

# **PRIDE ASCEND**

**10737 Gateway West Blvd. Ste. 340**

**El Paso, TX. 79935**

**PHONE (915) 500-4725**

**1-800-550-6005**

**[pride-ascend@prideindustries.com](mailto:pride-ascend@prideindustries.com)**

**[www.prideindustries.org](http://www.prideindustries.org)**

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# **HISTORY**

In 1966, a small group of devoted parents met in the basement of a church in Auburn, California. Their goal was to create an organization that would find meaningful work for their adult children with disabilities and, in the process, help those individuals transcend their disabilities. At that meeting, the idea for PRIDE Industries was born.

The people who created PRIDE had no idea how large their organization would become.

Through an entrepreneurial evolution over the past decades and a shared commitment by employees, we have far exceeded the expectations of those founding parents. Today, our core lines of business not only support the mission of creating good jobs for people with disabilities, they also deliver innovative solutions that reduce costs and add value for customers nationwide.

As a testament to our strength and self-sufficiency, more than 92% of our total revenue comes from service and product sales, and we are currently ranked as the fourth largest manufacturing and service company in the Greater Sacramento region.

The overwhelming success of PRIDE has proven what its founding members suspected all along: When people are nourished by the power of purpose, their spirits soar, their talents blossom...and their disabilities disappear.

**MISSION:** To create jobs for people with disabilities.

**VISION:** To be the premier employer of people with disabilities, the vendor of choice in markets we serve, and the recognized leader in meeting the needs of individuals overcoming barriers to employment.

**PEOPLE:** Working together we create a challenging and rewarding environment, energized by the knowledge that our efforts make a positive difference in the community and the world.

**CUSTOMERS:** Our customers—partners in our mission—look to us for quality, responsiveness, and value. We are committed to their complete satisfaction.

**CULTURE:** Our success comes from the PRIDE way of doing business, characterized by entrepreneurship, integrity, passion, innovation, continuous improvement, and a touch of zaniness.

## **ACCREDITATION AND APPROVALS**

PRIDE Industries is accredited by The National Center for Construction Education and Research (NCCER) since January 2014.

PRIDE Industries is eligible to train veterans and people with disabilities.

PRIDE Industries is a Commission on Accreditation of Rehabilitation Facilities (CARF) accredited provider for over 20 years.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

## **FACILITIES AND EQUIPMENT**

The PRIDE ASCEND faculty and staff moved into the PRIDE ASCEND facility located at 10737 Gateway West Ste. 340 in El Paso in 2017. This facility was customized to accommodate people with disabilities and includes training room space and offices for administration and counselors in addition to having a kitchenette and break area. All new equipment was purchased to supplement learning. This equipment includes, but is not limited to: Computers, textbooks and curriculum for the instructors and students, HD Smart TV's, new tables and chairs, tools to guide instruction for the power and hand tools component of the curriculum, along with personal protective equipment for each individual student.

## **LISTING OF OFFICERS:**

1. Michael Ziegler: CEO
2. Jeffrey Dern: President
3. Casey Blake: Chief Operations Officer
4. Everett Crane: Corporate Financial Officer
5. Tina Oliveira: Vice President of Human Resources
6. Steve Twitchell: Senior Vice President of Sales and Marketing
7. Victor Wursten: Senior Vice President of Rehabilitation
8. Lonny Wright: PRIDE Ascend and Academic Affairs Director

## **KEY STAFF AND FACULTY**

1. Dr. Lonny Wright: Director of Education
  - a. Dr. of Management
  - b. NCCER Master Trainer
2. Estela Chacon: Representative
  - a. BA in Business Management & Human Resources
3. Brian Hebblethwaite: Senior Instructor
  - a. BS in Management
  - b. OSHA Safety Trainer
  - c. NCCER Master Trainer
  - d. NCCER CORE Curriculum, Fundamentals Course, Construction Technology, Crew Leadership, Your Role in the Green Environment, TPC Fundamentals of Facility Maintenance, TPC Buildings and Grounds
4. Anthony O'Hara: Craft Instructor
  - a. NCCER ICTP Certified
  - b. NCCER CORE Curriculum, Fundamentals Course, Construction Technology, Crew Leadership, Your Role in the Green Environment, TPC Fundamentals of Facility Maintenance, TPC Buildings and Grounds

7. Joe Acosta: Instructor
  - a. NCCER ICTP Certified
  - b. NCCER CORE Curriculum, Fundamentals Course, Construction Technology, Crew Leadership, Your Role in the Green Environment, TPC Fundamentals of Facility Maintenance, TPC Buildings and Grounds
  - c. CompTIA A+, Security+ and ITF
8. Sezne Hernandez: Job Developer
  - a. AAS in Sign Language Interpreter Preparation
  - b. Certificate of Completion in Deaf Studies

## **FEES, TUITIONS AND/OR SPECIAL CHARGES**

- a. Intake Fee \$100.00  
This fee covers intake counseling to evaluate the appropriate accommodations and supports in accordance with ADA AA accommodations before student begins program. Intake fee is a one-time cost.

- a. Tuition

\$1250.00 for complete National Center for Construction Education Research (NCCER) Core Curriculum: Introductory Craft Skills.

\$5747.00 for complete National Center for Construction Education Research (NCCER) Construction Technology.

\$430.00 for complete National Center for Construction Education Research (NCCER) Fundamentals of Crew Leadership Seminar.

\$415.00 for complete National Center for Construction Education Research (NCCER) Your Role in the Green Environment Seminar.

\$5196.00 for complete Technical Publishing Company (TPC) Introduction to Fundamentals of Facility Maintenance.

\$1700.00 for complete Technical Publishing Company (TPC) Buildings and Grounds Maintenance.

All books, supplies, personal protective equipment (PPE) and lab fees included in tuition cost. Students will be billed per course module as defined below:

- National Center for Construction Education Research (NCCER) Core Curriculum: Introductory Craft Skills
  1. \$100.00: Intake fee to include:
    - a. Intake and ability to benefit assessment
  2. \$60.00: NCCER Textbook
  3. \$20.00: Safety Orientation Handbook
  4. \$50.00: PPE
    - a. Clear Safety Glasses, Corded Ear Plugs, Cut Resistant Gloves, White Hard Hat, and Reflective Safety Vest
  5. \$25.00: OSHA 10 Safety Card
  6. \$50.00: Lab Fees
  7. \$156.25: Basic Communication Skills: 7.5 hours
  8. \$156.25: Basic Employability Skills: 7.5 hours
  9. \$156.25: Basic Safety: 12.5 hours
  10. \$156.25: Introduction to Construction Math: 10 hours
  11. \$156.25: Introduction to Hand Tools: 10 hours
  12. \$156.25: Introduction to Power Tools: 10 hours
  13. \$156.25: Introduction to Construction Drawings: 10 hours
  14. \$156.25: Introduction to Material Handling: 5 hours

**-Hours required for completion: 72.5**

**\* Completion of all components merits award of NCCER Core Curriculum Card.**

**\* All completed modules will be entered into NCCER National Registry.**

**\* Single subjects of this course may not be taken individually.**

- National Center for Construction Education Research (NCCER) Construction Technology
  1. \$100.00: Intake Fee to include:
    - a. Intake and ability to benefit assessment
  2. \$150.00: Construction Technology Textbook
  3. \$850.00: Lab Fees
  4. \$338.06: Introduction to Masonry: 12.5 hours
  5. \$338.06: Masonry Units and Installation Techniques: 60 hours
  6. \$338.06: Floor Systems: 27.5 hours
  7. \$338.06: Ceiling and Roof Framing: 40 hours



- 8. \$338.06: Roofing Applications: 25 hours
- 9. \$338.06: Wall Systems: 20 hours
- 10.\$338.06: Exterior Finishing: 35 hours
- 11.\$338.06: Basic Stair Layout: 12.5 hours
- 12.\$338.06: Electrical Safety: 10 hours
- 13.\$338.06: Residential Electrical Services: 15 hours
- 14.\$338.06: Introduction to HVAC: 7.5 hours
- 15.\$338.06: Introduction to Drain, Waste, and Vent: 10 hours
- 16.\$338.06: Plastic Pipe and Fittings: 12.5 hours
- 17.\$338.06: Copper Pipe and Fittings: 12.5 hours
- 18.\$338.06: Cabinetmaking: 35 hours
- 19.\$338.06: Cabinet Installation: 10 hours
- 20.\$338.06: Introduction to Construction Equipment: 7.5 hours

**-Hours required for completion: 352.5**

**\* Completed module will be entered into NCCER National Registry.**

**\* Single subjects of this course may not be taken individually.**

- National Center for Construction Education Research (NCCER) Fundamentals of Crew Leadership Seminar
  - 1. \$55.00: Fundamentals of Crew Leadership Text
  - 2. \$375.00: Fundamentals of Crew Leadership: 16 hours

**-Hours required for completion: 16**

**\* Completed module will be entered into NCCER National Registry.**

**\* Single subjects of this course may not be taken individually.**

- National Center for Construction Education Research (NCCER) Your Role in the Green Environment Seminar
  - 1. \$40.00: Your Role in the Green Environment Text
  - 2. \$375.00: Your Role in the Green Environment: 15 hours

**-Hours required for completion: 15**

**\* Completed module will be entered into NCCER National Registry.**

**\* Single subjects of this course may not be taken individually.**

- Technical Publishing Company (TPC) Introduction to Fundamentals of Facility Maintenance
  1. \$100.00: Intake fee to include:
    - a. Intake and ability to benefit assessment
  2. \$721.00: Fundamentals (Series 100) Texts
  3. \$50.00: PPE
    - a. Clear Safety Glasses, Corded Ear Plugs, Cut Resistant Gloves, White Hard Hat, and Reflective Safety Vest
  4. \$25.00: OSHA 10 Safety Card
  5. \$50.00: Lab Fees
  6. \$425.00: Industrial Safety and Health: 20 hours
  7. \$425.00: Hand Tools: 20 hours
  8. \$425.00: Portable Power Tools: 20 hours
  9. \$425.00: Reading Blueprints: 20 hours
  10. \$425.00: Reading Schematics and Symbols: 20 hours
  11. \$425.00: Mathematics in the Plant: 20 hours
  12. \$425.00: Making Measurements: 20 hours
  13. \$425.00: Metals in the Plant: 20 hours
  14. \$425.00: Nonmetals in the Plant: 20 hours
  15. \$425.00: Troubleshooting Skills: 20 hours

**-Hours required for completion: 200**

**\* Upon completion of each module, a certificate of completion will be issued.**

**\* Single subjects of this course may not be taken individually.**

- Technical Publishing Company (TPC) Buildings and Grounds Maintenance
  1. \$100.00: Intake Fee to include:
    - a. Intake and ability to benefit assessment
  2. \$175.00: Introduction to Carpentry: 20 hours
  3. \$175.00: Constructing the Building Shell: 20 hours
  4. \$175.00: Finishing the Building Interior: 20 hours
  5. \$225.00: Structural Painting: 20 hours
  6. \$200.00: Flat Roof Maintenance: 20 hours
  7. \$300.00: Plumbing Systems Maintenance: 20 hours
  8. \$175.00: Locks and Key Systems: 20 hours
  9. \$175.00: Landscaping Maintenance: 20 hours

**-Hours required for completion: 180**

**\* Upon completion of each module, a certificate of completion will be issued.**

**\* Single subjects of this course may not be taken individually.**

Total Cost            \$1250.00 for NCCER Core Curriculum: Introductory Craft Skills  
                              \$5747.00 for NCCER Construction Technology  
                              \$430.00 for NCCER Fundamentals of Crew Leadership Seminar  
                              \$415.00 for NCCER Your Role in the Green Environment Seminar  
                              \$5196.00 for TPC Introduction to Fundamentals of Facility Maintenance  
                              \$1700.00 for TPC Buildings and Grounds Maintenance

# **SCHOOL CALENDAR**

## **OBSERVED HOLIDAYS**

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and following Friday
- Christmas Day

## **ENROLLMENT PERIODS**

The PRIDE ASCEND Program will have rolling enrollment periods with open start dates.

## **BEGINNING AND ENDING DATES OF TERMS**

Beginning class dates will be dependent upon student need and progress. Ending term dates will be based on amount of time needed for cohort to complete their program goals, and as such, beginning and end dates are variable.

## **SCHEDULED VACATION PERIODS**

The PRIDE ASCEND Training Center will be closed two weeks at the end of the year to span the Christmas holiday as well as the New Year.

## **NORMAL HOURS OF OPERATION**

Dependent upon individual needs or groups, as well as course of study, times will be determined accordingly. If extended hours and/or remediation is necessary, schedules will be adjusted accordingly. Class sessions available with a designated lunch break midday. If needed, remediation is available.

### NCCER Core Class Hours: Half Day Schedule

Session 1: 8:00 am – 12:00 pm

Lunch: 12:00 pm – 1:00 pm

Session 2: 1:00 pm – 5:00 pm

### NCCER Construction Technology, Fundamentals of Crew Leadership, and Your Role in the Green Environment Hours:

Monday-Friday: Full Day Schedule  
8:00 am – 12:00 pm

Lunch: 12:00 pm – 1:00 pm  
1:00 pm – 5:00 pm

### TPC Introduction to Fundamentals of Facility Maintenance and Buildings and Grounds Hours:

Monday-Friday: Full Day Schedule  
8:00 am – 12:00 pm

Lunch: 12:00 pm – 1:00 pm  
1:00 pm – 5:00 pm

## **SCHOOL OFFICE HOURS OF OPERATION**

Office hours are 8:00 am to 5:00 pm Monday through Friday, except for days' school is not in session. Students will be notified and hours of operation will be posted on such occasions.

## **CLASS SCHEDULES**

Varied class sessions will be offered per day dependent upon program needs. Students should defer to "Normal Hours of Operation" as detailed in this catalog to determine which schedule they would fall under.

Session 1: 8:00 am to 12:00 pm

Session 2: 1:00 pm to 5:00 pm

Lunch: 12:00 pm to 1:00 pm

Or

All day: 8:00 am to 5:00 pm

Lunch: 12:00 pm to 1:00 pm

Breaks: Students will receive a 10-minute break for every 60 minutes of class instruction. It is up to the discretion of the instructor as to how the break time is allocated. Accommodations for students will be made based on need and determined modifications.

## **ADMISSION/ENROLLMENT POLICIES**

PRIDE ASCEND is open to individuals who meet the following requirements:

1. Must be at least 18 years of age or have parental approval to attend program.
2. Must have a high school diploma or GED.
3. Must have completed intake counseling with PRIDE and/or TWC counselor prior to registering for first course to determine eligibility to benefit.
4. Must demonstrate adequate language proficiency in language that the course is being offered in. If there is a question regarding language proficiency, a Test of English as a Foreign Language (TOEFL) verifying language proficiency will be accepted.
5. A Test for Adult Basic Education (TABE) is an acceptable measure to determine a student's ability to benefit in the event they do not have a high school diploma or GED. The acceptable minimum passing score for the TABE is as follows:
  - a. Reading: 559
  - b. Total Mathematics: 562
  - c. Language: 545

The determination of ability to benefit will be determined by agency issuing exam.

6. Must clearly demonstrate physical and mental ability to safely complete program requirements. This determination will be made by referring agency counselor.
7. Must have a reasonable prospect of completing program, i.e. must be enrolled in appropriate program given a disability that may hinder their success (language, physical impairment such as blindness, etc.).  
Participation in Career and Technical Education (CTE), Community Based Vocational Instruction (CBVI), or Work-based Learning Classes (WBL) with evidence that demonstrates work skills and behaviors that promote successful participation in the PRIDE ASCEND program.
8. Based on the TWC/VRS Assessments, i.e. TABE Test, accommodations will be made for individuals based on need, i.e.: extra time testing, etc.
9. Individuals must have their own transportation; this service will not be provided.

10. If program enrollment is based on third-party referrals, students must agree to allow PRIDE ASCEND to disclose all educational material, attendance records, release of medical records, etc., pertaining to training to referring third-party.
11. Students and parents (if applicable) understand their role and responsibilities in the PRIDE ASCEND program.
12. Need to be able to obtain a legal work permit.
13. Students must fill out NCCER Registration and Release Form if enrolling in an NCCER Program.
14. See individual courses for specific admissions requirements.

## **CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE**

Credit can only be given to students who have completed components of NCCER training or TPC training from any other accredited training site as these are the only programs where training can be verified.

All prior education, training, and experience will be reviewed by school.

## **CANCELLATION AND REFUND POLICIES**

### **CANCELLATION POLICY**

A full refund will be made to any paying party who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.



## **REFUND POLICY**

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) the date of termination, if the student is terminated by the school;
  - b) the date of receipt of written notice from the student; or
  - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional

supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a) an enrollee is not accepted by the school;
  - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

### **Refund Policy for Students Called to Active Military Service**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges

owed by the student for the portion of the program the student does not complete following withdrawal;

- b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - 1. satisfactorily completed at least 90 percent of the required coursework for the program; and
  - 2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

# **COURSE(S)**

## **NCCER Courses**

### **NCCER: CORE CURRICULUM: INTRODUCTORY CRAFT SKILLS**

#### **Course Objective/Purpose:**

The NCCER Core Curriculum: Introduction to Craft Skills prepares an individual for a career in the construction industry. People will learn that many industries depend on the work that is done through construction. Students will learn about how to ensure a safe workplace, basic math skills as they apply to the construction trades, about hand and power tools that are widely used in the construction industry, how to interpret and use drawings and dimensions on construction sites, recognizing hazards, proper techniques, and procedures associated with materials handling, how to communicate effectively on the job, and about critical thinking and problem-solving skills.

#### **Potential Jobs:**

- General Maintenance Worker (GMW)
- General Maintenance Laborer (GML)
- Construction Laborer
- Maintenance Trade Helper

#### **Potential Employers:**

- PRIDE Industries at Ft. Bliss.
- Other PRIDE affiliated contracts at other military sites in the country.
- Any other industrial partners affiliated with PRIDE Industries and TWC.
- PRIDE will be partnering with other industries/businesses who require or are in search of these skills sets.

Modules/Subject #	Subject Title	Lecture	Lab	Total Hrs.
00101-15	Basic Safety (Construction Site Safety Orientation)	10	2.5	12.5
00102-15	Introduction to Construction Math	5	5	10
00103-15	Introduction to Hand Tools	5	5	10
00104-15	Introduction to Power Tools	5	5	10
00105-15	Introduction to Construction Drawings	5	5	10
00107-15	Basic Communication Skills	5	2.5	7.5
00108-15	Basic Employability Skills	5	2.5	7.5
00109-15	Introduction to Material Handling	2	3	5
<b>Total:</b>		<b>42</b>	<b>30.5</b>	<b>72.5</b>

The approximate time required to complete the Core Curriculum is 18.5 days or 3.5 weeks based on a half day (4 hour) schedule. More time will be given dependent upon student's accommodation needs.

### **Subject Descriptions:**

Module 00101-15: Basic Safety (Construction Site Safety Orientation)

**Subject Hours:** 12.5 hours  
Lecture: 10 hours, lab: 2.5 hours

**Prerequisites:** Admission to Program

**Subject Description:** This module complies with OSHA-10 training requirements. Student will be able to: explain the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discuss the causes and results of accidents and the impact of accident costs. Review the role of

company policies and OSHA regulations. Be aware of common job-site hazards and identify proper protections. Defines safe work procedures, proper use of personal protective equipment, and how to safely work with hazardous chemicals. Identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards, and confined spaces. (No prerequisite)

#### Module 00102-15: Introduction to Construction Math

**Subject Hours:** 10 hours  
Lecture: 5 hours, lab: 5 hours

**Prerequisites:** Basic Safety

**Subject Description:** Student will be able to: Review basic mathematical functions such as adding, subtracting, dividing, and multiplying. Define whole numbers, fractions, and decimals, and explain their applications to the construction trades. Explain how to use and read various length measurement tools, including standard and metric rulers and tape measures, and the architect's and engineer's scales. Explain decimal-fraction conversions and the metric system, using practical examples. Also review basic geometry as applied to common shapes and forms.

#### Module 00103-15: Introduction to Hand Tools

**Subject Hours:** 10 hours  
Lecture: 5 hours, lab: 5 hours

**Prerequisites:** Basic Safety

**Subject Description:** Student will learn about: hand tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, and clamps; explain the specific applications of each tool and show how to use them properly. Student will be able to identify important safety and maintenance issues related to hand tools.

#### Module 00104-15: Introduction to Power Tools

**Subject Hours:** 10 hours  
Lecture: 5 hours, lab: 5 hours

**Prerequisites:** Basic Safety

**Subject Description:** Student will learn about: commonly used power tools, such as drills, saws, grinders, and sanders; review applications of these tools, proper use, safety, and maintenance. Many illustrations show power tools used in on-the-job settings.

Module 00105-15: Introduction to Construction Drawings

**Subject Hours:** 10 hours  
Lecture: 5 hours, lab: 5 hours

**Prerequisites:** Basic Safety

**Subject Description:** Student will learn: basic terms for construction drawings, components, and symbols and be able to explain the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection) and how to interpret and use drawings and dimensions. A set of four oversized drawings is used in this course.

Module 00107-15: Basic Communication Skills

**Subject Hours:** 7.5 hours  
Lecture: 5 hours, lab: 2.5 hours

**Prerequisites:** Basic Safety

**Subject Description:** Student will learn techniques for communicating effectively with co-workers and supervisors, emphasizing the importance of verbal and written information and instructions on the job. Student will learn effective telephone and email communication skills.

Module 00108-15: Basic Employability Skills

**Subject Hours:** 7.5 hours  
Lecture: 5 hours, lab: 2.5 hours

**Prerequisites:** Basic Safety, Basic Communication Skills

**Subject Description:** Student will identify critical thinking and problem-solving skills, effective relationship skills, effective self-presentation, and key workplace issues such as sexual harassment, stress, and substance abuse. Student will learn relevant uses for computer systems and their industry applications.

Module 00109-15: Introduction to Material Handling

**Subject Hours:** 5 hours

Lecture: 2 hours, lab: 3 hours

**Prerequisites:** Basic Safety

**Subject Description:** Student will recognize hazards associated with material handling and be able to explain proper techniques and procedures. Student will be able to identify material handling equipment and appropriate equipment for common job-site tasks.



## NCCER: CONSTRUCTION TECHNOLOGY

### Course Objective/Purpose:

The NCCER Construction Technology course is the ideal starting point for a wide variety of career paths such as a General Maintenance Worker, General Maintenance Laborer, or a Maintenance Trades Helper. Construction Technology provides the basic working knowledge and principles of carpentry, masonry, electrical work, HVAC, and plumbing. The student will become skilled in different phases of a project from start to finish. Upon completion of the course, students will be able to interpret construction drawings, perform quality brickwork, frame walls, ceilings, and floors of a structure, install the proper wiring and piping for electrical and plumbing systems, and create and install cabinetry. These skills are useful for careers on a construction job site, in the home building industry, and various residential and commercial facilities maintenance work settings. In addition, students will get a basic introduction to light equipment use as well as generators and compressors. This course offers a comprehensive flow of residential construction from start to finish.

Module #	Subject #	Subject Title	Lecture	Lab	Total Hrs.
1	28101-13	Introduction to Masonry	10	2.5	12.5
2	28105-13	Masonry Units and Installation Techniques	40	20	60
3	27105-13	Floor Systems	13	14.5	27.5
4	27112-13	Ceiling & Roof Framing	20	20	40
5	27202-13	Roofing Applications	12.5	12.5	25
6	27111-13	Wall Systems	10	10	20
7	27204-13	Exterior Finishing	17.5	17.5	35
8	27110-13	Basic Stair Layout	7.5	5	12.5
9	26102-14	Electrical Safety	5	5	10

10	26111-14	Residential Electrical Services	7.5	7.5	15
11	03101-13	Introduction to HVAC	5	2.5	7.5
12	02111-12	Introduction to Drain, Waste, and Vent (DWV) Systems	5	5	10
13	02106-12	Plastic Pipe & Fittings	6	6.5	12.5
14	02107-12	Copper Tube & Fittings	6	6.5	12.5
15	27501-15	Cabinetmaking	17.5	17.5	35
16	27211-13	Cabinet Installation	5	5	10
17	27406-14	Introduction to Construction Equipment	6.5	1	7.5
<b>Total:</b>			<b>194</b>	<b>158.5</b>	<b>352.5</b>

The approximate time required to complete Construction Technology is 44 days or 9 weeks based on a Monday through Friday 8:00 to 5:00 pm (8 hour) schedule. Lunch is from 12:00 pm to 1:00 pm every day. More time to complete each course will be given dependent upon a student's accommodation needs.

### **Subject Descriptions:**

#### Module One: Introduction to Masonry

#### **Subject Hours:**

12.5 hours

Lecture: 10 hours, lab: 2.5 hours

#### **Prerequisites:**

NCCER Core Curriculum: Introductory Craft Skills

#### **Subject Description:**

Student will be able to provide information about basic masonry materials, tools, techniques, and safety precautions; explains how to mix mortar by hand and lay masonry units; and describes the skills, attitudes, and abilities of successful masons.

## Module Two: Masonry Units and Installation Techniques

**Subject Hours:** 60 hours  
Lecture: 40 hours, lab: 20 hours

**Prerequisites:** Introduction to Masonry

**Subject Description:** Student will be able to describe characteristics of block and brick; how to set up, lay out, and bond block and brick; how to cut block and brick; how to lay and tool block and brick; and how to clean block and brick once they have been laid. This module also provides information about masonry reinforcements and accessories that masons use on the job to lay block and brick professionally and safely.

## Module Three: Floor Systems

**Subject Hours:** 27.5 hours  
Lecture: 13 hours, lab: 14.5 hours

**Prerequisites:** Masonry Units and Installation Techniques

**Subject Description:** Student will be able to describe the layout and construction procedures for floor systems, including how to read and interpret construction drawings and specifications, and how to identify different types of framing systems, floor system components, and floor system materials. It also covers how to estimate the amount of materials needed for a floor assembly and on some common alternative floor systems.

## Module Four: Ceiling & Roof Framing

**Subject Hours:** 40 hours  
Lecture: 20 hours, lab: 20 hours

**Prerequisites:** Floor Systems

**Subject Description:** Student will be able to provide an overview of ceiling and roof framing, including the components of ceiling and roof framing, the different types of roofs used in residential construction, and the use of trusses in basic roof framing. The methods for laying out rafters, erecting a gable roof, framing a basic gable end wall, and installing roof sheathing are introduced. It also provides instruction on how to estimate the amount of materials needed for a material takeoff for a roof.

## Module Five: Roofing Applications

<b>Subject Hours:</b>	25 hours Lecture: 12.5 hours, lab: 12.5 hours
<b>Prerequisites:</b>	Ceiling and Roof Framing
<b>Subject Description:</b>	Student will be able to describe how to properly prepare the roof deck and install roofing for residential and commercial buildings.

## Module Six: Wall Systems

<b>Subject Hours:</b>	20 hours Lecture: 10 hours, lab: 10 hours
<b>Prerequisites:</b>	Roofing Applications
<b>Subject Description:</b>	Student will be able to describes the procedures for laying out and framing walls, including roughing-in door and window openings, constructing corners and partition Ts, bracing walls, and applying sheathing. The module also includes estimating materials required to frame walls.

## Module Seven: Exterior Finishing

<b>Subject Hours:</b>	35 hours Lecture: 17.5 hours, lab: 17.5 hours
<b>Prerequisites:</b>	Wall Systems
<b>Subject Description:</b>	Student will be able to describe the various types of exterior finish materials and their installation procedures, including wood, metal, vinyl, and fiber-cement siding.

## Module Eight: Basic Stair Layout

<b>Subject Hours:</b>	12.5 hours Lecture: 7.5 hours, lab: 5 hours
<b>Prerequisites:</b>	Exterior Finishing
<b>Subject Description:</b>	Student will be able to describe the various types of stairs and the common building code requirements related to stairs. The

module focuses on the techniques for measuring and calculating rise, run, and stairwell openings; laying out stringers; and fabricating basic stairways.

#### Module Nine: Electrical Safety

**Subject Hours:** 10 hours  
Lecture: 5 hours, lab: 5 hours

**Prerequisites:** Basic Stair Layout

**Subject Description:** Student will be able to identify electrical hazards and how to avoid or minimize them in the workplace. Explain electrical safety issues concerning lockout/tagout procedures, confined space entry, respiratory protection, and fall protection systems. Develop a task plan and a hazard assessment for a given task and select the appropriate PPE and work methods to safely perform the task.

#### Module Ten: Residential Electrical Services

**Subject Hours:** 15 hours  
Lecture: 7.5 hours, lab: 7.5 hours

**Prerequisites:** Electrical Safety

**Subject Description:** Student will be able to describe various types of devices and installation procedures used in residential wiring. It also covers service-entrance and branch circuit calculations and National Electrical Code® requirements.

#### Module Eleven: Intro to HVAC

**Subject Hours:** 7.5 hours  
Lecture: 5 hours, lab: 2.5 hours

**Prerequisites:** Residential Electrical Services

**Subject Description:** Student will learn the basics about heating, ventilation, air conditioning and refrigeration as used in residential and commercial settings. Student will also be able to describe HVAC installation and service techniques as well as learn about careers in the HVAC trade.

## Module Twelve: Introduction to Drain, Waste, and Vent (DWV) Systems

**Subject Hours:** 10 hours  
Lecture: 5 hours, lab: 5 hours

**Prerequisites:** Intro. to HVAC

**Subject Description:** This module explains the factors that influence DWV system design and how different types of drains, fittings, vents, and pipe are used to move waste out of a building. Students will learn installation requirements that prevent malfunctions in the system.

## Module Thirteen: Plastic Pipe and Fittings

**Subject Hours:** 12.5 hours  
Lecture: 6 hours, lab: 6.5 hours

**Prerequisites:** Intro. to DWV Systems

**Subject Description:** Student will be able to describe various types of materials, schedules, and applications of plastic piping. Trainees will learn how to determine the appropriate types of fittings, valves, hangers, and supports needed for plastic piping. Trainees will learn to properly measure, cut, and join plastic piping.

## Module Fourteen: Copper Tube & Fittings

**Subject Hours:** 12.5 hours  
Lecture: 6 hours, lab: 6.5 hour

**Prerequisites:** Plastic Pipe and Fittings

**Subject Description:** Student will be able to discuss the materials, schedules, and properties of copper tube, fittings, and valves. Students will learn how to measure, ream, cut, join, and groove copper tube, as well as how to hang and support copper tube.

### Module Fifteen: Cabinetmaking

**Subject Hours:** 35 hours  
Lecture: 17.5 hours, lab: 17.5 hours

**Prerequisites:** Copper Tube & Fittings

**Subject Description:** Student will be introduced to the construction of high-quality finished products such as cabinets and furniture. Many companies build and install custom cabinets designed to fit into a specific area or serve a particular need. Custom cabinets are common in both residential and commercial construction. Custom entertainment centers, bookcases, and kitchen cabinets are all examples of work done by cabinetmakers. Like trim carpentry, this craft requires great precision, attention to detail, an eye for design, and the ability to use a variety of specialized tools that are unique to cabinet fabrication and construction.

### Module Sixteen: Cabinet Installation

**Subject Hours:** 10 hours  
Lecture: 5 hours, lab: 5 hours

**Prerequisites:** Cabinetmaking

**Subject Description:** Student will be able to provide detailed instructions for the selection and installation of base and wall cabinets and countertops.

### Module Seventeen: Introduction to Construction Equipment

**Subject Hours:** 7.5 hours  
Lecture: 6.5 hours, lab: 1 hour

**Prerequisites:** Cabinet Installation

**Subject Description:** Students will be able to describe various pieces of equipment commonly used at a construction site, including the aerial lift, skid-steer loader, electric power generator, compressor, compactor, forklift, and backhoe. The module provides an overview of general safety, operation, and maintenance procedures for each type of equipment.

## NCCER: FUNDAMENTALS OF CREW LEADERSHIP SEMINAR

### Course Objective/Purpose:

Today's leaders face a complex and challenging workforce, and having a capable leader is essential to the success of any team. This course will introduce the student to the principles of crew leadership. Students will learn about the construction industry today, business organizations, team building, gender and minority issues, communication, motivation, problem solving, decision making, safety and project control.

Modules/Subject #	Subject Title	Lecture	Lab	Total Hrs.
46101-11	Fundamentals of Crew Leadership	15	1	16
<b>Total:</b>		<b>15</b>	<b>1</b>	<b>16</b>

The approximate time required to complete Crew Leadership is 2 days based on a Monday through Friday 8:00 to 5:00 pm (8 hour) schedule. Lunch is from 12:00 pm to 1:00 pm every day. More time to complete each course will be given dependent upon a student's accommodation needs.

### Module 46101-11: Fundamentals of Crew Leadership Seminar

#### Subject Hours:

16 hours

Lecture: 15 hours, lab: 1 hours

#### Prerequisites:

Currently works in a team/crew and is currently employed.

#### Subject Description:

Student will be able to discuss current issues and organizational structure in industry today. Understand and incorporate leadership skills into work habits, including communications, motivation, team building, problem solving, and decision-making skills. Demonstrate an awareness of safety issues, including the cost of accidents and safety regulations. Identify a crew leader's typical safety responsibilities. Show a basic understanding of the planning process, scheduling, and cost and resource control.



## NCCER: YOUR ROLE IN THE GREEN ENVIRONMENT SEMINAR

**Course Objective:** This course provides fundamental instruction in the green environment, green construction practices, and green building rating systems. The student will learn how to perform tests to calculate a carbon footprint and how to inventory household and product impacts.

Modules/Subject #	Subject Title	Lecture	Lab	Total Hrs.
70101-15	Your Role in the Green Environment	14	1	15
<b>Total:</b>		<b>14</b>	<b>1</b>	<b>15</b>

The approximate time required to complete Your Role in the Green Environment is 2 days based on a full day (8 hour) schedule. More time will be given dependent upon a student's accommodation needs.

### Module 70101-15: Your Role in a Green Environment Seminar

**Subject Hours:**

15 hours

Lecture: 9 hours, lab: 1 hours

**Prerequisites:**

Employment in Construction Industry Workforce

**Subject Description:**

Student will be able to select actions to improve your personal environmental impact at home and work. Students will learn how to identify technologies and practices that reduce environmental impacts of a project over its life. Students will have the ability to explain how craft workers can influence and contribute to a project's Leadership in Energy and Environmental Design (LEED) certification.

## Technical Publishing Company (TPC) Courses

### TPC INTRODUCTION TO FUNDAMENTALS OF FACILITY MAINTENANCE

#### Course Objective/Purpose:

TPC Training Systems' Fundamentals Series covers subjects essential to the entry-level maintenance field, while explaining the latest technology and its applications. Students will learn lessons on blueprint, schematics, math, measurements, materials, tools, safety, troubleshooting, and OSHA regulations relevant to operating and maintenance personnel.

#### Potential Jobs:

- General Maintenance Worker (GMW)
- General Maintenance Laborer (GML)
- Maintenance Trade Helper

#### Potential Employers:

- PRIDE Industries at Ft. Bliss.
- Other PRIDE affiliated contracts at other military sites in the country.
- Any other industrial partners affiliated with PRIDE Industries and TWC.
- PRIDE will be partnering with other industries/businesses who require or are in search of these skills sets.

Module/Subject #	Subject Title	Lecture	Lab	Total Hrs.
101	Reading Blueprints	10	10	20
102	Reading Schematics and Symbols	10	10	20
103	Mathematics in the Plant	10	10	20
104	Making Measurements	10	10	20
105	Metals in the Plant	10	10	20

106	Nonmetals in the Plant	10	10	20
107	Hand Tools	10	10	20
108	Portable Power Tools	10	10	20
109.1	Industrial Safety and Health	10	10	20
110	Troubleshooting Skills	10	10	20
<b>Total:</b>		<b>100</b>	<b>100</b>	<b>200</b>

The approximate time required to complete The TPC Introduction to Fundamentals of Facility Maintenance is approximately 50 days or 10 weeks based on a half day (4 hour) schedule. More time will be given dependent upon student's accommodation needs.

### **Subject Descriptions:**

#### Module 101: Reading Blueprints

**Subject Hours:** 20 hours  
Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Industrial Safety and Health

**Subject:** The student will learn about all types of blueprints used in industrial plants, discuss machine parts, and machine drawings such as drawings of a compound rest and a clutch-brake control. Student will examine hydraulic, pneumatic, piping, plumbing, electrical, air-conditioning, and refrigeration drawings in addition to learning how to make sketches in industrial plant blueprints.

#### Module 102: Reading Schematics and Symbols

**Subject Hours:** 20 hours  
Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Industrial Safety and Health and Reading Blueprints

**Subject:** Student will cover all types of schematics and symbols used in commercial and industrial settings; examine symbols on schematics, electrical symbols and diagrams, piping symbols and diagrams, hydraulic and pneumatic diagrams and symbols; discuss air conditioning and refrigeration systems, including explanations of electrical/electronic control schematics and cover welding and joining systems.

Module 103: Mathematics in the Plant

**Subject Hours:** 20 hours  
Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Industrial Safety and Health and Reading Schematics and Symbols

**Subject:** Student will be introduced to mathematical basics—numbers and numerals, subtraction, addition, multiplication, and division. Student will examine common fractions and decimal fractions, ratios and proportions, powers and roots; discuss the calculator: usage, basic and special functions, internal logic, and special purpose calculators in addition to geometry, algebra, and formulas for problem solving. Students will learn properties of triangles and trig and inverse trig functions.

Module 104: Making Measurements

**Subject Hours:** 20 hours  
Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Industrial Safety and Health and Mathematics in the Plant

**Subject:** Student will cover units of measurement used in commercial and industrial applications; examine all aspects of basic measurement concepts and procedures, including accuracy and tolerance; discuss techniques and devices for comparison measurements (dial indicators and gauge blocks). Student will be able to show common methods for measuring volume, motion, force, temperature, fluid flow, and electricity and explain how to use scales and rules, combination calipers, and micrometers.

### Module 105: Metals in the Plant

**Subject Hours:** 20 hours

Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Industrial Safety and Health and Making Measurements

**Subject:** Student will learn about metals, metallurgy, and metalworking. Student will be able to discuss the properties of metals, including their mechanical properties; examine several industrial manufacturing processes including iron and standard steels; explain the different kinds of heat treatment and their usage; discuss some techniques of working with copper, aluminum, magnesium, titanium, lead, nickel, tin, and zinc.

### Module 106: Nonmetals in the Plant

**Subject Hours:** 20 hours

Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Industrial Safety and Health and Metals in the Plant

**Subject:** Student will learn about nonmetal materials and how they are most frequently used. Student will be able to describe properties, characteristics, and classifications of each material including synthetic and natural materials; examine various paints and coating, their proper use, preparation, and application. Student will be able to identify different industrial chemicals and their uses and learn about chemical safety precautions along with the proper use of protective equipment.

### Module 107: Hand Tools

**Subject Hours:** 20 hours

Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Industrial Safety and Health and Nonmetals in the Plant

**Subject:** Student will cover the most important hand tools used on the job. Student will learn about measuring tools, including a discussion of units of measurement; examine the various kinds of wrenches and screwdrivers, their uses

and handling techniques; explain other hand tools by specialty: pipefitting tools plumbing tools, electrician's tools, sheet metalworking tools, machinists' metal-working, hoisting, and pulling tools.

### Module 108: Portable Power Tools

**Subject Hours:** 20 hours

Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Industrial Safety and Health and Hand Tools

**Subject:** Student will be able to explain the uses, selection, safety, and care of industrial power tools: electric drills, electric hammers, pneumatic drills and hammers, screwdrivers, nutrunners, wrenches, linear-motion and circular saws, routers and planes, electric sanders, grinders and shears. Student will also cover tool sharpening techniques for selected tools.

### Module 109.1: Industrial Safety and Health

**Subject Hours:** 20 hours

Lecture: 10 hours, lab: 10 hours

**Prerequisites:** None

**Subject:** Student will be able to explain government involvement in ensuring a safe workplace; discuss safety in various situations; discuss personal protective equipment and fire safety including expanded coverage of many health hazards. Student will also cover ergonomics, environmental responsibility and the importance of maintaining a safe work environment.

### Module 110: Troubleshooting Skills

**Subject Hours:** 20 hours

Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Industrial Safety and Health

**Subject:** Students will explore the subject of troubleshooting and the importance of proper maintenance procedures. Student will cover working with others, aids in communication, and trade responsibilities including troubleshooting techniques and aids and using schematics and symbols. Student will also focus on specific maintenance tasks, breakdown maintenance, and planned maintenance.

## TPC BUILDINGS AND GROUNDS MAINTENANCE

### Course Objective/Purpose:

TPC Training Systems' Buildings and Grounds series provides students with the skills required to be a General Grounds Maintenance Worker or a General Grounds Maintenance Laborer by teaching them how to maintain a physical plant, both inside and out. This course provides the essentials for repairing and maintaining the plumbing systems, building and repairing a flat-roof structure, maintaining the grounds, and installing and maintaining locks and key systems.

### Potential Jobs:

- General Maintenance Worker (GMW)
- General Maintenance Laborer (GML)
- Maintenance Trade Helper

### Potential Employers:

- PRIDE Industries at Ft. Bliss.
- Other PRIDE affiliated contracts at other military sites in the country.
- Any other industrial partners affiliated with PRIDE Industries and TWC.
- PRIDE will be partnering with other industries/businesses who require or are in search of these skills sets.

Modules/Subject #	Subject Title	Lecture	Lab	Total Hrs.
361	Introduction to Carpentry	10	10	20
362	Constructing the Building Shell	10	10	20
363	Finishing the Building Interior	10	10	20
364	Structural Painting	10	10	20
366	Flat Roof Maintenance	10	10	20
367	Plumbing Systems Maintenance	10	10	20

374	Locks & Key Systems	10	10	20
375	Landscaping Maintenance	10	10	20
<b>Total:</b>		<b>80</b>	<b>80</b>	<b>160</b>

The approximate time required to complete the TPC Buildings and Grounds Maintenance Course is 20 days or 3 weeks based on a Monday through Friday schedule from 8 am to 5 pm with a one hour lunch break. More time will be given dependent upon student's accommodation needs.

#### Module 361: Introduction to Carpentry

**Subject Hours:** 20 hours

Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Basic Safety & TPC Introduction to Fundamentals of Facility Maintenance

**Subject Description:** Student will be able to grasp of the basics of carpentry. Aims to familiarize students who have had no carpentry experience with the tools and materials of the trade. Student will cover specifications, estimating procedures, codes, and how to read prints and plans.

#### Module 362: Constructing the Building Shell

**Subject Hours:** 20 hours

Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Basic Safety & TPC Introduction to Fundamentals of Facility Maintenance

**Subject Description:** Student will be able to understand basic building techniques common to most structures, including methods of laying foundations, framing, covering walls, and roofs.



### Module 363: Finishing the Building Interior

**Subject Hours:** 20 hours  
Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Basic Safety & TPC Introduction to Fundamentals of Facility Maintenance

**Subject Description:** Student will understand constructing stairways, installing doors, and finishing procedures. Student will learn about interior finishing with an emphasis on interior walls, ceilings, and floors.

### Module 364: Structural Painting

**Subject Hours:** 20 hours  
Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Basic Safety & TPC Introduction to Fundamentals of Facility Maintenance

**Subject Description:** Student will understand the techniques of selecting and applying paints and coatings to buildings, inside and out. Student will be able to describe the composition of paints and other coatings, and how to use brushes, rollers, spray guns, and other tools of application. Student will also be able to describe how to prepare new and existing surfaces for coating, and explain the easiest, most successful techniques of application.

### Module 366: Flat Roof Maintenance

**Subject Hours:** 20 hours  
Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Basic Safety & TPC Introduction to Fundamentals of Facility Maintenance

**Subject Description:** Student will understand roofing, including flat roof systems and various types of decks. Student will examine insulating and water-proofing materials, and techniques of application. Student will discuss roofing damage, how to repair and maintain roofs, and how to make a proper roof inspection. By the end of the module, the student will be able to explain types of

preventive maintenance, how to plan preventive maintenance, and how to select the proper materials to use.

### Module 367: Plumbing Systems Maintenance

**Subject Hours:** 20 hours  
Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Basic Safety & TPC Introduction to Fundamentals of Facility Maintenance

**Subject Description:** Student will understand how to maintain plumbing systems in a factory, plant, or other industrial or commercial site. The student will be able to describe the structure and function of on-site plumbing systems (water supply, sanitary waste, and storm water), and explain how the major fixtures in these systems work. Student will also be able to tell how to take care of common plumbing problems.

### Module 374: Locks & Key Systems

**Subject Hours:** 20 hours  
Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Basic Safety & TPC Introduction to Fundamentals of Facility Maintenance

**Subject Description:** Student will understand basic lock types: mortise, auxiliary or rim, tubular bolt, key-in-know, narrow stile, and unit lock. Student will explain how locks operate, how to install locks, lock maintenance, and adjusting locks. Student will also describe key control, master key systems, panic bars, and other accessories for building security.

### Module 375: Landscaping Maintenance

**Subject Hours:** 20 hours  
Lecture: 10 hours, lab: 10 hours

**Prerequisites:** Basic Safety & TPC Introduction to Fundamentals of Facility Maintenance

**Subject Description:** Student will understand the major features of landscaping maintenance, from the basics of how plants develop to recognizing

diseases and parasites. This online course details the selection and care of trees, ground covers, flowers, and grasses.

## **GRADING AND MARKING SYSTEM USED**

Grading for NCCER will consist of the following:

- Grading and performance evaluation(s) will take place weekly upon completion of course section.
- A closed-book, written test with an achieved score of 70 percent or higher.
- A hands-on performance test successfully completed to the satisfaction of the instructor using the criteria provided by NCCER in making his/her evaluation. This is a pass/fail test. All competencies of a performance evaluation must be executed successfully in order to receive a passing score.
- Should the student fail the written test, he/she may retake the written test after a minimum waiting period of forty-eight (48) hours. This may be waived by the ASCEND administrator dependent upon the student's preparation, retraining time, and an evaluation of the appropriate accommodations and supports to determine modification requirements. Performance test retakes will be given at the discretion of the Craft Instructor/Performance Evaluator whether immediately or at a later time.
- Students who fail the performance test will be allowed to retest immediately or a later time designated by the Craft Instructor/Performance Evaluator. The performance task will be pass/fail while the written exam will require a minimum score of 70 to pass.
- Test results will be entered into the student's record. Those results will be maintained by ASCEND administrator for a period of no less than six (6) months from completion.
- Administration of module written tests are to follow the time frame specified in the Instructor's Guide for that particular test. The classroom must be arranged so that the student's cannot observe other student's tests. Talking or discussion of the tests during the examination is prohibited.
- Grading periods take place upon the completion of each course module.

Grading for TPC will consist of the following:

- Grading and performance evaluation(s) will take place weekly upon completion of course section.
- Exams will be taken on computer or in written form with an achieved score of 70 or better.
- A hands-on performance test successfully completed to the satisfaction of the instructor. This is a pass/fail test. All competencies of a performance evaluation must be executed successfully in order to receive a passing score.
- Should the trainee fail the computer test, he/she may retake the test after a minimum waiting period of forty-eight (48) hours. This may be waived by the ASCEND administrator dependent upon the student's preparation, retraining time, and an evaluation of the appropriate accommodations and supports to determine modification requirements. Performance test retakes will be given at the discretion of the Craft Instructor/Performance Evaluator whether immediately or at a later time.
- Students who fail the performance test will be allowed to retest immediately or a later time designated by the Craft Instructor/Performance Evaluator. The performance task will be pass/fail while the written exam will require a minimum score of 70 to pass.
- Test results will be entered into the student's record. Those results will be maintained by the ASCEND administrator for a period of no less than six (6) months from completion.
- Administration of module computer tests are to follow the time frame specified in the Instructor's Guide for that particular test. The classroom must be arranged so that the student's cannot observe other student's tests. Talking or discussion of the tests during the examination is prohibited.
- Grading periods take place upon the completion of each course module.

## **ACCOMODATIONS**

Accommodations for a variety of disabilities will be taken into consideration when designing the testing conditions dependent upon the needs of the cohort testing. Assessment of individual learning skills will be determined during the intake phase of registration. Assessment will be based on the student's individual needs and accommodations prescribed will be in accordance with coding procedures in line with ADA AA programs. All instructors/trainers will have access to student's accommodations at all times.

Training itself may consist of formal classroom setting, computer-based learning, distance learning, self-study, or a combination of delivery. In all cases, a certified Instructor or one approved by the Master Trainer will be responsible for all training and documented results. Additional assistance from the PRIDE rehabilitation department should include but not be limited to having a Job or Technical Coach present at all training, technical equipment that enhances the individual's learning process, along with programs, electronic measuring tapes, and enhanced reading systems, to name a few.

## **SATISFACTORY PROGRESS AND ACADEMIC PROBATION**

A cumulative grade average of at least 70% is required for the student to receive the course certificate. Students will receive written notification at the end of each week in the form of a Progress Report. A student who is not making satisfactory progress or who has not demonstrated progress at the end of two weeks will be placed on academic probation until such time as they demonstrate marked improvement in the form of made up hours, successful completion of performance evaluation, a passing score on a written exam, etc. The school administrative staff along with the course instructor will counsel the student placed on probation, for one week, prior to the student beginning the following week of training. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment will be terminated. Grade reports

will also be provided to a student's sponsor(s), if applicable (ex: VA, TWC, VRS, etc.).

A student whose enrollment was terminated for unsatisfactory progress may reenroll for the next class cohort. Such reenrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period (1 week) until such time as they demonstrate progress. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

## **INCOMPLETES**

An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work when they are able to return and if the course they are lacking completion of is available. The student must notify their counselor for readmission for the opportunity to complete his/her work beginning no later than twelve (12) calendar months from the date they were issued the "I". There will be no additional administrative or tuition fees for students who exercise this option, however, a new intake assessment may be required to determine if Individual Education Plan (IEP) goals or accommodations must be amended.

In the event that a student returns and the unfinished course is no longer offered, the student has the opportunity to take another comparable course at no extra charge, but will not be given a certificate of completion for the original course of study.

## **WITHDRAWAL**

► **NOTE:** UNDER TEXAS EDUCATION CODE, SECTION 132.061(f) A STUDENT WHO IS OBLIGATED FOR THE FULL TUITION MAY REQUEST A GRADE OF "INCOMPLETE" IF THE STUDENT WITHDRAWS FOR AN APPROPRIATE REASON UNRELATED TO THE STUDENT'S ACADEMIC STATUS. A STUDENT WHO RECEIVES A GRADE OF **INCOMPLETE** MAY REENROLL IN THE PROGRAM DURING THE 12-MONTH PERIOD FOLLOWING THE DATE THE STUDENT WITHDRAWS AND COMPLETE THOSE INCOMPLETE SUBJECTS WITHOUT PAYMENT OF ADDITIONAL TUITION FOR THAT PORTION OF THE COURSE OR PROGRAM.

## **REMEDIAL WORK AND REPEATED COURSES**

After each session, students have the opportunity to visit with their instructors to receive additional instruction, review topics, or get more individualized instruction in a smaller group setting.

All students are afforded the opportunity to retest forty-eight (48) hours after they have failed an exam with a grade of 69 or lower. If a student fails a second time, they must wait 30 days before they are allowed to retest for that module.

For the NCCER and TPC Program's, all students must have completed the Safety Course and Industrial Safety and Health Courses, respectively, to advance to other courses.

After such time as a student has demonstrated failure in 1/3 of their course work and 2 failed test attempts for the 1/3 of the respective courses, if they are enrolled under TWC, then the appropriate TWC representative will be contacted to meet with the student and PRIDE counselor to discuss whether student is demonstrating potential to pass the entire course. If it is determined that student should be afforded the opportunity to attempt the classes again, then TWC is responsible for 1/3 the cost of tuition for the student to retake the classes they were deficient in.

Any student who is enrolled independent of TWC and demonstrates failure in 1/3 of their course work and 2 failed attempts for the 1/3 of respective courses will confer with the PRIDE Director and Academic Counselor to discuss how the student can be more successful and whether the student should continue. If the student opts to redo the deficient 1/3 of the class, they are responsible for 1/3 tuition cost at that time.

## **ATTENDANCE POLICY**

If a student is absent for 10 consecutive class days or more than 25% of the scheduled course time, whichever is less, the student's enrollment in the course will be terminated.

A student whose enrollment was terminated for violation of the attendance policy may enroll for the next class cohort or until such time as the particular course(s) needed for program completion is/are being offered again. This provision does not circumvent the approved refund policy.

## **TARDIES AND PARTIAL DAYS OF ABSENCE**

Each course requires a predetermined amount of lecture and hands on hours in order for the student to acquire their certificate of completion. Time missed from class, regardless of reason, must be made up at a later time and at the availability of the required instructor for that course. It is important for the student to understand that the delay in completion of the course furthers their overall completion of any given course and may interfere with educational and career plans as determined by their career counselor and/or sponsoring entity. In the event that tardiness (15 or less minutes late) or partial attendance (15 or more minutes late) becomes habitual (after 3 incidences), student will be called in by Director and Course Instructor to discuss other options as lack of attendance hinders the overall effectiveness of the course. Three (3) tardies will count as one (1) absence.

## **LEAVES OF ABSENCE**

The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 30 calendar days



during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence.

## **MAKE-UP WORK**

No more than 5% of the total course time hours for a course may be made up.

Make-up work shall:

- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- (3) be completed within two weeks of the end of the grading period during which the absence occurred;
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.

## **SCHOOL POLICY REGARDING STUDENT CONDUCT**

### **STUDENT CONDUCT EXPECTATIONS**

Basic conduct standards have been established to provide for everyone's security, personal safety, and welfare. The following are some actions considered prohibited conduct. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials.

1. Academic dishonesty to include plagiarism, cheating, or collaboration with others without the instructor's explicit consent beforehand is strictly prohibited and will not be tolerated and will result in dismissal.
2. Any form of harassment, including sexual harassment, of any behavior, which would violate the civil rights of another student or faculty or staff member will result in dismissal.
3. Falsification of any records, class work, or information pertinent to the program will result in dismissal.
4. Theft of any PRIDE property or the property of a fellow student, faculty, or staff member will result in dismissal.
5. Provoking a fight or fighting on PRIDE property at any time will result in dismissal.
6. Carrying firearms or any other dangerous weapons on PRIDE premises will result in dismissal.
7. Using tools/machinery in a dangerous manner recklessly or as to cause harm to self or anyone else will result in dismissal.
8. Consuming, possessing, distributing, or being under the influence of alcohol and/or controlled substances (drugs), not including over the counter medications or prescription medications unless the use and/or abuse of these controlled substances prevents you or others from a safe and productive learning environment will result in dismissal.
9. Deliberate or careless damage or destruction of PRIDE property will result in dismissal.
10. Unauthorized use of PRIDE equipment or materials to include student materials, exams, etc., will result in dismissal.
11. Soliciting students, faculty, or staff for membership, funds, or other similar activity in connection with outside organizations or causes during class time or an employee's work time will result in a warning and suspension for more than 2 repeated offenses.
12. Excessive use of cell phone or other electronic devices for personal use. This is up to the discretion of the director and facilitator will result in a warning and potential suspension for more than 2 repeated offenses.
13. Using profane or abusive language will result in a warning and suspension for more than 2 repeated offenses.
14. Violation of any health and safety rules will result in dismissal.
15. Intentional violation of instructions, orders, rules, and/or regulations will result in a warning and suspension or dismissal dependent upon transgression.
16. Creating any situation that will incite panic or fear will result in warning and suspension dependent upon transgression and its severity.

17. Any other behavioral situation as determined inappropriate by Director will result in a consequence that includes, but is not limited to: a warning, suspension, or dismissal dependent upon the transgression.

**A student who has been terminated due to a conduct violation(s) may be readmitted at the discretion of the Director of Education after a review and readmittance interview with all stakeholders has been conducted.**

## **SCHOOL PLACEMENT ASSISTANCE POLICY**

Placement assistance will be available for students upon program completion at an additional cost dependent upon the agency whose services are being enlisted. Students may opt to solicit employment with outside agencies independent of those used by PRIDE as there is no guarantee for employment with PRIDE Industries or with partner organizations/agencies who work with PRIDE Industries.

In the event there are opportunities for employment within PRIDE at Ft. Bliss, the following factors must be present:

- a. There are positions available
- b. The student qualifies for the available position
- c. The student meets AbilityOne requirements
- d. Positions that are not AbilityOne are available

## **REQUIREMENTS FOR GRADUATION**

In order for a student to receive a PRIDE Ascend Certificate of Completion for either the NCCER Introduction to Craft Skills Program or the TPC Introduction to Fundamentals of Facility Maintenance Program, they must meet the following:

- a. Successful mastery of all performance evaluations and a grade of "Pass" for all performance evaluations
- b. Successful mastery on all comprehensive exams with a score of 70% or better
- c. Have at least 80% attendance
- d. All requirements must have been completed within one (1) calendar year of initial program beginning as long as all original courses are still being offered.

## **POLICIES/PROCEDURES TO RESOLVE STUDENT GRIEVANCES/COMPLAINTS**

Complaints are defined as any student concern regarding the school programs, services, or staff. It is the aim of PRIDE ASCEND to ensure that a concern or complaint is managed at the appropriate level and is resolved as efficiently as possible.

PRIDE ASCEND strives to resolve most concerns informally and to treat each concern seriously and confidentially, whether the concern is raised informally or formally. Students are encouraged to take the following steps to resolution in an effort to manage the concern/complaint at the lowest level possible.

Step 1: A student who has a concern about a school-related issue is encouraged to discuss the issue with the individual who is directly related to that concern. The student should schedule time that does not conflict with instructional time to address the concern. Some examples may include: dissatisfaction about an aspect of teaching, disciplinary matters, or issues with another student. Most times, with informal complaints of this nature, the resolution can be reached with the instructor.

- A concern that has not been resolved at this level within 10 working days of initial receipt of complaint may be taken to the Director as detailed in Step 2.

Step 2: An unresolved complaint under Step 1, or a complaint that merits investigation, or an issue with some aspect of policies, procedures, or ASCEND faculty should be written out in full detail by the complainant and any relevant documents should be attached and forwarded to the attention of the PRIDE ASCEND Director. In the event that a formal written complaint is given to another member of the PRIDE ASCEND faculty or staff, this document will immediately be passed to the Director.

- Upon receipt of the complaint, an acknowledgement will be sent by the Director within 3 working days or as soon as possible given extenuating circumstances due to holidays or pre-determined school closure dates. The acknowledgement will detail action in progress or being taken and the predicted timeline for resolution.
- The Director may choose to address the issue personally or delegate the concern if it can be addressed at a lower level or by another senior member of the school.

- Once an outcome has been determined, the complainant will be notified within 15 working days from receipt of the complaint. Please give due consideration in the event of holidays or school closures.

All written records will be kept of any correspondence, meetings, interviews, etc. in relation to the complaint.

In the event that the student is dissatisfied with the school's response and would like to file a complaint with The Texas Workforce Commission, they may use the contact information below.

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15<sup>th</sup> Street  
Austin, Texas 78778-0001  
Phone: (512) 936-6959  
<http://csc.twc.state.tx.us/>

Information on filing a complaint with the TWC can be found on the TWC's Career Schools and Colleges website at: [texasworkforce.org/career schools](http://texasworkforce.org/career%20schools)

To file a complaint with PRIDE's Accreditation Agency, NCCER, the student is asked to use the information below:

NCCER  
13614 Progress Blvd.  
Alachua, FL. 32615  
Phone: (386)-518-6500

## **True and Correct Statement**

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

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**SIGNED BY DIRECTOR OR OWNER**