

SCHOOL CATALOG

Au Lac Institute

2268 Quimby Road, Ste. E

San Jose, CA 95122

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July 1, 2018 – June 30, 2019

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FACULTY & STAFF

A. Instructors

1. Don Nguyen

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

2. Khoa Nguyen

- BS in Computer Engineering and MSEE, Cal Poly, San Juan Luis Obispo
- 5 years of cumulative industrial experience in design and implementation of VLSI Digital and Analog Circuits
- Technical instructor at Au Lac Institute since 2008

3. An Phan

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

4. Hong Pham

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

5. Minh Dang

- BA in Accounting, San Jose State University
- Certificate of CTEC course completion, Evergreen Valley College
- Independent accountant contractor

State License

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

Au Lac Institute is approved to accept participants from federal and state unemployment programs such as 2268 Quimby Rd, Ste E, San Jose, CA 95122 - Tel. 408-239-5520 - Fax. 408-239-5521 Page 5

company tuition reimbursement, NOVA, TAA, workers' compensation, Workforce Investment Act (WIA), and Employment Development Department (EDD).

Accreditation

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

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

The School Catalog

The School Catalog is a comprehensive guide to the institutional policies and services Au Lac students have a right to receive. *Au Lac Institute reserves the right to update or modify the School Catalog, Catalog Addenda, or any section thereof, at any time as needed during the academic year.*

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any question 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 953833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

HISTORY

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

MISSION AND VISION

Mission

We are committed to providing students with well-rounded training and an excellent educational opportunity. We work in parallel with business entrepreneurs in responding to global view in social, cultural and economic needs. We endeavor to be one of the leading institutions in research and development of effective programs of study.

Vision:

“One Student at a Time,” we strive:

- To respond to social and cultural growth and economic needs
- To provide vocational training and educational coursework to prepare students for careers in computers, electronics, nutrition, health
- To engage multicultural and multi-faceted background competence
- To staff the academy with highly experienced faculty and highly trained staff members
- To focus on our core competencies
- To develop and use innovative teaching methods
- To create effective and practical curriculum

Student learning outcomes:

- Accommodate learning to optimally achieve
- Keep inform to maximally enhance abilities
- Impart knowledge to successfully integrate

INSTITUTE LOCATION AND FACILITIES

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

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

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

Maximum capacity for each course is as follows:

Accounting	20
Electronic Engineering Technician	12
Networking Engineering	12
Computer Office	20

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

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

ADMISSIONS POLICY

Open Enrollment

Every course, course section, or class at Au Lac Institute shall be fully open to enrollment and participation by any person who has been admitted to the school and who meets such prerequisites as may be established by the school.

How to Apply

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

Admissions Requirements

Persons must have a high school diploma or a GED in order to apply for admission.

Ability-to-Benefit (ATB)

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

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

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

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

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

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

Housing

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

ACADEMIC INFORMATION

Attendance Policy

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

Late arrivals and early departures contribute to overall attendance. A student who is excessively tardy (late class greater than 20% of time) to class will be dropped from that class. A student who accumulates less than 75% attendance by the end of the academic session must obtain administration office's approval to continue enrollment. Failure to obtain office's approval may result in termination.

Photography and Audio/Video Recording

The use of audio or video recorders, cameras, or any other electronic reproduction devices is not permitted in the classroom, unless pursuant to an accommodation plan. No audio/video recording or still pictures of any class/training session, or of staff and students, is allowed without the written authorization of the school director. Au Lac Institute will abide by any state, local, or federal laws regarding the use of photography and audio recording devices.

Readmission

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

Leave of absence

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

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

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

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

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

Make-up work

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

Student achievement

This could be deemed as a certain grade point average that needs to be maintained, the time that a student has to complete the course or the number of tries a student has to pass the course and what happens if the student does not meet those requirements.

Au Lac Institute does not measure academic achievement in terms of traditional grades. Au Lac's programs are competency-based. Students are evaluated on specific practical and knowledge standards. To measure progress, students are formally evaluated upon the completion of each competency and the hours of attendance completed. Competence is determined through written, oral, or practical demonstration, with a minimum passing score of 70% for each one.

Students must have a minimum attendance rate of 75% of scheduled hours.

Graduation requirements

In order to graduate and receive a certificate of completion:

1. A student must satisfy the 75% attendance requirements.
2. A student must complete the program requirements with a minimum cumulative grade point average of 2.0.
3. A student must not have a financial obligation or equipment loan toward the school.

Transfer policy

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

Notice concerning transferability of credits and credentials earned at our institution

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

Previous training

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

Challenging credit

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

Criteria regarding challenge credit include the following:

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

GRADING POLICY

Standards

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

<u>Grade</u>	<u>Percentage</u>	<u>GPA</u>
A	93-100%	4.0
A-	90-92.9%	3.7
B+	87-89.9%	3.3
B	83-86.9%	3.0
B-	80-82.9%	2.7

C+	77-77.9%	2.3
C	73-76.9%	2.0
C-	70-72.9%	1.7
D+	67-69.9%	1.3
D	63-66.9%	1.0
D-	60-62.9%	0.7
F	59.9% or below	0.0

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

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

Passing Grades

Passing grades range from A to D*. P is a passing grade, but it does not affect the student’s GPA.

Failing Grades

An F is a failing grade and will not be counted as credit. Student will have one chance to retake the class, and if student retakes the class, then student has to earn a C or better in order to replace the failing grade.

Repeated Courses

Only students with failing grades may repeat a course.

P/NP Grade

Students who receive a P grade may not repeat a course again for a letter grade. Students who receive a NP grade may only repeat one time to receive a P grade.

Procedure for Appeal of a Grade

If a student wishes to appeal a grade that has been received, the student is asked to initially consult the instructor.

Should the student desire to pursue this matter further, the student may see the school manager. The school manager will notify the student if the grade is to be changed.

Grade changes will not be considered for work submitted after the semester has ended.

Necessary forms for appeals and denials of appeals can be found with the office manager.

There is a two-year limitation on appeals for retroactive change of transcript entry. Grades cannot be changed once a student has graduated.

Satisfactory progress

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

1. A student needs to achieve a minimum grade point average of 1.5 at the beginning of the first course, 2.0 grade point average at the midpoint of the program, and 2.0 grade point average to graduate. If a student’s grade falls below the required GPA, they will be warned about the possibility of being placed on academic probation. If the student does not demonstrate the desire or continued ability to improve, they will be placed on

academic probation. The length of academic probation depends on the length of the course.

2. At the end of an academic probation period, if the institution does not see any improvement on the student's academic progress, the institution will notify the student that they are being dropped or suspended for unsatisfactory academic progress.

3. A student completes their program within one and one-half times of the normal time frame. If student is unable to complete the program within this maximum time frame, they will be terminated from their course of study. Time during an authorized leave of absence is not considered part of the program maximum time frame. Evaluation for satisfactory progress will be made at the completion of each module of instruction.

ACADEMIC CALENDAR

Instructional schedule

Classes change based on the demand of students and availability of instructors. Please see front desk for current class schedule.

Clock Hours

The school measures its program by clock hours. Clock hours is 50 to 60 minutes of supervised instruction during a 60 minute period.

Holidays

New Year's Day
Martin Luther King, Jr.'s Birthday
Cesar Chavez's Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day and Day after Thanksgiving
Christmas Day
Floating holiday - please advise with administrative staff

The Au Lac Institute Board of Directors serves the right to amend the holiday schedule as needed.

TUITION

Registration and class material fees

A non-refundable registration fee of **\$75** and class material fees of **\$20** is required with the student's application for admission.

Rates

2268 Quimby Rd, Ste E, San Jose, CA 95122 - Tel. 408-239-5520 - Fax. 408-239-5521 Page 13

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

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

Cancelled courses

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

Rights to cancel and refund

1. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or before the end of the 2nd week of instruction.
2. If the school has given you any equipment, you shall return it within **seven (7) days** following the date of this notice of cancellation, or if after the cancellation period, your last date of attendance. If you fail to return this equipment in the same condition received within the **seven (7) day** period, the school may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you have paid for equipment, it is yours to keep without further obligation.
3. You have the right to withdraw from school at any time. The registration fee is nonrefundable. If you cancel before the end of the second week of the entire course, then we will refund your quarter tuition and you must return any equipment given to you in good condition, or else we will charge you for any fixtures it might need. If you cancel anytime after the first two weeks of the entire course or program, then the school has the right to keep the current month's tuition and refund you any remaining months in the quarter.
 - a. The first two weeks of course/program: full refund
 - i. For example, if a student pays \$3000 for 3 months, but has only attended the first or two weeks, we will refund the full \$3000.
 - ii. If a student pays \$3000 for 3 months, but has only attended more than two weeks after the course/program begins, then we will refund \$2000, or the last two months' tuition.
 - b. After the first two weeks of course/program and anytime thereafter
 - i. If student attends the first month, and then the first day of the second month, then the school will charge the tuition for the first and second month.
4. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:
 - The student notifies the institution of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
 - The institution terminates the student's enrollment for failure to maintain satisfactory progress;
 - Failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the school; and
 - You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed the last date of recorded attendance.

5. If any portion of your tuition was paid through loan proceeds, the refund will be sent to the lender or 2268 Quimby Rd, Ste E, San Jose, CA 95122 - Tel. 408-239-5520 - Fax. 408-239-5521

agency that guaranteed your loan. Any remaining amount will first be used to repay any financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

6. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
7. If the student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund.
8. If the student defaults on a federal or state loan, both the following may occur: (a) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (b) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance program until the loan is paid.
9. To cancel the contract for school, mail or deliver a signed and dated copy of the cancellation notice form (available at the Admissions office) and bring to:

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

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

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

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

Termination

The Institution reserves the right to terminate any student whom:

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

Rights to appeal termination

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

Financial aid

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

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

Student tuition recovery fund

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

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

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

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

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

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

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

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

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

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

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

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

Payment Plan Options

The whole program cost is due at the beginning of every program. Special payment plans must be discussed with the school.

STUDENT RECORDS

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

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

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

1. Copies of application signed by the students, including summary of education.
2. Dates of enrollment, and if applicable, withdrawal, leaves of absence and graduation date.
3. A transcript showing all courses and other educational services completed or attempted to complete and the grades or evaluation for each course.
4. A document showing the total amount of money received from or on behalf of the student and the date(s) of receipt.
5. A document containing refund information: amount, date, check number, name, and address of the person or entity receiving the refund.
6. A student attendance record.
7. A certificate of completion granted to students

STUDENT SERVICES

The following are all the services Au Lac Institute are offering for students.

Language instruction and assistance

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

Lab room

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

Advising

Advice regarding coursework and student activities is available from the office manager, counselor, and administrative staff. Such sessions are private and confidential. If a student has personal, non-school related problems, the school will refer the student to a professional or community agency for help.

Externship

Au Lac Institute includes externship as part of the curricula for some programs.

Job Workshops

Au Lac Institute provides job workshops to help students prepare their resume and interview skills for a new career.

Transcripts

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

Student records

Student folders are started for each future student during registration and enrollment to Au Lac Institute. Student folders contain documents such as the registration form, enrollment agreement, transcripts, and other official information. If a student withdraws/is expelled prior to completion/graduation of the program, student folder will also contain documents such as a summary statement of the student's progress, refund calculation, a copy of refund (if applicable) and so on.

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

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

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

Lifetime technical support

Au Lac Institute provides students and alumni in good standing with lifetime job placement assistance and skill upgrades. Alumni may return to Au Lac Institute any time after taking a course to review lecture materials and/or lab skills. Au Lac Institute offers lifetime technical support to all students within 2 years.

CATALOG POLICIES

Policies governing student conduct, admissions, prerequisites, graduation requirements, fees, course structures, duration of the subjects and courses, time of programs offerings and other aspects of this institution's operations are subject to change. Changes in the content of this catalog will be added to catalog addendum as well as posted on www.aulac institute.com. Together, the catalog and the addendum (also in the event the catalog is expired) represent current and updated information.

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

CONSUMER PROTECTION

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

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

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

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

Au Lac Institute Rules

Non-Smoking Policy

Students and staff shall honor the smoke-free zone area of 25 feet outside any entrance, exit, or operate window of all our facilities.

Anti-Harassment Policy

Knowledge Innovations Academy prohibits harassment of any kind, including verbal, physical, and sexual; and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. Harassment is a form of threat, intimidation or coercion of an employee, co-worker or any person working for or on behalf of KIA. Verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

The following examples can be considered harassment from students and/or other employees:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping;
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

Drug-Free and Alcohol-Free Campus and Workplace Policy

In accordance with federal law, KIA is a drug-free and alcohol-free school and workplace policy. Furthermore, KIA has adopted this policy to encourage students to develop a healthy lifestyle and to ensure that graduates are able to meet the demands of employers.

NONDISCRIMINATION POLICY

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

Au Lac Institute is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

STUDENT CODE OF CONDUCT

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

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale, or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to Au Lac Institute property on campus.
- Stealing or attempting to steal Au Lac Institute property on campus, or knowingly receiving stolen Au Lac Institute property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of Au Lac Institute.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with Au Lac Institute.
- Committing sexual harassment as defined by law or by Au Lac Institute policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying.
- Willful misconduct that results in injury or death to a student or to Au Lac Institute personnel or which results in cutting, defacing, or other injury to any real or personal property owned by Au Lac Institute.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty is addressed in the respective college catalog.
- Dishonesty; forgery; alteration or misuse of Au Lac Institute documents, records or identification; or knowingly furnishing false information of school.
- Unauthorized entry upon or use of Au Lac Institute facilities.
- Lewd, indecent or obscene conduct or expression on Au Lac Institute owned or controlled property, or at Au Lac Institute sponsored or supervised functions.
- Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on Au Lac Institute premises, or the violation of lawful Au Lac Institute regulations, or the substantial disruption of the orderly operation of Au Lac Institute.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any Au Lac Institute policy or administrative procedure.

DISMISSAL FOR MISCONDUCT IS PERMANENT!

Sanctions: Warning, Suspension, and Expulsion

The following sanctions will proceed for violations of the Code of Student Conduct:

1. Warning: a written notice to the student that he or she is violating or has violated Au Lac Institute regulations.
2. Temporary Suspension: Suspension of the student from the program by the administrative staff for 1-3 days.
3. Expulsion: Termination of student status by the school director on recommendation of the administrative staff.

HANDICAPPED APPLICANTS

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

Financial & Admissions Responsibilities

A student is enrolled at Au Lac Institute has the following responsibilities:

- Complete all necessary application forms using true and correct information
- Provide all necessary documentation and verification for admissions
- Inform Au Lac Institute of any change of name, address, telephone number, or status that may affect program or program payment

Academic Responsibilities

- Maintain satisfactory progress, good attendance, and be on time for classes
- Complete classroom and laboratory work as assigned
- Treat fellow students and staff with respect

Behavioral Responsibilities

- Refrain from maliciously or willfully damaging property of the Au Lac, other students, or staff
- Refrain from writing, spraying, or painting graffiti on or around Au Lac property
- Refrain from stealing or removing Au Lac property from school grounds
- Become familiar with and adhere to procedures pertaining to emergency evacuation drills of the school

STUDENT GRIEVANCE AND APPEALS

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

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

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

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

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

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

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

BROCHURE

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

ACCOUNTING / BOOKKEEPING

Program Objective:

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

Certification Exam

This program does not prepare students for professions requiring licensure and licensure examinations.

Career Opportunities:

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

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$7,505
Books, Supplies, Equipment	\$600
Total:	\$8,200

Main Courses	Lec	Lab	Total
Basic Certification			
Financial Accounting <i>Learns the fundamentals of financial accounting bookkeeping in a practical, hands-on methodology. Familiar with the processes involved in day-to-day accounting and bookkeeping tasks. Understanding the fundamental building blocks of the accounting process including debits and credits T-accounts and how to balance double entry, depreciation methods, and understand different kinds of business legal structures. How the income accounts connect into the balance sheet will also be taught.. Students learn how to prepare and analyze financial statements. Other topics include receivables, liabilities, stockholders' equity, and internal control.</i>	100	100	200
Quickbooks <i>Learns to set up books from scratch, setting up all of the ledgers and journals needed to do full service accounting. Practice industry-specific accounting systems that make you the expert in the specialized accounting and reporting procedures for many fields. Learn how to prepare payroll, creating quarterly reports, calculating cost of goods and relationship between markup and profit</i>	100	100	200
Bookkeeping for Small Business <i>Learns to set up books from scratch, setting up all of the ledgers and journals needed to do full service accounting. Practice industry-specific accounting systems that make you the expert in the specialized accounting and reporting procedures for many fields. Learn how to prepare payroll, creating quarterly reports, calculating cost of goods and relationship between markup and profit</i>	80	80	160
J-O-B Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques.</i>	20	20	40
Total	300	300	600

Graduation requirements

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

Books and materials

- Handouts and worksheets by Instructor
- *College Accounting* by Heintz and Parry
- USB memory
- Business Calculator

Equipment used in classroom

- Personal computers with Internet
- Projector
- Application computerized QuickBooks
- MS Office Home and Business

Methods of Instruction

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

Methods of Evaluation

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

ADMINISTRATIVE MEDICAL ASSISTANT

Program Objective:

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

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$7,500
Books, Supplies, Equipment	\$650
Total:	\$8,245

Main Courses	Lec	Lab	Total
Basic Certification			
Medical Office Administration & Procedures <i>This class prepares the student to perform the administrative or "front office" duties in the medical facility student receives hands on experience on proper telephone handling techniques, answering and communicating effectively over the phone. Students will learn to handle problem appointments and emergency situations, prepare, organize, update and file medical records.</i>	90	90	180
Medical Insurance & Billing, Coding, & Bookkeeping <i>Students will learn the basic concepts and procedures necessary to perform the tasks associated with filling out health insurance forms, coding medical practice procedures, and medical terminology. Students will be placed at a doctor's office in order to practice their skills.</i>	90	90	180
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
Total	200	200	400

Graduation requirements

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

Books and materials

- *Medical Assisting: Administrative and Clinical Competencies*, 8th Edition by Michelle Blesi
- Handouts by instructor
- USB memory

Equipment used in classroom

- Personal laptop
- Projector

Methods of Instruction

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

Methods of Evaluation

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

ADMINISTRATIVE TECHNICIAN / CUSTOMER SERVICE

Program Objective:

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

Career Opportunities:

Administrative Assistants, Customer Service Representative, or Receptionists

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$7,300
Books, Supplies, Equipment	\$600
Total:	\$8,095

Main Courses	Lec	Lab	Total
Basic Certification			
Introduction to Computer Literacy <i>Detailed presentation of microcomputer hardware and software and the Window operating system and environment. Use simulation software to improve keyboarding and typing skill. Basic introduction to the use of e-mail and basic understanding of navigating the internet using popular browsers, and MS Office.</i>	40	40	80
Introduction to Microsoft Word and Excel <i>Create and edit documents using character and paragraph formatting. How to manage autotext entries, styles, templates, macros, merging and multiple columnar formats, mail merge. Computer graphics and animation will be introduced along with layouts, backgrounds, font sizing, and slide design and development. Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas. Students will learn how to use social media and messaging applications, such as Facebook, Instagram, Viber, and WhatsApp. Students will be able to create their own accounts and use these applications either on their phones or laptops.</i>	80	80	160
Using Outlook and PowerPoint <i>Students will learn create and manage contacts using Outlook. Students will learn how to create PowerPoint presentations. Course topics cover advanced and specialized features of Microsoft Word, Excel, PowerPoint, and Outlook. Students will develop the skills to create and edit complex spreadsheets, create advanced and interactive PowerPoint presentations, and more.</i>	80	80	160
Vocational English <i>Students will learn English skills needed in the workplace, especially the office and with clients.</i>	80	80	160
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
Total	300	300	600

Graduation requirements

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

Books and materials

- Microsoft Office 2016
- USB memory
- Handouts by instructor

Equipment used in classroom

- Computer or laptop
- Projector

Methods of Instruction

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

Methods of Evaluation

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

COMPUTER PROGRAMMING

Program Objective:

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

Career Opportunities:

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

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$14,500
Books, Supplies, Equipment	\$700
Total:	\$15,295

Main Courses	Lec	Lab	Total
Basic Certification			
C language <i>This course is designed to help students get familiar with the most powerful and flexibility language in the world. Students learn the basic concept of programming, C fundamentals, prepare and running a complete C Program, operators and expressions, data input and output, control statements, functions in C, program structure, array, pointers, structures and unions.</i>	85	85	170
C++ language <i>Students learn the principles and use of object-oriented programming in C++ language. Emphasizes elements of program design, style, documentation and efficiency. Upon completion of the course, students should be able to write and efficiently debug programs of size and complexity well above the C course, making use of UNIX operation system tools.</i>	85	85	170
Java language <i>Builds on students' object-programming knowledge using Java language. Students learn to create, compile and execute well-structured Java programs, graphical user interfaces, and applets. Course will also cover Web application architecture, Java's database access technology (JDBC), Servlets and Java Server Pages (JSP).</i>	85	85	170
Introduction to Python Programming Course <i>This course introduces the Python programming language for students without prior programming experience. The course will cover data types, control flow, object-oriented programming, and graphical user interface-driven applications.</i>	85	85	170
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
Total	360	360	720

Graduation requirements

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

Books and materials

- *The Ultimate Guide to Learn C Programming* by Peter Hoffman
- *Java Crash Course* by Alphy Books
- *Learning Web Design: A Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics* by Jennifer Niederst Robbins
- *Python Programming: An Introduction to Computer Science* by John Zelle

Equipment used in classroom

- Computer
- Projector

Methods of Instruction

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

Methods of Evaluation

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

ELECTRONIC ENGINEERING TECHNICIAN (EET)

Program Objective:

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

Career Opportunities:

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

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$13,100
Books, Supplies, Equipment	\$600
Total:	\$13,795

Main Courses	Lec	Lab	Total
Basic Certification			
Intro to EET, Assembly, and Math <i>Introduces students to assembly works including electronic component identification and handling, color code alphanumeric code and EIA code reading, Prep and PCB loading technique, THT and SMT soldering and de-soldering technique, wiring and harnessing technique. Introduces students to EET program structure, history of electronics, electronics technician profession and the electronics industry. Review Electronic mat and how use scientific calculator.</i>	120	120	240
Electronic Technician: Analog & Digital <i>Introduces basic concepts theories and fundamentals of Electric and Magnetic fields; Basic Electronic components and applications; Analyze and solve DC and AC circuits using Electronic theorems and laws. Studies various types of basic Analog circuits and devices</i>	120	120	240
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
Total	260	260	520

Graduation requirements

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

Books and materials

- Office 2016 All-in-One for Dummies
- Cliffsnotes Math review
- Handouts for computer class by instructor
- Electronic Assembly by Tran Manh Hoa
- Basic Electronics and Electronic Technician Labs by Tran Manh Hoa
- Scientific Calculator
- USB Memory

Equipment used in classroom

- EET Toolbox Oscill (Projector, Oscilloscopes, Multi-meters, Solder stations, Function generator, Electronic toolkit and various electronics equipment)

Methods of Instruction

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

Methods of Evaluation

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

INTERNETWORKING TECHNICIAN

Program Objective:

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

Career Opportunities:

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

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$12,400
Books, Supplies, Equipment	\$600
Total:	\$13,095

Main Courses	Lec	Lab	Total
Basic Certification			
Cisco Certified Network Associate (CCNA) <i>OSI reference model and layered. Network protocol and WAN Protocols, IP, IGRP, IPX, Apple Talk, Frame Relay, IP RIP, VLANs, RIP, Access List, Ethernet. Physical Connectivity, IEEE, ANSI Standard. Network Management and LAN Design. Students learn to restrict access to network by Access List, use telnet to remote control devices, use DNS server to assist in connecting to the Internet, structure of LAN Ethernet, Fast Ethernet, Gigabit Ethernet, and Token Ring. Cisco Basic, IOS. Bridging/Switching technology, connecting networks by bridges and switches, improving performance of Network by Static VLANs...</i>	113	112	225
Windows 2010 Professional, 2010 Server, 2010 Network Infrastructure <i>This course provides, the core foundation for supporting Microsoft Windows NT 2000 Professional, 2000 Server, and 2000 Network Infrastructure. The goal of this course is to provide students with the skills necessary to install, configure, customize, optimize, integrate and troubleshoot Windows NT 2000 Workstation, 2000 Server, and 2000 Network Infrastructure. Analyze and design TCP/IP environment for Enterprise Network with DNS, DHCP, IPSEC, VPN, NAT, and Certification Service.</i>	113	112	225
Intermediate Certification			
Routers, Switches, Remote Access Network (Building Cisco Remote Access Networks), Trouble shooting. <i>This course is to give student all the advanced skills needed to configures Cisco Routers, Switches. This course addresses the integration of routing and switching technologies to create an efficient campus network. Students will identify the Cisco products and services that enable connectivity and traffic transport over Fast Ethernet. This course covers the fundamental and practical knowledge to implement Cisco remote access network environments. Discuss important topics like installing and configuring Cisco's 776, 1720's, and 3640's routers for remote access, multilink PPP, and Network Address Translation (NAT). This course also teaches students the skill to quickly troubleshoot problems with Cisco router and Catalyst switch to remedy communication problems in TCP/IP, IPX/SPX, Apple Talk and Wide Area Network. Utilize troubleshooting tools live on classroom network.</i>	113	112	225
Introduction to Linux	113	112	225

This course provides the core foundation for supporting LINUX Redhat version 7.2. The goal of this course is to provide students with the skills necessary to install, configure, customize, optimize, network, integrate and troubleshoot Linux network.

Job Search Workshop	20	20	40
<i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>			
Total	472	468	940

Graduation requirements

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

Books and materials

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

Equipment used in classroom

- Computer parts
- Routers and cables
- Computers and laptops

Methods of Instruction

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

Methods of Evaluation

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

MARKETING/SALES

Program Objective:

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

Career Opportunities:

Salesperson, telemarketer.

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$8,300
Books, Supplies, Equipment	\$600
Total:	\$8,995

Main Courses	Lec	Lab	Total
Basic Certification			
Introduction to Marketing/Sale <i>Creating forms and sub forms by using MS Access macro and coding. Using advanced features to enhance form and reports</i>	140	140	280
Marketing with Experienced Designers <i>Students learn a variety of tools, including Photoshop, to create marketing ads.</i>	140	140	280
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
Total	300	300	600

Graduation requirements

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

Books and materials

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

Equipment used in classroom

- Computer
- Projector

Methods of Instruction

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

Methods of Evaluation

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

MEDICAL ASSISTANT

Program Objective:

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

Career Opportunities:

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

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$13,200
Books, Supplies, Equipment	\$850
Total:	\$14,145

Main Courses	Lec	Lab	Total
Introduction to Allied Health Care	87	88	175
<i>Students will learn about ethics and responsibilities required in the allied health care field. The program emphasize professionalism, patient and client relations, adherence to the ethical and legal requirements of a medical practice and proper communication skills. Identify the importance of accreditation, certification and continuing education as they pertain to the professional medical assistance and state the importance of understanding the scope of practice for the medical assistance.</i>			

Medical terminology/Anatomy & Physiology <i>This course will teach the students how to utilize medical terminology in written and spoken communication by developing the ability to recognize the language used in the medical field. Define medical terminology & gain skills in identifying the basic components of medical terminology such as word root, combining form, prefixes the proper in using the terms. Students will be able to identify parts of the human body, and describe the structures & basic function of each body system.</i>	87	88	175
Medical Office Administration & Procedures <i>This class prepares the student to perform the administrative or "front office" duties in the medical facility student receives hands on experience on proper telephone handling techniques, answering and communicating effectively over the phone. Prepare and maintain appointment scheduling, medical records and compose medical correspondence. Handle problem appointments and emergency situations, prepare, organize, update and file medical records.</i>	87	88	175
Medical Insurance & Billing, Coding & Bookkeeping <i>Students will learn the basic concepts and procedures to perform the tasks involved in health insurance as well as insurance claim forms. Gain knowledge on insurance rules, billing practice, and other administrative procedures in the office.</i>	87	88	175
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
Total	370	370	740

Graduation requirements

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

Books and materials

- Medical Terminology: 45 Mins or Less to Easily Breakdown the Language of Medicine by Chase Hassen
- Pearson's Comp. Medical Assisting by Nina M. Beaman
- Uniform
- Bundle: Medical Assistant: Administrative and Clinical Competencies, 8th + Student Workbook + LMS Integrated for MindTap, 2 terms Printed Access Card
- Medical Assistant handouts

Equipment in classroom

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

Externship

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

Methods of Instruction

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

Methods of Evaluation

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

MICROSOFT DATABASE ADMINISTRATOR (MCDBA)

Program Objective

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

Career Opportunities:

Database Administrators, Database Analysts and Database Developers

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$12,100
Books, Supplies, Equipment	\$500
Total:	\$12,695

Main Courses	Lec	Lab	Total
Basic Certification			
SQL 2016 <i>Installing, configuring and managing MS SQL server</i>	90	90	180
Windows Server Administration and Network Management <i>Installing, configuring and managing MS SQL server.</i>	90	90	180
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
Total	200	200	400

Graduation requirements

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

Books and materials

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

Equipment used in classroom

- Computer
- Projector

Methods of Instruction

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

Methods of Evaluation

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

MICROSOFT SOLUTIONS DEVELOPER

Program Objective:

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

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

Careers Opportunities:

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

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$13,200
Books, Supplies, Equipment	\$500
Total:	\$13,795

Main Courses	Lec	Lab	Total
Basic Certification			
C & C++ languages <i>This course is designed to help students getting familiar with the most powerful and flexibility language in the world. You learn the basic concept of programming, C fundamentals, prepare and running a complete C Program, Operators and Expressions, Data Input and Output, Control Statements, Functions in C, Program Structure, Array, Pointers, Structures and Unions. Top-Down design, integer variables, looping, arrays and multidimensional arrays/sorting, strings and string functions, data structures, binary operation. Students learn the principles and use of object-oriented programming in C++ language. Emphasizes elements of program design, style, documentation and efficiency. Upon completion of the course, students should be able to write and efficiently debug programs of size and complexity well above the C course, making use of UNIX operation system tools. Design and implement desktop applications with Microsoft Visual C++ 6.0.</i>	110	110	220
Analyzing Requirements and Defining Solution Architectures <i>This course prepares students with the ability to analyze business requirements in a given scenario and then define technical solution architectures that will optimize business results by using Microsoft development tools. Designing and implementing Databases with Microsoft SQL Server 2000 Enterprise Edition. This course provides student the following skills: Developing a</i>	110	110	220

Logical Data, Implementing the Physical Database, Retrieving and Modifying Data, Programming Business Logic, Tuning and Optimizing Data Access, Designing a Database Security Plan

Job Search Workshop	20	20	40
<i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>			
Total	240	240	480

Graduation requirements

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

Books and materials

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

Equipment used in classroom

- Computer
- Projector

Methods of Instruction

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

Methods of Evaluation

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

NETWORK ENGINEERING

Program Objective:

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

Careers Opportunities:

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

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$13,400
Books, Supplies, Equipment	\$800
Total:	\$14,295

Main Courses	Lec	Lab	Total
System Admin <i>Setup, manage and troubleshoot Domain Controllers, local DNS and DHCP server, sharing files and printers, manage user accounts, backup/restore tasksin Windows environment.</i>	115	115	230
Networking <i>Learning Networking Theory, OSI Model, TCP/IP protocol, IP and Subnetting network. Routing and Remote Access: Using Windows server as a router with RIP v.2 protocol. Define Routing table with a static route. Setup, manage DNS, DHCP, Web server, FTP server, NAT server. Web Hosting and Redirections.</i>	115	115	230
Cisco command line interface <i>Networking theory with TCP/IP protocols. IP v4 and Subnetting. Classless Inter Domain Routing (CDIR). Learn CISCO Command Line by using Router SIM. Configure CISCO Router using Network Protocol: Static Route, RIP, IGRP, EIGRP and OSPF</i>	115	115	230
Cisco CCNA Security <i>The class prepares students for Cisco Security certification.</i>	115	115	230
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
Total	480	480	960

Graduation requirements

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

Books and materials

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

Equipment used in classroom

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

Methods of Instruction

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

Methods of Evaluation

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

PC SPECIALIST/A+

Program Objective:

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

Careers Opportunities:

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

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$12,300
Books, Supplies, Equipment	\$650
Total:	\$13,045

Main Courses	Lec	Lab	Total
Basic Certification			
PC Service Technician - Hardware Essentials <i>This course covers a basic knowledge of installing, configuring, upgrading, troubleshooting, and repairing desktop computer system. Theory will be supported and reinforced by direct hands-on labs.</i>	93	92	185
PC Service Technician - Operating Systems Essentials <i>This course covers the core Microsoft Windows Operating Systems. Major topics include a basic knowledge of Windows Command line, Windows 2K, XP, Vista and 7 for installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems. Theory will be supported by direct hands-on labs.</i>	93	92	185
PC Service Technician - Operational Procedure <i>This mini-course is designed to provide basic information on safety and environmental procedures, communication skills and professionalism in the workplace.</i>	93	92	185
Intro to TCP/IP Computer Networking <i>This course explores students to Transmission Control Protocol/Internet Protocol (TCP/IP) suite for PC platforms, designing subnet networks for home/small business offices, understanding the fundamentals of the Internet and its application.</i>	93	92	185
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40

Graduation requirements

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

Books and materials

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

Equipment used in classroom

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

Methods of Instruction

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

Methods of Evaluation

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

WEB DEVELOPMENT

Program Objective:

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

Careers Opportunities:

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

Fees:

Registration	\$75
Class materials	\$20
Tuition	\$13,100
Books, Supplies, Equipment	\$800
Total:	\$13,945

Main Courses	Lec	Lab	Total
Basic Certification			
Web Development <i>Students learn to develop simple Web pages from scratch by using Microsoft FrontPage and HTML. This course also provides Web Development concepts including Website architecture, linking, text formatting, forms, lists, tables, media insertion, image maps, frames, FTP, basic javascript, basic Perl scripting to process form. FrontPage functionalities introduced are Explorer, Editor, to-do list, Image Composer, and Web Publishing Wizard. Dream Weaver, Adobe Page Mill, and other HTML editors will be mentioned.</i>	110	110	220
Multimedia For The Web <i>Familiarize students to basic Web design and typography concepts. Students learn to scan, manipulate, and create images using Adobe Photoshop and Image Ready, create animations, record and process sound files, and embed videos.</i>	110	110	220
Web Programming <i>Strengthen student's JavaScript and Perl scripting application. Introduces students to Web programming, algorithm design and debugging using Active Server Pages (ASP), Extensible Markup Language (XML), and database. Focuses on developing interactive Websites using Flash animation and programming. Students will learn about Web mastering issues and resolutions such as SPAMs and Security. Learning Java Server pages (JSP) and Personal Homepage (PHP) and the popular MySQL database.</i>	110	110	220
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques.</i>	20	20	40
Total	330	330	660

Graduation requirements

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

Books and supplies

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

Equipment used in classroom

- Projector
- Computers and laptops

Methods of Instruction

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

Methods of Evaluation

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

Prices may change at the discretion of the school