

# ***CENTRO de ESTUDIO TECNICO AUTOMOTRIZ***

***Vocational and Personal Self Improvement***

***School Catalog***

***January 1 to December 31, 2018***

**Centro de Estudio Tecnico Automotriz  
555 N. Glendale Boulevard  
Los Angeles, CA. 90026  
(213) 413-4990**

Website: <http://centrodeestudiotecnicoautomotriz.yolasite.com>

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**All Class Sessions are held at Centro de Estudio Tecnico Automotrizz**  
555 N. Glendale Boulevard Los Angeles, CA. 90026 (213) 413-4990

## **GENERAL INFORMATION APPROVAL DISCLOSURE STATEMENT**

**Centro de Estudio Tecnico Automotriz**, is Approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009. Centro de Estudio Tecnico Automotriz (CETA) is a private institution. The Bureau has determined that this institution has the capacity and an operational plan in place to operate satisfactorily with the minimum standards pursuant to California Education Code Course approval must be renewed annually and is subject to continuing review. Approval submitted for the following courses:

- \* **Computer Operation**
- \* **Automotive Technology**
- \* **Automotive Fuel Injection & Electrical**
- \* **Automotive Air-conditioning Service**
- \* **Automotive Fuel Injection & Electrical Repair with General Automotive Mechanic**
- \* **Automotive Electrical**
- \* **Automotive Fuel Injection**
- \* **General Automotive Mechanic**
- \* **OBD-II On-Board Diagnostics II**

**Centro de Estudio Tecnico Automotriz does not offer English as a Second Language (ESL) classes**  
ALL Centro de Estudio Tecnico Automotriz programs are taught in Spanish, unless English only class.

Instruction is in residence with a facility occupancy level that will accommodate 36 students at any one time. A second group can meet in facilities by alternating lab/class-room lecture. Normal class size for all students is 18, for vocational rehabilitation, 18.

As per the State of California: A student, who successfully completes a course of study, will be awarded an appropriate Diploma or Certificate of Completion verifying the fact.

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

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

**Bureau for Private Postsecondary Education**  
**2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833**  
**Phone: (916) 431-6959 Toll Free: 1 (888) 370-7589---Fax: (916) 263-1897**  
**Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

Persons seeking to resolve problems or complaints should first contact the classroom instructor. Requests for any further action (s), may be made to the School Director Martin Chavez.

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

**Bureau Address: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833**  
**Phone: (916) 431-6959--Toll Free: 1 (888) 370-7589--Fax: (916) 263-1897**  
**Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

All information in the content of this school catalog is current and correct as is so certified as true to the best of his/her knowledge and belief by:

*Martin Chavez*

Martin Chavez, School Director

## HISTORY

In March 2001 **CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ**, was founded in Los Angeles, to provide service to the Los Angeles County area. The quality of its educational programs together with the great variety of material brought from all parts of the world, have made **Centro de Estudio Tecnico Automotriz** new challenging new beginning to provide quality educational service to the growing Hispanic community in the greater Los Angeles county area.

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ**, through its Technical Training courses has collaborated with a number of established institutions to establish job training programs. These programs were created on the basis of instructions from around the world

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ**, has developed its technical courses based on a planned structure that matches and takes into consideration the changes and the needs of the modern market. **CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ**, studies the needs of the market and job availability, in order to assist students that are searching for employment.

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ**, is not only a firm step for employment by completing the courses with satisfactory grades, but also an excellent channel that will enable access to many other types of work.

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ**, of California was founded in 2001 to provide vocational and technical training and education to the Hispanic community of the Los Angeles area. We developed courses and programs to fulfill their education and training needs. In addition to occupational programs, we offer specific subject area training for personal development and other non-vocational purposes. Many of our students are from countries in Central and South America who attend for specialized training. All courses are taught in Spanish and English. Instruction is offered to limited and non-English speaking students.

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ** does not have a pending petition in bankruptcy. Centro de Estudio Tecnico Automotriz is not operating as a debtor in possession. Centro de Estudio Tecnico Automotriz has not filed a petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **Personal Development Division**

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ** offers vocational courses through its Personal Development Division. This separate division was established in 2001. Topics covered include, Fuel Injection (Engine Performance) 160 Hrs, On Board Diagnostics II (OBD-II) 110 Hrs and, Automotive Electrical 160 Hrs, Air Conditioning A/C Diagnosis & Repair 140 Hrs, for minor auto repair and maintenance but which are not geared directly toward entry level employment thus placement is tracked but are exempt from completion/placement performance levels. Students successfully completing course training will receive a Certificate of Completion, verifying that fact. Other topics may be added from time to time to meet the needs of the Hispanic community in the Los Angeles area. Ask for a Personal Development Catalog or contact the Admissions Office for more information.

## **FACILITIES**

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ** is located in Downtown Los Angeles, has a modern premises carefully designed to create a learning environment within walking distance of the bus and Metro train stops for MTA, business, stores and a variety of places to eat.

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ** provides parking for its students inside and outside the premises. The modern, building has 3 classrooms, shop area, administrative office, student resource and reception area. Offices are conveniently located with classrooms very suitable for upto 18 students each. The classroom for Applications, Computer Operation are designed and equipped for upto 8 students. The classrooms are combination facilities for theory discussions and supervised practice. In addition, practice space is available by arrangement with our Operations Coordinator.

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

## **INSTRUCTIONAL EQUIPMENT**

The School has all the necessary equipment for lecture and laboratory practice. Examples of classroom equipment includes: audio/video and overhead projectors. Laboratory equipment consists of IBM compatible computers and printers of the type and variety found in business. Mechanics shop equipment includes: testing equipment, hands-on parts and accessories, analyzers and computer diagnostic equipment.

In this catalog you will find information on courses, instructors, equipment and policies. However, this institute has a unique life of its own which cannot be put into words. We invite you to see for yourself how exciting our Technical Training can be. To arrange for your visit call the Admission office for an appointment.

## **MEMBERSHIPS**

The **CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ** staff are active participants in the Organization of Bilingual Rehabilitation (OBRA), California Association of Private Postsecondary Schools, (CAPPS), California Association of Rehabilitation Professional (CARP), Southern California Rehabilitation Exchange (SCRE), Workforce Investment Act of 1998 (WIA)

## **IN-HOUSE COMPLAINT POLICY**

Students are encouraged to discuss any concerns first with the Instructor. The student may direct a concern/complaint to the office assistant, who may resolve, or refer the complaint to appropriate party. Requests for any further action(s), may be made to the School Director Martin Chavez. Anyone may discuss any concerns with the School Director directly for resolution. See page 11 of this catalog for specific academic dispute procedures and page 42 of this catalog for additional student complaint rights.

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ:** A private Corporation owned by Mr. Martin Chavez

**ADMINISTRATION**

**ADMINISTRATORS**

Martin Chavez	Director / Operations Coordinator
Ledy Reyes	Administrative Assistant, Student Services
Ledy Reyes	Admissions

**FACULTY**

Martin Chavez	Director of Education; Professional Qualifications and experience
Martin Chavez	Instructor; Automotive Technology, Automotive Electrical, General Automotive Mechanic, Engine Performance, OBD-II, Transmission Service and Repair, Automotive Fuel Injection & Electrical, Automotive Fuel Injection & Electrical With General Automotive Mechanic. Professional Qualifications ASE Certifications and over 25 years Automotive field experience
Joel Galvan	Instructor Automotive Electrical, General Automotive Mechanic, Fuel Injection (Engine Performance), OBD-II, On Board Diagnostic Automotive Fuel Injection & Electrical, Automotive Fuel Injection & Electrical With General Automotive Mechanic and Automotive Technology as well as Air Conditioning A/C Diagnostic & Repair, Professional Qualifications ASE Certifications and over 10 years Automotive field experience
Alvaro Enriquez	Instructor Automotive Electrical, General Automotive Mechanic, Fuel Injection (Engine Performance), OBD-II, On Board Diagnostic Automotive Fuel Injection & Electrical, Automotive Fuel Injection & Electrical With General Automotive Mechanic and Automotive Technology, Professional Qualifications ASE Certifications and over 10 years Automotive field experience
Maria Gomez	Instructor: Computer Operation; Professional Qualifications and over 10 years experience in office and computer operation
Oscar Flores	Instructor Automotive Electrical, General Automotive Mechanic, Fuel Injection (Engine Performance), OBDII, On Board Diagnostic II Automotive Fuel Injection & Electrical, & Automotive Technology Professional qualifications ASE Certifications and over 10 years Automotive field experience
Gildardo Alvarez	Instructor Automotive Electrical, General Automotive Mechanic, Fuel Injection (Engine Performance), OBDII, On Board Diagnostic II Automotive Fuel Injection & Electrical, & Automotive Technology Professional qualifications ASE Certifications and over 10 years Automotive field experience

## **ADMINISTRATIVE POLICIES PHILOSOPHY AND GOALS**

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ** is a private educational institute offering comprehensive programs of career-oriented vocational and self improvement education. The Institute seeks to develop professional level skills in individuals for obtaining maximum employment opportunities or for Personal Growth which is enhanced by the close interaction of the instructors, students, administration & staff.

It is **CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ**, objective to train individuals in the fields of Automotive Repairs. In order to achieve this goal the staff & faculty are committed to:

- 1) Educate students with updated equipment in the fields of Automotive Repair and Computer Operation.
- 2) Professional and personal development of every student.
- 3) Continuously develop & update all curricula according to current business needs & market demands.
- 4) Maintain close contact with the business community and associated organizations through a quarterly manpower advisory meeting, assuring feedback and input as to labor market and skill shortages.
- 5) Job placement assistance for all graduates through a network of private and public enterprises both, small and large.
- 6) Continuing professional development of instructional staff

### **ADMISSION REQUIREMENTS and PROCEDURES**

The programs offered by the **CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ** are open to men and women with a desire to become skilled in their chosen field. Applicants must be over the age of 17 and possess a high school diploma or GED equivalent, or the Ability To Benefit from the training offered. The CELSA ATB tests are used to determine their aptitude and adaptability to learning and "Ability To Benefit" as well as for required Capacity to Benefit exam. CELSA minimum scoring is accepted for Admission, based on CELSA Form 1 or 2 scoring standards. Administered in English per each perspective student. Language of the program to be taken notwithstanding. Each candidate is toured, and advised to determine their aptitude for the desired occupation. Additionally, All students must pass the PAR exam at the manufacturers minimum passing score of 12 to demonstrate Capacity To Benefit in the language of instruction which the school uses to document language proficiency level for the program. An Applicant may observe classes for a day prior to deciding on enrollment. If a determination is made that the applicant is eligible for admission, Enrollment and registration can be arranged at the applicant/counselor request.

Each candidate is counseled/advised to determine their aptitude for the desired occupation. If a determined is made that the applicant is eligible for admission, Enrollment and registration can be arranged at the applicant/counselor request. Because of the nature of the training no accommodation is made for special needs. Any prospective students may evaluate the course for their own judgment as to physical capacities

Centro de Estudio Tecnico Automotriz does not offer Visa student admission or vouch for student status Centro de Estudio Tecnico Automotriz has not entered into any Articulation or Transfer agreement with any other college or university.

### **REHABILITATION ADMISSION PROCESSING INCLUDES:**

Individual skill and learning evaluation	14 hours
Personal Development	1 hour

**A Letter of Authorization must be received by the school in a timely manner.**

## **CREDIT FOR PRIOR EDUCATION OR TRAINING**

A student wishing to receive credit for prior education or employment must submit copies of school transcript(s) demonstrating 3.5 GPA proficiency and/or relevant work history to the Admissions Office for school review, as well as successfully pass the module test at no less than 80%, (at no cost). Outside Training which may be accepted includes ACE Automotive Certification of Excellence or similar. The school at the Director's discretion CETA may accept credit for directly relevant courses and/or employment history, which is equivalent to the chosen program training up-to a maximum of one class module, within the students selected program area. Prospective students may Appeal any decision directly to the school Director in writing prior to enrollment. School Costs would be 100% prorated for the module hours credited.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.** The transferability of credits you earn at Centro de Estudio Tecnico Automotriz is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the (diploma or certificate) you earn in "the educational program" is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Centro de Estudio Tecnico Automotriz to determine if your credits or diploma or certificate will transfer. Academic transcript will be provided upon request of soliciting institution. Centro de Estudio Tecnico Automotriz has not entered into any agreement with any college/university for credit acceptance.

## **NON-DISCRIMINATION POLICY**

The **CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ** does not discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment within their selected program area in Admissions, Counseling, Training, Placement Employment, or any other activities.

## **SCHEDULE AND CALENDAR**

Class scheduling is open-entry/exit. This allows students to begin classes on Monday of each week on a space-available basis, and graduate upon completion of all graduation requirements. Classes are scheduled Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Evening classes are between 5:30 p.m. and 10:00 p.m. weekend hours are scheduled on an as needed basis. Graduation occurs following completion of course requirements as described in the Curriculum section of this catalog. Classes are not scheduled on the following holidays: Martin Luther King's Birthday, President's Day, Memorial Day, Good Friday, Independence Day, Labor Day, 1 day for Thanksgiving, Christmas Day through New Year's Day, A special holiday may be declared for emergency or extraordinary purposes.

## **ACADEMIC POLICIES**

**STUDENT CONDUCT** All students are expected to behave in a professional business manner. Unsatisfactory behavior as outlined in Dismissal Policy will not be tolerated.

The length of **CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ**, subjects of study are computed on a class hour basis denoting that regular hours spent in classroom or equipment usage. Class periods of 50 minutes are regarded as a regular class hour. 20 hours of instruction as one quarter credit unit.

## **DRUG ABUSE POLICY**

The School fully supports Drug-Free Schools and Communities Act of the United States Congress. In cooperation with other agencies and organizations, we provide a program of education on the dangers of substance use and abuse. The program uses pamphlets, books, and posters describing the effects that drugs have on physical and mental health. Advising and counseling is provided when deemed necessary as well as to those who request assistance. We make available to our students informative materials on State, federal, and local legal sanctions against drug use. Additionally, we provide information on counseling, treatment, and rehabilitation programs in the area.



## **DISMISSAL POLICY**

A student may be terminated from school for any incident of intoxication or drug abuse. Possession of drugs or alcohol inside school premises, behavior creating a safety hazard to another student, administrator or faculty member or any misconduct will also be grounds for termination.

## **ATTENDANCE POLICY**

Students are expected to attend scheduled classes at scheduled starting time and to continue as scheduled throughout the day. All absence and attendance is recorded. It is the students' responsibility to telephone in advance to advise of an absence or tardy, just as it is necessary to inform an employer.

### **A. Absence**

Satisfactory attendance must be maintained. All coursework missed due to absences must be made up. One un-excused absence or 5 total absences per month are considered excessive. Excessive absences will create a 30 days probation and non correction during probation, may be cause for dismissal.

### **B. Tardiness**

Tardiness is a disruption of a good learning environment and is discouraged. Tardiness is defined as arriving more than 5 minutes after scheduled class start, without legitimate reason. Three occasions within one month will be considered as one absence.

### **C. Interruption for Unsatisfactory Attendance**

Students with five absences in one month will receive written notification of probation for a period of one month. Any un-excused absences during probation may be cause for interruption of the student's training program.

### **D. Leave of Absence**

One written requests for a leave of absence will be considered and such leave may be granted to a student at the discretion of the School Administration. A leave of absence for over 60 days will only be granted for verified medical reasons for a period of up to 100 days.

### **E. Make-up Work**

Students must arrange make-up time for course work missed with the instructor and have completed within 30 days from assignment(s) date; however, absences will remain on record. Failure to maintain Satisfactory Academic Progress may result in probation or withdrawal.

### **F. Suspension/Re-admittance**

Students who have had their training suspended for cause, may be re-admitted to classes upon written request and affirmation that the actions which caused the suspension will not occur again.

## **GRADING AND PROGRESS SYSTEM**

Student progress is evaluated using oral, written, and practical tests and projects each month. The oral and written tests account for approximately 25% of the grade, practical application tests account for approximately 75% of the grade. A test grade of 60% or less will require a retake of the specific test.

### **The School's grading system is as follows:**

4.0	A	90-100
3.0	B	80-89
2.0	C	70-79
1.0	D	60-69
0.0	F	below 60
0.0	I	Incomplete

When the grade average for a student is under 2.0 for a month, the student will be placed on probation. If the grade average for the next month under 2.0 or below the student's training may be interrupted. A student has 30 days to correct an incomplete grade or the applicable grade will be assigned an F,

Re-enrollment may only be approved after evidence is submitted that conditions which caused the interruption have been rectified.

## **STATEMENT OF SATISFACTORY ACADEMIC PROGRESS**

### **General Statement**

The Higher Education Act mandates that institutions of higher education establish minimum standards of "SATISFACTORY ACADEMIC PROGRESS" for students receiving financial aid. The Institute applies these standards to all students, regardless of whether or not they are financial aid recipients.

Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated with the performance standards set by the Institute.

### **The elements of Satisfactory Progress are:**

1. Students are graded as they complete units of the curriculum. Grades are determined as a compilation of examination scores (written and practical) and such other criteria and observations as the school deems appropriate in the training of technical personnel.

To maintain Satisfactory Academic Progress, a student must achieve a cumulative grade average of 1.5 or better at 25% of the course; a 2.0 at 50%; and at least a 2.0 at completion and for graduation.

2. To maintain Satisfactory Academic Progress, a student attending on a full time basis has maximum time frame of one and one-half scheduled course duration in which to earn their graduation certificate. The time frame are based upon full time attendance and will be adjusted, on a pro-rata basis, in the event, the student changes from one curriculum/schedule to another.

All students will be evaluated upon completion of each quarter of the stated course time to determine if, on a percentage basis, the student has made sufficient progress towards the course objectives, the obtaining of a certificate and the completion of the entire curriculum within the maximum time frame expressed in the prior paragraph.

3. To maintain Satisfactory Academic Progress, a student may have absences (net of make-up time) of up to 25% of the total course length. Lost attendance time, while a student is on an approved leave of Absence, will not be counted as absent time.

### **Incomplete Subjects and Remediation**

Students will be given an opportunity, at the discretion of the School Director and subject to space availability, to Repeat, Remediation or Make-up lost work within 30 days of grade assignment and be credited the higher of any grade(s) earned, or a final, failing grade of "F" will be rendered. Any make-up / repeat work grades, will be given full standing and credit with respect to the final evaluation of the student's maintaining of Satisfactory Progress. Failure to maintain Satisfactory Academic Progress may result in probation or withdrawal.

### **Withdrawal and Reinstatement**

A student not maintaining Satisfactory Academic Progress, during the first 25% of the stated course period, will be placed on academic probation for the next 24% of the course. If, at the end of the probationary period, the student has not corrected the progress deficiencies, the student shall be deemed ineligible for financial aid awards and may be subject to expulsion at the discretion of the School Director. In that event the student will not be permitted to graduate until the progress deficiencies are corrected. In order to graduate, the student will then be obligated to extend their course of study by up to 25%. If, at the end of that period, the student as not corrected the deficiencies and met all other criteria necessary for graduation, the student shall be subject to expulsion at the discretion of the School Director.

A student placed on academic probation or deemed not to be making satisfactory academic progress may review the determination and may appeal the determination through the School Director whose judgment in this matter shall be final, conclusive and binding.

### **Academic Review and Appeal Process**

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for challenge.
2. All requests will be reviewed by the Director, in consultation with the instructor; and a determination, made to either retain the records intact or change them.
3. Student may meet with the Director or anyone designated to review conclusions.
4. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings, and make a recommendation to the Director for final action.
5. Parental access to records is not permitted unless the student is a dependent, in which case all items in numbers 3 and 4 shall apply to parents.

## **STUDENT RECORDS/RIGHT OF PRIVACY**

The Federal Right of Privacy Act of 1964 enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a minimum of a five year period. Academic and financial records are maintained permanently. Students may request a review of their records by writing to the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision.

## **GRADUATION REQUIREMENTS**

Upon completion of all classroom and practical/laboratory education and training with a grade average of no less than 70%, with at least 80% program attendance completion the student will be issued a Diploma attesting to his/her successful completion.

## **COURSE DURATION**

Courses are measured in clock hours of supervised instruction although credit hours are tracked. The required projects for each course must be completed unless the student has been given credit for prior training or experience or demonstrates through practical and written tests the level of competency required for employment. The Maximum course duration is one and one-half times the scheduled course length.

**DESCRIPTION OF HOURS** For the purposes of attendance, A class hour is defined as 50 minutes. A quarter credit hour is internally recognized for every 20 hours of instruction.

## **CHANGE OF PROGRAM**

Program changes must be initiated with the Director. A student must attend all classes in which originally enrolled until the requested change is officially authorized. The School reserves the right to make program changes and/or adjustments from time to time as necessary to remain current with industry standards and technology. Any changes in tuition will not affect those students already enrolled.

## **STUDENT SERVICES / ADVISING**

1. Advising is available to all students. Instructors or administrators will meet with each student to discuss any personal, classroom, or financial problem when needed.
2. **Support services:** emergency support services, child care, housing, transportation, etc., may-be available to students who qualify through various agencies under contact with **CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ**, which provide these services within a 10 mile radius. \* CETA has no responsibility to find or assist a student in finding housing. The school is a non-residential institution. CETA does not have any dormitory facilities under its control. Housing/apartment rental housing is available within a mile and beyond of the institution; 1 bedroom rental rates ranging from \$550. to \$1,600 per month; at the time of this printing, we found the average monthly rent for a 1 bedroom to be \$800. per month.
3. Each student will have a review of his / her progress each month. Those students experiencing academic or other problems will be advised by an Instructor and/or the Director to help overcome whatever difficulty being experienced. Advising may be offered by school administration, Counseling on other problems may be referred to various qualified agencies, who provide services (for those who qualify) as needed. Students are encouraged to take advantage of this service. CETA does not offer English Language Services/ Tutoring  
\* Centro de Estudio Tecnico Automotriz does not provide distance education.

\* Centro de Estudio Tecnico Automotriz offers student/graduates basic library resources with materials relevant to the fields of study offered e.g. automotive repair manuals as well as access to the Internet for academic or job seeking purposes. Library access is available during all normal hours of operation

### **JOB PLACEMENT ASSISTANCE**

Placement assistance is provided to graduates at no additional charge. However, no guarantee for employment or any level of wages or income is made. The school maintains an active placement staff who will assist graduates and candidates for employment in obtaining an interview with potential employers.

Classes are provided where special attention is given to such topics as resume preparation, the job search, interview techniques, how to retain employment, and advance in their occupation.

### **EMPLOYMENT PREPARATION**

This will prepare the student to meet the employer's demands. Some of the skills emphasized are: Applications and resumes, interview techniques (through simulated interviews), placement orientation, etc.

### **ALL STUDENTS MUST COMPLETE THE FOLLOWING REQUIREMENTS EMPLOYMENT PREPARATION COMPONENT/ PERSONAL DEVELOPMENT**

This is offered at no cost, to guide the student to achieve personal incentive life skills, self-direction, attitude control, self-confidence, desire to succeed thinking patterns, improved self-image self-motivation awareness of goals. The result of this employment preparation is to show the student how to turn goals into reality.

Topics include:            Employment Preparation, Application and Resume, Interview Techniques,  
   Placement Orientation and Personal self improvement and Professional Growth.

### **TUITION POLICIES**

### **TUITION PAYMENT POLICY**

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes. Payments may be made in cash checks or loan proceeds scheduled payments must be made in accordance with any contractual agreements made. Delinquent tuition may at the discretion of school director be cause for dismissal- Standard business collection procedures will be followed including possible credit agency reporting debt transfer and no completion certificate issued while debt outstanding.

### **FINANCIAL ASSISTANCE**

For those students requiring financial assistance to enroll in a school program, a School (in house) tuition payment plan with no interest may be available for those who qualify; essentially allowing students' to pay for their classes while attending (pay as you go). See pages 15 & 16 for student financial rights and disclosures. Additionally, private and public agencies may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. For more information, see the Admissions Office.

\* Centro de Estudio Tecnico Automotriz does not participate in federal financial aid programs.

\* Centro de Estudio Tecnico Automotriz does not participate in state level financial aid programs.

\* Centro de Estudio Tecnico Automotriz participates with the, BPPE Student Tuition Recovery Fund; Therefore a charge of \$.00 per every \$1000.\* of tuition is accessed, and paid for by the student to the state of California STRF Fund and is a Non-Refundable charge All Perspective students are advised that, 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

## **STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

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

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

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

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

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

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

**STUDENTS RIGHT TO CANCEL:** Cancellation of Agreement: Per the State of California, You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Business day means, except for home study or correspondence, a day on which you were scheduled to attend a class session. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Mail notice to the school's address attention School Director.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notice of cancellation forms to use at/or before the first day of class, but you can use any form that you wish. The school will consider a no show/student that never starts training or a rejection of an enrolled student, as a school cancellation; subject to all conditions listed in this policy. If the School has given you any equipment, including books or other materials, you shall return it to the School within 10 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 10-day period, the School may deduct its documented cost for the equipment from any refund that maybe due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel this agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received or determined last date of attendance.

**Withdrawal from Course:** You have the right to withdraw from a course of instruction any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, the School will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. All refunds will be made within 45 days from the date of cancellation or withdrawal (as described above). If Student does not return from an approved Leave of Absence period as stated in School Catalog, (however, such a leave of absence may never exceed 60 calendar days for regular leave or 100 calendar days for a verified medical reason), Note: leave of absences must be limited to 180 days Accumulated in a calendar year . Refunds will be made within 45 days from the end of the approved Leave of Absence period. Within 45 days of any refund the Student will receive a NOTICE OF REFUND stating the amount of the refund & to whom the refund was made.

**Refund:** You are obligated to pay only for educational services rendered and for unreturned equipment. The refund for up to 60% of scheduled course completion shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. NOTE: Full tuition is 100 percent earned after 60% of scheduled course completion. 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. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 10 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 10 days period, the school may offset against the refund the documented cost for that equipment. You shall be liable for the amount, if any, by which the document cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

**Refund Example: Hypothetical Refund Example:** Assume a student, upon enrollment in a **650** course, pays **\$3700.00** for tuition, **\$100.00** for registration, and **\$150.00**, documented cost to School, for equipment as specified in the agreement and withdraws after completing **200** hours without returning the equipment he/she obtained. The Pro-Rata Refund to the Student would be

**\$1034.61** based on the calculation stated below. If the student returns the equipment in good condition within 10 days following his/her withdrawal, the School shall refund the charge of equipment paid by the student.

<b>\$4000.00</b>	-	<b>\$150.00 x</b>	<b>200</b> clock hour's instruction paid for but not received	=	<b>\$1184.61</b>
Amount paid for instruction <b>3700.00</b>		Registration fee amount	-----		initial refund
tuition plus <b>\$150.00</b>		School may	<b>650</b> clock hours instruction for which the student has paid		
retain Registration and <b>150.00 books</b>			<b>- \$150.00</b>	=	<b>\$1034.61***</b>
		Deducted for unreturned equipment		Actual Refund Amount	***If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual amount of refund, to the Student would be <b>\$1184.61 (\$1034.61 + \$150.00)</b> .

**GENERAL TERMS:**

- This agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized and is valid for a 12 month period.
- All expenses incurred while traveling to and from the school, food, and lodging will be the Student's responsibility.
- All textbooks and training materials for selected course will be supplied by the School at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the Student.
- Completion Certificate/Diploma will only be issued after successful completion of entire program & all tuition fees are paid in full
- Excessive absences, poor Grades or Conduct maybe cause for dismissal.
- Non-residents of California and third party recipients are not eligible for protection under and recovery from, the Student Tuition Recovery Fund
- School reserves the right to postpone training in event of Act of God, Labor Disputes, Equipment failure, etc.; The School further reserves the right to withdraw a scheduled course if registration is insufficient for a class. Students will be notified and/or all fees refunded in this event
- Placement assistance may be provided. However, it is understood that the School cannot promise or guarantee neither employment, nor any income level to any Student or graduate.
- Note, 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following If may occur:
  - (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan
  - (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**NOTICE:** ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE, WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS, OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

**CURRICULA**



**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ** is dedicated to providing courses and programs that meet the needs of the Hispanic community and of employers of Los Angeles County area. The instructional programs are offered in Spanish.

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ's** most important obligation is to prepare graduates for employment and/or advancement in their chosen field. We offer courses and methods of instruction that will enable each student to achieve his/her full potential. The courses, text materials, and equipment are designed to attain that goal.

The latest in training and technology is used to teach the technical subjects. The system of scheduling teaching sessions is open entry/open exit. This system allows participants to commence training each week on a space available basis. The teaching and learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Individualized instructional (tutorial) techniques are employed so that each participant receives the attention required to reach their objective. This combination of methods, techniques, and scheduling assure that diligent participants are able to attain their optimum potential in an efficient manner in the shortest possible time.

The programs are structured on solid educational principles to assure high standards are maintained. The design is flexible enough to provide for the integration of new technologies and techniques as they are developed. This educational process may be utilized by state and national education leaders, universities, technical schools and agencies concerned with the training, re-training, and education of America's workforce.

One major reason for its success is that it works most effectively. It works because the methods and techniques are geared to the individual need, capability, and adaptability of each participant. As a consequence, they are not held in classes for an artificially established period of time. The combinations of subjects in a course determine the approximate total amount of time, for the typical student. This allows each person to achieve a pre-determined level of competency at their own pace. The U.S. Department of Labor, and others, have called upon trainers and educators to make wider use of this methodology because the need for training does not occur only in September and employment opportunities do not occur only in June.

### **Specialized Training**

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ** offers courses and subject area training to meet specific needs of individuals or employers in our published automotive service and repair or Computer Operation fields. For further information on this service contact the Admissions Office.

**NOTICE: CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ**, Programs and training are geared towards Vocational, Entry Level Employment or for Personal Self-Improvement purposes, which do not require Industry Certification or California Bureau of Automotive Repair Licensure at that level. Information regarding ASE Certification and ASE testing requirements is provided in class, should a person working in the field with applicable experience be eligible and interested in applying for Certification through ASE.

**COURSES OF STUDY AND FEES**

**REHABILITATION DEPARTMENT**

**(IN ENGLISH OR SPANISH)**

<b>COURSE</b>	<b>HOURS</b>	<b>REG FEE</b>	<b>TUITION</b>	<b>BOOKS/ SUPPLIES</b>	<b>TOTAL</b>	<b>OPTIONAL MATERIALS</b>
<b>AUTOMOTIVE FUEL INJECTION And ELECTRICAL</b>	490	\$150.00	\$5,805.00	\$225.00	\$6,180.00	1,000.00
						Plus a Non-Refundable STRF charge of \$0.00* see below
<b>AUTOMOTIVE TECHNOLOGY</b>	480	\$150.00	\$5,685.00	\$225.00	\$6,060.00	\$1,000.00
						Plus a Non-Refundable STRF charge of \$0.00* see below
<b>COMPUTER OPERATION</b>	600	\$150.00	\$7,125.00	\$225.00	\$7,500.00	\$1,000.00
						Plus a Non-Refundable STRF charge of \$0.00* see below
<b>GENERAL AUTOMOTIVE MECHANIC</b>	200	\$150.00	\$2,325.00	\$85.00	\$2,560.00	\$1,000.00
						Plus a Non-Refundable STRF charge of \$0.00* see below
<b>AUTOMOTIVE FUEL INJECTION And ELECTRICAL WITH GENERAL AUTOMOTIVE MECHANIC</b>	680	\$150.00	\$7,225.00	\$225.00	\$7,600.00	\$1,000.00
						Plus a Non-Refundable STRF charge of \$0.00* see below

**ENGLISH CONVERSATION TUTORING OFFERED AT NO COST**

**\* TUITION REFLECTS EDUCATIVE COSTS AND ADMINISTRATIVE MAINTENANCE.**

**NOTE:** Students must pay a Non-Refundable STRF charge of \$0.00 per 1,000.00. It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. For the purpose and operation of the Student Tuition Recovery Fund.\*see page 14 of this catalog for full details & the requirements for filing a claim against the Student Tuition Recovery Fund.

**ADDITIONAL INFORMATION**

**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ**, will provide additional information upon request. Available data can include, but not limited to: Course outlines for any or all programs, **Job analysis** for vocational programs, **detailed tool lists** for optional supplies, **labor market** data, etc. Upon request.

## COURSES OF STUDY AND FEES

### PERSONAL DEVELOPMENT DEPARTMENT

COURSE	HOURS	REG FEE	TUITION	BOOKS/ SUPPLIES	TOTAL	OPTIONAL MATERIALS
<b>AUTOMOTIVE</b>						
<b>ELECTRICITY</b>	140	\$150.00	\$1,605.00	\$85.00	\$1,840.00	\$1,000.00
Plus a Non-Refundable STRF charge of \$0.00* see below						
<b>FUEL INJECTION (ENGINE</b>						
<b>PERFORMANCE)</b>	160	\$150.00	\$1,845.00	\$85.00	\$2,080.00	\$1,000.00
Plus a Non-Refundable STRF charge of \$0.00* see below						
<b>(OBD-II) ON-BOARD</b>						
<b>DIAGNOSTICS II</b>	110	\$150.00	\$1,245.00	\$85.00	\$1,480.00	\$1,000.00
Plus a Non-Refundable STRF charge of \$0.00* see below						
<b>AIR CONDITIONING A/C</b>						
<b>DIAGNOSTIC &amp; REPAIR</b>	140	\$150.00	\$1,605.00	\$85.00	\$1,845.00	\$1,000.00
Plus a Non-Refundable STRF charge of \$0.00* see below						

### **ENGLISH CONVERSATION TUTORING OFFERED AT NO COST**

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**NOTE:** Students must pay a Non-Refundable STRF charge of \$0.00 per 1,000.00. It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. For the purpose and operation of the Student Tuition Recovery Fund.\*see page 14 of this catalog for full details & the requirements for filing a claim against the Student Tuition Recovery Fund.

**NOTICE:** Centro de Estudio Tecnico Automotriz' or its Programs are Not Accredited by an accrediting agency recognized by the United States Department of Education. Further; That a Student enrolled in an unaccredited institution is not eligible for federal financial aid.

**COMPUTER OPERATION  
Clerical & Typing Services and  
Computerized Accounting Technician**

**Program Options**

A student enrolled in the Computer Operation program will become a proficient Computerized Accounting Technician as well as a general office Clerical & Typing Services specialist. This Program is geared to Entry Level Employment. Tuition and fees for the complete program as well as the options are listed in the Tuition section of this catalog. All materials are prepared and provided by The School. SOC: 15-1290 Miscellaneous Computer Occupations

**COMPUTER OPERATION**

**COURSE OUTLINE**

TOTAL TIME: 600 HOURS, 30 Quarter Credit Units  
30 WEEKS, Monday through Friday 9:00 am to 2:00 pm  
42 WEEKS, Monday through Thursday 6:00 pm to 10:00 pm  
Or Saturday 9:00 am to 7:00 pm. and Sunday 8:30 am to 2:30 pm

**OUTLINE**

**HOURS**

**INTRODUCTION MS-DOS / WINDOWS**

**25**

AN OVERVIEW OF THE PROGRAM OBJECTIVES AND WORK STANDARDS, INTRODUCTION TO COMPUTERS, MS-DOS AND WINDOWS IS INTENDED TO FAMILIARIZE STUDENTS, WITH THE BASIC COMPUTER COMMANDS AND FUNCTIONS. BEGIN STUDENT ON INTERACTIVE KEYBOARDING/TEN KEY SKILLS PROGRAM, THAT WILL BE THE BASIS FOR WEEKLY SPEED/ ACCURACY TEST. COMPUTER / OFFICE VOCABULARY.

**FILING SYSTEMS / RECORDS**

**25**

WILL INTRODUCE STUDENT TO ALPHA AND NUMERIC FILING SYSTEMS, AS WELL AS, CROSS-REFERENCING. (HARD COPY AND COMPUTER FILES). IN GENERAL OFFICE PROCEDURES, RIGHT OF PRIVACY. COMPUTER / OFFICE VOCABULARY.

**BASIC ACCOUNTING**

**50**

AN INTRODUCTION INTO: BASIC, GENERAL ACCOUNTING AND OFFICE BOOKKEEPING PROCEDURES. FAMILIARIZE STUDENTS WITH THE STANDARD BOOKS, REPORTS AND THE SPECIALIZED ACCOUNTS. ACCOUNTING / COMPUTER / OFFICE VOCABULARY.

**EXCEL for WINDOWS**

**100**

TO FAMILIARIZE STUDENTS WITH: THE BASICS OF EXCEL USING, COMMANDS AND FUNCTIONS. GENERATING DATA IN REQUESTED OFFICE, FORMATS AND SPREADSHEETS. THE BASIC ACCOUNTING MAINTENANCE, OFFICE BILLING & DATA REPORTING PROCEDURES ALSO, MERGING GRAPHICS, FOR BUSINESS PRESENTATIONS. USING STANDARD WINDOWS COMMANDS. ACCOUNTING / COMPUTER / OFFICE VOCABULARY.

**DATA ENTRY**

**150**

TO BUILD TEN KEY, AND KEYBOARDING SPEED & ACCURACY AND WORK STAMINA USING BUSINESS FORMATS, TO BETTER PREPARE STUDENT FOR ENTRY LEVEL, DATA / INFORMATION PROCESSING, LABOR MARKET NEEDS. OFFICE VOCABULARY.

**INTRODUCTION TO THE INTERNET**

**50**

TO PROVIDE STUDENTS WITH A BASIC INTRODUCTION TO THE INTERNET. TOPICS COVERED INCLUDE E-MAIL, WEB SEARCH POPULAR SITES & HOW TO OPERATE VARIOUS SITE FORMATS, FOR LABOR MARKET NEEDS. OFFICE VOCABULARY / ETIQUETTE.

**MS-ACCESS for WINDOWS**

**100**

FAMILIARIZE STUDENTS WITH BASIC COMMANDS AND FORMATS OFFICE FUNCTIONS OF THE MS-ACCESS PROGRAM, AND IN ITS DATA BASE APPLICATIONS FOR BUSINESSES. REINFORCED DATA ENTRY TRAINING, THAT RUNS CONCURRENTLY, WILL PROVIDE AN EMPHASIS ON KEYBOARDING AND TEN KEY SKILLS, WITHIN MANY BUSINESS FORMATS, INCREASING SPEED, ACCURACY AND WORK STAMINA. COMPUTER / OFFICE VOCABULARY, AND ETIQUETTE.

**WORD for WINDOWS**

**100**

TO ACQUAINT STUDENTS WITH BASIC, WINDOWS' COMMANDS AND FUNCTIONS FOR THE WORD FOR WINDOWS, PROGRAM & ITS OFFICE APPLICATIONS. AID ENHANCEMENT OF STUDENTS' WRITING ABILITY & WILL PROVIDE PRACTICE OF BASIC CLERICAL SKILLS IN BUSINESS FORMATS & FOR WRITTEN PRESENTATIONS. OFFICE COMMUNICATION. OFFICE VOCABULARY/WRITTEN ETIQUETTE.

\*WEEKLY SPEED AND ACCURACY TEST, SECTION TESTS ON COMPLETION.

**Student progress is evaluated using oral, written, and practical tests and projects each module**

\*The School provides the following training materials:

Prepared texts for MS-DOS/WINDOWS, ACCESS for windows, INTERNET, DATA ENTRY, EXCEL for windows, and WORD for windows. Prepared texts and worksheets for FILING SYSTEMS / RECORDS, AND BASIC ACCOUNTING. Standard 1' Binder and USB Flash Drive, Printing paper as needed.

## JOB ANALYSIS

**Occupational Objectives SOC: 15-1290** Miscellaneous Computer Occupations  
DOT. Numbers include: 203.362-010; .582-034, -066, -070, -078; 213.362-018;  
**MICROCOMPUTER APPLICATIONS.**

**DESCRIPTION OF TASKS: Occupations** and employment opportunities for which students will attain entry level employment skills include: clerical and secretarial positions, data entry specialists, word processing technicians, computerized accounting / bookkeeping technicians, applications and operations for agencies or firms that use microcomputers, microcomputer and software sales and training, independent (self-employed) provider of microcomputer services, sales of microcomputer services, etc. Confers with personnel of organizational units involved to a certain specific output requirements, such as degree of data summarization, and format for management reports. Utilizing comprehensive computer programs, and operations to be performed by personnel in system.

### PHYSICAL REQUIREMENTS / TYPICAL ENVIRONMENT

**STANDING/BENDING/REACHING/CLIMBING:** N/A

**WALKING:** Required throughout the day.

**SITTING:** Required most of the day while working behind computer.

**LIFTING/CARRYING:** Relocate printers and diskette boxes from desk to desk.

**CROUCHING/CRAWLING/KNEELING:** N/A

**PUSHING/PULLING:** Pushing printer to different location.

**HANDLING/TOUCHING/FEELING:** In all aspects of the job.

**ENVIRONMENT:** A. INSIDE: 1005, B. OUTSIDE: N/A, C. EXTREME COLD OR HEAT: N/A, D. NOISE: Typewriter, Printers, E. HAZARDOUS: N/A, F. SURFACES: Carpeted Offices.

**ATMOSPHERIC CONDITIONS:** A. FUMES: N/A, B. ODORS: N/A, C. DUST: N/A, D. MIST: N/A, E. VENTILATION: Air Conditioned Offices.

**MACHINES, TOOLS, EQUIPMENT AND WORK AIDS:** Microcomputers, Printers, Books, Diskettes (floppies), etc.

**WORKING HOURS:** Usually eight hours a day, five days a week.

**HOW DOES WORKERS RECEIVE INSTRUCTIONS:** From supervisor.

### OPTIONAL EQUIPMENT

#### COMPUTER DESCRIPTION

- INTEL OR SIMILAR PROCESSOR
- 500 GB HARD DRIVE
- SATA/IDE CONTROLLER
- PRINTER & USB PORTS
- PROFESSIONAL MONITOR 15" SVGA
- 250 W UL/CE APPROVED MID ATX POWER SUPPLY
- 101 TYPE KEYBOARD
- MOUSE / MEMORY
- 50X MAX CD-ROM

## **AUTOMOTIVE, FUEL INJECTION & ELECTRICAL**

Program Options: A student enrolled in the Automotive Mechanic will become proficient in personal Automotive Service and Maintenance fields Automotive Electrical, Fuel Injection and Tune-Up program will become proficient in the Lite Automotive Service and Maintenance fields (ie. Tune-Up Technician, Fuel Injection Service, etc.), as well as be familiar with the installation of Electrical Accessories for automobiles. Tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. This program is geared to Entry Level Employment. NOTE: Self employment is not unusual in this field. SOC Code 49-3023 Automotive Service Technicians and Mechanics

### **AUTOMOTIVE FUEL INJECTION & ELECTRICAL**

TOTAL TIME: 490 HOURS 24.5 Quarter Credit Units 24 WEEKS  
Monday thru Friday 8:00am to 1:00pm in Day Schedule Or  
Monday thru Friday 1:15pm to 6:15pm in Afternoon Schedule

#### OUTLINE

#### HOURS

#### THE BASIC OF ENGINE OPERATION & TUNE-UP

35

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP) BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING LIGHT, & IGNITION TIMING. CARBURETOR ADJUSTMENTS, VALVE ADJUSTMENTS. MASTER TUNE-UP THEORY. AIR / FUEL MIXTURE

#### ELECTRICITY

25

WHAT IS ELECTRICITY. CONDUCTORS, RESISTORS. ELECTRICAL CIRCUITS. MEASURING ELECTRICITY. SWITCHES, & JUNCTIONS, RELAYS, RHEOSTAT, ELECTROMAGNETISM, SOLENOIDS, FUSES, CIRCUITBREAKER, WIRING DIAGRAMS /SYMBOLS, COLOR CODES DIAGNOSING AND CORRECTING CIRCUIT FAULTS, MULTI-METER AND GENERAL TROUBLESHOOTING STRATEGIES, CONNECTORS TERMINALS, MAKING CONNECTIONS, SOLDERING, & INSULATING CHOOSING WIRE, WIRE GAUGES, TOOLS, EXAM (3 HRS.)

#### LIGHTING SYSTEMS

45

LIGHT BULBS, SIDELIGHTS, HEADLIGHTS, & CIRCUITS, TROUBLESHOOTING, AUXILIARY LIGHTS, FLASHERS, TURN SIGNAL, BRAKE LIGHTS, BACKUP LIGHTS, WIRING, INDICATOR LIGHTS, & CIRCUIT GAUGES, INSTALLING ACCESSORY GAUGES, EXAM (3 HRS).

## ACCESSORIES

45

LIGHTER, CRUISE CONTROLS, HEATER BLOWERS, HORNS, & RELAY TYPE CIRCUITS, NON RELAY TYPE CIRCUITS, & POWER ANTENNAS, REAR WINDOW DEFOGGER, WINDSHIELD WASHER, & WINDSHIELD WIPERS, AND BASIC AUTO. STEREO AND AMPLIFIER INSTALLATION, ALARMS INSTALLATION, EXAM (3 HRS.).

## STARTING SYSTEMS

75

BATTERY TESTING, CABLES, BOOSTERS, TROUBLESHOOTING THE STARTING SYSTEM, STARTER (CRANKING) MOTOR, OVERHAULING DISASSEMBLY, INSPECTION AND TESTING, SOLENOIDS, STARTER (CRANKING MOTOR) REBUILDING & GENERAL TROUBLESHOOTING FOREIGN AND DOMESTIC SYSTEMS, EXAM (3 HRS.)

## CHARGING SYSTEMS

75

ALTERNATORS, BASIC THEORY OF OPERATION, MAINTENANCE OF: DRIVE BELTS, WIRING CHECK, TROUBLESHOOTING ALTERNATORS, (REMOVAL AND INSTALLATION), TESTING VOLTAGE REGULATORS, (REMOVAL & INSTALLATION) BENCH ALTERNATOR OVERHAULING (DISASSEMBLY, INSPECTION, AND TESTING), & THE ALTERNATOR REBUILDING AND GENERAL TROUBLESHOOTING. EXAM 3 HRS

## FUEL INJECTION

100

TYPES OF FUEL INJECTION (TIMED, CONTINUOUS AND THROTTLE), INFORMATION SENSOR COMPONENTS, OPERATING COMPONENTS (FUEL PRESSURE REGULATOR, ELECTRONIC CONTROL UNITS, AIR CONTROL VALVES, FUEL INJECTORS), DOMESTIC FUEL INJECTION SYSTEMS, BASIC TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES, GENERAL MOTORS (GM), FUEL INJECTION SYSTEMS (THROTTLE BODY/MULTIPOINT, DIGITAL, SEQUENTIAL), THE BASICS IN TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES FORD, INJECTION SYSTEMS (CENTRAL, PORT), TROUBLESHOOTING REMOVAL/INSTALLATION PROCEDURE. CHRYSLER FUEL INJECTION SYSTEMS (MULTIPOINT, & SINGLE POINT), AND TROUBLESHOOTING REMOVAL & INSTALLATION PROCEDURES. STUDENTS TO BECOME FAMILIAR WITH THE BEAR / PACE 200 ENGINE ANALYZER, THE OTC 4000 DIAGNOSTIC EQUIPMENT, AND THE FUEL INJECTION SYSTEM CLEANING EQUIPMENT AND PROCEDURES. TEST 3 HRS



## THE BASICS OF ENGINES

50

THE MECHANICS OF ENGINE DESIGN: FOUR/SIX STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP) BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING TEST 3 (HRS)

## SETTING TIMING

20

THEORY & MECHANICS, OF SETTING ENGINE TIMING, READING THE CYCLES AND SETTING FOR FUEL EFFICIENCY AND PERFORMANCE. STUDENTS LEARN TO READ / APPLY SUGGESTED MANUFACTURER "SETS" FOR PERSONAL MAINTENANCE AND REPAIR OF FAMILY CAR TEST 3 (HRS)

## BRAKING SYSTEMS

20

STUDENTS LEARN THE FUNDIMENTALS OF BREAKING SYSTEMS INCLUDING DISC AND DRUM SYSTEMS, CHECKING FOR WEAR & TEAR & STANDARD MAINTAINENCE FOR PERSONAL CAR CARE USE OF GUAGES, INSTALLING ACCESSORY GAUGES. TEST 3 HRS

**Student progress is evaluated using oral, written, and practical tests and projects each module**

\*The following training materials are provided by the School:

Prepared text manuals IN SPANISH for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION

HAYNES AUTOMOTIVE FUEL INJECTION MANUAL ISBN# 0-85-696482-4

HAYNES AUTOMOTIVE ELECTRICAL MANUAL ISBN# 1-85-010654-1

MITCHELL REPAIR Tune-Up Specifications ISBN# 0-84-702088-6

A ruled notebook, pen and pencil.

## **JOB ANALYSIS**

**SUMMARY:** Worker will carry out duties of a lite automotive mechanic. Basic maintenance service including: Tune Ups, adjust repair and install fuel injection equipment, check and service ignition systems. Occupational Objectives: DOT Numbers include: 620.281-066, .261-010, 281-034, 684-014, 625.281-022 Tune-Up Mechanic, Fuel Injection Repair any industry. SOC Code 49-3023 Automotive Service Technicians and Mechanics

## **DESCRIPTION OF TASKS:**

Diagnose service and repair basic electrical systems in automobiles. Determines malfunction of electrical system by visual inspection and using testing devices such as circuit testers, voltmeter, analyzer. Adjusts ignition timing, measure and adjust distributor breaker points and gaps using dwell meter or thickness gauge. Tests and repairs starters, generators and distributors. Repairs or replaces defective wiring in the ignition, lighting, air conditioning and safety control system. Examines parts for defects and tests needle valves with wire gauges and flow-meter. Cleans parts in solvents to remove dirt and gum deposits. Repairs or replaces defective parts. Start engine and turns adjustment controls to regulate flow of air and gasoline through carburetor or injectors, using testing equipment. May operate drill press, lathe and other power tools to refit, clean, ream machine seating surfaces. May install and repair mechanical devices.

## **PHYSICAL REQUIREMENTS:**

**STANDING:** Required throughout the work period, in combination with walking in the shop area.

**WALKING:** In the shop area, from tool crib or storage area to auto and other specified areas.

**LIFTING:** Replacement parts and units; Batteries, etc (15 to 25lbs)

**CARRYING:** As above for short distances. Shop area to/from tool crib or replacement part shelves to auto.

**BENDING:** While replacing parts, removing and remounting units. Bending over engine usually resting elbows on car. May use creeper to take pressure off back. Bending from waist forward, but not to ground level. Slight bend forward when removing and replacing carburetor or fuel injection equipment.

**CROUCHING/CRAWLING/KNEELING:** N/A

**REACHING:** At all levels, to replace or repair parts.

**CLIMBING:** On small step ladder when reaching for parts or when working on larger vehicles pick-up trucks,

**PUSHING/TOUCHING/FEELING:** In all aspects of the job.

**TALKING/HEARING:** To other workers and supervisor, (to customers if job appropriate).

**MATERIAL/PRODUCTS:** Water, air solvents, acid to clean parts, battery acid, soldering material for electrical system repairs, replacement parts etc.

**TYPICAL ENVIRONMENT:** A. INSIDE: 100% Garage doors are usually kept open., B. OUTSIDE: When testing the vehicle (driving it), C. EXTREME COLD OR HEAT: Dependant on area climate., D. NOISE: Normal shop level noise, cars running, etc., E. HAZARD: Electric shock, burn if not careful working in the vehicle or when using solvents to clean., F. SURFACES: Usually concrete flooring.,

**ATMOSPHERIC CONDITIONS:** A. FUMES: Emission Control fumes/exhaust, B. ODORS: From fumes, gasoline, solvents., C. DUST: Low levels, in car & work areas., D. MIST: Rarely, overheated engine., E. VENTILATION: Open air when garage doors are open (normal working position).

**MACHINES/TOOLS/EQUIPMENT AND WORK AIDS:** Air compressor, impact tools, wrenches, soldering guns, battery charger and electrical testing equipment, hand tools etc.

**WORKER INSTRUCTIONS:** From supervisor / manager. If at dealer from work order, if self employed or instructed to do so directly from the client.

**WORKING HOURS:** Typically eight hours a day, five days a week, overtime as needed.

## **AUTOMOTIVE TECHNOLOGY**

**Program Options** A student enrolled in the Automotive Technology program will become proficient in the Automotive Engine Service and performance/Maintenance fields (ie. Tune-Up Technician, Fuel Injection Service, etc.), as well as be familiar with the emission standards and testing for automobiles. This Program is geared to Entry Level Employment. NOTE: Self employment is not unusual in this field. Tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. SOC Code 49-3023 Automotive Service Technicians and Mechanics

## **AUTOMOTIVE TECHNOLOGY**

TOTAL TIME: 480 HOURS 24 Quarter Credit Units 24 WEEKS  
Monday thru Friday 8:00am to 2:00pm in Day Schedule Or  
Monday thru Friday 2:15pm to 8:15pm in Afternoon Schedule

### **OUTLINE**

### **HOURS**

#### **THE BASIC OF ENGINE OPERATION & TUNE-UP FOR ENGINE PERFORMANCE**

35

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING LIGHT, & IGNITION TIMING. CARBURETOR ADJUSTMENTS, VALVE ADJUSTMENTS. MASTER TUNE-UP THEORY. AIR / FUEL MIXTURE (CARBURETION)

#### **THE BASICS OF ENGINES FOR ENGINE PERFORMANCE**

50

THE PRATICAL OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING

#### **SETTING ENGINE TIMING FOR ENGINE PERFORMANCE**

20

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING LIGHT, & IGNITION TIMING. CARBURETOR ADJUSTMENTS, VALVE ADJUSTMENTS. MASTER TUNE-UP THEORY. AIR / FUEL MIXTURE

## **FUEL INJECTION FOR ENGINE PERFORMANCE**

100

TYPES OF FUEL INJECTION (TIMED, CONTINUOUS AND THROTTLE), INFORMATION SENSOR COMPONENTS, OPERATING COMPONENTS (FUEL PRESSURE REGULATOR, ELECTRONIC CONTROL UNITS, AIR CONTROL VALVES, FUEL INJECTORS), DOMESTIC FUEL INJECTION SYSTEMS, BASIC TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES, GENERAL MOTORS (GM) FUEL INJECTION SYSTEMS (THROTTLE BODY/MULTIPOINT, DIGITAL, SEQUENTIAL), THE BASICS IN TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES FORD, INJECTION SYSTEMS (CENTRAL, PORT), TROUBLESHOOTING REMOVAL/INSTALLATION PROCEDURE. CHRYSLER FUEL INJECTION SYSTEMS (MULTIPOINT, & SINGLE POINT), AND TROUBLESHOOTING REMOVAL & INSTALLATION PROCEDURES. STUDENTS TO BECOME FAMILIAR WITH THE BEAR / PACE 200 ENGINE ANALYZER, THE OTC 4000 DIAGNOSTIC EQUIPMENT, AND THE FUEL INJECTION SYSTEM CLEANING EQUIPMENT AND PROCEDURES.

## **INTRODUCTION TO OBD-II FOR ENGINE PERFORMANCE**

20

STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, & PERFORMANCE OF CARS, BASIC SERVICE AND CARE

## **STANDARD TESTS FOR ENGINE PERFORMANCE**

30

STUDENTS LEARN SCANS AND THE TESTING APPLICATIONS FOR STANDARD OBD-II ENGINE PERFORMANCE TESTS, STUDENTS ARE PROVIDED THE OPPORTUNITY TO STUDY THE SAMPLE BAR BASIC CLEAN AIR COURSE QUESTIONS IN ORDER FOR SELF STUDY.

## **INTRODUCTION TO PRE-OBD-II FOR ENGINE PERFORMANCE**

20

STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC SERVICE AND CARE THEORY

## **INTRODUCTION TO OBD-II DOMESTIC / OBDII IMPORT FOR ENGINE PERFORMANCE**

80

STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, & PERFORMANCE OF CARS, BASIC SERVICE AND CARE PRATICAL

STUDENTS LEARN IDENTIFICATION AND MAINTENANCE LEVELS  
REVIEWING RESULTS FOR DIAGNOSING, AND TROUBLESHOOTING  
THE EMISSION PERFORMANCE OF CARS, BASIC SERVICE AND CARE

**BAR CLEAN AIR COURSE**

40

STUDENTS LEARN SCANS AND THE TESTING APPLICATIONS FOR  
THE STANDARD BAR BASIC CLEAN AIR COURSE, STUDENTS ARE  
PROVIDED THE OPPORTUNITY TO STUDY THE CALIFORNIA, BAR.  
CLEAN AIR COURSE QUESTIONS IN ORDER TO PERFORM THE SELF  
STUDY AND PROVIDE COMPLETION DOCUMENTATION.

**Student progress is evaluated using oral, written, and practical tests and projects each module**

\*The following training materials are provided by the School:

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HAYNES AUTOMOTIVE ELECTRICAL MANUAL	ISBN# 1-85-010654-1
MITCHELL REPAIR Tune-Up Specifications	ISBN# 0-84-702088-6

A ruled notebook, pen and pencil.

**JOB ANALYSIS**

**SUMMARY:** Worker will carry out duties of a lite automotive mechanic. Basic maintenance service including: Tune Ups, adjust repair and install fuel injection equipment, check and service ignition systems. Occupational Objectives: DOT Numbers include: 620.281-066, .261-010, 281-034, 684-014, 625.281-022 Tune-Up Mechanic, Fuel Injection Repair any industry. SOC Code 49-3023 Automotive Service Technicians and Mechanics

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Diagnose service and repair basic electrical systems in automobiles. Determines malfunction of electrical system by visual inspection and using testing devices such as circuit testers, voltmeter, analyzer. Adjusts ignition timing, measure and adjust distributor breaker points and gaps using dwell meter or thickness gauge. Tests and repairs starters, generators and distributors. Repairs or replaces defective wiring in the ignition, lighting, air conditioning and safety control system. Examines parts for defects and tests needle valves with wire gauges and flow-meter. Cleans parts in solvents to remove dirt and gum deposits. Repairs or replaces defective parts. Start engine and turns adjustment controls to regulate flow of air and gasoline through carburetor or injectors, using testing equipment. May operate drill press, lathe and other power tools to refit, clean, ream machine seating surfaces. May install and repair mechanical devices.

**PHYSICAL REQUIREMENTS:**

**STANDING:** Required throughout the work period, in combination with walking in the shop area.

**WALKING:** In the shop area, from tool crib or storage area to auto and other specified areas.

**LIFTING:** Replacement parts and units; Batteries, etc (15 to 25lbs)

**CARRYING:** As above for short distances. Shop area to/from tool crib or replacement part shelves to auto.

**BENDING:** While replacing parts, removing and remounting units. Bending over engine usually resting elbows on car. May use creeper to take pressure off back. Bending from waist forward, but not to ground level. Slight bend forward when removing and replacing carburetor or fuel injection equipment.

**CROUCHING/CRAWLING/KNEELING:** N/A

**REACHING:** At all levels, to replace or repair parts.

**CLIMBING:** On small step ladder when reaching for parts or when working on larger vehicles pick-up trucks, etc.

**PUSHING/TOUCHING/FEELING:** In all aspects of the job.

**TALKING/HEARING:** To other workers and supervisor, (to customers if job appropriate).

**MATERIAL/PRODUCTS:** Water, air solvents, acid to clean parts, battery acid, soldering material for electrical system repairs, replacement parts etc.

**TYPICAL ENVIRONMENT:** A. INSIDE: 100% Garage doors are usually kept open., B. OUTSIDE: When testing the vehicle (driving it), C. EXTREME COLD OR HEAT: Dependant on area climate., D. NOISE: Normal shop level noise, cars running, etc., E. HAZARD: Electric shock, burn if not careful working in the vehicle or when using solvents to clean., F. SURFACES: Usually concrete flooring.,

**ATMOSPHERIC CONDITIONS:**

A. FUMES: Emission Control fumes/exhaust,

B. ODORS: From fumes, gasoline, solvents,

C. DUST: Low levels, in car & work areas.,

D. MIST: Rarely, overheated engine.,

E. VENTILATION: Open air when garage doors are open (normal working position).

**MACHINES/TOOLS/EQUIPMENT AND WORK AIDS:** Air compressor, impact tools, wrenches, soldering guns, battery charger and electrical testing equipment, hand tools etc.

**WORKER INSTRUCTIONS:** From supervisor / manager. If at dealer from work order, if self employed or instructed to do so directly from the client.

**WORKING HOURS:** Typically eight hours a day, five days a week, overtime as needed.

**AUTOMOTIVE, FUEL INJECTION & ELECTRICAL  
WITH GENERAL AUTOMOTIVE MECHANIC**

Program Options: A student enrolled in the Automotive, Fuel Injection & Electrical with General Automotive Mechanic will become proficient in personal Automotive Service and Maintenance fields Automotive Electrical, Fuel Injection and Tune-Up program will become proficient in the Lite Automotive Service and Maintenance fields (ie. Tune-Up Technician, Fuel Injection Service, etc.), as well as be familiar with the installation of Electrical Accessories for automobiles and provide General Automotive Repairs including transmissions and brake services. Tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. This program is geared to Entry Level Employment . NOTE: Self employment is not unusual in this field. SOC Code 49-3023 Automotive Service Technicians and Mechanics

**AUTOMOTIVE FUEL INJECTION & ELECTRICAL WITH  
GENERAL AUTOMOTIVE MECHANIC**

TOTAL TIME: 680 HOURS 34 Quarter Credit Units 27 WEEKS

Monday thru Friday 8:00am to 1:00pm in Day Schedule Or

Monday thru Friday 1:15pm to 6:15pm in Afternoon Schedule

OUTLINE

HOURS

**THE BASIC OF ENGINE OPERATION & TUNE-UP**

35

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP) BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING LIGHT, & IGNITION TIMING. CARBURETOR ADJUSTMENTS, VALVE ADJUSTMENTS. MASTER TUNE-UP THEORY. AIR / FUEL MIXTURE

**ELECTRICITY**

25

WHAT IS ELECTRICITY. CONDUCTORS, RESISTORS. ELECTRICAL CIRCUITS. MEASURING ELECTRICITY. SWITCHES, & JUNCTIONS, RELAYS, RHEOSTAT, ELECTROMAGNETISM, SOLENOIDS, FUSES, CIRCUITBREAKER, WIRING DIAGRAMS /SYMBOLS, COLOR CODES DIAGNOSING AND CORRECTING CIRCUIT FAULTS, MULTI-METER AND GENERAL TROUBLESHOOTING STRATEGIES, CONNECTORS TERMINALS, MAKING CONNECTIONS, SOLDERING, & INSULATING CHOOSING WIRE, WIRE GAUGES, TOOLS, EXAM (3 HRS.)

**LIGHTING SYSTEMS**

45

LIGHT BULBS, SIDELIGHTS, HEADLIGHTS, & CIRCUITS, TROUBLESHOOTING, AUXILIARY LIGHTS, FLASHERS, TURN SIGNAL, BRAKE LIGHTS, BACKUP LIGHTS, WIRING, INDICATOR LIGHTS, & CIRCUIT GAUGES, INSTALLING ACCESSORY GAUGES, EXAM (3 HRS).

## **ACCESSORIES**

45

LIGHTER, CRUISE CONTROLS, HEATER BLOWERS, HORNS, & RELAY TYPE CIRCUITS, NON RELAY TYPE CIRCUITS, & POWER ANTENNAS, REAR WINDOW DEFOGGER, WINDSHIELD WASHER, & WINDSHIELD WIPERS, AND BASIC AUTO. STEREO AND AMPLIFIER INSTALLATION, ALARMS INSTALLATION, EXAM (3 HRS.).

## **STARTING SYSTEMS**

75

BATTERY TESTING, CABLES, BOOSTERS, TROUBLESHOOTING THE STARTING SYSTEM, STARTER (CRANKING) MOTOR, OVERHAULING DISASSEMBLY, INSPECTION AND TESTING, SOLENOIDS, STARTER (CRANKING MOTOR) REBUILDING & GENERAL TROUBLESHOOTING FOREIGN AND DOMESTIC SYSTEMS, EXAM (3 HRS.)

## **CHARGING SYSTEMS**

75

ALTERNATORS, BASIC THEORY OF OPERATION, MAINTENANCE OF: DRIVE BELTS, WIRING CHECK, TROUBLESHOOTING ALTERNATORS, (REMOVAL AND INSTALLATION), TESTING VOLTAGE REGULATORS, (REMOVAL & INSTALLATION) BENCH ALTERNATOR OVERHAULING (DISASSEMBLY, INSPECTION, AND TESTING), & THE ALTERNATOR REBUILDING AND GENERAL TROUBLESHOOTING. EXAM 3 HRS

## **FUEL INJECTION**

100

TYPES OF FUEL INJECTION (TIMED, CONTINUOUS AND THROTTLE), INFORMATION SENSOR COMPONENTS, OPERATING COMPONENTS (FUEL PRESSURE REGULATOR, ELECTRONIC CONTROL UNITS, AIR CONTROL VALVES, FUEL INJECTORS), DOMESTIC FUEL INJECTION SYSTEMS, BASIC TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES, GENERAL MOTORS (GM), FUEL INJECTION SYSTEMS (THROTTLE BODY/MULTIPOINT, DIGITAL, SEQUENTIAL), THE BASICS IN TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES FORD, INJECTION SYSTEMS (CENTRAL, PORT), TROUBLESHOOTING REMOVAL/INSTALLATION PROCEDURE. CHRYSLER FUEL INJECTION SYSTEMS (MULTIPOINT, & SINGLE POINT), AND TROUBLESHOOTING REMOVAL & INSTALLATION PROCEDURES. STUDENTS TO BECOME FAMILIAR WITH THE BEAR / PACE 200 ENGINE ANALYZER, THE OTC 4000 DIAGNOSTIC EQUIPMENT, AND THE FUEL INJECTION SYSTEM CLEANING EQUIPMENT AND PROCEDURES. TEST 3 HRS

## **INTRODUCTION TO OBD-II DOMESTIC/ OBD-II IMPORT TESTS, MAINTENANCE & STANDARDS**

80

STUDENTS LEARN SCANS, TESTING FOR DIAGNOSING AND MAINTENANCE FOR EMISSION CONTROL LEVELS



**THE BASICS OF ENGINES** 55  
THE MECHANICS OF ENGINE DESIGN: FOUR/SIX STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP) BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING TEST 3 (HRS)

**BRAKING SYSTEMS** 40  
STUDENTS LEARN THE FUNDIMENTALS OF BREAKING SYSTEMS INCLUDING DISC AND DRUM SYSTEMS, CHECKING FOR WEAR & TEAR & STANDARD MAINTAINENCE FOR PERSONAL CAR CARE USE OF GUAGES, INSTALLING ACCESSORY GAUGES. TEST 3 HRS

**STANDARD TRANSMISSIONS** 40  
STUDENTS LEARN PART IDENTIFICATION AND THE BASICS FOR THE CARE AND MAINTENANCE OF STANDARD TRAMSMISSION SYSTEMS, AND LEARNING TO DIAGNOSE AND USE STANDARD SERVICE KITS, TO PERFORM PERSONAL CAR MAINTENCE

**AUTOMATIC TRANSMISSIONS** 40  
STUDENTS LEARN PART IDENTIFICATION AND THE BASICS FOR THE CARE AND MAINTENANCE OF STANDARD TRAMSMISSION SYSTEMS, AND LEARNING TO DIAGNOSE AND USE STANDARD SERVICE KITS, TO PERFORM PERSONAL CAR MAINTENCE & TROUBLESHOOTING INSPECTION AND TESTING,

**ASE Certification Overview** 25  
A GENERAL OVERVIEW OF THE ASE CERTIFICATION EXAM FOR FUEL INJECTION SYSTEMS AND PROCEDURES

**Student progress is evaluated using oral, written, and practical tests and projects each module**

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HAYNES AUTOMOTIVE ELECTRICAL MANUAL ISBN# 1-85-010654-1  
MITCHELL REPAIR Tune-Up Specifications ISBN# 0-84-702088-6  
A ruled notebook, pen and pencil.

## **A-Vocational GENERAL AUTOMOTIVE MECHANIC**

TOTAL TIME: 200 HOURS, 40 WEEKS 5 hours per week

**Program Options:** A student enrolled in the A-Vocational General Automotive Mechanic will become proficient in general Automotive Mechanic Service and Maintenance fields for self improvement. Tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. This program is Non-Vocational for self improvement purposes. Students successfully completing course training will receive a Certificate of Completion, verifying that fact. SOC Code 49-3023 Automotive Service Technicians and Mechanics

## **A-Vocational AUTOMOTIVE ELECTRICAL**

TOTAL TIME: 200 HOURS 10 Quarter Credit Units 40 WEEKS  
5 hours per week

### **OUTLINE**

### **HOURS**

#### **THE BASICS OF ENGINES**

40

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING

#### **THE TUNE-UP**

15

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING LIGHT, & IGNITION TIMING. CARBURETOR ADJUSTMENTS, VALVE ADJUSTMENTS. MASTER TUNE-UP THEORY. AIR / FUEL MIXTURE (CARBURETION) BASIC OBD-II TEST AND MAINTENANCE.

#### **BRAKING SYSTEMS**

40

STUDENTS LEARN THE FUNDIMENTALS OF BREAKING SYSTEMS, INCLUDING DISC AND DRUM SYSTEMS, CHECKING FOR WEAR & TEAR AND STANDARD MAINTAINENCE FOR PERSONAL CAR CARE USE OF GUAGES, INSTALLING ACCESSORY GAUGES.

#### **STANDARD TRANSMISSIONS**

40

STUDENTS LEARN PART IDENTIFICATION AND THE BASICS FOR THE CARE AND MAINTENANCE OF STANDARD TRAMSMISSION SYSTEMS, AND LEARNING TO DIAGNOSE AND USE STANDARD SERVICE KITS, TO PERFORM PERSONAL CAR MAINTENCE

STUDENTS LEARN PART IDENTIFICATION AND THE BASICS FOR THE CARE AND MAINTENANCE OF STANDARD TRANSMISSION SYSTEMS, AND LEARNING TO DIAGNOSE AND USE STANDARD SERVICE KITS, TO PERFORM PERSONAL CAR MAINTENANCE & TROUBLESHOOTING INSPECTION AND TESTING,

**ASE Certification Overview**

25

A GENERAL OVERVIEW OF THE ASE CERTIFICATION EXAM FOR FUEL INJECTION SYSTEMS AND PROCEDURES

**Student progress is evaluated using oral, written, and practical tests and projects each module**

\*The following training materials are provided by the School:

Prepared text manuals IN SPANISH for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION  
HAYNES AUTOMOTIVE ELECTRICAL MANUAL ISBN# 1-85-010654-1

A ruled notebook, pen and pencil.

**JOB ANALYSIS SUMMARY:** Worker will carry out duties of a lite automotive mechanic. Basic maintenance service including: Tune Ups, adjust repair and install fuel injection equipment, check and service ignition systems. Occupational Objectives: DOT Numbers include: 620.281-066, .261-010, 281-034, 684-014, 625.281-022 Tune-Up Mechanic, Fuel Injection Repair any industry. SOC Code 49-3023 Automotive Service Technicians and Mechanics

**DESCRIPTION OF TASKS:**

Diagnose service and repair basic electrical systems in automobiles. Determines malfunction of electrical system by visual inspection and using testing devices such as circuit testers, voltmeter, analyzer. Adjusts ignition timing, measure and adjust distributor breaker points and gaps using dwell meter or thickness gauge. Tests and repairs starters, generators and distributors. Repairs or replaces defective wiring in the ignition, lighting, air conditioning and safety control system. Examines parts for defects and tests needle valves with wire gauges and flow-meter. Cleans parts in solvents to remove dirt and gum deposits. Repairs or replaces defective parts. Start engine and turns adjustment controls to regulate flow of air and gasoline through carburetor or injectors, using testing equipment. May operate drill press, lathe and other power tools to refit, clean, ream machine seating surfaces. May install and repair mechanical devices.

**PHYSICAL REQUIREMENTS:**

**STANDING:** Required throughout the work period, in combination with walking in the shop area.

**WALKING:** In the shop area, from tool crib or storage area to auto and other specified areas.

**LIFTING:** Replacement parts and units; Batteries, etc (15 to 25lbs)

**CARRYING:** As above for short distances. Shop area to/from tool crib or replacement part shelves to auto.

**BENDING:** While replacing parts, removing and remounting units. Bending over engine usually resting elbows on car. May use creeper to take pressure off back. Bending from waist forward, but not to ground level. Slight bend forward when removing and replacing carburetor or fuel injection equipment.

**CROUCHING/CRAWLING/KNEELING:** N/A

**REACHING:** At all levels, to replace or repair parts.

**CLIMBING:** On small step ladder when reaching for parts or when working on larger vehicles pick-up trucks,

**PUSHING/TOUCHING/FEELING:** In all aspects of the job.

**TALKING/HEARING:** To other workers and supervisor, (to customers if job appropriate).

**MATERIAL/PRODUCTS:** Water, air solvents, acid to clean parts, battery acid, soldering material for electrical system repairs, replacement parts etc.

**TYPICAL ENVIRONMENT:** A. INSIDE: 100% Garage doors are usually kept open., B. OUTSIDE: When testing the vehicle (driving it), C. EXTREME COLD OR HEAT: Dependant on area climate., D. NOISE: Normal shop level noise, cars running, etc., E. HAZARD: Electric shock, burn if not careful working in the vehicle or when using solvents to clean., F. SURFACES: Usually concrete flooring.,

**TYPICAL ENVIRONMENT:** A. INSIDE: 100% Garage doors are usually kept open., B. OUTSIDE: When testing the vehicle (driving it), C. EXTREME COLD OR HEAT: Dependant on area climate., D. NOISE: Normal shop level noise, cars running, etc., E. HAZARD: Electric shock, burn if not careful working in the vehicle or when using solvents to clean., F. SURFACES: Usually concrete flooring.,

**ATMOSPHERIC CONDITIONS:**

A. FUMES: Emission Control fumes/exhaust, B. ODORS: From fumes, gasoline, solvents,  
C. DUST: Low levels, in car & work areas., D. MIST: Rarely, overheated engine.,  
E. VENTILATION: Open air when garage doors are open (normal working position).

**MACHINES/TOOLS/EQUIPMENT AND WORK AIDS:** Air compressor, impact tools, wrenches, soldering guns, battery charger and electrical testing equipment, hand tools etc.

**WORKER INSTRUCTIONS:** From supervisor / manager. If at dealer from work order, if self employed or instructed to do so directly from the client.

**WORKING HOURS:** Typically eight hours a day, five days a week, overtime as needed.

**Optional Equipment: ALL Automotive Programs**

1 TOOL BOX 18"	9-65583
1 HAMMER (12 oz. SIZE)	9-38464
1 MECHANICS TOOL SET (STANDARD/METRIC, 50 PC) RATCHET/EXTENSION AND SOCKETS (CRAFTSMAN OR SIMILAR)	93-3670
1 COMPRESSION TESTER-KIT (SEARS OR SIMILAR)	9-2171
1 TIMING LIGHT (SEARS 1200 OR SIMILAR)	9-2134
1 DISTRIBUTOR CLAMP WRENCH (1/2" & 8/16") SET (WILMAR OR SIMILAR)	9-44322
1 AUTO VOLTAGE CIRCUIT TESTER (6 TO 12 VOLTS) (WILMAR OR SIMILAR)	9-KD129
1 MULTIMETER AUTO RANGING DIGITAL (MICRONTA OR SIMILAR)	9-2168
1 SOLDERING GUN - (SEARS OR SIMILAR )	9-Wed650
1 ELECTRICAL TOOL KIT (CRIMPER & CONNECTORS)(SEARS OR SIMILAR)	9-82563
1 FEELER GAGE (30 BLADES) CRAFTSMAN OR SIMILAR	9-40811
1 SET OF SIX METRIC WRENCHES (CRAFTSMAN OR SIMILAR)	9-44162
1 SET OF SIX STANDARD WRENCHES (CRAFTSMAN OR SIMILAR)	9-44163
1 SET OF THREE PLIERS (CRAFTSMAN OR SIMILAR)	9-45285
1 SET OF NUTDRIVERS (STANDARD)	9-4196
1 SCREWDRIVERS SET OF SIX (CHROME/VANADIUM)	9-41098
8 PC SET OF 3/8 INCH DRIVE IMPACT SOCKETS.	9-18736
8 PC SET OF 3/8 INCH DRIVE METRIC IMPACT SOCKETS	9-18739
1 CRAFTSMAN 3/8 INCH SQUARE DRIVE RATCHET	9-18802
1 CRAFTSMAN 1/4 INCH SQUARE DRIVE MINI RATCHET	9-18845
60 PC SCREWDRIVER BIT AND HAND DRIVER KIT	9-21000
1 TOYOTA/HONDA/NISSAN CODE SCANNER	9-21001
1 FORD CODE SCANNER	9-21002
1 HARD HELD VACUUM PUMP	9-2174
1 BASIC FUEL INJECTION PRESSURE TESTING KIT	9-OT7635A
1 3/8 TO 3/8 FLEXIBLE SOCKETS	9-43261
1 3/8 TO 1/8 FLEXIBLE SOCKETS	9-43262

**TOTAL \$1.000.00**

## **A-Vocational ON-BOARD DIAGNOSTIC II**

**Program Options** A student enrolled in the A-Vocational ON-BOARD DIAGNOSTIC II will become proficient in personal Automotive Service and Maintenance fields for personal self improvement such as test preparation for ASE Certification, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. This Program is for self improvement purposes and not geared directly toward entry level employment, placement is tracked but is exempt from completion/placement performance levels. Students successfully completing course training will receive a Certificate of Completion, verifying that fact. ASE TESTING AND FEES ARE NOT PROVIDED. SOC Code 49-3023 Automotive Service Technicians and Mechanics

**A-Vocational (OBD II) ON-BOARD DIAGNOSTIC II**  
TOTAL TIME: 110 HOURS 22 WEEKS, 5 hours per week

<b><u>OUTLINE</u></b>	<b><u>HOURS</u></b>
<b><u>INTRODUCTION TO OBD-II</u></b> STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC SERVICE AND CARE	20
<b><u>STANDARD ASE TESTS</u></b> STUDENTS LEARN SCANS AND THE TESTING APPLICATIONS FOR THE STANDARD ASE OBD-II CERTIFICATION TEST, STUDENTS ARE PROVIDED THE OPPORTUNITY TO STUDY THE SAMPLE ASE TEST QUESTIONS IN ORDER TO PERFORM SELF STUDY FOR THE EXAM.	30
<b><u>INTRODUCTION TO PRE- OBD-II</u></b> STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC SERVICE AND CARE	20
<b><u>INTRODUCTION TO OBD-II DOMESTIC</u></b> STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC SERVICE AND CARE	20
<b><u>INTRODUCTION TO OBD-II IMPORT</u></b> STUDENTS LEARN OBD II IDENTIFICATION AND MAINTENANCE REVIEWING RESULTS FOR DIAGNOSING, TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC SERVICE AND CARE	20

**Student progress is evaluated using oral, written, and practical tests and projects each module**

\*The following training materials are provided by the School:

Prepared text manuals IN SPANISH for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION  
HAYNES AUTOMOTIVE ELECTRICAL MANUAL ISBN# 1-85-010654-1

A ruled notebook, pen and pencil.

## **A-Vocational AUTOMOTIVE ELECTRICAL**

**Program Options** A student enrolled in the A-Vocational Automotive Electrical will become proficient in personal Automotive Electrical Service and Maintenance as well as accessory installation fields for personal self improvement, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. This Program is for self improvement purposes and not geared directly toward entry level employment thus placement is tracked but are exempt from completion/placement performance levels. Students successfully completing course training will receive a Certificate of Completion, verifying that fact. SOC Code 49-3023 Automotive Service Technicians and Mechanics

## **A-Vocational AUTOMOTIVE ELECTRICAL**

TOTAL TIME: 140 HOURS 28 WEEKS  
5 hours per week

### **OUTLINE**

### **HOURS**

#### **ELECTRICITY**

25

WHAT IS ELECTRICITY. CONDUCTORS, RESISTORS. ELECTRICAL CIRCUITS. MEASURING ELECTRICITY. SWITCHES, & JUNCTIONS, RELAYS, RHEOSTAT, ELECTROMAGNETISM, SOLENOIDS, FUSES, CIRCUITBREAKER, WIRING DIAGRAMS /SYMBOLS, COLOR CODES DIAGNOSING AND CORRECTING CIRCUIT FAULTS, MULTI-METER, AND GENERAL TROUBLESHOOTING STRATEGIES, CONNECTORS, TERMINALS, MAKING CONNECTIONS, SOLDERING, & INSULATING, CHOOSING WIRE, WIRE GAUGES, TOOLS

#### **LIGHTING SYSTEMS**

20

LIGHT BULBS, SIDELIGHTS, HEADLIGHTS, & CIRCUITS, TROUBLESHOOTING, AUXILIARY LIGHTS, FLASHERS, TURN SIGNAL, BRAKE LIGHTS, BACKUP LIGHTS, WIRING, INDICATOR LIGHTS, & CIRCUIT GAUGES, INSTALLING ACCESSORY GAUGES

#### **ACCESSORIES**

15

LIGHTER, CRUISE CONTROLS, HEATER BLOWERS, HORNS, & RELAY TYPE CIRCUITS, NON RELAY TYPE CIRCUITS, POWER ANTENNAS, REAR WINDOW DEFOGGER, WINDSHIELD WASHER & WINDSHIELD WIPERS, AND BASIC AUTO. STEREO AND AMPLIFIER INSTALLATION, ALARMS INSTALLATION,

## **STARTING SYSTEMS**

25

BATTERY TESTING, CABLES, BOOSTERS, T ROUBLESHOOTING THE STARTING SYSTEM, STARTER (CRANKING) MOTOR, OVERHAULING DISASSEMBLY, INSPECTION AND TESTING, SOLENOIDS, STARTER (CRANKING MOTOR) REBUILDING & GENERAL TROUBLESHOOTING FOREIGN AND DOMESTIC SYSTEMS

## **CHARGING SYSTEMS**

30

ALTERNATORS, BASIC THEORY OF OPERATION, MAINTENANCE OF: DRIVE BELTS, WIRING CHECK, TROUBLESHOOTING ALTERNATORS, (REMOVAL AND INSTALLATION), TESTING VOLTAGE REGULATORS, (REMOVAL & INSTALLATION), BENCH ALTERNATOR OVERHAULING (DISASSEMBLY, INSPECTION, AND TESTING), & THE ALTERNATOR REBUILDING AND GENERAL TROUBLESHOOTING.

## **ASE CERTIFICATION OVERVIEW**

25

A GENERAL OVERVIEW OF THE ASE CERTIFICATION EXAM FOR FUEL INJECTION SYSTEMS AND PROCEDURES

**Student progress is evaluated using oral, written, and practical tests and projects each module**

\*The following training materials are provided by the School:

Prepared text manuals IN SPANISH for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION  
HAYNES AUTOMOTIVE ELECTRICAL MANUAL ISBN# 1-85-010654-1  
A ruled notebook, pen and pencil.

## **A-Vocational FUEL INJECTION (ENGINE PERFORMANCE)**

**Program Options:** A student enrolled in the A-Vocational Fuel Injection (Engine Performance), will become proficient in personal Automotive Fuel Injection Service and Maintenance fields for personal self improvement, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. This Program is for self improvement purposes and not geared directly toward entry level employment thus placement is tracked but are exempt from completion/placement performance levels. Students successfully completing course training will receive a Certificate of Completion, verifying that fact.- SOC Code 49-3023 Automotive Service Technicians and Mechanics

## **A-Vocational FUEL INJECTION (ENGINE PERFORMANCE)**

TOTAL TIME: 160 HOURS 32 WEEKS, 5 hours per week

### **OUTLINE**

### **HOURS**

#### **THE BASIC OF ENGINE OPERATION & TUNE-UP**

35

THE THEORY OF ENGINE DESIGN: THE FOUR STROKE CYCLE. THE OVERHEAD CAM ENGINE. SPARKPLUG WIRES, DISTRIBUTOR (CAP), BATTERY, FILTERS. TUNE-UP PROCEDURES, COMPRESSION TESTS TROUBLESHOOTING, SPARK PLUGS, CABLES, BREAKER POINTS & CONDENSERS, INSPECT SECONDARY IGNITION CIRCUITS, TIMING LIGHT, & IGNITION TIMING. CARBURETOR ADJUSTMENTS, VALVE ADJUSTMENTS. MASTER TUNE-UP THEORY. AIR/FUEL MIXTURE (CARBURETION)

#### **FUEL INJECTION**

100

TYPES OF FUEL INJECTION (TIMED, CONTINUOUS AND THROTTLE), INFORMATION SENSOR COMPONENTS, OPERATING COMPONENTS (FUEL PRESSURE REGULATOR, ELECTRONIC CONTROL UNITS, AIR CONTROL VALVES, FUEL INJECTORS), DOMESTIC FUEL INJECTION SYSTEMS, BASIC TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES, GENERAL MOTORS (GM), FUEL INJECTION SYSTEMS (THROTTLE BODY/MULTIPOINT, DIGITAL, SEQUENTIAL), THE BASICS IN TROUBLESHOOTING, REMOVAL & INSTALLATION PROCEDURES FORD, INJECTION SYSTEMS (CENTRAL, PORT), TROUBLESHOOTING REMOVAL/INSTALLATION PROCEDURE. CHRYSLER FUEL INJECTION SYSTEMS (MULTIPOINT, & SINGLE POINT), AND TROUBLESHOOTING REMOVAL & INSTALLATION PROCEDURES. STUDENTS TO BECOME FAMILIAR WITH THE BEAR / PACE 200 ENGINE ANALYZER, THE OTC 4000 DIAGNOSTIC EQUIPMENT, AND THE FUEL INJECTION SYSTEM CLEANING EQUIPMENT AND PROCEDURES.

#### **ASE CERTIFICATION OVERVIEW**

25

A GENERAL OVERVIEW OF THE ASE CERTIFICATION EXAM FOR FUEL INJECTION SYSTEMS AND PROCEDURES

**Student progress is evaluated using oral, written, and practical tests and projects each module**

\*The following training materials are provided by the School: Prepared text manuals IN SPANISH for AUTOMOTIVE ELECTRICAL AND FUEL INJECTION. A ruled notebook, pen and pencil. HAYNES AUTOMOTIVE ELECTRICAL MANUAL ISBN# 1-85-010654-1



## **A-Vocational AUTOMOTIVE AIR CONDITIONING SERVICE**

### **Program Options**

A student enrolled in the A-Vocational Automotive Air Conditioning Service will become proficient in personal Automotive Air Conditioning Service and maintenance fields for personal self improvement, tuition and fees for the complete program as well as options are listed in the Tuition section of this catalog. This Program is for self improvement purposes and not geared directly toward entry level employment thus placement is tracked but are exempt from completion/placement performance levels. Students successfully completing course training will receive a Certificate of Completion, verifying that fact. SOC Code 49-3023 Automotive Service Technicians and Mechanics

## **A-Vocational AUTOMOTIVE AIR CONDITIONING SERVICE**

TOTAL TIME: 140 HOURS 28 WEEKS, 5 hours per week

### **OUTLINE**

### **HOURS**

#### **AIR CONDITIONING FUNDAMENTALS**

**40**

STUDENTS LEARN AUTOMOTIVE AIR CONDITIONING SYSTEM FUNDAMENTALS FOR BASIC SERVICE AND CARE THEORY AS WELL AS AIR QUALITY CONTROL REGULATIONS

#### **COMPONANTS**

**30**

STUDENTS LEARN AUTOMOTIVE AIR CONDITIONING SYSTEM COMPONANTS E.G. BLOWER MOTOR, BELTS AND TEMPORATURE SENSOR FOR BASIC SERVICE AND CARE THEORY

#### **AIR CONDITIONING ELECTRICAL CONTROLS**

**30**

STUDENTS LEARN AUTOMOTIVE AIR CONDITIONING SYSTEM ELECTRICAL CONTROLS AND TESTING FOR BASIC SERVICE AND CARE THEORY AS WELL AS ELECTRICAL SAFETY

#### **DIAGNOSING AND TROUBLESHOOTING**

**60**

STUDENTS LEARN AUTOMOTIVE AIR CONDITIONING SERVICE AND MAINTENANCE. REVIEWING DIAGNOSING RESULTS FOR, TROUBLESHOOTING, PERFORMANCE OF CARS, BASIC SERVICE AND CARE WITH FREON THEORY

**Student progress is evaluated using oral, written, and practical tests and projects each module**

\*The following training materials are provided by the School: Prepared text manuals IN SPANISH for HAYNES AUTOMOTIVE ELECTRICAL MANUAL ISBN# 1-85-010654-1  
A ruled notebook, pen and pencil.

## NOTICE OF STUDENTS RIGHTS"

1. You may cancel your contract for school, without any penalty or obligation as described in the Notice of Cancellation form that will be given to you at the first day of class (insert 'the first class you go to' or "with the first lesson in a home study or correspondence course, whichever is applicable) Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. You have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost you contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below the information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, call or write to: Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Bureau Address: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833**

**Phone: (916) 431-6959--Toll Free: 1 (888) 370-7589--Fax: (916) 263-1897**

**Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

### Notice of Cancellation

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you, cancel, any payment you have made and any negotiable instrument signed by you will be returned to you within 45 days following the school's receipt of your cancellation notice. But, if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10-day period the school may keep an amount out of what you paid that equals the price of the equipment written into the contract. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to: **CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ AUTOMOTIVE** 555 N. Glendale Blvd Los Angeles, CA. 90026. Attn: School Director

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class. If you cancel afterpaid through attendance at the first class session, or the seventh day after enrollment, whichever is later, any refund due you or liability for tuition you may owe, is determined by the refund policy as stated in the school catalog.

If you have any complaints, questions, or problems which you cannot work out with the school, call or write to: Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website [www.bppe.ca.gov](http://www.bppe.ca.gov)

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**Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

NOTICE: You will receive 2 copies of this document on the day you start classes.