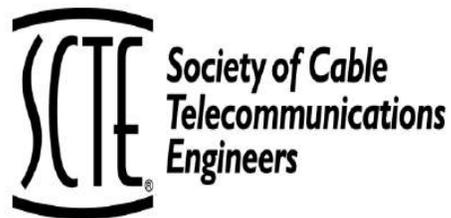


# RWM FIBER OPTICS, INC.

16627 Avalon Boulevard, Suite A ~ Carson, California 90746  
Phone 888.768.0968 ~ Fax 310.769.0990 ~ Website: [www.RwmFiber.com](http://www.RwmFiber.com)

EXCELLENCE IN TELECOMMUNICATIONS TRAINING AND CONSULTING

## 2017 School Catalog



Revised June 30, 2017

Effective 01/01/17 through 12/31/17

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## **APPROVAL DISCLOSURE STATEMENT:**

This private Institution has received Approval to operate from the Bureau for Private Postsecondary Education ("Bureau") (formerly the Bureau for Private Postsecondary and Vocational Education). An approval means that the Bureau has determined and certified that the institution meets the minimum standards for integrity, financial stability, and educational quality, including the offering of bona-fide instruction by qualified faculty & the appropriate assessment of student's achievement prior to, during / at the end of its programs. Course approval must be renewed annually and is subject to continuing review.

## **HISTORY**

RWM Fiber Optics was established and initially approved by the then California Council for Private Postsecondary and Vocational Education (CPPVE) February of 1994, RWM Fiber Optics, the sole operating holding of RWM Fiber Optics Incorporated, was established and structured as a California Corporation- for profit type C in June 2000. Mr. Paul Bonagura RWM's 100% stockholder serves as the President and School Director. RWM Fiber Optics has never had a bankruptcy nor operated as a debtor in possession; 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). RWM Fiber Optics. has been Re-Approved by the State of California Department of Consumer Affairs, Bureau for Private Postsecondary Education (BPPE) through December 2017.

In December 2008, RWM Fiber Optics, Inc. proudly became Nationally recognized and Accredited by the Accrediting Council for Continuing Education and Training (ACCET) which is the only certifying agency certified by ISO 9001. Accreditation standards make for a better school through accountability and commitment to quality which in turn creates a better more qualified student.

In July 2009, RWM Fiber Optics, Inc. became certified through the United States Department of Education to participate in Title IV. This may allow qualifying students to access federal grants and loans.

Focusing on personal attention and direction we have one main campus with no other Branches or satellites at this time. We enhanced the learning environment with expanded class rooms, labs, updated equipment and enhanced Instructors and curriculum and student areas to increase the client's retention and to foster a greater learning and simulate actual work environment.

**NEW COURSES** Over several years we identified labor market training need for field related industry and employment, thus we have developed and applied for new program approvals from the then BPPVE (now BPPE) to complement our existing offerings in 2005. RWM developed and applied for new program approvals in related communication technology / installation fields from the BPPE in 2011 and again in 2017 for the private security guard fields to diversify our related in-field training programs. What we train is in our present and future vocational fields, thus the new programs are in our occupational knowledge.

RWM Fiber Optics, maintains TRA & Veterans Administration Title 38 eligibility, South Bay WIB Approval and is dedicated to our educational service contracts, most importantly achieving the Completion and Placement goals. We seek community and industry involvement in program development, and delivery. This has led to enhanced funding opportunities for our students from the organizations as listed above.

## **MISSION STATEMENT:**

The mission of RWM Fiber Optics is to empower a diverse student body by teaching academic concepts and technological skills and by instilling in students the importance of effective, responsible application of their knowledge to succeed in a highly competitive, technologically changing world. Through integrity and professional ethics in delivery of its educational training services and commitment to the students, graduates and to the community we serve.

RWM Fiber Optics' goal is to provide a proper balance between theory, diagnosis and laboratory work and provide student services to support successful completion. The school certifies students in broadband technology who may be employed in many fiber optic and broadband, Communication Technologies, Commercial and Residential high-end Audio/Visual, CCTV Security & Surveillance and Automation service and Installation as well as, in Private Security Guard Fields- for positions available today and tomorrow!

## GOALS & Guiding Principles-BELIEF STATEMENTS:

1. Education is essential to success.
2. All students learn, achieve, create, and succeed in different ways.
3. Students learn best when they are engaged in the learning process.
4. Respect is a necessary component of learning.
5. Diversity strengthens understanding.
6. Positive morale among students and staff is critical to the success of the school.
7. Staff and students deserve a safe and physically comfortable environment which supports positive learning experiences.
8. Students, staff, parents, and the community share the responsibility for the success of the school.

## INSTITUTIONALLY RWM Fiber Optics voluntarily adheres to principles of ethics including

1. To embrace voluntary self-regulation
2. To ensure proper, ethical administration of all its training services & financial aspects of the institution
3. To demonstrate effectiveness of its educational training, thereby providing essential skills to support a productive workforce.

## DESIRED RESULTS FOR STUDENT LEARNING:

### Critical Thinking Indicators:

1. Students demonstrate high level thinking skills.
2. Students develop self-assessment skills.
3. Students utilize task-oriented application of knowledge.

### Academic Accountability Indicators:

1. Students demonstrate mastery of academic concepts and technological skills.
2. Students meet due dates and deadlines.
3. Students abide by standards of academic honesty.

**EDUCATIONAL OBJECTIVES:** RWM Fiber Optics' Programs provide each graduate with his/her educational goals. For graduates seeking employment, RWM Fiber Optics provides job placement services and interview skills training. Whether students wish to learn a new trade or upgrade their skills, RWM has developed a curriculum that provides hands on training on state-of-the-art equipment. Graduates receive an RWM Certificate of Completion and qualify for entry level fiber, copper, cable, satellite telecommunications, audio/video, security, and low voltage wiring positions or in the private security guard employment fields. Tuition includes examination, certification, registration fee as applicable

## ADMISSIONS REQUIREMENTS:

Entrance to one of our training programs requires that prospective students possess a high school diploma or its equivalent or successfully pass an Ability To Benefit test (Wonderlic), independently administered. Should the candidate not have a high school diploma or equivalent (GED), the minimum passing ATB score must be achieved is: 12, per publisher's scoring standard. High school graduates who are 18 or over and in the school's opinion, that individual has demonstrated possibility of success in the chosen objective. All prospective students must pass a Capacity To Benefit CTB exam as per State of California BPPE regulations. RWM does not provide English as a second language instruction.

## ADMISSIONS PROCEDURES:

The first step in admissions is to schedule an information appointment, where interested parties will meet instructors and staff to learn about RWM Fiber Optics, our courses, requirements, funding options and tour the school facilities and receive important School and program information. Serious applicants should schedule a follow-up appointment for a personal interview. The applicant will be given information containing the school's services, Wonderlic SLE is used for CTB eligibility; entrance test passing score must be achieved at the publisher's scoring standard: 16 installation techs, and 17 security guard. Perspective students are provided School Catalog and with School Performance Fact Sheet. And are also available on the school's website: [www.rwmfiber.com](http://www.rwmfiber.com) A copy of a high school diploma or GED certificate or transcript may be requested. School officials will review the application for enrollment and notify the applicant of his/her admission to the school. 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.

Perspective Students wishing to enroll through the m1 visa program must meet all the listed entrance requirements above, however the personal interview may be conducted via the internet / phone and the CTB passed in English as administered through a test proctor in their country of origin request. All entrance and enrollment requirements must be met and all Student Exchange Visitor Information System SEVIS processes and all SEVIS, DHS and School fees / tuition must be paid in advance prior to issuance of 1-20 Form for DHS port of entry. Prospective students must go to the consulate of origin to confirm all needed paperwork is complete and in order prior to going to the DHS Port of entry. You must have all required documentation in hand and ready for inspection at your arrival. Once you have begun your attendance RWM will update your status as Attending in the SEVIS system.

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:

Department of Consumer Affairs Consumer Information Division 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 Tel: 1 (888) 370-7589– Website: [www.bppe@dca.ca.gov](mailto:www.bppe@dca.ca.gov)

### **EQUAL OPPORTUNITY STATEMENT:**

It is the policy of RWM Fiber Optics, Inc. that all employment, promotion and admissions processes are free from conscious or inadvertent discrimination because of race, age, sex, religion, creed, color, national origin, physical handicap, political affiliation or beliefs. This policy applies to the hiring of all job positions, and the admissions of students, whether they are private or government funded.

No special services are provided for handicapped individuals. However, all doors, hallways, telephones, and restroom facilities are in compliance with standards dealing with access to handicapped persons. Should you have any additional assistance requirements, contact the School Director.

### **REGISTRATION**

Due to a high percentage of hands on training & equipment available, class sizes are held to a maximum 25 students. A registration fee of \$200.00 is required to hold a place in the program. This fee is returned if the student cancels as per the RWM Fiber Optics Enrollment Agreement, prior to the first day of class.

### **FACILITIES / ATMOSPHERE**

Freeway close and easy MTA accessibility, RWM is near many restaurants, park and community areas. Classes are held at RWM Fiber Optics, Inc. main campus located at 16627 Avalon Blvd Building A, Carson, California. With five Administrative offices; student lounge and a lunchroom. The classroom(s) are between 350 - 1000 square feet and have a maximum seating capacity of 25 students, and 5500 sq. ft. Laboratory shop area with Residential, Commercial and Industrial Mock-up Structures for student hands-on practical work for an indoor, air conditioned learning experience. Classrooms may also be used for lecture and/or laboratory purposes. All programs have a maximum ratio of 25 students to 1 instructor. RWM maintains an on-campus library available at all hours of operation with program specific materials, computers, and access to the internet to assist our students and graduates with job placement. The facility and the equipment it uses will fully comply with all federal, state, and local ordinances and regulations, including those requirements for safety, building safety, and health. With secure, ample no cost parking, as well as having handicapped and visitor available parking.

### **INSTRUCTIONAL EQUIPMENT**

The School has all the necessary equipment for lecture and laboratory practice. Examples of classroom equipment includes: Installation, cabling and line testing equipment, power meters, laser fault identifier, LAN certification testers, wire map tester, fusion splicer, specialty fiber inspection scope and standard hand tools, ladders, Optical time domain reflectometer, audio/video, security CCTV's, satellite equipment television(s) and surround equipment for installation and set-up and overhead projectors. Laboratory equipment consists of the type & variety found in business Residential, Commercial & Industrial mock-ups

**In this School Catalog, you will find information on the courses, instructors, equipment and policies.** RWM 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.

### ***ADMINISTRATION/INSTRUCTIONAL STAFF/PERSONNEL QUALIFICATIONS***

The Director, And All Instructors Have Applicable Real World Experience, & The Qualifications To Teach

School Director:	Paul Bonagura,	Professional Qualifications
Associate Director/Operations	Sonny Thomas,	Professional Qualifications
Associate Director/Education	June Perez,	Professional Qualifications
Financial Aid/Compliance:	Ken Moran,	Professional Qualifications
Financial Aid	Jason Heath,	Professional Qualifications
Office Manager.	Candis Noel,	Professional Qualifications
Admissions Representative	Staff,	Staff Position
Registrar:	Gerald Gradilla,	Professional Qualifications

Administrative Assistants: Christopher Bello / Karina Avila, Professional Qualifications

Associate Director/Compliance: Roberto Munoz, Professional Qualifications

Paul Bonagura – School Director/Instructor – Paul has served as the School Director for 16 years, Has installed fiber and Cat5/6 systems for TSG, Sensormatic and Flywire for the previous thirteen years, including telephone and PBX systems. He is certified by the NACC, FOA and ACES and additionally has 14 years of broadband training experience. Paul is a graduate of the University of San Diego with a Bachelor degree in Business Administration.

June Perez – Associate Director/Instructor – A veteran installer from Charter Communications. He began as an installer and become their top technical trainer before serving as a warehouse manager. A certified Master Technician through NCTI (National Cable and Television Institute) as well as a certified Pole Climbing Trainer through both Charter University and East Los Angeles Training Center. He is also a certified Broadband Premises Technician from SCTE. Finally, and proudly served in the United States Navy as an electrician for 15 years.

Darren Sapp - Instructor, Professional Qualifications & Real World, Field Experience

Brandon Wharton - Instructor, Professional Qualifications and Real World, Field Experience

James McConnell – Instructor, Professional Qualifications and Real World, Field Experience

Jason Heath - Instructor, Professional Qualifications and Real World, Field Experience

Tim Van Allen- Instructor, Professional Qualifications and Real World, Field Experience

Joseph Perrelli - Instructor, Professional Qualifications and Real World, Field Experience

Andrew Cowie - Instructor, Professional Qualifications and Real World, Field Experience

## **STUDENT SERVICES**

### **ADVISING / COUNSELING**

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., are available to students who qualify through various agencies under contract, which may provide these services within a 10 mile radius.

NOTE: RWM Fiber Optics, has no responsibility to find or assist a student in finding housing, the school is a non-residential institution. Rent in the area can vary greatly from 500 to 2000 a month.

3. Each student will have a review of his / her progress each month.
4. Those students experiencing academic or other problems will be advised by an Instructor and/or administrator or the Director to help overcome whatever difficulty being experienced. Counseling on other problems may be referred to various qualified agencies, which provide services (for those who qualify) as needed. Students are encouraged to take advantage of this service.
5. Drug Policy Use, possession, or distribution of narcotic or other controlled substances including Alcohol is prohibited for all Students and Employees except as expressly permitted by law.

Violations of the Drug Policy include but are not limited to:

- The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or any controlled substances in violation of federal, state, or municipal laws is prohibited by RWM and is not permitted on any College property.
- Failure to report the use, cultivation, manufacture, sale, distribution, and/or possession of any illegal substances on any College property to a RWM official.
- RWM works very closely with local law enforcement in situations of drug distribution or Alcohol abuse on campus.

RWM encourages all Persons seeking assistance with a problem with Drug or Alcohol, to speak with a student service official who may assist or refer to outside agencies for direct confidential assistance.

### **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.

RWM Fiber Optics prepares its clients for the job market by providing a quality resume and interviewing techniques. Tutoring is 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.

We frequently have career days in which employers come in and interview our students. Our extensive employer base allows for many different employment opportunities and geographical locations. Graduates provide an email address so they may receive important communication such as follow-up requests, employment lead opportunities and continue to interact with the school. RWM Fiber Optics does not guarantee job placement but offers full placement services to its graduates.

### **PERSONAL DEVELOPMENT**

Tutoring and advising is to guide the student to achieve personal incentive, self-direction, attitude control, self-confidence, desire to succeed thinking patterns, improved self-image, self-motivation and awareness of goals. Job Seeking / Interviewing Skills, Financial Literacy, etc. The result of this is to show the student how to turn goals into reality and apply their knowledge and skill into daily life.

## SCHOOL RECORDS

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 five year period. 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. RWM Fiber Optics will maintain school and student records for minimum of a five year period as required by the BPPE; however Academic Transcript records will be kept on a permanent basis. Student information will not be made available to outside sources without direct consent.

## GRADING AND PROGRESS SYSTEM

RWM verifies satisfactory academic progress for Financial Aid eligibility per payment period, and academically on a monthly basis. Student progress is evaluated using oral, written, and practical tests and projects each month. The out of class work e.g. quizzes, written tests and follow-up question and answers account for 25% of the grade. The midterm and finals account for 25% of the grade. Practical application in-class lab work, classroom participation and in-class tests account for 50% 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	1.0	D	60-69
3.0	B	80-89	0.0	F	below 60
2.0	C	70-79	0.0	I	Incomplete

Incompletes become an F if not remedied in 15 days. When the grade average for a student is under 2.0 for a month, the student will be placed on Formal Warning. If the grade average for the next month fewer than 2.0 or below the student may be placed on Probation or training may be interrupted, terminated or at the director's discretion. Re-enrollment may only be approved after evidence is submitted that conditions which caused the interruption have been rectified.

## DESCRIPTION OF CLOCK HOUR AND QUARTER CREDIT HOUR

For the purposes of attendance, a class hour is defined as 50 minutes of actual class participation. RWM uses, the Carnegie clock-to-credit hour conversions for lecture and laboratory time for its academic purposes:

Lecture Hours: Instructional hours consisting of theory or new principles. Quarter Credits – Must teach a minimum of 10 lecture hours to award 1 quarter credit. Laboratory Hours: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced. Quarter Credits – Must teach a minimum of 20 laboratory hours to award 1 quarter credit.

For financial aid purposes, except in certain cases specified by USDE, the method of converting clocks to credit hours for lecture, laboratory, and/or externship/internship is One quarter credit hour is based on 20 clock hours of direct faculty instruction and a minimum of two hours of out of class student work each week. All students have a maximum of one and one-half times their scheduled program length to successfully complete the training program.

## TUITION PAYMENT POLICY

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes. Student payments may be made in the form of cash, check, or any Loan proceeds. "Charge" methods are also accepted. Standard business collection actions will be employed for outstanding debt (delinquent Tuition) at the discretion of the School Director.

## FINANCIAL ASSISTANCE

For those students requiring financial assistance to enroll in a school program, a School tuition loan may be available. Additionally, private, and public agencies such as WIB, VA Title 38 or Employer- Insurance Training Voucher programs may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. For further information; including any possible Federal Title IV assistance eligibility such as Pell Grants, Subsidized and Unsubsidized Direct loan programs, should inquire at the Admissions Office.

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

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

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

### 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 FOA Certification or similar. No standardized academic test will be accepted for unit credit. The school, 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. Additionally, RWM Fiber Optics, Inc. will factor and account for previous Class Units Attempted, versus Units completed to assure that successful completion may be achieved within 150% of scheduled class length. Any excepted credits will reduce the applicable hours required and tuition would be prorated accordingly.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at RWM Fiber Optics, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in ANY RWM Fiber Optics, educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, 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 RWM Fiber Optics, Inc. to determine if your (credits or degree, diploma or certificate) will transfer. RWM Fiber Optics, Inc will provide guidance advice, and an official transcript to a requesting institution at no cost on behalf of the student. RWM Fiber Optics has not entered into an articulation or transfer agreement with any other college or university.

### **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 as 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 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: The Bureau for Private Postsecondary Education, Department of Consumer Affairs Consumer Information Division 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 Tel: 1 (888) 370-7589– Website: [www.bppe@dca.ca.gov](mailto:www.bppe@dca.ca.gov)

### **Notice of Cancellation**

You may cancel this contract for school, without any penalty or obligation, 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 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: RWM Fiber Optics, Inc.

**Attn: Director** 16627 Avalon Boulevard, Suite A ~ Carson, CA 90746.

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 after 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: Department of Consumer Affairs:

#### **The Bureau for Private Postsecondary Education**

**Department of Consumer Affairs, Consumer Information Division: 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 Tel: 1 (888) 370-7589– Website: [www.bppe@dca.ca.gov](mailto:www.bppe@dca.ca.gov)**

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

## SCHOOL POLICIES

- A. Enrollment Policy - Students may enroll on any day that school is in session.
- B. Credit Evaluation Policy - Credit may be granted with conditions, see catalog page 8 for details.
- C. Attendance Policies
1. Absence - A student must attend 80% of the program in with minimum SAP in order to receive an RWM Fiber Optics certificate of completion and be considered a graduate of RWM Fiber Optics. One (1) unexcused absence, **OR** Two (2) excused absences in a scheduled five day class week, **OR** any three (3) absences within a month in any program is considered to be excessive. The student will be placed on a formal Warning for the following thirty (30) days and will be notified in writing and the Warning entered into the student's file. If, during a formal Warning the student's attendance remains unsatisfactory or Any unexcused absences, during that Warning period will be cause for escalation to a thirty (30) days on Probation during which Any further attendance infraction and the student may be terminated or have an interruption of the student's training program. Note: Five 5 consecutive days of absence is cause for automatic withdrawal from the school Note: There is no attendance requirement to attempt certification examinations.
  2. Tardiness - Tardiness is defined as arriving more than 15 minutes after scheduled class start, Tardiness is a disruption of a good learning environment and is discouraged. Tardiness without legitimate reason on three occasions in one month will be considered as one unexcused absence
  3. Cutting classes - Cutting class or early exit of more than 15 minutes early exit with notification will be treated as a tardy. Any early exit, without legitimate reason and / or proper notification to the office will be treated as an un-excused absence.
  4. Make-Up Work - Make-up work may be required for any absence. Hours of make-up work cannot be accepted as hours of class attendance. Students must arrange make-up time for course work missed with the instructor within thirty days; however, absences will remain on record.
  5. Leave of Absence – Programs less than two months in duration are not eligible for a Leave of Absence. Dependent on the length of a program, a leave of absence may be granted. However, in emergency situations students may leave and attend the next available program without additional charge. For programs of more than 2 months in duration: A signed/ written request in Advance for a Leave of Absence with a specified reason and time period will be considered and such leave may be granted to a student at the discretion of the School Administration. A student must attest to understanding the procedures for return from LOA on the implications for failure to return (dismissal, and/or effects on financial aid). A General leave of absence up-to 60 days and for verified medical reasons for a period of up to 100 days will be granted. Note: leave of absences must be limited to 180 days Accumulated in a calendar year or half the published program length. Note: student attending on m1 visa maybe for 5 mo. maximum a year & comply with SEVIS rules.
- D. Satisfactory Academic Progress Policy (“SAP”) - The student must show proficiency in meeting the hands-on portion of the program as well as maintaining an acceptable level of academic performance. An average proficiency score of 2.0 (on a scale of 1-4) is required. A minimum academic grade of 70% is required for graduation. No letter grading shall be given. All third party Certification exams require a minimum score of 76%. The proficiency score shall be made available to the student and kept in the student files. RWM verifies satisfactory progress for Financial Aid payment eligibility per payment period and Academically on a monthly basis (and). When the grade average of a student is unsatisfactory for one (1) month, the student will be placed on Formal Warning and will be notified in writing and entered into the student's file. If, during the next month the student's grade average still remains unsatisfactory, the student maybe placed on Academic Probation, any additional satisfactory progress infraction and the student may be terminated or have training interrupted. The Maximum time frame for successful completion of course is one and one-half times the scheduled length of the program.

RWM Fiber Optics' Programs 300 Clock hours or more are tracked for SAP by Credits as listed:  
Communications Technician 101 - 36 credits. / Communications Technician 102 - 36 credits.  
Communications Technician 100 – 30 credits, Communications Technician 103 – 42 credits. Each  
Divided into monthly terms approximately 6 credits each. Broadband Cable Television and Satellite

Technician – 18 credits, Security, Surveillance and Alarm Technician – 15 credits. Home Audio & Video Technician – 15 credits. Each Divided into monthly terms approximately 6.75 credits each. At the end of the each term- all students are evaluated for satisfactory academic progress.

\* Quantitative progress is defined as the credit hours achieved divided by the credit hours attempted. To maintain satisfactory academic progress, a student must have successfully completed at least 75% (4.5 of 6) credits attempted at each interval of evaluation.

\* The student's cumulative grade point average is reviewed to determine qualitative progress. The minimum GPA required is 2.0 at each monthly term.

Grades of "F" & "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repeated course work are counted as hours attempted; The higher module grade will be used to calculate the GPA. Course work repeated may adversely affect a student's academic progress as the maximum timeframe for completion is 150% of the published length of the program. Students who withdraw from a course of the program will receive a grade of "W", which has no impact on the GPA. The credit hours for the courses are counted as attempted but not achieved.

1. Warning Policy / Financial Aid Warning: - Warning is a formal disciplinary action for the next 30 days or Financial Aid Payment Period following a cause, e.g. Unsatisfactory Academic Progress or poor Attendance. Any Warning should be considered as an opportunity for the student to demonstrate improvement and willingness to fulfill his/her academic obligations. It is important to understand that a student on Warning for any reason must take the opportunity to address the cause for the Warning action within the 30 day period or be placed on Probation, subject to Loss of Financial Aid Eligibility, and face immediate interruption or termination from the school for any additional school policy infraction. Students seeking assistance with any issue(s) are encouraged to speak with their instructor or directly with the School Director.
2. Graduation Policy: Student must attend 80% of the program & minimum academic grade of 70% is required for graduation. All third party Certification exams require a minimum 76% score. Upon successful completion and financial obligations met, a Certificate of Completion will be awarded.
3. Probation Policy: -Probation is a formal disciplinary action for thirty (30) days following a cause, e.g. Unsatisfactory Academic Progress, Poor Attendance or Formal Financial Aid Warning. Any Probation should be considered a last opportunity for a student to demonstrate improvement and willingness to fulfill his/her academic obligations. It is important to understand that a student on probation must take the opportunity to address the cause for the Probation action within the thirty (30) day Probation period or be subject to immediate interruption or termination from the school for any school policy infraction while on Probation. Students seeking assistance with any issue(s) are encouraged to speak with their instructor or directly with the School Director.
4. Condition for re-enrollment:  
Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption for unsatisfactory progress are rectified.
- E. Conduct Policy/Termination  
Students shall at all time, when on the school premises, conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for a formal Warning, Probation or termination at the director's discretion. Termination shall also result from tuition delinquency or unsatisfactory progress.
- F. Student Services Policy: - Students shall use the library, school computer and telephone in the student services room for school work including placement activities. In no case shall the student use the student services room for personal use. During breaks coffee is allowed only in the student services room. The student services room will be open from 8:00 A.M until 4:00 P.M during the day and available to the evening students during class hours only.

G. **APPEAL POLICY: Academic Review and Appeal Process:** A student placed on a formal Warning or 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.

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for challenge and must include a Academic Plan for completion
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 the student request further review, a disinterested third party with competence in the program will be asked to review the student's records and findings, to 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.

Any Re-Enrollment may only be approved at the discretion of the School Director, after evidence is submitted that demonstrates conditions that caused the interruption have been satisfactorily rectified.

## **WITHDRAWAL - DISMISSAL PROCEDURES**

If a student decides to withdraw from the program, the school must be notified in writing. If such notification is not received, RWM Fiber Optics will consider a student's withdrawal to have taken place on his or her last day of actual attendance. In the event of termination, RWM Fiber Optics will inform the student in writing and specify the date of termination. RWM Fiber Optics will refund any tuition due the student within 45 days.

## **STUDENT 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 A notice of cancellation shall be in writing and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to a student's lack of attendance. 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 or 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 \$200.00 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.

NOTE: 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:** Assume the student upon enrollment attends 30 hours of a 130 hour program, the program and pays \$4,550 for tuition, and the \$200 registration fee. His refund will be as follows:  $\$4,550 \text{ less } \$200.00 \times (130-30)/130$  or  $\$4,350 \times 100 / 130 = \$3,346.02$ . There is no refund for supplies. If workbook and tool kit are not used they will be refunded 100%.

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.

**GENERAL TERMS:** (as derived from the school's Enrollment Agreement)

- 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 Certificates will only be issued after successful completion of entire program and 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 modify and / or 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.
- If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If the student 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.

## PROGRAMS

RWM Fiber Optics is proud to present **FOURTEEN** state of the art \* **Vocational Programs** long term programs and four corporate programs in telecommunications and electrical Installation, service and repair allowing the most flexibility for career path choices by encompassing the entire telecommunication and electrical subject areas:

<b>Satellite Technician – 120 hours</b>	<b>Broadband Cable Television and Satellite Technician– 360 hrs</b>
<b>Telephone Switch Technician – 120 hours</b>	<b>Security, Surveillance and Alarm Technician - 300 hours</b>
<b>Pole Climbing and Ladder Safety – 80 hours</b>	<b>Broadband Cable Television Technician – 200 hours</b>
<b>Fiber Optic Broadband Technician – 120 hours</b>	<b>Home Audio and Video Technician – 300 hours</b>
<b>Communications Technician 100 – 600 hours</b>	<b>Communications Technician 101 – 720 hours</b>
<b>Communications Technician 102 – 720 hours</b>	<b>Communications Technician 103 – 840 hours</b>
<b>Private Security Guard- 40 hours</b>	<b>Private Security Guard with Taser and Firearm – 80 hours</b>

RWM Fiber Optics does not offer English as a Second Language (ESL) Classes.

## DESCRIPTION OF CLOCK HOUR AND QUARTER CREDIT HOUR

For the Purposes of attendance, a class hour is defined as 50 minutes of actual class participation. RWM Fiber Optics, uses the Carnegie clock-to-credit hour conversions for lecture and laboratory time for its academic purposes:

Lecture Hours: Instructional hours consisting of theory or new principles. Quarter Credits – Must teach a minimum of 10 lecture hours to award 1 quarter credit. Laboratory Hours: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced. Quarter Credits – Must teach a minimum of 20 laboratory hours to award 1 quarter credit.

For financial aid purposes, except in certain cases specified by USDE, the method of converting clocks to credit hours for lecture, laboratory, and/or externship/internship is One quarter credit hour is based on 20 clock hours of direct faculty instruction and a minimum of two hours of out of class student work each week. All students have a maximum of one and one-half times their scheduled program length to successfully complete the training program.

The **Satellite Technician** course is a **3 week, 120 hour** program which presents an overview of the theory, installation and maintenance of satellite systems, basic electricity, and standards. \* **Vocational Program** It is designed to prepare students for entry-level jobs with satellite installation companies. Students are given instruction in a classroom environment as well as being submersed in hands-on training with real-life scenarios. Graduates will receive an RWM Fiber Optics Certificate of Completion.

Satellite Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Satellite Technician	50	n/a	70	n/a	120	n/a	60

The **Communications Technician 100** program is designed to allow our successful graduates, the career flexibility as well as the Certifications preferred to obtain gainful employment in the growing Communication Technology occupations. \* **Vocational Program** You will learn fiber optics, twisted pair copper cabling, cable television and satellite installation. By encompassing all of the core aspects of telecommunications the graduate is prepared and is more easily placed and sought after by employers. It is presented as a **600 hour / 30 Quarter Credit Hour (see module breakdown below), 21 week** program which includes the same curricula and materials as the individual classes as well as highly intensive Advanced labs to more adequately prepare you for working in the installation field. Learn **advanced** outside plant construction and FTTx splicing, testing and troubleshooting processes and procedures which no other program can offer. Become confident in your ability to perform the tasks necessary for you to become a leader! Upon successful completion of coursework and exams, our graduates will receive RWM Fiber Optics Certificate of Completion, Society of Cable Television Engineers (SCTE) Certification, Satellite Certification, Pole Climbing Theory and a Ladder Safety Certification, and The Fiber Optic Association (FOA) Certification. **This course's curriculum also includes our Fiber Optic, Broadband Cable and Digital Satellite courses.** If you have any questions please read their individual descriptions in this section.

Communications Tech 100 Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Fiber Optics	74	3.7	74	3.7	148	7.4	74
Broadband Cable/CATV	74	3.7	74	3.7	148	7.4	74
Pole & Ladder / Satellite	50	2.5	50	2.5	100	5.0	50
UTP Copper /Telephony	74	3.7	74	3.7	148	7.4	74
Placement-life skills	28	1.4	28	1.4	56	2.8	28
<b>TOTALS</b>	<b>300</b>	<b>15.0</b>	<b>300</b>	<b>15.0</b>	<b>600</b>	<b>30.0</b>	<b>300</b>

**Telephone Switch Technician – 6 week/120 Hour Program \* Vocational Program** Students will apply practical UTP / Unshielded Twisted Pair copper cabling, including installation practices, Reliability, speeds, codes, connectors, Patch panels, line map, probe and certification testers. Students will learn and design, build, program and test all types of phone switches. A phone switch services a business or organization and is usually located on the organization's premises. The PBX provides phone services including internal calling, and access to the public switched telephone network. Allowing a small number of outside lines to be shared among all of the organization. Advanced PBX phone switches sometimes provide auto-attendant, voice-mail, and ACD (automatic call distribution) services for the organization. Due to rapidly developing technologies, PBX installers must adapt and learn new technologies; many companies choose to install voice-over Internet protocol (VoIP) systems. VoIP systems operate like a PBX system, but they use a company's computer wiring to run Internet access, network applications, and telephone communications. Specialized phones have their own Internet protocol (IP) addresses. Graduates will receive RWM Fiber Optics Certificate of Completion.

Telephone Switch Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock Credit	Est. Homework Hours Required
UTP Copper /Telephone Switch	50	n/a	70	n/a	120 n/a	60

The **Broadband Cable Television and Satellite Technician** course is a **12 week, 360 hour (18 Quarter Credit Hour)** program. Graduates may be employed as entry level CATV installers, Digital Satellite System (DSS) installers, cable splicing technicians, high speed data, test and maintenance of CATV systems. **\* Vocational Program** Graduates will receive a Certificate of Completion, Pole Climbing Theory, and a Ladder Safety Certification from RWM Fiber Optics and SCTE certification upon completion of the SCTE certification examination with a score of 76% or better.

Broadband Cable & Sat Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock Credit	Est. Homework Hours Required
Broadband Cable/CATV	50	2.5	70	3.5	120 6.0	60
Satellite	70	3.5	50	2.5	120 6.0	60
Pole Climbing/Ladder Safety	50	2.5	30	1.5	80 4.0	40
Modems and Lans	20	1.0	20	1.0	40 2.0	20
TOTALS	190	9.5	180	8.5	360 18.0	180

The **Broadband Cable Television Technician** course is a **7 week, 200 hour** program. Graduates may be employed as entry level CATV installers, HSD installer, telephony technician, cable splicing technicians, and be able to repair, test and maintain CATV systems. **\* Vocational Program** Graduates will receive a Certificate of Completion, a Pole Climbing Theory and Ladder Safety Certificate & SCTE Certification upon completion of the SCTE certification examination with a score of 76% or better

Broadband Cable Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock Credit	Est. Homework Hours Required
Broadband Cable/CATV	50	n/a	70	n/a	120 n/a	60
Pole Climbing/Ladder Safety	40	n/a	40	n/a	80 n/a	40
TOTALS	90	n/a	110	n/a	200 n/a	100

The **Home Audio and Video Technician** is an **15 week, 300 hour intensive** program that introduces the student to the parameters of daily job challenges in the commercial and residential high-end Audio / Video, automation service and installation industries. **\* Vocational Program** Students are introduced to the tools of the trade. Hands on activities are designed to familiarize students with the variety of tools used by industry professionals. In addition, students will begin to understand the many trades involved in the field as well as how to co-exist in the job environment. Students are also introduced to the fundamentals of system design. This topic discusses system parameters ranging from system configuration to reading blueprints, and will prepare the graduate to undertake the challenges of correct system interpretation and installation execution. Graduates will receive an RWM Fiber Optics Certificate of Completion. and may receive third party certification for equipment upon passage of the independently administered examination(s).

Home Theatre Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock Credit	Est. Homework Hours Required
Satellite	20	n/a	20	n/a	40 n/a	20
Modems and Lans	20	n/a	20	n/a	40 n/a	20
Ladder Safety	20	n/a	20	n/a	40 n/a	20
UTP Copper /Telephony	30	n/a	30	n/a	60 n/a	30
Home Theatre	60	n/a	60	n/a	120 n/a	60
TOTALS	150	n/a	150	n/a	300 n/a	150

**Security, Surveillance and Alarm Technician** is an **15 Week, 300 Hour (15 Quarter Credit Hour)** Program. This course presents an overview of the theory, installation and maintenance of commercial and residential alarm and surveillance systems, network automation basic electricity, Cyber Security standards, SAS Big Data Analysis & application, perimeter / space detection, fire systems, control panels, communications, CCTV, job planning and false alarm prevention. **\*Vocational Program** Course instructor will review the operation, applications, installation and maintenance of commonly used equipments and components and present industry standards certification preparation & legal requirements including. Graduates will receive an RWM Fiber Optics Certificate of Completion and may receive third party certification upon passage of the independently administered examination(s).

Security Surveillance /Alarm Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Networking	20	n/a	20	n/a	40	n/a	20
Modems and Lans	20	n/a	20	n/a	40	n/a	20
Cyber Security	20	n/a	20	n/a	40	n/a	20
UTP Copper / A+	30	n/a	30	n/a	60	n/a	30
Security Surveillance /Alarm	60	n/a	60	n/a	120	n/a	60
TOTALS	150	n/a	150	n/a	300	n/a	150

The **Fiber Optic Broadband Technician** program is offered as a **6 week, 120 hour** training program. **\* Vocational Program**. Emphasis is in fiber optics and category 5e, and 6 network cabling systems including telephone and DSL. This intense program consists of theory and extensive hands on lab to cement course work together to prepare the student for certification exams and job market. Successful graduates will qualify as entry level fiber optic cable installers, splicing technicians, data cable technicians, network cable installers, cable assembly manufacturing, and repair, test and inspection of network cabling systems. Graduates will receive an RWM Fiber Optics Certificate of Completion. With a score of 76% or better on their certification examinations, graduates will also receive a Fiber Optic Association (FOA) Certified Fiber Optic Certification (CFOT)

Fiber Optics Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Fiber Optics	50	n/a	70	n/a	120	n/a	60

The stand-alone **Pole Climbing and Ladder Safety** course is a **3 week, 80 hour** highly intensive program that will train participants how to safely and effectively ascend and descend wooden poles using pole climbing gaffs and associated equipment. **\* Vocational Program** The pole climbing technique that will be taught is the "3-point contact free hand method." Students will also learn how to use ladders on the pole and at mid-span using the appropriate ladder securing equipment. The participants will complete exercises using construction tools and equipment. Climbers will adhere to all safety practices. Note: This course is physically demanding. Students must earn at least 76% of the competency points to become certified in this course. Upon successful completion, clients will receive a Pole Climbing and Ladder Management Safety Certificate of Completion.

Pole / ladder Safety Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Pole Climbing/Ladder Safety	40	n/a	40	n/a	80	n/a	40

The **Communications Technician 101** program is designed for the individual allowing successful graduates, the career flexibility to work in the growing Communication Technology fields, as well as in the Commercial and Residential Home Audio / Video, and Automation Installation industry\* **Vocational Program**. You will learn fiber optics and twisted pair copper cabling, as well as cable television, satellite, and home theater installation. By covering the core aspects of telecommunications, the graduate is prepared to gain employment in an exciting and rewarding industry. It is presented as a **720 hour / 36 Quarter Credit Hour (see module breakdown below), 27 week** program which includes the same curricula and materials as the individual classes at a cost savings to the client. Upon successful completion of coursework and exams, our graduates will receive RWM Fiber Optics Certificate of Completion, Society of Cable Television Engineers (SCTE) Certification, Satellite Certification, Pole Climbing Theory and a Ladder Safety Certification, Home Audio and Video Certification and The Fiber Optic Association (FOA) Certification. **This course's curriculum is a culmination of our Communications 100, Fiber Optic, Broadband Cable, Digital Satellite and Home Theater courses.** If you have any questions please read on the specific topics above.

Communications 101 Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Fiber Optics	74	3.7	74	3.7	148	7.4	74
Broadband Cable/CATV	74	3.7	74	3.7	148	7.4	74
Pole & Ladder / Satellite	50	2.5	50	2.5	100	5.0	50
UTP Copper/Telephony	74	3.7	74	3.7	148	7.4	74
Home Theatre	74	3.7	74	3.7	148	7.4	74
Placement-life skills	14	.7	14	.7	28	1.4	14
TOTALS	360	18.0	360	18.0	720	36.0	360

The **Communications Technician 102** program is designed for the individual allowing successful graduates, the career flexibility to work in the growing Communication Technology fields and in the Commercial and Residential Security, CCTV Surveillance, Alarm and Automation Installation industries \* **Vocational Program**. You will learn fiber optics and twisted pair copper cabling, as well as cable television, satellite, and alarm installation. By covering the core aspects of telecommunications, the graduate is prepared to gain employment in an exciting and rewarding industry. It is presented as a **720 hour / 36 Quarter Credit Hour (see module breakdown below), 27 week** program which includes the same curricula and materials as the individual classes at a cost savings to the client. Upon successful completion of coursework and exams, our graduates will receive RWM Fiber Optics Certificate of Completion, Society of Cable Television Engineers (SCTE) Certification, Satellite Certification, Security and Alarm Certification, Pole Climbing Theory and a Ladder Safety Certification and The Fiber Optic Association (FOA) Certification. **This course's curriculum is a culmination of all our Communications 100, Fiber Optic, Broadband Cable, Digital Satellite and Security courses.** If you have any questions please read on the specific topics above.

Communications 102 Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock Credit	Est. Homework Hours Required
Fiber Optics	74	3.7	74	3.7	148 7.4	74
Broadband Cable/CATV	74	3.7	74	3.7	148 7.4	74
Pole & Ladder / Satellite	50	2.5	50	2.5	100 5.0	50
UTP Copper /Telephony	74	3.7	74	3.7	148 7.4	74
Security Surveillance /Alarm	74	3.7	74	3.7	148 7.4	74
Placement-life skills	14	.7	14	.7	28 1.4	14
<b>TOTALS</b>	<b>360</b>	<b>18.0</b>	<b>360</b>	<b>18.0</b>	<b>720 36.0</b>	<b>360</b>

The **Communications Technician 103** program is our most comprehensive course allowing successful graduates the most career flexibility in the growing communication technology fields. Designed for the individual who wants the opportunity to work in Communications Technician & Installation fields as well as, in Commercial and Home Audio/Video, CCTV Security Surveillance, Alarm and Automation installation industries. \* **Vocational Program**. You will learn fiber optics and twisted pair copper cabling, as well as cable television, satellite, and alarm installation. By covering the core aspects of telecommunications, the graduate is prepared to gain employment in an exciting and rewarding industry. It is presented as a **840 hour / 42 Quarter Credit Hour (see module breakdown below), 34 week** program which includes the same curricula and materials as the individual classes at a cost savings to the client. Upon successful completion of coursework and exams, our graduates will receive RWM Fiber Optics Certificate of Completion, Society of Cable Television Engineers (SCTE) Certification, Satellite Certification, Security and Alarm Certification, Pole Climbing Theory and a Ladder Safety Certification and The Fiber Optic Association (FOA) Certification. **This course's curriculum is a culmination of all our Communications 100, Fiber Optic, Broadband Cable, Digital Satellite, Home Theater courses and Security courses.** If you have any questions please read on the specific topics above.

Communications 103 Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock Credit	Est. Homework Hours Required
Fiber Optics	70	3.5	70	3.5	140 7.0	70
Broadband Cable/CATV	74	3.7	74	3.7	148 7.4	74
Pole & Ladder / Satellite	40	2.0	40	2.0	80 4.0	40
UTP Copper /Telephony	74	3.7	74	3.7	148 7.4	74
Home Theatre	74	3.7	67	3.7	148 7.4	74
Security Surveillance /Alarm	74	3.7	67	3.7	148 7.4	74
Placement-life skills	14	.7	14	.7	28 1.4	14
<b>TOTALS</b>	<b>420</b>	<b>21.0</b>	<b>420</b>	<b>21.0</b>	<b>840 42.0</b>	<b>420</b>

The **Private Security Guard 40 Hours** program is offered as a **1 week, 40 hour** training program. \* **Vocational Program**. Emphasis is in basic knowledge of Private Security Guard (Guard Card), more commonly known as Security Guard. This intense program consists of theory and extensive hands on lab to cement course work together to prepare the student for certification exams and job market. Successful graduates will qualify as entry level Security Guard or other Personal Security or loss prevention industry company. Successful Graduates will become certified by BSIS as Security Guard and receive Pepper Spray and 1st Aid CPR/AED certification.

Private Security Guard Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock Credit	Est. Homework Hours Required
Powers to Arrest and Weapons of Mass Destruction	8	n/a	n/a	n/a	8 n/a	1
BSIS Guard Card Mandatory Training (All BSIS Courses)	12	n/a	4	n/a	16 n/a	2
Arrest Search and Seizure and Chemical Agent	6	n/a	2	n/a	8 n/a	2
First Aid, CPR, AED and Access Control	4	n/a	4	n/a	8 n/a	0
<b>TOTALS</b>	<b>30</b>	<b>n/a</b>	<b>10</b>	<b>n/a</b>	<b>40 n/a</b>	<b>5</b>

The **Private Security Guard with Taser & Firearms** program is offered as a **2 week, 80 hour** training program. \* **Vocational Program**. Emphasis is in basic knowledge of Private Security Guard (Guard Card), more commonly known as Security Guard. As well as comprehensive specialty training for BSIS Baton Permit and Firearms Training both Classroom and Range, additionally students will also Taser CEW (Conducted Electrical Weapon). This intense program consists of theory and extensive hands on lab to cement course work together to prepare the student for certification exams and job market. Successful graduates will qualify as entry level Armed Security Guard or other Personal Security or loss prevention industry company. Successful Graduates will become certified by BSIS as Security Guard, Baton Permit and Firearms Permit, receive Pepper Spray and 1st Aid CPR/AED certification as well as Taser CEW Certification.

Private Security Guard Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock Credit	Est. Homework Hours Required
Powers to Arrest and Weapons of Mass Destruction	8	n/a	n/a	n/a	8 n/a	1
BSIS Guard Card Mandatory Training (All BSIS Courses)	12	n/a	4	n/a	16 n/a	2
Arrest Search and Seizure and Chemical Agent	6	n/a	2	n/a	8 n/a	2
First Aid, CPR, AED and Access Control	4	n/a	4	n/a	8 n/a	0
Use of Force / Handcuffing	6	n/a	2	n/a	8 n/a	0
Baton Straight / Side Handle	4	n/a	4	n/a	8 n/a	1
Fire Arms Class & Range	8	n/a	8	n/a	16 n/a	2
Taser CEW / Officer Safety	6	n/a	2	n/a	8 n/a	2
<b>TOTALS</b>	<b>54</b>	<b>n/a</b>	<b>26</b>	<b>n/a</b>	<b>80 n/a</b>	<b>10</b>

RWM Fiber Optics also provides corporate training. There are several short courses that are available to streamline operations which are cost effective to meet your every need. See the School Director for further information.

### COUNSELOR INFORMATION

After successful completion of our courses, graduates can find employment in several fields including those listed below. Graduates can enter into any of the following occupations as listed by O\*Net codes:

<b>27-4011.00</b>	<b>49-2022.01</b>	<b>49-2022.05</b>	<b>49-9031.01</b>	<b>33-9031.00</b>	<b>49-2022.03</b>
<b>49-2097.00</b>	<b>49-9052.00</b>	<b>49-2022.00</b>	<b>49-2022.04</b>	<b>49-2098.00</b>	<b>49-9098.00</b>
<b>47-2111.00</b>	<b>47-2231.00</b>	<b>49-9051.00</b>	<b>49-0000.00</b>	<b>47-4099.02</b>	<b>43-0120.00</b>
<b>43-0109.00</b>	<b>43.0112.00</b>	<b>47-2111.00</b>	<b>47-0110.00</b>	<b>33-9032</b>	<b>33-9090</b>
<b>33-9030</b>	<b>33-9099</b>	<b>33-9000</b>			

### JOB DESCRIPTIONS

**Telecommunications Cabling Technician (Inside plant)** This construction-oriented position requires the technician to be highly skilled and knowledgeable. The technician will be involved with various cable types and must understand how to install, terminate and test all of them. Technicians should understand the industry standards of installation as well as the relevant articles of the National Electric Code. They will be familiar with various products to be able to make suggestions in different situations and be able to overcome various obstacles to complete the job. Cabling Technicians will travel to different locations and should be able to identify and cope with the different installation applications for telecommunication cabling. They will work with various hand tools in a construction environment.

Work may be performed in an existing office space or other facility, which may require good customer relation skills, a professional appearance and attitude.

A good portion of many projects is installing, placing, or pulling the cables to the various areas within a building or campus environment. This position requires intelligence, physical ability and problem solving skills. Having your own hand tools, reliable transportation and a positive work attitude are often necessary.

### **Fiber Optic Installer (Outside Plant)**

As an outside plant cable installer the crew is responsible for either placing cable underground in trenches or conduit, or by hanging it from poles and aerial applications. Cabling is nearly always installed with machinery, taking the work load off of the technicians. The fiber optic installers will be responsible for terminating and splicing the fiber into splice cases or equipment cabinets. Splicing is usually performed inside a specialty trailer or tent to protect the delicate equipment. A lot has been said about FTTP projects and this course prepares the client for lucrative career in the broadband industry.

Both inside and outside plant technicians may be responsible for testing and certification of the installed cabling systems. Technicians in these positions must be very well versed in the technologies behind fiber optic and copper cabling systems and must know how to operate all types of test equipment. Graduates of RWM Fiber Optics will be fluent in the operation of LAN cable certifiers, optical power meters, optical fault locators, and Optical Time Domain Reflectometers (OTDRs), making them well suited for these demanding and high paying positions. These positions require very little physical ability, but require strong trouble shooting skills.

### **Fiber Optic Assembler (Manufacturing)**

In a manufacturing environment, technicians will usually be placed at assembly tables where they will work in the manufacture of optical components, assemblies, and sub-assemblies. These positions require minimal physical ability but do require good eyesight or the use of magnifiers.

### **Cable Television (CATV)/Digital Satellite (DSS) Installer**

The CATV/DSS installer daily tasks will consist of visiting customer sites to install CATV or DSS television systems. Installers must demonstrate excellent customer relations skills. This position requires good physical strength as many installations may require ladder or pole climbing. Installers must be able to work unsupervised, maintaining the expected level of workmanship and safety habits. Sales skills may be beneficial as many providers reward installers for selling premium viewing packages to customers. The installer will be responsible for completing the cable installation from the pole/pedestal to the home, mounting the dish to the roof, and connecting customer equipment such as televisions, VCRs, stereos, etc.

### **Cable Television (CATV) Installer**

The CATV installer daily tasks will consist of visiting customer sites to install, test and troubleshoot CATV television systems, high speed modems, telephony service or customer upgrades. Installers must demonstrate excellent customer service skills. This position requires good physical strength as many installations may require ladder or pole climbing. Installers must be able to work unsupervised, maintaining the expected level of workmanship and safety habits. Sales skills may be beneficial as many provider's reward installers for selling premium viewing packages to customers. The installer will be responsible for completing the cable installation from the pole/pedestal to the home, and connecting any customer equipment such as televisions, DVRs, DVDs, VCRs, stereos, video games, etc.

### **Home Audio and Video Equipment Technicians**

Set up and operate audio and video equipment, including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for concerts, sports events, meeting and conventions, presentations, and news conferences. They may also set up and operate associated spotlights and other custom lighting systems. Electronic home entertainment equipment installers and repairers, also called service technicians, install and repair a variety of equipment, including televisions and radios, stereo components, video and audio disc players, video cameras, and video recorders. They also install and repair intercom equipment, stereo and home theater systems, which consist of large-screen televisions and sophisticated surround-sound audio components.

### **Telephone Switch Technician**

Installation and configuration of telephone systems. Typical tasks include: installs line cards, network cards, circuit packs, and related PBX hardware for customer move, add and change activity, changes in network trunking, changes in switch configuration, PBX upgrades, and other system install activity typically performed in telecom rooms which house PBX cabinetry, network interface points, MDF's, and the like; performs work on MDF's and network interface locations found in switch rooms; installs or oversees the installation of various customer premise station equipment

such as PBX feature phones, PBX digital sets, key systems sets, key system common equipment, and associated ancillary hardware; performs all telecom room related work associated with customer premise move, add and change activity; configures switch or makes recommendations for switch configurations to ensure optimum utilization of switch and network circuitry as well as telecom room space and facilities; performs switch translations and other engineering changes for network or switch upgrades.

They also set up private branch exchange (PBX) switchboards, which relay incoming, outgoing, and interoffice calls within a single location or organization. To install switches and switchboards, installers first connect the equipment to power lines and communications cables and install frames and supports. They test the connections to ensure that adequate power is available and that the communication links function. They also install equipment such as power systems, alarms, and telephone sets. New switches and switchboards are computerized; workers install software or program the equipment to provide specific features. For example, as a cost-cutting feature, an installer may program a PBX switchboard to route calls over different lines at different times of the day. However, other workers, such as computer support specialists generally handle complex programming. Finally, the installer performs tests to verify that the newly installed equipment functions properly. If a problem arises, PBX repairers determine whether it is located within the PBX system or originates in the telephone maintained by the local phone company.

### **Security, Surveillance, and Alarm System Technician**

Fit and repair security systems in homes and businesses. An installer may perform the following tasks:

- Inspect sites and talk to clients to determine security requirements
- Provide estimates to clients for installation of equipment
- Feed cable through roof spaces and cavity walls, and position and terminate cables, wires and strapping
- Assemble, erect, position and label all items of equipment
- Test equipment and diagnose faults
- Make connections to telephone lines for alarm monitoring
- Maintain and adhere to operational procedures and complete appropriate documentation
- Be responsible for assigned tools, plan and test equipment
- Develop and keep good relations with clients



Security system installers must develop knowledge of the range of security equipment, including electronic and electrical surveillance systems and closed circuit TV, as well as knowledge of simple electronic principles and terminating techniques. They must also understand the principles of operation and characteristics of controllers, detectors, relay, bells, sirens, screamers, and telephone circuits.

Security systems installers work mainly indoors and sometimes have to work in confined roof spaces. They have considerable contact with customers in businesses and private homes.

Security, Surveillance, & Alarm System Technician may serve in areas such as Cyber security and like career options such positions often require 3rd party certification e.g. CompTIA, A+/Security. With experience, its possible to become the manager of a team of security system installers, become self-employed, or specializes as a Security Advisor.

**Satellite Installers** are responsible for the installation, testing and repair of Digital Broadcast Satellites (DBS) and related equipment in residential settings. Other duties include teaching customers how to use their equipment as well as ensuring proper documentation of all customer interactions.

In a typical workday a Satellite Installer may

- Install, upgrade, service and repair satellite products
- Handle customer questions and develop solutions
- Complete work orders, retrieving proper signatures for accurate billing
- Ensure all installation work is done according to quality standards
- Assist with work overflow
- Adhere to safety policies and procedures



# RWM FIBER OPTICS 2017 SCHEDULE OF CLASSES

*NOTE: Schedule is Subject to Change without Notice*

## **Day Schedule: Communications Technician 100**

You may start on any of the Course Modules covered in the Program Day Schedule Starts:

January 23, 2017-	March 13, 2017-
March 27, 2017-	May 1, 2017-
June 19, 2017-	July 3, 2017-
August 7, 2017-	September 25, 2017-
October 9, 2017-	November 13, 2017-

## **Day Schedule: Communications Technician 101**

You may start on any of the Course Modules covered in the Program- Day Schedule Starts:

January 23, 2017-	March 13, 2017-
March 27, 2017-	May 1, 2017-
June 19, 2017-	July 3, 2017-
August 7, 2017-	September 25, 2017-
October 9, 2017-	November 13, 2017-

## **Day Schedule: Communications Technician 102**

You may start on any of the Course Modules covered in the Program Day Schedule Starts:

January 23, 2017-	March 13, 2017-
March 27, 2017-	May 1, 2017-
June 19, 2017-	July 3, 2017-
August 7, 2017-	September 25, 2017-
October 9, 2017-	November 13, 2017-

## **Day Schedule: Communications Technician 103**

You may start on any of the Course Modules covered in the Program Day Schedule Starts:

January 23, 2017-	March 13, 2017-
March 27, 2017-	May 1, 2017-
June 19, 2017-	July 3, 2017-
August 7, 2017-	September 25, 2017-
October 9, 2017-	November 13, 2017-

## **Day Schedule: Home Audio & Video Technician & Security, Surveillance and Alarm Technician**

To be Scheduled.

## **Day Schedule: Broadband Cable Television and Satellite Technician program**

January 23, 2017-	March 13, 2017-
March 27, 2017-	May 1, 2017-
June 19, 2017-	July 3, 2017-
August 7, 2017-	September 25, 2017-

October 9, 2017- November 13, 2017-  
To be Scheduled

## **Private Security Guard & Private Security Guard with Taser and Firearm**

To be scheduled

## **Day Schedule: Fiber Optic Broadband Technician**

To be Scheduled

## **Day Schedule: Pole Climbing and Ladder Safety & Day Schedule: Telephone Switch Technician**

To be Scheduled

## **Night Schedule: Communications Technician 100**

You may start on any of the Course Modules covered in the Program

January 10, 2017	February 7, 2017
February 28, 2017	Additional Start Dates To be Scheduled throughout the year

## **Holidays**

New Years	December 31, January 2, 2017
MLK Day	January 16, 2017
Presidents Day	February 20, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Thanksgiving Day	November 23 & 24, 2017
Christmas	December 25, 2017
New Years	January 1, 2018

***Don't Miss Out on this  
CAREER! Get into this  
Exciting Green Industry!***

***Your Career Could have  
Started Yesterday!!!***

***IT'S YOUR FUTURE!  
WHAT ARE YOU WAITING FOR?  
START YOUR CAREER NOW!***

## **TUITION**

### **Fiber Optic Broadband Technician Program \* Vocational Program:**

Total fees of \$6,550.00 include all books The Complete Guide To Copper and Fiber-Optic Networking/ 4th Edition by A. Oliviero & B. Woodward ISBN 978-0-470-47707 materials, and an installation tool kit. Prepared FOA Certification Materials & examination and one re-test are included. Also included is a non refundable Student Tuition Recovery Fund fee of \$.00 per \$1,000.00 of Tuition, Note School pays the STRF fee on behalf of the student. Upon achieving of a passing score of 76%, students will receive Certification from The Fiber Optic Association (FOA). The FOA Certification is valid for one year - must be renewed annually. Renewal costs \$50/1 year.

<b>Fees:</b> Tuition	\$ 5,200.00	
Registration	\$ 200.00	
Certification	\$ 150.00	
Toolkit	\$ 500.00	
Books and Supplies	<u>\$ 500.00</u>	<b>TOTAL \$6,550.00</b>

### **Broadband Cable Television and Satellite Technician Program \* Vocational Program:**

Total fees of \$6,550.00 include all books (From Tap to Home /The Jones/ NCTI Installation Manual {ISBN 1-930634-23-4}), RWM course book, materials & an installation toolkit. Also included is a non refundable Student Tuition Recovery Fund fee of \$.00 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student. The course includes the SCTE one year membership, enrollment and testing fees. After one year; annual membership fee of \$48, payable to SCTE is the responsibility of the graduate

<b>Fees:</b> Tuition	\$ 5,200.00	
Registration	\$ 200.00	
Certification	\$ 150.00	
Toolkit	\$ 500.00	
Books and Supplies	<u>\$ 500.00</u>	<b>TOTAL \$6,550.00</b>

### **Broadband Cable Technician Program \* Vocational Program:**

Total fees of \$4,975.00 include all books (From Tap to Home /The Jones/ NCTI Installation Manual {ISBN 1-930634-23-4}), materials, tuition, toolkit and certification testing. Also included is a non refundable Student Tuition Recovery Fund fee of \$.00 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student. The course includes a one year SCTE membership, enrollment and testing fee.

<b>Fees:</b> Tuition	\$3,825.00	
Registration	\$ 200.00	
Toolkit	\$ 500.00	
Certification	\$ 150.00	
Books and Supplies	<u>\$ 300.00</u>	<b>TOTAL \$4,975.00</b>

### **Satellite Technician \* Vocational Program**

Total fees of \$1,575.00 include tuition, books (RWM course book) and supplies. Also included is a non refundable Student Tuition Recovery Fund fee of \$.00 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student. Graduates will receive RWM certification and SBCA testing fee.

<b>Fees:</b> Tuition	\$ 1075.00	
Registration	\$ 200.00	
Certification	\$ 100.00	
Books and Supplies	<u>\$ 200.00</u>	<b>TOTAL \$1,575.00</b>

### **Home Audio and Video Technician \* Vocational Program**

Total fee of \$6,550.00 include tuition, book NTC Green Book Residential Audio Video Systems Design and Installation, by Charles Aulner National Training Center (2007) ISBN-10: 0976951177, supplies and Certification. Also included is a non refundable Student Tuition Recovery Fund fee of \$.00 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

<b>Fees:</b> Tuition	\$ 5,200.00	
Registration	\$ 200.00	
Certification	\$ 150.00	
Toolkit	\$ 500.00	
Books and Supplies	<u>\$ 500.00</u>	<b>TOTAL \$6,550.00</b>

**Telephone Switch Technician \* Vocational Program**

Total fees of \$6,550.00 include tuition, books UTP The Complete Guide To Copper and Fiber-Optic Networking/ 4th Edition by A. Oliviero & B. Woodward ISBN 978-0-470-47707 (PBX Systems for IP Telephony, 1st Ed., Allan Sulkin. ISBN: 0071375686; Avaya, Cisco, Nortel, Panasonic, Toshiba Systems Manuals), materials, and certification. Also included is a non refundable Student Tuition Recovery Fund fee of \$.00 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

**Fees:**

Tuition	\$ 5,200.00	
Registration	\$ 200.00	
Certification	\$ 150.00	
Toolkit	\$ 500.00	
Books and Supplies	\$ 500.00	<b>TOTAL \$6,550.00</b>

**Security, Surveillance and Alarm Technician \* Vocational Program**

Total fees of \$6,550.00 include tuition, books NTC Blue Book Low Voltage Systems Design & Installation, by Author, National Training Center (2005) ISBN:10-0976951150), Comptia A+, Networking and security materials, toolkit and certification. Also included is a non refundable Student Tuition Recovery Fund fee of \$.00 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

**Fees:**

Tuition	\$ 5,200.00	
Registration	\$ 200.00	
Certification	\$ 150.00	*3rd Party CompTIA Certification extra (300.00*)
Toolkit	\$ 500.00	
Books and Supplies	\$ 500.00	<b>TOTAL \$6,550.00 3rd Party Certification extra</b>

**Communications Technician 100, 101, 102 and 103 \* Vocational Programs**

Total fees of \$12,775.00 \$14,400.00 or \$15,550.00 include tuition, books (From Tap to Home /The Jones/ NCTI Installation Manual {ISBN 1-930634-23-4}) and The Complete Guide To Copper and Fiber-Optic Networking/fourth Edition by Andrew Oliviero & Bill Woodward {ISBN 978-0-470-47707}), FOA & SCTE Prepared Certification testing materials and a trade subject book, materials, toolkit and certification. Also included: a non refundable Student Tuition Recovery Fund fee of \$.00 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student. The course includes SCTE one year membership, and one year FOA Certification valid for one year (Renewal costs \$50/1 year is a student responsibility).

**Fees:**

	<b>CommTech 100</b>	<b>CommTech 101 or 102</b>	<b>CommTech 103</b>
Tuition	\$ 11,150.00	\$ 12,325.00	\$ 13,375.00
Registration	\$ 200.00	\$ 200.00	\$ 200.00
Toolkit	\$ 500.00	\$ 500.00	\$ 500.00
Certification	\$ 400.00	\$ 500.00	\$ 600.00
Books and Supplies	\$ 525.00	\$ 875.00	\$ 875.00
<b>TOTAL</b>	<b>\$12,775.00</b>	<b>\$14,400.00</b>	<b>\$15,550.00</b>

**Pole Climbing and Ladder Safety: \* Vocational Program \*Stand-alone**

Total fee of \$3,000.00 includes tuition, books (RWM course book) and certification. Also included is a non refundable Student Tuition Recovery Fund fee of \$.00 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

**Fees:**

Tuition	\$ 2,700.00
Registration	\$ 200.00
Books and Supplies	\$ 100.00
<b>TOTAL</b>	<b>\$3,000.00</b>

**Private Security Guard: \* Vocational Program \*Stand-alone**

Total fee of \$1,499.00 includes tuition, Textbook: CALIFORNIA CRIMINAL LAW & EVIDENCE; ISBN: 978-1-56325-417-8, BSIS Powers to Arrest Guide American Red Cross 1st Aid, CPR/AED and certification. Also included is a non refundable Student Tuition Recovery Fund fee of \$.00 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

**Fees:**

Tuition	\$ 1,149.00	Books and Supplies	\$ 150.00
Registration	\$ 200.00	<b>TOTAL</b>	<b>\$1,499.00</b>

**Private Security Guard with Taser and Firearm: \* Vocational Program \*Stand-alone**

Total fee of \$2,499.00 includes tuition, Textbook: CALIFORNIA CRIMINAL LAW & EVIDENCE; ISBN: 978-1-56325-417-8, BSIS Powers to Arrest Guide, BSIS Baton Training Manual, BSIS Firearms Training Manual, Prepared Certification testing materials-Taser International Taser (CEW) American Red Cross 1st Aid, CPR/AED and certification. Also included is a non refundable Student Tuition Recovery Fund fee of \$.00 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

<b>Fees:</b> Tuition	\$ 2,149.00	Books and Supplies	\$ 150.00
Registration	\$ 200.00	<b>TOTAL</b>	<b>\$2,499.00</b>

**\*\*\*NOTE:** An additional **LABORATORY FEE** may be accessed for additional lab training beyond the regularly scheduled training within the program. The purpose for additional Laboratory Time is for increased proficiency within desired field training module. The Laboratory fee may be from \$500.00\* to as much as \$3,000.00\* dependant on the time, training and materials involved as determined by the School Director. In any event the exact fee to be charged will be fully disclosed and additional payment made or arranged for prior to any applied Laboratory Fee.

**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. Student payments may be made in the form of cash, check or any Loan Proceed. "Credit Card Charge" methods are accepted. 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, tuition, or in-house financing, third party School Loan(s) may be available as private/public agencies e.g. WIB, VA Title 38 or Employer- Insurance Training Voucher programs may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. Any such financing agencies are not affiliated with the school. RWM Fiber Optics is Certified to participate by the US Department of Education to offer Title IV financial assistance for its eligible programs. For more information; including possible Federal Title IV assistance eligibility, including Pell, Subsidized & Unsub Direct Loans inquire at the Admissions Office.

**CONSTITUTION DAY and CITIZENSHIP DAY**

Constitution Day state delegates signed the framework for the Constitution of the United States on September 17, 1787. Citizenship Day; a day to celebrate US Citizenship is an event that occurs in the United States on September 17 each year. On this day US citizens remember the blessings of liberty and are recognized for holding the responsibilities of citizenship. Constitution Day and Citizenship Day are combined in recognition; Sunday, September 17, 2017 – (Observed).

RWM Fiber Optics, Inc. encourages all citizens to register and Vote; It's a right and a privilege! When to Re-Register to Vote: - Registered voters will need to re-register if they: Move to a different address; Change name; Change political party affiliation. – You can download a Voter Registration form in English or Spanish by visiting [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/).

**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. Anyone may discuss any concerns with the Director for resolution.

**QUESTIONS** Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833, Website: [www.bppe@dca.ca.gov](mailto:www.bppe@dca.ca.gov) Tel: 1 (888) 370-7589, Fax: 1 (916) 263-1897

**COMPLAINT PROCEDURES**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free Tel: 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: [www.bppe@dca.ca.gov](http://www.bppe@dca.ca.gov)

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## REFUND TABLE

Based on the Tuition as listed in the School Catalog for Vocational Programs

REFUND AT:	10%	at 25%	at 50%	at 60%	at 75%
<b>Broadband Fiber Optic Technician:</b>	4162.50	3468.75	2312.50	1850.00	0.00
<b>Broadband Cable Television And Satellite Technician:</b>	4612.50	3843.75	2562.50	2050.00	0.00
<b>Broadband Cable Technician:</b>	3960.00	3300.00	2200.00	1760.00	0.00
<b>Satellite Technician:</b>	1125.00	937.50	625.00	500.00	0.00
<b>Home Theater Technician</b>	3870.00	3225.00	2150.00	1720.00	0.00
<b>Telephone Switch Technician</b>	4162.50	3468.75	2312.50	1850.00	0.00
<b>Security, Surveillance and Alarm Technician</b>	3600.00	3000.00	2000.00	1600.00	0.00
<b>Communications Technician 100</b>	7987.50	7500.00	5000.00	4000.00	0.00
<b>Communications Technician 101</b>	11565.00	9637.50	6425.00	5140.00	0.00
<b>Communications Technician 102</b>	11565.00	9637.50	6925.00	5540.00	0.00
<b>Communications Technician 103</b>	12665.00	10387.50	6425.00	5140.00	0.00
<b>Pole Climbing and Ladder Safety</b>	1125.00	937.50	625.00	500.00	0.00
<b>Private Security Guard</b>	1350.00	1125.00	750.00	600.00	0.00
<b>Private Security Guard with Taser and Firearm</b>	2250.00	1875.00	1250.00	1000.00	0.00

**NOTE: Tuition is 100 percent earned after 60% of scheduled course completion, as for each pay period.** \* All tuition costs listed above have non refundable Student Tuition Recovery Fund fee of \$.00 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

**NOTE: The Median Loan amount for student participation during July 1, 2013 to June 30, 2014 was \$8,321.67\* for our Federal Title IV eligible; Communications Technician 101 program.**



## **COURSE OUTLINES**

### **COMMUNICATIONS 100**

This Program's curriculum is a culmination of the Fiber Optic Broadband, Broadband Cable Television, Satellite Technician, Telephone Switch Courses and Pole Climbing Theory & Ladder Safety Module. Please see below.

### **COMMUNICATIONS 101**

This Program's curriculum is a culmination of the Fiber Optic Broadband, Broadband Cable Television, Satellite Technician, Home Audio and Video Technician, Telephone Switch Courses and Pole Climbing Theory and Ladder Safety Module. Please see below

### **COMMUNICATIONS 102**

This Program's curriculum is a culmination of the Fiber Optic Broadband, Broadband Cable Television, Satellite Technician, Security Surveillance & Alarm Tech, Telephone Switch Courses & Pole Climbing Theory and Ladder Safety Module. Please see below

### **COMMUNICATIONS 103**

This Program's curriculum is a culmination of the Fiber Optic Broadband, Broadband Cable Television, Satellite Technician, Home Audio and Video Technician, Security Surveillance & Alarm Tech, Telephone Switch Courses and Pole Climbing Theory and Ladder Safety Module. Please see below

## **CABLE TELEVISION**

### **Module 1 CATV Networks**

History

The Television Signal

Basic Cable System Operation

The Broadband Network

Architecture

### **Module 2 Customer Relations**

Professional Conduct

Scope, Conclusion

Chapter 2 Review

Applications

### **Module 3 Safety**

The Occupational Safety and Health

Administration

Vehicle Safety

Personal Protective Equipment (PPE)

Utility Poles & Clearances

Chapter 3 Review

Applications

**Test for Module 1, 2 & 3**

### **Module 4 Tools & Materials**

Tools / Materials

Conclusion

Chapter 4 Review

Applications

### **Module 5 Cable & Connectors**

Drop Cable Characteristics

Drop Cable Electrical Characteristics

Connectors

Chapter 5 Review / Applications

**Test for Module 4 & 5**

### **Module 6 Aerial Drop Installations**

Installing an Aerial Drop

Other Types of Installation Work

Chapter 6 Review / Applications

**Test for Module 6**

### **Module 7 Underground Drop Installations**

Completing The Drop

Burying Methods /Obstructions

Chapter 7 Review /Applications

**Test for Module 7**

### **Module 8 Exterior & Interior Wiring**

Basic Building Construction

Basics of Exterior Routing

Drilling for Cable Entry

Basics of Interior Routing

Routing Cable Lines

Chapter 8 Review / Applications

**Test for Module 8**

### **Module 9 Bonding and Grounding**

Ground versus Bond

Bonding and Grounding Codes

National Electric Code (NEC)

National Electrical and Safety Code (NESC)

The Building Grounding Electrode System

Methods and Priorities

Chapter 9 Review

Applications

**Test for Module 9**

## **Module 10 Terminal Devices**

Tuners and Receivers

Converters

Televisions

VCR's, VCPs and HDTV

Other Terminal Devices

Chapter 10 Review

Applications

**Test for Module 10**

**Mid-Term Test**

## **Module 11 Connecting Customer Equip**

Technology and Terminology / The Installation /

Making the Connection

CPE Preliminaries / RF Connections /

Converter/VCR/TV

Baseband Connections / Combination RF and

Baseband Connections

Surround Sound System

Chapter 11 Review

Applications

## **Module 12 Prewires**

General Considerations

Types of Prewires

Prewiring Single-Family Homes

Prewiring Multiple-Dwelling Units

Damaged Cable Problems

Chapter 12 Review

Applications

**Test for Module 11 & 12**

## **Module 13 Multiple Dwelling Units**

General Guidelines

Wiring the MDU

Wiring Concepts

Reconnection of MDU's

Chapter 13 Review

Applications

## **Module 14 Digital Signals & The Return Path**

Analog Transmissions

Digital Transmissions

Digital Services

Troubleshooting

Chapter 11 Review

Analog and Digital Signals

**Test for Module 13 & 14**

## **Module 15 Cable Modems**

DOCSIS

RWM Fiber Optics, Inc.

Implementing High-Speed Data

Cable Modem Installation

Chapter 16 Review

Applications

· Introducing Cable Modems

· Understanding Broadband Cable Modems

**Test for Module 15 & 16**

## **Module 16 VOIP**

Integrated Two-Way Services

VOIP Basics

Safety Precautions

Tools & Equipment

VOIP Installations

Other Installation Issues

Chapter 16 Review

Applications

## **Module 17 Trouble Shooting & Repair**

Basic Signal Measurements

Measuring and Calculating Signal Levels

Identifying Common Cable Problems

Test Equipment Care & Use

Troubleshooting the House Drop

Attenuation Specifications

Module 17 Review

**Test for Module 17**

## **SATELLITE**

### **Module 1 Introduction To Satellite Television**

Course Objectives

Regulatory Affairs

OTARD

Installer Responsibilities

Installers Code of Ethics

Signal Piracy

Module 1 Review

### **Module 2 Basic System Technology**

DBS Breakdown

Providers

Satellites

Transponders

Customer Premise Equipment

LNB's

Module 2 Review

### **Module 3 Coaxial Cable and Connectors**

Connectors

Coaxial Cable

Cable Properties  
Cable Preparation  
Module 3 Review

#### **Module 4 Site Survey**

Determining AZ/EL  
Magnetic Azimuth  
Clear Line of Site  
Customer Involvement  
Module 4 Review

#### **Module 5 Antenna Installation**

Dish Mounting Recommended Practices  
Safety  
Installation Aspects  
Customer Relations  
Mounting Choices  
Coaxial Cable  
Signal Acquisition  
IRD Connection  
Module 5 Review

#### **Module 6 Grounding and Surge Protection**

Grounding/Bonding Materials  
Typical Grounding  
Copper Clad Steel as Bond  
Cable Routing Techniques  
Ground Block  
Module 26 Review

#### **Module 7 Primary Hookup & System**

##### **Integration**

Objectives  
Connection  
System Integration  
Dual Receiver/Dual TV  
Single IRD/Off-Air  
Basic VCR Connection  
VCR Connection Options  
Other Connections  
Module 7 Review

#### **Module 8 Primary Hookup & System**

##### **Integration continued**

Home Theater  
Module 8 Review

#### **Module 9 High Definition**

Objectives  
What is High Definition (HD)

Why HD is Better

HD Broadcasts  
High Definition IRD  
Module 9 Review

#### **Module 10 Off-Air Antennas**

Objectives  
Directional/Bi-Directional/Omni Directional  
Antenna Components  
Off-Air Bands  
Off-Air Broadcasts  
Antenna Web  
Sample Antenna Web Results  
Antennas  
Antennas Installation  
Diplexers  
Off-Air Antennas  
Module 10 Review

#### **Module 11 Test Equipment & Troubleshooting**

Objectives  
Multi-Meter  
Troubleshooting Basics  
Troubleshooting  
Module 11 Review

#### **Module 12 Customer Education**

Objectives  
Customer Education  
Module 12 Review

#### **Module 13 Multiple Satellite Antenna Installation**

Objectives  
Clear Line-Of-Sight Mast Leveling  
Multiple Satellite  
Typical Elevation Lock  
Signal Strength Indications  
Dual Meters  
Switching Between LNB's  
Multiswitches  
Dish Pro Plus  
Medium Power KU Satellites  
Dish Solutions  
Module 13 Review

#### **TELEPHONE SWITCH TECHNICIAN**

Introduction to UTP/STP Cabling,  
Cabling fundamentals and installation

Understands PBX fundamentals, Identifying switch types, Knowledge of software, Quality / Speed of installations, Operation of Test sets VOIP wiring, VOIP, Customer Service Skills Ladder safety, Tool safety.  
Testing principles (NEXT, RL, Attn, PSNEXT, etc)  
Operation of cable certification equipment  
Specifications and Standards - ANSI/TIA/EIA  
Copper Color Codes, UTP Cable Design  
Cable Applications and Categories  
UTP Cable Installation Techniques  
Wiring 66/110 Blocks, Wall Plates;  
Patch Panels; Jack Orientation,  
Wiring Schemes  
Connectors; RJ 11-45

### **COPPER CABLING**

Cabling fundamentals and installation  
Cable color codes  
Testing principles (NEXT, RL, Attn, PSNEXT, etc)  
Terminate RJ-45 connectors  
Terminate 66/110 style cross-connects  
Operation of wire-map test tools  
Operation of cable certification equipment

### **SECURITY**

#### **Module 1 Introduction To Security, Surveillance and Alarm Technician Program**

Introduction  
Safety and Personal Protective Equipment (PPE)  
Tools and Materials  
Customer Service and Professional Communication  
Ladder Handling & Safety

#### **Module 2 CCTV cameras**

General Information About Cameras  
Tube Cameras  
CCD Cameras  
Camera Specifications and Their Meanings  
CMOS Technology

#### **Module 3 CCTV monitors**

General about monitors; Monitor sizes  
Monitor adjustments; Impedance switch  
Viewing conditions; Gamma  
LCD monitors; Projectors and projection monitors  
Plasma display monitors; Field emission technology displays

#### **Module 4 Video processing equipment**

Analog switching equipment  
Switching and processing equipment

#### **Module 5 Analog video recorders**

A little bit of history and the basic concept  
The early VCR concepts  
The video home system (VHS) concept  
Super VHS, Y/C, and comb filtering  
Time-lapse VCRs (TL VCRs)

#### **Module 6 Digital Video**

Digital video recorders (DVRs)  
The various standards  
The need for compression; Types of compressions; DCT as a basis  
The variety of compression standards in CCTV  
About Pixels and resolution

#### **Module 7 Transmission media**

Coaxial cables; Twisted pair video transmission  
Microwave Links  
RF wireless (open air) video transmission  
Infrared wireless (open air) video transmissions  
Transmission of images over telephone lines  
Fiber optics; Fiber optics cables  
Installation techniques, Fiber optic link analysis

#### **Module 8 Hardware Installation**

Wireless Systems  
Wireless Intercom Systems  
Wireless Smoke Alarms  
Motion Detectors  
Electronics and Security Monitoring

#### **Module 9 Networking in CCTV**

The Information Technology era  
Computers and networks; LAN and WAN  
Ethernet; The main Ethernet categories  
Ethernet over coax and UTP cables  
Fiber optics network cabling  
Network concepts and components; Networking Software, Networking Certification  
IP addresses; Domain Name Systems (DNS)  
Networking hardware  
Wireless LAN; Putting a network system together, SAS Big Data Analysis & application

#### **Module 10 Auxiliary equipment in CCTV**

Pan and tilt heads; Pan and tilt domes  
Preset positioning P/T heads; PTZ site drivers  
Camera housings; Lighting in CCTV  
Infrared lights; Ground loop correctors

Lighting protection  
In-line video amplifiers/equalizers  
Video distribution amplifiers (VDAs)

### **Module 11 Locking Systems**

Multipoint Locking System  
Impact Handle & Lock Set  
Smart Key Lock Set Installation  
Garage Door Locking System

### **Module 12 Certifications**

Technical Certification Preparation A+  
Security Certification training /prep

## **FIBER**

### **Module 1 Introduction To Networks**

Network Function  
Transmission Types  
Topologies  
Components  
The Fiber Network  
Review Questions

### **Module 2 A Light Overview**

Light Language  
Behavior  
Light Properties  
Review Questions

### **Module 3 Fiber**

Structure  
Types and Characters  
Performance  
Review Questions

### **Module 4 Cable**

Structure  
Types  
NEC Compliance  
Dielectric Design  
Installation Characteristics  
Standards  
Review Questions

### **Module 5 Connectors**

Function  
Structure  
Performance  
Connector Features  
Types  
Installation Methods  
Review Questions

### **Module 6 Splices**

Locations  
Types  
Structure  
Performance  
Review Questions

### **Module 7 Passive Devices**

Two Installation Concerns  
Couplers  
Splitters  
Wavelength Division Demultiplexer  
Review Questions

### **Module 8 Optoelectronics**

Installation Concern  
Transmitter Types  
Performance Characteristics  
Summary  
Review Questions

### **Module 9 Hardware**

Functions  
Types  
Summary  
Review Questions

### **Module 10 Cable Installation Principles**

Introduction  
Environmental Limits  
Installation Limits  
Cable Placement  
Planning and Management Issues  
Safety Issues  
End Preparation  
Summary  
Review Questions

### **Module 11 Connector Installation Principles**

Introduction  
Cable End Preparation  
Adhesives  
End Finishing  
Cleave and Crimp Installation  
Summary  
Review Questions

### **Module 12 Splicing Principles**

Introduction; Cable-  
Enclosure Compatibility  
Attachment Locations; Attachment  
Tray Preparation; Fiber End Preparation  
Cleaving; Fusion Splicing;

Mechanical Splicing  
Fiber Placement; Tray Placement  
Test All Splices; Enclosure Closure  
Summary; Review Questions

### **Module 13 Testing Principles**

Introduction  
Insertion Loss Testing  
Optical Domain Reflectometry  
Reflectance Testing  
Protocol Testing  
Other Equipment  
Standards  
Review Questions

### **Module 14 Certification Principles**

Introduction  
Required Information  
Insertion Loss Calculations  
Develop Of A Strategy  
Certification  
An Alternative Strategy  
Summary  
Review Questions

### **Module 15 Cable Preparation**

Introduction; Tools And Supplies;  
Fiber Handling  
Loose Tube End Preparation For Pulling; Tight  
Tube End Preparation For Pulling  
Loose Tube End Preparation For Termination;  
Tight End Preparation For Termination  
Open Page Summary

### **Module 16 Connector Installation: Epoxy**

Introduction  
Materials and Supplies  
Procedure  
Troubleshooting  
Summary

### **Module 17 Connector INSTALLATIONS: Quick Cure Adhesive**

Introduction; Materials and Supplies  
Procedure; Single Mode Polishing  
Final Cleaning; Inspect Connector  
White Light Test; Final Assembly  
Troubleshooting; Summary

### **Module 18 Connector Installation: Hot Melt Adhesive**

Introduction; Materials and Supplies

Procedure; Final Cleaning  
Inspect Connector; White Light Test  
Salvage; Trouble Shooting  
One Page Summary

### **Module 19 Connector Installation: Cleave and Crimp # 1**

Introduction, Tools and Supplies  
Procedure, Troubleshooting, Summary

### **Module 20 Connector Installation: Cleave and Crimp # 2**

Introduction  
Tools And Supplies Required  
SC Procedure  
ST Compatible Procedure  
Test Loss  
Troubleshooting / Summary

### **Module 21 Connector Inspection**

Applicability  
Equipment Required  
Procedure  
Trouble Shooting

### **Module 22 Mid Span Splicing**

Introduction; Tools and Supplies Required  
Cable End Preparation; Enclosure Preparation  
Cable Attachment; Buffer Tube Attachment  
Fiber Length Verification; OTDR Set Up  
Splicing; Test Loss  
Fiber Coiling; Buffer Tube Coiling  
Tray Attachment; Enclosure Finishing  
Trouble Shooting; Summary

### **Module 23 Pig Tail Splicing**

Introduction; Tools and Supplies  
End Preparation; Enclosure Preparation  
Cable Attachment; Buffer Tube Attachment  
Fiber Length Verification; OTDR  
Splicing; Test Loss  
Fiber Coiling; Buffer Tube Coiling  
Enclosure Tray Attachment; Enclosure Finishing  
Troubleshooting; Summary

### **Module 24 Ribbon Splicing**

Introduction; Tools and Supplies Required  
Cable End Preparation; Enclosure Preparation  
Enclosure Preparation; Cable Attachment  
Furcation Tube Attachment; Fiber Length  
Verification  
OTDR Set Up; Fusion Splicing

Process Completion; Troubleshooting  
Summary

### **Module 25 Appendices**

Indices of Refraction,  
Glossary / Acronyms  
Chapter 12 Answers, Chapter 14 Answers

### **MODULE 26 COPPER UTP CABLING**

Introduction to UTP/STP Cabling  
Cabling fundamentals and installation  
Testing principles (NEXT, RL, Attn, PSNEXT, etc)  
Operation of wiremap test tools  
Operation of cable certification equipment  
Design Characteristics  
Specifications and Standards - ANSI/TIA/EIA  
Copper Color Codes, UTP Cable Design  
Cable Applications and Categories  
UTP Cable Installation Techniques  
Wiring 66/110 Blocks, Wall Plates;  
Patch Panels; Jack Orientation,  
Wiring Schemes, Connectors; RJ 11-45

## **HOME THEATER**

### **Module 1 Introduction To Home Audio and Video Technician Program**

Introduction / Safety and Personal Protective  
Equipment (PPE) / Tools and Materials  
Customer Service and Professional  
Communication / Ladder Handling and Safety

### **Module 2 Home Theater**

Home Theater Basics / Big Screen  
Televisions / Surround Sound  
Picture and Sound Sources / Accessories

### **Module 3 Customer Relations**

Professional Conduct Scope, Conclusion  
Review, Applications

### **Module 4 Safety**

The Occupational Safety and Health  
Administration  
Personal Protective Equipment (PPE)  
Ladder, Vehicle Safety, Applications

### **Module 5 Industry Standards**

Wiring Standards / Industry Associations and  
Organizations / Standardized Industry  
Symbols / Installation Tools

### **Module 6 Home Theater – Video Displays**

Technical Terms / Screen Size & Aspect Ratio  
Picture Adjustability and Connections  
Monitor Versus Television, Contrast Ratio,  
Comb Filters / Resolution and Interlaced and  
Progressive Scan / Scan Frequency, HDTV,  
EDTV and SDTV / Calibration

### **Module 7 Home Theater - Audio**

Speakers / Components  
Surround Sound Configuration  
Equalization / Amplifiers and Power

### **Module 8 Home Theater – Installation**

Details of Installation, Home Theater Cabling  
Installing A/V Systems, Plugging Into Whole-  
Home Entertainment Networks

### **Module 9 Home Theater – In Depth HDTV**

HDTV Fundamentals

### **Module 10 Home Theater – In Depth HDTV Continued**

HDTV Broadcasts, HDTV Cables, DVRs  
Internet Based HDTV, DVDs, Gadgets

### **Module 11 Home Theater – In Depth HDTV Continued**

Audio / Enhancing HDTV / Projecting  
LCD Installation / CRT / Tubes  
Plasma Installation / Buying HDTVs  
HDTV Accessories / Surround Sound  
Installation

## **POLE CLIMBING THEORY & LADDER SAFETY MODULE**

**Module I** Personal Protection Equipment  
Equipment Inventory, Standards  
Equipment Inspection, Proper Wear  
Pole Climbing Theory

**Module II** Ladder Handling and Safety  
Identify & Inspect The Parts of a Ladder  
Determine how and when to use the three ladder  
carry methods  
Safety ratio using the proper ratio  
Ascend and Descend the Ladder Safely  
Ladder Safety Certification

**\*POLE CLIMBING & LADDER SAFETY  
(\*Stand Alone)**

## **Module I Personal Protection Equipment**

Equipment Inventory, Equipment Standards  
Equipment Inspection, Equipment Proper Wear

## **Module II Pole Climbing**

Climber Cut Out Test  
Physical Inspection of a Pole  
Ascending & Descending A Pole  
Belting on and off a Pole  
Circling Around the Pole  
Hitch-hiking up/down a pole  
Working Position Left and Right  
Bucksqueeze Inspection and use

## **Module III Ladder Handling and Safety**

Identify & Inspect The Parts of a Ladder  
Determine how and when to use the three ladder  
carry methods, Safety ratio using proper ratio  
Ascend and Descend the Ladder Safely  
Work from a Ladder Safely

### **PRIVATE SECURITY GUARD**

#### **WEEK - 1**

MODULE 1 Power to Arrest  
MODULE 2. WEAPONS OF MASS  
DESTRUCTION  
MODULE 3 USE OF FORCE  
MODULE 4 HANDCUFFING

PRIVATE SECURITY GUARD Programs WORK OBJECTIVE: After successful completion of courses, graduates can find employment in several fields including the following occupations listed by O\*Net codes:

43-0120.00	43-0109.00	43.0112.00	47-2111.00	47-0110.00
33-9032	33-9090	33-9030	33-9099	33-9000

Successful graduates will qualify as entry level Armed Security Guard or other Personal Security or loss prevention industry company. Successful Graduates will become certified by BSIS as Security Guard, Baton Permit and Firearms Permit, receive Chemical Agent and 1st Aid CPR/AED certification as well as Taser CEW Certification.

This Program's curriculum is a culmination of the courses listed as follows:

1. BSIS Power to Arrest
2. Weapons of Mass Destruction
3. Observation and Documentation
4. Communication and its Significance
5. Public Relations
6. Liability and Legal Aspects
7. Chemical Agent
8. Firearms (BSIS)
9. Baton (BSIS)
10. Taser (CEW)
11. Access Control
12. Use of Force
13. Handcuffing
14. Arrest, Search, and Seizure
15. Officer Safety

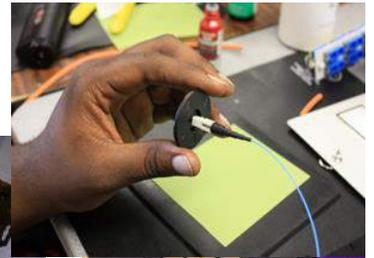
MODULE 5 LIABILITY AND LEGAL ASPECTS  
MODULE 6 PUBLIC RELATIONS  
MODULE 7 OBSERVATION AND DOCUMENTATION  
MODULE 8 COMMUNICATION AND ITS SIGNIFICANCE  
MODULE 9 AMERICAN RED CROSS 1ST AID, CPR/AED  
MODULE 10 ACCESS CONTROL

### **PRIVATE SECURITY GUARD WITH TASER AND FIREARM**

NOTE: PRIVATE SECURITY GUARD WITH TASER AND FIREARM, INCLUDES THE PRIVATE SECURITY GUARD TRAINING AS LISTED ABOVE AND THE FOLLOWING TRAINING

#### **WEEK - 2**

MODULE 10 TASER  
MODULE 11 OFFICER SAFETY  
MODULE 12 FIREARMS  
MODULE 13 ARREST, SEARCH, AND SEIZURE  
MODULE 14 BATON  
MODULE 15 CHEMICAL AGENT



# RWM FIBER OPTICS, INC.

16627 AVALON BOULEVARD, SUITE A, CARSON, CA 90746  
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[WWW.RWMFIBER.COM](http://WWW.RWMFIBER.COM)

[www.MySpace.com/RWMFiberOpticsInc](http://www.MySpace.com/RWMFiberOpticsInc)



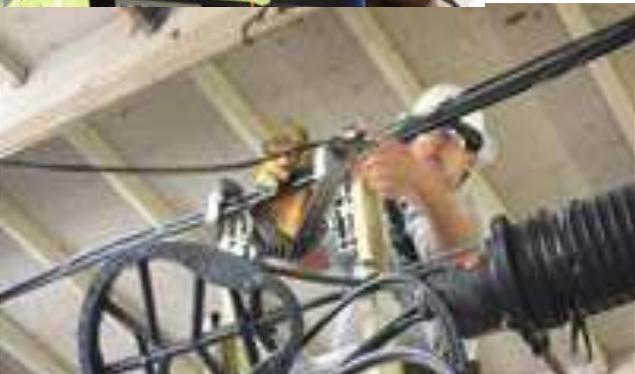
## PLACEMENT STATISTICS

INTRODUCTION LETTER

JOB PLACEMENT INFORMATION

CERTIFICATION INFORMATION

COURSE TITLES & INFORMATION



# RWM FIBER OPTICS, INC.

16627 Avalon Boulevard, Suite A ~ Carson, California 90746  
Phone 310.769.0968 ~ Fax 310.769.0990

Thank you for inquiring about training with **RWM FIBER OPTICS, INC.** We are happy to provide you with this information package to help give you some insight on what RWM has to offer.

Included in this package is the following:

- Introduction
- Job Placement Information
- Certification Information
- Course Titles & Information

RWM Fiber Optics, Inc. has been a leader in the telecommunications training business since 1994. Our students participate in highly intensive training programs that give the best, most industry specific training available today. We look forward to discussing more opportunities and possibilities with you. Please view the detailed information provided in this catalog and in the following pages.



# RWM FIBER OPTICS, INC.

16627 Avalon Boulevard, Suite A ~ Carson, California 90746 Phone 310.769.0968 ~ Fax 310.769.0990

## **SCHOOL COMPLETION AND PLACEMENT REPORT**

As a leader in the telecommunications training business, RWM Fiber Optics, Inc. yields high results in the actual placement of its graduates into the Industry. Below is a chart containing actual placement statistics for RWM Fiber Optics, for January 1, 2015 – December 31, 2015 School Year. “For the last 12 months in the following programs at RWM”

In the Fiber Optic Broadband Technician Program, 13 student started of which 13 graduated for a completion percentage rate of 100%. Of the 13 graduate eligible for placement, 11 were placed in industry related fields for a placement rate of 84.6%.

In the Communications Technician 100 Program, 12 student started of which 12 graduated for a completion percentage rate of 100%. Of the 11 graduates eligible for placement, 9 was placed in industry related fields for a placement percentage rate of 81.8%.

In the Communications Technician 101 Program, 5 students started of which 4 graduated, for a completion percentage rate of 80%. Of the 4 graduates eligible for placement, 4 were placed in industry related fields for a placement percentage rate of 100%.

In the Communications Technician 102 Program, 3 students started of which 3 graduated for a completion percentage rate of 100%. Of the 3 graduates eligible for placement, 2 were placed in industry related fields for a placement percentage rate of 66.67%.

In the Communications Technician 103 Program, 70 students started of which 58 graduated for a completion percentage rate of 82.9%. Of the 49 graduates eligible for placement, 39 was placed in industry related fields for a placement percentage rate of 79.6%.

In the Security Surveillance and Alarm Technician Program, 1 student started of which 1 graduated for a completion percentage rate of 100%. Of the 1 graduate eligible for placement, 1 was placed in industry related fields for a placement percentage rate of 100%.

The \*Private Security Guard / Private Security Guard with Taser and Firearm Programs \*Pole Climbing and Ladder Safety Program / \*Broadband Cable Television and Satellite Program, / \*Telephone Switch Technician Program, / \*Home Audio and Video Technician Program, / \*Satellite Technician Program, / and \*Broadband Cable Television Technician Program, Had no students enrolled, started nor graduated during this 2015 reporting period, therefore they have no statistics to report for this period. 0 zero entered into program data for disclosure. Note although the programs were not operated as Stand Alone modules the specific modules are integrated into the applicable Communications Technician Program.

## **JOB PLACEMENT INFORMATION**

The placement information illustrated above reflects actual numbers of graduates of RWM Fiber Optics, Inc. who were placed in careers/jobs in their particular field of study in the Telecommunications Industry. RWM Fiber Optics, Inc. offers Job Placement Assistance and prepares each graduate for the workforce, through proper training, certification and resume writing and application services. Placement assistance is provided to graduates at no additional charge. However, no guarantee for employment or any level of wages or income is made.

# RWM FIBER OPTICS, INC.

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## CERTIFICATION INFORMATION

RWM has developed a curriculum that provides state-of-the-art equipment and hands on training. Graduates will receive a RWM Certificate of Completion and qualify for level 2 fiber, copper, cable, satellite telecommunications, audio/video, security and low voltage wiring positions of employment.

Our Nationally Recognized Certification Exams are available through The Fiber Optic Association (FOA), Satellite Broadcasting and Communications Association (SBCA) and Society of Cable Telecommunications Engineers (SCTE).



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## PROGRAMS AND HOUR & INFORMATION

### PROGRAMS

RWM Fiber Optics is proud to present twelve state of the art long term programs and corporate programs in Telecommunications, Security, Surveillance and Alarm, Home Audio & Video installation allowing the most flexibility in career path choices by encompassing the entire installation technician subject areas:

- **Satellite Technician – 120 hours**
- **Telephone Switch Technician – 120 hours**
- **Fiber Optic Broadband Technician – 120 hours**
- **Home Audio and Video Technician – 300 hours**
- **Broadband Cable Television Technician – 200 hours**
- **Security, Surveillance and Alarm Technician – 300 hours**
- **Broadband Cable Television and Satellite Technician – 360 hours**
- **Pole Climbing and Ladder Safety – 80 hours**
- **Communications Technician 100 – 600 hours**
- **Communications Technician 101 – 720 hours**
- **Communications Technician 102 – 720 hours**
- **Communications Technician 103 – 840 hours**
- **Private Security Guard – 40 hours**
- **Private Security Guard with Taser and Firearm 80 hours**

RWM Fiber Optics does not offer English as a Second Language (ESL) Classes.

RWM Fiber Optics does not offer distance education classes.

### **COURSE DURATION / DESCRIPTION OF CLOCK HOURS**

For the purposes of attendance, a class hour is defined as 50 minutes. The Maximum time frame for successful completion of course is one and one -half times the scheduled length of the program. For More Information, Contact RWM Fiber Optics at:

**Crime Rate Notification:** RWM Fiber Optics, had no incidents reported or arrests made on campus for the year 2015. Those interested may ask administration to view a copy of the report

**Call Us at...**  
**888-768-0968**

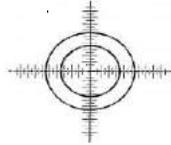
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- ALL Classes are 65% Hands-on
- Fiber Optic Theory, Installation, Testing and Troubleshooting
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- Power Meter & OTDR Testing
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Classes Include Books and Tool kit  
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VA Approved*

**EMPLOYERS REQUIRE:**

*Submit to background check and drug screening analysis  
Have a current driver's license and a clean DMV printout  
Have NO felony convictions within the past 7-10 years  
Have reliable transportation, pickup or utility van is a plus!  
Be able to lift and carry up to 75 lbs*

**HURRY!**

**SPACE IS LIMITED &  
CLASSES FILL QUICKLY!**

**CALL NOW!**

**888.768.0968**

*Financial Assistance for those who qualify!*

**RWM FIBER OPTICS, INC.**

16627 Avalon Boulevard, Suite A  
Carson, CA 90746

**www.rwmfiber.com**

# **NOTICE TO STUDENTS:**

## **ACCET COMPLAINT PROCEDURE**

**This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:**

- 1. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office.  
Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.**
- 2. The letter of complaint must contain the following:**
  - a. A detailed description of the problem(s);**
  - b. The approximate date(s) that the problem(s) occurred;**
  - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;**
  - d. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;**
  - e. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.**
- 3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).**

**4. SEND TO: ACCET  
CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW  
Washington, DC 20036  
Telephone: (202) 955-1113  
Fax: (202) 955-1118 or (202) 955-5306  
Website: [www.accet.org](http://www.accet.org)**

**Note: Complainants will receive an acknowledgement of receipt within 15 days.**  
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