



*California
Human Development
Corporation*

SCHOOL CATALOG
ANTHONY SOTO EMPLOYMENT TRAINING CENTERS



Creating Opportunities through Training

July 1, 2015 - June 30, 2016

SANTA ROSA ASET CENTER

(MAIN CAMPUS)

1015 B Center Drive, Santa Rosa, CA 95403

(707) 523-1155

School Code: 4900431

STOCKTON ASET CENTER

2895 Teepee Drive Stockton, CA 95205

(209) 235-2070

School Code: 3900471

OLIVEHURST ASET CENTER

1468-G Sky Harbor Drive Olivehurst, CA 95961

(530) 741-2924

School Code: 5800111

GALT ASET Center (Satellite location)

150 Camellia Way Galt, CA 95632

(209) 580-0214

School Code: 90958154

On the Web at: www.CaliforniaHumanDevelopment.org

On Facebook: www.facebook.com/CaliforniaHumanDevelopment

Twitter: [@CaHumanDev](https://twitter.com/CaHumanDev)



California Human Development

From the Desk of

Christopher Paige, Chief Executive Officer

Quite simply, everything we do begins with our mission and a drive to help people make a better life for themselves and their families.

Often the journey towards a better life begins at one of our Anthony Soto Employment & Training (ASET) Centers. Making the decision to accept the challenge of gaining new skills was likely not an easy one and the training that will follow won't be either. But the challenge can make it all worthwhile. If you are looking for the opportunity to drive a forklift or a semi-tractor trailer or are looking for skill enhancement to get work on a construction site or in an office, I applaud you for making the commitment to yourself and getting the training you need.

This catalog showcases the opportunities we offer through our centers and should you choose us as your training partner you will be part of the over 15,000 individuals and their families we work with annually. Many of our success stories have been placed in year-round jobs, secured safe and affordable housing, ended their dependency on drugs, enhanced their employability and achieved their dream of citizenship. In short, we are in the business of ***Creating Opportunities for you*** and are glad you found us!

I am proud of the opportunities California Human Development offers across our 31 northern California county footprint and can't wait to read the 2015/16 success stories. It is said that every adventure begins with one step and just by having this catalog; you have taken a major step towards a better, more sustainable life for you and your family.

A handwritten signature in blue ink that reads "Chris". The signature is stylized and cursive.

Christopher Paige,
Chief Executive Officer

APPROVAL DISCLOSURE STATEMENT

The California Human Development Corporation (CHDC) Anthony Soto Employment Training (ASET) Centers have been granted institutional approval from the Bureau for Private Postsecondary Education (Bureau) pursuant to the California Private Postsecondary Education Act of 2009, California Education Code, Title 3, Division 10, Part 59, and Chapter 8, which begins with section 94800. CHDC/ASET is not accredited by an agency recognized by the United States Department of Education. The Bureau's approval means that the institution and its operation are in compliance with minimum state standards established under the law for occupational instruction by private postsecondary educational institutions, and does not mean that the Bureau endorses or recommends the institution or its programs of instruction. Institutional re-approval must be obtained every three years and is subject to continuing review. The Bureau has approved the following programs:

	<u>Length of Training</u>	<u>Tuition</u>
Assembly & Fabrication**	630 hrs.	\$4,410.00
Building Construction*	660 hrs	\$5,280.00
Cashiering and Inventory Control Clerk**	100 hrs.	\$ 800.00
Forklift Operation & Safety	75 hrs.	\$600.00
Introduction to Computers**	72 hrs.	\$756.00
Mathematics Level 1**	128 hrs.	\$1,024.00
Mathematics Level 2**	128 hrs.	\$1,024.00
Office Occupation**	600 hrs.	\$4,200.00
Payroll Clerk**	100 hrs.	\$ 800.00
Security Officer (non-weapons) **	300 hrs.	\$3,600.00
Shipping & Receiving*	600 hrs.	\$4,200.00
Spanish Literacy**	128 hrs.	\$1,024.00
Telecommunications Line Installer**	660 hrs.	\$5,280.00
Truck Driver*	300 hrs.	\$3,000.00
Vocational English as a Second Language I** (VESL I)	250 hrs.	\$2,000.00
Vocational English as a Second Language II** (VESL II)	250 hrs.	\$2,000.00
Welding*	660 hrs.	\$5,280.00.

For locations where programs are currently offered, please refer to Section X (page 20). For detailed program outlines please refer to Section XI (page 21 through 34.)

All programs available at all ASET Centers offer ongoing admissions, which means when a Center has enough students, it may begin a program on any given week that the Center is open (a certain number of students must be approved to start on a certain date and the class must have openings for the new students). Students receive seven and one half (7.5) hours of instruction daily and 30 minutes provided for lunch. Classroom hours are 7:00am to 3:00pm. Courses operate Monday through Friday, excluding holidays. Because course lengths vary, the number of days of instructions will differ per course, but in all cases, the total number of classroom hours will be equal to the number of clock hours shown in the catalog for that course.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are urged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective enrollees are advised to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling or signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at PO Box 980818, West Sacramento, CA 95798-0818, website: <http://www.bppe.ca.gov>, telephone:(916) 431-6959, fax: (916) 263-1897email: bppe@dca.ca.gov. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 431-6924 or by completing a complaint form, which can be obtained on the bureau's Internet Web site at <http://www.bppe.ca.gov/enforcement/complaint.shtml>.

OTHER DISCLOSURES

California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying the fact.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Center Manager. Students are not required to invoke an internal dispute process prior to enforcing contractual or other legal rights or remedies.

Unresolved complaints may be directed to the: Bureau for Private Postsecondary Education (BPPE)¹, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Telephone: (916) 431-6924, FAX: (916) 263-1897.

This catalog of programs and policies is provided as a convenient source of information for anyone interested in the ASET Centers. CHDC reserves the right to make the necessary changes or corrections to the information within the catalog.

This catalog should not be construed as a contract between student and any ASET Center.

CHDC has no pending bankruptcy petitions, is not operating as a debtor in possession, has not filed a petition within the last five years and has not had a bankruptcy petition filed against it within the preceding five years.

Student records of all course grades earned and certificates received shall be maintained permanently by the school and will be accessible to the student.

All information in the content of this school catalog is current and correct, and is so certified as true by upper-level management at CHDC.

Signature: _____

Date: _____

CHDC/ASET Center

FWS and Workforce Development Division Director

CORPORATE INFORMATION CALIFORNIA HUMAN DEVELOPMENT CORPORATION (CHDC)

Executive Office

3315 Airway Drive Santa Rosa, CA 95403
PHONE: (707) 523-1155 FAX: (707) 523-3776

Christopher Paige, CEO

Farm Worker Services/Workforce Development Division
2730 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833
Sacramento, CA 95833

PHONE: (916) 371-8220 FAX: (916) 371-4893

¹ The name of the Bureau was changed in 2009 from the Bureau of Private and Vocational Education to the Bureau of Private Postsecondary Education.

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I. CENTER INFORMATION

ANTHONY SOTO EMPLOYMENT TRAINING (ASET) CENTERS

Campus:	SANTA ROSA ASET CENTER <i>(Main Campus of ASET Centers)</i>
Office hours:	Monday through Friday, 7 AM – 4 PM
Address:	1015 B Center Drive Santa Rosa, CA 95403
Telephone:	(707) 523-1155
Fax:	(707) 523-3776
: Center Manager:	vacant
Admin Assistant:	Maria Martin
Email:	
Email:	maria.martin@cahumandevlopment.org
Email:	
Instructional Staff:	<p><u>Aurelio Mendoza, Shipping and Receiving and Forklift Operator and Safety instructor:</u> Aurelio has been employed in the Shipping and Receiving industry since 1981. He is certified by CAL/OSHA. He joined the Santa Rosa ASET Center in 2001.</p> <p><u>Jerry Langerman, Truck Driving instructor:</u> Jerry obtained his commercial driver license in 1994. Jerry has been in the trucking industry for over fifteen years. He is experienced in driving numerous types of trucks and trailers. He speaks Spanish and German. He joined Santa Rosa ASET Center in 2010.</p>

Campus:	STOCKTON ASET CENTER <i>(Branch Campus of ASET)</i>
Office hours:	Monday through Friday, 7 AM – 4 PM
Address:	2895 Teepee Drive Stockton, CA 95205
Telephone:	(209) 235-2070
Fax:	(209) 235-2073
Center Manager:	Lily Aman
Assistant Center Manager:	Juan Prieto
Office Assistant:	Maria Morfin
Email:	
Email:	lily.aman@cahumandevlopemnt.org
Email:	juan.prieto@cahumandevlopment.org
Email:	maria.morfin@cahumandevlopment.org
Instructional Staff:	<p><u>John Sanchez, Truck Driving Instructor:</u> John obtained his commercial driver license in 1973. He is an experienced over the road driver. He has driven many different types of trucks and trailers. John has been a truck driver instructor for over ten years. He is also a certified Forklift Operator instructor. He joined the Stockton ASET Center in 2011.</p> <p><u>Ignacio Sanchez, Welding Instructor:</u> Ignacio has been employed in the field of welding since 1976. He holds a Welding Technology certificate from San Joaquin Delta College in Stockton and is certified as Welding Inspector by the American Welding Society (AWS). He joined the Stockton ASET Center in 1980.</p> <p><u>Juan Patino, Building Construction Instructor:</u> Juan has over six years of experience in the building construction industry. He worked as a foreman for building commercial and custom houses in the Sacramento area. He joined the Stockton ASET Center in 2012. Juan Patino has little over two years experience as a Building Construction instructor.</p> <p><u>Juan Ordaz, Welding Instructor Assistant:</u> Juan has over 20 years of welding experience in the private sector. He worked as a foreman at his previous work in welding at Valley Industries. He possess a GED and three types of American Welding Society certification, SMAW, GMAW, FCAW & he is working on the GTAW certification is in process. Juan joined CHD in 2014.</p>

Campus:	GALT CENTER (Satellite Campus of ASET)		
Office hours:	Monday through Friday, 7 AM – 4 PM		
Address:	150 Camellia Way, Galt, Ca 95632		
Telephone:	(209) 560-0214	Fax::	(209) 744-1707
Center Manager:	Michele Socik	Email:	michele.socik@cahumandevlopment.org
Administrative Assistant:	Adriana Gomez	Email:	adriana.gomez@cahumandevlopment.org
Instructional Staff	Mariano Guzman, Truck Driving Instructor:		
:	Mariano has over 4 years of work experience in the trucking industry. He has a GED and went to Western Pacific Truck School in Stockton for his class A license. He worked in various truck companies like Swift, Knight Transportation, and Stenson Logistics. Mariano has both local and long haul truck driving experiences c... He joined CHD in 2014.		
	Raul Murillo, Vocational and Workplace Literacy Instructor and GED Instructor:		
	He possesses a Bachelor's degree majoring in Spanish and a masters' degree in Spanish as well. Raul holds a California teaching credential and has been a GED instructor for CHD. In the last three years and also for Sacramento State University. Raul joined CHD in 2012.		

Campus:	OLIVEHURST ASET CENTER (Branch Campus of ASET)		
Office hours:	Monday through Friday, 7 AM – 3:30 PM		
Address:	1468 Sky Harbor Drive, Suite "G" Olivehurst, CA 95961		
Telephone:	(530)741-2924	Fax:	(530) 741-8435
Center Manager:	Ann Nash	Email:	ann.nash@cahumandevlopment.org
Office Assistant:	Vacant		
		Class Hours:	7:00am-11:00am & 11:30am-3:00pm
Instructional Staff:	Carlos Elizarrarás, Welding and Forklift Operation and Safety Instructor		
	Carlos is American Welding Society (AWS) certified and has been in the welding industry since 1978. He is an advisor for welding companies across the State of California. He holds Welding and Machine Technology certificates. He has been with the Olivehurst ASET Center since 2001. He is also a certified Forklift instructor.		
	Arturo Villa, Truck Driving and Forklift Operation and Safety Instructor		
	Arturo obtained his commercial driver license in 1997. He has many years of experience in the trucking industry. He has been very successful in instructing and assisting students to obtain the commercial driver license. Arturo has been with the Olivehurst ASET Center since 1998. He is also a certified Forklift instructor.		

II. GENERAL INFORMATION

A. CHDC DESCRIPTION AND MISSION

Incorporated in 1967, the California Human Development Corporation (CHDC) is a nonprofit, community-based organization. Our mission is to create paths and opportunities for those seeking greater self-sufficiency, independence and dignity through education, training, housing and other services.

B. ASET CENTER MISSION

The mission of California Human Development Corporation's Anthony Soto Employment Training Center is to provide job-related education and training to low-income, unemployed, and under-employed people that will lead to their full-time, year-round employment. Our goal is to make a significant difference in the lives of disadvantaged people.

C. ASET CENTER ADMINISTRATION

The ASET Centers function within the Farm Worker Services /Workforce Development Division as units of California Human Development Corporation. The Farm Worker Services/Workforce Development Division Program Director oversees all school functions. CHDC's key organizational elements include: a volunteer board of directors, a central administrative staff headed by

a corporate president/CEO, local administrative and service staff, and a network of volunteer advisory committees that provide policy input into local programs. The corporate headquarters is located in Santa Rosa, California.

ASET Center administrators strive to provide programs that are: sound and up-to-date; clearly and truthfully described; and managed in a responsible manner. They also ensure that instructors are qualified and use effective training methods and that students gain worthwhile benefits from participating in ASET Center training programs.

D. CHDC BOARD OF DIRECTORS

The primary role of the board of directors is to set overall policy for the corporation. The board determines the corporation’s mission and sets goals aimed at building and maintaining an increasingly effective, high quality continuing education and human service organization.

The members of the CHDC board of directors are experienced and effective volunteer representatives of the geographic areas and the different communities serving the corporation’s programs. Board members average five years of experience on previous boards of directors. One-third of the board members represent the low-income community, one-third represents the private sector and one-third represents the public sector.

NAME	CITY
Miguel Mejia (<i>Chair</i>)	Sacramento, CA
Emila Aguilar	Santa Rosa, CA
Hector Brambila	Napa, CA
Jose Bernardo	Stockton, CA
Doris Unsod	Manteca, CA
Toni Curtis	Sacramento, CA
Chios Holguin	Davis, CA
Jorge Maldonado	Yuba City
Bob Jordan	Cloverdale, CA
Sr. Luciana Manriquez	Sacramento, CA
Perfecto Munoz	Stockton, CA
April Burkey	Vallejo, CA
Luis Sanchez	Stockton, CA
Hector Velasquez	Santa Rosa, CA

E. TRAINING FACILITIES

The address and telephone number for all ASET Center locations are given on the cover page of this catalog. Please contact the local Center Manager at the phone number listed for any further information.

Since we provide vocational training, our facilities replicate an industrial or business environment to the greatest extent possible. Our facilities are located in industrial areas among the companies and businesses that employ our eager, well-trained graduates. Students learn in an industrial environment so that, when the time comes for transition from “campus” to work, there are few adjustments to be made in working hours, travel arrangements or other work-related behaviors. Inside ASET Center facilities, the space is divided into: shop areas for each industrial skill; break rooms for staff and students; classrooms for basic remedial instruction, theoretical “book” learning, testing, lectures, and recitation; and office space for staff and instructors. In the shop areas, students stand or sit at workstations or machines as they would on the job. The maximum enrollment level per course is fifteen students. Instructional Aides may assist instructors in larger classes.

Facilities are ventilated, heated, and well lit. In shop areas, the most effective environmental control may be the opening or closing of the overhead bay door. Levels of noise, dust, smells, and comfort are well within what is safe and healthy, but definitely not as pleasant, free of distractions, and sedentary as a school classroom. Industrial and personal safety are taught and practiced consistently. Facilities are inspected frequently, and approved by all relevant agencies for occupational health and safety, fire prevention, and disabled accessibility.

All ASET Center facilities are located on the ground floor, where shops, classrooms, restrooms and appropriate workstations are physically accessible to the disabled.

III. EDUCATIONAL PHILOSOPHY

Our training approach is hands-on job training in an industrial setting, appropriate to the skill being taught, and under conditions found in industry. Items are utilized from each workplace such as training schedules, safety concerns, tools and equipment.

Our educational approach features:

- * Hands-on vocational training in a simulated work environment
- * Individualized, competency-based progress towards job readiness
- * Training to meet the needs of local employers with input from industry
- * Tools, equipment, conditions and standards such as in the business or industry are utilized
- * Counseling support reinforcing positive attitudes and confidence
- * Individualized counseling for job development and placement.

A. TOOLS AND EQUIPMENT USED IN TRAINING

- **Assembly & Fabrication:** Hand tools, drill presses, table saws, and powered hand tools.
- **Building Construction:** Basic hand and power tools and other stationary equipment, such as radial and table saw, drill press, sanders, planers, joiners' grinders, and other specific tools, depending on area of study.
- **Forklift Operation and Safety:** Forklifts; videos and manuals.
- **Office Occupations:** Computer and peripheral equipment, word processors, electronic sheet application, keyboard application.
- **Security Officer (non weapons):** *Power to Arrest Manual*, , Department of Consumer Affairs, Bureau of Security & Investigative Services; TV Monitoring station; Security key-in station; handcuffs; flashlight; radios.
- **Shipping & Receiving:** Forklifts, pallet jacks, scale, computers, packaging equipment, videos and manuals.
- **Telecommunications Line Installer:** National Electrical Code; Videos: Cable Pre-Pulling, Horizontal Cable Pulling, Riser Cable Pulling, Work-Area Cable Pulling; converters; decoders; signal level meters; digital multi-meters; 6-ft. drill & other hand/power tools; low-voltage components; ladders; poles with rungs.
- **Truck Driver Training:** Trucks, trailers, truck maintenance tool kits, books, plus a complete video and audio truck driving library.
- **Welding:** Various welding machines, metal working machines, mills, lathes, hand tools, grinders, cutting torches, and saws, safety equipment, such as leathers, gloves, helmet and safety glasses, videos, and books.
- **Spanish Literacy:** Students will be using specialized bibliography and short stories.
- **Mathematics Level I:** Paper, pencils, and learning materials.
- **Mathematics Level II:** Several exercises and learning material for fractions, as well as all the materials designed by the instructor.
- **Introduction to Computers:** Computer and printer, software applications include Mavis Beacon Typing and Microsoft Office Professional, and materials designed by the instructor.
- **Cashiering and Inventory:** Point of Sale software and manual.
- **Payroll Clerk Training:** Students will be using an Accounting and a Payroll Software.
- **VESL I:** Paper, pencils and learning materials.
- **VESL II:** Paper, pencils and learning materials.

B. LIBRARY AND OTHER LEARNING RESOURCES

ASET Center does not have a library but has learning resources such as books, videos and other instructional materials that are utilized by the instructors in Welding, Truck Driver, Building Construction, Shipping and Receiving, and Forklift Operation and Safety. Since most of the instruction is handled by "hands-on" training, the instructors use videos, textbooks, and copies of instructional materials to enhance the learning experience of the students. These will help students who learn mostly through visual aids. These instructional materials are kept in secured cabinets in each classroom for easier accessibility for the instructors.

The center updates basic instructional materials such as, books and videos periodically.

C. NON-DISCRIMINATION POLICY

ASET Center is committed to providing an environment that is free from discrimination in employment and training because of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, or age.

D. PARTNERSHIP WITH INDUSTRY

The curriculum of each training program is determined by consulting with local employer representatives and businesses within local industry with which Center Managers and instructors are in frequent contact through each Center's Industrial Advisory Board (IAB).

Members of the Industrial Advisory Boards (IAB) meet with the Center Managers and the teaching staff to provide input on curricula, equipment, labor market trends, and qualifications and attitudes expected by the hiring employers. The IAB meets at least two times a year to keep current on the labor market. A current list of each Center's IAB membership is available upon request at each Center.

E. COMPETENCY-BASED TRAINING AND PERFORMANCE OBJECTIVES

Students are evaluated throughout the program against consistent, specified, job-related standards. Special emphasis is placed on ongoing evaluation, since a student is considered to have attained successful completion of the program only when has demonstrated sufficient competency and met all objectives established on the curriculum.

Although ASET Centers do not offer onsite licensing or certification for most programs, and do not guarantee that any student will pass any outside examinations, we do offer programs that involve preparation for licensing, certification, or other outside examinations. Therefore, ASET Centers help students to meet all objectives established on the curriculum; which includes developing the ability to pass such tests as may be required for employment

IV. SCHOOL SERVICES

A. VOCATIONAL AND PERSONAL COUNSELING

Instructors are the front line vocational advisers as they are with students throughout the day. ASET staff provides resources and advising that may help students gain access to social services that can help deal with potential barriers to training and employment. Information about drug and alcohol abuse prevention and education as well as addiction recovery programs is available to students who need them.

B. JOB SEARCH AND SURVIVAL SKILLS

ASET Centers provide job search and life skills instruction to prepare students for entry and survival in the competitive labor market. Students are provided useful information such as; how to get and keep a job; where to look, how to present abilities at the job interview and on the job; and are given tools to cope with basic social and economic life challenges.

C. JOB PLACEMENT ASSISTANCE

ASET Center staff and other CHDC employees assist students in finding employment during training as well as after the program are completed. All members of our staff have frequent contact in the industry and provide leads for job-seeking graduates. **THERE IS NO GUARANTEE OF JOB PLACEMENT**, but teamwork between students and staff increase the likelihood of job placement for each student. ASET Center and CHDC staff maintains communication with placed graduates and employers to assist with job retention or other issues related to the placement

V. ENROLLMENT & ADMISSION

A. ENROLLMENT AND ADMISSION POLICY AND REQUIREMENTS

To enroll in any of the ASET Centers, applicants must meet the following eligibility criteria:

1. Must be at least 18 years old. For the prospective truck driving students, he/she must :
 - a) hold a US driving license for at least six months
 - b) supply a DMV H-6 printout and Motor Vehicle Release Authorization Form (MVR) (NOTE: must be approved by the CHDC's insurance company)
 - c) be able to pass the DOT (Department of Transportation) physical & drug tests.
2. Have a secure funding for training
3. Meet all requirements of the program
4. Agree to abide by ASET Center's policies and procedures

5. Those applicants who do not have a High School diploma or GED must take and pass the Comprehensive Adult Student Assessment Systems (CASAS) test with a raw score of 16 or 222scale score
6. If client had prior drug test from other clinics, this must be done within 30 days.
7. If student decides to enroll, both the Enrollment Agreement and the Program Participant Contract (PPC) must be understood and signed by both the student and the ASET Center Manager.

Potential trainees are evaluated by our qualified staff and participate in a seven-day assessment period,, except a three day assessment period for the Forklift Operation and Safety training. . During the assessment period, it is determined if any of the ASET Center’s training programs is suitable for that trainee, and whether or not the trainee will benefit from the training selected. Before or on the seventh day assessment, the student can quit the training and will not be considered a drop-out.

B. FINANCIAL AID PROGRAMS

ASET Centers do not offer financial aid programs at present time.

C. STUDENTS FROM OTHER COUNTRIES

Currently, the ASET Centers are accepting students from other countries as long as they have a legal permit to live and work in the United States.

D. LANGUAGE PROFICIENCY REQUIREMENTS

English is the medium of instruction in all of our classes. Therefore, all students have to speak, read and write English well. If a potential student does not have a High School diploma or GED, he/she needs to pass the CASAS test with a grade level of at least 7th grade or higher.

VI. ASSESSMENT AND CREDIT

Performance evaluations and written tests are both used to measure attainment of specific objectives. Students are assessed throughout the training in order to provide ongoing information about their progress. Students are evaluated monthly to determine achievement of objectives for all trainings, except for Forklift Operation and Safety, which is done by the end of the training. Students’ performance is evaluated by completion of projects. Students are required to pass an exit exam at the end of the training. Grades are assigned for each project based on quality and the time it took the student to complete the work. Evaluations are documented on a Progress According to Plan form for each student.

Instructors meet with each of their students and their counselors monthly (except if students are veterans; see part D of this section) to review their student Progress According to Plan. Work habits and attitudes are also assessed and discussed at that time. Students who have reached the midpoint of their program must successfully have completed all work scheduled for the first 33% of the original number of clock hours. Completing at least 80% of original clock hours is the minimum required to graduate. If students have not successfully completed the scheduled work, they will be deemed as not making satisfactory progress and will be placed on Academic Probation (See part B of this section.)

A. GRADING POLICY

A 2.0 grade point average or above is required for satisfactory progress. Grade and test score percentages are calculated by using the following chart:

90% -100%	4.0
80% - 89%	3.0
70% - 79%	2.0
60% - 69%	1.0
Below 60%	0.0

Students are graded monthly (except if they are Veterans; see part D of this section), and those who do not meet the Academic and / or attendance requirements will be subject to probation.

B. ACADEMIC PROBATION

Center Manager will place any student who is not making satisfactory progress on academic probation for two weeks upon recommendation of the instructor. Student’s progress is reviewed at the end of this period. If student has earned a 2.0 grade point average at the end of the academic probationary period, he/she is released from probation.

Any student who does not earn a 2.0 grade point average at the end of the probationary period will lose educational benefits and may be dismissed from the program with recommendation from the Counselor, Instructor, and Center Manager.

A student who is eligible to receive veteran benefits and fail to comply with the academic probation will result in the discontinuation of the Department of Veterans educational benefits. ASET Center is required to notify this failure to the Department of Veterans within 30 days of the occurrence.

C. CREDIT FOR PREVIOUS TRAINING

A student may receive credit for previous training if:

1. it was completed recently within the last year
2. it was sufficiently thorough and relevant
3. Student can demonstrate satisfactory proficiency prior to enrollment.

Any prospective student will be evaluated by the instructor for the training he/she is interested in entering.

ASET Center Manager will make a determination on previous education and training, grant credit when appropriate, reduce the length of the program proportionately on the recommendation of the instructor and keep records of this process.

D. VETERANS' POLICY

ASET Center will keep written records of the progress for each enrolled veteran or person eligible for Veterans' benefits [CFR 21.4253 (d) (2), or 21.4254 (b) (6) and (c) (7)]. Students who wish to receive Veterans' benefits MUST submit a statement of previous training to the school for consideration. The institution keeps a written record on file that shows the previous education and training of the veteran or eligible person, and clearly indicates that applicable training of the veteran or eligible person has been evaluated.

Appropriate credit will be given for previous training (see part C of this section), and both the veteran and the Department of Veterans Affairs (DVA) will be notified [CFR 21.4253 (d) (3), or 21.425 (c) (4)]. Appropriate documentation will be maintained.

Students who are veterans enrolled in our: 1) short programs (less than 600 clock hours) will be evaluated for satisfactory progress standards every two weeks; 2) longer programs (600 or more clock hours) will be evaluated for satisfactory progress monthly.

E. REQUIREMENTS FOR GRADUATION

ASET Centers' philosophy is that true success occurs when an individual is placed on a job. Students are encouraged to complete a full course of training, which will provide them with the skills they need for the job market. To be eligible for an ASET certificate of graduation, a student must complete at least 80% to 100% of actual course clock hours and all course competencies passed and completed. In addition, the student has to have an overall 2.0 or above Grade Point Average. ASET Center reserves the right to withhold the certificate in case of unreturned books or materials, missing documentation or signatures.

For the Truck Driving, Welding, Forklift Operation and Safety, and Shipping and Receiving trainings, there are additional Requirements for Graduation. Refer to the corresponding course outline.

F. DOCUMENT OF COMPLETION

Upon graduation, students receive a Certificate of Completion stating that they have successfully completed the specified program of instruction with 80% - 100% of clock hours completed..

G. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the ASET Centers is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of any certificates you earn in any of our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificates that you earn at CHDC/ASET 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 ASET Centers to determine if your credits and/or certificates will transfer.

VII. ATTENDANCE AND OTHER POLICIES AND PROCEDURES

A. TRAINING SCHEDULE

The ASET Center training programs are intensive, requiring seven and a half class hours per day. Classes are generally scheduled from 7:00 AM to 3:00 PM, Monday through Friday, with 30 minutes provided for lunch. Some campuses and some skills may operate on a different schedule because of unique conditions or requirements. Evening classes may be available in some programs at some locations.

B. HOLIDAYS

ASET Centers operate year-round, with some scheduled breaks, and these include announced closings for staff in service training as well as all CHDC Corporate holidays with a possible announced extended break for Winter Holidays.

**New Year's Day
Martin Luther King, Jr. Day
Presidents' Day Observed
Cesar Chavez' Day Observed
Memorial Day Observed
Independence Day
Labor Day Observed
Columbus Day Observed
Veterans' Day Observed
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day**

C. STUDENT CONDUCT

Students are expected to behave in a manner which is consistent with both school and working environments. At the discretion of the Center Manager, students may be suspended for up to four weeks or terminated from school for incidents involving drugs, alcohol or weapons. Behavior creating a hazard to themselves or other students or staff is punishable by two week suspension or termination. All disciplinary action is documented and accompanied by mandatory counseling.

D. ATTENDANCE POLICY

Permission for a pre-scheduled absence from classes must be **arranged in advance** with the Instructor/Center Manager. In the event of an unforeseen absence, students must notify the Center no later than two hours after the start of class. **Class cuts are considered unexcused absences (eg. Leaving school without notifying the Instructor/Management).**

Students failing to maintain satisfactory attendance will be counseled by the Instructor and will be placed on attendance probation. If attendance fails to improve, the Center Manager, acting at his or her discretion, may dismiss a student for unsatisfactory attendance. If the student has no contact with school and has been absent for two weeks, he/she will be dismissed. Re-admission of a dismissed student may be permitted if the cause for unsatisfactory attendance has been corrected.

E. ATTENDANCE PROBATION PROCEDURE

The following three-step procedures shall be used when placing a student on attendance probation:

Step 1. The Instructor will place a student who is absent three times in any period of four consecutive weeks on probation for two weeks. During the two-week probation, the student must meet the requirement of perfect attendance. Any medical absences must be verified and substantiated with a note from a doctor.

Note: an excused absence lasting 1-3 consecutive days may be treated as a single absence, whereas each day of an unexcused absence is considered a separate absence. Absences will be considered excused due to: birth or death in the family, illness, or other reason that is legitimate and can be substantiated.

Step 2. If a student continues to demonstrate an attendance problem, either during probation or after the successful completion of probation, the Center Manager will place the student on additional two-week probation. During any of these two-week probations, student must meet the requirement of perfect attendance in order to be taken off probation.

Step 3. Any student who continues to fail the attendance requirements may lose educational benefits and will be dismissed from the program for unsatisfactory attendance. Some mitigating circumstances may apply.

Students who are eligible to receive veteran benefits and fail to comply with the attendance probation will result in the discontinuation of the Department of Veterans educational benefits. ASET Center is required to notify this failure to the Department of Veterans within 30 days of the occurrence.

F. TARDY POLICY

Any student who punches in on the time clock after five minutes of the scheduled time will be considered tardy. The following three-step procedures will be applied as follows:

Step 1. The Instructor will place any student who is tardy three times during any period of four consecutive weeks on probation for two weeks. During this two-week probation period, student must meet the requirement of no tardiness for two consecutive weeks.

Step 2. If violation of this policy re-occurs, student is required to have a conference with the Center Manager, Instructor and Counselor, and is subject to a second two-week probation period with no tardiness.

Step 3. A student who fails to meet the terms of probation may lose educational benefits and will be dismissed from the program. Some mitigating circumstances may apply.

G. MAKE-UP POLICY

All programs are self-paced, and each student receives individual instruction. Students may make up missed class hours at the end of the program. Therefore, each student is able to complete all program hours at his/her own pace, not to exceed one hundred percent (100%) of the length of the program.

H. LEAVE OF ABSENCE POLICY

A student is allowed one leave of absence per program term. Under extraordinary circumstances, a student may request a leave of absence for as long as needed, no more than one per program term, but leaves must not total more than 60 calendar days. The student must submit, in his/her own handwriting, a request for a leave of absence to the Instructor for approval. The Instructor will then discuss this request with the Center Manager and either approve or disapprove the leave.

All leaves will be granted at the discretion of the Center Manager. If the leave is granted, the Program Participant Contract will be amended to include the new expected completion date of the program.

Upon return from leave, the student continues the program from where he/she left off. If training is not resumed at the end of any leave of absence, the student will be terminated. (See Refund Policy on page 15 for tuition refund, if applicable.) Some exceptions may apply as long as it does not exceed the 60 calendar day period.

I. APPEAL PROCEDURES

A student may appeal probationary status and/or dismissal if he/she believes there are mitigating circumstances. To appeal, a student must notify his or her instructor in writing of the special circumstances. The instructor may discuss and review the mitigating circumstances with the student in order to make a decision about the probation or dismissal within five working days of receipt of the appeal.

If the student is not satisfied with the outcome, the matter must be brought, in writing, to the Center Manager. The Center Manager may meet with the Instructor, and/or student to review the reasons for the appeal as well as the circumstances that resulted in the probation or dismissal. The Center Manager will make a decision and inform student within five working days of receipt of the appeal.

If the student is still not satisfied with the decision, he/she may appeal in writing within five working days of the Center Manager's decision to the Farm Worker Services/ Workforce Development Division Director, whose final decision will be made within ten days of receipt of the appeal,

ASET Centers are committed to prompt resolution of all appeals.

J. DRUG-FREE POLICY

All program participants are hereby notified of CHDC's policy to provide a "Drug-Free Workplace" for all ASET Center campuses. This policy is being created as per the requirements of the United States Federal Government, specified in the Federal Register, Vol. 54, no. 19, Tuesday, January 31, 1989, Rules and Regulations. Students are further notified that manufacturing, distributing, dispensing, possessing of or using a controlled substance is prohibited if occurring in conjunction with attendance at programs at an ASET Center.

The following conducts are grounds for discipline, up to and including termination:

- * Use, possession, sale, or solicitation of illegal or controlled substances (e.g., drugs) in conjunction with school attendance
- * Coming to class under the influence of illegal or controlled substances (e.g., drugs and alcohol)
- * Coming to class under the influence of alcohol and/or drugs, or using any illegal substance on the premises.
- *

K. DRUG POLICY DISCIPLINARY PROCEDURES

Students who are suspected to be under the influence of a substance during school time may be subjected to drug testing. A determination will be made immediately when a participant's drug results turn out positive. Students, who are taking prescription that could affect their abilities in the use of machinery or equipment, should notify their instructor. Students with substance dependencies are encouraged to seek assistance. The institution may refer any student wanting to participate in a substance abuse program. Information pertaining to these programs would be made available at each ASET Center.

L. TERMINATION FROM TRAINING

Termination from the program before training completion will occur in one or more of the following reasons:

1. Student does not comply with the attendance / tardy policy
2. Student is in violation of the school's rules and regulations
4. Student voluntarily withdraws from the program either verbally or in writing
5. Student who cause physical injuries to his/her fellow students or staff
6. Student who test positive for drug or alcohol after enrollment
7. Student with excessive misconduct

M. RE-ADMITTANCE POLICY

Re-admittance of students after termination/leave of absence will be considered only on a case-by-case basis. A determination will be recommended by the instructor with final decision made by the Center Manager.

Students re-admitted after termination will not be required to repeat or pay for portions of program cost that is already completed. Evaluation will be based upon one or more of the following situations; instructor's observation report, written examination and oral examination. Credit allowed will be recorded on an Enrollment Record and the length of the program will be taken into consideration basing on above factors.

N. COMPLAINT PROCEDURE

The purpose of the complaint procedure is to provide the recipient of our services an opportunity to be heard. While every effort is made to provide students with the best possible service, problems sometimes occur. When this happens, complaints will be fully documented and action taken to resolve them. Appeal procedures can also be used for grievances relating to disciplinary action, probation, and termination from the program.

Students seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action should be made to the Center Manager. If complaint is not resolved, students should make a request for resolution to the Farm worker Services Director.

A complaint that is not resolved within 30 days after it was first made may be directed by any student to:

Department of Consumer Affairs
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
Mail P.O. BOX 98018 West Sacramento, CA 95798-0818
1 (888) 370-7589

It is the mutual goal of the ASET Centers and the BPPE to provide quality-training programs. When problems arise, students should make every attempt through this formal complaint procedure within the institution to find a fair and reasonable solution. Students are not required to use the voluntary complaint procedure prior to exercising contractual or legal rights or remedies that may be available to them.

Specific Procedures: A student may lodge a complaint by communicating orally or in writing to any instructor, Center Manager, or counselor. The recipient of the complaint shall transmit it as soon as possible to the Center Manager, who shall attempt to resolve all complaints.

If a student orally delivers the complaint, and the complaint is not resolved, either within a reasonable period or before student again complains about the same matter, staff shall advise student that a complaint must be submitted in writing to the Center Manager. Staff shall provide student with a written summary of ASET Centers' complaint procedure.

If student is a veteran, the department of Veterans' Affairs shall be notified. For more information or for resolution of specific payment problems, the Veteran should call, toll free number below:

**The Department of Veterans' Affairs
1-800-827-1000**

Student's letter of complaint must contain the following:

1. The nature of the problem(s)
2. The approximate date(s) that the problem(s) occurred
3. The name(s) of the individual(s) involved in the problem(s) (within the Center, and/or other students who were involved)
4. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions)
5. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting outside agencies or institutions
6. All complaints should be signed
7. A copy of the complaint may be sent by student to the BPPE.

If a student complains in writing, the ASET Center shall, within 10 days of receiving the complaint, provide student with a written response, including a summary of the Institution's investigation and disposition of it. If the complaint or relief requested by student is rejected, the reasons for the rejection shall be included. Student's participation in the voluntary grievance procedure and the disposition of a student's complaint shall not limit or waive any of student's contractual or legal rights or remedies.

Responsibilities:

The Center Manager has the authority and duty to do the following:

1. Investigate the complaint thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint
2. Reject the complaint if, after investigation, it is determined to be unfounded; or, to compromise; or, to resolve the complaint in a reasonable manner, including recommending a refund to the tuition payer
3. Record a summary of the complaint, its disposition, and the reasons and place a copy of the summary along with any other related documents in student's file and, forward a copy of the summary to the Farm Workers Services/Workforce Development Division's Program Director, who will then make an appropriate entry in the log of student complaints.

The Farm Worker Services/Workforce Development Division Program Director shall be responsible for the following:

1. Establish and maintain a file throughout the investigation and hearing(s). The complainant and respondent will receive copies of all paperwork pertaining to the investigation
2. If the complaint is valid, and if it involves a violation of law, and it is not resolved within 30 days after it was first made by student, the Farmworker Services and Workforce Development Division's Director shall notify the BPPE and law enforcement authorities (if appropriate) of the complaint, investigation, and resolution or lack of resolution
3. If the complaint is valid, the Farm Worker Services/Workforce Development Division Program Director will determine what other students, if any, may have been affected by the same or similar circumstances, and provide an appropriate remedy for those students

4. Implement reasonable policies or procedures to avoid similar complaints in the future.

O. STUDENT RECORDS

Enrollees are advised that state law requires this educational institution to maintain permanent student records such as transcript of records and all certificates. All other student records are kept by the institution for a period of five years. Inquiries should be addressed to the Anthony Soto Employment Training Center where the student is or was enrolled. Students are guaranteed access to their files and are encouraged to discuss their student record with appropriate staff.

ASET Centers have a policy of strict confidentiality of student records. Information about individual students is released only when required by law or regulation, or a student signs a release form for his/her records to be released to another academic institution, employer or other entities needing the student records.

Statistical information about groups of students, without identification of individuals, is also used and released only for legitimate educational purposes.

P. VISITATION POLICY

It is a school safety policy to have all visitors check-in at the front office before proceeding. In an effort to maintain continuity of classroom instruction, all visitors will be directed by staff to a waiting area, and staff or students will be contacted as needed. Visitors are limited to the time that staff and students are available, except for an emergency. Students are not allowed to have visitors in the classroom at any time.

VIII. FINANCING THE TRAINING

A. TUITION POLICY

No registration or application fees are charged to student. Tuition is due and payable in advance, unless:

- 1) other arrangements are made before enrollment or
- 2) the student is sponsored by a contracted funding source. Tuition is billed to student's sponsoring funding source according to that source agreement with the ASET Centers.

Unless the funding source's regulations state otherwise, tuition, or any unpaid balance thereof, is due and payable when student has completed 60% of clock hours. Delinquent tuition will be referred to Corporate Accounts Receivable Unit for collection. All payments must be made by check such as money order, cashiers check or credit card. Neither personal checks nor cash will be accepted for tuition.

The tuition fee covers registration, training materials, and other costs, with the following exceptions: *safety clothing, hand tools or other vocation-specific tools, special workbooks, state licensing fees, vocational certifications, or outside testing fees*. These exceptions vary program by program, and constitute costs in addition to the scheduled tuition shown in this catalog.

Students who are paying for themselves will need to purchase or borrow these items for the duration of the training. Students funded by third-party sources, such as through grants or loans, will discuss all additional costs during their enrollment interviews, to make sure the needed items for their program are included in the funding they are receiving for training. 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. ASET Centers do not participate in state or federal financial aid programs.

B. CANCELLATION POLICY

Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day of the start of training, whichever is later, except for the Forklift Operation and Safety training which happens on the first day or the third day after enrollment. Cancellation must be made in writing to the Center Manager. For non-starters or students who cancel contracts prior to start date, all re funds due will be made payable within forty five (45) days of the date of cancellation.

C. REFUND POLICY

ASET Centers will refund 100 percent of the amount paid for tuition charges without penalty or obligation if notice of cancellation is made on or before midnight of the seventh day after the first day of instruction, except for the Forklift

Operation and Safety training which is done on the first day of instruction or the third day, whichever is later.. Notification of withdrawal or cancellation and any requests for a refund should be made in writing to the Center Manager. For non-starters or students that cancel contracts prior to class start date, all refunds due will be made within ten (10) days of the class or the date of cancellation. For enrolled students, all refunds due will be calculated from the last date of attendance and are paid within forty-five (45) days from the documented drop date. The documented drop date is determined by written notice from the student or by applying the school attendance policy. **Note:** for veteran refund policy, refer to school catalog. Refunds will be paid to the party/parties that prepaid the tuition for the student. If a third-party prepaid the tuition, the computed refund will be paid to the third party. If more than one party prepaid tuition, the refund will be paid in proportion to the tuition prepaid by each party. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Prepaid tuition will be refunded on a pro-rata basis for any termination that occurs on or before 60 percent of the program clock hours of instruction. The pro-rata amount will be computed by using the ratio of the number of hours of instruction completed to the total number of hours of instruction scheduled for a given program. For example, if a student paid \$4,414 for a 630-hour program and s/he only completed 191 hours, the refund would be \$3,076 ($\$4,414 / 630 = \$7/\text{hr} * 191 \text{ hrs} = \$1,338$ owed to ASET Center; $\$4,414 - \$1,338 = \$3,076$ refunded to student). No tuition will be refunded for any termination that occurs after sixty percent (60%) of instructional clock hours completed.

D. REFUND POLICY FOR NON-ACCREDITED COURSES-CFR21.4255

CHDC/ASET CENTERS have and maintain a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to completion. 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, that the length of the completed portion of the course should bear its total length.

Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited courses.

E. CALIFORNIA STUDENT TUITION RECOVERY FUND 76215a

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

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

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have not separate agreement to repay the third party.

The State of California created the Student Tuition

Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than to days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove and collect on a judgment against the institution for a violation of the Act." However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited Sections 94877 and 94923, Education Code, Reference: Section 94923, Education Code.

The current STRF assessment amount is \$0.00 per \$1000.00 of total institutional charges.

It is important that students keep copies of the enrollment agreement, receipts or any other information that documents the monies paid to the school.

Questions regarding the STRF may be directed to:

Bureau for Private postsecondary education (BPPE)

P O Box 980818

West Sacramento, CA 95798-0818

Telephone (916) 431-6959

F. OTHER DISCLOSURES: HOUSING AND DISTANCE EDUCATION PROGRAMS.

ASET Centers do not provide distance education program or housing assistance or have no responsibility to assist students in finding housing

IX. TUITION SCHEDULE

Not all programs are offered at all campuses; contact the ASET Center nearest you for more information. For course requirements, refer to courses outlines.

TRAINING PROGRAM	WEEKS	HOURS	TUITION
Assembly & Fabrication	17	630	\$ 4,410.00
Building Construction	18	660	\$ 5,280.00
Cashiering and Inventory Control Clerk	3	100	\$ 800.00
Forklift Operation and Safety	2	75	\$ 600.00
Introduction to Computers	2	72	\$ 756.00
Mathematics Level I	4	128	\$ 1,024.00
Mathematics Level II	4	128	\$ 1,024.00
Office Occupations	16	600	\$ 4,200.00
Payroll Clerk	3	100	\$ 800.00
Security Officer (non weapons)	8	300	\$ 3,600.00
Shipping and Receiving	16	600	\$ 4,200.00
Spanish Adult Literacy	4	128	\$ 1,024.00
Telecommunications Line Installer	18	660	\$5,280.00
Truck Driver	8	300	\$ 3,000.00
Vocational English as a Second Language I (VESL I)	7	250	\$ 2,000.00
Vocational English as a Second Language II (VESL II)	7	250	\$ 2,000.00
Welding	18	660	\$ 5,280.00

COURSES OFFERED AT THE ASET CENTERS

LAST DATE REVISED: June 23, 2015

Not all programs are offered at all ASET Centers locations at all times. The following chart indicates the programs and locations where currently offered at the ASET Centers. Programs may be offered at additional locations in response to demand, so be sure to check with your local ASET Center for further information.

TRAINING PROGRAM	ASET CENTER LOCATIONS			
	Santa Rosa	Stockton	Galt	Olivehurst
Assembly & Fabrication				
Building Construction	√	√	√	
Cashiering and Inventory Control Clerk	√			
Forklift Operation and Safety	√	√		√
Introduction to Computers/Job Readiness *			√	
Mathematics Level I				
Mathematics Level II				
Office Occupations				
Payroll Clerk Training				
Security Officer (non weapons)				
Shipping and Receiving	√	√		
Spanish Adult Literacy				
Telecommunications Line Installer				
Truck Driver Training*	√	√	√	√
Vocational English as a Second Language I* (VESL I)			√	
Vocational English as a Second Language II* (VESL II)				
Welding		√	√	√

* Offered at satellite location.

XI. PROGRAM DESCRIPTIONS

Program Name:	ASSEMBLY AND FABRICATION	One Code:	51-2099.99
Total Training Time:	630 Clock Hours, 17 weeks	ETPL Code:	40080712490000
Educational and Occupational Objectives:	At the end of the training, the student should be able to perform basic assembly and fabrication in the manufacturing of metal, glass, fiberglass, rubber, plastic products, and food industries.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a Comprehensive Adult Student Assessment Systems (CASAS) test and also a drug test...		
Physical Abilities Required:	Student must possess the ability to learn, to lift at least 25 lbs, to read and follow directions, to communicate clearly, near vision, standing or sitting for prolonged periods. Pass the Final Examination.		
Graduation Requirement:			

PROGRAM COURSE OUTLINE:

Course Segment and Description	Clock Hours
Introduction to Orientation & Safety: Personal safety, safety on the job and proper usage of all tools and equipment.	75
Basic Math: Basic math review including addition, subtraction, multiplication, division, decimals, and fractions.	125
Basic Soldering: Student will learn basic soldering techniques	50
Introduction to De-Solder and Re-Work: Techniques for re-soldering, cleaning and re-working printed circuit boards.	25
Occupational Math: Reading and utilizing a ruler, tape measure and other devices.	75
Hand & Power Tools: Manual and powered hand tools, including drill press and power saw.	112
Work Flow & Working Drawings: Basic knowledge of assembly drawings; used for production methods to manufacture coils accurately and in a timely manner.	75
Quality Control, Sorting and Packaging: Inspect work completed in previous module, using wire list and assembly drawings, package products.	38
Introduction to computer usage: Basic keyboarding skills and learn to use input devices (i.e. mouse).	25
Job Search Training: Complete employment applications locate and apply for job opportunities; gain basic knowledge of interviews and preparation of resumes.	30
(Not currently offered)	TOTAL CLOCK HOURS
	630

Program Name:	BUILDING CONSTRUCTION	O'Net Code:	49-9042.00
Total Training Time:	660 Clock Hours, 18 weeks	ETPL Code:	46040112390000

Educational and Occupational Objectives:	At the end of the training, the student should be able to perform basic skills and be prepared for successful entry-level employment in target occupations associated with carpentry, plumbing, electrical, heating and air conditioning or any green related industry, and other general construction or maintenance trades.
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a Comprehensive Adult Student Assessment System (CASAS) test. In addition potential student must pass a drug test.
Physical Abilities Required:	Students must be able to speak, read, write and follow directions in English, lift at least 50 lbs, crawl, climb, reach, bend and stoop. Pass the Final Examination.
Graduation Requirement:	

PROGRAM COURSE OUTLINE:

Course Segment and Description	Clock Hours
Introduction to Building Construction: Identifying the basic requirements for Building Construction.	15
Safety on the Job: Identifying and using safety devices and equipment, maintaining proper workplace behavior, identifying potential hazards and completing safety inspection documentation.	15
Remedial: Performing all Mathematics skills from addition through percent, cost, and time estimation.	40
Measuring: Identifying and using various measurement devices associated with the trades.	40
Blueprinting: Reading and following the detail instructions of shop and construction blueprints.	37
Tools: Identifying, setting up and safely using various hand, power, and special tools associated with trades.	25
Building Construction: Keeping accurate records and performing the cleaning scheduled and unscheduled maintenance, inspection and repair of existing interior and exterior walls, floors, ceilings, doors, windows, safety systems, electrical systems and plumbing fixtures in residential and commercial buildings, and all green related methods.	44
Carpentry: Selecting proper materials, troubleshooting problems and performing repairs, calculating cost and time efficient installations associated with basic woodworking, roofing, drywall, finished carpentry, residential and commercial building components, and all green related methods.	120
Plumbing: Selecting proper material, troubleshooting problems and performing repairs, calculating cost and time efficient installations associated with indoor and outdoor plumbing systems, and all green related methods.	120
Electrical Works: Selecting proper material, seeking out problems and performing repairs, practicing cost and time efficient installations associated with indoor and outdoor electrical devices and wiring systems, and all green related methods.	120
Heating and Air Conditioning Systems: Selecting proper material, troubleshooting problems and performing repairs, calculating cost and time efficient installations associated with residential and commercial heating and air-conditioning devices and systems, and all green related methods.	60
Job Seeking and Retention Skills: Locating and applying for job opportunities; setting up and handling job interviews; on-the-job social skills and handling employer expectations.	24
TOTAL CLOCK HOURS	660

Program Name:	CASHIERING AND INVENTORY CONTROL CLERK	O'Net Code:	41-2011.00
Total Training Time:	100 Clock Hours, 3 weeks	ETPL Code:	43010912491001
Educational and Occupational Objectives:	At the end of this training, the student will demonstrate satisfactorily the ability to receive and pay out money, keep records of money and negotiable instruments involved in financial institutions, as will be able to establish a friendly and respectful communication with clients. The student will be able to obtain a job in banking institution, retail industry or jobs in customer service.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass the Comprehensive Adult Assessment Systems (CASAS) test and drug test.		
Physical Abilities Required:	Student must possess the ability to learn, good oral communication and, comprehension, clear speech, and speech recognition, near vision, information ordering and problem sensitivity.		
Graduation Requirement:	Pass the Final Examination.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Cashier Operations: Common techniques for handling cash registers and applications including understanding and using the End of Day Report.			21
Inventory Management: Managing inventory basics, inventory techniques, safety procedures			18
Merchandise Receiving and Purchasing: Recording merchandise received and creating purchase orders.			15
Customer Service: Tracking and managing client records and orders, handling sales returns and receipt management.			34
Reports and Sales Charts: Obtaining and understanding cashier and inventory reports, sales charts, and other documents.			9
Employees and Security: Understand and utilize security measures relating to the cash register.			3
(Not currently offered)		TOTAL CLOCK HOURS	100

Program Name:	FORKLIFT OPERATION AND SAFETY	O'Net Code:	53-7051.00
Total Training Time:	75 Clock Hours, 2 weeks	ETPL Code:	43010912490301
Educational and Occupational Objectives:	At the end of the training, the student will be able to pass the forklift operator certification. The Forklift Operator training program has to be in compliance with the OSHA regulations for the certification of qualified forklift operators. The student will be able to obtain a position in the warehouse industry and other companies.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass a Comprehensive Adult Student Assessment Systems (CASAS) test and also a drug test.		
Physical Abilities Required:	Arm-hand steadiness, depth perception, multi-limb coordination, control precision, static strength, trunk strength, extent flexibility, manual dexterity, stamina, dynamic strength, ability to lift 50 lbs.		
Graduation Requirement:	Obtain the Forklift Certification.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Forklift Operation & Safety: Safe operation through lecture and hands-on training. Training includes daily safety inspection of various types of industrial forklifts. Forklift Certification will be obtained if student successfully passes both written and actual driving tests.			60
Job Seeking and Retention Skills: Locating and applying for job opportunities; setting up and handling job interviews; on-the-job social skills and handling employer expectations.			15
		TOTAL CLOCK HOURS	75

Program Name:	INTRODUCTION TO COMPUTERS	O'Net Code:	None
Total Training Time:	72 Clock Hours, 2 weeks	ETPL Code:	43010912490901
Educational Objective:	At the end of training, student will be able to use the computer as a tool to solve information problems.		
Pre-requisites:	None		
Physical Abilities Required:	Student must possess the ability to understand and identify some hardware devices and software applications.		
Graduation Requirement:	Pass the Final Examination.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Introduction to Computers: Understand the basic functions and concepts of computers.			2
Introduction to the Operation Systems: Understand and apply the basic functions of an operating system.			8
Internet: Understand and utilize Internet services, web navigation, file downloading and internet safety issues.			12
Word Processing: Understand and utilize the main functions of a word processor, formatting, table and layout basics.			20
Spreadsheets: Understand and utilize the main functions of a spreadsheet and the proper use of formulas.			15
Presentations: Understand and utilize the main functions of an application for presentations.			6
File Management: Understanding and utilizing file management techniques including directory navigation as well as moving, copying, deleting, locking, hiding and sharing files.			9
TOTAL CLOCK HOURS			72

Program Name:	MATHEMATICS LEVEL I	One Code:	None
Total Training Time:	128 Clock Hours, 3 weeks	ETPL Code:	43010912490701
Educational Objective:	At the end of this training, student will be able to utilize the knowledge obtained from this course by solving problems that involve addition, subtraction, multiplication and division.		
Pre-requisites:	None		
Physical Abilities Required:	None		
Graduation Requirement:	Pass the Final Examination.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Basic Math Operations: Students will learn to identify numbers by adding, subtracting, multiplying and dividing.			110
Whole Numbers: Student will be able to identify and write the numbers in written form correctly.			18
(Not currently offered) TOTAL CLOCK HOURS			128

Program Name:	MATHEMATICS LEVEL II	One Code:	None
Total Training Time:	128 Clock Hours, 3 weeks	ETPL Code:	43010912490801
Educational Objective:	At the end of this training, student will be able to utilize the knowledge obtained from attending Math Level II oriented to her/his career. Student will be able to solve problems that require the use of negative and positive numbers.		
Pre-requisites:	Satisfactory basic Math testing score or completion of Math Level I.		
Physical Abilities Required:	None		
Graduation Requirement:	Pass the Final Examination.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Decimal Numbers: Solve adding, subtracting, multiplication, and division problems with decimal numbers.			10
Fractions: The student will be able to solve problems that require the use of fractions.			72
Percentages: The student will be able to solve problems that require the use of fractions.			23
Negative and Positive Numbers: Student will be able to solve problems that require the use of negative and positive numbers.			23
(Not currently offered)		TOTAL CLOCK HOURS	128

Program Name:	PAYROLL CLERK TRAINING	Onet Code:	43-3051.00
Total Training Time:	100 Clock Hours, 3 weeks	ETPL Code:	43010912490201
Educational and Occupational Objectives:	At the end of this training the student will be able to understand the basic concepts of a Payroll and utilize a basic Payroll Software Application. The student will be able to fill a job position related to payroll clerk, payroll assistant, payroll technician, etc.		
Pre-requisites:	The student has to have a knowledge in basic Math. Students who don't possess a high school or GED diploma must pass the Comprehensive Adult Student Assessment Systems (CASAS) test and have a raw score of 16 or scale score of 222. Student needs to pass the drug test.		
Physical Abilities Required:	The student must possess the ability to learn, be capable of information ordering, mathematical reasoning, and use of calculator problem sensitivity, deductive reasoning, good visions, and comprehension...		
Graduation Requirement:	Pass the final examination.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Setting and Running Payroll Software: Student will be able to use payroll software for tracking time and mileage of every worker.			20
Payroll Reports: Student will be able to obtain the basic reports of the payroll software.			65
Tracking Time for the Employees: Student will be able to track the time for employees			15
Not currently offered)		TOTAL CLOCK HOURS	100

Program Name:	OFFICE OCCUPATIONS	One Code:	43-9061.00
Total Training Time:	600 Clock Hours, 16 weeks	ETPL Code:	52040812490000
Educational and Occupational Objectives:	At the end of this training, the student will be able to perform basic duties in the target occupations listed below. Students will learn skills needed for a variety of jobs so as to be prepared to accept available employment in the general category of clerical and administrative support occupations as job opportunities occur. All students will participate in Job Seeking and Retention workshops in order to learn how to find and keep a job.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass the Comprehensive Adult Student Assessment Systems (CASAS) test with a raw score of 16 or s cale score of 222 for the Reading 80 Appraisal test; also pass a drug test.		
Physical Abilities Required:	Student must be able to speak, read, write, understand English and sit for long periods of time.		
Graduation Requirement:	Pass the final examination.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Key Boarding: The student will be able to operate a standard office typewriter, computer keyboarding, and 10 key calculators.			75
Business Math: The student will be able to perform basic math including decimals, fractions, percent, discounts, interpreting tabular and graphic data to solve problems...			66
Business Writing and Record Management: Student will be able to understand written sentences and paragraphs in work related documents, transcribing from tape, and communicating effectively with others in writing, filing, retrieving records.			55
Introduction to Personal computers: Students will be able to understand computer usage, major hardware and software components, and the functions and usage of operating systems exemplified by Windows, email and internet. Also covers understanding and utilizing word processing and spreadsheet programs.			165
Introduction to Bookkeeping: The student will be able understand credits and debits, journal; entries, invoices, payables, receivables, bank statements, data entry, payroll processing for advanced students.			75
forms and applying bar coding technology.			50
Business Etiquette and Protocol: the student will be able to understand corporate culture, appropriate dress codes, workplace diversity and office etiquette.			40
Effective Communication: The student will be able to perform the skills of the receptionist area such as; answering telephones, handling messages, office mail and managing documents.			50
Job Seeking and Retention Skill: The student will have the ability to locate and apply for job opportunities; set up and handle job interviews; on-the-job social skills and handle employer expectations.			24
(Not currently offered)			TOTAL CLOCK HOURS
			600

Program Name:	SECURITY OFFICER (NON-WEAPONS)	One Code:	33-9032.00
Total Training Time:	300 Clock Hours, 8 weeks	ETPL	36010912490000
		Code:	
Educational and Occupational Objectives:	At the end of the training, the student will be able to perform the different tasks that are associated to a security officer and should be able to perform the duties of entry level patrol officers, security officers and peace officers.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass the Comprehensive Adult Student Assessment Systems (CASAS) test and also a drug test...		
Physical Abilities Required:	Student must be physically fit and mobile enough to maneuver within and outside facilities to be guarded, to see and hear threats to security, to write reports, to communicate clearly and effectively, to pass all licensing exams, to perform CPR and basic First Aid procedures and to serve in crowd control conditions.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Personal Behavior: Student will be trained in customer service, proper grooming, workplace behavior, and public demeanor.			70
Behavior in Stressful Situations: Student will be trained in personal safety, job site accidents, media tactics, anger management, conflict prevention & resolution, de-escalation of conflict or dangerous situations.			60
Technical & Legal Requirements: Student will be trained in legal responsibilities, general & post orders, FCC-regulated radio etiquette, reporting procedures, and report writing.			64
Physical Response Processes: Student will be able to perform CPR & First Aid, crowd control, challenging & altercation procedures, search & arrest procedures.			80
Job Seeking & Retention Skills: Student will be trained in license testing, licensing, job seeking, job retention, advancement, and ability to locate and apply for job opportunities, set-up and handle job interviews, on-the-job social skills, and handling employer expectations.			26
(Not currently offered)		TOTAL CLOCK HOURS	300

Program Name:	SPANISH LITERACY	One Code:	None
Total Training Time:	128 Clock Hours, 4 weeks	ETPL	43010912490601
		Code:	
Educational and Occupational Objectives:	At the end of the course, the student will be able to engage in basic speaking, reading and writing in Spanish.		
Pre-requisites:	None.		
Physical Abilities Required	None		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Oral Communication: Student will able to express her/his own ideas and understanding the others' ideas.			8
Writing and Reading Vowels: Student will be able to identify and write vowels.			8
Reading Syllables, Words and Phrases: Student will be able to read and write syllables and words to build phrases finally.			32
Advanced Writing and Reading: Student will be able to write down short paragraphs, by using the grammar basic rules.			50
Reading Understanding and Expression of Written Ideas: Student will be able to understand a written story, express her/his ideas and take dictation.			30
(Not currently offered)		TOTAL CLOCK HOURS	128

Program Name:	SHIPPING & RECEIVING	One Code:	43-5071.00
Total Training Time:	600 Clock Hours, 16 weeks	ETPL Code:	49999912490000
Educational and Occupational Objectives:	At the end of this training, the student will be able to apply the acquired skills during the training. Besides, the student will be qualified to perform the occupational skills related to Shipping and Receiving such as stock clerk, warehouse, freight, material mover (automated system), industrial truck and tractor operator, and receiving clerk.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass the Comprehensive Adult Student Assessment Systems (CASAS) test and also a drug test.		
Physical Abilities Required:	Arm-hand steadiness, depth perception, multi-limb coordination, control precision, static strength, trunk strength, extent flexibility, manual dexterity, stamina, dynamic strength, ability to lift 50 lbs.		
Graduation Requirement:	Obtaining the Forklift Certification and Pass the Final Examination.		

PROGRAM COURSE OUTLINE:

Course Segment and Description	Clock Hours
Orientation & Safety: The student will be able to follow instructions; keep work area safe; understand personal safety including proper lifting techniques, use equipment safety guards, proper safety clothing, and protecting personal property.	38
Occupational Math: The student will review basic math including use of decimals, fractions and percent, weights and measures, and use of 10-key calculators.	150
Materials Handling Equipment: By the end of this course Student will understand identification, use and basic maintenance of warehousing equipment.	37
Industrial Forklift: The student will be able to safely operate and maintain various types of industrial forklifts. <i>OSHA Forklift Certification is obtained if this module is successfully passed.</i>	75
Shipping Operations: The student will be trained in order picking; preparation of materials for shipping; packaging; shipping terminology; methods of shipping; selection of carriers; shipping forms and applying bar coding technology.	75
Receiving Operations: The student will be able to use proper receiving terminology; receive documents; bar codes; inspect received materials and deal with discrepancies and damage; distribute paperwork; store received materials and deal with hazardous materials.	75
Inventory Control: The student will be able to use Inventory terminology; part numbers and descriptions; bar codes; inventory reports; data entry; report production; unit costs and quantity calculations; able to physically locate and rotate materials; record physical inventory and cross reference.	126
Job Seeking and Retention Skill: The student will have the ability to locate and apply for job opportunities; set up and handle job interviews; on-the-job social skills and handle employer expectations.	24
TOTAL CLOCK HOURS	600

Program Name:	TELECOMMUNICATIONS LINE INSTALLER	One Code:	49-2022.00
Total Training Time:	660 Clock Hours, 18 weeks	ETPL Code:	36010512490000
Educational and Occupational Objectives:	At the end of the training, the student will be able to apply the skills related to the Telecommunications Line Installer training. The student will be able to install telecommunications lines and cables, burglar and fire alarms, and CATV lines.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass the Comprehensive Adult Student Assessment Systems (CASAS) test and also a drug test...		
Physical Abilities Required:	Student must be able to lift bundles of cable, to climb ladders and poles/rungs, to reach above the head, to crawl, stoop, bend, squat, sit on the floor/ground, to have finger/hand dexterity and full mobility of all limbs, to see dials and gauges clearly, and to hear tones and voices clearly.		

PROGRAM COURSE OUTLINE:

Course Segment and Description	Clock Hours
Occupational & Personal Safety: The student will learn job site safety, use of protective gear, electricity hazards, proper use of hand and power tools, safe use of ladders and pole climbing, CPR and First Aid.	44
Occupational Math: The student will learn basic math, decimals & fractions, weights & measures, estimating shortcuts, percentages, decibel theory & calculations, charts & tables, terminology.	44
Low-Voltage (C-7) Systems: General principles, basic electricity, circuits, power sources, safe installations, protective devices.	88
Low-Voltage Systems Materials: Terminology, uses, characteristics and applications of low-voltage systems materials.	66
Low-Voltage Systems Tools & Equipment: The student will learn terminology, functions, care & operation of hand & power tools and electrical equipment & mobile equipment.	54
Plans, Specifications, & Building Codes: The student will be able to read basic blueprints, specifications, and applicable building codes, understand them and their applications to the installations involved. Blueprints are used to install telephone & computer networks, symbols & codes, basics of the National Electrical Code, FCC regulations, & local codes.	76
Behavioral Skills: The student will learn proper workplace behavior, customer service, proper grooming, and public demeanor, how to work under supervision as well as independently, report to supervisors, and work as part of a partnership or team of installers. Skills include communication, problem solving, and conflict prevention and resolution.	44
Computer Networking & Cable Installing: The student will be able to perform residential, multi-unit dwellings, customer installations, cable routing, and terminal device installations.	44
Instrument Reading Procedures: The student will be trained in converters, decoders, signal level meters, digital multi-meter, as well as signal troubleshooting.	66
Troubleshooting Systems: The student will be able to identify & troubleshoot various copper wires, coaxial wires, & fiber optic cable systems, detecting network faults and document repairs.	110
Job Seeking and Retention Skills: The student will be able to perform license testing, licensing, job seeking, job retention, and advancement. Students will also be able to locate and apply for job opportunities; set up and handle job interviews; understand on the job social skills and handle employer expectations.	24
(Not currently offered)	TOTAL CLOCK HOURS
	660

program Name:	TRUCK DRIVER TRAINING	O'Net Code:	53-3032.01
Total Training Time:	300 Clock Hours, 8 weeks	ETPL Code:	36010212580000
Educational and Occupational Objectives:	At the end of this training, the student will be able to basic control of all trucks to safely maneuver; traffic and delivery locations, as well as pass the DMV Commercial Driver test. The student will be able to land a job as a truck driver, delivery driver, over the road driver, etc.		
Pre-requisites:	Student must be at least 18 years old and pass a Drug and DOT physical test, have a clean DMV printout (H-6), and must have held a USA class C driver's license for at least six months... Students who do not possess a High School or GED diploma must pass a Comprehensive Adult Student Assessment Systems (CASAS) test.		
Physical Abilities Required:	Far vision, reaction time, static strength, response orientation, spatial orientation, near vision, depth perception, extent flexibility, multi-limb coordination, manual dexterity. Obtaining the DMV Commercial Driver License.		
Graduation Requirement:			
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Clock Hours
Basic Operation: The student will learn transportation orientation, control systems, vehicle inspection, basic control, as well as to shift, back and turn. Students will know proficiency development, simulation equipment, and work development.			140
Safe Operating Practices: The student will learn visual search, communication, speed management, space management, extreme driving conditions, and proficiency development.			40
Advanced Operating Procedures: The student will learn hazard perception, emergency maneuvers, skid control and recovery.			16
Vehicle Maintenance: The student will know vehicle systems, preventive maintenance, diagnosing & reporting; diesel fuel systems, diesel air systems; diesel cooling systems; diesel electrical systems and diesel lubricating systems.			54
Non-Vehicle Activities: The student will know how to handle cargo, cargo documentation, hours of service, trip planning, and forklift safety.			26
Job Seeking and Retention Skills: The student will possess the ability to locate and apply for job opportunities, set up handle job interviews, on-the-job social skills, and handling employer expectations.			24
TOTAL CLOCK HOURS			300

Program Name:	VOCATIONAL ENGLISH AS A SECOND LANGUAGE LEVEL I	One Code:	None
Total Training Time:	250 Clock Hours, 7 weeks	ETPL Code:	None
Educational and Occupational Objectives:	At the end of training, the student will utilize a more advanced English vocabulary oriented to the workplace, which he/she can manage both written and orally.		
Pre-requisites:	Satisfactory score on ESL test or completion of Vocational English as a Second Language Level I.		
Physical Abilities Required:	None		
Graduation Requirement	Pass the final examination.		
PROGRAM COURSE OUTLINE:			
Course Segment and Description			Hours
Telephone Conversation: The student will be able to participate in a telephone conversation in English.			20
Using work Materials: The student will be able to identify the different supplies which are necessary to accomplish his/her tasks in the workplace, as well as learning how to fill out requests for work materials.			20
Using Workplace's machines: The student will be able to identify different kinds of machines which are used in the workplace, as well as the use of machine manuals and to complete reports related to these matters, in English.			20
Activities Planning: The student will be able to plan an activities program.			20
Customer Service: The student will be able to take down client requests, as well as handle item returns.			20
Finances: Identify and understand the function of every part of a paycheck, the social security card and the W-2 form.			20
Working with Others: Identify different responsibilities, activities manuals, and fill out labor surveys in English.			20
English Oriented to the Career: Student will be able to speak with a more specialized vocabulary, related to the industry in which he/she will develop professionally.			35
Labor Environment: The student will be able to identify the most important issues to create a good work environment.			20
Safety in the Workplace: The student will be able to identify and follow the safety rules and to prevent accidents.			20
Looking for a Job: The student will be able to look for a job and will be prepared for a job interview.			35
TOTAL CLOCK HOURS			250

Program Name:	VOCATIONAL ENGLISH AS A SECOND LANGUAGE LEVEL II	One Code:	None
Total Training Time:	250 Clock Hours, 7 weeks	ETPL Code:	None
Educational and Occupational Objectives:	At the end of training, the student will utilize a more advanced English vocabulary oriented to the workplace, which he/she can manage both written and orally.		
Pre-requisites:	Satisfactory score on ESL test or completion of Vocational English as a Second Language Level I.		
Physical Abilities Required:	None		
Graduation Requirement	Pass the final examination.		

PROGRAM COURSE OUTLINE:

Course Segment and Description	Hours
Telephone Conversation: The student will be able to participate in a telephone conversation in English.	20
Using work Materials: The student will be able to identify the different supplies which are necessary to accomplish his/her tasks in the workplace, as well as learning how to fill out requests for work materials.	20
Using Workplace's machines: The student will be able to identify different kinds of machines which are used in the workplace, as well as the use of machine manuals and to complete reports related to these matters, in English.	20
Activities Planning: The student will be able to plan an activities program.	20
Customer Service: The student will be able to take down client requests, as well as handle item returns.	20
Finances: Identify and understand the function of every part of a paycheck, the social security card and the W-2 form.	20
Working with Others: Identify different responsibilities, activities manuals, and fill out labor surveys in English.	20
English Oriented to the Career: Student will be able to speak with a more specialized vocabulary, related to the industry in which he/she will develop professionally.	35
Labor Environment: The student will be able to identify the most important issues to create a good work environment.	20
Safety in the Workplace: The student will be able to identify and follow the safety rules and to prevent accidents.	20
Looking for a Job: The student will be able to look for a job and will be prepared for a job interview.	35
TOTAL CLOCK HOURS	250

Program Name:	WELDING (Option A or Option B)	One Code:	51-4121.00 and 51-4121.02
Total Training Time:	660 Clock Hours, 18 weeks	ETPL Code:	36010112390000
Educational and Occupational Objectives:	At the end of this training, the student will be able to apply the most used manual and semi-automatic welding techniques and operate the cutting and welding equipment under safety rules and regulations; as well as to pass the AWS welding test. In addition, the student will be able to perform welding related jobs such as welding apprentice, cutter, brazier and iron workers.		
Pre-requisites:	Students who do not possess a High School or GED diploma must pass the Comprehensive Adult Student Assessment Systems (CASAS) test and a drug test.		
Physical Abilities Required:	Far –sighted vision, reaction time, static strength, response orientation, spatial orientation, near-sighted vision, depth perception, extent flexibility, multi-limb coordination, manual dexterity, ability to lift at least 50 lbs, freedom from allergic reaction to dust and fumes.		
Graduation Requirements:	Obtaining at least two of the offered welding certifications (SMAW, GMAW, GTAW, and FCAW). And Pass the Final Examination.		

PROGRAM COURSE OUTLINE:

Course Segment and Description	Hours
Orientation & Safety: Hazards of welding, accident prevention, safe shop techniques and practices, policies, procedures in welding shops. Covers employer expectations and an overview of various types of welding in the labor market.	38
Metal Preparation and Cutting: Utilizing measuring devices and layout, torches and gases, cutting and beveling, equipment use such as oxyacetylene torch, plasma cutter, cut-off saw, and band saw.	37
Shielded Metal Arc Welding (SMAW): Terminology, shielded metal arc welding and other types of arc welding, setup and shutdown of welding machines, techniques for the operation of welding machines with a variety of welding electrodes.	188
Gas Metal Arc Welding (GMAW): Terminology associated with gas metal arc welding, set-up and shutdown of welding machines, techniques for operating with a variety of wire sizes in a variety of positions to achieve a variety of weld joints.	150
<i>(Option A)</i> Gas Tungsten Arc Welding (GTAW): Terminology, machine set-up and shutdown associated with GTAW, proper techniques for machine operation, use of stainless steel and aluminum, and how to construct a variety of weld joints.	112
<i>(Or Option B)</i> Fluxcored Welding (FCAW): Terminology, machine set-up and shutdown of FCAW, techniques to use different wire diameters, with and without shielded gas, creating different joints in all positions and a variety of fillet weld sizes.	112
Measuring Practices & Blueprint Reading: Terminology associated with measuring, identification and accurate use of measuring devices including rulers and micrometers. Also covers fractions, terminology, purpose, and basic elements of blueprints, dimensions, tolerances, scales, thread specifications structural shapes, standard gauges, wires and sheets, abbreviations, welding symbols and a variety of views of drawn objects. Student will produce sample objects from blueprints.	75
Introduction to Metalworking Machines: Terminology, components, set-up, and safe operation of metalworking equipment including ironworker, drill press, band saw pedestal and hand grinders.	36
Job Seeking & Retention Skills: Student will be able to look for a job and will be prepared for a job interview	24
TOTAL CLOCK HOURS	660

2014-2015 ADDENDA

The following items are added to the 2014 -2015 CHDC/ASET school catalog:

- CHDC/ASET is a not an accredited school by an agency recognized by the United States Department of Education (3, **CEC § 94909(a) (16)**) reflected on page 3 of the Approval Disclosure Statement.
- STRF verbatim language per bureau requirement (3, **CEC § 94909(a) (14)** see pages 18-19.
- STRF assessment amount (5, **CCR § 76215 (b)**) on page 19.
- Cancellation policy amended to reflect the appropriate verbiage per (BPPE 3, **CEC § 94909(a)(8)(B)**, pages 18-19.
- The CHDC/ASET centers do not have offer any housing nor distance education program (BPPE 5, **CCR § 71810 (b) (13) (A) (B) (C) & 5, CCR § 71810(b) (11)** respectively, page 19.

2015-2016 ADENDUM

A Refund Policy for Non-Accredited Courses –CFR 21.4255 – pages 19, & 36

VETERANS' REFUND POLICY STATEMENT

REFUND POLICY FOR NON-ACCREDITED COURSES– CFR 21.4255

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to completion. 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 that the length of the completed portion of the course should bear to its total length.

Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited courses.

Signature of School Official

Date

Name & Title of School Official (Please Print)

(Please complete this page and give it to your enrollment agent.)

RECEIPT OF CATALOG AND POLICIES

Upon inquiring about enrollment in training courses at the Anthony Soto Employment Training Centers, operated by California Human Development Corporation, I have received a copy of the school catalog containing their current course information as well as student and veteran policies, and a copy of the school's most recent Performance Fact Sheet.

Student Name (signature): _____ **Date:** _____

Student Name (print): _____