled.

- a. A student who plans to interrupt schooling for longer than sixty days is considered "withdrawn". When the borrower resumes schooling, s/he is considered re-enrolled.
- b. The school should inform the borrower that s/he must notify the lender when the borrower resumes schooling. Otherwise, the borrower will enter repayment.

## PHYSICAL PLANT

CALIFORNIA CAREER SCHOOL is located at 1100 Technology Circle, Anaheim, CA 92805-6329, in a modern, fire-proof, 20,000 square foot building. The School consists of approximately 3,000 square feet of administrative office space, and approximately 17,000 square feet of shop area, classrooms, a student lounge, and rest rooms. This institution, the facilities it occupies, and the equipment it utilizes, fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety and health. This is the building in which classes will be held.

## ACADEMIC PROGRESS

Satisfactory academic progress is necessary in order to maintain eligibility for financial aid assistance and to continue regular student standing at the School. Satisfactory progress is measured on a modular basis. The School defines all students maintaining the following standards as "making satisfactory progress":

1. A student must achieve a minimum grade point average of 1.5 at the end of the first module of program, a 2.0 grade point average at midpoint of the program, and a 2.0 grade point average to graduate. If a student falls below the required GPA, he/she will be placed on academic probation. Prior to academic probation, a student has the right to appeal a financial aid SAP probation by presenting a written appeal with a personal statement and documentation of mitigating circumstances. Appeal forms are available in person from the Office of Financial Aid. Follow the instructions on the appeal form to document your special circumstances. The SAP Appeals Committee evaluates all SAP appeals considering such factors as your personal statement, your academic history, your documented extenuating circumstances and your ability to achieve academic progress in the future. Students must complete their program within one and one-half times of the normal program time frame. Students able to complete their program within this maximum time frame will be terminated from their course of study. Time during an authorized Leave of Absence is not considered part of the program maximum time frame. Evaluation for satisfactory progress will be made at the completion of each module of instruction.

2. Academic probation is generally no more than two modules in length. (\*Due to the varying lengths of modules, probation periods may be amended at the Director's discretion except in the case of Veterans receiving benefits). During the time the student is on probation, the student will be eligible for disbursement of financial aid funds and Veteran's Benefits. At the end of the probationary period, if the student has not satisfied the conditions of the probation, additional financial aid and Veteran's Benefits will be with-held, and the student will be terminated from the program.
3. Students with an incomplete course or with modular repetitions are eligible to continue receiving financial aid if the student is otherwise making satisfactory progress and the time needed to make up and complete course work is within the program maximum time frame.

Satisfactory academic progress policies and procedures for Title IV recipients are available on the California Career School website at [www.californiacareerschool.edu](http://www.californiacareerschool.edu) or the Financial Aid Office.

### **RIGHTS OF APPEAL OF PROBATION OR TERMINATION**

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

### **RE-ADMISSION**

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

### **SEMESTER CREDIT HOURS**

The School measures its program by Semester Credit Hours for purposes of determining Semester Credit Hours, 15 hours of lecture, or 30 hours of lab, or 45 hours of externship equals One Semester Credit Hour. For purpose of Title IV funding 37.5 clock hours equal one semester credit hour for ALL hours. An instructional hour is defined as a minimum of 50 minutes of instruction within a 60 minute time period.

### **GRADING STANDARD**

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

Grade	Interpretation	Average	Grade Point	Cumulative GPA
A	Excellent	90-100%	4.0	3.5 - 4.0
B	Good	80-89%	3.0	2.5 - 3.4
C	Average	70-79%	2.0	1.5 - 2.0
D	Below Average	60-69%	1.0	1.0 - 1.4
F	Failing	Below 60%	-0-	-0-
I	Incomplete	-0-	-0-	-0-
W	Withdrawal	No Grade		

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



(Continued) A student receiving a grade of "F" will be required to make up the portion of the module that s/he has failed (See Make-Up Work) and must satisfy the requirements as outlined under "Satisfactory Progress" to continue to maintain regular student status. It should be noted that if a student is required to or requests to repeat a module or unit of instruction, the second grade will substitute for the first, even if it is lower.

### **MAKE-UP WORK**

Students are required to make up all assignments and work missed as a result of absences. The instructor may assign additional make-up work to be completed for each absence; this will be assigned as outside work. Make-up work will not be authorized to remove absence. Tests missed because of absence must be made up on the day the student returns to school unless other arrangements have been made by the instructor, with the School Director's approval.

### **GRADUATION REQUIREMENTS**

In order to graduate and receive a Certificate for Completion:

A student must satisfy all of the program requirements.

A student must complete the program requirements with a minimum cumulative grade point average of 2.0

A student must not have a financial or library obligation toward the School.

A student must complete required course of instruction in residence.

### **CREED OF NON-DISCRIMINATION**

No applicant shall be rejected from admission to the School on the basis of age, race, color, sex, or national origin, nor be subjected to discrimination of any activity, based on the above, while attending School. The School shall comply with and enforce the terms of Title 6 of the U.S. Code, Civil Rights Act and Title IX Educational Amendment of 1972.

### **PERSONAL CONDUCT**

An important part of the student's training includes the development of professional attitudes and behaviors. To this end, a "work-type" environment has been created in which the student can grow and develop according to these professional expectations. Learning how to communicate and deal with a variety of people, coping with frustrations, problem solving, and disciplined technical skills are just a few of the ingredients that go into the make-up of a professional.

The School expects students to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below are examples of behavior considered to be in conflict with the educational goals of the School. Students not adhering to the School's educational objectives are subject to suspension or dismissal.

1. Theft of School property or that of a fellow student.
2. Physical abuse of any person on School premises.
3. Intentional disruption or obstruction of teaching, administration or other School activities.
4. Possession, use, or sale of illicit drugs or alcoholic beverages on School property.
5. Possession of firearms or other dangerous weapons on School property.
6. All types of dishonesty and cheating.

**DISMISSAL FOR MISCONDUCT IS PERMANENT!**

## **CHANGES TO COURSES**

The School reserves the right to make changes in the equipment and curriculum to reflect the latest technology.

## **HANDICAPPED APPLICANTS**

The School admits as regular students individuals with minor handicaps. However, due to the nature of training, individuals with major handicaps must schedule an appointment with the School Director. The school will reasonably accommodate an applicant with disabilities to the extent required by applicable law. The school's training facility is in compliance with the 504 Accessibility Code.

The School Director will admit, as regular students, those individuals whose handicaps:

1. Would not create a safety hazard to themselves during their training.
2. Would not interfere with their ability to benefit from the training offered.
3. Would have a reasonable placement potential.

## **FOREIGN STUDENTS**

Applicants who are not citizens or permanent residents of the United States may apply for Admissions and Financial Aid provided that they hold one of the following Visa classifications: I-151, I-551, I-688, and in some cases, I-94. Foreign students must be able to meet admissions requirements for all programs.

## **VETERAN'S POLICY STATEMENTS**

Satisfactory Progress (page 11 of this catalog) applies equally to Veteran's benefits as it does to all other funding sources. VA students who fail to meet attendance probation conditions by the end of the probation period should no longer be certified for veterans' benefits.

CCS will evaluate previous training and appropriate credit will be given and the training period shortened appropriately. The VA and the Veteran will be notified.

## **BANKRUPTCY**

California Career School 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, and 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 (11U.S.C. Sec. 1101 et seq).

## **GRIEVANCE PROCEDURE**

In the event that a student encounters a problem related to his/her training, the following procedures may be followed:

1. The student may contact the Bureau of Private Post Secondary Education to file a grievance.
2. The student may attempt to resolve the concern with the Instructor. If the issue cannot be resolved with the Instructor, the student may contact the Instructor Supervisor.
3. If the issue cannot be resolved with the Instructor or Instructor Supervisor, the student may contact the Director, A. Charles Emanuele.
4. If at this point, the issue is not resolved, the complaint / concern may be submitted to the School Director by fax, telephone, or in writing:

California Career School  
1100 Technology Circle  
Anaheim, CA 92805  
Phone (714) 635-6585 / Toll Free (800) 499-6585

5. The School Director has the responsibility of reviewing the complaint / concern, researching the issue as needed, and responding to the complaint / concern.
6. In the event that the student has followed the school's grievance procedure and believes that the school has not adequately addressed a complaint / concern, the student may submit a written complaint to the following as stated in the school catalog:

Department of Consumer Affairs  
1625 N. Market Blvd., Ste. S-202  
Sacramento, CA 95834-1924  
(916) 574-7720

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

7. If a student is sponsored by WIA or another outside agency, the case manager or Counselor may be notified when the student believes that the school has not adequately addressed a problem.

## **FINANCIAL AID INFORMATION**

In America, more individuals attend institutions of higher education than in any other country in the world. The administrators and staff of California Career School encourage individuals to increase their standard of living, productivity, and quality of life through education.

Budget restraints on the part of the individual may suggest that a conference with our Financial Aid Office would be appropriate. Hopefully, the lack of sufficient funds will never deprive anyone from benefiting from the program of instruction. Financial Assistance is available to all eligible students. Accessible programs may include: WIA funding, Vocational Rehab, EDD/TRA sponsorship or California Career School's financial arrangements. Eligible students may receive assistance from various aid programs that may include, but are not limited to, Federal Pell Grants (FPELL); Federal Supplemental Educational Opportunity Grants (FSEOG); Federal Work Study. For Financial Aid purposes, 30 clock hours equals One Semester Credit Hour whether it is theory, lab, or externship.

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.

Those individuals that do not have a high school diploma or a General Education Diploma (GED) will be admitted to the school as an Ability-To-Benefit (ATB) student. All ATB applicants must pass the T.A.B.E. test like all other qualifying applicants.

## **STUDENT COMPLAINTS/GRIEVANCE PROCEDURES**

The policy for Student Complaints/Grievance procedures can be found on page 6 and on page 15 of this catalog.

## ENGLISH AS A SECOND LANGUAGE

The School does not provide a course for English as a second language, although we do work with the local colleges to provide Vocational English as a Second Language (VESL) training as needed.

All course instruction is conducted in English. English Language Proficiency is determined by an interview with an Admissions Representative. Successful completion of the interview marks proficiency appropriate for classroom learning. No standard English language test is administered.

## STUDENT SERVICES

### GRADUATE PLACEMENT SERVICES

The primary goal for the Placement Department is to assist students in finding positions, which match their capabilities and training experience. However, the school does not guarantee employment to its graduates. The placement office is available to assist past graduates in finding employment opportunities in the event they contemplate changing employers. Assistance includes advising to prepare for an interview; assistance in securing an interview; and job leads from the employer database maintained by the school. The student is also given a State mandated form "How Our Students Are Doing". This form presents the retention and placement statistics for each program.

### LIBRARY RESOURCE CENTER

California Career School maintains a library resource center for each program. The number of holdings is updated to accommodate curriculum updates as well industry changes. Students may access library materials before and after classes. The library is also available during breaks and other hours when the school is open. CCS has access to an extensive online library for staff and student use. This is the world's largest online library and is very extensive with excellent research capabilities. [www.questia.com](http://www.questia.com).

### ADVISING

The staff of the school makes every effort to maintain close communications with the students. Students have access to faculty and administrative staff for both vocational and academic advising. Students experiencing personal problems which require professional counseling will be referred to a professional counselor.

### HOUSING

No housing facilities are owned, operated or maintained by the School. A variety of housing options ranging from \$900-\$1300 per month are available within 10 miles of California Career School. When a student wishes to secure housing, the Admissions Office will provide them with appropriate information and assistance.

### RECORDS

All student records, academic and financial, are kept in locked fire resistant files. The file room is also locked. The files are also kept electronically with backup copies kept off campus. Students transcripts, including program of study, grades (GPA), credit hours, and attendance (dates of entry and departure) are kept in the student records. The schools placement records are also kept in fire resistant files and electronically with back up off campus. All transcripts are kept indefinitely.

### TRANSPORTATION AND PARKING

The students are responsible for arranging their own transportation. The school does try to match up individuals for ride-sharing when possible. There is ample free parking at the school.

### CAMPUS SECURITY, CRIME AWARENESS, AND EVACUATION

Students, faculty, staff, and visitors are partners in creating an atmosphere that is safe and conducive to learning. A person may report any criminal action or any other emergency during business hours Monday to Friday 8AM to 5PM by calling (714) 635-6585 or by coming in person to the Front Office located at 1100 Technology Circle, Anaheim, CA 92805. *(continued on next page)*

CAMPUS SECURITY, CRIME AWARENESS, AND EVACUATION (*continued*)

To report crimes after hours, contact the Anaheim Police Department at (714) 765-1986. Anaheim PD is located at 425 S. Harbor Blvd., Anaheim, CA 92805. You can find detailed information on CCS Campus Security, Crime Statistics and Emergency Response Plan including Evacuation, online at [www.californiacareerschool.edu](http://www.californiacareerschool.edu).

The statistics on pages 17-19 are compiled in accordance with the definition used in the uniform crime reporting system of the Department of Justice, the Federal Bureau of Investigation, and the modification to such definitions as implemented pursuant to the Hate Crime Statistics Act.

**3 Year Crime Statistics**

Classification	Year	On Campus	Off-Campus	Public Property	Total
<b>Murder / Non-Negligent Manslaughter</b>	<b>2016</b>	0	0	0	<b>0</b>
	<b>2015</b>	0	0	0	<b>0</b>
	<b>2014</b>	0	0	0	<b>0</b>
<b>Negligent Manslaughter</b>	<b>2016</b>	0	0	0	<b>0</b>
	<b>2015</b>	0	0	0	<b>0</b>
	<b>2014</b>	0	0	0	<b>0</b>
<b>Forcible Sex Offenses</b>	<b>2016</b>	0	0	0	<b>0</b>
	<b>2015</b>	0	0	0	<b>0</b>
	<b>2014</b>	0	0	0	<b>0</b>
<b>Non-Forcible Sex Offenses</b>	<b>2016</b>	0	0	0	<b>0</b>
	<b>2015</b>	0	0	0	<b>0</b>
	<b>2014</b>	0	0	0	<b>0</b>
<b>Robbery</b>	<b>2016</b>	0	0	0	<b>0</b>
	<b>2015</b>	0	0	0	<b>0</b>
	<b>2014</b>	0	0	0	<b>0</b>
<b>Aggravated Assault</b>	<b>2016</b>	0	0	0	<b>0</b>
	<b>2015</b>	0	0	0	<b>0</b>
	<b>2014</b>	0	0	0	<b>0</b>
<b>Burglary</b>	<b>2016</b>	0	0	0	<b>0</b>
	<b>2015</b>	0	0	0	<b>0</b>
	<b>2014</b>	0	0	0	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>2016</b>	0	0	0	<b>0</b>
	<b>2015</b>	0	0	0	<b>0</b>
	<b>2014</b>	0	0	0	<b>0</b>

### 3 Year Crime Statistics (continued)

Classification	Year	On Cam- pus	Off- Campus	Public Prop- erty	Total
Arson	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Liquor Law Arrests	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Weapon Possession Arrests	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Weapon Possession Violations Referred for Disciplinary Action	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Drug Law Arrests	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Hate/Bias Crimes	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0

\*No housing facilities or residential halls are owned, operated or maintained by California Career School. (see page 15)

### 2014-2016 Clery Statistics

Classification	On Campus	Off Campus	Public Property
<b>Criminal Homicide</b>	<b>0</b>	<b>0</b>	<b>0</b>
Murder/Non-Negligent Manslaughter	0	0	0
Aggravated Murder	0	0	0
Negligent Manslaughter	0	0	0
<b>Forcible Sex Offenses</b>	<b>0</b>	<b>0</b>	<b>0</b>
Forcible Rape	0	0	0
Forcible Sodomy	0	0	0
Sexual Assault With an Object	0	0	0
Forcible Fondling/Molestation	0	0	0
<b>Non-Forcible Sex Offenses</b>	<b>0</b>	<b>0</b>	<b>0</b>
Incest	0	0	0
Statutory Rape	0	0	0
<b>Bias Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>
Race, Color	0	0	0
Gender	0	0	0
Religion, Anti-Semitic	0	0	0
Sexual Orientation	0	0	0
Ethnicity, National Origin	0	0	0
Disability	0	0	0
<b>Aggravated Assault</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arson</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapon Possession Arrests</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapon Violations Disciplinary Action Taken</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drug Law Violation Arrests</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drug Law Violations Disciplinary Action Taken</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Violations Arrests</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Violations Disciplinary Action Taken</b>	<b>0</b>	<b>0</b>	<b>0</b>







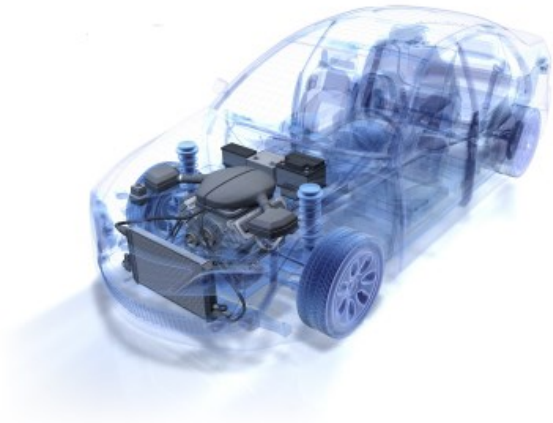
# AUTOMOTIVE REPAIR TECHNICIAN

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## **Automotive Repair Technician II. Tune-Up/Emissions**

The primary objective is to prepare graduates for entry level positions in the automotive industry as engine diagnostics technicians, fuel delivery, ignition, emission and computer control systems specialists.

Secondary to the occupations listed above, graduates passing the Clean Air Car Course, Bureau Alternative (A-6, A-8, L1), Transition Class (BAR-97), and Update Training, will qualify to take the smog licensing exam.



**Typical entry level positions for graduates include:**

- Smog Check Inspector
- Automotive Technician

### **INSTRUCTOR**

***Ed Moreland***

Industrial Experience 1971  
Teaching Experience 1988  
Master ASE Auto Tech



# TUNE-UP/EMISSIONS

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*Tune-Up/Emissions ~ DOT Codes 620.281-014, 620.281-066, 620.261-012*

## **ANAHEIM SITE CLASS SCHEDULE**

24 Weeks - Day Classes

600 Hours

9:00 AM to 2:00 PM M T W TH F

29 Semester Credit Hours

## **MODULE I: ENGINE PERFORMANCE**

LECTURE	LAB	TOTAL
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100	80	180
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### **Safety Practice**

Occupational Safety and Health Act. Safety in the Automotive Shop. Shop Safety Equipment. Hazardous Waste Disposal.

### **Basic Theories**

Basic Electricity and Electronics. Work and Force, Energy, Inertia, Momentum, Friction, Mass, Weight, and Volume. Torque, Power, Vacuum.

### **Engine Design and Operation**

Engine Design and Operation. Engine Systems and Components. General Motors. Engine Condition Diagnosis. Vacuum Tests. Engine Power Balance Test. Compression Test. Cylinder Leakage Test. Engine Noise Diagnosis.

### **Engine Cooling and Lubrication Systems**

Liquid Cooling System Components. Air-cooled Cooling System. Engine Lubrication System. Diagnosis of Lubrication and Cooling Systems Problems.

### **Intake and Exhaust Systems**

Air Cleaners. Intake Manifolds, Exhaust System Components. Intake and Exhaust System Diagnosis and Service.

### **Engine Tune-up**

Engine Tune-up Requirements. Tune-up Procedure. Service Manuals. Electronic Data Systems. Shop Records and Forms.

### **Battery, Starting, and Charging Systems**

Battery Construction and Operation. Battery Ratings. Battery Charging. Drain Testing. Service and Diagnosis. Starter Motor Construction and Operation. Starter Motor Diagnosis and Service. Alternator Design and Operation. Voltage Regulators. Alternator Output Test. Charging System Service and Diagnosis.

### **Computers and Sensors**

Voltage Signals. Input Conditioning. Microprocessors. Types of Computer Memories. Adaptive Strategy. Information Processing. Original Equipment Manufacturer's Computers. Input Sensors. Sensor Diagnosis and Service.



## PROGRAM OUTLINE

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*Tune-Up/Emissions ~ DOT Codes 620.281-014, 620.281-066, 620.261-012*

### MODULE II: ENGINE PERFORMANCE (Phase II)

LECTURE	LAB	TOTAL
100	80	180

#### **Ignition Systems**

Distribution Ignition System Components. Primary and Secondary Ignition Circuits. Distributor Operation. High Energy Ignition System Operation. Point-Type Ignition System. Hall Effect Switches. Electronic Ignition System. Electronic Ignition System Operation. Ignition System Diagnosis and Service.

#### **Fuel Tanks, Lines, Filters, and Pumps**

Fuel Tanks. Fuel Lines and Fittings. Fuel Filters. Mechanical Fuel Pumps. Electric Fuel Pumps. Diagnosis and Service.

#### **Conventional and Computer- Controlled Carburetors**

Basic Carburetor Design and Principles. Gasoline Composition and Qualities. Carburetor Systems. Types of Carburetors. Computer-Controlled Carburetor. Open Loop and Closed Loop Operation. Carburetor Service. Idle Mixture and Speed Adjustments. Computer- Controlled Carburetor Diagnosis and Service.

#### **Electric Fuel Injection**

Throttle Body and Port Fuel Injection Systems. Input Sensors. Speed Density Systems. Fuel Pump Circuits. Electronic Continuous Injection System. On-Board Diagnostics II (OBD II). Fuel System Monitoring. Diagnosis and Service.

#### **Idle Speed Control Systems**

Vacuum Operated Decal Systems. Throttle Kicker and Idle Stop Solenoid. Idle Air Control Motor. Idle Air Controlled By-pass Air. Air Valve and Fast Idle Thermos Valve. Testing and Servicing.

#### **Exhaust Gas Recirculation, Air Injection Reaction, & Evaporative Emission Control System**

Exhaust Gas Recirculation. EGR Valve Control. Pulsed Secondary Air Injection. Pump Type Air Injection Systems. Evaporative (EVAP) Emission Control Systems. Test & Service.

#### **Positive Crankcase Ventilation, Spark Timing Control, and Intake Manifold Heat Control Systems**

Positive Crankcase Ventilation (PCV) Systems. Spark Control Systems. Spark Control Systems with Electronic Fuel Injection (EFI). Intake Manifold Heat Control Systems. Computer-Controlled Heat Riser Valve. Testing and Servicing.

#### **Vehicle Emissions, Infrared Analyzers, and Oscilloscopes**

Emission Standards. Infrared Emissions Analyzers. Scanners. Digital Storage Oscilloscope. Infrared Emissions Testing. Diagnosis with Engine Analyzer. Scope Pattern Diagnosis. Guidelines for Engine Diagnosis with Infrared Analyzer, Engine Analyzer, and Scope Patterns.

#### **Turbochargers and Superchargers**

Turbocharger. Basic Operation. Boost Pressure Control. Turbocharger Cooling. Supercharger Principles, Design and Operation. Diagnosis and Service.



## PROGRAM OUTLINE

*Tune-Up/Emissions ~ DOT Codes 620.281-014, 620.281-066, 620.261-012*

**MODULE III: ALTERNATIVE BAR PROGRAMS (A6, A8, L1), CLEAN AIR CAR COURSE (CACC), BAR-97 TRANSITION & UPDATE**

LECTURE	LAB	TOTAL
130	110	240

### **Automotive Electrical and Electronic Systems (A6)**

Pre-Test. Meters and Test Lights. Open Circuits. Grounded Circuits. Intermittent Electrical Programs. Power and Ground Distribution. Voltage Drops. Diagrams. State Test

### **Engine Performance (A8)**

Pre-Test Four Cycle Engine Theory. Testing and Diagnosis. Fuel Management. Fuel Management Testing and Diagnosis. Ignition Theory. Ignition Testing and Diagnosis. On Board Computer Theory. PCM Testing and Diagnosis. State Test

### **Advanced Engine Performance (L1)**

Pre-Test. General Power train Diagnosis. Computerized Engine Controls Diagnosis. Ignition Systems Diagnosis. Fuel Systems and Air Induction Systems Diagnosis. Emission Controls Systems Diagnosis. I/M Failure Diagnosis. Automotive Scan Tools. Lab Scopes. State Test

### **Basic CACC**

Rules and Regulations (CACC)

Pre-Test. Program Description and Goals. Definition and Requirements for Licensed Stations. Requirements for Licensed Inspectors. Requirements for Smog Check Technicians. Referee Stations, Referrals, and Actions. Quality Assurance Audits. Emission Controls System Warranty. Estimates, Work Orders, Cost Limits, and Subletting BAR Regulations.

Smog: Cause and Effect: Combustion Process in Internal Combustion Engines. Formation and Effects of Carbon Monoxide (CO). Formation and Effects of Hydrocarbons (H). Formation and Effects of Oxides of Nitrogen (NIX). Federal and State Efforts to Control Air Pollutants from Vehicles.

Four Gas Analyzers: Components and Operation of a Basic Four Gas Analyzer. Hydrocarbon (H) Emissions and its Relationship to Engine Performance. Carbon Monoxide (CO) Emissions and its Relationship to Engine Performance. Carbon Dioxide (CO<sub>2</sub>) Emissions and its Relationship to Engine Performance. Oxygen (O<sub>2</sub>) Content in Engine Exhaust and its Relationship to Engine Performance. Relation of the Four Gases to Each Other and Stoichiometric Air/Fuel Ratio. Idle Mixture Adjustment Procedures (Lean Best Idle, Air/Fuel Enrichment, CO Method, etc.) Idle Speed Adjustments (Dashpot, Solenoid, Idle Speed Motor, etc.).

Identification Procedures:

Vehicle Identification. Emission Control System Applications. Grey Market Vehicles. Engine Changes. Engine Replacement. Aftermarket Equipment.

TAS Operation and Testing Procedures:

Bureau Procedures Regarding Pre-Inspection and /or Repairs. Procedures for Performing a Leak Check and Gas Calibration on a BAR- 90 TAS. Bureau Procedures Regarding BAR-90 TAS Lockouts, Aborted Tests/Rejected Vehicles. Conduct and Initial/After Repair Test Following Bureau Procedures. Interpret Vehicle Inspection Report (VIR). Conduct Complete I/M Smog Check Inspection. Final Test

### **Advanced CACC**

BAR-97 Transition:

ASM Dynamometer Operation and Testing. 5 Gas Emissions. BAR-97 Test Procedures. Customer Awareness. Review of Basic Diagnostic Procedures. Performing ASM Emission Test. State Test

### **Update Training**

Initial Failure. Diagnosis of Emissions Failures. Non-Feedback Diagnosis. Feedback System Diagnosis. DSO Operation U O<sub>2</sub> Sensor Testing. Catalytic Converter Test. Diagnostic Chart. Diagnostic Tree. Vehicle Inspection Data sheet. State Test



## PROGRAM OUTLINE

*Tune-Up/Emissions ~ DOT Codes 620.281-014, 620.281-066, 620.261-012*

### TUITION, BOOKS & SUPPLIES

\*Total charges for a period of attendance is \$6,595.00. Estimated total charges for entire program is \$6,595.00

A non-refundable STRF Assessment fee of \$0.00 will be charged for self-funded students at the end of each program fee schedule.

Registration Fee (non-refundable)	\$ 100.00
Tuition	\$5,920.00
Books	\$ 340.00
Certifications	\$ 235.00
<b>TOTAL COST:</b>	<b>\$6,595.00</b>

**Note:** It is possible for a student to pass the Clean Air Car Course but not qualify to take the state examination. The School recommends that these students take a job as a tune-up technician and continue to study for the next State Clean Air Car Course examination.

### STUDENT/TEACHER RATIO

Classroom/Lab 20:1

### BOOKS & SUPPLIES ISSUED TO STUDENTS

1. State of California Licensed Inspection Manual (Revision 2).
2. Test and Repair Mechanic Prequalification.
3. Clean Air Car Course Training Materials:

- Student Workbook
- Training Manual

Inspection Manual

- Diagnostic & Repair Manual

tions Booklet

4. A-6, A-8 and L-1 training workbooks and certified testing

5. Textbooks: Today's Technician - Automotive Engine Performance

- Write It Right Booklet
- Smog Check

- Bureau Rules & Regula-

### EQUIPMENT USED IN TRAINING

Sun Analyzer 12:1

OTC Monitor 3:1

VAT 40 Electrical 10:1

Cylinder Leak Tester 3:1

Oil Pressure Tester 3:1

Compression Tester 2:1

BAR 97 Smog Analyzer 10:1

Fuel Pressure Tester 3:1

Vacuum Gauge 2:1

Fuel Injector Activator 3:1

Vacuum Pump 2:1

Torque Wrench 2:1

Digital Storage Oscilloscope

Overhead Projector 30:1

Hoist 12:1

Visual Aids

Handouts

### ADMISSIONS POLICY

To be admitted to this program the applicant must meet the School's admission requirements and have no handicaps that would prevent his/her ability to do the duties of an Automotive Technician. The school will reasonably accommodate an applicant with disabilities to the extent required by applicable law.



## CONTRACT TRAINING LOCATIONS

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Camp Pendleton Marine Base—Oceanside, CA

Twentynine Palms Military Base— Twentynine Palms, CA

*These locations do not fall under the scope of ACCSC accreditation.*





# COMMERCIAL DRIVER

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*Our Students Drive Our Success!*

**Commercial Truck Driver**

**Professional Truck Driver**

**Commercial Bus Driver**

**Transit Driver**

**Private Carrier Driver**



## **INSTRUCTORS**

### ***Donnavin Francois***

Company driver, contract carrier, owner operator,  
Experienced in pulling vans, reefers, tankers, and flat beds,  
Completed the Smith Safety Program in 2003 and 2006

The primary objective is to prepare graduates for an entry level position in the transportation industry as a Class A CDL Truck Driver and a Class B Commercial Bus Driver.

The student will be taught the FMCSR rules and regulations, operational aspects, trip planning, map reading, and public and employee relations.

**Typical positions for graduates include:**

**Cross Country Driver**

**Team Driver**

**Intrastate Driver**



# COMMERCIAL DRIVER

*Commercial Truck & Bus Driver ~ DOT Code 913.665*

## CLASS SCHEDULE

7 Weeks - Full-time Training	300 Hours	8:00 AM to 4:30 PM	M T W TH F
15 Weeks - Part-time Training	300 Hours	6:00 PM to 10:00 PM	M T W TH F

*We also offer block training at our contract training locations as follows:*

15 Weeks - Day/Night classes	300 Hours	8:00 AM to 12:00 PM	M T W TH F S SU
		12:30 PM to 4:30 PM	
		4:30 PM to 8:30 PM	
		6:00 PM to 10:00 PM	

**16 Semester Credit Hours**

## PROGRAM COSTS

Registration Fee	\$ 100.00
(non-refundable)	
Tuition	\$ 5,995.00
Training Materials/Fees	\$ 105.00
Physical/Drug Screen	\$ 195.00
<b>Total Cost:</b>	<b>\$ 6,395.00</b>

\*Total charges for a period of attendance is \$6,395.00. Estimated total charges for entire program is \$6,395.00

A non-refundable STRF Assessment fee of \$0.00 will be charged for self-funded students at the end of each program fee schedule.

## ADMISSIONS POLICY

This educational program leads to a position in a profession that requires licensing from the Department of Motor Vehicles (DMV). As such, the California Department of Motor Vehicles requires that all applicants be at least 18 years of age, have a valid Driver's license, have established California residency, possess acceptable Birth Date/Legal Presence Documentation, and pass a D.O.T physical.

To be admitted to this program, the applicant must meet the CA Department of Motor Vehicles as well as the school admission requirements. In addition, the applicant must provide the School with a California DMV Print-Out (H-6). In most cases, the applicant may not have more than two (2) moving violations, no drug or felony related convictions and not over two (2) failures to appear entries on their motor vehicle record over the prior three years. Five years for drug or alcohol related violations. Applicants are considered on an individual basis. For those applicants not meeting the above criteria, pre-hire efforts can be utilized. The applicant must also receive the recommendation of the Admissions Representative and Placement Coordinator to confirm that he/she has the proper mental attitude to be a successful truck driver. Program costs include drug screen and D.O.T. required physical. The school will reasonably accommodate an applicant with disabilities to the extent required by applicable law.

*\*\$71 permit fee and \$30 re-testing fee (if applicable) charged by DMV are the student's responsibility*





# COMMERCIAL DRIVER

*Commercial Truck & Bus Driver ~ DOT Code 913.665*

## MODULE I:

ORIENTATION ft PREPARATION: Course introduction; DOT/Physical; DMV permit test preparation; Log book procedures; Map reading; Pre-Trip preparation

LECTURE	LAB	TOTAL
100	0	100

## MODULE II:

SAFETY INSPECTION & BACKING SKILLS: Pre-Trip; Basic controls; Vehicle operations; Degree docking; Coupling and uncoupling; Parallel parking; Measured turns; Measured stops; Straight backing

LECTURE	LAB	TOTAL
60	20	80

## MODULE III:

DRIVING SKILLS: Basic control; Shifting; Turns; Rural roads; Steep grades; Freeway/City traffic; Controlled braking; Defensive driving

LECTURE	LAB	TOTAL
40	40	80

## MODULE IV:

BUS DRIVING SKILLS: Bus pre-trip inspection; Backing skills; Road skills

LECTURE	LAB	TOTAL
20	20	40

## TOTAL:

LECTURE	LAB	TOTAL	SCH
220	80	300	16

## STUDENT/TEACHER/EQUIPMENT RATIO

Classroom 25:1

Range 8:1

Over-the-Road 4:1

## TRAINING EQUIPMENT

-Conventional 10 Speed Tractors -50' Trailer Vans -Commercial Bus  
-Visual Aids -Video Equipment



# COMMERCIAL TRUCK DRIVER

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*Commercial Truck Driver ~ DOT Code 905.663*

## **CLASS SCHEDULE**

6 Weeks - Day Classes	240 Hours	8:00 AM to 4:30 PM	M T W TH F
12 Weeks - Part-time	240 Hours	6:00 PM to 10:00 PM	M T W TH F

*We also offer block training at our contract training locations as follows:*

12 Weeks - Day/Night classes	240 Hours	8:00 AM to 12:00 PM	M T W TH F S SU
		12:30 PM to 4:30 PM	
		4:30 PM to 8:30 PM	
		6:00 PM to 10:00 PM	

**14 Semester Credit Hours**

## **MODULE I:**

ORIENTATION & PREPARATION: Course introduction; DOT/Physical; DMV permit test preparation; Log book procedures; Map reading; Pre-Trip preparation

LECTURE	LAB	TOTAL
80	0	80

## **MODULE II:**

SAFETY INSPECTION & BACKING SKILLS: Pre-Trip; Basic controls; Vehicle operations; Degree docking; Coupling and uncoupling; Parallel parking; Measured turns; Measured stops; Straight backing

LECTURE	LAB	TOTAL
60	20	80

## **MODULE III:**

DRIVING SKILLS: Basic control; Shifting; Turns; Rural roads; Steep grades; Freeway/City traffic; Controlled braking; Defensive driving

LECTURE	LAB	TOTAL
40	40	80

## **TOTAL:**

LECTURE	LAB	TOTAL
180	60	240



# COMMERCIAL TRUCK DRIVER

*Commercial Truck Driver ~ DOT Code 905.663*

## **TUITION, FEES, BOOKS, & SUPPLIES**

Registration Fee	\$ 100.00
(non-refundable)	
Tuition	\$4,595.00
Training Materials/Fees	\$ 105.00
Physical/Drug Screen	\$ 195.00
<b>TOTAL COST:</b>	<b>\$4,995.00</b>

\*Total charges for a period of attendance is \$4,995.00. Estimated total charges for entire program is \$4,995.00

A non-refundable STRF Assessment fee of \$0.00 will be charged for self-funded students at the end of each program fee schedule.

## **STUDENT/TEACHER/EQUIPMENT RATIO**

Classroom 25:1

Range 8:1

Over-the-Road 4:1

## **TRAINING EQUIPMENT**

-Conventional 10 Speed Tractors

-53' Trailer Vans

## **ADMISSIONS POLICY**

This educational program leads to a position in a profession that requires licensing from the Department of Motor Vehicles (DMV). As such, the California Department of Motor Vehicles requires that all applicants be at least 18 years of age, have a valid Driver's license, have established California residency, possess acceptable Birth Date/ Legal Presence Documentation, and pass a D.O.T physical.

To be admitted to this program, the applicant must meet the CA Department of Motor Vehicles as well as the school admission requirements. In addition, the applicant must provide the School with a California DMV Print-Out (H-6). In most cases, the applicant may not have more than two (2) moving violations, no drug or felony related convictions and not over two (2) failures to appear entries on their motor vehicle record over the prior three years. Five years for drug or alcohol related violations. Applicants are considered on an individual basis. For those applicants not meeting the above criteria, pre-hire efforts can be utilized. The applicant must also receive the recommendation of the Admissions and Placement representatives to confirm that he/she has the proper mental attitude to be a successful truck driver. Program costs include the initial permit, drug screen and D.O.T. required physical. The school will reasonably accommodate an applicant with disabilities to the extent required by applicable law.

*\*\$71 permit fee and \$30 retesting fee (if applicable) charged by DMV are the student's responsibility*



# PROFESSIONAL TRUCK DRIVER

*Professional Truck Driver ~ Course Code 905.663-014*

## ANAHEIM SITE CLASS SCHEDULE

15 Weeks - Day Classes      600 Hours      8:00 AM to 4:30 PM    M T W T H F

23 Semester Credit Hours

## PROGRAM OBJECTIVE

*The primary objective is to prepare the graduate for a position with a trucking company as a Commercial Truck Driver. This includes getting his/her CDL, successfully completing the orientation process of a trucking company of his/her choice, and completing the externship of that trucking company. In most case, the student is conditionally pre-hired by the company. The student will be taught FMCSR Rules and Regulations, Operational Aspects, Trip Planning/Map Reading, Public and Employee Relations and other aspects associated with the duties of a Professional Commercial Truck Driver in today's industry.*

### MODULE I:

ORIENTATION & PREPARATION: Course introduction; DOT/Physical; DMV permit test preparation; Log book procedures; Map reading; Pre-Trip preparation

LECTURE	LAB	TOTAL
140	0	140

### MODULE II:

SAFETY INSPECTION & BACKING SKILLS: Pre-Trip; Basic controls; Vehicle operations; Degree docking; Coupling and uncoupling; Parallel parking; Measured turns; Measured stops; Straight backing

LECTURE	LAB	TOTAL
40	40	80

### MODULE III:

DRIVING SKILLS: Basic control; Shifting; Turns; Rural roads; Steep grades; Freeway/City traffic; Controlled braking; Defensive driving

LECTURE	LAB	TOTAL
40	40	80

### EXTERNSHIP:

DRIVING SKILLS: Basic control; Shifting; Turns; Rural roads; Steep grades; Freeway/City traffic; Controlled braking; Defensive driving

LECTURE	LAB	EXT	TOTAL
0	0	300	300

### TOTAL:

LECTURE	LAB	EXT	TOTAL	SCH
220	80	300	600	23



# PROFESSIONAL TRUCK DRIVER

*Professional Truck Driver ~ Course Code 905.663-014*

## TUITION, FEES, BOOKS, & SUPPLIES

Registration Fee	\$ 100.00
(non-refundable)	
Tuition	\$5,095.00
Training Materials/Fees	\$ 105.00
Physical/Drug Screen	\$ 195.00
<b>TOTAL COST:</b>	<b>\$5,495.00</b>

\*Total charges for a period of attendance is \$5,495.00. Estimated total charges for entire program is \$5,495.00

A non-refundable STRF Assessment fee of \$0.00 will be charged for self-funded students at the end of each program fee schedule.

## STUDENT/TEACHER/EQUIPMENT RATIO

Classroom 25:1

Range 8:1

Over-the-Road 4:1

## TRAINING EQUIPMENT

- Conventional 10 Speed Tractors
- 53' Trailer Vans
- Commercial Bus
- Visual Aids
- Video Equipment
- Video Equipment

## ADMISSIONS POLICY

This educational program leads to a position in a profession that requires licensing from the Department of Motor Vehicles (DMV). As such, the California Department of Motor Vehicles requires that all applicants be at least 18 years of age, have a valid Driver's license, have established California residency, possess acceptable Birth Date/ Legal Presence Documentation, and pass a D.O.T physical.

To be admitted to this program, the applicant must meet the CA Department of Motor Vehicles as well as the school admission requirements. In addition, the applicant must provide the School with a California DMV Print-Out (H-6). In most cases, the applicant may not have more than two (2) moving violations, no drug or felony related convictions and not over two (2) failures to appear entries on their motor vehicle record over the prior three years. Five years for drug or alcohol related violations. Applicants are considered on an individual basis. For those applicants not meeting the above criteria, pre-hire efforts can be utilized. The applicant must also receive the recommendation of the Admissions and Placement representatives to confirm that he/she has the proper mental attitude to be a successful truck driver. Program costs include the initial permit, drug screen and D.O.T. required physical. The school will reasonably accommodate an applicant with disabilities to the extent required by applicable law.

*\$30 re-testing fees charged by DMV and subsequent \$71 permits (if needed) are the student's responsibility.*



# COMMERCIAL BUS DRIVER

*Commercial Bus Driver ~ DOT Code 913.463*

## **ANAHEIM SITE CLASS SCHEDULE**

2 Weeks - Day Classes 80 Hours      8:00 AM to 4:30 PM    M T W T H F

*4 Semester Credit Hours*

### **MODULE I:**

BASIC OPERATION: Vehicle inspection; Basic control; Log preparation; Vehicle operation; Shifting; DMV permit prep

LECTURE	LAB	TOTAL
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24	0	24
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### **MODULE II:**

RANGE DRIVING SKILLS: Vehicle inspection; Degree docking; Coupling and uncoupling; Parallel parking; Measured turns; Measured stops; Straight backing

LECTURE	LAB	TOTAL
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12	12	24
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### **MODULE III:**

STREET DRIVING SKILLS: Basic control; Shifting; Turns; Rural roads; Steep grades; Freeway/City traffic; Defensive driving

LECTURE	LAB	TOTAL
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16	16	32
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### **TOTAL:**

LECTURE	LAB	TOTAL	SCH
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52	28	80	4
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# COMMERCIAL BUS DRIVER

*Commercial Bus Driver ~ DOT Code 913.463*

## **TUITION, FEES, BOOKS, & SUPPLIES**

Registration Fee (non-refundable)	\$ 100.00
Tuition	\$2195.00
Training Materials/Fees	\$ 105.00
Physical/Drug Screen	\$ 195.00
<b>TOTAL COST:</b>	<b>\$2,595.00</b>

\*Total charges for a period of attendance is \$2,595.00. Estimated total charges for entire program is \$2,595.00

A non-refundable STRF Assessment fee of \$0.00 will be charged for self-funded students at the end of each program fee schedule.

## **STUDENT/TEACHER/EQUIPMENT RATIO**

Classroom 25:1      Range 8:1      Over-the-Road 4:1

## **TRAINING EQUIPMENT**

-Commercial Bus    -Visual Aids    -Handouts

## **ADMISSIONS POLICY**

This educational program leads to a position in a profession that requires licensing from the Department of Motor Vehicles (DMV). As such, the California Department of Motor Vehicles requires that all applicants be at least 18 years of age, have a valid Driver's license, have established California residency, possess acceptable Birth Date/Legal Presence Documentation, and pass a D.O.T physical.

To be admitted to this program, the applicant must meet the CA Department of Motor Vehicles as well as the school admission requirements. In addition, the applicant must provide the School with a California DMV Print-Out (H-6). In most cases, the applicant may not have more than two (2) moving violations, no drug or felony related convictions and not over two (2) failures to appear entries on their motor vehicle record over the prior three years. Five years for drug or alcohol related violations. Applicants are considered on an individual basis. For those applicants not meeting the above criteria, pre-hire efforts can be utilized. The applicant must also receive the recommendation of the Admissions and Placement representatives to confirm that he/she has the proper mental attitude to be a successful truck driver. Program costs include the initial permit, drug screen and D.O.T. required physical. The school will reasonably accommodate an applicant with disabilities to the extent required by applicable law.

*\$30 re-testing fees charged by DMV and subsequent \$71 permits (if needed) are the student's responsibility.*





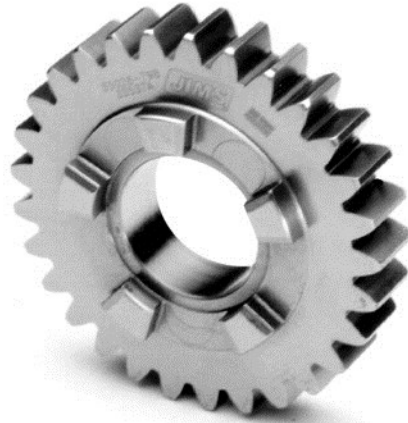


# COMPUTER NUMERICAL CONTROL

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## CNC

The primary objective is to prepare graduates for an entry level position in the Computer Numerical Control field. This will be accomplished by teaching the individual the fundamentals of machine shop practices, computer aided design, CNC programming and operation, and will learn advanced concepts and techniques in computer aided manufacturing.



Typical entry level positions for graduates include:

- CNC Set-Up Operator
- CNC Set-Up Technician
- CNC Programmer

## INSTRUCTOR

*Richard J. Chang, PhD.*

- Teaching since 1989
- Lifetime California Community College Instructors Credential to teach Engineering, Chemistry, and Mathematics



# PROGRAM OUTLINE

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*Computer Numerical Control ~ D.O.T. Code 003.362-010; 213.362-010; 030.162-010*

## CLASS SCHEDULE

36 Weeks - Night Classes  
39 Semester Credit Hours

720 Hours

9:00 AM to 1:00 PM M T W T H F

### MODULE I:

BASIC & APPLIED MATH: Review and learn basic addition, subtraction, multiplication, division, fractions, decimals, algebra, plane geometry, and trigonometry; Problem solving using various math methods

LECTURE	LAB	TOTAL
72	0	72

### MODULE II:

BLUEPRINT READING: Terms and abbreviations of engineering drawings, alphabet lines, dimension systems, orthographic projection drawings, and accumulated tolerances

LECTURE	LAB	TOTAL
40	8	48

### MODULE III:

COMPUTER OPERATING SYSTEMS: Familiarization of terminology; Descriptions of hardware and software; Formulating and understanding basic MS-DOS commands

LECTURE	LAB	TOTAL
10	14	24

### MODULE IV:

MACHINE SAFETY & PROCEDURES-FUNDAMENTALS OF PROGRAMMING: Full emphasis of machine and shop safety; Knowledge of shop practices; Use of hand tools and precise measuring tools; Fundamentals of manual CNC programming

LECTURE	LAB	TOTAL
72	24	96

### MODULE V:

MILL PROGRAMMING: Introduction to 3-axis mill program utilizing the Fanuc control; Use of various part programs; Set-up procedure; Tool selection; Operation of milling machine

LECTURE	LAB	TOTAL
75	45	120



# PROGRAM OUTLINE

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*Computer Numerical Control ~ D.O.T. Code 003.362-010; 213.362-010; 030.162-010*

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## MODULE VI:

INTERMEDIATE MILL PROGRAMMING: Introduce next level of mill fabrication with special fixture aids; Various methods of part holding techniques

LECTURE	LAB	TOTAL
75	45	120

## MODULE VII:

ADVANCE MILL PROGRAMMING: Advanced techniques of mill programs; Advanced parts and tool concepts

LECTURE	LAB	TOTAL
10	38	48

## MODULE VIII:

COMPUTER AIDED MANUFACTURING: Teaching Smart CAM; Computer aided techniques; Creating and editing job plans; Creating shape files; Using graphics in 2-dimension; Functionality; Code generation

LECTURE	LAB	TOTAL
50	70	120

## MODULE IX:

COMPUTER AIDED DESIGNS: Familiarization of Auto CAD usage - commercial drafting software

LECTURE	LAB	TOTAL
24	24	48

## MODULE X:

CAREER DEVELOPMENT: Resume writing and job search recommendations

LECTURE	LAB	TOTAL
24	0	24

TOTAL:	LECTURE	LAB	TOTAL	SCH
	452	268	720	39



## PROGRAM OUTLINE

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*Computer Numerical Control ~ D.O.T. Code 003.362-010; 213.362-010; 030.162-010*

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### **TUITION, FEES, BOOKS, & SUPPLIES**

Registration Fee (non-refundable)	\$ 100.00
Tuition	\$ 7,085.00
Books/Supplies	\$ 310.00
<b>TOTAL COST:</b>	<b>\$7,495.00</b>

\*Total charges for a period of attendance is \$7,495.00. Estimated total charges for entire program is \$7,495.00.

A non-refundable STRF Assessment fee of \$0.00 will be charged for self-funded students at the end of each program fee schedule.

### **STUDENT/TEACHER RATIO**

Classroom/Lab 15:1

### **EQUIPMENT USED IN TRAINING**

- CNC Milling Center 20:1
- Test Indicators 5:1
- Micrometers (Various sizes) 3:1
- Height Gauges 6:1
- Dial Calipers (Various Sizes) 6:1
- Telescopic Gauges 6:1
- Depth Micrometer 5:1
- Computer Design Software

### **BOOKS & SUPPLIES ISSUED TO STUDENTS**

- Math with Trades - CNC Operation, Set-up & Programming Manual
- Dial Caliper 6" - Blueprint Reading
- Machine Tool Practices - Steel Rule 6"
- Student Shop Reference Book - Test Indicator
- Smart CAM Manual - Depth Micrometer
- Micrometer 0-1"

### **ADMISSIONS POLICY**

To be admitted into this program the applicant must meet the school's admission requirements and have no handicaps that would interfere with his/her ability to do the duties of a: CNC set-up technician, CNC operator, or CNC programmer. The school will reasonably accommodate an applicant with disabilities to the extent required by applicable law.



# HOMELAND SECURITY & INVESTIGATION

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The primary objective is to prepare graduates for an entry level position in the Homeland and Private Security industry. The training will provide sufficient basic training/information to be certified by the State of California as a Security Officer.



## Other security field careers include:

- Armed Patrol
- Transit Police
- Correctional Officer
- Airport Security
- Industrial Security
- In-house Security
- Campus Security
- Hotel/Residential Security

## INSTRUCTORS

### ***Dave Frazier***

26 years of field experience with the Long Beach Police Department  
Certified and Licensed Firearm and Baton Instructor  
Teaching since 2006



## PROGRAM OUTLINE

*Homeland Security & Investigation ~ DOT Codes 189.167-034*

### CLASS SCHEDULE

24 Weeks - Day Classes  
36 Semester Credit Hours

600 Hours      9:00 AM to 2:00 PM      M T W T H F

### MODULE I: BUREAU OF SECURITY AND INVESTIGATIVE SERVICES (BSIS) TRAINING

LECTURE	LAB	TOTAL
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110	0	100
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#### Security Officer as a Career - 2 hours

Training will include an introduction to the security industry and what is expected of you as a security officer.

#### Powers to Arrest - 8 hours

Training will consist of an overview of the Power to Arrest Manual. This will include the definition of arrest and the implications; Techniques in the use of force and the implications; Implications of enforcement; Power to Arrest Manual test in accordance with state requirements

#### Public Relations - 4 hours

Training will cover gender and racial harassment; Respect verbal skills/crisis intervention; Cultural diversity; Substance abuse and mental illness; Ethics and professionalism

#### Observation & Documentation - 4 hours

Training will include report writing; English as a second language; Observation and patrol techniques; Asking appropriate questions; Observing suspects/suspicious activity

#### Communication and It's Significance - 4 hours

Training will include internal and external procedures

#### Liability/Legal Aspects - 4 hours

Training includes the personal/contractor/employer; Criminal, civil, and administrative liability and legal aspects of a Security Guard; Liability/legal aspects of the BSIS code and regulations; Role of a Security Guard.

#### Post Orders & Assignments - 4 hours maximum

Training will include site specific training; Equipment; Emergency response issues; Liability implications; Lost and found articles

#### Company Policies/Orientation - 4 hours max

Training will include company reports/paperwork; Reporting processes/procedures; Tax forms; Health forms; Uniforms; Work schedules; Other internal policies, processes or procedures

#### Evacuation Procedures - 2 hours max

Training will include emergency procedures related to life/safety and acts of nature; Working knowledge of evacuation routes; Power outage; Specific points of contact.

#### Officer Safety - 4 hours max

Training will include threat assessment, subject contact, safety awareness, blood born pathogens, and environmental issues

#### Arrests, Search & Seizure - 4 hours max

Training will include PC 836, 837 and the differences; identification procedures, loss prevention

#### Access Control - 2 hours max

Training will include identification procedures, and electronic use - manual



## PROGRAM OUTLINE

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*Homeland Security & Investigation ~ DOT Codes 189.167-034*

### **MODULE I: ... Continued ...**

#### **Trespass - 4 hours max**

Open land; Private property; Review of penal code sections relative to public property; Review of common penal code violations

#### **Laws, Codes, Regulations & Ordinances - 2 hours max**

Training will be specific to post assignments

#### **First Aid/CPR - 4 hours max**

Certification in First Aid/ CPR; Automatic defibrillator devices

#### **Handling Difficult People - 4 hours max**

Communications; Conflict management; Speaking constructively; Valuing diversity; Negotiating.

#### **Work Place Violence - 4 hours max**

Detecting unusual behavior/warning signs; Personal security; Reporting procedures and preparedness.

#### **Chemical Agents - 4 hours max**

Pepper spray use and effects; Air borne chemical agents; Water borne chemical agents

#### **Preserving the Incident Scene - 4 hours max**

Identifying evidence; Care and handling of evidence; Securing the area; Legal issues to evidence tampering and/or removal

#### **Crowd Control - 4 hours max**

Controlling boisterous celebrations; Handling disputes; Confronting conflicts constructively, Planning for civil disobedience/disturbances

#### **Driver Safety - 4 hours max**

Driver safety in cars, bicycles, and golf carts

#### **Supervision - 4 hours max**

Roles and responsibilities; Legal liability

#### **Courtroom Demeanor - 4 hours max**

Training will include courtroom preparation, testifying and demeanor

#### **Parking/Traffic Control - 2 hours max**

Traffic control; Parking

#### **Radio Procedures - 2 hours max**

Procedures, proper use, frequently used codes

#### **Introduction to Executive Protection - 4 hours max**

#### **Fire Safety Course - 4 hours max**





## PROGRAM OUTLINE

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*Homeland Security & Investigation ~ DOT Codes 189.167-034*

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### **MODULE II: SECURITY TACTICAL/STATE BATON TRAINING**

LECTURE	LAB	TOTAL
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140	55	195
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#### **Emergency Situations - 10 hrs**

How to deal with terrorism, crowd control, traffic control, gangs, and other problem situations; Use of radio communication codes

#### **First Aid/CPR - 10 hrs (5-5)**

An extremely detailed course in life-saving techniques that will lead the student to be certified in cardiopulmonary resuscitation and first aid; physical training.

#### **Baton Training I - 10 hrs**

Theory and introduction to the side handle baton, Monadnock (PR-24).

#### **Baton Training II - 40 hrs (5-35)**

Intermediate theory and introduction to take down procedures, control holds, strikes, and legal liabilities of baton use.

#### **Tear Gas/Vehicle Approach - 10 hrs (5-5)**

Proper patrol procedures (foot/vehicular); radio communications; day-time/night-time operations; scenario training. State training and exam for appropriate use of tear gas.

#### **Handcuffing - 10 hrs (5-5)**

Arrest and control techniques with practical application of handcuffing techniques.

#### **Report Writing - 105 hrs**

All aspects of report writing. Observing scenes and situations and putting it into a report. Common report formats.

### **MODULE III: WEAPONS OF MASS DESTRUCTION & TERRORISM AWARENESS FOR SECURITY PROFESSIONALS**

LECTURE	LAB	TOTAL
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50	0	50
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#### **The Role of a Security Officer in Preventing an Incident - 12 hrs**

Making the security officer aware of what to look for and help prevent a future terrorist attack

#### **The Nature of Terrorism - 12 hrs**

Acting out a terrorist attack beginning with the planning of a mass attack using weapons of mass destruction

#### **Weapons of Mass Destruction - 14 hrs**

Identifying weapons of mass destruction and their advantages and disadvantages to the terrorist

#### **Coordinating and Sharing of Critical Information - 12 hrs**

Recognizing "pre-incident indicators" and knowing the proper channels of reporting them





## PROGRAM OUTLINE

*Homeland Security & Investigation ~ DOT Codes 189.167-034*

### **MODULE IV: SECURITY SURVIVAL TECHNIQUES/STATE FIREARMS TRAINING**

LECTURE	LAB	TOTAL
130	45	175

#### **Firearms I - 25 hrs (15-10)**

Introductory course in the use and care of firearms. Students learn the state and Federal regulations with an overview of legal, moral and safety aspects of firearms.

#### **Firearms II - 25 hrs. (10-15)**

Advanced handgun techniques will be taught using live rounds under the supervision of a State certified Range Master. This course leads to the certification for an exposed firearm permit.

#### **Officer Survival - 50 hrs. (40-20)**

Proper field tactics with regard to officer safety; tactical flashlight defense; drug recognition; scenario training; physical training.

#### **Industrial Security - 25 hrs.**

An in depth look into high-level industrial security; risk management; security and safety surveys; physical security; terrorist threats; personal protection; physical training.

#### **Advanced Security Operations - 70 hrs.**

View of specialized security positions within the industry; supervision and management training; resumes for your dream job; the interview process; goal setting; physical training.

#### **Civil Law - 18 hrs.**

Training overview of Civil law as it pertains to the Security and Police field.

#### **Criminal Law - 18 hrs.**

Training overview of Criminal law as it pertains to the Security and Police field.

### **MODULE V: SCHOOL SECURITY GUARD TRAINING (BSIS)**

LECTURE	LAB	TOTAL
24	0	24

#### **Role and Responsibility of School Security Officers - 4 hours**

Training will provide an understanding of the history and development of campus security; the schools security officer's authority both on and off duty and the school security officer's responsibilities in the educational environment. Training will also consist of the school security officer's professional image, and school structure and organization as they relate to campus personnel, ancillary groups and constituent groups.



## PROGRAM OUTLINE

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*Homeland Security & Investigation ~ DOT Codes 189.167-034*

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### **MODULE V: continued**

#### **Laws and Liability - 8 hours**

Training will include understanding of the circumstances under which searches and seizures can be made by school security officers in the educational environment. This will include an understanding of the concept In Loco Parentis and Parens Patria; student discipline process; crimes committed as they relate to on-campus violations and the role of different stakeholders in the legal process in the school environment. As well as, the ability to recognize when a violation has occurred; what types of incidences that require a re-port to be filled; understanding liability issues, both on and off campus, that are inherent in the school environment and an understanding of privacy issues as they relate to student records.

#### **Security Awareness in the Educational Environment - 3 hours**

Training will provide an overview of unique circumstances that exist in a school environment that requires an added awareness of potential dangerous situations, trespassers (Visitor control) and possible time frames for potential problems (break, lunch, after school, etc.) This will cover what tools are available for handling potentially dangerous situations and the ability to assist in response to medical emergencies.

#### **Mediation/Conflict Resolution - 4 hours**

Training will cover understanding the importance and techniques for utilizing Mediation/Conflict Resolution skills.

#### **Disasters and Emergencies - 1 hour**

Training will cover understanding the District's responsibilities for managing disasters and emergencies.

#### **Dynamics of Student Behavior - 3 hours**

Training will include recognizing the major personality disorders that are responsible for potential violent outbreaks; understanding the specific education process as it relates to discipline of special education students.

#### **Examination - 1 hour**

#### **TOTAL:**

LECTURE	LAB	TOTAL	SCH
500	100	600	36

*Students are given written or oral exams at the end of each module. Students may be quizzed at the end of each subject.*

*All classes are taught in a classroom or lab setting. Class sizes do not exceed 30 students.*

*All certificates and licenses are issued upon graduation provided that the student is in good standing with the School.*

*Permanent guard cards and firearms permits will be sent directly to the graduate from the State of California after a background check of the graduate is completed.*



## PROGRAM OUTLINE

*Homeland Security & Investigation ~ DOT Codes 189.167-034*

### **TUITION, FEES, BOOKS, & SUPPLIES**

Registration Fee (non-refundable)	\$ 100.00
Tuition	\$ 5,215.00
Books/Certifications	\$ 682.00
<b>TOTAL COST:</b>	<b>\$5,997.00</b>

\*Total charges for a period of attendance is \$5,997.00. Estimated total charges for entire program is \$5,997.00.  
A non-refundable STRF Assessment fee of \$0.00 will be charged for self-funded students at the end of each program fee schedule.

### **CLASSROOM/TEACHER**

Classroom 25:1

### **EQUIPMENT USED IN TRAINING**

- Batons
- CPR Training Dummie
- Firearms /Ammunition
- Floor Mats
- Handcuffs
- Firearms Range
- First Aid Materials
- Tear Gas/Pepper Spray

### **CERTIFICATIONS ATTAINED**

- Guard Card
- Baton Card—Sidehandle and Straight Baton
- Firearms Certification (Option for Multiple Calibers)
- CPR/First Aid
- Defibulator
- Pepper Spray Certification
- Handcuff Certification
- School Security Certification

A list of books and supplies issued to the student is available from the Admissions Director and/or the School Registrar. The student is also issued a Security Officer Duty Belt. Upon successful completion the graduate will be awarded certificates in Baton, Firearms, First Aid/CPR and a State Guard Card. Graduates will also complete School Security Guard training as outlined by the BSIS.

### **ADMISSIONS POLICY**

To be admitted to this program, the applicant must meet the School admission requirements. In addition, the applicant should be in good health and not have any handicaps that would prevent his/her performance as a Security Officer. The school will reasonably accommodate an applicant with disabilities to the extent required by applicable law. Also, the school cannot accept any applicant to this program who has a felony conviction or questionable misdemeanors. An applicant with a misdemeanor can only be accepted if cleared by the Bureau of Consumer and Investigative Affairs. The applicant must also receive the recommendation of the Admissions and Placement representatives to confirm that he/she has the proper mental attitude to be a successful Security Officer. A certificate of completion will be issued upon successful completion of this program. Maximum class size is 30 students.