

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Sample New Program Application

Sample New Program Application

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TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

New Program Application: Cover Sheet

DEPT. USE ONLY

Receipt # _____
Fee Paid _____
Date Paid _____
Initialed by _____

For LICENSED SCHOOLS:
Send New Program with \$225 Application fee to:
Texas Workforce Commission
Career Schools and Colleges - Controller
101 East 15th Street
Austin, TX 78778-0001

For SCHOOLS APPLYING FOR LICENSES:
Send New Program Application without \$225 fee to:
Texas Workforce Commission
Career Schools and Colleges - Room 226T
101 East 15th Street
Austin, TX 78778-0001

Authority for Data Collection: Texas Education Code, §132.055.

Planned Use of the Data: To provide the information necessary to determine if the course is of such quality, content, and length to reasonably and adequately achieve the stated objectives for which the program is offered, and to provide the current charges.

School Name Ray's Computer Training School # S0001
School Mailing Address 2020 Wm. J. Bryan Pkwy. School Phone (979) 776-2020
City/State/Zip: Bryan, Texas 77802 School FAX (979) 776-4848
School e-mail address ray.smith@rayscomptrng.com Contact Person Raymond I. Smith

Overview of the Program

Program Name: Computer Repair & Networking Technician
Stated Occupation(s): Computer and Network Support Technician
Classification of Instructional Programs (CIP) Code Number: 15.1202
Program Length: 208 (Clock Hours) 6.0 (Semester Credit Hours, if applicable)
Number of Lessons (Correspondence Schools Only) Total Program Price: \$8000.00
Projected completion rate for students who enroll in the program: 85%
Projected employment rate for students who graduate from the program: 78%

I certify that the information provided in this New Program Application is true and correct to the best of my knowledge.

Raymond I. Smith 10/02/2006
Typed Name of School Director Signature of School Director Date

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

Computer Repair & Networking Technician

Admissions Requirements:

Individuals applying for this course are required to:

- a. interview with an admissions counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate) or
- d. in the event the applicant is unable to provide proof of secondary education, achieve a passing score on the Wonderlic Basic Skills Test (Verbal 200 and Quantitative 210)

Program Description:

This course of instruction prepares individuals for entry-level jobs as a computer repair and networking technicians. Graduates may find suitable employment with computer manufacturing, computer sales, and computer repair companies. Students will learn to troubleshoot and repair personal computers and network devices. Upon completion of this program students will be able to install, upgrade, and support personal computers and associated peripheral devices in a network environment.

Program Outline

Subject #	Subject Title	Clock Hours		Semester Credit Hours
		Lec/Lab/Ext/Total		
CRT 101**	Introduction to Computers & Networking	08 / 16 / 00 / 24		1.0
CRT 102**	Computer Hardware & Software	14 / 26 / 00 / 40		1.0
CRT 103**	Networking	24 / 56 / 00 / 80		3.0
CRT 104**	Employment Skills	06 / 18 / 00 / 24		0.5
CRT 105**	Computer Repair Externship	00 / 00 / 40 / 40		0.5
	Total Hours	52 / 116 / 40 / 208		6.0

The approximate time required to complete this program is six weeks for day students and twelve weeks for evening students.

** Single subjects making up this program may be taken individually at a cost of \$50.00 per clock hour. Entrance requirements for each single subject will be demonstration of skills or completion of the prerequisite subject.

Subject Descriptions

CRT 101 – Introduction to Computers & Networking:

This subject introduces students to personal computers and how they are integrated into a network. Upon completion of this subject students will be able to: 1) turn on a computer, 2) open software applications, 3) use software applications, and 4) properly shutdown a computer. They will also be able to describe how personal computers and peripheral devices are interconnected on a network. (Lec 08 Cl Hrs / Lab 16 Cl Hrs / Ext 00 Cl Hrs / 1.0 Sem Cr Hrs) [Prerequisites: None]

CRT 102 – Computer Hardware & Software:

Upon completion of this subject students will be able to describe: 1) the functions of computer hardware components and how they relate to each other, and 2) the installation and operation of different software applications. They learn how to: 1) disassemble and assemble a computer, 2) install and operate software on a computer, 3) troubleshoot hardware and software problems, 4) connect peripheral devices to the computer, and 5) repair hardware and software problems. (Lec 14 Cl Hrs / Lab 26 Cl Hrs / Ext 00 Cl Hrs / 1.0 Sem Cr Hrs) [Prerequisite: CRT 101, Introduction to Computers]

CRT 103 – Networking

This subject introduces students to the skills necessary to install a computer and peripheral devices on a network. Upon completion of this subject students will be able to describe: 1) network components, their use, and how they are interconnected; 2) the advantages and disadvantages of different network topologies, and 3) the operation of a client/server environment. Students will learn how to: 1) wire a Microsoft Windows 2000 network, 2) plan, design, and setup a network that best suits the needs of the client, 3) diagnose and troubleshoot Windows 2000 in a network environment, and 4) provide effective customer support to clients. (Lec 24 Cl Hrs / Lab 56 Cl Hrs / Ext 00 Cl Hrs / 3.0 Sem Cr Hrs) [Prerequisite: CRT 102, Computer Hardware & Software]

CRT 104 – Employment Skills

This subject is devoted to preparing students for their career as a computer repair technician. Students will learn how to: 1) find and explore job leads, 2) prepare a resume and cover letter, 3) interview and follow up on an interview, and 4) become a valued employee and advance within their chosen career field. (Lec 06 Cl Hrs / Lab 18 Cl Hrs / Ext 00 Cl Hrs / 0.5 Sem Cr Hrs) [Prerequisite: CRT 103, Networking]

CRT 105 – Computer Repair Externship

During this portion of the program, students will put into practice the skills they have gained in previous subjects. They will learn how to: 1) deal with the real problems of customer service, 2) assist clients with defining their needs and setting up a computer network that meets those needs, 3) troubleshoot and repair computers under real workplace conditions, and 4) build personal computers based on the needs of the clients. (Lec 00 Cl Hrs / Lab 00 Cl Hrs / Ext 40 Cl Hrs / 0.5 Sem Cr Hrs) [Prerequisite: CRT 104, Employment Skills]

Class Schedule

Day students will attend class Monday through Friday from 8:00 A.M. to 5:00 P.M for approximately six weeks. Class for evening students will be Monday through Friday from 6:00 P.M. to 10:00 P.M for approximately twelve weeks. For day students a ten-minute break will be taken every hour at ten-minutes until the hour and lunch will be from 12:00 P.M. to 1:00 P.M. For evening students there will be no meal time allowed and a ten-minute break will be taken every hour beginning at ten-minutes until the hour.

Dates school will be closed:

New Years Day
 Martin Luther King Day
 Presidents' Day
 Good Friday
 Memorial Day
 Independence Day
 LBJ's Birthday
 Labor Day
 Veteran's Day
 Thanksgiving Day
 Day After Thanksgiving
 Christmas Eve
 Christmas Day
 Day After Christmas

Class Start Dates:

Class for day students begin November 5, 2006 with successive classes beginning every six-weeks. Class for evening students will begin the same date with successive classes starting every twelve-weeks thereafter.

Tuition and Fees:

Registration	\$100.00
Tuition	\$6900.00
Books & Supplies	\$500.00
Tool Kit	\$500.00
Total Cost	\$8000.00

Cost per Single Subject:

The cost for taking single subjects individually is \$50.00 per clock hour of instruction. Prices for individual subjects are as follows:

CRT 101	Introduction to Computers & Networking	\$1200.00
CRT 102	Computer Hardware & Software	\$2000.00
CRT 103	Networking	\$4000.00
CRT 104	Employment Skills	\$1200.00
CRT 105	Computer Repair Externship	\$2000.00

Attachment 2: SUBJECT SYLLABI (NOT INCLUDED IN ACTUAL CATALOG):

Provide a syllabus for each subject to include the following: (*See Appendix 2* for an example of a subject syllabus)

Syllabi for each subject are included on page 8 – 12 of this application packet.

CRT 101 – Introduction to Computers & Networking Syllabus

Subject Description:	Introduction to Computers & Networking introduces students to personal computers and how they are integrated into a network. Upon completion of this subject, students will be able to: 1) turn on a computer, 2) open software applications, 3) use software applications and 4) properly shutdown a computer. They will also be able to describe how personal computers and peripheral devices are interconnected on a network.	
Subject Hours:	24 clock hours (08 hours lec, 16 hours lab, 00 hours ext) 1.0 Semester Credit Hours	
Performance Objectives:	turn on a computer select and open software applications use software applications save documents in selected software applications close documents and exit selected software applications properly shutdown a computer	
Prerequisites:	None	
Required Textbooks:	Swartz.: Computers in Your Future, 3 rd ed., C. M. Runn, 2000	
Instructional Methods:	1. Lecture 2. Laboratory	
Maximum Student : Instructor Ratio:	15 : 1	
Materials and Media References:	Delugie.: <u>Networking Computers</u> . 5 th ed., M. R. Piggs, 2000	
Daily Content Outline:	Day 1 Computer Basics, Opening Software Applications and Creating file folders Day 2 Saving Documents, Closing Applications, and Opening Saved Documents Day 3 Closing Out Applications and Shutting Down The Computer	
Basis of Grades:	Tests/Quizzes	15%
	Final Exam	35%
	Lab assignments	50%

CRT 102 – Computer Hardware and Software Syllabus

Subject Description:	Upon completion of Computer Hardware and Software students will be able to describe: 1) the functions of computer hardware components and how they relate to each other, and 2) the installation and operation of different software applications. They will also be able to: 1) disassemble and assemble a computer, 2) install and operate software on a computer, 3) troubleshoot hardware and software problems, connect peripheral devices to the computer, and 5) repair hardware and software problems.
Subject Hours:	40 clock hours (14 hours lec, 26 hours lab, 00 hours ext) 1.0 Semester Credit Hours
Performance Objectives:	identify and describe the function of computer components disassemble and assemble a computer install computer hardware and make operational install additional computer software applications troubleshoot hardware and software problems repair hardware and software problems describe computer networking
Prerequisites:	CRT 101, Introduction to Computers and Networking
Required Textbooks:	Swartz.: Computers in Your Future, 3 rd ed., C. M. Runn, 2000 Buttkis.: Networking Fundamentals, 2 nd ed., I. M. Smartt, 2006
Instructional Methods:	1. Lecture 1. Laboratory
Maximum Student : Instructor Ratio:	15 : 1
Materials and Media References:	Delugie.: <u>Networking Computers</u> . 5 th ed., M. R. Piggs, 2000
Daily Content Outline:	Day 1 Computer Hardware Components Day 2 Installing Computer Software Day 3 Troubleshooting Computer Hardware/Software Day 4 Repair of Computer Hardware/Software Day 5 Computer Networking Fundamentals
Basis of Grades:	Tests/Quizzes 20% Final Exam 30% Lab assignments 50%

CRT 103 – Networking Syllabus

Subject Description:	Networking introduces students to the skills necessary to install a computer and peripheral devices on a network. Students will learn to: 1) wire a Microsoft Windows 2000 network, 2) plan, design, and setup a network that best suits the needs of the client, 3) diagnose and troubleshoot Windows 2000 in a network environment, and 4) provide effective customer support to clients.
Subject Hours:	80 clock hours (24 hours lec, 56 hours lab, 00 hours ext) 3.0 Semester Credit Hours
Performance Objectives:	describe network components, their use, and how they are interconnected describe the advantages/disadvantages of different network topologies describe the operation of a client/server environment wire a Microsoft Windows 2000 network plan, design, and setup a network that best suits client needs troubleshoot Windows 2000 in a network environment provide effective customer support
Prerequisites:	CRT 102, Computer Hardware and Software
Required Textbooks:	Gattis.: <u>Networking Topologies</u> , 2 nd ed., I. M. Phunnie, 2000 Jobb.: <u>MS Windows 2000 Networking</u> , 3 rd ed., I. M. Smartt, 2006
Instructional Methods:	1. Lecture 2. Laboratory 3. Simulated Workplace
Maximum Student : Instructor Ratio:	15 : 1
Materials and Media References:	Delugie.: <u>Networking Computers</u> . 5 th ed., M. R. Piggs, 2000
Daily Content Outline:	Day 1 Assessing Client Needs Day 2 Designing Computer Networks Day 3 Designing Computer Networks Day 4 Designing Computer Networks Day 4 Wiring Computer Networks Day 5 Wiring Computer Networks Day 6 Wiring Computer Networks Day 7 Wiring a MS Windows 2000 Network Day 8 Troubleshooting Computer Networks Day 9 Repairing Computer Networks Day 10 Providing Effective Customer Service & Support
Basis of Grades:	Tests/Quizzes 15% Final Exam 25% Lab assignments 60%

CRT 104 – Employment Skills Syllabus

Subject Description:	During Employment Skills students will develop an effective resume and cover letter. They will also learn how to: 1) research job leads, 2) dress for an interview, 3) interview effectively, 4) follow-up an interview, and 5) keep a job and advance in their careers.
Subject Hours:	24 clock hours (06 hours lec, 18 hours lab, 00 hours ext) .5 Semester Credit Hours
Performance Objectives:	demonstrate how to find and explore job leads create a resume and cover letter demonstrate interviewing techniques describe following up the interview describe personal qualities that are conducive to keeping a job and advancing in one's career
Prerequisites:	CRT 103, Networking
Required Textbooks:	Smiff.: <u>Effective Resume Preparation</u> , 49 th ed., Igot DaJob, 2006 Taccs.: <u>The Complete Interview Guide</u> , 2 nd ed., C.U. Laiter, 2000
Instructional Methods:	1. Lecture 2. Laboratory 3. Simulated Interviewing
Maximum Student : Instructor Ratio:	15 : 1
Materials and Media References:	Goettum.: <u>The Employability Game</u> . 4 th ed., C. M. Goe, 2000
Daily Content Outline:	Day 1 Researching Job Leads and Elements of an Effective Resume Day 2 Dressing for the Interview and Resume/Cover Letter Preparation Day 3 Practice Interviews and Critiques, Interview Follow-up, and Job Advancement
Basis of Grades:	Tests/Quizzes 10% Final Exam 10% Lab assignments 80%

CRT 105 – Computer Repair Externship Syllabus

Subject Description:	During their externship, students will have the opportunity to practice the skills they have gained during their classroom training. They will refine their customer service skills, assist fellow workers in building computers to customer specifications, troubleshoot and repair hardware and software problems, and develop an effective career success strategy.
Subject Hours:	40 clock hours (00 hrs lecture, 00 hrs lab, 40 hrs externship) .5 Semester Credit Hours
Performance Objectives:	demonstrate effective customer service demonstrate assisting clients in defining their needs demonstrate troubleshooting and repair of computers demonstrate building a computer that meets client needs demonstrate setting up and making operational a computer network that meets the requirements of the client
Prerequisites:	CRT 104, Employment Skills
Required Textbooks:	<u>None</u>
Instructional Methods:	1. On-The-Job Training
Maximum Student : Instructor Ratio:	5 : 1
Materials and Media References:	Swartz: <u>Computers in Your Future</u> , 3 rd ed., C. M. Runn, 2000 Buttkis.: <u>Networking Fundamentals</u> , 2 nd ed., I. M. Smartt, 2006 Gattis.: <u>Networking Topologies</u> , 2 nd ed., I. M. Phunnie, 2000 Jobb.: <u>MS Windows 2000 Networking</u> , 3 rd ed., I. M. Smartt, 2006 Delugie.: <u>Networking Computers</u> . 5 th ed., M. R. Piggs, 2000 Goettum.: <u>The Employability Game</u> . 4 th ed., C. M. Goe, 2000
Daily Content Outline:	Days 1 – 5 (Day Students) Days 1 – 10 (Evening Students) Practice Effective Customer Service, Assist Clients, Work as a Team Member, Troubleshoot and Repair Computers, Build Computers, Wire Networks and Make Operational, and Practice Personal Traits conducive to continued employment and career advancement
Basis of Grades:	Externship Coordinator’s Report 15% Extern Site Supervisor’s Extern Evaluation Report 75% Student Externship Report 10%

Attachment 3: Externship Information

- a. The externship schedule for day students will be eight hours per day, five days per week for one week. The externship schedule for evening students will be four hours per day, five days per week for two weeks.
- b. The maximum number of externs expected in the program at any one time is 30.
- c. Copies of externship agreements between the school and externship sites are included.
- d. Evaluation of externs with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of the externship. Ratings on the written evaluations will be averaged for the final report. Evaluation forms are included.
- e. The externship coordinator will visit the externship sites at least once per week.
- f. The externship coordinator will be in daily telephone contact with the externship site supervisor.
- g. Externs are required to attend a meeting on the last day of their externship. During this meeting they will discuss their externship observations/experiences and will turn in their externship report.
- h. Although not required, students are encouraged to keep a daily journal of their externship experiences and observations.
- i. Students are required to write a final report that will be turned in on the day of their externship meeting.

Ray's Computer Training
2020 Wm. J. Bryan Parkway
Bryan, Texas 77802

August 10, 2006

Mr. Joe Ybarra
General Manager
University Computer Networking Services, Inc.
12345 South Texas Avenue
Bryan, Texas 77802

Dear Mr. Ybarra:

First let me introduce myself. My name is Raymond Smith and I am the owner/operator of Ray's Computer Training. The reason I am contacting you is that we are about to begin offering a new course of instruction at our training facility entitled Computer Repair & Network Technician.

The final course in this program is a 40 hour externship in which the students will work in a local business or company as a Computer and Network Support Technician under the guidance of a journeyman technician.

We would like to place externs in this program with your company. The externship schedule required for day students is 8 hours per day for 5 consecutive days. The schedule for night students would be 4 hours per day for 10 days over a two week period.

If your company can accommodate some of our externs, please fill in the following information and return to our office.

_____ **Yes** – Our company is willing to accept externs from the Computer Repair & Network Technician program of Ray's Computer Training. The maximum number of externs we can accommodate from this program is _____.

_____ **No** – Our company is currently unable to accept externs from the Computer Repair & Network Technician program. If we are able to accommodate externs in the future, we will contact Ray's Computer Training.

Typed Name of Authorized Company Official

Signature of Authorized Company Official

Date

Thank you very much for taking the time to provide this information. Our aim is to provide the best training available to students. If you have any questions and/or comments, please do not hesitate contacting me at either (979) 776-2020 or through my e-mail, ray.smith@rayscomptrng.com.

Sincerely,

Raymond I. Smith
Director
Ray's Computer Training

Ray's Computer Training
2020 Wm. J. Bryan Parkway
Bryan, Texas 77802

August 10, 2006

Mr. Steve Lawson
General Manager
The Computer Place
4657 North East Street
Bryan, Texas 77803

Dear Mr. Lawson:

First, let me introduce myself. My name is Raymond Smith and I am the owner/operator of Ray's Computer Training. The reason I am contacting you is that we are about to begin offering a new course of instruction at our training facility entitled Computer Repair & Network Technician.

The final course in this program is a 40 hour externship in which the students will work in a local business or company as a Computer and Network Support Technician under the guidance of a journeyman technician.

We would like to place externs in this program with your company. The externship schedule required for day students is 8 hours per day for 5 consecutive days. The schedule for night students would be 4 hours per day for 10 days over a two week period.

If your company can accommodate some of our externs, please fill in the following information and return to our office.

_____ **Yes** – Our company is willing to accept externs from the Computer Repair & Network Technician program of Ray's Computer Training. The maximum number of externs we can accommodate from this program is _____.

_____ **No** – Our company is currently unable to accept externs from the Computer Repair & Network Technician program. If we are able to accommodate externs in the future, we will contact Ray's Computer Training.

Typed Name of Authorized Company Official

Signature of Authorized Company Official

Date

Thank you very much for taking the time to provide this information. Our aim is to provide the best training available to students. If you have any questions and/or comments, please do not hesitate contacting me at either (979) 776-2020 or through my e-mail, ray.smith@rayscomptrng.com.

Sincerely,

Raymond I. Smith
Director
Ray's Computer Training

Ray's Computer Training
2020 Wm. J. Bryan Parkway
Bryan, Texas 77802

August 10, 2006

Mr. Bruce Davis
General Manager
A – Z Computer Networking Services, Inc.
12345 South Texas Avenue
Bryan, Texas 77802

Dear Mr. Davis:

First, let me introduce myself. My name is Raymond Smith and I am the owner/operator of Ray's Computer Training. The reason I am contacting you is that we are about to begin offering a new course of instruction at our training facility entitled Computer Repair & Network Technician.

The final course in this program is a 40 hour externship in which the students will work in a local business or company as a Computer and Network Support Technician under the guidance of a journeyman technician.

We would like to place externs in this program with your company. The externship schedule required for day students is 8 hours per day for 5 consecutive days. The schedule for night students would be 4 hours per day for 10 days over a two week period.

If your company can accommodate some of our externs, please fill in the following information and return to our office.

_____ **Yes** – Our company is willing to accept externs from the Computer Repair & Network Technician program of Ray's Computer Training. The maximum number of externs we can accommodate from this program is _____.

_____ **No** – Our company is currently unable to accept externs from the Computer Repair & Network Technician program. If we are able to accommodate externs in the future, we will contact Ray's Computer Training.

Typed Name of Authorized Company Official

Signature of Authorized Company Official

Date

Thank you very much for taking the time to provide this information. Our aim is to provide the best training available to students. If you have any questions and/or comments, please do not hesitate contacting me at either (979) 776-2020 or through my e-mail, ray.smith@rayscomptrng.com.

Sincerely,

Raymond I. Smith
Director
Ray's Computer Training

Ray's Computer Training
2020 Wm. J. Bryan Parkway
Bryan, Texas 77802

August 10, 2006

Ms. Patricia Ruiz
CEO
Pat's Computer Services, Inc.
12345 South Texas Avenue
Bryan, Texas 77802

Dear Ms. Ruiz:

First, let me introduce myself. My name is Raymond Smith and I am the owner/operator of Ray's Computer Training. The reason I am contacting you is that we are about to begin offering a new course of instruction at our training facility entitled Computer Repair & Network Technician.

The final course in this program is a 40 hour externship in which the students will work in a local business or company as a Computer and Network Support Technician under the guidance of a journeyman technician.

We would like to place externs in this program with your company. The externship schedule required for day students is 8 hours per day for 5 consecutive days. The schedule for night students would be 4 hours per day for 10 days over a two week period.

If your company can accommodate some of our externs, please fill in the following information and return to our office.

_____ **Yes** – Our company is willing to accept externs from the Computer Repair & Network Technician program of Ray's Computer Training. The maximum number of externs we can accommodate from this program is _____.

_____ **No** – Our company is currently unable to accept externs from the Computer Repair & Network Technician program. If we are able to accommodate externs in the future, we will contact Ray's Computer Training.

Typed Name of Authorized Company Official

Signature of Authorized Company Official

Date

Thank you very much for taking the time to provide this information. Our aim is to provide the best training available to students. If you have any questions and/or comments, please do not hesitate contacting me at either (979) 776-2020 or through my e-mail, ray.smith@rayscomptrng.com.

Sincerely,

Raymond I. Smith
Director
Ray's Computer Training

Computer Repair & Networking Technician Extern Evaluation Form

Date: _____ **Company Name:** _____

Student Name: _____ **Address:** _____

Graduation Date: _____

Phone: _____

Skills	Outstanding	Excellent	Acceptable	Needs Improvement	Unsatisfactory
Customer Service					
Cooperation					
Timeliness					
Computer Troubleshooting					
Computer Repair					
Network Troubleshooting					
Network Repair					
Network Design & Setup					
Software Installation					
Software Troubleshooting					
Software Repair					
Works as Team Member					
Computer & Network Assembly					

Additional Comments: _____

Extern Site Supervisor's Name: _____

Extern Site Supervisor's Signature: _____

Job Title: _____ **Date:** _____

Attachment 4: Attach a letter from the certification or licensing agency indicating approval of program content (if applicable): N/A

Attachment 5: Copy of Certificate of Completion: A copy of the Certificate of Completion is attached (see page 27).

Attachment 6: Occupational Expert Support for Program Content and Length

Five Occupational Expert Support forms completed by members of the program advisory committee are attached (see pp. 20 – 24).

Attachment 7: Equipment, Hardware, Tools, Instruments, and Software

A. Please provide the following:

- List the equipment, hardware, tools, instruments, and software by name, description, quantity, and age. The listing of equipment, hardware, tools, instruments, and software is provided below.
- Mark with an asterisk (*) those items that have not yet been acquired and state the expected date of acquisition. Items not yet acquired are marked with an asterisk (*) on the listing below. The expected acquisition date for equipment not yet acquired is November 1, 2006.
- State the maximum ratio of students to each equipment item. The maximum ratio of students to each equipment item is indicated on the listing below.

B. N/A

C. N/A

Program Specific Instructional Equipment

Equipment	Number and Description	Age	Student : Equipment Ratio
* Computers, Dell	20 each Pentium IV, 1.5 Ghz with 256 Mb of RAM	New	1 : 1
* Monitors, Dell	20 each 17 inch Color Monitors	New	1 : 1
* Oscilloscopes	10 each, Hewlitt-Packard	New	2 : 1
* Electronic VOM	10 each, Hewlitt-Packard	New	2 : 1
* Electronic Trainer	10 each, Packard-Bell	New	2 : 1
* Student Tool Kits	20 each, Various Manufactures	New	1 : 1

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

New Program Application: Occupational Expert Support
for Program Content and Length

Name of Individual filling out form: <u>Norman F. Jamison</u>
Current Occupation: <u>Computer/Network Technician</u> Telephone Number: <u>(979) 778-1234</u>
Name of Employer: <u>A & B Computer Networking Services, Inc.</u>
Relevant Education related to this program: <u>BS in Computer Engineering, MCSE, CNE, A+ Certification</u>
Years of Relevant Experience related to this program: <u>12 years</u>
Name of School Submitting New Program Application: <u>Ray's Computer Training</u>
Name of Proposed Program: <u>Computer Repair & Networking Technician</u>

Statements of Support

I reviewed the proposed skills to be learned and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>09/15/2006</u>
	Initials	Date
I reviewed the proposed assessment methods and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>09/15/2006</u>
	Initials	Date
I reviewed the proposed admissions requirements and support them as appropriate and sufficient for successful completion of the proposed course of instruction and for entry-level employment in the stated occupation.	_____	<u>09/15/2006</u>
	Initials	Date
I reviewed the proposed course syllabi (outlines) for each subject and the sequence of subjects and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>09/15/2006</u>
	Initials	Date
I reviewed the proposed hours of training and support the program length as appropriate and not excessive to prepare students for entry-level employment in the stated occupation.	_____	<u>09/15/2006</u>
	Initials	Date

Norman F. Jamison
Typed or Printed Name

Computer/Network Technician
Title

Signature

09/15/2006
Date

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

New Program Application: Occupational Expert Support
for Program Content and Length

Name of Individual filling out form: <u>Mary Kay Baker</u>
Current Occupation: <u>Computer Call Center Supervisor</u> Telephone Number: <u>(979) 680-5678</u>
Name of Employer: <u>Dell Computers</u>
Relevant Education related to this program: <u>MS in Computer Information Systems, MCSE, CCNA, CNE, A+ Certified</u>
Years of Relevant Experience related to this program: <u>10 years</u>
Name of School Submitting New Program Application: <u>Ray's Computer Training</u>
Name of Proposed Program: <u>Computer Repair & Networking Technician</u>

Statements of Support

I reviewed the proposed skills to be learned and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>09/11/2006</u>
	Initials	Date
I reviewed the proposed assessment methods and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>09/11/2006</u>
	Initials	Date
I reviewed the proposed admissions requirements and support them as appropriate and sufficient for successful completion of the proposed course of instruction and for entry-level employment in the stated occupation.	_____	<u>09/11/2006</u>
	Initials	Date
I reviewed the proposed course syllabi (outlines) for each subject and the sequence of subjects and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>09/11/2006</u>
	Initials	Date
I reviewed the proposed hours of training and support the program length as appropriate and not excessive to prepare students for entry-level employment in the stated occupation.	_____	<u>09/11/2006</u>
	Initials	Date

Mary Kay Baker
Typed or Printed Name

Call Center Supervisor
Title

Signature

09/11/2006
Date

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TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

New Program Application: Occupational Expert Support
for Program Content and Length

Name of Individual filling out form: <u>Ralph Thomas</u>
Current Occupation: <u>Computer & Networking Tech.</u> Telephone Number: <u>(979) 776-9876</u>
Name of Employer: <u>Texas Department of Criminal Justice</u>
Relevant Education related to this program: <u>MCSE, CCNA, CNE, Military Training, AAS in Computer Technology</u>
Years of Relevant Experience related to this program: <u>9 years</u>
Name of School Submitting New Program Application: <u>Ray's Computer Training</u>
Name of Proposed Program: <u>Computer Repair & Networking Technician</u>

Statements of Support

I reviewed the proposed skills to be learned and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>08/29/2006</u>
	Initials	Date
I reviewed the proposed assessment methods and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>08/29/2006</u>
	Initials	Date
I reviewed the proposed admissions requirements and support them as appropriate and sufficient for successful completion of the proposed course of instruction and for entry-level employment in the stated occupation.	_____	<u>08/29/2006</u>
	Initials	Date
I reviewed the proposed course syllabi (outlines) for each subject and the sequence of subjects and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>08/29/2006</u>
	Initials	Date
I reviewed the proposed hours of training and support the program length as appropriate and not excessive to prepare students for entry-level employment in the stated occupation.	_____	<u>08/29/2006</u>
	Initials	Date

Ralph Thomas
Typed or Printed Name

Computer & Networking Tech
Title

Signature

08/29/2006
Date

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TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

New Program Application: Occupational Expert Support
for Program Content and Length

Name of Individual filling out form: <u>Tammy Faye Barton</u>
Current Occupation: <u>Computer/Networking Technician</u> Telephone Number: <u>(979) 456-2134</u>
Name of Employer: <u>Excellent Computing Services, Inc.</u>
Relevant Education related to this program: <u>BSEE, MS in Computer Engineering, MCSE, CNE, CCNA, A+ Certified</u>
Years of Relevant Experience related to this program: <u>Twelve years</u>
Name of School Submitting New Program Application: <u>Ray's Computer Training</u>
Name of Proposed Program: <u>Computer Repair & Networking Technician</u>

Statements of Support

I reviewed the proposed skills to be learned and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>09/21/2006</u>
	Initials	Date
I reviewed the proposed assessment methods and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>09/21/2006</u>
	Initials	Date
I reviewed the proposed admissions requirements and support them as appropriate and sufficient for successful completion of the proposed course of instruction and for entry-level employment in the stated occupation.	_____	<u>09/21/2006</u>
	Initials	Date
I reviewed the proposed course syllabi (outlines) for each subject and the sequence of subjects and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>09/21/2006</u>
	Initials	Date
I reviewed the proposed hours of training and support the program length as appropriate and not excessive to prepare students for entry-level employment in the stated occupation.	_____	<u>09/21/2006</u>
	Initials	Date

Tammy Faye Barton
Typed or Printed Name

Computer/Networking Technician
Title

Signature

09/21/2006
Date

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TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

New Program Application: Occupational Expert Support
for Program Content and Length

Name of Individual filling out form: <u>James Barker</u>
Current Occupation: <u>Computer/Networking Technician</u> Telephone Number: <u>(979) 498-3987</u>
Name of Employer: <u>ComputerZone, Inc.</u>
Relevant Education related to this program: <u>BS in CIS, MCSE, CCNA, CNE, A+ Certification, MCP</u>
Years of Relevant Experience related to this program: <u>Two years</u>
Name of School Submitting New Program Application: <u>Ray's Computer Training</u>
Name of Proposed Program: <u>Computer Repair & Networking Technician</u>

Statements of Support

I reviewed the proposed skills to be learned and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>09/18/2006</u>
	Initials	Date
I reviewed the proposed assessment methods and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>09/18/2006</u>
	Initials	Date
I reviewed the proposed admissions requirements and support them as appropriate and sufficient for successful completion of the proposed course of instruction and for entry-level employment in the stated occupation.	_____	<u>09/18/2006</u>
	Initials	Date
I reviewed the proposed course syllabi (outlines) for each subject and the sequence of subjects and support them as appropriate and sufficient for entry-level employment in the stated occupation.	_____	<u>09/18/2006</u>
	Initials	Date
I reviewed the proposed hours of training and support the program length as appropriate and not excessive to prepare students for entry-level employment in the stated occupation.	_____	<u>09/18/2006</u>
	Initials	Date

James Barker
Typed or Printed Name

Computer/Networking Technician
Title

Signature

09/18/2006
Date

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TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Summary of Changes

SCHOOL # _____

(Name)

(Address)

(City, State, Zip)

(E-Mail Address)

(Phone)

RETURN TO:

(Name, Title of School Official)

(800 number, if applicable)

	Page Number	Check if Revised
1. Table of Contents and/or Index.....	_____	<input type="checkbox"/>
2. Name and Street Address of School.....	_____	<input type="checkbox"/>
3. Identifying Data.....	_____	<input type="checkbox"/>
4. History, including any/all Accreditations/Approvals.....	_____	<input type="checkbox"/>
5. Description of Available Space, Facilities, and Equipment.....	_____	<input type="checkbox"/>
6. Listing of Officers, Directors, Trustees or Partners, or Owner.....	_____	<input type="checkbox"/>
7. Listing of Key Staff and Faculty.....	_____	<input type="checkbox"/>
8. Fees, Tuition, and/or Special Charges.....	_____	<input type="checkbox"/>
9. School Calendar.....	_____	<input type="checkbox"/>
10. Normal Hours of Operation.....	_____	<input type="checkbox"/>
11. Admission/Enrollment/Readmission Policies.....	_____	<input type="checkbox"/>
12. Policy for Granting Credit.....	_____	<input type="checkbox"/>
13. Cancellation and Refund Policy.....	_____	<input type="checkbox"/>
14. Programs (You must also submit form PS-302 or PS-303).....	_____	<input type="checkbox"/>
15. Synopsis of Each Subject Offered.....	_____	<input type="checkbox"/>
16. Grading and Marking System.....	_____	<input type="checkbox"/>
17. Policy Concerning Satisfactory Progress.....	_____	<input type="checkbox"/>
18. Attendance Policy.....	_____	<input type="checkbox"/>
19. Policy Regarding Student Conduct.....	_____	<input type="checkbox"/>
20. Requirements for Graduation.....	_____	<input type="checkbox"/>
21. Description of School's Placement Assistance Policy.....	_____	<input type="checkbox"/>
22. Policies and Procedures to Resolve Student Grievances/Complaints.....	_____	<input type="checkbox"/>
23. Enrollment Agreement.....	_____	<input type="checkbox"/>
24. Other.....	_____	<input type="checkbox"/>

I certify that the attached document contains all information required by the Texas Workforce Commission and that all statements and policies made in the attached document are true, correct, and in compliance with the Texas Education Code and the Title 40, Texas Administrative Code. I understand that submitting false, misleading, or incomplete information may result in a fine, and/or revocation or denial of the school's Certificate of Approval. Further, I understand that a 100% refund is due any student whose enrollment was procured as result of misrepresentation in advertising or promotional materials of the school.

(Signature of Owner or Director)

(Date)

(Typed or Printed Name and Title)

Sworn to and subscribed before me on this, the _____ day of _____, 20____

(Notary Public)

My Commission Expires: _____

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TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Fee Sheet

Make checks payable to TWC Career Schools and Colleges & mail with this fee sheet (**using a separate fee sheet for each check**) to:

**Texas Workforce Commission
Career Schools and Colleges –
Controller
101 East 15th Street
Austin, Texas 78778-0001**

A separate fee sheet is required for each school and for each check you include.

Instructions: Please indicate below the amount and purpose of each fee you are conveying with this fee sheet. Please feel free to copy this form as many times as necessary. (*Please type or print*)

School # 0001 School Name Ray's Computer Training
 School Location 2020 Wm. J. Bryan Pkwy. Phone (979) 776-2020
 Mailing Address Same City/State/Zip Bryan, TX 77802
 School e-mail ray.smith@rayscomptrng.com School FAX (979) 776-4848 School (800) # N/A
 School Director Raymond I. Smith Today's Date 10/02/2006

Total amount of money you transmit with this check and fee sheet: \$ _____

*****check below if using credit balance and no money is enclosed*****

CERTIFICATES:	(Enter Amount)	Code
_____ \$3000 Original Certificate (Large School)	= \$ _____	(or) (101)
_____ 1st pmt. _____ 2nd pmt. _____ 3rd pmt. _____ 4th pmt.	= \$ _____	
_____ 10% service charge for partial payment	= \$ _____	(199)
_____ \$1001 Original Certificate (Small School)	= \$ _____	(or) (113)
_____ 1st pmt. _____ 2nd pmt. _____ 3rd pmt. _____ 4th pmt.	= \$ _____	
_____ 10% service charge for partial payment	= \$ _____	(199)
_____ Annual Renewal	= \$ _____	(106)
_____ 1st pmt. _____ 2nd pmt. _____ 3rd pmt. _____ 4th pmt.	= \$ _____	
_____ 10% service charge for partial payment	= \$ _____	(199)
_____ 10% penalty for late renewal (\$200.min./\$1000.max.)	= \$ _____	(107)
_____ Change in Owner Certificate (\$3000. Lg. Sch./\$1001. Sm. Sch.)	= \$ _____	(or) (102)
_____ 1st pmt. _____ 2nd pmt. _____ 3rd pmt. _____ 4th pmt.	= \$ _____	
_____ 10% service charge for partial payment	= \$ _____	(199)
_____ Late partial pmt. penalty (50% of total amount + balance due)	= \$ _____	(198)
COURSES, INSTRUCTIONAL STAFF AND REPRESENTATIVES:		
<u>X</u> @ \$225 Regular additional program(s)	= \$ <u>225.00</u>	(201)
names: <u>Computer Repair & Networking Technician</u>		
_____ @ \$35 Seminar and workshop additional program(s)	= \$ _____	(202)
names: _____		
_____ @ \$20 Dir., Dir. of Educ., Inst.(s) application(s)	= \$ _____	(203)
names: _____		
_____ @ \$90 Original representative(s) registration	= \$ _____	(301)
names: _____		
_____ @ \$45 Renewal representative(s)	= \$ _____	(302)
names: _____		
_____ @ \$15 School name/address change for rep.(s)	= \$ _____	(303)
names: _____		
_____ @ \$15 Personal name/address change for rep.(s)	= \$ _____	(304)
names: _____		
OTHER:		
_____ \$150 Change in name of school	= \$ _____	(108)
_____ \$150 Change in name of school owner	= \$ _____	(109)
_____ \$270 Change in address of school	= \$ _____	(110)
_____ \$375 Classroom facility separate from main campus	= \$ _____	(111)
_____ \$600 On-site investigation of substantiated complaint	= \$ _____	(112)
_____ Assessment of civil penalty	= \$ _____	(300)
_____ Tuition Trust Account	= \$ _____	(104)
_____ Interest penalty for late refunds	= \$ _____	(200)
_____ \$15 New School Packet (Res./Sem.-Wk./Corr.)	= \$ _____	(305)
_____ Director's Workshop Registration (\$35 - \$70)	= \$ _____	(306)

TWC USE ONLY

_____ TWC Receipt Number

_____ Date Received

_____ Verified

_____ Total for this check and sheet

Used _____ Remaining _____

Used _____ Remaining _____

Used _____ Remaining _____

Ray's Computer Training

The Executive Board by virtue of the authority vested in it and on recommendation of the school faculty does hereby confer on

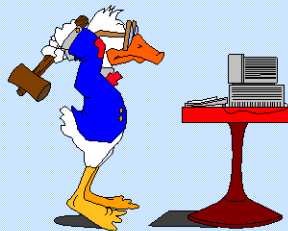
John J. Jones, Jr.

Who has satisfactorily completed the Studies prescribed there for the
Certificate of Completion in
Computer and Network Support Technician

With all the Rights, Privileges and Honors thereunto appertaining. In Witness whereof the Seal of the School is here to affixed. Given at Bryan, this ninth day of August, 2001.

President of the Board

Secretary of the Board



School Director

Director of Education