

# C@ledonian



6055 E. Washington Blvd. Suite 455

Commerce, CA 90040

Tel. (323) 265-1912

Fax: (323) 265-1928

Email: [Caledonian@calecomp.com](mailto:Caledonian@calecomp.com)

[www.calecomp.com](http://www.calecomp.com)



## School Catalog for the period August 1st, 2023 to July 31st, 2024

### Table of Contents

Ownership, School Governing Body	3
Office Hours	3
Academic Calendar	3
Mission and Purpose	4
State and Federal Approval	4
Approved Programs and Courses	4
School Facilities and Equipment	5
Admissions Policy and Procedure	6
Admission Requirements	6
Granting of Academic Credit	8
Attendance Requirements	9
Make Up Work	9
Leave of Absence	9
Student Conduct Policy	10
Harassment Policy and Procedures	10
Student Records Policy	11
Drug and Alcohol Prevention/Awareness Policy	14
Statement of Satisfactory Academic Progress	14
Suspension and Termination	15
Conditions for Re-Enrollment Policy	15
Graduation Requirements	15
Job Placement Assistance	15
Student Services	16
Refresher Courses	16
Tuition and Fee Policy	16
Grants	16
Student Loan Policy	18
Refund and Cancellation Policy	18
Equipment for Vocational Rehabilitation Students	18
Return of Equipment	19
Refund Calculation Formula	19
Student Tuition Recovery Fund (STRF)	20
Student Grievance Policy	21
Student Discrimination Policy	21
Workers Compensation, VA, DOL	21
Program Description, Tuition and Fee Schedules	22
Instructors	35
Financial Stability	48
Notice Concerning Transferability of Credits	48



## School Governing Body, Administrators, and Faculty

### Ownership of the Institution

Guillermo “William” Frias is the sole owner of the corporation.

Bulletin effective August 1, 2023 to July 31, 2024

### Administrative Officials

Mr. Guillermo “William” Frias— President and CEO of Caledonian

### 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

Caledonian admits students on a rolling basis. The weekly schedule of classes for each program is listed along with information for each program.

The school observes and will be closed on the following holidays:

Labor Day – September 4 <sup>th</sup>	New Year’s Day – January 1 <sup>st</sup>
Thanksgiving Day – November 23 <sup>th</sup>	Martin L. King Day – January 15 <sup>th</sup>
Day after Thanksgiving – November 24 <sup>th</sup>	Presidents’ Day – February 19 <sup>th</sup>
Winter Break (From the 22 <sup>nd</sup> of Dec. to the 1 <sup>st</sup> of Jan.)	Spring Holiday - March 29 <sup>th</sup>
	Memorial Day – May 27 <sup>th</sup>
New Year’s Eve – December 31 <sup>st</sup>	Independence Day – July 4 <sup>th</sup>

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 office worker and computer industry that leads to high achievements, thereby helping students 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, research, and endless software updates.

## State and Federal Approval

Caledonian is a private institution granted institutional approval from the Bureau for Private Postsecondary 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 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, Chapter 31 United States Code. Veterans Affairs (VA) Facility Code: 25164805**

**Approved for the training of eligible Federal Employees under federal workers compensation programs. Department of Labor (DOL). Office of Workers Compensation Programs (OWCP) Provider: 613519200**

## Approved Programs and Courses

<b>057 Child Care Provider</b>	<b>ONET 39-9011.00</b>
<b>050 Computer Applications One-on-One</b>	<b>ONET 43-9061.00</b>
<b>061 Computer Applications One-on-One Online</b>	<b>ONET 43-9061.00</b>
<b>060 Computer Business Administration and Technology Online</b>	<b>ONET 43-9061.00</b>
<b>053 Computer Repairs</b>	<b>ONET 49-2011.00</b>
<b>063 Computer Repairs Online</b>	<b>ONET 49-2011.00</b>
<b>051 Computer Software Applications</b>	<b>ONET 43-9061.00</b>
<b>054 Computer System Technician</b>	<b>ONET 15-1151.00</b>
<b>052 Computerized Bookkeeping</b>	<b>ONET 43-3031.00</b>
<b>062 Computerized Bookkeeping Online</b>	<b>ONET 43-3031.00</b>
<b>056 Microcomputers Engineering</b>	<b>ONET 17-2061.00</b>
<b>055 Networking</b>	<b>ONET 15-1152.00</b>



## 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 total square footage of the facility is approximately 2000-3100 sq. ft. All administrative offices, classrooms, and restrooms are well lit, air conditioned, and accessible to students with disabilities. The facility is accessible from the Washington Blvd. exit on Washington Blvd off the 5 Freeway, and is accessible by bus and by the Commerce Shuttle. Students may obtain a copy of the bus schedule by printing from <https://www.ci.commerce.ca.us/city-hall/transportation>, contacting their office at (323) 887-4419, or requesting a copy from an admissions representative.

The classroom and laboratory areas are continuously upgraded with equipment that prepares students for employment related to their training and supports the achievement of the educational objectives of all of the educational programs and courses. Our classroom is equipped to represent industry demands and provide students with a learning experience that simulates the typical modern work environment. More specifically, our necessary technological equipment is updated every three (3) years, or as often as necessary, and is maintained by our internal Information Technology (I.T.) Department. This equipment includes six (6) ready-to use 15-eg Home & Business Laptop (Intel i7-1165G7 4-Core, 16GB RAM, 512GB SSD, Intel Iris Xe, 15.6" Touch Full HD (1920x1080), Fingerprint, WiFi, Bluetooth, Win 11 Home) with Hub (Recommended for classes). It also includes, one (1) desktop computer, HP Pavilion 24 All in One PC with the following specifications: Windows Operating System; AMD Ryzen™ 5 processor; AMD Radeon™ Vega 8 Graphics; 16 GB memory; 1 TB HDD storage; 256 GB SSD storage; 23.8" diagonal Full HD touch display. The classroom is also equipped with one (1) projector with the following specifications: Epson EX3260 SVGA 3LCD Projector; Model Type V11H842020. Additionally, all Computer Repair students are provided with a custom-built PC build and kit that comes equipped with the following items: Intel Core i7 CPU processor, an ASUS Prime Motherboard, Desktop Memory Board, Sapphire Pulse Video Card, Fractal Design Tower Computer Case, Rosewill Power Supply, Intel SSD Storage, CPU Cooler, and Windows 10 Home- 64-bit Operating System (Equipment is subject to updates and changes).

The institution maintains and displays all permits related to health, safety, and approval to operate. The facilities and the equipment that this institution utilizes fully comply with, any and all federal, state and local ordinances and regulations, including those requirements as to fire, building, and health safety. Instruction is offered to students “in-residence” and by instructors externally. Our “in-residence” classroom(s) can accommodate as many as 6 students. Class size is designed to give students constant access to the instructor. Classes are held in locations convenient or as an accommodation to the student such as our classroom(s), online, or in their local library due to their individual disability/injury. Online learning, also known as distance education, is designed for students interested in pursuing their education over the Internet. The enrollment minimum for each course is one (1) student. The table below indicates the maximum number of enrollees that can be allocated under the tutelage of one Instructor at a time.

Maximum Number of Students Per Class	
057 Child Care Provider	6
050 Computer Applications One-on-One	1
061 Computer Applications One-on-One Online	1
060 Computer Business Administration and Technology Online	3
053 Computer Repairs	6
063 Computer Repairs Online	3
051 Computer Software Applications	6
054 Computer System Technician	6
052 Computerized Bookkeeping	6
062 Computerized Bookkeeping Online	3
056 Microcomputers Engineering	6
055 Networking	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 can receive a complete tour of the facilities upon request, 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 individuals with a disability follows the above guidelines with a recommendation for alternative tools or techniques where appropriate. Each applicant with a disability will be individually evaluated to determine how the school may serve them appropriately.

## Admission Requirements

Enrollees shall be eighteen (18) years of age or older. Applicants must prove they are 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 entrance situational assessment administered by Admissions.

For Course #052 Computerized Bookkeeping and Course #062 Computerized Bookkeeping Online, you will need to undergo a situational assessment involving Computerized Bookkeeping Standards and meet the following Computerized Bookkeeping Standards:

1. Ability to perform general administrative tasks, such as editing internal paperwork and making phone calls, with or without accommodations
2. Ability to learn how to analyze information, gather sources, and evaluate results to choose the best solutions and solve problems
3. Ability to learn how to provide information to supervisors, coworkers and subordinates by telephone, in written form, email, or in person.
4. Ability to acquire and incorporate knowledge of principles and processes for providing customer and personal services
5. Ability to have basic oral comprehension and expression - the ability to listen to and understand information and ideas presented through spoken words and sentences and the ability to communicate ideas and information in speaking so others understand.
6. Problem sensitivity - The ability to tell when something is wrong or likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
7. Deductive reasoning - the ability to apply general rules to specific problems to produce answers that make sense
8. Ability to work with hand tools and electronic equipment, with or without accommodation
9. Ability to pass a Basic Math skills test with a score of at least 70%.
10. Ability to double check their work so that their efforts are done with precision
11. Ability to work independently and in a team setting
12. Ability to understand written sentences and paragraphs in work-related documents
13. The ability to see details at close range, with or without accommodation (within a few feet of the observer).

For Course #053 Computer Repair and Course #063 Computer Repair Online, you will need to undergo a situational assessment involving Computer Repair Standards and meet the following Computer Repair Standards:

1. Ability to lift 20 lbs. and perform general administrative tasks, such as editing internal paperwork and making phone calls, with or without accommodations
2. Ability to learn how to analyze information, gather sources, and evaluate results to choose the best solutions and solve problems



3. Ability to learn how to provide information to supervisors, coworkers and subordinates by telephone, in written form, email, or in person.
4. Ability to acquire and incorporate knowledge of principles and processes for providing customer and personal services
5. Ability to have basic oral comprehension and expression - the ability to listen to and understand information and ideas present through spoken words and sentences and the ability to communicate ideas and information in speaking so others understand.
6. Problem sensitivity - The ability to tell when something is wrong or likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
7. Deductive reasoning - the ability to apply general rules to specific problems to produce answers that make sense
8. Ability to work with hand tools and electronic equipment, with or without accommodation
9. Ability to follow technical instructions and documentation
10. Ability to double check their work so that their efforts are done with precision
11. Ability to work independently and in a team setting

For Course #057 Child Care Provider, you will need to undergo a situational assessment involving Child Care Standards and meet the following Child Care Standards:

1. Ability to communicate with parents, guardians and children effectively.
2. Ability to lift 20 pounds, with or without accommodation.
3. Able to perform general administrative tasks, such as taking attendance, editing internal paperwork, and making phone calls.
4. Able to maintain a safe play environment by observing and monitoring children's play activities to ensure safety and compliance with rules.
5. Able to perform light housekeeping duties, such as laundry, cleaning, dish washing, and changing of linens.
6. Able to provide personal assistance, first aid, and emotional support to children.
7. Ability to learn how to analyze information, gather sources, and evaluate results to choose the best solution and solve problems.
8. Ability to learn Child development and practices.
9. Ability to learn how to develop, design, or create new applications, ideas, relationships, systems, or products, including artistic contributions.
10. Ability to learn how to provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
11. Ability to acquire and synthesize knowledge of principles and processes for providing customer and personal services.
12. Able to have basic Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
13. Ability to have Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
14. Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
15. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
16. Far Vision — The ability to see details at a distance and observe and maintain children's safety at all times.



DOL Candidates Ability to Benefit is determined by evaluations administered by a DOL vocational counselor whom authorizes each individual injured worker's training program.

Chapter 31 VA Candidates Ability to Benefit is determined by evaluations administered by a VA counselor or psychologist whom authorizes each individual's training program.

## ESL

Instruction at Caledonian is delivered in English and Spanish (for select approved courses). 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 in beginning to advanced ESL classes. It contains 75 items in a 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 and upon request. Caledonian's goal is to educate marginalized student populations. English language learners have lower rates of continuing education. Language barriers are a 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 course(s).

## Granting of Academic Credit

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 certificate(s) 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 certificate(s) 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 any transfer or articulation agreements with any other college or university. **There are no fees associated with either the assessment or transfer of credits.**

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 will need to 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 Department of Veterans





Affairs (D.V.A.) will be notified of the evaluation result. Caledonian does not charge for any procedures involving the granting of credit by the Academic Director. **There are no fees associated with either the assessment or transfer of credits.**

## **Attendance Requirements**

Caledonian 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. Or emailing, 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 and a withdrawal packet. In the event that a student does not resume contact with Caledonian after sixty (60) business days, 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 of absence 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 Leaves of Absence are only available if approved by the OWCP counselor. For vocational rehabilitation and workers compensation student's Leaves of Absence can also be requested via their attorney's office or by their Qualified Vocational Counselor.



## Student Conduct Policy

Caledonian's policy strictly prohibits any form of harassment from a student towards an instructor, coordinator, vendor or anyone else involved in the operation of the Company. Prohibited conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets/innuendos, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances with threats of repercussions;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by school policy.

In addition, Caledonian prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in harassment investigations. All such conduct violates school policy. Any student or instructor determined by the school to be responsible for harassment, retaliation or other prohibited conduct after an investigation will be subject to appropriate disciplinary action, up to, and including the termination of their education with Caledonian.

### What to do if you are experiencing sexual harassment:

If you or someone you know has been sexually harassed, please know that assistance is available. Caledonian encourages all community members to seek help and report incidents of sexual harassment.

### Reporting Sexual Harassment

- If you are or have been harassed, consider making a report to your Academic Coordinator or Academic Director at (323) 265-1912. Sexual harassment violates the School's Sexual Harassment Policy.

## Harassment Reporting Procedures

Employees should comply with the following procedure for the investigation of and resolution of complaints:

1. Verbally report the incident to an academic coordinator or Academic Director, who will provide you with an incident report form upon request. Fill it out and return it to the manager/HR representative. The director may assist you in completing a written statement or, in the event you choose not to provide information in writing, the director may dictate the verbal complaint.
2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the director will notify senior management and review the complaint with the company's legal counsel.
3. After you have submitted the incident report form, the director will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. The Director will contact you to organize an interview to acquire further information regarding the incident(s).



1. The Director will take detailed notes on the interview and what new information you report.
2. You and the accused will be separated during the course of the investigation.
5. After the interview, the Director will contact the accused (if possible) to organize an interview to acquire further information regarding the incident(s).
6. Afterwards, the Director may interview any peers or bystanders that have first-hand or otherwise unique information regarding the incident.
7. Upon conclusion of an investigation, the investigator(s) will submit a written report of his or her findings to Caledonian. If it is determined that a violation of this policy has occurred, the director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:
  - a) the severity, frequency and pervasiveness of the conduct;
  - b) prior complaints made by the complainant (you);
  - c) prior complaints made against the respondent; and
  - d) the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the HR director may recommend appropriate preventive action.

8. Senior management will review the investigative report and any statements submitted by you or the accused, discuss results of the investigation with the director and other management staff as appropriate, and decide what action, if any, will be taken.
9. Once a final decision is made by senior management and the director, the director will meet with you and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

## **Student Records Policy**

Caledonian 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.

Caledonian does and will maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in any educational program that Caledonian grants.

It will maintain, for each student granted a degree, permanent records of all of the following:

1. The degree granted and the date on which that degree was granted
2. The courses on which the degree was based



3. The grades earned by the student in each of those courses Caledonian will maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:
  - A). The educational programs offered by the institution and the curriculum for each.
  - B). The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
  - C). Any other records required to be maintained including records relating to determinations of completion, placement, licensure, and salary disclosure requirements.

Caledonian will maintain a file for each student who enrolls in the institution whether or not the student completes the educational service. The student file will contain all of the following pertinent student records:

1. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - A). Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
  - B). Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
  - C). Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
  - D). All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;
2. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
4. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
5. A transcript showing all of the following:
  - A). The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
  - B). Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit, should Caledonian change its policy in the future regarding accepting experiential credit;
  - C). Credit for courses earned at other institutions;
  - D). Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
  - E). The name, address, website address, and telephone number of the institution.
6. For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;



7. A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency (should Caledonian become nationally accredited);
8. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
9. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
10. Copies of any official advisory notices or warnings regarding the student's progress; and
11. Complaints received from the student.

Caledonian will maintain all records required by the California Private Postsecondary Education Act of 2009. The records will be maintained in this state.

In addition to permanently retaining a transcript, the school will maintain for a minimum period of 5 years the pertinent student records described in the California Code of Regulations Section 71920 from the student's date of completion or withdrawal.

Caledonian will collect and maintain records of student information to substantiate the data reported on the STRF (Student Tuition Recovery Fund) Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:

1. Student identification number,
2. First and last names,
3. Email address,
4. Local or mailing address,
5. Address at the time of enrollment,
6. Home address,
7. Date enrollment agreement signed,
8. Courses and course costs,
9. Amount of STRF assessment collected,
10. Quarter in which the STRF assessment was remitted to the Bureau,
11. Third-party payer identifying information,
12. Total institutional charges charged, and
13. Total institutional charges paid.

Caledonian will maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. Caledonian will make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within fourteen (14) calendar days of the request. All records will be provided to the Bureau in an intelligible and orderly manner and in an electronic format.

Caledonian will maintain a second set of all academic and financial records required by the Act at a different location, or safely backed up, unless the original records are maintained in a manner secure from damage or loss. An acceptable manner of storage would include fire resistant cabinets.

All records that Caledonian is required to maintain by the Act will be made immediately available for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.



In the event of a closure of Caledonian, the institution and its owners will be jointly and severally responsible to arrange at their expense for the storage and safe-keeping in California of all records required to be maintained for as long as those records must be maintained.

Student records will be stored at the main location for Caledonian student records will be backed up and a duplicate record will be stored in the server. The main physical address and phone number of the location where records are and will be stored is: 6055 East Washington Blvd., Suite 300, Commerce, CA 90255.

### **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:

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

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 grade, 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 all financial and educational obligations to the school have been satisfied.

### **Job 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's programs are non-residential. 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.

## **Grants for California Injured Workers**

Any Injured workers that have gone through the worker's compensation system and received a supplemental Job Displacement Voucher (SJDB) are automatically eligible to receive a need-based grant to cover any remaining tuition costs, if their SJDB funds does not cover the entirety of the tuition for the program.

## **Institutional Need-Based Grant for Injured Workers Programs Procedure**

*Caledonian awards its Need-Based Grant for injured worker based on the fundamental goals of the Supplemental Job Displacement Voucher (SJDB), which was created by the Worker's Compensation industry in order to provide the injured worker the opportunity for fair workers' compensation benefits and re-entry into the community as a productive citizen. Qualification for the grant is automatically applied to the student's*





*account if the SJDB benefit does not cover the entire tuition amount. Primary financial responsibility for the injured worker's education depends on the worker's compensation insurance that issues the SJDB to the injured worker.*

Caledonian's financial aid and grant procedure is based upon the nationally-accepted philosophy that the primary financial responsibility for higher education lies with the one who receives the greatest benefit from such education - the student. Secondary lies with state and federal governments for Title IV eligible schools. Caledonian is not a title IV eligible institution. Finally, colleges, universities, private organizations, and foundations attempt to fill any remaining need. Caledonian is committed to helping injured workers assess various options to meet the financial obligations of a Caledonian education whenever possible.

Every worker's compensation student who enrolls into a Caledonian course of study with a SJDB is considered for the institution's Need-Based grant program.

Caledonian attempts to meet a student's financial need with institutional resources. Because sufficient resources are not always available to meet 100% of every student's need. Priority is given to students whose SJDB does not cover the entirety of tuition.

All award values are conditional, subject to full and complete verification of the enrollment application. If the information originally provided must be changed, adjustments will be made to the applicant's file, which could result in a decrease of the aid listed on the Enrollment Agreement.

Institutional Need-Based grant programs are non-renewable. Awards are based upon student financial need, and amount of available funding determined for each academic year. Institutional Need-Based grant programs are for students pursuing vocational education utilizing their SJDB. Former Caledonian Graduates are not eligible for institutional Need-Based grant programs. You must be a full-time student paying full-time charges with an unexpired SJDB to receive a Need-Based grant. Need-Based Grant funds are applied only upon receipt of the partial tuition payment made by the insurance company that issued the SJDB. If the insurance company fails to issue payment for tuition using any and all available SBJD funds, the Need-Based Grant will automatically be cancelled.

No institutional aid, including Caledonian Scholarships, Need-Based Grants, and Non-Renewable Grants, is transferable to a program for which tuition is paid to another institution.

### ***Enrollment Status Determination***

A student's enrollment status is determined at the end of the 7th day, following the start of class. At that time the student is charged, and any available grant funds are paid based on the enrollment status. If the student has withdrawn the voucher will be refunded in full minus our non-refundable registration fee. Individuals who drop their course after 7 days will be subject to prorated refunds.

Students awarded Need-Based Grants must be enrolled full-time to be eligible for this award.

### ***Institutional Merit Based Scholarships***

Students who receive full tuition from other scholarships, government programs and/or SJDB that cover the entire cost of tuition are not eligible to receive Need-Based grants.



All Need-Based Grant programs must be applied to the student account. **Institutional Need-Based grant programs are not eligible for student refunds. All institutional Need-Based grant programs may only be applied towards the student direct costs. The Need-Based grant will go toward Tuition and Fees only.**

## **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 at the first class session, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later, 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 nonrefundable 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 to: Attention Admissions Department, 6055 E. Washington Blvd. Suite 455, Commerce, CA 90040.

### ***Class Cancellation Procedure***

A request for a refund shall be originated exclusively by the student, vocational counselor, or in rare exceptions, power of attorney or next of kin. This can be facilitated by requesting the Refund Request Form from the Academic Coordinator or Academic Supervisor. Once the form is filled out, it can be returned to us via emailing the academic coordinator, faxed to (323) 265-1928, or mailed to us at: 6055 E Washington Blvd, Ste 455, Commerce, CA 90040. Upon receipt of the Refund Request Form, a Refund Calculation Form will be used to determine the amount of the funds to be released.

## **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 by Caledonian 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 thirty (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 thirty (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 thirty (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 (7<sup>th</sup>) 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 three (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 ( $\$1,150 - \$150 = \$1,000 \times .80$  (or  $4/5$ ) = \$800). Any refund of equipment fees will be made as described in paragraph 2. All refunds will be made within thirty (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 thirty (30) days from the end of the Leave of Absence period. Within ten (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, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 ♦ 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 one hundred and twenty (120) day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the one hundred and twenty (120) day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than one hundred and twenty (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 one hundred and twenty (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, Guillermo 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 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 3707589 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, Guillermo 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

### All courses offered by Caledonian are non-degree, certificate programs

Course #051 Computer Software Applications (270 Hours): (Spanish and English) This course is a below college level course for students with limited computer knowledge. The course is lecture driven and draws from the basic computer practices and procedures commonly used in modern offices. Students enrolling in this course must be at least 18 years old, have a High school diploma/GED or complete a situational and academic assessment prior to admission.

Learning Objectives: Upon successfully completing the course students will become proficient in the following core sections of office computerization in an office setting: Business Communications: students will be able to prepare letters, memorandums, reports, and proposals; Introduction to Computers: students will receive an overview of software applications widely used in Microsoft Windows; Keyboarding Applications: students will employ the application of keyboarding techniques in formatting documents with speed and accuracy; Google Docs: students will be able to utilize techniques such as creating, modifying, and saving documents; Google Sheets: students will understand the basic functions of a spreadsheet and data entry, data collection and reports, and financial statements; Google Slides: students will be able to create appealing presentations and utilize tools to facilitate communication done through visuals; Career Development Services: students will learn to utilize successful development techniques beneficial to building and maintaining professional growth; Photoshop Elements: students will be able to enhance/edit photos, create basic albums and catalogs, and demonstrate the ability to use different editing modes and painting tools. The student will learn PDF basics by learning how to recognize, view, create, and edit PDF Documents using Adobe Acrobat.

Methodologies: The course is primarily taught through live Instructor-Led Training. The topical focus is a combination of hands-on use of a computer workstation, academic-style lecture and discussion. This methodology is used as a component in a "blended" approach utilizing alternative methodologies, specifically for special projects and homework: including online learning, ranging from print material to technology-supported, which provides task guidance, support, and productivity benefit. The purpose of this is to introduce students to applications, skills and processes that are needed for many modern job positions. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments.

Sections	Description	Hours
Section I	Introduction to Computers and Basic Troubleshooting	20
Section II	Operating System	20
Section III	Keyboarding	30
Section IV	Google Docs	40
Section V	Google Sheets	40
Section VI	Google Slides	40
Section VII	Photoshop Elements	40
Section VIII	Adobe Acrobat	20
Section IX	Writing for the Business Professional	20
	<b>Total Hours</b>	<b>270</b>



**Course #050 Computer Applications One-on-One (54 Hours): (English)** This course is a below college level course for students with limited computer knowledge. This course is lecture driven and draws from the basic computer practices and procedures commonly used in modern offices. This course provides 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 enrolling in this course must be at least 18 years old, have a High school diploma/GED or complete a situational and academic assessment prior to admission.

Learning objectives: Upon successfully completing the course students will be able to claim proficiency in Microsoft Word, Excel and PowerPoint. Students will be able to independently create professional-looking documents and presentations. Students will understand how to use Word and PowerPoint in a variety of professional, educational, and personal situations. Students will also learn how to integrate Word, Excel, and PowerPoint the services provided by and the design of an operating system; Internet and Web browsing: students learn to Identify the functions of Web browsers, use them to access the World Wide Web, and other computer resources; Microsoft Word: students will be able to apply techniques such as creating, modifying, and saving documents; Microsoft Excel: students will understand the basic functions of a spreadsheet and formulas for data entry, data collection and reports, and financial statements; Microsoft PowerPoint: students will be able to create appealing presentations and utilize PowerPoint tools to facilitate communication through visuals.

Methodologies: The course is primarily taught through live Instructor-Led Training. The topical focus is a combination of hands-on use of a computer workstation, academic-style lecture and discussion. This methodology is used as a component in a “blended” approach utilizing alternative methodologies, specifically for special projects and homework: including online learning, ranging from print material to technology-supported, which provides task guidance, support, and productivity benefit. The purpose of this is to introduce students to applications, skills and processes that are needed for many modern job positions. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments.

Sections	Description	Hours
Section I	Operating System	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
	<b>Total Hours</b>	<b>54</b>

**Course #061 Computer Applications One-on-One Online (54 Hours): (English)** This course is a below college level course for students with limited computer knowledge. The course is lecture driven, delivered synchronously, with a live instructor. The course draws from the basic computer practices and procedures commonly used in modern offices. The course will deliver detailed instruction to students in Microsoft Office applications: Word, Excel, and PowerPoint. Students enrolling in this course must be at least 18 years old, have a High school diploma/GED or complete a situational and academic assessment prior to admission.

Learning objectives: Upon successfully completing the course students will be able to claim proficiency in Word, Excel and PowerPoint. Students will be able to independently create professional-looking documents and presentations. Students will understand how to use Word and PowerPoint in a variety of professional, educational, and personal situations. Students will also learn how to integrate Word, Excel, and PowerPoint the services provided by and the design of an operating system; Internet and Web browsing: students learn to Identify the functions of Web browsers, and use them to access the World Wide Web and other computer resources; Microsoft Word: student will be able to apply techniques such as creating, modifying, and saving documents; Microsoft Excel: students will understand the basic functions of a spreadsheet and formulas for



data entry, data collection and reports, and financial statements; Microsoft PowerPoint: students will be able to create appealing presentations and utilize PowerPoint tools to facilitate communication through visuals.

Methodologies: The course is primarily taught through synchronous online, instructor-led Training. The topical focus is either hands-on use of a computer workstation, or academic-style lecture and discussion. This methodology is used as a component in a “blended” approach utilizing alternative methodologies including synchronous online learning through live chats and video-conferencing, ranging from print material to technology-supported, which provides task guidance, support, and productivity benefits. The students will have to access the Zoom video chat platform and/or TeamViewer to attend live class sessions, access Google Drive and/or email, view training videos, use step by step pdf guides, as well as follow a schedule in order to stay on task. Google meet is used as an alternative when Zoom is not available.

Students will be provided with graded assignments along with feedback within a week of assignment due date. Weekly assignments will be due every Sunday night, by 11:59 PM, unless otherwise stated. Students will have access to view the time of submission for assignments and the corresponding grade results via email and/or Google Drive. Overall, this class is a 16-week online course that requires the student to log in to the Google drive platform approximately four (4) days a week. The class is lecture driven, participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments.

Sections	Description	Hours
Section I	Operating System	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
	<b>Total Hours</b>	<b>54</b>

Course #052 Computerized Bookkeeping (240 Hours): (Spanish and English) This course is a certificated, lecture and practice driven non-college level program designed to provide different levels of expertise in clerical and bookkeeping positions. 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. Students enrolling in this course must be at least 18 years old, have a High school diploma/GED or complete a situational and academic assessment prior to admission.

Learning Objectives: Upon successfully completing the course students will be able to understand and complete basic office procedures, as well as specialize in a particular area of the record keeping process. Students will understand the basic principles of bookkeeping as it applies to the QuickBooks program. Students will be able to set up a company and its associated accounts, customers, and vendors in the QuickBooks program. Students will be able to record sales, as well as associated receivables in the QuickBooks program. Students will be able to produce invoices using the QuickBooks program. Students will be able to record initial payables as well as the payment of payables in the QuickBooks program. Students will be able to use the QuickBooks program to record and issue payroll-related documents. Students will be able to prepare and print financial statements using the QuickBooks program.

Methodologies: The course is primarily taught through live Instructor-Led Training. The topical focus is practical theory and application through the use of accounting software and processes, or academic-style lecture and discussion. This methodology is used as a component in a “blended” approach utilizing alternative methodologies, specifically for special projects and homework: including online learning, ranging from print





material to technology-supported, which provides task guidance, support, and productivity benefit. The purpose of this is to introduce students to applications, skills and processes that are needed for many modern job positions. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments

<b>Secti</b>	<b>Description</b>	<b>Hours</b>	<b>SCU</b>
Section I	Computer Systems	30	1.0
Section II	Accounting 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 Hours</b>	<b>240</b>	<b>8.0</b>

**Course #062 Computerized Bookkeeping Online (240 Hours): (Spanish and English)** This course is a certificated, lecture and practice driven non-college level program designed to provide different levels of expertise in clerical and bookkeeping positions. 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. Students enrolling in this course must be at least 18 years old, have a High school diploma/GED or complete a situational and academic assessment prior to admission.

**Learning Objectives:** Upon successfully completing the course students will be able to understand and complete basic office procedures, as well as specialize in a particular area of the record keeping process. Students will understand the basic principles of bookkeeping as it applies to the QuickBooks program. Students will be able to set up a company and its associated accounts, customers, and vendors in the QuickBooks program. Students will be able to record sales, as well as associated receivables in the QuickBooks program. Students will be able to produce invoices using the QuickBooks program. Students will be able to record initial payables as well as the payment of payables in the QuickBooks program. Students will be able to use the QuickBooks program to record and issue payroll-related documents. Students will be able to prepare and print financial statements using the QuickBooks program.

**Methodologies:** The course is primarily taught through synchronous online, Instructor-Led Training. The topical focus is practical theory and application through the use of accounting software and processes, or academic-style lecture and discussion. The course is delivered through synchronous online learning: live chats and video-conferencing, ranging from print material to technology-supported, which provides task guidance, support, and productivity benefits. The students will have to access the Zoom video chat platform and/or TeamViewer to attend live class sessions, access Google Drive and/or email, view training videos, use step by step pdf guides, as well as follow a schedule in order to stay on task. Students will be provided with graded assignments along with feedback within a week of assignment due date. Weekly assignments will be due every Sunday night, by 11:59 PM, unless otherwise stated. Students will have access to view the time of submission for assignments and the corresponding grade results via email and/or Google Drive. Overall, this class is a 16-week online course that requires the student to log in to the Google Drive platform approximately four (4) days a week. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments.

<b>Sections</b>	<b>Description</b>	<b>Hours</b>	<b>SCU</b>
Section I	Computer Systems	30	1.0
Section II	Accounting 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 Hours</b>	<b>240</b>	<b>8.0</b>

**Course #053 Computer Repairs (330 Hours): (Spanish and English)** This is a certificated, non-college level, lecture and practice driven course that covers the 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. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments. Students enrolling in this course must be at least 18 years old, have a High school diploma/GED or complete a situational and academic assessment prior to admission.

**Learning Objectives:** Upon successfully completing the course students will be able to identify and utilize PC components and peripheral equipment. Students will understand the purpose and function of PC operating systems. Students will be able to configure and assemble PCs, install software, restore data and navigate the internet.

**Methodologies:** The course is primarily taught through live Instructor-Led Training. The topical focus is practical theory and application through the use of basic troubleshooting theory and processes, or academic-style lecture and discussion. This methodology is used as a component in a "blended" approach utilizing alternative methodologies, specifically for special projects and homework: including online learning, ranging from print material to technology-supported, which provides task guidance, support, and productivity benefit. The purpose of this is to introduce students to applications, skills and processes that are needed for many modern job positions. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments.

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	2.0
Section IV	Assembling a PC	45	2.0
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 Hours</b>	<b>330</b>	<b>12.0</b>

**Course #063 Computer Repairs Online (330 Hours): (Spanish and English)** This course is a lecture and practice driven non-college level, certificate course that covers the 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. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments. Students enrolling in this course must be at least 18 years old, have a High school diploma/GED or complete a situational and academic assessment prior to admission.

**Learning Objectives:** Upon successfully completing the course students will be able to identify and utilize PC components and peripheral equipment. Students will understand the purpose and function of PC operating systems. Students will be able to configure and assemble PCs, install software, restore data and navigate the internet.

**Methodologies:** The course is primarily taught through synchronous online, Instructor-Led Training. The topical focus is practical theory and application through the use of basic troubleshooting theory and processes, or academic-style lecture and discussion. This methodology is used as a component in a “blended” approach utilizing alternative methodologies including synchronous online learning through live chats and video-conferencing, ranging from print material to technology-supported, which provides task guidance, support, and productivity benefits. The students will have to access the Zoom video chat platform and/or TeamViewer to attend live class sessions, access Google Drive and/or email, view training videos, use step by step pdf guides, as well as follow a schedule in order to stay on task. Students will be provided with graded assignments along with feedback within a week of assignment due date. Weekly assignments will be due every Sunday night, by 11:59 PM, unless otherwise stated. Students will have access to view the time of submission for assignments and the corresponding grade results via email and/or Google Drive. Overall, this class is a 14-week online course that requires the student to log in to the Google Drive platform approximately four (4) days a week. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments.

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	2.0
Section IV	Assembling a PC	45	2.0
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 Hours</b>	<b>330</b>	<b>12.0</b>

**Course #054 Computer Systems Technician (330 Hours): (Spanish and English)** This course is a lecture and practice driven, certificate level course that will provide the student with the knowledge to deal with a large percentage of the technical and software problems likely to be encountered with a computer. Students enrolling in this course must be at least 18 years old, have a High school diploma/GED and complete a situational and academic assessment prior to admission.

**Learning Objectives:** Upon successfully completing the course students will be able to identify and utilize PC components and peripheral equipment. Students will understand the purpose and function of PC operating systems. Students will be able to configure and assemble PCs, install software, and restore data. Students will become familiar with IT career tracks and be prepared to take the industry recognized A+ Certification exams. Students will be able to complete installation, configuration, upgrading, diagnosing and troubleshooting PC equipment as well as: printers, portables, Dos/Windows and Networks.



Methodologies: The course is primarily taught through live Instructor-Led Training. The course draws from the basic practices and procedures used in modern offices for the field of computer systems technician. The topical focus is practical theory and application through the use of troubleshooting theory and processes, or academic-style lecture and discussion. This methodology is used as a component in a “blended” approach utilizing alternative methodologies, specifically for special projects and homework: including online learning, ranging from print material to technology-supported, which provides task guidance, support, and productivity benefit. The purpose of this is to introduce students to applications, skills and processes that are needed for many modern job positions. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments.

Sections	Description	Hours	SCU
Section I	Installation, Configuration and Upgrading	30	1.0
Section II	Diagnosing and Troubleshooting	45	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	Operating Systems: Dos/Windows	45	2.0
Section XI	Memory Management	15	0.5
Section XII	Networks	30	1.0
	<b>Total Hours</b>	<b>330</b>	<b>12.0</b>

**Course #055 Networking Technician (315 Hours): (Spanish and English)** This course is a lecture and practice driven, certificate level course. The course covers a wide range of vendor and product neutral networking technologies. The Computer Networking Technician program is designed to prepare students for entry level computer networking careers. Students enrolling in this course must be at least 18 years old, have a High school diploma/GED and complete a situational and academic assessment prior to admission.

Learning Objectives: Upon successfully completing the course students will be able to configure and install network systems (TCP/IP). Students will understand and employ basic Networking pathways, networking protocol, operating systems, applications, multi-vendor environments, transmission media, WANs, Network management and troubleshooting networking issues. Students will be able to develop and implement a structured network utilizing routers, switches, access points, and intrusion detection devices. Students completing this program will know how to administer a small, medium, or large network infrastructure including server and node management. Students will be prepared to take the industry recognized CompTIA exams to work an entry level IT networking position. Students will be able to administer a small, medium, or large network infrastructure in an organizational setting. Administer servers, clients, and other networkable equipment including operating systems.



Methodologies: The course is primarily taught through live Instructor-Led Training. The course draws from the basic practices and procedures used in modern offices for the field of computer systems technician. The topical focus is practical theory and application through the use of troubleshooting theory and processes, or academic-style lecture and discussion. This methodology is used as a component in a “blended” approach utilizing alternative methodologies, specifically for special projects and homework: including online learning, ranging from print material to technology-supported, which provides task guidance, support, and productivity benefit. The purpose of this is to introduce students to applications, skills and processes that are needed for many modern job positions. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments.

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	30	1.0
Section VI	Network Applications	30	1.0
Section VII	Multi-vendor	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 Hours</b>	<b>315</b>	<b>10.5</b>

Course #056 Microcomputers Engineering (720 Hours): (Spanish and English) In this lecture and practice driven, college level course, 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. Students enrolling in this course must be at least 18 years old, have a High school diploma/GED and complete a situational and academic assessment prior to admission.

Learning Objectives: Upon successfully completing the course students will be able to demonstrate a working knowledge of a programming language for microcontrollers. Students will be able to demonstrate experience of developing microcomputer applications and demonstrate a working knowledge of software engineering principles.

Methodologies: The course is primarily taught through live Instructor-Led Training. The course covers principles of computer software, computer architecture, networks and telecommunications. The topical focus is practical theory and application through the use of troubleshooting theory and processes, or academic-style lecture and discussion. This methodology is used as a component in a “blended” approach utilizing alternative methodologies, specifically for special projects and homework: including online learning, ranging from print material to technology-supported, which provides task guidance, support, and productivity benefit. The purpose of this is to introduce students to applications, skills and processes that are needed for many modern



job positions. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments.

Sections	Description	Hours	SCU
Section I	Windows Operating	30	1.0
Section II	Software Applications	60	2.0
Section III	Installation, Configuration and upgrading	30	1.0
Section IV	Diagnosing and Troubleshooting	60	2.0
Section V	Safety and Preventive Maintenance	15	0.5
Section VI	Motherboard/Processors/RAM	30	1.0
Section VII	Printers	15	0.5
Section VIII	Function, Structure, Operation and File Management	30	1.0
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	Networking Models	15	0.5
Section XIV	Protocols and Packets	30	1.0
Section XV	Data Links Protocols	15	0.5
Section XVI	Network Operative Systems	60	2.0
Section XVII	Network Applications	30	1.0
Section XVIII	Multi-Vendors Environments	30	1.0
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	1.0
Section XXIII	Network Security and Management	30	1.0
Section XXIV	Network Monitoring and Management	30	1.0
Section XXV	Network Troubleshooting	30	1.0
Section XXVI	Internet Technology	30	1.0
Section XXVII	Video Display Adapters and the Monitor	15	0.5
	<b>Total Hours</b>	<b>720</b>	<b>24</b>

**Course #057 Child Care Provider (195 Hours): (Spanish and English)** This is a certificated, lecture driven, non-college level course. Modules and course content are derived from the basic practices and procedures commonly used in child care and school base settings. 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 will acquire a higher order of thinking, communication, leadership, and management processes as they grow and develop into knowledgeable professionals. Students enrolling in this



course must be at least 18 years old, have a High school diploma/GED or complete a situational and academic assessment prior to admission.

**Learning Objectives:** Upon successfully completing the course students will demonstrate understanding of the basic fundamental concepts of child development and child care practices. Students will demonstrate understanding of the knowledge, skills, attitudes, and behaviors associated with supporting and promoting optimal growth and development of infants and children. Students will demonstrate that they know how to foster optimal prenatal and early childhood development using best practices. Students will be able to establish a safe and healthy climate in a day care center, individual, or school type setting.

**Methodologies:** The course is primarily taught through Instructor-Led Training. The topical focus is primarily academic-style lecture and discussion. This methodology is used as a component in a “blended” approach utilizing alternative methodologies, specifically for special projects and homework: including online learning, ranging from print material to technology-supported, which provides task guidance, support, and productivity benefit. The purpose of this is to introduce students to applications, skills and processes that are needed for child care job positions. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments.

Sections	Description	Hours	SCU
Section I	Introduction to Childhood Education: Child Development	50	2.0
Section II	Implementing Early Childhood Practices	40	1.5
Section III	Management and Social Issues	35	1.0
Section IV	Health and Safety	35	1.0
Section V	Training Preparation and Child Care Career Options	35	1.0
	<b>Total Hours</b>	<b>195</b>	<b>6.5</b>

**Course #060 Computer Business Administration and Technology--Online (138 Hours): (English)** The course is primarily taught through synchronous online, Instructor-Led Training. This is a lecture driven, non-college level course. Computer Business Administration and Technology Online is designed to provide students with new skills that are easily transferable to both the physical and virtual workplace. The course seeks to deliver detailed instruction on the following subjects: Google Suite, Photoshop, and Writing for the Business Professional. Students enrolling in this course must be at least 18 years old, have a High school diploma/GED or complete a situational and academic assessment prior to admission.

**Learning Objectives:** Upon successfully completing the course students will become proficient in the following core sections of office computerization in an office setting: Business Communications: students will be able to prepare letters, memorandums, reports, and proposals; Introduction to Computers: students will receive an overview of software applications widely used in Microsoft Windows; Keyboarding Applications: students will employ the application of keyboarding techniques in formatting documents with speed and accuracy; Google Docs: students will be able to utilize techniques such as creating, modifying, and saving documents; Google Sheets: students will understand the basic functions of a spreadsheet and data entry, data collection and reports, and financial statements; Google Slides: students will be able to create appealing presentations and utilize tools to facilitate communication done through visuals; Career Development Services: students will learn to utilize successful development techniques beneficial to building and maintaining professional growth;



Photoshop Elements: students will be able to enhance/edit photos, create basic albums and catalogs, and demonstrate the ability to use different editing modes and painting tools. The student will learn PDF basics by learning how to recognize, view, create, and edit PDF Documents using Adobe Acrobat.

Methodologies: The course is primarily taught through synchronous online, Instructor-Led Training and asynchronous instruction. This course is aimed to benefit students that require online learning from the comfort of their home, local library, or any location with reliable internet connection. Classes are divided into modules of learning in which a qualified Instructor communicates to students via video feed, presentations, and online discussions. The students will have to access the Zoom video chat platform and/or TeamViewer to attend live class sessions, access Google Drive and/or email, view training videos, use step by step pdf guides, as well as follow a schedule in order to stay on task. Students will be provided with graded assignments along with feedback within a week of assignment due date. Weekly assignments will be due every Sunday night, by 11:59 PM, unless otherwise stated. Students will have access to view the time of submission for assignments and the corresponding grade results via email and/or Google Drive. Overall, this class is a 14-week online course that requires the student to log in to the Google drive platform approximately four (4) days a week.

The topical focus is either hands-on use of a computer workstation, or academic-style lecture and discussion. This methodology is used as a component in a “blended” approach utilizing alternative methodologies including synchronous online learning through live chats and video-conferencing, ranging from print material to technology-supported, which provides task guidance, support, and productivity benefits. The class is participatory and involves discussions, readings, videos to watch with practice exercises, slide presentations to study, section quizzes, and assessments.

<b>Sections</b>	<b>Description</b>	<b>Hours</b>
Section I	Introduction to Computers/Operating System and Basic Troubleshooting	18
Section II	Google Docs	32
Section III	Google Sheets	32
Section IV	Google Slides	24
Section V	Photoshop Elements	16
Section VI	Adobe Acrobat	8
Section VII	Writing for the Business Professional	8
	<b>Total Hours</b>	<b>138</b>





**Class Schedule:**

All Courses are offered Mornings and Afternoons. 050 and 061 Computer Applications are also available in “one-on-one” instructional format.

<b>Mornings Monday – Friday</b>	
<b>Class</b>	9:00 A.M. - 9:50 A.M.
<b>Break</b>	9:50 A.M. - 10:00 A.M.
<b>Class</b>	10:00 A.M. - 10:50 A.M.
<b>Break</b>	10:50 A.M. - 11:00 A.M.
<b>Class</b>	11:00 A.M. - 12:00 P.M.

<b>Afternoons Monday – Friday</b>	
<b>Class</b>	1:00 P.M. – 1:50 P.M.
<b>Break</b>	1:50 P.M. – 2:00 P.M.
<b>Class</b>	2:00 P.M. – 2:50 P.M.
<b>Break</b>	2:50 P.M. - 3:00 P.M.
<b>Class</b>	3:00 P.M. - 4:00 P.M.

**Course Fees:**

<b>Course #051 Computer Software Applications</b>	<b>Tuition</b>
REGISTRATION (NON-REFUNDABLE)	\$150.00
Student Tuition Recovery Fund Fee (STRF) (NON- REFUNDABLE)	\$15.00*
Computer Applications One-On-One	\$4335.00
MISC. EXPENSE (WORKERS COMP ONLY)	<b>\$500.00</b>
EQUIPMENT: COMPUTER AND SOFTWARE (WORKERS COMP ONLY)	<b>\$1000.00</b>
<b>TOTAL COST OF PROGRAM</b>	<b>\$6000.00</b>

<b>Classroom Classes</b>	<b>Tuition</b>
Course #052 Computerized Bookkeeping	\$5750.00
Course #062 Computerized Bookkeeping Online	\$5750.00
Course #053 Computer Repairs	\$5781.00
Course #063 Computer Repairs Online	\$5781.00
Course #054 Computer Systems Technician	\$5750.00
Course #055 Networking Technician	\$5750.00
Course #056 Microcomputers Engineering	\$5750.00
REGISTRATION (NON-REFUNDABLE)	<b>\$150.00</b>
Student Tuition Recovery Fund Fee (STRF) (NON-REFUNDABLE)	\$15.00*
EQUIPMENT (INCLUDED IN COST OF TUITION)	<b>Market price</b>
BOOKS AND MATERIALS (Course #053 & #062)	<b>Market Price</b>
BOOKS AND MATERIALS	<b>Market Price</b>
<b>TOTAL COST OF PROGRAM</b>	<b>\$6000.00</b>

<b>Course #050 Computer Applications One-On-One</b>	<b>Tuition</b>
REGISTRATION (NON-REFUNDABLE)	\$150.00
Student Tuition Recovery Fund Fee (STRF) (NON- REFUNDABLE)	\$15.00*



Computer Applications One-On-One	\$4335.00
MISC. EXPENSE (WORKERS COMP ONLY)	<b>\$500.00</b>
EQUIPMENT: COMPUTER AND SOFTWARE (WORKERS COMP ONLY)	<b>\$1000.00</b>
<b>TOTAL COST OF PROGRAM</b>	<b>\$6000.00</b>

<b>Course #061 Computer Applications One-On-One</b>	<b>Tuition</b>
REGISTRATION (NON-REFUNDABLE)	\$150.00
Student Tuition Recovery Fund Fee (STRF) <b>(NON- REFUNDABLE)</b>	\$15.00*
Computer Applications One-On-One Online	\$4335.00
MISC. EXPENSE (WORKERS COMP ONLY)	<b>\$500.00</b>
EQUIPMENT: COMPUTER AND SOFTWARE (WORKERS COMP ONLY)	<b>\$1000.00</b>
<b>TOTAL COST OF PROGRAM</b>	<b>\$6000.00</b>

<b>Course #060 Computer Business Administration and Technology Online</b>	<b>Tuition</b>
REGISTRATION (NON-REFUNDABLE)	\$150.00
Student Tuition Recovery Fund Fee (STRF) <b>(NON- REFUNDABLE)</b>	\$15.00*
Computer Business Administration and Technology Online	\$4335.00
MISC. EXPENSE (WORKERS COMP ONLY)	<b>\$500.00</b>
EQUIPMENT: COMPUTER AND SOFTWARE (WORKERS COMP ONLY)	<b>\$1000.00</b>
<b>TOTAL COST OF PROGRAM</b>	<b>\$6000.00</b>

<b>Course #057 Child Care Provider</b>	<b>Tuition</b>
REGISTRATION (NON-REFUNDABLE)	\$150.00
Student Tuition Recovery Fund Fee (STRF) <b>(NON- REFUNDABLE)</b>	\$12.31*
Child Care Provider	\$4762.69
<b>TOTAL COST OF PROGRAM</b>	<b>\$4925.00</b>

**\*STRF Amount may change based on BPPE Directive. Please contact us to get the most recent fee.**



## **Instructors**

### ***Acosta, Marisol: 053 Computer Repairs***

Instructor Marisol Acosta teaches Computer Repairs. They received their Bachelors Degree of Biomedical Sciences in Business Administration and their Masters of Science in Health Sciences in Healthcare Administration/Biochemical Sciences from the University of Texas Health Rio Grande Valley. They are currently studying for their Doctorate of Medicine at the UAG School of Medicine.

### ***Alas, Kenya: 053 Computer Repairs***

Instructor Kenya Alas teaches Computer Repairs. They received their Bachelors in Child and Adolescent Development from California State University Northridge and their Masters of College Counseling and Student Development at Azusa Pacific University.

### ***Alvarez, Christina: 053 Computer Repairs***

Instructor Christina Alvarez teaches Computer Repairs. They received their Bachelors of Arts in History and a Masters in World War II Studies from Arizona State.

### ***Anton-Flores, Cristian: 053 Computer Repairs/ESL***

Instructor Cristian Anton-Flores teaches Computer Repairs and ESL. They are currently in school at San Jose State University working on their Bachelor's Degree in History.

### ***Arroyave, Diego: 053 Computer Repairs/051 Computer Software Applications/ESL***

Instructor Diego Arroyave teaches Computer Repairs, Computer Software Applications, and ESL. They received a degree in Biology from the Universidad del Valle and a Masters in Business Administration from the Universidad Camilo Jose Cela & Bureau Veritas Business School in Colombia.

### ***Bailey, Janeth: 051 Computer Software Applications/052 Computerized Bookkeeping/ESL/Dragon Dictation Software***

Instructor Janeth Bailey was 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 classes, Janeth teaches a variety of techniques in making the class fun and enjoyable.

### ***Baluch, Achmed: 053 Computer Repairs***

Instructor Achmed Baluch teaches Computer Repairs. They are currently working on their Bachelor of Sciences from California State University Fresno.

### ***Baluch, Amna: 053 Computer Repairs***

Instructor Amna Baluch teaches Computer Repairs. They have received their Bachelor of Science in Molecular and Cell Biology from the University of California Merced.

### ***Baluch, Shariq: 053 Computer Repairs***

Instructor Shariq Baluch teaches Computer Repairs. They have received an Associates of Science in Human Biology from Porterville College, a Bachelor's of Science in Human Biology from the University of California Merced, and a Medical Doctorate in Medicine from La Universidad Autonoma de Guadalajara.

### ***Barragan, Frida: 053 Computer Repairs***

Instructor Frida Barragan teaches Computer Repairs. They have received a Bachelor's of Science in Biology from the University of California, Los Angeles.



***Bolanos, Erica: Curriculum Developer/Instructor - 050 Computer Applications One-on-One, 051 Computer Software Applications***

Erica Bolanos has dedicated her career to education, as a child she ran an in-home tutoring center for children in her neighborhood. In college, Ms. Bolanos worked at the Fairplex Child Development Center. She later joined Americorps and received an award for her efforts in educating disenfranchised students in the San Gabriel Valley. Ms. Bolanos taught pull-out reading classes at Ekstrand Elementary school and was an English Literature and English Language Learners (ELL) Student teacher for 7th Grade students at Gage Middle School. She attended the University of La Verne and received a Bachelor's in English Literature. She completed the coursework for a Single Subject Teaching Credential at Cal State University of Long Beach (CSULB) and is currently pursuing a Masters of Modern Art at Azusa Pacific University. Prior to returning to Caledonian in 2016, she worked as Caledonian instructor for several years in the early 2000's and developed and taught a training program for homeless veterans at Goodwill in Los Angeles.

In addition to education, she feels strongly about protecting victims of Domestic Violence and volunteers at Legal Aid Domestic Violence centers whenever possible. When she is not volunteering, she enjoys gardening and reading obsessively.

***Cabra, Julio: 053 Computer Repair, 057 Child Care Provider***

Instructor Julio Cabra teaches Computer Repair and Child Care Provider. They received a Bachelor's in Psychology from the University of Valle.

***Cabrera, Liliana: 053 Computer Repair***

Instructor Liliana Cabrera teaches Computer Repair. They received a Bachelor's Degree in Liberal Studies and a Minor in Spanish from California State University Monterey Bay.

***Calderon, Rafael: 053 Computer Repair/ESL***

Instructor Rafael Calderon teaches Computer Repair. The received a Bachelor's Degree in Sociology from California State University Long Beach.

***Camacho, Yaritza: 053 Computer Repair/ESL***

Instructor Yaritza Camacho teaches Computer Repair and ESL. They received their Bachelor's degree in Human Development and Family Studies from Cal State San Marcos University.

***Casillas, Veronica: 051 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.

***Castillo, Marisol: Curriculum Developer/Instructor - 057 Child Care Provider, 050 Computer Applications One-on-One, 051 Computer Software Applications***

Marisol Castillo has been working as an Instructor for Caledonian for more than 10 years. She received her Bachelor's Degree in Child Development from Cal State L.A. Her experience with Caledonian includes teaching Child Care Courses, Computer Software Applications, working as an Academic Coordinator, and Academic Supervisor. As an instructor, Marisol was responsible for finding creative ways to fully involve students into their studies. In addition to supervising the Academic Department, Ms. Castillo is also an integral member of the Compliance Department.



***Castillo, Terisa: 053 Computer Repair***

Instructor Terisa Castillo teaches Computer Repair. They have received a Medical Assisting certificate from Modern Technology School of X-Ray and a Bachelors in Psychology from California Coast University.

***Castor, Rutilio: 053 Computer Repair/ESL***

Instructor Rutilio Castor teaches Computer Repair and ESL. They received a degree in English from University of Southern California and a Masters degree in English from Chapman University.

***Chan, Wui S: 053 Computer Repair***

Instructor Wui S Chan teaches Computer Repair. They have received a Diploma of Information Technology and a Bachelor of Science in Business Information Systems from Monash University in Melbourne, Australia.

***Chanocua, Alejandro: 053 Computer Repair***

Instructor Alejandro Chanocua teaches Computer Repair. They studied Computer Science at Fullerton College and continued their studies at California State University Los Angeles, earning their Bachelors in Computer Science.

***Cho, Yvonne: 053 Computer Repair/ESL***

Instructor Yvonne Cho teaches Computer Repair and ESL. They received a Bachelor of Art in Computer Science from University of California Santa Barbara, a Masters of Business Administration from California State University East Bay, and a certificate for the Business Analyst Program from University of California Irvine.

***Colón, John: Curriculum Developer/Instructor - 053 Computer Repairs/051 Computer Software Applications***

John Elkin Colón 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.

***Colón, Yesid: Curriculum Developer/Instructor - 052 Computerized Bookkeeping/ 053 Computer Repairs***

Yesid Alexander Colón, born in Palmira, Valle, Colombia, graduated as a Computer Technician in 1996 from the Instituto de Educacion Empresarial or IDEE in Cali, Colombia. He worked as a Computer Application instructor for several years in Colombia at the Informatica de Occidente. He has worked at Caledonian since 2001 as an Instructor of Computer Applications as well as training other instructors with methodology and reinforcement of knowledge techniques. Since 2004, Mr. Colón has worked in the Accounting Department for Caledonian He now has more than 14 years working in this department and a total of 19 years working with the company.

***Corpus, Kristy: 053 Computer Repair***

Instructor Kristy Corpus teaches Computer Repair. They received an Associates Degree in Communications Studies and a Bachelor's of Science in Interpersonal Communications from California State Polytechnical University Pomona.



***Cortes, Daniela: 053 Computer Repair:***

Instructor Daniela Cortes teaches Computer Repair. They received a Bachelor of Arts in Environmental Studies and Geography from the University of California Santa Barbara.

***Cruz, Miguel: 053 Computer Repair***

Instructor Miguel Cruz teaches Computer Repair. They received an Associate's of Arts in Social and Behavioral Sciences from Mount San Antonio College.

***Cueva, Juan: 053 Computer Repair***

Instructor Juan Cueva teaches Computer Repair.

***De Elena, Juan Carlos: 053 Computer Repair***

Instructor Juan Carlos De Elena teaches Computer Repair. They got a Judicial Degree from the University of Alcalá de Henares Scholl of Law and a Masters in Business Administration from the Concordia University of Irvine School of Business.

***Duarte, Moises: 053 Computer Repair***

Instructor Moises Duarte teaches Computer Repair. They received a Bachelor's Degree in Computer Science from Neumont University.

***Flores, Abigail: 053 Computer Repair/052 Computerized Bookkeeping/057 Child Care Provider***

Instructor Abigail Flores teaches Computer Repair, Computerized Bookkeeping, and Child Care. They received a Bachelors in Psychology with a Minor in Cognitive Science from University of California in Los Angeles (UCLA).

***Flores, Damaris: 053 Computer Repair***

Instructor Damaris Flores teaches Computer Repair. They are working on their Nursing Degree at Santa Monica College. They also posses a Certificate as a Home Care Aide from the State of California and in Basic Life Support from the American Red Cross.

***Flores, David: 053 Computer Repair***

Instructor David Flores teaches Computer Repair. They received an Associate's Degree in Natural Science at Los Angeles Valley College and is currently working on a Bachelor of Science in Nursing.

***Fonseca, Daniela: 053 Computer Repair***

Instructor Daniela Fonseca teaches Computer Repair. They received a Pre Social Work Certification and an Elder Care Services Certification from Fresno City College and a Bachelor of the Arts in Social Work from Fresno Pacific University.

***Gongora, Maria Del Mar: 051 Computer Software Applications/052 Computerized Bookkeeping/053 Computer Repair/057 Child Care Provider***

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.

***Gutierrez Munoz, Mayra: 053 Computer Repair***

Instructor Mayra Gutierrez Munoz teaches Computer Repair. They received a Bachelor of the Arts in Liberal Arts with a specialty in Math and Science from California State University Northridge.

***Jen, Julie I-Chin: 051 Computer Software Applications/ 052 Computerized Bookkeeping***

Instructor Julie I-Chin Jen received her Master degree in Industrial Technology Studies from California State University, Los Angeles and the BS degree in Management Information System from Business School of California State University, Long Beach. She has many years experiences as Database/Programing Specialist, Marketing Specialist, and Purchasing/Procurement Specialist in Printing company, auto parts industry, trading company, and electrics manufacturing service company.

Ms. Jen is fluently in English, Mandarin, and Taiwanese languages. She teaches Computer Software Applications and QuickBooks. As an instructor, she likes to assist students pursuing their goals and help them trained with practices.

***Hassan, M.D., Majid: 053 Computer Repair***

Instructor Majid Hassan teaches Computer Repair. They received a Bachelor of Science in Cellular and Molecular Biology from California State University of Sacramento and a Doctorate of Medicine from the Universidad Autonoma de Guadalajara.

***Hernandez, Johnny: 053 Computer Repair***

Instructor Johnny Hernandez teaches Computer Repair. They received a Certification in Post-Production from the Cypress Community College, a Certification in Avid Protocols from Fullerton Community College, an Associates of Arts in Social Behavior from Cypress Community College, and a Bachelor of Arts in Cinema and Television Production from the California State University Los Angeles.

***Hernandez-Mendoza, Arturo: 053 Computer Repair***

Instructor Arturo Hernandez-Mendoza teaches Computer Repair. They received an Associates of Arts in Paralegal Studies from MacCormac College and a Bachelor of Arts in Paralegal Studies from Loyola University Chicago.

***Hernandez-Ogaz, Perla Claudia: 053 Computer Repair***

Instructor Perla Claudia Hernandez-Ogaz teaches Computer Repair. They received a Bachelor of Science in Chemical Engineering from the Tecnologico de Chihuahua and a Masters Degree in Educational Administration from the Tecnologico de Monterrey.

***Hodgers, Sandra: 053 Computer Repair***

Instructor Sandra Hodgers teaches Computer Repair. They received a Bachelor of Science in Human Services and Management and they are working on a Masters in Counseling, Clinical Mental Health (CPC), from the University of Phoenix.

***Hussien, Munir: 053 Computer Repair***

Instructor Munir Hussein teaches Computer Repair. They received a Bachelors of Science in Business Education, a Masters of Arts in Education: Middle and Secondary Curriculum and Instruction, and a Single



Subject Clear Credential from California State University Los Angeles and an Administrative Service Credential from Azusa Pacific University.

***Ibarra, Jorge: 053 Computer Repair/ESL***

Instructor Jorge Ibarra teaches Computer Repair and ESL. They studied at the U of G for a couple of years and went through our Computer Software Applications program.

***Infante, Oscar: 053 Computer***

Instructor Oscar Infante teaches Computer Repair. They studied Computer Networking at Chaffey College, Computer Science and Programming at Riverside City College, and Computer Science and Programming at San Bernardino Valley College.

***Jen, Julie: 053 Computer Repair***

Instructor Julie Jen teaches Computer Repair. They received a Bachelors in Science in Management Information Systems from California State University Long Beach and a Masters in Arts in Industrial and Technical Studies at California State University Los Angeles.

***Johnson, Breanna: 051 Computer Software Applications/ 052 Computerized Bookkeeping/053 Computer Repair***

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.

***Kim, Kenny: 053 Computer Repair***

Instructor ByungHo Kenny Kim teaches Computer Repair. They received a Bachelors of Science in Exercise Biology from the University of California Davis and a Bachelors in Science in Computer Science in Oregon State University.

***Kleo, Sunny: 053 Computer Repair***

Instructor Sunny Kleo teaches Computer Repair. They received a Bachelors in Experimental Psychology and studied Sociology from St Anne's and Nuffield Colleges.

***Kurashige, Mark: 053 Computer Repair***

Instructor Mark Kurashige teaches Computer Repair. They received a Bachelors of Science in Managerial Economics from University of California Davis.

***Lay, Kin Tat: 053 Computer Repair***

Instructor Kin Tat Lay teaches Computer Repair. They received a Bachelor of Arts in Environmental Economics & Policy from the University of California Berkeley, a Masters of Science in Accountancy from California State University Fullerton, a Certificate in Advanced Full-Stack Software Engineering Immersive Program, and is currently working on their Masters in Computer Science at Arizona State University.

***Leal, Isabel: 053 Computer Repair/ESL***

Instructor Isabel Leal teaches Computer Repair. They received a Bachelors degree in Early Teaching and Learning from California State University Dominguez Hills.





***Ledesma, Ignacio: 051 Computer Software Applications/053 Computer Repair***

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 JC Penney. 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.

***Lee, Lina: 053 Computer Repair***

Instructor Lina Lee teaches Computer Repair. They received a Bachelor of Science in Managerial Economic from the University of California Davis. They have received an Emergency Substitute Teaching Certification as well as a Real Estate License in the State of California.

***Llanes, Hector: 051 Computer Software Applications/052 Computerized Bookkeeping/053 Computer Repair***

Instructor Hector Llanes has earned an Associate of Science degree from Brigham Young University in Idaho. He 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.

***Lopez, Carina: 053 Computer Repair/ESL***

Instructor Carina Lopez teaches Computer Repair. They received an Associates of the Arts in Social and Behavioral Sciences at Antelope Valley College.

***Lorenzo-Juan, Angelina: 053 Computer Repair/ESL***

Instructor Angelina Lorenzo-Juan teaches Computer Repair. They received a Masters of the Arts in Education from University of Redlands.

***Marquez, Angel: 053 Computer Repair/ESL***

Instructor Angel Marquez teaches Computer Repair and ESL. They are currently earning their Bachelors of Science Computer Engineering at California State University San Bernardino.

***Martez, Ray: 053 Computer Repair/ESL***

Instructor Ray Martez teaches Computer Repair and ESL. They received a Bachelors of Science in Psychology and Criminal Justice from California Baptist University, studied in the Pre-Health/BioMed Professions Program at California State University San Marcos, a Masters in Science in Applied Behavior Analysis from National University, and a Masters in Science in Information Technology Management.

***Martinez, Elizabeth: 053 Computer Repair/057 Child Care Provider***

Instructor Elizabeth Martinez teaches Computer Repair and Child Care Provider. They received an Associates Degree in Child Development from Bakersfield College. They also possess a Child Development Teacher Certificate and is licensed in First Aid.

***McSweeny, Luna: 053 Computer Repair***

Instructor Luna McSweeny teaches Computer Repair. They are currently studying at the Evergreen State College.



***Mejia, Alba Erika: 053 Computer Repair***

Instructor Alba Erika Mejia teaches Computer Repair. They received an Associates of Arts in Arts and Humanities from El Camino College and a Bachelors of Arts in Journalism at California State University Long Beach.

***Miranda, Horeb: 053 Computer Repair***

Instructor Horeb Miranda teaches Computer Repair. They received an Associates of Science in Business Administration from San Antonio College and is working on their Bachelor of Science in Business Administration from California State Polytechnic University Pomona.

***Molina, Fabiola: 051 Computer Software Applications/052 Computerized Bookkeeping/053 Computer Repair***

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.

***Mora, Dayana: 053 Computer Repair***

Instructor Dayana Mora teaches Computer Repair. They are currently working on their Bachelors of Arts in Anthropology from Sonoma State University.

***Morales, Maya: 053 Computer Repair***

Instructor Maya Morales teaches Computer Repair.

***Morrissey, Joan: 053 Computer Repair***

Instructor Joan Morrissey teaches Computer Repair. They received a Bachelors of Arts in History at the City University of New York and a Masters in Business Administration from Pepperdine University.

***Mustafa, Tania: 053 Computer Repair***

Instructor Tania Mustafa teaches Computer Repair. They received a Bachelors of Fine Arts in Fashion Design at the Art Institute of California, a certificate in Set and Costume Design and an Associates of Arts in Child Development at Los Angeles City College, and is working on their Masters of Arts in Early Childhood Education at the California State University of Long Beach.

***Nguyen, Hiep: 052 Computerized Bookkeeping/053 Computer Repair***

Instructor Hiep Nguyen teaches Computerized Bookkeeping and Computer Repair. They received a Bachelor of Science in Computer Engineering and a Masters of Science in Electrical Engineering from California State University Long Beach.

***Nguyen, Raymond: 051 Computer Software Applications/Computer Repair/ESL***

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 was 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.



***Nolasco, Jocelyne: 053 Computer Repair/ESL***

Instructor Jocelyne Nolasco teaches Computer Repair and ESL. They received their Bachelor of Science in Geological Sciences from California State University Northridge.

***O'Daniel, Dr. Damon: 053 Computer Repair***

Instructor Damon O'Daniel teaches Computer Repair. They received a License in Real Estate from the State of California Real Estate Bureau, a Bachelors of Science in Public Administration and a Masters of Science in Public Administration from University of Southern California, and a Doctorate in Education from the University of Southern California.

***Orellana, Elvis: 051 Computer Software Applications/053 Computer Repair/Dragon/ESL***

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 teaches Computer Software Applications at Caledonian. He also worked as a Spanish tutor and taught Spanish at the last university he attended, CSULB. In his spare time, he enjoys playing the guitar and creating music.

***Pambuena, Felix: 053 Computer Repair***

Instructor Felix Pambuena teaches Computer Repair. They received a Bachelor of Arts in Sociology at California State University Channel Islands and is currently working on their Masters of Science in Cyber Security from the University of San Diego.

***Pelem, Javier: 053 Computer Repair***

Instructor Javier Pelem teaches Computer Repair. They studied Business Administration at the Universidad Nacional de Rosario, Computer Applications and Software at Centro Informatico, is a Federal and California State Tax Preparer, VBUS-574 Computer Basic Hardware and Software, VBUS-576 System and Networking Essentials, and CompTIA A+ Preparation, Review, and Practice.

***Pershke, Blanca: 051 Computer Software Applications/ 052 Computerized Bookkeeping/053 Computer Repair***

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.

***Petricca, Joseph: 051 Computer Software Applications/053 Computer Repair***

Joe Petricca was born and raised in Buffalo, NY and has lived in Los Angeles for thirty years this September. He has a Bachelor of Fine Arts (BFA) from NYU and a Master of Fine Arts (MFA) from the American Film Institute. He is a screenwriter, storyteller and filmmaker. Mr. Petricca has worked as a tutor for Caledonian, Inc since January 2020. His skills are in essential computer skills (Microsoft Office, Excel and PowerPoint), writing, English, filmmaking and application prep. He has over 25 years of experience in education and tutoring. He was the Executive Vice Dean at the American Film Institute where he led the accreditation process, designed curriculum and hired faculty for 18 years. He also taught writing and filmmaking to teens in the juvenile justice



system. He was a Literacy Volunteer for a number of years tutoring adults in English literacy. He has designed education offerings all over the world.

***Phan, Hoa: 053 Computer Repair***

Instructor Hoa Phan teaches Computer Repair. They received an Associates of Arts from Los Angeles City College, a Bachelors in Mathematics at California State University Northridge, and a Masters in Mathematics at California State University Los Angeles.

***Phung, Bao Ly Quoc: 053 Computer Repair***

Instructor Bao Ly Quoc Phung teaches Computer Repair. They received an Associates of Arts in Engineering and Technology, Business and Natural Sciences from Pasadena City College and they are currently working on a Bachelors in Construction Engineering and Management from California Polytechnic University Pomona.

***Pogosian, Elena: 053 Computer Repair***

Instructor Elena Pogosian teaches Computer Repair. They received a Bachelors of Science in Electrical Engineering from Georgia Polytechnic University and an Associates Degree in Child Development from Pasadena City College.

***Polanco, Leticia: 053 Computer Repair***

Instructor Sonia Leticia Polanco teaches Computer Repair. They received a Bachelors of Science in Human Services from the University of Phoenix and a Certificate as a Clinical Community Health Worker from the University of Loma Linda San Manuel College Academy.

***Posas, Saihra: 051 Computer Software Applications/053 Computer Repair/057 Child Care Provider/ESL***

Saihra Posas was born and raised in Northern California. She received a Bachelor's of Science Degree in Business Administration with a concentration in International Business from the California State University, Sacramento. Saihra has worked as an auditor for the State of California for more than 12 years. She began her state service career with California Department of Corrections and Rehabilitation (CDCR) conducting audits of Adult and Juvenile Institutions throughout California, she also worked for California Gambling Control Commission (CGCC) and Department of Justice (DOJ) conducting Internal Control and Financial Audits of Tribal Casinos in California. Saihra currently works for Department of Resources Recycling and Recovery (CalRecycle) conducting audits and complex investigations on program participants. As of December 2019, Saihra began working part-time with Caledonian as an instructor of Computer Software Applications and has also taught Child Care. On her free time Saihra enjoys spending time with her nephews, gardening or planning her next adventure overseas.

***Priego, Jose: 053 Computer Repair***

Instructor Jose Priego teaches Computer Repair. They are currently working on their Bachelors of Science in Engineering at the California State University of Los Angeles.

***Ramirez, Yadira: 053 Computer Repair***

Instructor Yadira Ramirez teaches Computer Repair. They received a Bachelors of Science in Mathematics from California Polytechnic University.

***Rangel, Xochil: 053 Computer Repair***

Instructor Xochil Ramirez teaches Computer Repair. They received an Associates of Arts from Spokane Falls Community College and is working on her Bachelors of Health Science at Eastern Washington University and is a Registered Dental Assistant.



***Rendon, Edwin: 053 Computer Repair***

Instructor Edwin Rendon teaches Computer Repair. They received an Associates Degree in Elementary Teaching Preparation, Humanities & Language Arts.

***Reyes, Samantha: 053 Computer Repair/ESL***

Instructor Samantha Reyes teaches Computer Repairs and ESL. They received a Bachelor of Arts in Child Development from Whittier College.

***Rodriguez, Luis: 053 Computer Repair***

Instructor Luis Rodriguez teaches Computer Repair. They received an Associate of Arts in Human Services, an Associate of Arts in Social and Behavioral Sciences, and an Associate of Arts in Humanities and Fine Arts from San Bernardino Valley College and a Bachelor of Arts in Philosophy from California State University San Bernardino.

***Romero, Gizelle: 053 Computer Repair/057 Child Care Provider/ESL***

Instructor Gizelle Romero teaches Computer Repair, Child Care Provider, and ESL. They received a Bachelor of Arts in Psychology from the University of Nevada and is has a license for Educational Personnel.

***Ross, Victoria: 053 Computer Repair***

Instructor Victoria Ross teaches Computer Repair. They studied Psychology at California State University Channel Islands and at Antelope Valley College.

***Rozo, Maria Victoria: 051 Computer Software Applications/053 Computer Repair/ESL***

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.

***Sanchez, Valeria: 053 Computer Repair/ESL***

Instructor Valeria Sanchez teaches Computer Repair and ESL. They studied art and illustration at California State University Long Beach.

***Santoyo, Tomasa: 053 Computer Repair/ESL***

Instructor Tomasa Santoyo teaches Computer Repair and ESL. They are currently working on earning their Bachelor of Arts in Political Science with a Concentration in Global Politics with a Minor in Communications from California State University San Marcos.

***Sexton, Cole: 053 Computer Repair***

Instructor Cole Sexton teaches Computer Repair. They received a Bachelor of Science in Network Communications Management from DeVry University and they are currently working on their Associates of Arts in Web and Mobile Development at Berkeley City College.



***Silva, Kevin: 053 Computer Repair/ESL***

Instructor Kevin Silva teaches Computer Repair and ESL. They studied French at Alliance Française, Quito and received a Bachelors Degree in Business Administration from La Cité Collégiale School of Business in Ottawa, Canada.

***Stock, Jim: 053 Computer Repair***

Instructor Jim Stock teaches Computer Repair. They received a Bachelor of Science in Finance with a Minor in Economics from Montana State University and a Masters in Business Administration with an emphasis in Information Systems and Project Management from the Keller Graduate School of Management.

***Tellez, Jesus: 053 Computer Repair/ESL***

Instructor Jesus Tellez teaches Computer Repair and ESL. They are currently working on their Bachelors degree in Business and Accounting from California State University Los Angeles.

***Tome, Lilibeth: 053 Computer Repair***

Instructor Lilibeth Tome teaches Computer Repair. They received a Bachelor of Arts degree from California State University Dominguez Hills and a Masters degree in Anthropology from California State University Long Beach.

***Vargas, Francisco: 053 Computer Repair***

Instructor Francisco Vargas teaches Computer Repair. They received a Bachelors and a Masters Degree in Media Studies: Communication, Film, New Media and a Graduate Certificate in Documentaries from New School, New York. They also Studied Specifically Designed Academic Instruction (SDAIE) from the University of California Riverside and Career Technical Education from California State University San Bernardino.

***Villa, Evelyn: 053 Computer Repair/ESL***

Instructor Evelyn Villa teaches Computer Repair and ESL. They received a Bachelor of Arts in Education from University of California Irvine and received an EMT Certification from West Coast EMT.

***Villanea, Glenn: 051 Computer Software Applications/Computerized Bookkeeping***

Instructor Glenn 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 as a Computer Software Applications instructor since June 2016, and has also taught ESL and QuickBooks. He started with Caledonian in the San Diego area and has now transferred to the Los Angeles and Orange County areas.

***Villasenor, Efren: 053 Computer Repair/ESL***

Instructor Efren Villasenor teaches Computer Repair and ESL. They received a Bachelor of Arts in Sociology from the University of California Berkeley.

***Vo, Hai (Kevin): 053 Computer Repair/ESL***

Instructor Kevin Vo teaches Computer Repair and ESL. They received a Bachelors degree in Electronic Engineering from Ho Chi Minh University of Industry.



***Wilson, Rhonda: 053 Computer Repair***

Instructor Rhonda Wilson teaches Computer Repair. They received an Associates of Arts in Early Childhood Education from American River College and a TESOL Certification from Canadian Institute of English.

***Yang, Jun: 053 Computer Repair***

Instructor Jun Yang teaches Computer Repair. They received an Associates Degree in Animation from Mt San Antonio College and is currently working on their Bachelors Degree in Animation from California State University Los Angeles.

***Yoo, Mi Seon (Michelle): 053 Computer Repair, ESL***

Instructor Michelle Yoo teaches Computer Repair and ESL. They received a Bachelor of Science in Hospitality from the University of Nevada Las Vegas.

***Yu, Kunda: 053 Computer Repair***

Instructor Kunda Yu teaches Computer Repair. They received a Bachelor's degree in Music from University of California Berkeley and a Masters in Scoring for Visual Media from Indiana University Jacob School of Music.

***Zamora, Jose: 053 Computer Repair***

Instructor Jose Zamora teaches Computer Repair. They received a Bachelor of Arts and a Master of Arts in Anthropology from California State University Fullerton.

***Zepeda, Jazmin: 053 Computer Repair***

Instructor Jasmin Zepeda teaches Computer Repair. They received an Associates in Early Childhood Education from the College of the Desert and a Bachelors Degree in Spanish from the University of Redlands.



## 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.

## Articulation Agreements and Transfer Fees

Caledonian currently does not have any transfer or articulation agreements with any other college or university. **There are no fees associated with either the assessment or transfer of credits.**

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 will need to 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 Department of Veterans Affairs (D.V.A.) will be notified of the evaluation result. Caledonian does not charge for any procedures involving the granting of credit by the Academic Director. **There are no fees associated with either the assessment or transfer of credits.**

\*Have you ever pled guilty to or been convicted of a felony, or is any felony charge currently pending against you? You are not required to answer yes to this question if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded or otherwise ordered by a court to be kept confidential.

Yes \_\_\_\_\_ No \_\_\_\_\_

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

Enrolled by: \_\_\_\_\_