

# C@ledonian



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School Catalog for the period August 1, 2019 to July 30, 2020

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## School Governing Body, Administrators, and Faculty

### Ownership

Guillermo William Frias is the sole owner of the corporation

Bulletin effective August 1, 2019 to July 30, 2020

### Administrative Officials

Mr. William Frias – General Manager/ Veterans Record Clerk/ VA Certifying Official

Ms. Michelle Siu – Admissions official VA/Veterans Record Clerk/ VA Certifying Official

### Office Hours

8:30 a.m. - 4:30 p.m. Monday through Thursday

8:30 a.m. - 3:30 p.m. Friday

Closed Saturday & Sunday

### Academic Calendar

Please refer to the catalog insert for class start and end dates. The weekly schedule of classes for each program is listed along with information for each program.

The school closes on the following legal holidays:

<b>New Year's Day</b>	<b>Labor Day</b>
<b>Martin L. King Day</b>	<b>Thanksgiving Day</b>
<b>Presidents' Day</b>	<b>Day after Thanksgiving</b>
<b>Good Friday</b>	<b>Christmas Break (from the 23<sup>rd</sup> of Dec. to the 2<sup>nd</sup> of Jan.)</b>
<b>Memorial Day</b>	<b>New Year's Eve</b>
<b>Independence Day</b>	

All information in this catalog is current and correct as certified by,



William Frias  
Director

## Mission and Purpose - Philosophy

*“The mission of Caledonian is to develop and deliver the type of high quality vocational training demanded by today’s ~~the~~ office worker and computer industry that leads to high achievements, thereby helping others to reach their educational and career goals.”*

This mission statement will help our organization focus directly on the new position vocational education must embrace. As the marketplace becomes increasingly competitive, a company's ability to succeed will depend upon its workers' skills, and their adaptability to rapid technological advances and changing business practices. This flexibility will be crucial to one's survival in the job market. It is our mission to provide our students with these tools by constantly revising and updating each educational program to reflect new industry developments and endless software updates.

## State and Federal Approval

Caledonian is a private institution granted institutional approval from the Bureau for Private Postsecondary and Education. The Bureau’s approval means compliance with state standards as set forth in the California Private Postsecondary act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations.

Caledonian is not currently accredited by an accrediting agency recognized by the United States Department of Education.

~~Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code. VA Facility Code: 25164805~~

Approved for the training of eligible Federal Employees under federal workers comp programs. DOL Provider: 613519200

## Approved Programs and Courses

<b>051 Computer Software Applications</b>	ONET 43-9061.00
<b>052 Computerized Bookkeeping</b>	ONET 43-3031.00
<b>053 Computer Repairs</b>	ONET 49-2011.00
<b>054 Computer System Technician</b>	ONET 15-1151.00
<b>055 Networking</b>	ONET 15-1152.00
<b>056 Microcomputers Engineering</b>	ONET 17-2061.00
<b>057 Child Care</b>	ONET 39-9011.00
<b>Computer Applications One-on-One</b>	ONET 43-9061.00

## School Facilities and Equipment

Caledonian is located at 6055 E. Washington Blvd. suite 455, suite 320 and suite 300 in the City of Commerce. The facility is easily accessible from the Washington Blvd. exit on Washington Blvd off the 5 Fwy. The total square footage of the facility is approximately ~~2000~~ 3100 sq. ft., and all administrative offices, classrooms and restrooms are well lighted, air conditioned and accessible to the handicapped.

The classroom and laboratory areas are efficiently designed and well equipped to be representative of the industry and to give students a learning experience, which duplicates practical work situations.

This institution, the facilities it occupies and the equipment it utilizes fully comply with, any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety, and health. Instruction is offered to students “in residence” and by ~~tutors~~ instructors externally. Our classroom can accommodate as many 6 students. Class size is designed to give students

constant access to the instructor. The average classroom ratio is one instructor for every 1 student. One-on-one training is also offered at the student's place of residence.

The workshop is continuously upgraded with state-of-the-art equipment. Designed and equipped to give students a learning experience similar to a typical work environment. Maximum capacity for each course is as follows:

<b>051 Computer Software Applications</b>	6
<b>052 Computerized Bookkeeping</b>	6
<b>053 Computer Repairs</b>	6
<b>054 Computer System Technician</b>	6
<b>055 Networking</b>	6
<b>056 Microcomputers Engineering</b>	6
<b>057 Child Care</b>	6

## Admissions Policy and Procedures

Students may enroll on any day school is in session. This school provides equal opportunity to all prospective enrollees without regard to race, sex, age, ethnic origin, religion or disability.

Applicants receive a complete tour of the facilities including: courses available, schedules, tuition fees, equipment and materials fees. 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.

The admissions procedure for disabled individuals follows the above guidelines with a recommendation for alternative tools or techniques where appropriate. Each disabled applicant will be individually evaluated to determine how the school may serve him or her appropriately.

## Admission Requirements

Enrollees shall be eighteen years of age or older. Applicants must prove he/she is a high school graduate or possess a GED or equivalency. Applicants who do not have proof of high school completion or equivalency must take and pass an approved Ability to Benefit Test.

Approved Ability to Benefit Tests may be found on the following list:

[http://www.bppe.ca.gov/schools/usde\\_tests.pdf](http://www.bppe.ca.gov/schools/usde_tests.pdf). Applicants must present documentation that they have taken and passed an approved Ability to Benefit Test with a score that clearly demonstrates they have the ability to benefit from instruction at Caledonian. The following minimum scores will be required for admission of an Ability to Benefit student: CELSA: A minimum scaled score of 97 is required for passing. LPAT: A minimum score of 17 is required on the Reading test. A minimum score of 14 is required on the Math test.

USDOL Ability to benefit is determined by evaluations administered by a DOL vocational counselor that authorizes each individual injured worker's training program. As well, a vocational counselor or psychology professional determines ability to benefit from training for Chapter 31 VA Students.

## ESL

Instruction at Caledonian is delivered in English. Students must be able to read, write, speak, understand, and communicate in English at a 6<sup>th</sup> grade proficiency level. This requirement could be demonstrated by having proof of a GED, High school diploma or by passing the CELSA exam for English Language Learners.

CELSA: The Combined English Language Skills Assessment places students into beginning to advanced ESL classes. It contains 75 items in a 4-choice multiple choice format. The forms are designed to measure understanding of meaning in context, as well as grammatical ability. The CELSA has been extensively researched for validity, reliability, and freedom from bias. Used in hundreds of schools nationwide, it has received Full Approval status by the California Community Colleges Chancellor's Office, the New York Board of Education and the California Bureau of Private Postsecondary Education. The CELSA is also approved by the U.S. Dept. of Education for "ability to benefit".

CELSA will place students into seven levels of proficiency from low beginning to advanced plus. Cronbach Coefficient Alpha reliabilities for CELSA 1 and CELSA 2 are high: .95, .95 and the forms correlate .90.

Federal guidelines require that a "passing" ability to benefit score be the mean. The mean is a 97 scaled score on either form 1 or 2 of the CELSA test. The raw score of 37 on form 1 and a raw score of 34 on form 2 equate to a scaled or "passing" score of 97. Potential students must have a minimum score of 34 to be enrolled into our program.

English language services are provided to all ESL students at no cost. Caledonian's goal is to educate marginalized student populations. English language learners have lower rates of continuing education. Language barriers are a megalithic detriment to Adult language learners. To combat these disadvantages, Caledonian's ESL students are provided independent study materials based on their level of language proficiency. ESL textbooks and ESL software materials are given to all ESL students, free of charge. The students use the materials independently as they complete their computer software applications course.

## **Granting of Academic Credit**

Before enrollment, the student will be asked to list any previous education, training, or experience in the exact area of training for which enrolled and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated by the academic director and credit will be granted, as appropriate. The maximum credit transferable will be equal to 90 clock hours. An appeal process is in place requiring the prospective student to present in writing to the Academic director the reasons for the appeal. After reviewing the written appeal, the academic director will make a final determination. Chapter 31 only: The veteran or eligible person and DVA will be notified of the evaluation result. Caledonian does not charge for any procedures involving the granting of academic credit.

## **Attendance Requirements**

The school expects students to attend all classes on a regular basis. Students should arrive for class on time and should not be absent for any session of instruction. If a student expects to be absent or late, he or she must notify the school by calling the receptionist or the instructor in advance. However, this notification does not excuse the absence. Cutting of classes will be considered as unexcused absences. All absences will be recorded. DOL, VA and **Vocational Rehabilitation Students**: All absences will be recorded and reported to respective counselors. An administration staff member will counsel students with attendance problems. Students must maintain a minimum attendance record of 80% each month. If a student drops below 80% attendance, they will be placed on attendance probation for a month. The probation can be cleared during the following month by improving the attendance record for that month to 80% or above. If the probation was not cleared the student will be dropped from enrollment. Students who have missed one week of consecutive class meetings and who have not contacted the school will receive a mailed warning notification. If they still fail to contact the school before the stated deadline, their program of studies will be terminated.

## **Make Up Work**

Make up work may be available at the discretion of the instructor.

## **Leave of Absence**

This institution may grant no more than a single leave of absence to a student in any twelve-month period. A student requesting a leave of absence must do so in writing. A leave of absence will be granted when the student has filed an approved petition with the Academic Office. The leave of absence petition form, which must be approved by the Academic Director, shall specify the reasons for the leave and the duration of the leave. A student granted a leave of absence has a commitment from Caledonian to be reinstated in good standing. The Leave of Absence Form can be obtained from the student's Academic Coordinator.

The reason for requesting a leave must be stated completely and clearly. Students may petition for a leave of absence for such reasons as: professional or academic opportunities, like travel or moving to other states, medical reason, including pregnancy, major surgery, or other health-related circumstances; and financial reasons, such as the need to work for a specified period in order to resume study with adequate resources. Leaves may be granted for a maximum of two years. A request for leave of absence must be filed prior to the period of absence. Retroactive leave requests will not be approved. For DOL Students LOA only available if approved by OWCP. For vocational rehab and workers comp students LOA could also be requested via your attorneys office or Qualified Vocational Counselor.

## **Student Conduct Policy**

A student may be dismissed from school for being in an intoxicated state; possession of drugs or alcohol on school premises; possession of weapons on school premises; behavior creating a safety hazard to anyone at the school; disobedient or disrespectful behavior to another student, administrator, or faculty member(s).

## **Student Records Policy**

The school maintains students' records for a period prescribed by law at its principal place of business. The Federal Right of Privacy Act of 1974 enables all students to review their academic records, including grades, attendance, and counseling. Student records are confidential and only such agencies or individuals authorized by law are allowed access without the written permission of the student. The school will maintain these records for five-years, and transcripts will be kept permanently. Students may request a review of their records by writing to the director of the school. All such reviews will be scheduled during regular school hours under appropriate supervision.

## **Drug and Alcohol Abuse Prevention/Awareness Policy**

Caledonian established a Drug and Alcohol Abuse Awareness and Prevention Policy. Informational literature is distributed to each enrolling student in order to promote awareness of the significant health risks and dangers of substance abuse. Students will be informed of the legal sanctions for the possession or distribution of illicit drugs and the health hazard of alcohol abuse. Students will also receive a description of counseling, treatment, and rehabilitation programs that are available.

## **Satisfactory Academic Progress**

The Higher Education Act mandates that institutions of higher education establish minimum standards for "Satisfactory Academic Progress". In order to be considered as making satisfactory academic progress toward a certificate, a student must maintain a specified grade point averages as well as proceed through the course at a pace leading to completion in a specified time frame.

In order to be considered to be making SAP as established by this school, a student must:



1. Maintain a minimum cumulative grade average of C (70%).
2. For purposes of determining satisfactory academic progress, each course is divided into grading periods. Students receive a letter grade based on a numeric grading system in both their theory and practical work. A minimum cumulative grade average of C (70%) is required for graduation. The following chart represents the equivalents of the grades assigned:

90% - 100%	A	4.0	Excellent
80% - 89%	B	3.0	Good
70% - 79%	C	2.0	Satisfactory
60% - 69%	D	1.0	Unsatisfactory
0% - 59%	F	0.0	Failing
	W		Withdraw

3. Students who do not achieve a C (70%) cumulative grade average at the end of each grading period will be placed on academic probation for the next grading period. If the student's cumulative grade average at the end of the probationary period is less than 70%, the student will be determined to be making unsatisfactory academic progress.
4. A student receiving a grade D (60%-69%) for any grading period may be required to retake that module based on the recommendation of the instructor. A student receiving a grade F (0%-59) must retake that module. When students are permitted to re-take any course or portion of a course, the second grade substitutes for the first, even if it is lower.
5. The maximum time frame for completion will be no longer than 150 percent of the published length of the program of study. Periods during which the student has formally requested and received a leave of absence or has officially withdrawn from this institution will not be considered in calculating the attendance rate or maximum time frame. Maximum time frame and projected completion dates are calculated at the midpoint and at other periodic intervals of each program.
6. The Institution does not assign grades of incomplete. A student who does not complete a module will receive a grade of "F" for that module. The school does not offer non-credit remedial coursework.
7. Satisfactory academic progress standards are consistently applied to all students.
8. Attendance Probation: If a student drops below 80% attendance for any month they will be placed on attendance probation. Failure to meet these requirements can result in termination from the program of study.
9. Students who appeal a negative determination regarding satisfactory academic progress must submit a written appeal to the Academic Review Committee. The Committee consists of the school's director and the instructor. The letter should describe any circumstances that the student believes deserve special consideration. The Committee will evaluate the appeal and inform the student of their decision in writing.

## Suspension and Termination

Caledonian reserves the right to suspend or terminate any student whose attendance, academic progress or personal behavior does not comply with the standards and rules of the school. Reinstatement is only possible upon approval by the school administration.



## Conditions for Re-enrollment Policy

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified. Re-entering students will be charged at the current tuition rates for newly entering students. Amounts paid during their first period of enrollment will be credited to their account. If the student re-enters within twelve months of the withdrawal, the registration fee will be waived.

## Graduation Requirements

In order to graduate from any course offered at Caledonian a student must achieve a cumulative grade average of C (70%) or better. The student must also pass a final exam with a minimum grade of C (70%). A Certificate of Completion is awarded for successful completion of the program for which you enrolled. The Certificate of Completion will be issued after the student has satisfied all financial obligations to the school.

## Placement Assistance

Job placement assistance is not provided to students who enroll in single modules or sections of any program. Prior to graduation students will meet with placement department for assistance with the following:

- Resume Preparation
- Portfolio Review and Preparation
- Job Seeking Skills Counseling
- Job Leads
- Job Interviews

Note: Schools are not permitted by law to make a guarantee of placement. However, Caledonian emphasizes placement efforts for each qualified graduate.

## Student Services

### *Housing*

A list of information on nearby housing is available upon student request. Caledonian does not have dormitory facilities under its control. Current off campus housing costs range from \$8250 and \$10200 per student. Caledonian bears no responsibility finding or assisting a student with securing housing.

### *Transportation*

Regular bus service offering multiple connections is available within walking distance of the school. Carpool rides may also be arranged when possible.

### *Counseling*

All students will be issued periodic performance and progress reports. Counseling sessions are available through the instructors and the administrative staff. Student transcripts are available upon request.

### *Reference Literature/ Library Resources*

The main source for academic material available for the student is through the internet access provided. Internet access is available for all students during the school's operating hours. Trade publications and reference texts are available to the students for use on the school premises. Checking texts out may also be arranged, the student may do so by speaking to the school's receptionist and leaving their current contact information and one reference as well as a list of the titles they would like to check out.

## Refresher Courses

Graduates of all programs are welcome to return to the school for “brush up” of any material previously studied. This service is provided on a space available basis and there is no tuition charge. The duration of this privilege may not exceed two (2) weeks. However, graduates are always welcome to contact the school with technical questions. All refresher work must be scheduled through the instructor, and no outside projects for profits will be permitted.

## Tuition Policy

All tuition and fees are due and payable by the first day of each term unless other arrangements are made with the school. The Certificate of Completion is issued when the student is free of indebtedness to the school. Any uncollected balance subsequent to a student’s separation from the institution may be referred for collection and/or reported to a commercial credit-reporting agency.

The school does not provide federal financial aid or State sponsored students loans.

## Student Loan Policies

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

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

If the student defaults on a federal or student loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund and;
2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

## Refund and Cancellation Policy

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session. A Student who cancels this agreement in writing at any time until midnight of the date that is the seventh (7<sup>th</sup>) consecutive days, following the start of class, shall be refunded all monies paid within 30 days after receipt of the notice of cancellation. Chapter 31 Only: The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges and that the length of the completed portion of the course should bear to its total length. Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited schools.

To cancel the enrollment contract, email, mail or deliver a signed and dated copy of the cancellation notice, or any other written notice, or send a telegram to: Attention Mr. William Frias, 6055 E. Washington Blvd. Suite 455, Commerce, CA 90040.

## Equipment for US DOL Vocational Rehabilitation Students and California Workers Comp.

Computer equipment provided to rehabilitation students are the property of the payer until the student successfully completes training, except for all injuries occurred on or after January 1<sup>st.</sup>, 2013. All computer equipment provided and other computer peripherals are covered by a one (1) year manufactory warranty. The school will install the equipment at the designated location. The school will provide technical support to active students. The school considers an active student all those who are in the process of training or participating in job placement services. All malfunctioning equipment shall be returned to Caledonian's laboratories for repairs, the school does not repair equipment at the student's home. In out-of-state cases Caledonian will provide a local service for maintenance and repairs.

### Return of Equipment

~~Students withdrawing from classes must return the same within 30 days following the date of the student's withdrawal. If not returned within this 30 day period, the school may deduct the value of the equipment and/or materials specified in the contract from the refund amount due. In addition, any percentage of materials, which has been used up by the student, is considered to be non returnable. Therefore, the value of these materials will be deducted from any refund.~~

Used, out of the box equipment is not returnable.

### Refund Calculation Formula

A student may withdraw from the school at any time A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session. A Student who cancels this agreement in writing at any time until midnight of the date that is the seventh (7<sup>th</sup>) consecutive days, following the start of class, shall be refunded all monies paid within 30 days after receipt of the notice of cancellation. The notice may be emailed, mailed, faxed, or delivered in person. If a student is rejected for training or if a course is canceled, the student will receive a refund of all monies paid within 30 days. If a student withdraws, or is suspended, or expelled after the aforementioned 7 day period for cancellation, all tuition and fees (i.e., educational costs), less a registration fee not to exceed the lesser amount of 5% of the total charges or \$150, shall be refunded on a pro-rata basis. Once purchased, equipment becomes the property of the student, unless they are returned in good condition allowing for reasonable wear and tear, (some equipment may not be returnable due to health or safety reasons) within ten (10) days following the date of student's withdrawal. If returnable as above, the school will refund the total amount collected for the listed equipment. In calculating any tuition refund due the period of enrollment is from first class session, or the seventh day after enrollment, whichever is later, the time and percentage or fraction of attendance will be determined by the time of attendance divided by the total hours in the program. In all cases of students who withdraw, or who are suspended or expelled, or fails to attend classes for 3 weeks prior to successful completion, or if the school closes prior to completing a course, the following minimum refund policy shall apply: The refund of tuition and other fees (excluding equipment fees shall be equal to the total amount of tuition multiplied by the fraction or percentage of time remaining. **Hypothetical Example:** A student who completes 20% (or 1/5<sup>th</sup>) of a course with educational costs of \$ 1,150 will receive a prorated refund of educational costs, less registration fee described in paragraph 1, as follows

( $1150 - \$150 = \$1,000 \times .80$  (or  $4/5$ ) = \$800). Any refund of equipment fees will be made as described in paragraph 2. All refunds will be made within 30 days from the date of cancellation or withdrawal (as described in par 1 and 3 above). If the Student does not return from an approved Leave of Absences period as stated in school's Catalog, refunds would be made within 30 days from the end of the Leave of Absence period. Within 10 days of any refund, the student will be notified of the amount of the refund and to whom the refund was made. For students receiving tuition assistance, a tuition refund will be made first to any lender up to the amount of such disbursement; any additional refunds will next be made to other sponsoring source up to the amount of such disbursement; any additional refunds due will be made to the student or sponsor.

## Student Tuition Recovery Fund

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to: The Bureau for Private Postsecondary and Education, 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 ❖ Phone: (916) 431-6959 or (888)370-7589.

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

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

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

## **Student's Rights/Student Grievance Policy and Procedure**

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director, William Frias. A student or any member of the public has the right to file a complaint about this 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 web site [www.bppe.ca.gov](http://www.bppe.ca.gov). 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, California, 95833 [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax: (916) 263-1897

## **Discrimination Policy**

Caledonian does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director, William Frias. A complaint can also be filed with the Federal Governments Civil Rights Center. Phone number (202)693-6500, email address: [civilrightscenter@dol.gov](mailto:civilrightscenter@dol.gov)

## **Workers Compensation, VA, DOL**

Even though the school is approved to work with the general public, all of its students belong to the California Worker's Compensation system, DOL workers comp, or the Veteran Administration. The school will provide tuition relief on a case by case consideration for those students with funding problems.

## **Program Description, Tuition and Fee Schedules**

*Course # 051 Computer Software Applications (270 Hours):* This course draws from the basic computer practices and procedures commonly used in modern offices. The student will become proficient in the following core sections of office computerization: Business Communications, which instructs the student how to prepare letters, memorandums, reports and proposals; Introduction to Computers exposes the student to an overview of software applications widely used in Microsoft Windows; Keyboarding Applications employs the application of keyboarding techniques in formatting documents with speed and accuracy; Word Processing applies techniques such as creating, modifying, and saving documents using Microsoft Word; Desktop Publishing introduces the design and preparation of annual reports, product specification sheets, brochures, and catalogs using the Microsoft Publisher or other

graphics program; Spreadsheet Management familiarizes the student with the basic functions of a spreadsheet by building, formatting, and saving various worksheets using Microsoft Excel. Career Development Services teaches the student successful development techniques beneficial to building and maintaining professional growth. Written and online tests will be administered at the end of each section.

Sections	Description	Hours	SCU
Section I	Intro to Computers	30	
Section II	Windows XP-10	30	
Section III	Keyboarding	30	3
Section IV	Word Processing	45	
Section V	Desktop Publishing	45	3
Section VI	Spreadsheet Mgmt	45	
Section VII	Microsoft Access	45	3
<b>Total</b>		<b>270</b>	<b>9</b>

Computer Applications One-on-One (54 Hours): This course provides private students with the most common office software skills demanded and used in the market today. The course will deliver detailed instruction to students in Microsoft Office applications: Word, Excel, and PowerPoint. Students will also learn how to integrate Word, Excel, and PowerPoint. Written and online tests will be administered at the end of each section.

Sections	Description	Hours
Section I	Windows 10	6
Section II	Internet and Web Browsing	6
Section III	MS Office Basics	6
Section IV	MS Word	12
Section V	MS Excel	15
Section VI	MS PowerPoint	9
Total Length		54

Course #052 Computerized Bookkeeping (240 Hours): This program is designed to provide different levels of expertise in clerical positions. Students will be able to get an overview of office procedures, as well as specialize in a particular area of the record keeping process. The training in this program is diverse. It offers the opportunity to be employed in any accounting support occupation. Students will learn from a basic course of study to specialized areas. With the specialized training provided in this program, the student will have the ability to apply for a specific job position, for example; Accounts Payable Clerk, Accounts Receivable Clerk, Payroll Clerk, Billing Clerk, Data Entry Clerk - to name a few.

Sections	Description	Hours	SCU
Section I	Intro to Computers	30	1.0
Section II	General Office Procedures	30	1.0
Section III	Bookkeeping	90	3.0
Section IV	Tax Preparation	45	1.5
Section V	Auditing	45	1.5
<b>Total</b>		<b>240</b>	<b>8.0</b>

Course #053 Computer Repairs (330 Hours): This course covers the principal types of basic methods used in the construction of PC's. Personal Computers' components and their function are discussed. Conveys supporting knowledge and skills for beginning students. A combination of Lab and lecture exercises will provide fundamentals, essentials for a career in computer equipment repairs. The concepts

presented in this lecture /lab course are those most important in the repair of computer equipment. Written and online tests will be administered at the end of each section.

Sections	Description	Hours	SCU
Section I	PC Components and Peripheral Equipment	45	1.5
Section II	Operating System	45	1.5
Section III	System Configuration	45	1.5
Section IV	Assembling a PC	45	1.5
Section V	Software Optimization	45	1.5
Section VI	Communication Features and Internet	45	1.5
Section VII	Data Back-up and Resorting Procedures	60	2.0
<b>Total</b>		<b>330</b>	<b>8.0</b>

*Course #054 Computer Systems Technician (330 Hours):* This course will provide the student with the knowledge to deal with a large percentage of the problems likely to be encounter with a computer. It will enable the student to diagnose problems and correct them as well. It prepares the student for A+ Certification. Includes installation, configuration and upgrading, diagnosing and troubleshooting, printers, portables, Dos/Windows and Networks. Written and online tests will be administered at the end of each section.

Sections	Description	Hours	SCU
Section I	Installation, Configuration and upgrading	30	1.0
Section II	Diagnosing and troubleshooting	60	2.0
Section III	Safety and Preventive Maintenance	30	1.0
Section IV	Motherboard/ Processors and RAM	30	1.0
Section V	Printers	30	1.0
Section VI	Video Display Adapters and the Monitor	15	0.5
Section VII	Portable systems	15	0.5
Section VIII	Basic Networking	30	1.0
Section IX	Customer Satisfaction	15	0.5
Section X	Operative Systems: Dos/ Windows	60	2.0
Section XI	Memory Management	15	0.5
Section XII	Networks	30	1.0
<b>Total</b>		<b>330</b>	<b>11.0</b>

*Course #055 Networking Technician (315 Hours):* The student will be trained to configure and install network systems (TCP/IP). This course covers a wide range of vendor and product neutral networking technologies. Networking basis, protocol, operating systems, applications, multi-vendor environments, transmission media, WANs, Network management and troubleshooting, etc. Written and online tests will be administered at the end of each section.

Sections	Description	Hours	SCU
Section I	Networking Bases	15	0.5
Section II	Network Models	15	0.5
Section III	Protocols and Packets	30	1.0
Section IV	Data Link Protocols	15	0.5
Section V	Network Operating systems	30	1.0
Section VI	Network Applications	30	1.0
Section VII	Multi-vendor environments	30	1.0
Section VIII	Transmission Media	15	0.5
Section IX	Network Interface Cards	15	0.5
Section X	Network Connectivity Devices	15	0.5
Section XI	Wide Area Networks	30	1.0
Section XII	Network Security and Management	15	0.5
Section XIII	Network Monitoring and Management	15	0.5
Section XIV	Network Troubleshooting	30	1.0
Section XV	Internet Technology	15	0.5
<b>Total</b>		<b>315</b>	<b>10.5</b>

Course #056 Microcomputers Engineering (720 Hours): A comprehensive course that includes some of the most important sections and subjects enumerated in the above described courses. The student will learn the principles of computer software, computer architecture, networks and telecommunications. This course provides a thorough overview of all aspects of computers in a layer-by-layer approach, from physical transmission characteristics through end-user applications. The course ends with a discussion of integrated services such as voice and video. Written and online tests will be administered at the end of each section.

Sections	Description	Hours	SCU
Section I	Windows Operating System	30	1
Section II	Software Applications	60	2
Section III	Installation, Configuration and upgrading	30	1
Section IV	Diagnosing and troubleshooting	60	2
Section V	Safety and Preventive Maintenance	15	0.5
Section VI	Motherboard/Processors/RAM	30	1
Section VII	Printers	15	0.5
Section VIII	Function, structure, operation and file management	30	1
Section IX	Memory Management	15	0.5
Section X	Portable Systems	15	0.5
Section XI	Customer satisfaction	15	0.5
Section XII	Networking Basics	15	0.5
Section XIII	Network Models	15	0.5
Section XIV	Protocols and packets	30	1
Section XV	Data links Protocols	15	0.5
Section XVI	Network Operative Systems	60	2
Section XVII	Network Applications	30	1
Section XVIII	Multi-Vendors Environments	30	1



Section XIX	Transmission Media	15	0.5
Section XX	Network Interface Cards	15	0.5
Section XXI	Network Connectivity Devices	15	0.5
Section XXII	Wide Areas Networks	30	1
Section XXIII	Network Security and Management	30	1
Section XXIV	Network Monitoring and Management	30	1
Section XXV	Network Troubleshooting	30	1
Section XXVI	Internet Technology	30	1
Section XXVII	Video Display Adapters and the Monitor	15	0.5
<b>Total</b>		<b>720</b>	<b>24</b>

*Course #057. Child development / child care course (195 Hours):* This course is derived from the basic practices and procedures commonly used in child care and school base settings. It provides the students with the basic fundamental concepts of child development and child care practices. It addresses the knowledge, skills, attitudes, and behaviors associated with supporting and promoting optimal growth and development of infants and children. The course prepares the student for a vocational objective, enhancing additionally their development as family and community members, as well as, professionals, citizens, parents, and caregivers. Students gain awareness of the many types of careers opportunities that are available in human services, and education-related fields. Students who have this preparation will know how to foster a prenatal and early childhood development; how to establish a safe and healthy climate in a day care center, individual, or school type setting. Students will acquire a higher order of thinking, communication, leadership, and management processes as they grow and develop into knowledgeable professionals. Written and online tests will be administered at the end of each section.

SECTIONS	DESCRIPTION	HOURS	SCU
Section I	INTRODUCTION TO CHILDHOOD EDUCATION: CHILD DEVELOPMENT	60	2.0
Section II	IMPLEMENTING EARLY CHILDHOOD PRACTICES:	45	1.5
Section III	MANAGEMENT AND SOCIAL ISSUES:	45	1.5
Section IV	TRAINING PREPARATION AND CHILD CARE CAREER OPTIONS	45	1.5
<b>TOTAL</b>		<b>195</b>	<b>6.5</b>

**Class Schedule:** All Courses are offered Mornings and Afternoons. 051 Computer Software Applications is also available in “one-on-one” instructional format.

<b>Mornings Monday - Friday</b>	
<b>CLASS</b>	8:30 a.m. - 9:30 a.m.
<b>BREAK</b>	9:30 a.m. - 9:50 a.m.
<b>CLASS</b>	9:50 a.m. - 11:00 a.m.
<b>BREAK</b>	11:00 a.m. - 11:20 am.

<b>CLASS</b>	11:20 a.m. - 12:30 p.m.
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<b>Afternoons Monday - Friday</b>	
<b>CLASS</b>	1:00 p.m. – 2:30 p.m.
<b>BREAK</b>	2:30 p.m. – 2:50 p.m.
<b>CLASS</b>	2:50 p.m. – 3:50 p.m.
<b>BREAK</b>	3:50 p.m. - 4:10 p.m.
<b>CLASS</b>	4:10 p.m. - 5:00 p.m.

**Course Fees:**

<b>Course #051 Computer Software Applications</b>	<b>Tuition</b>
REGISTRATION (NON-REFUNDABLE)	\$150.00
Tuition Course # 051 Computer Software Applications	\$5675.00
BOOKS:	\$175.00
<b>TOTAL COST OF PROGRAM</b>	<b>\$6000.00</b>
<b>Classroom Classes</b>	<b>Tuition</b>
Course #052 Computerized Bookkeeping	\$5750.00
Course #053 Computer Repairs	\$5750.00
Course #054 Computer Systems Technician	\$5750.00
Course #055 Networking Technician	\$5750.00
Course #056 Microcomputers Engineering	\$5750.00
Course #057. Child development/child care course	\$5750.00
<b>REGISTRATION (NON-REFUNDABLE)</b>	<b>\$150.00</b>
<b>EQUIPMENT (INCLUDED IN COST OF TUITION)</b>	<b>Market price</b>
<b>BOOKS AND MATERIALS</b>	<b>\$100.00</b>
<b>TOTAL COST OF PROGRAM</b>	<b>\$6000.00</b>

<b>050 Computer Applications One-On-One</b>	<b>Tuition</b>
REGISTRATION (NON-REFUNDABLE)	\$150.00
Tuition Course # 051 Computer Software Applications	\$4500.00
<b>MISC. EXPENSE (WORKERS COMP ONLY)</b>	<b>\$500.00</b>
<b>EQUIPMENT: COMPUTER AND SOFTWARE (WORKERS COMP ONLY)</b>	<b>\$1000.00</b>

<b>TOTAL COST OF PROGRAM</b>	<b>\$6000.00</b>
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## INSTRUCTORS

### **Jumar Busto: Computer Software Applications/ Computerized Bookkeeping**

Jumar Busto was born in Narvacan, Ilocos Sur, Philippines. In June 2005, he received his undergraduate degree in Business Management at the University of Phoenix in Pasadena, California. His curriculum vitae includes Accounting, Marketing, Finance, E-Commerce/E-Business, and Management.

Prior to joining Caledonian, Jumar worked as an executive assistant in the Healthcare industry where he gained professional hands-on experience in Microsoft Office. He currently teaches Microsoft Office Software Applications, QuickBooks Pro, Rentright, and Dragon. He also tutors Math and English subjects to LAUSD elementary school children for the federally sponsored No Child Left Behind program.

### **John Colon: Computer Repair/ Computer Software Applications**

John Elkin Colon is a bilingual Spanish-speaking Instructor who was born in Bogota Colombia and now resides in Riverside California. He attained his Bachelor's Degree in Engineering Systems Technology from (CCEP) Colombian Center for Professional Studies in Santiago de Cali Colombia. He was part of Quality Control ISO 9000 Certification in Gillette of Colombia in Santiago de Cali Colombia, He also currently works as an independent Computer Technician and Instructor for different small businesses in Southern California with more than 20 years of experience in the field.

### **Agustina Sepulveda-Miller: Computer Software Applications**

Instructor Agustina Sepulveda-Miller was born in Montclair, California. Mrs. Sepulveda-Miller received Associate's Degree in Social and Behavioral Sciences from Mt. San Antonio College. She received a Bachelor's degree in Psychology from California State Polytechnic University, Pomona. Agustina is currently pursuing a Master's Degree in Social Work, from California State University San Bernardino.

She has been working as a Computer Software Instructor since 2008. During that time, she provided Computer Software Application Courses in the following areas: Windows operating systems 7-8, 10 Microsoft Office, MS Outlook, QuickBooks, Dragon Naturally Speaking, Medisoft, Internet Explorer, MAC operating systems and MAC pages, numbers, and keynote.

Agustina has also worked as an after-school lead tutor, in multiple subjects, for K-12 students who are in the federally sponsored No Child Left Behind program.

### **Larry Lambert: Computer Software Applications**

Instructor Larry Lambert was awarded his Bachelors of Information technology in 1997 and continues to work on double master's degrees in educational technology/learning strategies and Psychology. Larry is a national award-winning higher education faculty of the year, has developed online learning programs and strategies with colleges and Universities across California and nationally, including Cornell University. He is a published author of educational technology manuals. He has worked with the California State Chancellors office developing new strategies for online learning outcomes and was awarded "Judge of Merit" honors from the international SIIA

CODIE awards program for his work in educational development with technology companies across the world.

**Lizette Padilla: Computer Software Applications**

Bilingual Spanish-speaking Instructor Lizette Padilla attained her Bachelor's degree in Kinesiology with a concentration in Sports Medicine and a minor in Spanish at California Baptist University in Riverside. She is currently working towards a Bachelor of Nursing (BSN) at West Coast University in Ontario where she hopes to work as a mental health or a labor and delivery nurse at a hospital following graduation. Her experience includes customer service and educational tutoring of special needs students. Lizette was both and raised in Southern California and plans to stay in the area. As a hobby, she enjoys weight training and keeping physically active.

**Frank Martinez: Computer Software Applications**

Computer Instructor Frank Martinez is from Northern California and studied Graphic Design at San Jose State University. Having worked in and around technology for more than 15 years, Frank is a software developer with a passion for teaching computer fundamentals. His experience ranges from working at tech companies, tech startups, founding tech startups, web development, financial technology, bitcoin, and graphic design. Aside from teaching, Frank studies Computer Science at Lambda School.

In his free time, Frank plays the drums in a reggae rock band and enjoys solving puzzles.

**Angela Alcerro: Computer Software Applications**

Bilingual Instructor Angela Alcerro earned her Master of Arts in Teaching (TESOL - Applied Linguistics) from USC and a Bachelor of Arts in Spanish from UCLA. She studied Design at Art Center and earned a Master of Arts in Media Arts and Design from Antioch University McGregor (now Midwest). Angela grew up in the South Bay, but traveled extensively in Europe and Latin America, living in Spain, Mexico, and Honduras.

Angela is part-time faculty of Toy Design and Liberal Arts and Sciences at Otis College of Art and Design. She has been awarded faculty research grants, publishing research on e-learning, diversity, discourse, and assessment focused on International students in art school environments. Formerly a staff digital artist and manager for Mattel, working on iconic brands such as Barbie and Hot Wheels, she now consults for Mattel, SpinMaster, Moose Toys, Funrise Toys, Alpha Toys, and Charisma Brands. Angela teaches ESL, Adobe Creative software applications (Photoshop, Illustrator, InDesign, Premiere), and MS Office. She is certified in e-learning and ATB test administration.

**Kimberly Bolanos: Computer Software Applications**

Kimberly obtained a Bachelor of Arts from University of California Santa Barbara in Sociology and Feminist Studies with a minor in Educational Studies with applied Psychology. Her next goal is to pursue graduate school and work towards becoming an educational counselor to further assist students in achieving their academic goals.

When not at Caledonian, she works as an Instructional Support Specialist for disabled student services at her local community college. She is experienced working with students with various learning disabilities such as dyslexia, attention deficit hyperactivity disorder, autism, PTSD, and other disabilities. Kimberly teaches Computer Software Applications at Caledonian.

**Adolfo Saldana: Computer Software Applications**

Instructor Adolfo Saldana attained two Bachelor of Arts degrees in Spanish and another in Latin American Studies from University of California, Chico. He earned a Master of Arts in Foreign

Languages and Literature from University of Nevada, Reno. He is currently working on his teaching credentials from California State University, Chico. Adolfo was born in Sonoma, CA and is bilingual in Spanish and English, has taught Spanish and Core Humanities at University of Nevada, Reno for four years and other community colleges. He has also taught English Learner Language for non-profits in Nevada. He is passionate about teaching and is a versatile Instructor. Adolfo teaches Computer Software Applications for Caledonian.

***Berta Bilbao: Computer Software Applications, ESL***

Bilingual Spanish-speaking Instructor Berta Bilbao was born in Madrid Spain and now resides in Lancaster California. She attained her PhD in Applied Linguistics in Spanish, from Nebrija University in Madrid, Spain. She also has a Master's Degree in Language and Literature from Fullerton State University and a Bachelor's Degree in Visual Arts from Texas University in Dallas Texas. She was a Spanish Instructor in Biola University in La Mirada, California, Truman State University in Kirksville, Missouri and at Charleston Southern University in Charleston, South Carolina. She also has a chance to work as a Spanish Instructor for the of Sony Pictures and KTLA 5. Additionally, she is a free-lanced professional interpreter for various medical facilities and hospitals.

Berta has several publications in *Talk It Over* study guide and a contributor to *The Spies of Love* music video. Berta is an excellent addition to our team given her expertise in ESL (English as Second Language), Child Care Provider and Development as well as in Computer Software Applications. As a hobby, she likes to run half marathons.

***Janeth Bailey: Computer Software Applications, QuickBooks, ESL and Dragon Dictation Software***

Instructor Janeth Bailey is born in Los Angeles and now resides in Cudahy California. Aside from Computer Software Applications she also teaches QuickBooks, ESL (English as Second Language) and Dragon Dictation Software. She has been teaching for Caledonian since 2011. During her one-on-one classes, Janeth teaches a variety of techniques in making the class fun and enjoyable.

***Raymond Nguyen: Computer Software Applications***

Instructor Raymond Nguyen attained his Bachelor of Science in Biology from University of California in Irvine. He is currently working on his Master's Degree in Bioscience and Pharmaceutical from Keck Graduate Institute in Claremont California. Raymond who is born in Vietnam and a bilingual Vietnamese-speaking Instructor had worked as a Graduate Student Consultant for Keck Graduate Institute. This portfolio strategy development project is sponsored by Bristol-Myers Squibb.

He also worked as a customer service representative at Fountain Valley Regional Hospital and Medical Center. When he is not teaching at Caledonian, he likes reading books and working out at the gym.

***Maria Del Mar Gongora : Computer Software Applications***

Instructor Maria Del Mar Gongora was born in Popayan, Cauca - Colombia. Mrs. Gongora received a; Bachelor's Degree in Systems Engineer from Universidad Cooperativa de Colombia, a Cloud Master Certification from New Jersey Institute of Technology in Newark, New Jersey, a Specialist Networks and Telematics services from Universidad del Cauca and a Master's Degree in Engineering with emphasis in Computer Systems Engineering from Universidad Javeriana, Colombia. Her curriculum vitae includes experience in software development, computer technology, programming languages, three years in technical support, computers maintenance and repair; management modeling methodologies and tools for the analysis and design of software and advanced knowledge in SQL.

She has been working as a Computer Software Instructor since 2016. When she is not teaching with Caledonian, she works as a free-lance System Engineer. Prior to joining Caledonian, Maria Del Mar worked as Programmer and Software and Web Developer in the Software Industry and Computer Professor from 2003 to 2014.

**Glenn Villanea: Computer Software Applications**

Was born in Alajuela, Costa Rica and was raised in Anaheim, California. Mr. Villanea received a Bachelor's of Arts degree in Economics from California State University, Long Beach. He also obtained his Master's in Business Administration from Keller Graduate School also in Long Beach, California. Mr. Villanea's work experience includes office administration, finance, accounting, and as a financial analyst for companies that include: Printrak-Motorola, First Bank, Western Digital, and Mental Health Systems. Glenn Villanea also has been teaching professionally for the past seven years at United Education Institute. His focus has been as a lead instructor for their Business Office Administration program. Glenn has been working at Caledonian, Inc. as a Computer Software Applications instructor since June 2016 and has also taught ESL and QuickBooks. He started with Caledonian Inc. in the San Diego area and has now transferred to the Los Angeles and Orange County areas.

**Marianne Ceballos: Computer Software Applications**

Bilingual Spanish-speaking Instructor, Marianne Ceballos, comes to Caledonian with a decade in the non-profit and higher education sectors. Marianne is very proud of her Central Valley California roots and after a few years living out of state, returning to the area has been very special. She received her Bachelor of Arts in Economics and Communication from UC Davis and a Master of Arts in Educational Leadership from Sacramento State University. Marianne has a variety of hobbies including writing, traveling, hiking and karaoke (particularly in Spanish!) She loves attending various community, arts and educational events which celebrate cultures and enrich our lives. Marianna teaches Computer Software Applications at Caledonian.

**Drow Millar: Computer Software Applications**

Drow Millar has worked in documentary, film and television production for over 27 years as an editor, producer and cinematographer. He has collaborated on several films with Rob Nilsson winner of the Camera d'Or at Cannes Film Festival and Audience Award at Sundance, as editor and co-producer. He has also worked with Academy Award-winning director John Korty on several projects, including a re-edit of his highly acclaimed film THE CRAZY QUILT, which was shown recently at the 30th Anniversary Mill Valley Film Festival Celebration Retrospective. Drow also produced and edited the award-winning documentary, THE DIPSEA DEMON, a film about Jack Kirk, the legendary 96-year-old man who ran the Dipsea foot race well into his nineties. He recently produced and edited a documentary about Myanmar and Buddhism, which has been shown in several international film festivals.

He has taught editing, film history and production at Academy Art University in San Francisco for 10 years.

He has worked on several sporting programs including preview shows for the Winter Olympics. He was a member of the 1989 United States Geological Survey expedition of Mt. Denali in Alaska as the videographer where he also managed to summit the peak.

Drow is a certified AVID Instructor and teaches AVID and Final Cut Pro at Caledonian.

**Sheila Da Silva: Computer Software Applications**

Instructor Sheila Da Silva was born in Caracas Venezuela and now resides in Los Angeles, California. She attained her MFA in Motion Pictures & Television, Editing Emphasis at the Academy of Art University in San Francisco, California. She also has a BFA in Fine Arts, Mixed Media emphasis from the Universidad Nacional Experimental de las Artes in Caracas, Venezuela. Sheila has been an active Artist and Video Editor since 2010, working as a Video Editor and Assistant Editor for a variety of projects like Documentaries, Shortfilms, Trailers, Music Videos, Digital Media and Social Media Content, Broadcasting, among others.

Sheila Da Silva has participated as Assistant Director for the Award Winning Shortfilm *All We Left Behind* (2017) and as the main Video Editor for the Award Winning Shortfilm called *Fish Out Of Water* (2018). She has also contributed as Assistant Editor for the Feature Film called *Restoration Inc.* which is still in post-production. Sheila currently taught Video Editing with AVID Media Composer at Caledonian and is able to teach Computer Software Applications as well as Photoshop or video editing with Adobe Premiere Pro. Sheila enjoys working out at the gym, listening to music, playing guitar and watching documentaries.

#### **Summer Le: Computer Software Applications**

Instructor Summer Nhat-Ha Le attained her Associate of Arts in Music and Associate of Science in Accounting at Orange Coast College in Costa Mesa. She is currently completing her Bachelor of Arts in Music, option in Music Education: Choral-Vocal from the Bob Cole Conservatory at Cal State Long Beach. Summer Nhat-Ha Le was born in Vietnam, and is a bilingual Vietnamese-speaking Instructor. She has worked with the Performance Art Carpenter center in Long Beach for the Outreach Assistant Program with children of all ages. When she is not teaching at Caledonian, she teaches at the Central Stage Studio Inc.

Summer Computer Software Applications at Caledonian. On her free time, she enjoys volunteering in her community and enjoys discovering new places.

#### **Blanca Pershke: Computer Software Applications**

Instructor Blanca Pershke was born and raised in Monterey County, CA. She resides in the Coachella Valley. Blanca is proficient in Spanish and American Sign Language. She has a passion for learning and teaching which motivated her to continue her education at the University of California, Riverside County majoring in Business Administration. During the past fifteen years, she completed several certification programs for computer hardware and software. Blanca has a variety of teaching experiences over the years ranging from kindergarten through adult education, both in private enterprises and community colleges.

Blanca currently maintains a computer consulting business where she shares her extensive skills in computer operations and programs with her clients. She teaches Computer Software Applications at Caledonian.

On her free time, Blanca enjoys gardening, music and her two special dogs, Mia and Teddy.

#### **Veronica Casillas: Computer Software Applications**

Bilingual Instructor Veronica Casillas teaches Computer Software Applications at Caledonian.

Veronica was born in Mexico City and now resides in the San Fernando Valley. She obtained an Associate of Science from Los Angeles Mission College in Computer Applications and Office Technology. Her previous experience includes tutoring students in Computer Software Applications and teaching assistant at LA Mission College.

#### **Cristina Velasco: Computer Software Applications**



Cristina is a bilingual Spanish/English-speaking Instructor that was born in Bucaramanga, Colombia and now resides in Los Angeles California. She teaches Computer Software Applications at Caledonian. Cristina earned a Bachelor's degree as System Engineer focused on Computer Science from UNINCCA University in Bogota, Colombia.

Cristina was a business analyst, Business Representative Manager/Project Manager in Citibank Colombia & New York. She also had a chance to work as Microsoft Office Instructor for the city of Pico Rivera in California, as well as countless private students with very different backgrounds who were learning basic and advanced Microsoft Office skills. She is a Certified Nutrition & Wellness Consultant, Certified Holistic Nutritionist Consultant, and at the moment she is studying her third certification in Weight Management Specialist from AFPA - American Fitness & Professional Association.

When she is not teaching at Caledonian, she enjoys hiking, working out, cooking vegan food, taking a bath in the ocean, traveling, gardening, outdoor activities, and animals. She works as volunteer rescuing feral cats in the Baldwin Hills Village in Los Angeles, CA.

#### **Maria Victoria Rozo: Computer Software Applications**

Maria Victoria Rozo was born in Sincelejo, Colombia. She studied at the Jorge Tadeo Lozano University in Bogotá, Colombia, where she received a degree in Advertising, Marketing with a specialization in Marketing Management. Her previous work experience includes working as an Outreach Coordinator in the field of Health Insurance and Solar Programs adapted for low income families.

She works at Caledonian as a Proctor and Computer Software Applications Instructor. When she is not teaching at Caledonian, she enjoys sharing her free time with family, exploring nature and loves animals, especially her beautiful dog Tigre.

#### **Aileen Lua: Computer Software Applications**

Aileen Lua is currently pursuing an Associate's Degree in Business at Moreno Valley College. Born in Riverside CA, she now resides in Menifee, CA. Her 5+ years of experience and love for Computer Software Applications makes her an excellent addition to the Caledonian team, along with her expertise in ESL & love for teaching others. When Aileen is not teaching at Caledonian, she enjoys researching her Latino roots, teaching a children's church group in her hometown and participating in Latino activist groups.

#### **Ignacio Ledesma: Computer Software Applications**

Ignacio Rene Ledesma attained his Bachelor of Science in Biology from California State University, San Bernardino. Ignacio is currently studying for the GRE to enter graduate school for a Master's Degree in Molecular Biology. Prior to working at Caledonian Ignacio was a sales supervisor at JcPenney. Ignacio can teach Computer Software Applications, Adobe Premiere Elements, Quickbooks and Dragon Naturally Speaking. When he is not teaching at Caledonian, he enjoys hiking, swimming, Football and Boxing.

#### **Breanna Johnson: Computer Software Applications**

Instructor Breanna Johnson was born in Harbor City, California. She received a Bachelor of Arts in Communication from the Annenberg School for Communication and Journalism. She also has a strong interest in beauty, fashion, and marketing. When she is not teaching at Caledonian, she works as a Public Relations Account Manager. Breanna also works with female entrepreneurs as a mindset and goal success coach. Some of her hobbies include reading books and practicing yoga.

**Jose Luis Solis: Computer Software Applications**

Jose Luis graduated from Cal Poly Pomona with a bachelor's degree in Computer Science. He returned to the field of education in 2008 and received a teaching credential from Cal Poly Pomona in 2016. Prior to Caledonian, Jose has had experience working in elementary and secondary education in northern and southern California. Jose enjoys helping his community by imparting his knowledge and skills in ESL, Computer Literacy, and Mathematics. Jose teaches Computer Software Applications at Caledonian.

**Jose Favela: Computer Software Applications**

Instructor Jose Favela served in the United States Marine Corps from January 2013 to January 2017. He has since served as a drilling reservist in the Marine Corps. He is currently on track to earn a Bachelor's of Science in Economics from California State San Marcos in the fall of 2019. When he is not teaching at Caledonian, he likes reading books and maintaining his fitness to the degree that would be required of him if he were to re-enter the Marine Corps.

**Vanessa Ponce: Computer Software Applications**

Instructor Vanessa Ponce was born in California and was raised in Mexico. She attained her Associate of Science in Computer Applications and Office Management from Santa Barbara City College. Vanessa is currently pursuing a Bachelor of Science in Computer Science. Prior to working at Caledonian, she was a Computer Applications and Office Management Tutor in Santa Barbara City College.

**Milagros N. Castillo: Computer Software Applications**

Milagros Castillo attained an Associate of Science in Business Administration and Associate of Arts Degree in Computer Applications and Office Technologies from Los Angeles Mission College in Sylmar. Milagros was born in Mexico and is a bilingual Spanish-speaking Instructor. She has over 13 years of experience working with students in Computer Software Applications at Los Angeles Mission College. She teaches Computer Software Applications at Caledonian.

**Catherine Montes: Computer Software Applications**

Instructor Catherine Montes born in Los Angeles now resides in Merced, California where she is currently pursuing her Bachelor of Science in Mechanical Engineering from the University of California, Merced. She plans to pursue a Master's Degree in Engineering with an emphasis in Tribology. Catherine is a bilingual Spanish-speaking Instructor who has worked as an accounting clerk at JM Contracting.

As Vice President of the club *Ingenieros Unidos* at her campus, Catherine volunteers at local high schools working on robotics and mechanics with students. She also enjoys spending her time teaching young children about science, technology, engineering, and mathematics, and encouraging them to pursue a college career.

**Mariana Sanchez Peregrina: Computer Software Applications**

Instructor Mariana was born in Mexico and now resides in the San Francisco Bay Area. She attained her degree in Marketing from Tec de Monterrey and she also has a Certificate in Digital Marketing from NYU and a Certificate in Social Impact Strategies from the University of Pennsylvania.

She has worked in the Advertising and the Tech industry as well as consulting on Branding and Digital Marketing and is an active volunteer for programs like Make a Wish and the Women's Global Leadership Initiative.

When she is not teaching at Caledonian, she likes to run, going to live music shows, dancing and cooking.

#### **Elvis Orellana: Computer Software Applications**

Instructor Elvis Orellana was born in Guatemala. He obtained a certificate for Computer Applications at Metropolitan School in Los Angeles. Furthermore, he has earned his BA degree in Linguistics and Literature in Spanish at California State University Los Angeles (CSULA) and a Master's degree for the same subject at California State University Long Beach (CSULB). He loves languages, and teaching has always been his passion. His main objective is to create an excellent learning environment and to help each student to improve their Spanish ability and computer knowledge. He also worked as a Spanish tutor and taught Spanish at the last university he attended, CSULB. He teaches Computer Software Applications at Caledonian. In his spare time, he enjoys playing guitar and creating music.

#### **VuochMey Phung-Lay: Computer Software Applications**

Instructor VuochMey Phung-Lay was born in Cambodia. She studied at Pasadena City College as a Business major and then transferred to Cal Poly Pomona as a Business Administration major. She is fluently in Vietnamese, Khmer, and Mandarin languages. She teaches Computer Software Applications at Caledonian. When she is not teaching at Caledonian, she enjoys going to the gym, reading books, and travel with her family.

#### **Randy Davila: Computer Software Applications**

Instructor Randy Davila attained his Bachelor of Science in Neurobiology from the University of California in Davis. He is currently working towards a certification for a behavioral technician job through the Kendall Center in Sacramento, California. Randy who is born in Sacramento and a bilingual Spanish-speaking Instructor had previously worked as an instructional aide at Sacramento Unified School District. He teaches Computer Software Applications at Caledonian.

When he is not teaching at Caledonian, he likes to do music production, run, and participate in faith-based activities.

#### **Luis Manzur: Computer Software Applications**

Luis Manzur was raised in Mexico and Southern California. Luis Manzur has over 20 years of experience in computer hardware and software. He has installed, configured and troubleshoot various types of hardware and software applications such as Microsoft Office and various versions of Windows. Luis attained a diploma in Computer & Electronics Technology from UEI and attended Mesa College in San Diego, CA majoring in Computer Science. He also attained a Microsoft Certification MCSE (Microsoft Certified Systems Engineer). He teaches Computer Software Applications at Caledonian.

#### **Sylvia Valdez: Computer Software Applications**

Sylvia Valdez has studied at California State University, Los Angeles with an emphasis on Television, Film, and Media Studies. She has participated in the Spirit Awards Festivals. Her work experience includes reporting, photographing and script development reading. She continues to write and

photograph while raising awareness about mental health. Sylvia teaches Computer Software Applications in Spanish and English as well as Adobe Photoshop.

**Rosalva Soto: Computer Software Applications**

Instructor Rosalva attained her Bachelor's degree in Economics from University of California in Riverside. Rosalva works as a Parent Educator for a nonprofit community organization. She provides personalized support services to families during home visits which include positive parenting, child health development, constructive play ideas, and developmental screenings. As a bilingual instructor she is able to provide services to some of the most impacted communities. She teaches Computer Software Applications at Caledonian.

Rosalva has resided in California her entire life and takes advantage of all that it has to offer. When she is not teaching at Caledonian, she enjoys taking her dog LuLu for walks, hanging out with family and friends and freelance makeup artistry.

**Woori (Sarah) Jin: Computer Software Applications**

Instructor Woori Jin was born in South Korea. She graduated from Hongik University in South Korea with a degree in Advertising and Public Relations. She attained a master's degree in Film Production from the Korea National University of Arts. She has experience in film production both in Korea and the United States. After she came to the United States, she studied at the UCLA extension course for film producing, and she was an intern at the Movieguide company. In addition, she also worked at the Korean Broadcasting Company located in Los Angeles, California. Currently, she is a free-lanced professional health insurance manager and she is also the creator for a children's book for Amazon publishing.

She teaches Computer Software Applications at Caledonian. When she is not teaching at Caledonian, she likes to write new stories and to read books.

**Ariana Vargas: Computer Software Applications**

Instructor Ariana Vargas was born in Jalisco, Mexico and now resides in Salinas, California. She attained her Associate of Science in Computer Science from Hartnell College in Salinas CA. Ariana also attained an Associate of Arts in Criminal Justice from Carrington College in San Jose CA. Ariana is currently pursuing a Bachelor's degree in Criminal Justice from San Jose State.

Ariana teaches Computer Software Applications at Caledonian. When she is not teaching at Caledonian, she enjoys boxing and making music.

**Fabiola Molina: Computer Software Applications/ Computerized Bookkeeping**

Instructor Fabiola Molina was born in Mexico and currently resides in Phelan, California. She is a patient and enthusiastic teacher that takes pride in helping students master new skills. Her experience in accounting and computer software applications makes her an excellent addition to our team. She teaches Computer Software Applications at Caledonian. When she is not teaching, she enjoys reading and is treasurer of the Serrano Marching band booster board.

**Helen Nguyen: Computer Software Applications**

Bilingual Instructor Helen Nguyen was born in Vietnam. She graduated from San Francisco State University with a Bachelor of Science in Computer Information Systems. In addition to working at

Caledonian, she teaches at an after-school learning center. Helen teaches Computer Software Applications in Vietnamese-English at Caledonian.

She enjoys doing yoga, taking morning walks, and learning about psychology, metaphysics, linguistic, nutrition, and personal development during her spare time, not necessarily in that order. When she is not doing the activities above or working out at the gym, she voraciously listens to audiobooks and cooks. Her semi-monthly favorite pastime is exploring good comedy or improv clubs with her daughter.

#### **Fernando Mandujano: Computer Software Applications**

Instructor Fernando Mandujano was born in Los Angeles, California and now resides in San Diego, California. He is completing a Bachelor of Arts degree in Communication, with a minor in Leadership Development from San Diego State University to be completed in May 2020.

After graduation he plans to continue his education at San Diego State University by pursuing a Master's Degree in Post-Secondary Educational Leadership with an emphasis in Student Affairs. Fernando has had the opportunity to work as a radio host with SDSU KCR Radio, has done work in nonprofit benefiting K-12 students in underserved communities, has mentored students who are new to college, and has experience working in higher educational settings through internships with SDSU.

Fernando teaches Computer Software Applications in Spanish and English. Outside of work and school, Fernando can be found at the beach surfing, volunteering his time as the board treasurer with SDSU Circle K International a community service organization, or exploring the many diverse neighborhoods San Diego has to offer.

#### **Justine Maya: Computer Software Applications**

Justine Maya teaches Computer Software Applications at Caledonian. She is a student pursuing a Bachelor's in Science of Nursing from Westcoast University expected March 2020. Justine wants to further her education by pursuing a Masters in Science of Nursing. When she is not working at Caledonian, she works as a photobooth technician and volunteer at hospitals to gain further knowledge in my career in nursing.

#### **Claudia Mena: Computer Software Applications**

Instructor Claudia Mena earned a Bachelor of Science in Education and Child Development from National University in San Diego. Her continued volunteer work with high school students and their families through the Superior Court in Santa Ana inspired her to go into teaching. At Azusa Pacific University, she earned her Master of Education (M.Ed) and teaching credentials focusing on technology in education. This is her tenth-year teaching for the Department of Education in Orange County and currently is doing part-time work with Alternative Education - ACCESS. She teaches Computer Software Applications in English and Spanish at Caledonian.

Claudia continues to serve as a court docent and also teaches courses in art, dance and other enrichment classes after school and during the summer months. In those unusual moments called "free time", she and her family take delight trying new and adventurous recipes, traveling, and trying to live sustainably. Together they share four children, one grandson and four cats.

#### **Henry Barzola: Computer Software Applications**

Instructor Henry Barzola teaches Computer Repair and Computer Software Applications. He was born in Lima, Peru and now resides in Los Angeles, California. He attained his Associate of Arts in Computer Science from Technical Institute CESCA in Lima, Peru. He was working many years in the private sector as professional in computer science, IT technician, database manager, database

processor, and web hosting companies. Additionally, He is an excellent addition to our team given his expertise in Computer Software Applications and Computer Repair. When he is not teaching at Caledonian, he likes to hike, swim, and run.

**Hector Llanes: Computer Software Applications**

Instructor Hector Llanes has earned an Associate of Science degree from Brigham Young University in Idaho and speaks English, Spanish, and French. He has gained experience throughout his career to become proficient in Microsoft Office, Adobe Photoshop, Adobe After Effects, QuickBooks, HTML, CSS, PHP, and SQL. When not teaching at Caledonian, Hector works as a freelance video editor doing everything from animations, special effects, to compositing. As result of his passion for travel he is currently working on an online store that focuses on minimalist products for travelers.

**Aimee Flores: Computer Software Applications**

Instructor Aimee Flores was born and raised in Northern County, CA. She attained an Associate of Arts in English at Palomar College and is currently pursuing her Bachelor of Arts in Literature and Writing with an emphasis of Global Studies at Cal State San Marcos. Visiting countries and exploring the digital world fascinate her. When she is not teaching at Caledonian, she enjoys riding her bike at the beach and working out at the gym. Aimee teaches Computer Software Applications in English and Spanish at Caledonian.

**Christian Castillo**

Instructor Christian Castillo is pursuing a Bachelor of Science degree in Computer Science from Cal State LA. He was born in Los Angeles and knows the whole county by heart by looking for the small places only locals would know about. He enjoys giving gardening advice and has built up an impressive garden partly by trading with strangers. In his free time, he enjoys the outdoors, hiking and taking pictures.

**Financial Stability**

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

**Notice Concerning Transferability of Credits and Credentials earned at our institution.**

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

Caledonian currently does not have transfer or articulation agreements with any other college or university.

**Caledonian  
6055 E. Washington Blvd.  
Suite 455  
Commerce, CA. 90040**

I have received a copy of the Catalog and/or Veterans Information Bulletin, which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person): \_\_\_\_\_

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

Enrolled By: \_\_\_\_\_

Date: \_\_\_\_\_

