

Everest

COLLEGE

2010-2011 CATALOG

California Everest 040910

www.everest.edu

Everest College is a private institution approved to operate by the California Bureau of Private Postsecondary Education at the following locations: Alhambra, Anaheim, City of Industry, Ontario, Ontario Metro, Reseda, San Bernardino, Torrance, and West Los Angeles.

The Gardena, Los Angeles (Wilshire), Hayward, San Francisco, and San Jose campuses of Everest College are subject to the following restriction. Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

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2010-2011 CATALOG

Everest COLLEGE
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LOCATIONS

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<p>*Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, 703-247-4212. **Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780. † Branch campus of WyoTech, 230 E. Third Street, Long Beach, California 90802. †† Branch campus of Everest College 1010 W. Sunshine, Springfield, MO 65807</p>	

Prospective enrollees are encouraged to visit the physical facilities of the College and to discuss personal educational occupational plans with College personnel prior to enrolling or signing enrollment agreements. This College currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees for those who qualify. Refer to the "Financial Information" section for specific programs.

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.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director of Education or Campus President. Complaints not resolved within 30 days may be directed to: The Department of Consumer Affairs, Consumer Information Division, 1625 North Market Blvd., Ste N112, Sacramento, CA 95834, (800) 952-5210. All information in the content of this College catalog is current and correct and is so certified as true by the signatures of the respective Campus Presidents.

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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, P.O. Box 980818, West Sacramento, CA 95798-0818

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E-mail: bppve@dca.ca.gov

Everest College does NOT have any pending petitions in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, NOR has it 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.).

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EVEREST COLLEGE

ABOUT CORINTHIAN COLLEGES, INC.

Everest colleges are a part of Corinthian Colleges, Inc. (CCi). CCi was formed in 1995 to own and operate colleges across the nation that focus on high-demand, specialized curricula. CCi is continually seeking to provide the kind of educational programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and colleges in various states, CCi provides job-oriented education and training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. CCi provides people entering or reentering today's competitive market with practical, skill-specific education vital to their success.

Corinthian Colleges, Inc. is dedicated to providing education and training that meets the current needs of business and industry. Under CCi ownership, the College maintains its long-standing reputation for innovation and high-quality private education.

EDUCATIONAL PHILOSOPHY

The Everest College philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs, and focus on areas that offer strong long-term employment opportunities.

To offer students the training and skills that will lead to successful employment, the schools will:

- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

MISSION STATEMENT

Everest College is an independent, private, degree and diploma-granting school of Allied Health, Business, Justice and Technical Education. The College is dedicated to preparing students from diverse backgrounds with the skills, knowledge, and attitudes to successfully compete for jobs and to cope with ever-changing work force requirements, and it encourages lifelong learning and growth both on the job and in life.

STATEMENT OF NON-DISCRIMINATION

Corinthian Colleges, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College President is the coordinator of Title IX – the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255 or by email at studentservices@cci.edu.

OBJECTIVES

In order to ensure continued fulfillment of its mission, the College has established the following goals:

- The College is committed to provide quality teaching and excellence in education. This means the College will seek out qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the students.
- The College will seek to train its students in essential skills, competencies and attitudes. This will result in students who have successful careers and are committed to continued learning.
- The College will seek out both traditional and nontraditional students and will continually improve its educational process by working with employers, other educational institutions and education professionals. The College's success in realizing these goals will be measured by regularly surveying students, graduates and employers.
- The College will strive to develop all students in their intellectual potential, resulting in their independent thinking and intelligent decision-making.
- The College is committed to maintaining a strong link to the communities it serves by including the community and business leaders in surveys and evaluations of its academic programs and graduate job performance. By achieving this goal, the College, the students, the community, and all citizens of the region served will be better prepared for the technical, social and economic changes that will occur.

See appendices for faculty and administration, tuition and fees, academic calendars and operating hours.

SCHOOL HISTORY AND FACILITIES

The Hayward, Los Angeles, Reseda, and San Francisco campuses were among the original Bryman Schools founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and Dental Assistants. The Bryman Schools were acquired by National Education Corporation in 1975. In 1983, the school names were changed to National Education Center® Bryman Campus. Corinthian Schools, Inc. acquired the schools in July 1995. The school names were changed to Bryman College in June 1996. Corinthian Schools acquired the San Bernardino campus in 1995, the San Jose campus in 1996, and the City of Industry,

Ontario, Ontario Metro, and West Los Angeles campuses in 2000. The names of the Hayward, San Francisco and San Jose campuses were changed to Everest College in October of 2006, and the names of the Alhambra, Anaheim, City of Industry, Gardena, Los Angeles, Ontario, Reseda, San Bernardino, Torrance and West Los Angeles campuses were changed to Everest College in April of 2007.

School facilities have been designed for training students in the health care field. The modern buildings are carpeted and air conditioned, with a fluorescent lighting system that provides a bright, well-lit learning environment. Everest College, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

Everest College encourages student interaction for learning purposes through the use of library resources and facilities. Tutoring and study assistance are available upon request from the Director of Education at each campus.

Alhambra

The Alhambra campus originally opened in Rosemead in 1968 and moved to its current location in May 2004. The two-story facility has 42,000 square feet containing 22 classrooms furnished with laboratory and office equipment, faculty and administrative offices, a library containing reference and reading materials related to the academic programs, a student lounge and restrooms. The College is conveniently located near public transportation and is easily accessible from the Long Beach (710) and San Bernardino (10) freeways. Ample parking is available on campus.

Anaheim

The Anaheim campus originally opened in 1969. In July 1994, the school moved to Orange. The school moved back to Anaheim in December 1999. The facility is located on the first, second and third floors of a professional building and has over 31,000 square feet containing 15 classrooms furnished with laboratory and office equipment, faculty and administrative offices, a resource center containing reference and reading materials related to the academic programs, a student lounge and restrooms. The College is in proximity to two large area hospitals and numerous medical and dental office buildings. It is conveniently located near good public transportation and is easily accessible from the Santa Ana-Riverside freeway. Ample parking is available.

City of Industry

The City of Industry campus, previously known as "Whittier College of Technology" has been in existence since 1969. It was acquired by Educorp, Inc. in 1988 and in 1990 was renamed Nova Institute of Health Technology. Corinthian Colleges, Inc. acquired the College in October 2000, and its name was changed to Bryman College. In 1994, the College was granted approval as a degree granting institution by the Bureau for Private Postsecondary and Vocational Education under California Education Code Section §94310 and moved to its current facility. The name of the campus was changed to Everest College in April of 2007. This campus is a branch campus of WyoTech in Long Beach, California.

The College moved to its current location in 2004 and is housed within a building consisting of 5,700 square feet of classroom space and 11,100 square feet of laboratory space with a total area of 39,370 square feet. The facility is modern, air conditioned and handicapped accessible. The facility can accommodate 300 students at any one time. The College is conveniently close to the 605 (San Gabriel)/60 (Pomona) Freeways.

Gardena

The Gardena campus was founded in 1968. In February 1998, the College relocated to its present location. The College is located in the Gardena Medical Plaza, which is a multi-story building with a contemporary marble lobby with an open atrium to the second floor. The College occupies over 22,150 square feet of space on the second floor. The College consists of classrooms, labs, administrative offices, a resource learning center and student and staff lounges.

Hayward

The Hayward campus originally opened in 1970 in San Jose. In 1989, a branch of this facility opened in New Orleans. The College moved to a new location in San Jose in January 1998 and moved into its current location in Hayward in September 2001. The New Orleans branch was closed in 2006. Facilities occupy over 20,000 square feet of space containing classrooms and labs, a computer lab, administrative offices, a student lounge, a testing room, and a library.

Los Angeles - Wilshire

The Los Angeles campus is the original Bryman campus that opened in 1960. The facility has over 22,000 square feet containing 12 large classrooms furnished with laboratory and office equipment, faculty and administrative offices, a resource center containing reference and reading materials related to the academic programs, a student lounge, a staff lounge and restrooms. The College is conveniently located near good public transportation and it is easily accessible from the Harbor, Santa Monica and Hollywood freeways.

Ontario

The Ontario campus was founded in 1986 as American Academy for Career Education. It was renamed Nova Institute of Health Technology and was acquired in 1991 by Educorp, Inc. Corinthian Colleges acquired the Institute in October 2000. In January 2005 the College moved to a modern business park in Ontario near the Ontario International Airport with very close proximity to the 10, 60, 15 Freeways. The facilities consist of two newly constructed one-story buildings consisting of approximately 35,000 square feet. All buildings are equipped with air-conditioning and outstanding lighting. The facilities consist of six medical, dental, massage therapy and pharmacy labs. In addition, there are four computer labs and 10 lecture classrooms. There are staff and faculty offices along with two student lounge areas and a Career Services/Learning Resource Center, which adjoins the Student Bookstore.

Ontario Metro

The Ontario Metro campus is a branch of Everest College in Springfield, Missouri. Historically the roots of Everest College in Springfield extend back to 1910. At that time the College was named the Springfield Business School. In April 2002 this campus was renamed Everest College. And in March of 2006 the name of the main campus was changed to Everest College. In May of 2006 the Ontario Metro campus moved to a new building at 1819 South Excise Avenue in Ontario, California. The campus is conveniently located between two major freeways, I-10 and SR60, providing convenient access to the College from

throughout the area. There are adequate parking facilities and accommodations for staff, faculty, and students. All physical plant facilities are easily accessible to both day and evening students.

Educational facilities and equipment include four computer labs and 25 lecture rooms. The facility includes a student lounge and student restrooms. A bookstore with service counter is also available for students' convenience. The Student Learning Center includes collections appropriate and relevant to the educational programs offered by the College.

The nursing program at Ontario Metro has a state of the art Nursing Skills Lab with 8 beds, Simulators and equipment to enhance nursing student learning in preparing them for their clinical experiences. We also have modern computer labs and classrooms for the students to learn about nursing theory and applications for nursing practice.

Reseda

The campus in Canoga Park opened in 1970. In 1988, the city of Canoga Park reorganized its postal boundaries, and the College's address became Winnetka. The College moved to its present Reseda address in August 1998 and is a main campus for the Marietta, Georgia campus.

The five-story facility, located on the third, fourth and fifth floors of the Kaiser Medical Building, has 37,500 square feet containing 18 classrooms furnished with laboratory and office equipment, faculty and administrative offices, a Learning Resource Center containing reference and reading materials related to the academic programs, a student lounge and student bookstore. The College is conveniently located near reliable public transportation including the new Orange Line bus route, and it is easily accessible from the freeway.

San Bernardino

The San Bernardino campus is the oldest private business college in San Bernardino County and has been in continuous operation since 1907. The College achieved Associates of Arts degree granting status in January 2003.

The College was founded by Mr. and Mrs. George Longmire and operated under the name of Longmire's Business College until 1945, when it became Skadron College of Business. National Education Corporation acquired the College in 1982. In 1983, the name of the College was changed to National Education Center® - Skadron College of Business Campus. The College was acquired by Corinthian Schools, Inc. in July 1995.

The modern building is carpeted and air conditioned, with a fluorescent lighting system that provides a bright, well-lit learning environment. The one-story facility has over 36,000 square feet containing 22 furnished classrooms, laboratories, faculty and administrative offices, a library/study area containing reference and reading materials related to the academic programs, restrooms and public areas. The annex building is located on 243 E. Caroline Street, Suite B, San Bernardino, CA 92408. Everest College is located near the interchange of the I-10 and I-215 freeways. Located on Club Center Drive, west of Waterman Avenue, the College is close to many convenient eating establishments and a variety of shopping malls.

San Francisco

The San Francisco campus began offering classes in 1970. The College moved to its current location in July 1998. The College occupies three floors of an office building and has 31,000 square feet containing 18 classrooms furnished with laboratory and office equipment, faculty and administrative offices, a library containing reference and reading materials related to the academic programs, a student lounge and restrooms. The College is centrally located in downtown San Francisco and is near both bus routes and BART.

San Jose

The San Jose campus was founded in December 1970 as Andon College, a vocational postsecondary education center in the allied health field. Concorde Career Colleges, Inc. purchased the College in May 1984, at which time the name was changed to Clayton Career College. The school relocated to expanded facilities in 1989, and the school's name was changed to Concorde Career Institute. Corinthian Schools, Inc. acquired the school in August 1996. In February 1997, the College moved to its current location.

The College is located on the west side of San Jose, California. Facilities occupy over 27,000 square feet of space devoted to a combination of clinical laboratory and computer classrooms, student lounge, library and administrative offices. Public transportation is available to the campus. The College is easily accessible to highways 17, 880 and 280.

Torrance

The Torrance campus was founded in 1994 as Harbor Medical College for the purpose of providing high-quality, entry-level training designed to help meet the needs of the medical community. The College's first class in Electronic Medical Claims Processing began in September of that year. Corinthian Schools, Inc. purchased the College in January 2000. The campus is located on the second floor of the facility and has four spacious, air-conditioned classrooms for instruction, handicapped-accessible restroom facilities, administrative offices, a reception area, and an elevator that provides access for the handicapped.

West Los Angeles

The West Los Angeles campus was founded in 1987 as a branch of Educorp Career College. The school became a freestanding institution in 1990. Corinthian Colleges, Inc. acquired the Institute in October 2000. The campus is located in the heart of the West Side in Los Angeles and is adjacent to the 10 (Santa Monica) Freeway. The campus occupies more than 30,000 square feet, including classrooms and administrative offices. The facility includes ten large classrooms that are well equipped with up-to-date teaching aides and a laboratory section. The facility also provides a student lounge, faculty lounge, library and testing room.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

This College voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in occupational education and private school administration.

All Everest College campuses in this catalog except San Bernardino and Ontario Metro are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, 703-247-4212.

The Ontario Metro campus is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Associate's and Bachelor's degrees. ACICS is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780.

The San Bernardino campus is accredited by the Accrediting Council for Independent Colleges and Schools to offer diplomas and associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780.

The Nursing program at the Ontario Metro campus is approved by the California Board of Registered Nursing, 1625 North Market Boulevard, Suite N217, Sacramento, CA 95834-1924, (916) 322-3350.

The Anaheim Vocational Nursing Programs are approved by the California Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Ste. 205, Sacramento, CA 95833, (916) 263-7800, www.bvnpt.ca.gov.

The Surgical Technology program at the Reseda campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350, Fax: 727-210-2354.

The Everest College Medical Assisting programs at the Alhambra, Anaheim, Gardena, Los Angeles-Wilshire, San Bernardino, San Francisco and San Jose locations are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350, Fax: 727-210-2354.

The Medical Assisting program at the Reseda location is accredited by the accrediting committee of the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA, 22043, (703) 917-9503.

The Dental Assisting programs at the following campuses have been approved by the Dental Board of California (DBC): Alhambra, Anaheim, City of Industry, Gardena, Ontario, Los Angeles-Wilshire, Reseda, San Bernardino, San Francisco, San Jose and West Los Angeles. Graduates are eligible to apply for the Registered Dental Assistant Examination (RDA).

The Pharmacy Technician programs at the City of Industry and Torrance campuses are accredited by the American Society of Health-System Pharmacists (www.ashp.org), 7272 Wisconsin Avenue Bethesda, MD 20814, 301-657-3000.

The San Bernardino campus is a member of the American Massage Therapy Association Council of Schools.

The Anaheim, City of Industry, Gardena, Ontario, Ontario Metro, San Bernardino, Reseda, San Jose, Torrance, and West Los Angeles campuses are approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

These institutions provide training services for the State Department of Vocational Rehabilitation.

The City of Industry and West Los Angeles campuses are authorized under federal law to enroll nonimmigrant alien students.

School accreditations, approvals and memberships are displayed in the lobby. The Campus President can provide additional information.

ADMISSIONS

ALL PROGRAMS

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting dates. To apply, students should complete the application form and bring it to the College or call for a priority appointment to visit the College and receive a tour of its facilities.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the College's equipment and facilities, meet the staff and faculty, and ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable College administrators to determine whether an applicant is acceptable for enrollment into the program.

Once an applicant has completed and submitted the Enrollment Agreement, the College reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the College are refunded.

The College follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

- Administration and evaluation of applicable entrance examination;
- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian); and
- Verification that the student meets the admission requirements for a specific program, if any (see below).
- The College reserves the right to reject students if the items listed above are not successfully completed.
- These campuses do not offer training in English as a Second Language.

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:

1. Furnish proof by providing the College with the diploma, official transcript, GED certificate or other equivalent documentation, a copy of which will be placed in the student file; and
2. Achieve a minimum cumulative score of 120 on the CPAT, a nationally standardized test. Applicants who fail the test can be re-tested within the period specified by the test developer or one week, whichever is longer.

The institution admits students with high school diplomas or a recognized equivalent (such as the GED) or students beyond the age of compulsory school attendance. Students beyond the age of compulsory school attendance who do not have a high school diploma or recognized equivalent are required to apply for admission to the College under the Ability to Benefit (ATB) Provision (see below).

NOTE: All applicants for the Pharmacy Technician diploma program, the Surgical Technologist diploma program and all Associate's Degree programs must have a high school diploma or a recognized equivalency certificate (GED). Students may not apply for these programs under the Ability to Benefit Provision. Ontario Metro and San Bernardino students can apply for AS degree programs, except for Nursing, under the ATB provision.

ENTRANCE TEST

All applicants are required to successfully complete a standardized, nationally standardized assessment examination. See chart below for list of tests by program.

High school graduates or GED holders (or other recognized equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited post-secondary institution will not be required to complete the above-referenced test unless required for admission into a specific program. Applicants who have completed the ACT with a composite score of at least 15 or the SAT with a combined score of at least 700 on the critical reading and math portions of the exam will not be required to complete the above-referenced test.

Program	Test
Ability to Benefit Students	Refer to the Ability to Benefit Policy section later in this manual.
Associate's Degree programs	Career Programs Assessment Test (CPAt) offered by ACT, Inc. (Minimum score: 120)
Nursing programs	Compass (see below for minimum scores) PSB examination – Aptitude for Practical Nursing Examination, Psychological Services Bureau (see below for minimum scores)
All other programs	CPAt (Minimum score: 120)

PROGRAM SPECIFIC ENTRANCE REQUIREMENTS

Allied Health Programs

Students entering an allied health program may be required to complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the College.

Pharmacy Technician Program

In order to be admitted into the Pharmacy Technician program, applicants must:

1. Be a high school graduate or have a GED
 2. Pass the CPAt entrance examination
 3. Complete an interview with the Program Director
 4. Be in good health
 5. Pass a mandatory criminal background check and drug screen
 6. Applicants must be at least 18 years old on or before the expected graduation date
- Students must meet with the Pharmacy Program Chair (Director) in their first term.

Surgical Technologist Program

In order to be admitted into the Surgical Technologist program, applicants must:

- Be a high school graduate or have a GED
- Pass the CPAt entrance examination
- Complete a personal interview with the Surgical Technologist Program Director
- Pass a physical examination

Before students can begin their clinical rotation in the Surgical Technologist Program, students must:

- Have a physical examination clearance by a physician
- Provide proof of immunizations as required by clinical agencies (TB, measles, rubella, chicken pox)
- Pass a mandatory criminal background check and drug screen

A Hepatitis B Virus (HBV) vaccination is highly recommended for the student's safety. If the student refuses the vaccine, a waiver must be signed by the student.

Dental Assisting

Due to regulations regarding X-rays, applicants to the Dental Assisting program must be at least 17 years old.

Criminal Justice Program

Students who are applying to the Criminal Justice program need to be aware that some criminal convictions may preclude them from employment in certain occupations. To obtain employment in the Criminal Justice field, the student may be required to submit to the following by a prospective employer: a criminal history check from the Police department or Sheriff's office in the jurisdiction where student resides; an FBI background report.

The student must understand that employers in many public safety organizations, as well as other employers, may require applicants to undergo a series of applicant screening processes that may include a background investigation, physical agility test, and/or psychological examination. Some career areas, such as social services, may not have the same requirements.

A person with the following background may be disqualified from employment in the Criminal Justice field: extensive history of drug abuse; bad credit history; arrests and convictions; felonies; crimes of violence; drug-related crimes; domestic violence; association with criminal street gangs; association with known felons; association with extremist groups and/or terrorists. Students who have the above listed issues in their backgrounds may face difficulty finding employment and may not be eligible for employment in certain career positions.

Students who are convicted of crimes of violence, drug-related crimes, or felonies while enrolled at the College may become ineligible for certain career positions in the field for which the student is in training. The student shall remain responsible for any and all financial obligations to the College.

Students may not apply for the Criminal Justice degree program under the Ability to Benefit provision at the City of Industry and West Los Angeles campuses.

Nursing Programs

In order to be admitted into a Nursing Program, applicants must:

- Be a high school graduate or have a GED
- Pass a designated Nursing entrance test
- Write an essay as assigned by Campus Nursing Director
- Complete a personal interview with the Campus Nursing Director
- Pass a criminal background check, including fingerprinting and drug screen. This includes re-entry students
- Pass the Evolved Reach (HESI) Admission Assessment (A2) exam (Anaheim LVN program)

All prospective students MUST submit ONE of the following:

1. Official high school transcript that reflects graduation from an US high school
2. Transcript from a foreign high school which has been translated, evaluated and notarized (see “Course Work Taken at Foreign Institutions,” below)
3. Official GED

Criteria	1	2	3	4	5
Previous Education High School GPA	2.0 – 2.3	2.4 - 2.7	2.8-3.0	3.1 – 3.5	3.6 – 4
College units	6-12 units	13-18 units	19-40 units	41-60 units	A.A./B.A.
Previous Allied Health Education	Completed course	Certified	Verified paid work experience <6mo.	Verified paid work experience 6 mo to 1 yr	Verified paid work experience 1 to 5 yrs
**Entrance Examination PSB	50- 55%tile 1 X 2 = 2	56-60%tile 2 X 2 = 4	61-70%tile 3 X 2 = 6	71 – 80%tile 4 X 2 =8	Above 80%tile 5 X 2 =10
*** Basic Skills Test – COMPASS Remed RS 58-74 WS: 30-39 PreAl: 30-38	RS 75 - 80 WS 40 - 52 Pre-Alg 39–52 1 x 2 = 2	RS 81 - 85 WS 53 - 65 Pre-Alg 53-65 2 x 2 = 4	RS 86 - 90 WS 66 - 78 Pre-Alg 66-78 3 x 2 = 6	RS 91 - 95 WS 79 - 90 Pre-Alg 79-90 4 x 2 = 8	RS 96 – 100 WS 91 – 100 Pre-Alg 91–100 5 x 2 = 10
Admission Essay	Weak Essay per Grading Rubric	Basic Essay per Grading Rubric	Proficient Essay per Grading Rubric	Advanced Essay per Grading Rubric	Outstanding Essay in both form & content per Grading Rubric
Evolve REACH (HESI) Admission Assessment (A2)) Exam **	70-75%tile 1 x 2 = 2	76-80%tile 2 x 2 = 4	81-85%tile 3 x 2 = 6	86-90%tile 4 x 2 = 8	91%tile and above 5 x 2 = 10
Former or Continuing students of CCI program in good standing*	Enrolled but completed less than 50%	Completed 50% of the modules	Completed everything except externship	Will complete program prior to admission	Successfully completed program

Additional information and explanations of the above

1. A personal interview with the Nursing Director is also part of the admission process. It is important that all documents be placed in the applicant’s file prior to this interview. A 150 word, doubled spaced typed essay entitled “Why I want to be a Licensed Practical/Vocational Nurse.” is also required. The applicant will need to make an appointment with the nursing department secretary to write the essay. Points will be awarded for the essay according to the grading rubric. The applicant may request a copy of the rubric prior to the writing appointment.
2. Ranking for admission is based on the point system (see point weight at top of the table).
3. Candidates may achieve a maximum of 50 points
4. Candidates will be ranked by the number of points received.
5. Students will be selected from ranked list until approved class size is achieved.

* In good standing = Attendance is within class requirements; teacher recommendation; no outstanding financial aid obligations

** A 25% tile minimum average in Parts I, II, and III of the PSB, is required for consideration for the nursing program. A composite score of 70% and above on the Evolve Reach (HESI) Admission Assessment (A2) Exam is required for consideration for the nursing program. It is recommended that the applicant receive prep materials for the exam as well as tutoring prior to taking the exam. The applicant may retake the HESI exam if unsuccessful the first time after adequate remediation is done.

*** A combined minimum score of 48 on the COMPASS basic skills test is required for an applicant to progress further in the nursing program admission process. Candidates who fail to meet the minimum score on each test will be referred for remedial courses (The minimum scores for each category are: Reading Skills 58-74; Writing Skills 30-39; Mathematics /Pre algebra 30-38). Once the remediation is completed this candidate can take the COMPASS again.

The COMPASS can only be repeated one time for the current application period. If the score in the skill area falls below the minimal on the second attempt the applicant can reapply for the next available application period.

Anyone that scores below the remediation values will be referred for a complete course in that area.

Point Ranking:

A candidate who has between 38-50 points, at the time of the interview, will be admitted to the program. A prospective student who has less than 38 points will be placed on the waiting list. The PN class should be selected a minimum of 6 weeks

prior to the scheduled class start. The class will consist of the students with the highest points on the list; the number of students selected will depend on the number of students approved by the board of nursing in each state.

Evolve REACH (HESI) Admission Assessment Exam (A2) Information

The Everest College Anaheim campus vocational nursing program uses the Evolve REACH Admission Assessment exam called the A2 Exam. The A2 Exam is a product of Elsevier, Inc. and is designed to assess prospective students' academic and personal readiness for higher education in nursing and health care fields. Four (4) academically oriented tests that will be given at the Anaheim campus are Math, Reading Comprehension, Vocabulary and General Knowledge and Grammar. Two (2) personal inventories will also be given to offer the applicants insight into individual study habits, learning preferences and dispositions as related to academic achievement. These exams are: Learning Styles Inventory and Personality Profile. A composite score of 70% for the entire set of exams administered is required to be considered for the Vocational Nursing program. Remediation materials are offered online to those who need to retake or wish to see a "snapshot" of their abilities in different content areas.

PSB Information

All CCI nursing programs use the PSB examination – Aptitude for Practical Nursing Examination. This test is a product of Psychological Services Bureau, Inc. Charlottesville, VA.

The PSB - Aptitude for Practical Nursing Examination is comprised of 5 tests and three subtests. These are as follows:

- ◆ Academic Aptitude Part I
 - Verbal
 - Arithmetic
 - Nonverbal
- ◆ Spelling Part II
- ◆ Information in the Natural Sciences Part III
- ◆ Judgment & Comprehension in Practical Nursing Situations Part IV
- ◆ Vocational Adjustment Index Part V

The scores are reported in two ways as a raw score (number correct) and a percentile rank.

The percentile scores will be used in the admission process. The percentile scores will be weighted as indicated below:

For example

Part I 60%tile	x	4= 240
Part II 75%tile	x	1= 75
Part III 70%tile	x	3.5= 245
Part IV 80%	x	1= 80
Part V 50%	x	.5= 25
665/100	67% tile =	the students score

Students are given points on the admission criteria

50 -55%tile	= 2	[1 x 2] points
56-60%tile	= 4	[2 x 2] points
61– 70%tile	= 6	[3 x 2] points
71 – 80%tile	= 8	[4 x 2] points
Above 80%tile	= 10	[5 x2] points

Points given for admission tests are weighted.

Trial for new Vocational Nursing entrance exam

Beginning January, 2009, the Vocational Nursing Program will trial another academic skills exam along with the PSB exam. The purpose of the trial is to determine which of the two is the better entrance exam for the vocational nursing candidates. The second academic skills test to be used is called the Test of Essential Academic Skills (TEAS). The TEAS was developed to measure basic essential skills in the academic area content domains of Reading, Mathematics, Science, and English and Language Usage. It is a 170-item, four-option, multiple-choice assessment which is given in a proctored setting over 209 minutes. Tutoring and online practice assessment will be available before taking the TEAS. The required score for entrance into the vocational nursing program will be at 67% for their Adjusted Composite Score on the TEAS. The TEAS may be retaken after sufficient time for remediation if the required composite score is not attained. During the trial period for the two entrance exams, passage of one of the two exams will be required for enrollment although both tests must be taken.

The procedure for taking the entrance tests for the VN Program will be as follows:

1. The candidate will take the COMPASS test.
2. If the COMPASS is passed, they will return to take the TEAS test. If failed, the candidate may remediate and retake the specific section of the COMPASS that they failed.
3. Once the COMPASS is passed, the candidate will take the TEAS test. If it is passed, they may proceed in the usual fashion to be enrolled in the VN Program.
4. If the candidate does not pass the TEAS test, they may remediate and retake the TEAS or they may take the PSB test. Once they pass either the PSB or the TEAS exam, they may proceed in the usual fashion to be enrolled in the VN Program.

Since the purpose of the trial is to compare the outcomes of the TEAS versus the PSB, the candidate must at some point take both tests. They are, however, only required to pass one in order to be enrolled in the VN Program. The last test must be taken before clinical rotations begin in the nursing program.

Alternate students:

Alternate students may be admitted to the program if allowed by the State Board of Nursing. Students who are alternate students must be notified that they are being admitted as alternate students. By the first scheduled clinical, the class size must be no larger than the approved number.

Student Requirements

Prior to the start of the program, students are required to have a physical examination along with additional requirements and documentation. These requirements may change per individual facility requirements.

- Current CPR card (AHA Health Care Provider -- recommended)
- Completed Physical Examination and Medical History Form
- Documentation of current immunizations or titers documenting immunity including Hepatitis B
- Negative TB skin test or chest x-ray
- Completed uniform order
- Completed criminal background check, including re-entry students, application and student disclosure form
- Drug testing

ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

Allied health and nursing programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard H.R. 1.2 #5, which states: “The hospital verifies information on criminal background check if required by law and regulation or hospital policy. Rationale: This requirement pertains to staff and students, including re-entry students, as well as volunteers who work in the same capacity as staff when providing care, treatment and services” (CAMH Update 3 August, 2004).

Students, including re-entry students, enrolling in the Massage Therapy, Pharmacy Technician, Vocational Nursing, and Surgical Technologist programs will be subjected to a criminal background check, which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

For programs requiring a background check, \$38 will be charged. The fee for this background check may be covered by financial aid for those who qualify. This fee is non-refundable.

Clearance for students will not be obtained where the background check identified a conviction, pending case, or incomplete deferral/diversion for any crime related to the following offenses within the past seven years:

Abuse of any form	Burglary	Medicare or Medical related offenses
All drug and alcohol related offenses	Concealed weapons	Possession of stolen property
Any crime against person or property	Drug paraphernalia	Sexual crimes
Assault	Fraud	Robbery
Battery	Harassment	Theft/shoplifting/extortion-including convictions for bad check charges

If an applicant has an open warrant for a crime that would otherwise be given clearance, the background checking agency will contact the person authorized to make a decision.

A student’s inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion. It is the student’s responsibility to contact the background checking agency to verify conditions. The school cannot contact the agency.

ABILITY TO BENEFIT POLICY

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain diploma and associate degree programs at the school, as long as they are past the age of compulsory school attendance in Massachusetts. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Federal law requires that the school make the ability to benefit determination on the basis of the applicant’s score on an ATB exam. The school will admit under the Ability to Benefit policy applicants who provide an official score report that meets or exceeds the passing scores as specified in the federal register on the CPAT, COMPASS, or Wonderlic. See ATB Testing section below. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

GED Preparatory Program

Everest provides to all students admitted under the ATB provision information on preparatory programs convenient to students for completion of their GED, local testing sites and schedules, and tutorial opportunities. Everest takes reasonable steps, such as scheduling, to make the program available to its ATB students.

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAt), the computer-based COMPASS/ESL test by ACT, and Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2 of the Wonderlic Basic Skills Test (WBST) have been approved by the U. S. Department of Education for the assessment of ATB students. The COMPASS test is a computer-based test that does not rely on specific forms.

- Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41.
- Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.

- Passing scores on the Wonderlic test are: Verbal (200) and Quantitative (210).

Students must achieve a passing score on all parts of the skill assessment in a single testing session to be considered as passing. Everest will accept test score reports from tests taken at any Everest location or an Assessment Center.

Retesting Requirements

An applicant who has failed the test may be offered a chance to retest when one of the following conditions is met:

1. The applicant’s performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant’s performance; or
2. A significant change in the applicant’s ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant’s ability has been completed.

Retaking the CPAt Test

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

Retaking the COMPASS

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time. The student may retake the exam up to three (3) times (4 times total) before being denied admission.

Wonderlic

The Wonderlic Basic Skills Test (WBST) is also used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from the program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Retesting Requirements

In some circumstances an applicant may need to be retested due to an inaccurate or incomplete test administration. If there is any reason to doubt the accuracy of a test administration, the applicant should be retested. In addition, when an applicant’s test score falls within the ranges shown in the table below, which is less than the ATB minimum score, the student may be asked to retest.

SUGGESTED SCORE RANGES FOR WBST RETESTING	
Verbal Skills	Quantitative Skills
170 to < 200	180 to < 210

Before retesting, the problem that caused the need for retesting should be fixed, if possible.

Retaking the WBST

Retests should be conducted on an alternative test form. To qualify for Title IV federal financial assistance, applicants who are retested with the WBST must achieve the minimum ATB passing score for both the verbal and quantitative test sections in the same retest administration. Retest administrations using an alternative form may be conducted with a half hour waiting period between administrations.

When an applicant has already taken both verbal and quantitative forms 1 and 2 of the WBST, the student may be retested with the following rules:

1. The applicant must have already taken both forms of the WBST once.
2. The applicant may be retested on the same form once, in the same 12 month period
3. The applicant may be retested on the same form only if at least 60 days have passed since the previous test.

ATB Advising

By choosing to admit ATB students, the school has an obligation to provide the academic support services necessary for the success of each student in the program and to ensure that following completion of the program the student is ready for placement. Such support can best be provided through structured academic and career advising.

Pre-Enrollment

Prior to enrollment, all ATB students shall:

- Be provided with information on GED preparatory and completion programs
- Be advised regarding what steps the school is taking to make preparatory programs available
- Be encouraged to obtain a GED prior to completion of their program
- Receive career advising to be documented using the **ATB Disclosure Form**

Post-Enrollment

All ATB students shall receive academic and career advising during their first and third evaluation periods (i.e., term, module, phase, level, or quarter). Thereafter, ATB students shall receive academic advising at least every other evaluation period unless the student has a CGPA of 2.5 in associate degree programs or 80% in diploma programs. These advising sessions shall be documented using the **ATB Advising Form**.

Denial of Admission

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the College will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP-ACCREDITED MEDICAL ASSISTING PROGRAMS

Advanced Placement, via transfer of credit, experiential learning and/or other methods, used toward completion of the Medical Assisting program must be consistent with institutional accrediting agency's relevant policy.

Transfer of credit, credit for prior learning and credit by assessment must be documented in an official transcript.

CAAHEP-approved Medical Assisting programs are offered at the following campuses: Alhambra, Anaheim, Gardena, Los Angeles-Wilshire, San Bernardino, San Francisco and San Jose.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Everest College 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 the program in which you are enrolling 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 Everest College to determine if your credits or degree, diploma or certificate will transfer.

ACADEMIC POLICIES

ACADEMIC UNIT OF CREDIT

The institution uses a quarter hour credit unit system. One quarter credit hour corresponds to 10 lecture hours, 20 laboratory hours, or 30 externship hours. A clock hour is defined as 50 minutes of instruction in a 60-minute period. The listing of credit hours is not meant to imply transferability into other college programs. A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

STANDARDIZED TESTING

The College accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain professional certification examinations recognized by the American Council of Education. Official test scores must be sent to the Office of the Registrar at the College of attendance.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the College with an official transcript from the educational institution.

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at the institution and for courses in which a grade of C or higher was earned. Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Director of Education.

In order for nursing students to transfer a natural science course, the course must have been taken within the past five years. Transfer of nursing courses will be evaluated on an individual basis by the Campus Nursing Director and the Admissions Committee.

General Education

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the institution's discretion to fulfill the equivalent subject area

general education requirements of the student's program of study. Details on this policy may be obtained in the Academic Dean's office.

Military Training

The institution may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

Advanced Placement

The institution grants credit for successful completion of examination of the Advanced Placement Program of the College Entrance Examination Board with scores of three (3) or better for mathematics, history and biology

Learning Assessment

The institution accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

Transfer to Other Everest Campus Locations

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the degree program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a "C" or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar.

Experiential Learning Portfolio – Degree Programs

Undergraduate students in degree programs may earn credit for life experience through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the office of the Direction of Education. The procedures identify the courses for which credit may be earned, the application process, and the associated fees. Credits earned through the Prior Learning Assessment program in conjunction with successful completion of Proficiency Examinations may be used to satisfy up to 50% of the credits required for program completion. A reduced credit fee is charged for life experience credit. See "Tuition and Fees" in Appendix B for details.

Proficiency Examination – Degree Programs

Undergraduate students in degree programs may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. All requests for Proficiency Examinations must be approved by the appropriate Program Director and the Director of Education. Proficiency Examinations are not available for all courses, nor will they be approved for courses in which the student has previously been or is currently enrolled after the drop/add period. Students are afforded one Proficiency Examination attempt per course. Administrative and credit fees for Proficiency Examinations are noted in the tuition and fees schedule in Appendix B. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with the Prior Learning Assessment Program may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of C or better will be posted to the academic transcript as PE.

DIRECTED STUDY

There may be times during the student's course of study that the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Department Chair and Academic Dean to complete a course through directed study. Directed study will not be approved during the first two quarters that a student is in residence unless approved by the College President. No more than eight (8) quarter credit hours earned through directed study may be applied to the major core of any Associate's degree. No more than sixteen (16) quarter credit hours earned through directed study may be applied to the major core of any Bachelor's degree. In addition, students may not take more than one directed study course in a single academic term without approval from the Academic Dean or College President.

If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with syllabus, assignments and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus.

Everest University Consortium Agreement

The Everest Consortium Agreement provides greater scheduling flexibility by enabling students to attend a limited number of classes at an Everest University, Institute, or Online campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement. All attendance and grades earned for coursework taken through the Consortium Agreement will be applied to the student's academic record at the home campus. Prior to registering for classes at another Everest location, students must receive written approval from the Academic Deans at both campuses. Complete details on the Everest Consortium Agreement are available in the Academic Dean's office.

TRANSFER OF CREDIT

Everest acknowledges that learning takes place in both formal academic settings and in non-academic settings. Accordingly, Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning.

In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, a certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council of Education (ACE).

Specific Requirements

Accreditation

Everest will consider awarding transfer credit for any course taken at a regionally or nationally accredited institution recognized by either the Council for Higher Education Accreditation (CHEA) or the United States Department of Education. For purposes of this policy, an institution that has received candidacy status from an accreditor is considered to be accredited.

Note: If the institution in question does not meet the above accreditation requirements, the campus should submit the transcript and any supporting documentation to the Transfer Center to determine if transfer credit may be awarded.

Comparability

Everest has designated three (3) types of credit that it may award as transfer credit:

- **Course Credit** – is the strictest of all transfer credit Everest awards. Course credit must be a match in the scope, depth, and breadth of the transfer course.
- **Discipline Credit** – is less restrictive than course credit. Discipline credit must be a match in the same discipline as the course being waived.
- **Subject Area Credit** – affords the student the most flexibility in awarding transfer credit. Subject area credit may only be used in College Core and the general education areas of social science and science.

Level of Course Work

All college level coursework falls into one of the categories described below. When analyzing a course for possible transfer credit, it is important to properly identify the correct level.

- **College Preparatory** – Courses in this category are offered at most colleges and are typically taken as remedial coursework. Courses taken in this category are not eligible for transfer credit. Generally, college preparatory courses are numbered in the 000 – 999 range if using a 4 digit course numbering system or in the 00 – 99 range if using a 3 digit course numbering system.
- **Lower-Division Undergraduate Courses** – Courses in this category are normally taken in the first two years of a baccalaureate program, in programs leading to an associate degree, and credits earned in diploma programs. Generally, lower-division courses are numbered in the 1000 – 2999 range if using a 4 digit course numbering system or in the 100 – 299 range if using a 3 digit course numbering system.

Applicability

In order to award transfer credit, the course in question must be relevant to the student's desired program at Everest. For example, a student enrolling in a massage therapy program would not receive transfer credit for an engineering course taken elsewhere.

Required Grades

A letter grade of C (70%) or better is required for transfer credit to be awarded.

Academic Time Limits

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science courses) – within ten (10) years of completion; and
- Military training, Proficiency exams (e.g., DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education, and Major Core courses.

Note: Due to certain programmatic accreditation criteria, health science courses must be transferred within five (5) years of completion.

Maximum Transfer Credits Accepted

Students must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit, or Prior Learning Assessment.

Students enrolled in graduate programs may transfer no more than 24 quarter credits.

Coursework Completed at Foreign Institutions

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). The evaluation must be course by course with letter grades. An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

Military Training

The institution may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

GRADING

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The grading scale for the nursing programs requires higher percentages in order to earn a letter grade. See the Nursing scale column in the table below.

NOTE: The D grade is not used for any modules or courses that are a part of an allied health program, including all "core" courses offered in medical programs. A grade of 70% or higher is required to pass these courses. However elimination of the D grade does not apply to general education and college core courses. Scores 69% or less in modular and Allied Health programs are considered failing grades. Courses that have been failed must be retaken. Failed courses must be repeated and are calculated as an attempt in SAP calculations.

Grade	Point Value	Meaning	Nursing Scale	Percentage Scale
A	4.0	Excellent	100-92	100-90
B	3.0	Very Good	91-84	89-80
C*	2.0	Good	83-75	79-70*
D**	1.0	Poor	N/A	69-60**
F*** or Fail	0.0	Failing	74-0	59-0**
P or Pass	Not Calculated	Pass (for externship or thesis classes only)		
I	Not Calculated	Incomplete		
IP	Not Calculated	In Progress (for externship or thesis courses only)		
L	Not Calculated	Leave of Absence (allowed in modular programs only)		
EL	Not Calculated	Experiential Learning Credit		
PE	Not Calculated	Pass by Proficiency Exam		
W	Not Calculated	Withdrawal		
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress		
CR	Not Calculated	Credit for Advanced Placement		
TR	Not Calculated	Transfer Modular Programs		

* The Nursing Board requires a score of 76% to pass with a C.

** Not used in Allied Health Programs. Not used in Allied Health Programs, Plumbing, RHVAC or other trades programs.

ATTENDANCE

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal from a course or dismissal from a program of students whose absences from class exceed a set rate. Normally, a student is considered present when in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class. However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus **and** (b) the amount of time missed does not exceed 50% of the class session.

A lack of student attendance is a basis for student academic advising. At the beginning of each course, faculty shall advise students of the following:

- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course

Establishing Attendance / Verifying Enrollment

The schools will take attendance each class session beginning with the first day of scheduled classes. For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.

In programs without an add/drop period, students registered for a class shall attend by the first scheduled class session or be withdrawn.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes.

Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy only if: (a) the student returns to class the next scheduled class session following the attendance violation and (b) the student has no absences while the appeal is pending.

Note: Should an appeal be granted, the student is not withdrawn, but shall be monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all classes for which the appeal was denied and shall not be charged for any attendance in those classes while the appeal was pending.

The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

Consecutive Absence Rule (All Programs)

When a student’s absences from any course or module exceed fourteen (14) consecutive calendar days excluding holidays and scheduled breaks the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn.
- All students who state they will return must:
 1. Attend their next scheduled class session
 2. File an appeal within five (5) calendar days of the violation
 3. Have perfect attendance while the appeal is pending
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school

Percentage Absence Rule (Modular Programs)

For students who **have not** previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Dismissed from the program

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Dismissed from the program

Percentage Absence Rule (Quarter-based Programs)

For students in quarter-based programs, the following rule shall apply:

Percentage	Action Taken
25% of the total hours for all courses in the term	Attendance warning letter sent
40% of the total hours for all courses in the term	Withdrawn from the course and dismissed from school

Note: For linear programs, the consecutive absence rule is applied to days missed in the term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

Additional Requirements for Veteran Students

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits. All attendance warnings or dismissals of students funded through the VA shall be reported to the VA by the certifying official for the school.

Date of Withdrawal

When a student is withdrawn for consecutive absences within the term or module, the date of the student’s withdrawal shall be the student’s last date of attendance (LDA). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

Date of Determination (DOD)

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations. The DOD is the **earliest** of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;
- No later than the fourteenth calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class (for campuses that offer leaves of absence).

Attendance Records

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See Student Academic Appeal Policy. Without an appeal, after the

fourteenth calendar day following the end of the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

Attendance Requirements for Vocational Nurse Students

Nursing Attendance Policy - The Vocational Nursing program encompasses 1536 clock hours. Content areas are determined by the California Board of Vocational Nursing and Psychiatric Technicians. All missed competencies must be made-up. Students will have the opportunity to make-up missed hours during the Student Success Program (SSP) which is scheduled three (3) hours per week.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student will be unavoidably absent, he/she should notify the school.

A student who is absent from class must call the school to notify of absence no later than (one) 1 hour prior to the scheduled class time. The student must state his/her name and reason for the absence.

Clinical/Skills Lab Absences - A student who will be absent from the clinical area must call the clinical site and school and page the clinical instructor to notify of absence no later than (one) 1 hour prior to the scheduled clinical time. The student must state his/her name, the instructor, class and reason for absence. Students who will be more than 10 minutes late must call or page the instructor. (All clinical instructors will distribute their pager numbers to students at the beginning of the clinical rotation. It is the student's responsibility to call this number (page the instructor) prior to the beginning of clinical to inform him or her of an absence).

When a student nurse is absent from the clinical site, important skills are missed. Therefore, if a student is absent from a clinical experience, the student will receive:

- Absent one clinical day=Needs Improvement for attendance
- Absent two clinical days=Unsatisfactory for attendance and Needs Improvement for the clinical performance
- More than two clinical days=Unsatisfactory for attendance and Unsatisfactory for clinical performance.

Students cannot miss more than 6 clinical days for the entire program. Students cannot miss more than 2 clinical days per level. After 2 absences in one level the student will be placed on clinical probation until the end of that level. While the student is on probation they must have perfect attendance. If the student does not have perfect attendance while on probation they will be dismissed from the program. The student can go before the appeals board if they wish to return to the program. If the appeals board allows the student to return to the program it will be on a space available basis.

Theory Absences - Students who are absent for theory and lab have the responsibility to acquire information from a fellow student. Students cannot miss more than 6 days for the entire program. Students cannot miss more than 2 days per level. After 2 absences in one level the student will be placed on probation until the end of that level. While the student is on probation they must have perfect attendance. If the student does not have perfect attendance while on probation they will be dismissed from the program. The student can go before the appeals board if they wish to return to the program. If the appeals board allows the student to return to the program it will be on a space available basis.

The deadline for assignments is at the beginning of class on the due date. A five percent (5%) point reduction will be deducted for each calendar day (including weekends and holidays) the assignment is late. This policy also applies if the student is absent. If the assignment is not turned in 14 days from the due date (including weekends and holidays) the assignment will not be accepted and will receive a zero. Failure to complete all assignments for a course may result in not having enough points to pass a course. It is the student's responsibility to complete all work in a timely manner. The student should not expect the instructor or campus nursing director to provide extra credit assignments for the purpose of passing a course.

Students who are absent on testing day must make-up the test on the first day of their return to school for class or lab (tests will not be given at the clinical site). Five percentage (5%) points will be deducted from the score for tests taken at any other time than the scheduled day. The instructor has the option to administer the make-up test in an alternate format.

Tardiness - Tardiness will be calculated into hours missed. Once a student accumulates 2 hours of tardiness they will be counted ½ day absent. 4 hours accumulated tardiness will be a full day absence.

No Call/No Show-Clinical, Classroom or Lab - A student who is absent from clinical, classroom or lab instruction without giving prior and proper notification (No Call/No Show) will receive a verbal warning. A second No Call/No Show from clinical, classroom or lab instruction, without giving prior and proper notification, will result in a written warning. An absence without notification may result in program dismissal.

ACADEMIC HONORS

President's List Award

Everest College recognizes those full-time students who excel in their academic performance at the end of the regularly scheduled full term. The highest honor that can be achieved each term is to be named to the President's List. The President's List includes those full-time students (must carry at least 12 credit hours during the term) who earn a 4.0 (A) grade point average for the term.

Dean's List Award

Everest College recognizes another category of students who excel in their academic performance. These students are named to the Dean's List. The Dean's List includes those full-time students (must carry at least 12 credit hours during the term) who earn a 3.5 or higher grade point average for the term and have earned no grade lower than a C in any course that term.

Perfect Attendance award

The College recognizes the achievement of perfect attendance. Students whose attendance record reflects no incidence of absence, tardiness, or early departure from class during the quarter or module will be recognized. No exceptions will be made regardless of reason.

Graduation Honors

Students who graduate with outstanding academic achievement evidenced by a cumulative grade point average of 3.50 or higher are entitled to graduate with honors.

Student Awards

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Director of Education.

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Extension of LOA

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Director of Education provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave
- There is a reasonable expectation the student will return
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave
- Appropriate modules required for completion of the program will be available to the student on the date of return

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy (see "Cancellation/Refund Policy").

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate module to be offered;
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

Veterans: Leave of Absence

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

EXTERNSHIP/CLINICAL TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within 14 calendar days from the last day of their final classroom module. Students in the Surgical Technologist program must pass a drug test before starting the externship.

Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship/clinical site. The College recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation. Modular students in programs that contain an externship are subject to the school academic calendar until they have started on their externship assignment. Once a student has started externship, the student is subject to the work calendar specified by their externship site.

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days will be dropped from the program by the College.

Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship/clinical that makes it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the Appeals Committee. Students may be reinstated only once due to extenuating circumstances.

ADD/DROP PERIOD

The first 14 calendar days of each academic quarter are designated as the add/drop period for students in quarter-based programs. This period allows for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Scheduled breaks that fall during this timeframe are not counted as part of the add/drop period. Students who wish to make course changes must request approval from the Academic Dean and the Student Finance Office.

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the add/drop period. A student who attends a class beyond the add/drop period or who attends a class and does not drop it within the add/drop period will be charged for the class. For this reason, it is important that students drop classes in a timely manner.

For students enrolling in school during the mini-term, the first seven calendar days of the mini-term are considered the add/drop period. Scheduled breaks that fall during this timeframe are not counted as part of the add/drop period.

There is no add/drop period for modular classes or micro terms.

MAKE-UP WORK

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the School administration.

REQUIRED STUDY TIME

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

GRADUATION REQUIREMENTS – ALL PROGRAMS

To be eligible for graduation, students must:

- Successfully complete all required classroom courses with a minimum cumulative grade point average of 2.0 or 70%;
- Successfully complete all required clinical/externship clock hours, if applicable;
- Receive satisfactory evaluations from the externship/clinical facility, if applicable;
- Be current on all financial and administrative obligations to the school;
- Complete all required exit interviews; and
- Complete all program-specific graduation requirements.

Students on academic probation may qualify for graduation if at the end of the probationary term they meet the Satisfactory Academic Progress requirements.

GRADUATION REQUIREMENTS – MODULAR ALLIED HEALTH PROGRAMS

In addition to the requirements for graduation given above, students enrolled in modular allied health programs must meet the additional graduation requirements given below:

- Complete all required classroom modules with a grade of at least 70% or 2.0;
- Meet the grade requirements for the module components, if applicable.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

- 1) The student's cumulative grade point average (CGPA)

- 2) The student's rate of progress toward completion (ROP)
- 3) The maximum time frame allowed to complete the academic program (150% for all programs)

Evaluation Periods for Satisfactory Academic Progress

Satisfactory academic progress is measured at the end of each academic term for modular programs, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program.

GPA and CGPA Calculations

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGPA.

Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program.

Rate of Progress Toward Completion (ROP) Requirements

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Example: 12 credit hours earned
 24 credit hours attempted = 50% ROP

Maximum Time in Which to Complete (MTF)

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted in the following tables.

Satisfactory Academic Progress Tables

47 Quarter Credit Hour Modular Program with letter grades. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

47 Quarter Credit Hour Modular Program with percentage grades. Total credits that may be attempted: 70 (150% of 47)				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.66%	N/A
13-18	70%	25%	66.66%	N/A
19-24	70%	40%	66.66%	25%
25-30	70%	50%	66.66%	40%
31-36	70%	60%	66.66%	50%
37-42	70%	62%	66.66%	60%
43-48	70%	65%	66.66%	63%
49-70	N/A	70%	N/A	66.66%

49 Quarter Credit Hour Modular Program with letter grades. Total credits that may be attempted: 73 (150% of 49).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-73	N/A	2.0	N/A	66.66%

49 Quarter Credit Hour Modular Program.
Total credits that may be attempted: 73 (150% of 49).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	70%	N/A	66.66%	N/A
19-24	70%	25%	66.66%	25%
25-48	70%	63%	66.66%	63%
49-73	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Modular Program. Total credits that may be attempted: 81 (150% of 54).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.66%	N/A
13-24	70%	20%	66.66%	25%
29-54	70%	60%	66.66%	55%
55-66	70%	65%	66.66%	64%
67-81	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Modular Program. Total credits that may be attempted: 81 (150% of 54).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-55	2.0	1.5	66.66%	55%
56-66	2.0	1.8	66.66%	64%
67-81	2.0	2.0	N/A	66.7%

55 Quarter Credit Hour Modular Program (Massage Therapy v 3-0). Total credits that may be attempted: 82 (150% of 55).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-54	2.0	1.5	66.66%	55%
55-66	2.0	1.8	66.66%	64%
67-82	N/A	2.0	N/A	66.7%

59 Quarter Credit Hour Modular Program (Dental Assisting, Electrician, Medical Assisting). Total credits that may be attempted: 88 (150% of 59).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-30	2.0	1.25	66.66%	N/A
31-42	2.0	1.5	66.66%	60%
43-54	2.0	1.75	66.66%	60%
55-66	2.0	1.85	66.66%	60%
67-77	2.0	2.0	N/A	66.7%
78-88	N/A	2.0	N/A	66.7%

76.5 Quarter Credit Hour Quarter-Based Program (Surg Tech). Total credits that may be attempted: 115 (150% of 76.5).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.25	66.66%	50%
41-52	2.0	1.5	66.66%	60%
53-64	2.0	1.75	66.66%	65%
65-115	N/A	2.0	N/A	66%

89 Quarter Credit Hour Quarter-Based Program (Vocational Nursing). Total credits that may be attempted: 133 (150% of 89).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.25	66.66%	50%
41-52	2.0	1.5	66.66%	60%
53-64	2.0	1.75	66.66%	65%
65-133	N/A	2.0	N/A	66%

91.5 Quarter Credit Hour Program (Vocational Nursing). Total credits that may be attempted: 137 (150% of 91.5).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-32	2.5	N/A	66.66%	N/A
32.5-62.5	2.5	1.5	66.66%	50%
63-91.5	2.5	2.0	N/A%	66.66%
92-137	N/A	2.5	N/A%	66.66%

96 Quarter Credit Hour Quarter-Based Program (Criminal Justice). Total credits that may be attempted: 144 (150% of 96).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

115 Quarter Credit Hour Quarter-Based Program (Nursing). Total credits that may be attempted: 172 (150% of 115).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	6.7%
96-172	N/A	2.0	N/A	6.7%

192 Quarter Credit Hour Quarter-Based Program (Bachelor's). Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%
96-288	N/A	2.0	N/A	66%

Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

Notification of Probation

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic probation. Additionally, all students on probation must participate in academic advising. The following timelines apply for all students placed on academic on probation:

For programs with an Add/Drop period;

- Students must be notified in writing by the end of the add/drop period of the probationary term; and
- Must receive academic advising within thirty (30) days from the start date of the probationary term.
- For programs without an Add/Drop period:
- Students must be notified in writing by the end of the first week of the probationary term; and
- Must receive academic advising by the end of the second week of the probationary term.

If a student's probationary status extends over consecutive academic terms, a second written Notice of Academic Probation is not required. However, the Academic Advising Plan and the Evaluation of Progress form must be updated at the end of each academic term/evaluation period that the student is on probation.

Academic Suspension

If, at the end of any evaluation period, a student's CGPA or ROP falls into the suspension ranges specified in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

Academic Appeals

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Student Academic Appeals Policy.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor, and place the student on probation.

Reinstatement Following Suspension

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student must develop an academic advising plan with their advisor
- The student must bring their CGPA up to the probation range by the end of the evaluation period following the appeal

If the student meets the above conditions, s/he may remain in school, and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

Graduation

Students must complete their program within the maximum time frame and with a 2.0/70% CGPA as stated in the school catalog in order to graduate.

Application of Grades and Credits

- Grades A through C are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (T) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.
- Developmental courses, non-credit and remedial courses (PF, PP, CR, NC) are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGPA.
- For calculating rate of progress, D and F grades and W (withdrawn WI, WD, WZ) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (Incomplete, In Progress) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total clock hours for the original course and the repeated course are included in the Total Clock Hours Attempted (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

Effect of Transfer Credit On Satisfactory Academic Progress

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 47-credit-hour program (with a maximum time frame of 70 credit hours) receives 12 credit hours of transfer credit and completes 12 credit hours in the first term of enrollment, the student will be evaluated as a student who has completed 18 credits in the program at the end of the first term.

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

Satisfactory Academic Progress and Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the school.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Financial Aid Office personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the School and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after re-admittance following suspension or in the event the student's appeal results in re-admittance.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the School will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The School retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits will be terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the School due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reasons the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought
- The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Within five (5) calendar days of receiving the Academic Appeal Form, the Director of Education shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

Assignment/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

Attendance Violations

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature which are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that are not likely to recur.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor, and place the student on probation.

STATEMENT OF ACADEMIC FREEDOM

Everest College endorses and adheres to the concept of academic freedom and supports the instructor's privilege to function as a scholar in the interpretation and application of theories and ideas. While course content is mandated by catalog course synopses, course administration is not imposed. The College believes that students' interests are best served when instructors are given freedom concerning modes of teaching, specific course requirements, and course evaluation methods. The College recognizes, however, that academic freedom does not defend the teaching of doctrines inconsistent with the stated purpose of the College.

REPEATING A CLASS

A student may repeat a course taken at the College in order to improve the cumulative grade point average. Repeated courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be calculated with the higher of the two grades. All repeats will be charged at the student's current tuition rate.

Externships, while not normally subject to being repeated, may be repeated only with the permission of the Department Chair and/or the Academic Dean.

ONLINE LEARNING

Campuses may choose to offer certain courses online. Online courses are offered using the eCollege platform via the Internet, and interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses, students must:

- Have a computer with a system profile that meets or exceeds the following:

Windows Systems

Windows 2000, XP, or Vista

64 MB Ram

28.8 kbps modem (56K recommended)

Sound Card & Speakers

Recommended Browser: Microsoft Internet Explorer 7.0

Recommended Browser: Mozilla Firefox 2.0

Supported Browser: Microsoft Internet Explorer 6.0

Supported Browser: Mozilla Firefox 3.0

or...

Mac Systems

Mac OS X or higher (in classic mode)

32 MB RAM (64 recommended)

28.8 kbps modem (56K recommended)

Sound Card & Speakers

Recommended Browser: Safari 3.0

Recommended Browser: Mozilla Firefox 2.0

Supported Browser: Safari 2.0

Supported Browser: Mozilla Firefox 3.0

Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;

- Have Internet access and an established email account;
- Verify their email account/address with their Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as you have access to your courses;
- Understand that student participation and class activities occur weekly throughout the course;

Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

ADMINISTRATIVE POLICIES

STUDENT CONDUCT CODE

Background

The College maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the College and to prepare for what the student might later expect to find in a professional-level work environment. The College maintains the right to discipline students found in violation of College policies.

- The College maintains the right to discipline students found in violation of College policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. College Work Study students who violate the student code of conduct in the performance of their college work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Academic Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another Everest college.

Applicability

This Code of Student Conduct (Code) applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

Generally

Everest seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All Everest schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, this Code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The School President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

Conduct Affecting the Safety of the Campus Community

Everest reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The School President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

Other Prohibited Conduct

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:

- The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
- The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law (see below)

Note: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.

Violations of Local, State, Provincial, or Federal Law

Everest students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also constitute a violation of this Code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed, and that the student committed it. In such instances, the School President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this Code independent of any criminal proceeding.

Limitations on Students with Pending Disciplinary Matters

Any student with a pending disciplinary matter shall not be allowed to:

- Enroll or attend classes at another Everest location (including Online)
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the School President

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any Everest school (including Online) prior to resolving the outstanding disciplinary issue.

Inquiry by the School President

If the School President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the School President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the School President (or designee) determines that a violation has not occurred, no further action shall be taken.

Conduct Which Does Not Warrant a Suspension or Dismissal

If the School President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct Which Warrants a Suspension or Dismissal

If the School President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed
- The specific sanction being imposed
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice

Sanctions

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other Everest school.

Note: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the School President.

Note: Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal are:

- Community Service and/or participation in educational programs
- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab or automotive machinery)
- Reimbursement or restitution for property damage
- Referral to receive outside counseling services
- Removal from school sponsored housing

Academic Dishonesty

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:

- Copying another's work from any source
- Allowing another to copy one's own work whether during a test or on an assignment
- Any attempt to pass off the work, data, or creative efforts of another as one's own
- Knowingly furnishing false information about one's academic performance to the school

One or more of the sanctions listed below may be imposed for academic dishonesty:

- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course/module
- Suspension or Dismissal from the school

Appeal Process

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the School President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the School President, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the School President (or designee)
- Affirm the finding and modify the sanction
 - Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter
 - A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

Record of Disciplinary Matter

All disciplinary files shall be kept separate from the student academic files until resolved.

Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA) and PIPEDA. Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

Everest College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, Everest College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President. Students will receive written notification of the determination within seven calendar days. Students may appeal an accommodation decision by following the student grievance procedure as stated in the "Student Academic Appeals Policy" section of this catalog.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

The College does not permit or condone the use or possession of alcohol, marijuana, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest College prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any College activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or College President. Violation of Everest College's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

SEXUAL HARASSMENT

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at the College is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the College President. Please be reminded that this policy applies to students as well as employees.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Everest College has established policies regarding campus security.

The College strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The College encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the Campus President, student advisor or instructor. It is important that College personnel are aware of any such problems on College campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The College will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the College for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off College premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.fbi.gov/hq/cid/cac/registry.htm>.

Statistical Information

The law requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the College will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any College activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. Everest College maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the College and a complaint with local law enforcement.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

DRESS CODE

Students are expected to dress in a manner that would not be construed as detrimental to the student body and the educational process at the Institute. Students are reminded that the Institute promotes a business atmosphere where instructors and guests are professionals and potential employers. Students should always be cognizant of the first impression of proper dress and grooming. The Institution does not permit any clothing which has expressed or implied offensive symbols or language.

Students in Allied Health programs may be required to wear uniforms that present a professional appearance. A professional appearance puts patients at ease, inspires confidence, and makes a good impression.

WEATHER EMERGENCIES

The College reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and the College does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

HEALTH CARE

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the College immediately. All medical and dental appointments should be made after school hours.

The College will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

TERMINATION PROCEDURES

Students may be terminated by the College for cause. Examples include, but are not limited to, the following:

- Violation of the College's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the College.

Students to be terminated are notified in writing and may appeal to the College President.

TRANSCRIPTS AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript upon completing graduation requirements. Normal processing time for additional copies of the transcript is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) grants students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place

where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 School officials with legitimate educational interest;
 Other schools to which a student is transferring;
 Specified officials for audit or evaluation purposes;
 Appropriate parties in connection with financial aid to a student;
 Organizations conducting certain studies for or on behalf of the school;
 Accrediting organizations;
 To comply with a judicial order or lawfully issued subpoena;
 Appropriate officials in cases of health and safety emergencies; and
 State and local authorities, within a juvenile justice system, pursuant to specific State Law.
 Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920. Additional FERPA information is available from the institution's Business Office.

Directory Information

The institution has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

- Name
- Address
- Telephone numbers
- Major and/or minor fields of study
- Diploma/Degree sought
- Expected date of program completion
- Expected date of graduation
- Diplomas/Degrees conferred
- Awards and Honors
- Dates of attendance
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the institution assumes that the student does not object to the release of the directory information.

Additional FERPA information is available from the institution's Business Office.

RETENTION OF STUDENT RECORDS

Transcripts will be retained for at least 50 years. Other records will be retained for at least 5 years.

MAXIMUM CLASSROOM SIZE

To provide meaningful instruction and training, classes are limited in size. Following are the maximum class sizes by campus for both lecture and laboratory classes:

Campus	Maximum class size
Alhambra	30 students in lecture and laboratory classes. The maximum size for Dental Assisting Laboratory classes is 28 students with 2 instructors. The maximum size for Massage Therapy laboratory classes is 24 students.
Anaheim	30 students in lecture and laboratory classes. In the Vocational Nursing program the lecture size is 40. The maximum

Campus	Maximum class size
	size for Dental Assisting Laboratory classes is 28 students with 2 instructors.
City of Industry	The maximum class size is 30 for lecture and lab. The maximum size for Dental Assisting Laboratory classes is 28 students with 2 instructors.
Gardena	30 students in lecture and laboratory classes. The maximum size for Dental Assisting Laboratory classes is 26 students with 2 instructors.
Hayward	The maximum number of students for Medical Assisting is 28. For all other programs, 24 students is the maximum class size
Los Angeles-Wilshire	30 students in lecture and lab classes. The maximum size for Dental Assisting Laboratory classes is 28 students with 2 instructors.
Ontario	The maximum number of students in lecture or laboratory is 30 for all programs except Massage Therapy where the maximum number is 22 and Dental Assisting Laboratory where the student/teacher ration is 14:1 (Dental Assisting lecture has a maximum number of 30 students.
Ontario Metro	The maximum class size for all programs except Nursing is 35. Nursing has a maximum of 40 students.
Reseda	The current ratio of students to teacher for lecture is typically 24 to 1. For the laboratory portion of the program the student/teacher ratio is program specific. For Medical Assisting the laboratory ratio is 20:1, for Dental Assisting the laboratory ratio is 14:1 and Surgical Technologist the Mock Surgery laboratory ratio is 12:1.
San Bernardino	The maximum number of students in Massage Therapy Laboratory is 22. The maximum number of students in Dental Assisting Laboratory is 14 (maximum number of students in Dental Assisting Lecture is 30). The maximum number of students in Medical Assisting and Medical Administrative Assisting is 28. The maximum number of students in Electrician courses is 40. The maximum number of students in the Criminal Justice Degree Program lecture is 30. The maximum number of students in the Business Degree Program lecture is 30.
San Francisco	28 students in lecture and laboratory classes; 20 students in laboratory for Dental Assisting and 18 for Massage Therapy classes.
San Jose	24 students in lecture and laboratory classes; 14 students in Dental Assisting lab classes; 12 students in Massage Therapy lab classes.
Torrance	24 students for Pharmacy Technician laboratory and lecture classes. 24 students for Medical Assisting laboratory and lecture classes.
West Los Angeles	30 students in lecture and laboratory classes. The maximum size for Dental Assisting Laboratory classes is 28 students with 2 instructors.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school president.

For the San Bernardino and Ontario Metro campuses, a student who feels that the College has not adequately addressed a complaint or concern can contact the Accrediting Council for Independent Colleges and Schools. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980

Washington, DC 20002-4241, (202) 336-6780, <http://www.acics.org/>.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800) 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppve.ca.gov.

POLICY AND PROGRAM CHANGES

The College catalog is current as of the time of printing. The institution reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. The College reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this College catalog.

FINANCIAL INFORMATION

Tuition and fee information for each campus can be found in "Appendix B: Tuition and Fees" in this catalog.

TUITION AND FEES

Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

For quarterly programs, arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for each term for which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled.

Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of each quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the Add/Drop period by the then current tuition rate for that number of credit hours.

ADDITIONAL FEES AND EXPENSES

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students.

VOLUNTARY PREPAYMENT PLAN

The College provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.

VETERAN STUDENTS

For information or for resolution of specific payment problems, the veteran should call the DVA, a nationwide toll free number, at 1-800-827-1000.

STUDENTS RIGHT TO CANCEL

A student has the right to cancel the Enrollment Agreement until midnight of the seventh calendar day after enrollment or through attendance at the first class session, whichever is later. The Enrollment Agreement does not constitute a contract until it has been approved by an official of The School. If the agreement is not accepted by The School, all monies paid will be refunded. A student who has not visited The School prior to enrollment may withdraw without penalty following either the regularly scheduled orientation procedures or a tour of The School and inspection of the equipment.

OFFICIAL WITHDRAWALS

A student has the right to withdraw at any time. An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

Quarter-based Programs: After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

Modular Programs: Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

REFUND POLICIES

This School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

When a student withdraws, The School must complete both a "Return to Title IV" and a refund calculation.

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.
- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement (see below).

The student will be given the benefit of the refund policy that results in the largest refund to the student.

Any unpaid balance of tuition and fees that remains after calculating the refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to The School.

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

1. to pay authorized charges at the institution;
2. with the student's permission, applied to reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. returned to the student.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, The School will make a settlement that is reasonable and fair to both parties.

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

Effect of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

Federal Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans.
3. Unsubsidized Direct Stafford loans (other than PLUS loans).
4. Subsidized Direct Stafford loans.
5. Federal Perkins loans.
6. Federal PLUS loans.
7. Direct PLUS loans.
8. Federal Pell Grants for which a return of funds is required.
9. Academic Competitiveness Grants for which a return of funds is required.
10. National Smart Grants for which a return of funds is required.
11. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

Return of Unearned SFA Program Funds

The School must return the lesser of:

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Textbook and Equipment Return/Refund Policy

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or

new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

Pro Rata Refund Calculation

The School will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. Under a pro rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps.

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step (2) is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

Continuing Students

Continuing students called to active military duty are entitled to the following:

If tuition and fees are collected in advance of the withdrawal, a strict 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 for active military service ("WZ").

Continuing Modular Diploma Students

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund.

STUDENT TUITION RECOVERY FUND DISCLOSURE

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

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

1. You are not a California resident.
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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students 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, 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 cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

STUDENT FINANCING OPTIONS

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

FINANCIAL ASSISTANCE

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

STUDENT ELIGIBILITY

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

FEDERAL FINANCIAL AID PROGRAMS

The following describes the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending school.

Federal Perkins Loan

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

Federal Work Study (FWS)

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

Federal Stafford Loans (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student's education minus any other aid the student is eligible for. The interest rate fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

Military Scholarships and Grants, including Active Duty, Veterans and Family

The campuses are recognized by many public and non-profit organizations as an approved institution to serve the military community. As educational benefit programs become available, the campuses seek eligibility with the funding organizations. Therefore, if you are active military, spouse, dependent, veteran, service person, reservist, or otherwise eligible, you may qualify for various educational benefit programs. Eligibility criteria for military educational assistance and benefits available vary by state and school, so check with the funding organization to see whether you qualify.

Workforce Scholarships and Grants, including Youth, Adult and Displaced Workers

The campuses are recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiatives. As educational benefit programs become available, the campuses seek eligibility with the funding organizations. Therefore, if you are unemployed, under employed, or otherwise eligible youth or adult, you may

qualify for various workforce educational benefit programs. Eligibility criteria for workforce educational assistance and benefits available vary by state, community and school, so check with the funding organization to see whether you qualify.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Loans made through this program are referred to as **Direct Loans**. Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Loans include subsidized and unsubsidized Direct Stafford Loans (also known as Direct Subsidized Loans and Direct Unsubsidized Loans), Direct PLUS Loans, and Direct Consolidation Loans. *You repay these loans directly to the U.S. Department of Education.*

DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. This award is given to recognize a graduate, for whom the decision to attend a CCi school was a turning point in the graduate's life.

The Dream Award program is divided into two tiers – the **Campus Dream Award** which is managed by each campus and recognizes one graduate from each campus; and the **Corinthian Dream Award**, which is selected by Corinthian's executive team and recognizes one "ultimate" winner from the pool of Campus Dream Award winners. Eligible graduates must have graduated from a Corinthian Colleges, Inc. school within the three years prior to the nomination period and be nominated by their campus. Dream Award program scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Nominations and awards are determined by an independent panel. Scholarship awards must be used within two years of the award.

Campus Dream Award: Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to August 1 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

1. A scholarship worth \$2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and
2. A trophy.

Corinthian Dream Award: Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCi Presidents Meeting. The award will include:

1. A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the October Presidents Meeting,
3. A trophy,
4. A letter of recognition from the CCi CEO and COO, and
5. A nomination to the Career College Association (CCA) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

ALTERNATIVE LOAN PROGRAMS

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment begins six months after graduation, leaving school or dropping below half-time status.
- Student may apply on their own or with a co-borrower.

Please refer to Student Financial Planning brochure and for further information or please see one of the Student Finance Planners.

GRANTS AND SCHOLARSHIPS

Cal Grants

California sponsors the Cal Grant programs through the Student Aid Commission. Students who are California residents seeking postsecondary education may qualify if they have not defaulted on a previous student loan and do not owe a refund on any state or federal educational grant. Awards are based on financial need, academic progress and program of study.

Imagine America Scholarships

Everest College participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C. Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

STUDENT SERVICES

PLACEMENT ASSISTANCE

The College encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the College cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. The field of training is listed in each program description and includes the DOT code, which is derived from the U.S. Department of Labor Dictionary of Occupational Titles. The DOT can also be cross-referenced with O*NET Online for a further description of the various job titles that utilize the core skills acquired in the student's program of study. All graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction—an important step in a well-planned job search;
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises;
- Job referral by Career Services Department. The Career Services Department compiles job openings from employers in the area.

All students are expected to participate in all career services activities, and failure to do so may jeopardize these privileges. Participation in the job assistance program includes students actively developing their own job leads from the direction provided by the Career Services Department. Graduates may continue to utilize the College's placement assistance program at no additional cost.

EVEREST CARE PROGRAM

The Everest CARE Student Assistance Program is a free personal-support program for our students and their families. This program provides enrolled students direct and confidential access to professional counseling. For more information, please visit the website <http://www.everestcares.com> or call (888) 852-6238.

STUDENT ACTIVITIES

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The College believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

HOUSING

While the school does not offer housing, information on a wide variety of housing options is available from the Coordinator of Student Services.

TRANSPORTATION ASSISTANCE

The College maintains information on public transportation and a list of students interested in car-pooling.

FIELD TRIPS

This campus believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

DRUG ABUSE PREVENTION

Information on drug abuse prevention is available at the College for all students and employees.

ADVISING

The College provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the College has information regarding community resources that are available upon request from the Campus President.

PROGRAMS BY LOCATION

	Alhambra	Anaheim	City of Industry	Gardena	Hayward	Los Angeles	Ontario	Ontario Metro	Reseda	San Bernardino	San Francisco	San Jose	Torrance	West Los Angeles
Diploma Programs														
Business Accounting							<input checked="" type="checkbox"/>							
Business Management/ Administrative Assistant			<input checked="" type="checkbox"/>											
Business Operations	<input checked="" type="checkbox"/>													
Dental Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Electrician										<input checked="" type="checkbox"/>				
Massage Therapy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Medical Administrative Assistant	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Medical Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Insurance Billing and Coding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Pharmacy Technician	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Surgical Technologist									<input checked="" type="checkbox"/>					
Vocational Nursing		<input checked="" type="checkbox"/>												
Associate of Science Degree Programs														
Accounting								<input checked="" type="checkbox"/>						
Business						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Criminal Justice		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Nursing								<input checked="" type="checkbox"/>						
Paralegal		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
Bachelor of Science Degree Programs														
Applied Management								<input checked="" type="checkbox"/>						
Business								<input checked="" type="checkbox"/>						
Criminal Justice								<input checked="" type="checkbox"/>						

*Teach out – no longer enrolling new students.

DIPLOMA PROGRAMS



Business Accounting

Diploma Program

Ontario campus

9 months – 720 hours – 54 credit units

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This 720-hour program consists of two pre-requisite modules (A & B), and nine self-contained units of learning called modules. Each student must successfully complete the pre-requisite modules before moving on to any one of the remaining modules in the program. The last three modules contain the Capstone AIPB curriculum which prepares students to take the national exams to become Certified Professional Bookkeepers. The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting Program. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications, and Corporate Accounting.

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

This training program is divided into 9 learning units called modules. Each module stands alone as a unit of study and is four (4) weeks in length. If students do not complete any portion of one of these modules, the entire module must be retaken. Upon successful completion of the 9-module program, students are awarded a diploma.

Module	Module Title	Total Contact Hours	Quarter Credit Hours
A	Strategies for Success Keyboarding & 10-Key Computerized Office Applications	80	6.0
B	Principles of Accounting I Keyboarding & 10-Key Computerized Office Applications	80	6.0
C	Principles of Accounting II Applied Spreadsheets	80	6.0
D	Computerized Accounting Business Math	80	6.0
E	Business Communications Corporate Accounting	80	6.0
F	Business Enterprise Tax Accounting	80	6.0
G	Mastering Double-Entry Bookkeeping AIPB Capstone: Adjustments & Error Correction	80	6.0
H	Payroll Accounting AIPB Capstone: Payroll & Depreciation	80	6.0
I	Career Skills AIPB Capstone: Inventory, Internal Controls & Fraud Prevention	80	6.0
	Program Totals	720	54.0

Module A – Strategies for Success, Keyboarding/10-key and Computerized Office Applications 6.0 Quarter Credit Hours

Module A is designed to equip students for transitions in their education and life. The course includes introduction to college and its resources, study skills, and personal resource management skills. Students will become familiar with basic keyboarding and will develop minimum typing skills including the practical skill of 10-key by touch. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module B – Principles of Accounting I, Keyboarding/10-key and Computerized Office Applications 6.0 Quarter Credit Hours

Module B introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Computerized Office Applications introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

<p>Module C – Principles of Accounting II and Applied Spreadsheets</p> <p>Module C emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. This module also focuses on the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables.</p> <p>Prerequisites: Modules A & B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module D - Computerized Accounting and Business Math</p> <p>Module D emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, and more. In addition, this module will provide a thorough review of Business Math. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest. Prerequisites: Modules A & B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module E - Corporate Accounting and Business Communications</p> <p>Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. The Business Communications portion is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: Modules A & B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module F -Business Enterprise and Tax Accounting</p> <p>Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In addition, the personal and professional skills necessary for launching into a career in business are discussed. Students will study the concepts and techniques necessary for successful career-oriented employment. Specific focus is given towards tax accounting covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisites: Modules A & B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G – AIPB Capstone: Mastering Double-Entry Bookkeeping, Adjustments & Error Correction 6.0 Quarter Credit Hours</p> <p>The intent of this module is to review and reinforce the concepts of double-entry bookkeeping, as well as accounting adjustments and error corrections and prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Students will review and actively practice topics such as recording journal entries, general ledger accounts, rules, income statements and balance sheets. Students will receive more in depth knowledge of accruals, deferral and other accounting adjustments and well as where accounting errors occur and how to find them. Prerequisites: Modules C, D, E & F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	
<p>Module H – Payroll Accounting and AIPB Capstone: Mastering Payroll and Depreciation 6.0 Quarter Credit Hours</p> <p>This module provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function as well as gain valuable experience with Federal lays, W-4 and state withholding, required payroll data and journal entries for payroll. Mastering Depreciation will prepare students to understand depreciation: for book versus tax purposes, under GAAP, under federal income tax rules and under MACRS. This Capstone is to prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Prerequisites: Modules C, D, E & F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	
<p>Module I – Career Skills and AIPB Capstone: Mastering Inventory, Internal Controls & Fraud Prevention 6.0 Quarter Credit Hours</p> <p>Career skills will assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Mastering Inventory will focus students to merchandise inventory, the perpetual and periodic methods, FIFO, LIFO and LCM concepts. Internal Controls & Fraud Prevention presents students with topics such as: how employees steal non-cash assets, how to prevent employee theft, preventing check and credit-card fraud, con schemes and prevention against vendor cheating. This Capstone is to prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Prerequisites: Modules C, D, E & F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	



Business Management/Administrative Assistant

Diploma Program

City of Industry campus

9 months – 648 hours – 54 credit units

V O

This program prepares graduates for entry-level positions in Business Management. As a Business Management/Administrative Assistant, graduates will command basic knowledge of business structures and laws, automated and computerized procedures and basic accounting and tax principles.

GRADUATION REQUIREMENTS

Diploma Program: To receive a diploma the student must successfully complete 3 quarters of GS102, BT101 and BT102

COURSE		CLOCK HOURS	CREDIT UNITS
GS102	General Science II	216	18
GS21B	Mathematics; BT06A E-Commerce	72	6
GS22A	English	72	6
GS23	Human Resources; BT01A Information Processing I-A	72	6
BT101	Business Technology I	216	18
BT10A	Principles of Business, Laws, Occupational Safety; BT01 B, Information Processing I-B	72	6
BT03A	Office Communications I-A; BT02A Information Processing II-A	72	6
BT03B	Office Communications I-B; BT02B Information Processing II-B	72	6
BT102	Business Technology II	216	18
BT04	Principles of Accounting	72	6
BT05	Advanced and Computerized Accounting	72	6
BT06	Business/Office Management	72	6
	PROGRAM TOTAL	648	54

Major Equipment: Computers, Accounting Software, Television, VCR, Overhead Projector, Printers.

All courses within the diploma programs are fully acceptable for credit toward the Associate of Occupational Studies degree in Medical Office Management offered at the College.

Refer to the Course Descriptions module.



Business Operations
Diploma Program
 Alhambra campus
 9 months – 720 hours – 54 credit units

V O

The Business Operations program provides students with the skills that will enable them to work in the modern office or comparable business setting. Emphasis is placed on the operation of office equipment and written and oral communications. Students develop typing and data entry speed and accuracy on the keyboard and 10-key pad. Proficiency is attained in the use of word processing, spreadsheet, database and accounting software on the computer.

The skills learned in this program will equip students to obtain an entry-level position in business, industry or government. Upon successful completion of the program, students will be awarded a diploma.

Course Number	Course Title	Clock Hours	Credit Units
Module A			
MB210	Office Operations	30	3.0
MG100	Business Writing – Grammar	30	3.0
MS100T	Skillbuilding	20	1.0
Module B			
MB130	Business Mathematics	30	3.0
MG105	Business Writing – Techniques	30	3.0
MS101T	Skillbuilding	20	1.0
Module C			
MB140	Business Presentations	30	3.0
MS102T	Skillbuilding	20	1.0
MS260	PowerPoint	30	2.0
Module D			
MI100	Introduction to Information Processing	60	5.0
MS103T	Skillbuilding	20	1.0
Module E			
MB180	Records and Data Management	60	4.0
MS104T	Skillbuilding	20	1.0
Module F			
MI140	Spreadsheet Management	60	4.0
MS105T	Skillbuilding	20	1.0
Module G			
MI150	Database Management	60	4.0
MS106	Skillbuilding	20	1.0
Module H			
MB400	Business Documentation	60	5.0
MS107	Skillbuilding	20	1.0
Module I			
MA100W	Accounting Principles	50	5.0
MA110	Computerized Accounting	30	2.0
Program Total		720	54.0

Major Equipment: Calculators, Eduphone, Personal Computers, Near Letter Quality and Laser Printers, PC Overhead Viewer
 Refer to the Course Descriptions module.



Dental Assisting
Diploma Program

Alhambra, Anaheim, City of Industry, Gardena, Los Angeles, Ontario, Reseda, San Bernardino, San Francisco, San Jose, West Los Angeles campuses
10 months – 880 hours – 59 credit units

V 2

Dental assistants have become indispensable to the dental care field, and dentists have become more reliant upon the dental assistant to perform a wide range of patient procedures. And, as the need for their services continues to grow, the role and responsibilities of the dental assistant also continue to expand.

Program Description: The goal of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists, and dental office facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories and dental insurance companies.

Objectives: The objective of the Dental Assisting program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operator dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

Completion of the Dental Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Upon successful completion of this program, the graduate will be able to:

- Explain and demonstrate appropriate skills involved in processing exposed radiographs using the manual and automatic methods, mounting a full-mouth set of radiographs, identifying radiographic errors, and demonstrating how to correct those errors.
- Explain the role OSHA plays in operation of the dental office. Identify and demonstrate correct operator disinfection, instrument decontamination, and sterilization techniques.
- Prepare and dispose of local anesthetic, take and record vital signs, and properly monitor sedated patients during treatment.
- Identify and explain and demonstrate the use of dental instruments in general dentistry and specialties.
- Discuss and demonstrate the dental assistant's chair-side assisting duties and responsibilities including modern practices in sealant application, photography, CAD machines, and facebow transfer techniques.
- Explain and be able to demonstrate the use and care of all rotary instruments, proper mixing and placement of a calcium hydroxide cavity liner, placement of varnish in a prepared tooth, placing, wedging, and removal of matrices, and placing and holding an anterior matrix.
- Demonstrate several isolation and aspirating techniques on a patient.
- Discuss and demonstrate the appropriate skills and techniques involved in taking impressions and constructing study and master casts.
- Discuss the dental assistant's role and responsibilities in working in the field of orthodontics, and be able to demonstrate how to perform orthodontic measurements, placement of separators, sizing bands and placing and legating arch wires.
- Discuss preventative dentistry and identify the dental assistant's role in assisting patients with their dental health.
- Explain the role of HIPAA in the operation of the dental office and discuss the dental assistant's role in handling dental office emergencies.
- Demonstrate the fabrication of several types of provisionals for indirect restorations.
- Demonstrate the basic administrative duties in a dental office.

Scheduling Model: This 880 clock Hour/59.0 Credit Units of study consists of eight individual learning units, plus a hands-on clinical experience, called an externship. "Modules A through I," as they are referred to, stands alone as a unit of study and is not dependent upon previous training. (With the exception to module H) Students entering this module will need to have completed the coronal polishing course in module G. If students do not complete any portion of a module, the entire module must be repeated. Upon successful completion of Modules A through I, the students participate in a 160-clock-hour-externship. Students will spend 50% of time in Lecture and 50% of time in lab.

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	QUARTER CREDIT UNITS
MODULE A	Dental Office Emergencies and Compliance	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operatory Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0

MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health	80	6.0
MODULE H	Modern Concepts in Dental Assisting	80	6.0
MODULE I	Administrative Dentistry	80	6.0
MODULE X	Dental Assisting Externship	160	5.0
	Program Totals:	880	59.0

<p>Module A – Dental Office Emergencies and Compliance 6.0 Quarter Credit Hours</p> <p>In this module, students will complete board approved training in infection control. Students are introduced to Cal-DOSH (California Only) regulations and guidelines and Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>Module B – Dental Radiography 6.0 Quarter Credit Hours</p> <p>Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>Module C – Dental Specialties 6.0 Quarter Credit Hours</p> <p>In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for oral evacuation and rubber dam isolation are learned. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>Module D – Operatory Dentistry 6.0 Quarter Credit Hours</p> <p>This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>Module E – Laboratory Procedures 6.0 Quarter Credit Hours</p> <p>In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>

<p>Module F – Dental Anatomy and Orthodontics</p> <p>This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators and sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G – Dental Health</p> <p>Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Students will learn pit and fissure sealants. Theory, laboratory skills and clinical practice meet state guidelines for a Pit and Fissure Sealant Certificate and comply with programmatic regulations for certifying students. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of Coronal Polish and Pit and Fissure Sealants requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module H – Modern Concepts in Dental Assisting</p> <p>This module will focus on the additional skills and duties allowed to a dental assistant and registered dental assistant. Students will complete training on the California Dental Practice Act. Students will learn intra and extraoral photography as it relates to dentistry. Face bow transfer and light cured isolation techniques will also be learned. Students will learn advanced duties in patient monitoring using EKG and sedation equipment, the use of automated caries detection devices, and learn by simulation the use of computer aided design (CAD) machines. Students will learn provisional fabrication. A review of dental anatomy and morphology is presented and related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module I – Administrative Denistry</p> <p>This module focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Routine office procedures such as appointment scheduling, filing, mail handling, inventory control and telephone communication are included. Students are introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information for the completion of dental records. They also work with a pegboard system to accomplish tasks in daily posting, cash management and reconciliation. An introduction to dental insurance and the procedures required in coding and billing is included. Students use computerized practice management software to complete dental insurance claims and patient records. Essential dental terminology is also studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module X – Dental Assisting Externship</p> <p>This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-I. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.</p>	<p>5.0 Quarter Credit Hours</p>



Electrician
Diploma program
 San Bernardino campus
 9 months – 720 hours – 59 credit units

V1

The commercial and residential electrical industries are constantly evolving as new industry demands require increased skill sets for electricians. Graduates need the necessary core and specialty skills to successfully meet electrician standards and be embraced by the marketplace. The Electrician diploma program teaches these skills by exploring the topics of electrical safety, tools and theory, the National Electrical Code (NEC), conduit bending, residential and commercial wiring, power distribution, advanced code concepts and motors, industrial controls, Programmable Logic Controllers (PLCs), personal development, jobsite management, fire and security alarms, voice, data, TV, signaling systems and fiber optics. Laboratory experience is an integral part of the program.

Graduates of the Electrician diploma program are qualified for entry-level apprentice or trainee positions with employers of commercial and residential electricians, preventive maintenance electricians, production electricians, bench electricians, repair electricians, industrial maintenance electricians, programming electricians, maintenance technicians, field service electricians, installation electricians, and any manufacturing industry or market sector employer that has a need for electricians.

Upon successful completion of all program modules, students will be awarded a diploma.

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Module 1: EEV1030	Electrical Technology I Electrical Theory and Algebra for Trades	80/00/00/80	8.0
Module 2: EEV1176	Electrical Technology II NEC/Safety/Hand Tools and Conduit Bending	40/40/00/80	6.0
Module 3: EEV1174	Electrical Technology III Residential/Commercial and NEC Requirements	40/40/00/80	6.0
Module 4: EEV1271	Electrical Technology IV Transformer Principles and Test Equipment	40/40/00/80	6.0
Module 5: EEL1208	Electrical Technology V Hazardous Locations and Power Distribution	60/20/00/80	7.0
Module 6: EEV2192	Electrical Technology VI Power Distribution and Emergency Systems	60/20/00/80	7.0
Module 7: EEV2033	Electrical Technology VII Motor Concepts and Jobsite Management	60/20/00/80	7.0
Module 8: EEV2038	Electrical Technology VIII Advanced Industrial Controls	40/40/00/80	6.0
Module 9: EEV2039	Electrical Technology IX Solid State Controls and Industrial Automation	40/40/00/80	6.0
Diploma Total		460/260/00/720	59.0

<p>EEV1030 Electrical Theory and Personal Development 8.0 Quarter Credit Hours This course introduces students to fundamentals of algebra, electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0.</p>
<p>EEV1176 NEC/Safety/Hand Tools and Conduit Bending 6.0 Quarter Credit Hours This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will study NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Prerequisite: None. Lecture hours: 40. Lab hours: 40.</p>
<p>EEV1174 Residential/Commercial and NEC Requirements 6.0 Quarter Credit Hours This course introduces students to wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40. Lab hours: 40.</p>
<p>EEV1271 Transformer Principles and Test Equipment 6.0 Quarter Credit Hours This course introduces students to meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: None. Lecture hours: 40. Lab hours: 40</p>

<p>EEL 1208 Hazardous Locations and Power Distribution</p> <p>This course introduces students to hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV1271. Lecture hours: 60. Lab hours: 20.</p>	<p>7.0 Quarter Credit Hours</p>
<p>EEV2192 Power Distribution and Emergency Systems</p> <p>This course introduces students to power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, and rigging. Prerequisite: None. Lecture hours: 60. Lab hours: 20.</p>	<p>7.0 Quarter Credit Hours</p>
<p>EEV2033 Motor Concepts and Jobsite Management</p> <p>This course introduces students to National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Prerequisite: None. Lecture hours: 60. Lab hours: 20.</p>	<p>7.0 Quarter Credit Hours</p>
<p>EEV2038 Advanced Industrial Controls</p> <p>This course introduces students to solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Prerequisite: None. Lecture hours: 40. Lab hours: 40.</p>	<p>6.0 Quarter Credit Hours</p>
<p>EEV2039 Solid State Controls and Industrial Automation</p> <p>This course introduces students to solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Prerequisite: None. Lecture hours: 40. Lab hours: 40.</p>	<p>6.0 Quarter Credit Hours</p>



Massage Therapy

Diploma program

9 months (day)/11 months (evening) 720 hours – 54 credit units

Alhambra, Anaheim, City of Industry, Gardena, Hayward, Los Angeles, Ontario, San Bernardino, San Jose, and West Los Angeles campuses

9 months - 750 hours – 55 credit units

Reseda and San Francisco campuses

V 3

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 720-hour program consists of one pre-requisite course, and eight self-contained units of learning called modules. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

Module Code	Module Title	Contact Hours	Quarter Credit Hours
Prerequisite course:			
MTD100	Introduction to Massage Therapy	80	6.0
Modular courses:			
MTD201	Business and Ethics	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MTD263	Eastern Theory and Practice	80	6.0
MTD220	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MTD246	Clinical and Sports Massage	80	6.0
MTD295	Health and Wellness	80	6.0
MTD278	Massage Therapy Clinic*	30	1.0
PROGRAM TOTAL Without Clinic:		720	54.0
PROGRAM TOTAL With Clinic:		750	55.0

* Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.

<p>MTD100 – Introduction to Massage Therapy 6.0 Quarter Credit Hours This module is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>MTD201 – Business and Ethics 6.0 Quarter Credit Hours This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, and chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage 6.0 Quarter Credit Hours This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module are range of motion for hips, pre-natal, post-natal, infant & elder/geriatric massage and an understanding of the anatomy and physiology of the reproductive system. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>
<p>MTD263 – Eastern Theory and Practice 6.0 Quarter Credit Hours This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR 6.0 Quarter Credit Hours This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>

<p>MTD282 – Deep Tissue, Myofascial Release & Pin and Stretch</p> <p>This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Also covered are joints of the Spine and Thorax. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques</p> <p>This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>MTD246 – Clinical and Sports Massage</p> <p>This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Covered in this module are the endocrine and peripheral nervous systems, and muscles of the leg and foot. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>MTD295 – Health and Wellness</p> <p>This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>MTD278 – Massage Therapy Clinic</p> <p>This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6th module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.</p>	<p>1.0 Quarter Credit Hour</p>



Massage Therapy

Diploma program

Ontario campus

9 months (day)/11 months (evening) – 720 hours – 54 credit units

V1

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is in a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a massage therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage therapists may be employed in urban, suburban, and rural areas.

Module	Module Title	Total Contact Hours	Quarter Credit Units
MODULE A	Business and Ethics	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MODULE D	Eastern Theory and Practice	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MODULE H	Clinical and Sports Massage	80	6.0
MODULE I	Health and Wellness	80	6.0
	PROGRAM TOTAL:	720	54.0

Major Equipment: Massage Tables, Massage Chairs, CPR Manikins, Anatomical Charts, AV Equipment

<p>Module A – Business and Ethics 6.0 Quarter Credit Hours</p> <p>This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>Module B – Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease 6.0 Quarter Credit Hours</p> <p>This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>Module C – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage 6.0 Quarter Credit Hours</p> <p>This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>Module D – Eastern Theory and Practice 6.0 Quarter Credit Hours</p> <p>This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>Module E – Energy & Non-Traditional Therapies, Wellness & CPR 6.0 Quarter Credit Hours</p> <p>This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>

<p>Module F - Deep Tissue, Myofascial Release & Pin and Stretch</p> <p>This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sites of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques</p> <p>This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module H - Clinical and Sports Massage</p> <p>This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module I – Health and Wellness</p> <p>This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>



Medical Administrative Assistant

Diploma program

Alhambra, Hayward, Los Angeles, Ontario, Reseda, San Bernardino, San Jose, West Los Angeles campuses

8 months (day)/ 8-10 months (evening) – 720 hours – 47 credit units

V1

The objective of the Medical Administrative Assistant Program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the twenty-first century medical office environment.

Module	Module Title	Total Clock Hours	Quarter Credit Units
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	160	5.0
	TOTAL	720	47.0

Major Equipment: Autoclave, Calculators, Personal Computers, Patient Examination Table, Stethoscopes, Sphygmomanometer, Transcription Machine

Module A: Office Finance **6.0 Quarter Credit Hours**

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting **6.0 Quarter Credit Hours**

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module C: Medical Insurance **6.0 Quarter Credit Hours**

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module D: Insurance Plans and Collections **6.0 Quarter Credit Hours**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0 Computer/Key-boarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

<p>Module E: Office Procedures</p> <p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module F: Patient Care and Computerized Practice Management</p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G: Dental Administrative Procedures</p> <p>Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module X – Medical Administrative Assistant Externship</p> <p>Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160</p>	<p>5.0 Quarter Credit Hours</p>



Medical Assisting

Diploma program

Alhambra and Reseda campuses

10 months (day)/12 months (evening) – 880 hours – 59 credit units (Reseda)

10 months (day)/10 months evening) – 880 hours – 59 credit units (Alhambra)

V 2

Program Description: The Medical Assisting Diploma Program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Program Objectives: In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills. Medical offices and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies are seeking their services. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

The goal of the Medical Assisting Diploma Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Upon successful completion of this program, the graduate will be able to:

- Demonstrate professionalism and ethical behavior.
- Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- Recognize and respond to verbal and non-verbal communication, and use appropriate communication techniques.
- Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- Apply principles of infection control and use appropriate aseptic technique.
- Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- Instruct and teach patients methods of health promotion and disease prevention.
- Maintain accurate patient records.
- Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- Implement current procedural and diagnostic coding.
- Accurately complete bookkeeping, banking, and financial procedures.
- Demonstrate acceptable speed and accuracy in computer keyboarding.
- Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five-year goals.

Program-At-a-Glance: This program is divided into ten learning units called modules. The first nine modules, MAINTRO through H, are classroom modules. Students are required to complete all modules, starting with a prerequisite introductory module, MAINTRO, and continuing in any sequence until all modules have been completed. If students do not complete any portion of a module, the entire module must be repeated.

Following the successful completion of the first nine modules, MAINTRO through Module H, students participate in a 160-hour externship. This constitutes a supervised, practical in-service experience in a medical office or clinic in which the student practices direct application of administrative and clinical tasks as a medical assistant.

Completion of the Medical Assisting Diploma Program is acknowledged by the awarding of a diploma.

Course Number	Course Title	Clock Hours	Quarter Credit Units
Module MAINTRO	Introduction to Medical Assisting	080	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	080	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	080	6.0
Module C	Digestive System, Nutrition, Financial Management, and First Aid	080	6.0
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	080	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and	080	6.0

	Laboratory Procedures		
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	080	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	080	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	080	6.0
Module X	Externship	160	5.0
	Program Total	880	59.0

MODULE MAINTRO - Introduction to Medical Assisting

6.0-Quarter Credit Units

Module MAINTRO introduces students to the medical assisting profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections—procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful note-taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Lecture: 40 Hrs Lab: 40 Hrs Prerequisite: None

MODULE A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication

6.0-Quarter Credit Units

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

MODULE B - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology

6.0-Quarter Credit Units

Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

MODULE C - Digestive System, Nutrition, Financial Management, and First Aid**6.0-Quarter Credit Units**

Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)

Prerequisite: MAINTRO

MODULE D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR**6.0-Quarter Credit Units**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)

Prerequisite: MAINTRO

MODULE E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures**6.0-Quarter Credit Units**

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

MODULE F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics**6.0-Quarter Credit Units**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)

Prerequisite: MAINTRO

MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures**6.0-Quarter Credit Units**

Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)

Prerequisite: MAINTRO

MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing**6.0-Quarter Credit Units**

Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections.

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)

Prerequisite: MAINTRO

MODULE X - Medical Assisting Diploma Program Externship**5.0 Quarter Credit Hours**

Upon successful completion of all modules, medical assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 80- and 160-hour intervals.

Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lecture: 00 Hrs Lab: 00 Hrs Extern 160

Prerequisite: MAINTRO, Modules A-H



Medical Assisting

Diploma program

Anaheim, City of Industry, Gardena, Hayward, Los Angeles, Ontario, San Bernardino, San Francisco, San Jose, Torrance, and West Los Angeles campuses

8 months (day)/10 months evening – 720 hours – 47 credit units

V1

The Medical Assisting Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

Completion of the Medical Assisting Diploma Program is acknowledged by the awarding of a diploma.

The goal of the Medical Assisting Diploma Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Upon successful completion of this program, the graduate will be able to:

- Demonstrate professionalism and ethical behavior.
- Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- Recognize and respond to verbal and non-verbal communication, and use appropriate communication techniques.
- Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- Apply principles of infection control and use appropriate aseptic technique.
- Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- Instruct and teach patients methods of health promotion and disease prevention.
- Maintain accurate patient records.
- Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- Implement current procedural and diagnostic coding.
- Accurately complete bookkeeping, banking, and financial procedures.
- Demonstrate acceptable speed and accuracy in computer keyboarding.

Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five year goals.

Module	Module Title	Total Contact Hours	Quarter Credit Units
MODULE A	Patient Care and Communication	80	6.0
MODULE B	Clinical Assisting and Pharmacology	80	6.0
MODULE C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
MODULE D	Cardiopulmonary and Electrocardiography	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Endocrinology and Reproduction	80	6.0
MODULE G	Medical Law, Ethics, and Psychology	80	6.0
MODULE X	Externship	160	5.0

PROGRAM TOTAL:	720	47.0
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Major Equipment: Autoclave, Microscopes, Calculators, Personal Computers, Electrocardiography Machine, Sphygmomanometers, Examination Tables, Stethoscopes, Hematology Testing Equipment, Surgical Instruments, Mayo Stands, Training Manikins

Module A - Patient Care and Communication 6.0 Quarter Credit Hours

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module B - Clinical Assisting and Pharmacology 6.0 Quarter Credit Hours

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module C - Medical Insurance, Bookkeeping and Health Sciences 6.0 Quarter Credit Hours

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module D - Cardiopulmonary and Electrocardiography 6.0 Quarter Credit Hours

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module E - Laboratory Procedures 6.0 Quarter Credit Hours

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

<p>Module F - Endocrinology and Reproduction</p> <p>Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G - Medical Law, Ethics and Psychology</p> <p>Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by leaning how to dress for success. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module X – Externship</p> <p>Upon successful completion of classroom training, medical assisting students participate in a 160-hour unpaid externship at an approved facility. This provides externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Medical assisting students must successfully complete their externship in order to fulfill requirements for graduation. Prerequisite: Completion of Modules A-G. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>	<p>5.0 Quarter Credit Hours</p>



Medical Insurance Billing and Coding

Diploma program

Alhambra, Anaheim, City of Industry, Gardena, Hayward, Los Angeles, Ontario, Reseda, San Jose, West Los Angeles campuses

8 months (day)/8 months evening (Reseda)/10 months (evening) – 720 hours – 47 credit units

V 2

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Billing and Coding Program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The Medical Insurance Billing and Coding Program is a 720 clock hour/47.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Course Number	Course Title	Clock Hours	Credit Units
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBP	Practicum –OR–	160	5.0
MIBE	Externship		
PROGRAM TOTAL		720	47.0

Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing, 6.0 Quarter Credit Hours Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems 6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System 6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology 6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System 6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing

approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural 6.0 Quarter Credit Hours Coding of the Respiratory and Gastrointestinal Systems

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural 6.0 Quarter Credit Hours Coding of the Sensory and Nervous Systems, and Psychology

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0 Once a student has completed all modules, he or she will be placed in his or her final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module MIBP – Practicum 5.0 Quarter Credit Hours

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs: 160

Module MIBE – Externship**5.0 Quarter Credit Hours**

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 160



Pharmacy Technician

Diploma program

Alhambra, City of Industry, Gardena, Ontario, Reseda, San Francisco, Torrance and West Los Angeles campuses

8 months/10 months evening (Reseda) – 720 hours – 49 credit units

V1

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	QUARTER CREDIT UNITS
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
MODULE H	PTCB Review, Professional Development, and the CA Pharmacy Technician Registration Process	40	3.0
MODULE X	Clinical Externship	120	4.0
PROGRAM TOTAL:		720	49.0

Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems 6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System 6.0 Quarter Credit Hours

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice 6.0 Quarter Credit Hours

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

<p>Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses 6.0 Quarter Credit Hours</p> <p>This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the Integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>
<p>Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System 6.0 Quarter Credit Hours</p> <p>In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Uses of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>
<p>Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System 6.0 Quarter Credit Hours</p> <p>This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>
<p>Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System 6.0 Quarter Credit Hours</p> <p>This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>
<p>Module H – PTCB Review, Professional Development, and the CA Pharmacy Technician Registration Process 3.0 Quarter Credit Hours</p> <p>This 40-hour module is designed to provide the student with an understanding of the history of Pharmacy Technicians and pharmacy related Professional Associations. Students will be familiarized with the California State Board of Pharmacy registration and PTCB certification exam. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 20.0 Other Hours: 40.0.</p>
<p>Module X - Clinical Externship 4.0 Quarter Credit Hours</p> <p>This 120-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 120.0.</p>



Surgical Technologist

Diploma program

Reseda campus

13 months (day)/15 months (evening) – 1220 hours – 76.5 credit units

V1

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. In order to gain an understanding of the theory and the hands on skills required of the surgical technologist, this 1220-hour program is based upon those skills required of today's Certified Surgical Technologist and ARC-ST.

Students must document a total of eighty (80) procedures in the first scrub solo role or with assist, and fifty-five (55) of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The twenty-five (25) remaining procedures will be in the specialty areas. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th ed. Upon successful completion of the entire course of study, students are eligible to take the national certification exam, sponsored by the Liaison Council on Certification for the Surgical Technologist (LCC-ST). The LCC-ST awards certificates to those who demonstrate their theoretical and practical knowledge by passing the national surgical technologist examination. Graduates who pass this exam earn the distinction of being able to work as a CST, or Certified Surgical Technologist.

The objective of the Surgical Technologist Program is to provide the student with the appropriate didactic theory and hands-on skills in required and necessary to prepare them for entry-level positions as certified surgical technologists in today's health care centers clinics, and facilities. The goal and objective of this 1220-hour program is preparation of the student to be a competent entry-level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

Module	Module Name	Total Contact Hours	Quarter Credit Units
MODULE A	Principles & Practices of Surgical Technology	80	8.0
MODULE B	Anatomy & Physiology I	80	8.0
MODULE C	Anatomy II & Microbiology	80	8.0
MODULE D	Surgical Technology Clinical I-A: Asepsis & Patient Care Skills	80	5.0
MODULE E	Surgical Pharmacology	80	8.0
MODULE F	Surgical Technology Clinical I-B: Instrumentation & Equipment	80	5.0
MODULE G	Clinical Rotation I – Central Supply	80	2.5
MODULE H	Surgical Procedures I: Mock Surgery Practicum I	80	6.0
MODULE I	Surgical Procedures II: Mock Surgery Practicum II	80	6.0
MODULE J	Surgical Procedures III: Mock Surgery Practicum III	80	6.0
MODULE X	Clinical Rotation II **	420	14.0
	Program Total	1220	76.5

This program requires clinical placement in contracted off campus sites. Sites must be identified and contracted to meet enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.

Major Equipment: Operating Tables with Standard Attachments; Gowns, Gloves, Masks, Caps, and Sheets; Anesthesia (Gas) Machine; Recovery Room Table; Intravenous Pole; Catheters; Basic Surgical Instruments (Major and Minor Surgical Set-Ups); Skeleton, Head and Torso, and Heart; Instructional Aids; Antiseptic Soap and Soap Dispensers; Draping Materials; Brushes; Blood Pressure Devices; Scrub Sinks; Sitting Stool; Mayo Stand and Prep Stand; Sutures and Needles

<p>Module A -- Principles and Practices of Surgical Technology 8.0 Quarter Credit Hours This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0</p>
<p>Module B -- Anatomy and Physiology I 8.0 Quarter Credit Hours This course is designed to provide the student with an overall study of the human body and its parts including the structures and functions of the integumentary, cells and tissues, skeletal, muscular, nervous, endocrine, digestive, urinary system, fluids and electrolytes and acid-base balance. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0</p>
<p>Module C -- Anatomy II and Microbiology 8.0 Quarter Credit Hours This course is designed to provide the student with an overall study of the human body and its parts including the structures and functions of the reproductive, pregnancy, growth and development, respiratory, cardiovascular, lymphatic and immune system. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0</p>
<p>Module D -- Surgical Technology Clinical I-A: Asepsis and Patient Care Skills 5.0 Quarter Credit Hours This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 60.0. Other Hours: 0.0</p>

Module E -- Surgical Pharmacology	8.0 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0	
Module F -- Surgical Technology Clinical I-B: Instrumentation and Equipment	5.0 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 60.0. Other Hours: 0.0	
Module G -- Clinical Rotation I – Central Supply	2.5 Quarter Credit Hours
This 80-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. (Student must complete modules A through F prior to taking this module). Prerequisite: Completion of Modules A through F. Lecture Hours: 0.0 Lab Hours: 0.0. Other Hours: 80.0	
Module H -- Surgical Procedures I: Mock Surgery Practicum I	6.0 Quarter Credit Hours
This course is a study of the Introduction to surgical procedures, and General Surgery (Gastrointestinal surgery, Hepatobiliary surgery, Breast, Thyroid and Hernia surgery). This course also introduces robotics and principles of physics and electricity. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
Module I -- Surgical Procedures II: Mock Surgery Practicum II	6.0 Quarter Credit Hours
This course is a study of Obstetrics and Gynecology, Genitourinary surgery, Otorhinolaryngologic surgery, ophthalmic surgery. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
Module J -- Surgical Procedures III: Mock Surgery Practicum III	6.0 Quarter Credit Hours
This course is a study of Plastic surgery, and Burns, cardiac surgery, neurosurgery, and orthopedic surgery. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
Module X -- Clinical Rotation II	14.0 Quarter Credit Hours
This 420-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area of the operating room. Students may also rotate throughout various departments within the clinical area. (Student must complete modules A through I prior to taking this module). Prerequisite: Completion of Modules A through I. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 420.0	



Vocational Nursing
Diploma program
 Anaheim campus
 12 months – 1536 hours – 89 credit units

V CA v1-0 –1 CA-PNP

The faculty of the Vocational Nursing program believes that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony among their physiological, psychological, social-cultural, and spiritual states. Responsibility for health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, social, or financial status.

Society has the responsibility to its members both individually and collectively to provide an environment that promotes health promotion, attainment, maintenance, and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic, and cultural state of the individual.

Nursing is both an art and science. It is a unique profession that deals with all of the dynamics affecting individuals and views the individual as a whole. Nurses collaborate with other members of the health care team to encourage individuals to participate in their care. The foundation of nursing practice is the nursing process, which the nurse uses to assist individuals and families to attain mutually agreed upon goals.

Vocational nurses provide care within their scope of practice. The nursing process is used for planning, implementation, and evaluation of health care services and care of the individual. Since the delivery of health care is dynamic, the vocational nurse evaluates individuals based on their goal achievement, need for reassessment and refocus of priorities with the ultimate end of setting new goals. Care is given within a sound legal and ethical framework.

A graduate of the program will be prepared to assume the role of an entry-level health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients. To work as a vocational nurse, the graduate will have to pass the National Council Licensure Examination, NCLEX-PN, after graduating from the program. Graduates who pass this exam are then able to work as licensed vocational nurses.

Course Number	Course Title	Clock Hours	Credit Units
Level One			
CA-NSG101	Fundamentals of Nursing	232	18.5
CA-NSG102	Pharmacology	100	7.5
CA-NSG103	Geriatric Nursing	24	2
CA-NSG104	Nutrition	16	1
	Level I Competency Check-offs	8	0
CA-NSG100X	Level I Clinical	288	9.5
	Total Hours	668	38.5
Level Two			
CA-NSG201	Medical Surgical Nursing/Integumentary System	29	2.5
CA-NSG202	Medical Surgical Nursing/Respiratory System	40	3.5
CA-NSG203	Medical Surgical Nursing /Musculoskeletal System	30	2.5
CA-NSG204	Medical Surgical Nursing /Cardiovascular System	40	3.5
CA-NSG205	Medical Surgical Nursing /Gastrointestinal System	40	3.5
CA-NSG206	Medical Surgical Nursing/Neurosensory System	45	4.0
	Level II Competency Check-off	14	0
CA-NSG200X	Level II Clinical	224	7.0
	Total Hours	462	26.5
Level Three			
CA-NSG301	Maternal and Infant Nursing	46	4.0
CA-NSG302	Mental Health Nursing	34	2.5
CA-NSG303	Medical Surgical/Genitourinary System	31	2.5
CA-NSG304	Pediatric Nursing/Growth and Development	46	4.0
CA-NSG305	Leadership and Supervision	33	2.5
CA-NSG306	Medical Surgical Nursing/Endocrine System	42	3.5
	Level III Competency Check-offs	14	0
CA-NSG300X	Level III Clinical	160	5.0
	Total Hours	406	24
	Total Program Hours	1536	89

Major Equipment: Manikins – adult, child, infant; Hospital beds; Hospital bedside tables, overbed tables, visitor chairs; Medication carts – Practi-med medications – oral, intramuscular, subcutaneous, intra-dermal accoutrements; Weight scales;

Bedside toiletries, linens; Major procedure trays – wound care, in-dwelling catheter, suctioning, naso-gastric tube trays, irrigation trays; Blood glucose testing ; Eye chart; Vital sign equipment; Wheelchairs; Stretcher; Sharps containers

LEVEL I	
CA-NSG101 – Fundamentals of Nursing This module includes classroom instruction, skills lab, and clinical experience in the acute care facility. Theoretical instruction in nursing history, legal and ethical issues, health care delivery systems, documentation and reporting, safety, asepsis, hygiene, skin integrity and wound care, anatomy and physiology overview, health assessment, vital signs, pain, fluid and electrolytes, elimination, oxygenation, activities rest and sleep, communication, critical thinking, nursing process and theory, pre and post-op care, admission, transfers and discharge, client teaching, culturally competent care, loss, grieving and death. Prerequisites: None. Lecture Hours: 146.0 Lab Hours: 86.0	18.5 Quarter Credit Hours
CA-NSG102 – Pharmacology Medications, their source and uses, calculation of dosage and safe administration of prescribed medications, classifications of drugs according to body systems are covered in this module. Prerequisites: CA-NSG101 Fundamentals of Nursing. Lecture Hours: 54.0 Lab Hours: 46.0.	7.5 Quarter Credit Hours
CA-NSG103 – Geriatric Nursing This module addresses the aging process; psychosocial changes and needs of the elderly; nursing care of the elderly hospitalized client; and promotion of healthy elders. Lecture Hours: 24.0 Lab Hours: 0.0	2.0 Quarter Credit Hours
CA-NSG104 – Nutrition Basic principles of nutrition, as they relate to health and disease, assessment of the nutritional status of the hospitalized client, and therapeutic interventions are covered in this module. Lecture Hours: 12.0 Lab Hours: 2.0	1.0 Quarter Credit Hours
*Level I Competency Check-offs In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during Level I. Grade: Pass/Fail	
CA-NSG100x – Level I Clinical Experience In acute and/or skilled nursing care facilities the student will have to opportunity to perform basic nursing care and procedures to a variety of adult clients. Clinical competencies for Fundamentals of Nursing; Geriatric Nursing and Nutrition will be accomplished. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 288	9.5 Quarter Credit Hours
LEVEL II	
CA-NSG201 – Medical Surgical Nursing/Integumentary System Care of clients with problems of the skin, including dermatological conditions, infections, ulcerations, tumors, dermatological and plastic reconstructive surgery are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 21.0 Lab Hours: 8.0	2.5 Quarter Credit Hours
CA-NSG202 - Medical Surgical Nursing /Respiratory System Basic respiratory anatomy and physiology; care of clients with diseases or conditions of the nose throat and lungs, including acute and chronic respiratory disorders are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 32.0 Lab Hours: 8.0	3.5 Quarter Credit Hours
CA-NSG203 - Medical Surgical Nursing /Musculoskeletal System This module addresses basic musculoskeletal anatomy and physiology; care of clients with musculoskeletal problems from trauma and inflammatory diseases; and pre and post-op care of clients with surgical interventions. Prerequisites: Level I and Level I Competencies. Lecture Hours: 21.0 Lab Hours: 9.0	2.5 Quarter Credit Hours
CA-NSG204 - Medical Surgical Nursing/Cardiovascular System Basic cardiovascular anatomy and physiology; assessment; intervention and evaluation of cardiovascular diseases and disorders are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 32.0 Lab Hours 8.0	3.5 Quarter Credit Hours
CA-NSG205 - Medical Surgical Nursing /Gastrointestinal System Signs, symptoms, and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas) are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 32.0 Lab Hours: 8.0	3.5 Quarter Credit Hours
CA-NSG 206 - Medical Surgical Nursing /Neurosensory System Basic neurological anatomy and physiology; intervention/management of common neurological diseases and disorders of hospitalized clients are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 36.0 Lab Hours: 9.0	4.0 Quarter Credit Hours
*Level II Competency Check-offs In a skills lab situation, the students will be tested on randomly selected skills which they have learned and practiced during Level II. Grade: Pass/Fail Lecture Hours: 0.0 Lab Hours: 14.0	
CA-NSG 200X LEVEL II Clinical Experience Level II clinical competencies will be met in the acute care setting. In addition to the clinical competencies related to each body system the student will also be expected to meet the competencies related to pharmacology. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 224	7.0 Quarter Credit Hours
LEVEL III	
CA-NSG 301 – Maternal and Infant Nursing Male and female anatomy, physiology and developmental changes; stages of pregnancy and delivery; complications of pregnancy; nursing care of postpartum mother and newborn; contraception and sexually transmitted diseases are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 36.0 Lab Hours: 10.0	4.0 Quarter Credit Hours
CA-NSG 302 – Mental Health Nursing This module addresses legal and ethical issues, mental health concepts, communication and interpersonal skills; major mental disorders, addressing the psychosocial issues of the physically ill client. Prerequisites: Level II and Level II Competencies. Lecture Hours: 24.0 Lab Hours: 10.0	2.5 Quarter Credit Hours

CA-NSG 303 – Medical Surgical Nursing /Gastrointestinal System	2.5 Quarter Credit Hours
Basic renal system anatomy and physiology; diagnostic, treatments and nursing care of clients with urinary and renal diseases/disorders of the system are covered in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 21.0 Lab Hours: 10.0	
CA-NSG 304 – Pediatric Nursing/Growth and Development	4.0 Quarter Credit Hours
This module addresses growth and development history and theory; life span development (newborn, infant, toddler, preschool child, school-age child, adolescent; nursing care of the hospitalized child, for both acute, chronic and terminally ill children; health problems related to body systems. Prerequisites: Level II and Level II Competencies. Lecture Hours: 36.0 Lab Hours: 10.0	
CA-NSG 305 - Leadership and Supervision	2.5 Quarter Credit Hours
Communication; legal-ethical issues in the workplace; preparation for licensure; career opportunities; professional nursing organizations; team leading and supervision are covered in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 21.0 Lab Hours: 12.0	
CA-NSG 306 – Medical Surgical Nursing /Endocrine System	3.5 Quarter Credit Hours
Anatomy and Physiology of the endocrine system to include nursing care and pre/post-operative care for clients with diseases of the thyroid, diseases of the adrenal glands, diabetes mellitus, and complications associated with these conditions are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 32.0 Lab Hours: 10.0	
*Level III Competency Check-offs	0.0 Quarter Credit Hours
In a one-on-one situation with an instructor the student will be provided with three critical thinking client scenarios. The student will be expected to describe appropriate interventions and the student's knowledge will be assessed as basic, proficient or advanced. Lecture Hours: 0.0 Lab Hours: 14.0	
CA-NSG 300X LEVEL III Clinical Experience	5.0 Quarter Credit Hours
In the acute, long term and specialty care facilities as well as observational sites the student will have opportunity to meet clinical competencies for Maternal and Infant Nursing; Pediatric Nursing/Growth and Development; Mental Health Nursing; Advanced Medical Surgical Nursing and Leadership and Supervision. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0	

End-of Level Testing for Levels I and II

In order to receive a final grade for NSG-100L and NSG-200L courses, the student must:

1. Pass a HESI specialty exam covering content delivered in that level.
2. Remediate and retake ONE TIME a second HESI specialty exam if the student does not pass on the first try.
3. Follow a prescribed remediation plan developed by the instructor before retaking the exam.
4. Complete a retake exam within one month of the first end-of-level exam. During this time, the grade for NSG-100L or NSG-200L will be an "Incomplete". If the retake exam is not taken or passed within the time frame of one month, the student will be dropped from the program. If they choose to re-enter the program at a later time, they must re-enter the program at the beginning of the level in which they failed the specialty exam. If the retake exam is taken within one month and passed, the student's grade will be converted at that time to a passing grade for NSG-100L or NSG-200L.

Exit Testing

In order to receive a final grade for NSG-300L course in Level III, the student must:

1. Attend the review course for the NCLEX-PN® examination to be offered by the VN Program during Level III.
2. Take and pass a HESI exit exam that measures readiness to successfully complete the NCLEX-PN® examination.
3. If the exit exam is not passed the first time, follow an individually prescribed remediation plan obtained from the results of the exit examination. The student will receive a grade of "Incomplete" at this time.
4. Retake an exit examination as many times as necessary in order to receive a passing score. These students will have access to all remediation and practice materials in the Student Success Center/Lab and Library. As soon as the passing score is reached, the grade of "Incomplete" will be converted to a passing grade for NSG-300L. Students will not be permitted to graduate, and therefore will not be eligible to sit for the NCLEX-PN® until they are successful at the exit examination.

ASSOCIATE OF SCIENCE DEGREE PROGRAMS



Accounting

Associate of Science Degree program

Ontario Metro campus

24 months – 96 credit units

V 1

Accounting is the language of business and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry, and governmental accounting fields available to graduates of this program.

Course Code		Course Title	Associates Degree Quarter Credit Hours	
College CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills	2.0	
Associate's students choose 8 credits from the following:				
LIS	2004	Introduction to Internet Research	2.0	
MAN	2031	Let's Talk Business	2.0	
OST	2335	Business Communications	4.0	
MTB	1103	Business Math	4.0	
OST	1141L	Keyboarding	2.0	
CGS	2510C	Applied Spreadsheets	4.0	
TOTAL QUARTER CREDIT HOURS				18.0
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0	
ACG	2021	Introduction to Corporate Accounting	4.0	
APA	2141	Computerized Accounting	4.0	
ACO	1806	Payroll Accounting	4.0	
ACG	2551	Non-Profit Accounting	4.0	
TAX	2000	Tax Accounting	4.0	
MAN	1030	Introduction to Business Enterprise	4.0	
BUL	2131	Applied Business Law	4.0	
Choose two courses from the following:				
CGS	2510C	Applied Spreadsheets	4.0	
FIN	1103	Introduction to Finance	4.0	
ACG	2178	Financial Statement Analysis	4.0	
MAN	2021	Principles of Management	4.0	
				48.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications*	4.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
SLS	1505	Basic Critical Thinking	2.0	
TOTAL QUARTER CREDIT HOURS				30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication



Business

Associate in Science Degree

24 months – 96 credit units

Ontario Metro campus

V 5

The Associate of Science in Business program is offered to students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas such as accounting, general business, management, marketing, human resources, computer applications, ethics, project management and business law. In addition students will serve an internship in order to directly apply the learned competencies in a functioning business environment. All courses are developed to engage the student with active, project-based learning including active use of technology and community resources where appropriate. The Associate's program actively incorporates key skills, practices and applications needed in the workplace and sought by employers. In addition to the interpersonal communication's course, most course activities will encourage students to work in groups and give presentations in the campus classroom setting. Students will find their curriculum is organized to sequence the appropriate courses and prerequisites towards their Associates degree and goals of a career in business. The Associate's program prepares students for entry-level careers in fields such as business administration, marketing, human resources, operations, accounting and sales.

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills & Portfolio Development	2.0	
SLSP	1103	Strategy & Critical Thinking	2.0	
OST	2335	Business Communications	4.0	
TOTAL COLLEGE CORE CREDIT HOURS			12.0	
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
BUL	2131	Business Law	4.0	
FIN	1103	Introduction to Finance	4.0	
GEBP	2430	Business Ethics: Main St to Wall St	4.0	
MAN	1030	Introduction to Business	4.0	
MAN	2021	Principles of Management	4.0	
MAN	2300	Introduction to Human Resources	4.0	
MANP	2582	Introduction to Project Management	4.0	
MAN	2727	Strategic Planning for Business	4.0	
MAR	1011	Introduction to Marketing	4.0	
MAR	2305	Customer Relations & Servicing	4.0	
SBM	2000	Small Business Management	4.0	
MAN	2946	Business Internship *	4.0	
TOTAL MAJOR CORE CREDIT HOURS			56.0	
GENERAL EDUCATION REQUIREMENTS				
ECOP	1021	General Economics	4.0	
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
EVS	1001	Environmental Science	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPCP	2300	Fundamentals of Interpersonal Communication	4.0	
TOTAL GENERAL EDUCATION CREDIT HOURS			28.0	
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0	



BUSINESS

Associate of Science Degree program
Ontario Metro campus
24 months – 96 credit units

V1

The Associate in Science in Business program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Management

The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry and government.

Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government.

Course Code	Course Title	Associates Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills	2.0
Choose 8 credits from the following list:			
OST	1141L	Keyboarding	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
MTB	1103	Business Math	4.0
OST	2725	Applied Word Processing	4.0
CGS	2510C	Applied Spreadsheets	4.0
TOTAL COLLEGE CORE CREDIT HOURS			18.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
TOTAL ALL CONCENTRATIONS CREDIT HOURS			28.0
AND ONE OF THE FOLLOWING 3 CONCENTRATIONS:			
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
FIN	1103	Introduction to Finance	4.0
MAN	2727	Strategic Planning for Business	4.0
MAR	2305	Customer Relations and Servicing	4.0
Choose 2 of the following courses:			
APA	2161	Introductory Cost/Managerial Accounting	4.0
SBM	2000	Small Business Management	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
TOTAL MAJOR CORE CREDIT HOURS			20.0
OR			
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Introduction to Finance	4.0
SBM	2000	Small Business Management	4.0
MAN	1733	Management Today	4.0

MAN	2604	Introduction to International Management	4.0	
TOTAL MAJOR CORE CREDIT HOURS				20.0
OR				
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS				
MAR	2323	Advertising	4.0	
MAR	2141	Introduction to International Marketing	4.0	
MAR	2721	Marketing on the Internet	4.0	
MAR	2305	Customer Relations and Servicing	4.0	
SBM	2000	Small Business Management	4.0	
TOTAL MAJOR CORE CREDIT HOURS				20.0
GENERAL EDUCATION REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications	4.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
SLS	1505	Basic Critical Thinking	2.0	
TOTAL QUARTER CREDIT HOURS				30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0



Business

Associate of Science Degree program
San Bernardino, Reseda, and Los Angeles campuses
24 months – 96 credit units

V 2

The **Associate of Science in Business** program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration: The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Management: The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry, and government. Graduates of this program will be prepared for entry to mid-level supervisory and management positions in business, industry, and government.

Marketing: The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government. The graduate of this program will be prepared for entry- to mid-level marketing positions in business, industry, and government.

International Business: International business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce. The graduate of this program will be prepared for entry-level and middle-management positions in companies involved in international business.

COURSE CODE		COURSE	Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills	2.0
Choose 4 credits from the following list:			
OST	1141L	Keyboarding	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
CGS	2501	Applied Word Processing	4.0
CGS	2510C	Applied Spreadsheets	4.0
MTB	1103	Business Math	4.0
TOTAL COLLEGE CORE CREDIT HOURS			14.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
MANP	2501	Senior Capstone Experience- AS	4.0
Select one of the following 4 concentrations:			
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
FIN	1103	Introduction to Finance	4.0
MAR	2305	Customer Relations and Servicing	4.0
Choose 2 of the following courses:			
MAN	2727	Strategic Planning for Business	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
SBM	2000	Small Business Management	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
TOTAL MAJOR CORE CREDIT HOURS			48.0
OR			
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Introduction to Finance	4.0
SBM	2000	Small Business Management	4.0
MAN	2604	Introduction to International Management	4.0
TOTAL MAJOR CORE CREDIT HOURS			48.0

OR			
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2323	Advertising	4.0
MAR	2141	Introduction to International Marketing	4.0
MAR	2721	Marketing on the Internet	4.0
SBM	2000	Small Business Management	4.0
TOTAL MAJOR CORE CREDIT HOURS			48.0
OR			
INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2141	Introduction to International Marketing	4.0
MAN	2604	Introduction to International Management	4.0
GEB	2353	Introduction Competitiveness	4.0
BUL	2261	International Business Law	4.0
TOTAL MAJOR CORE CREDIT HOURS			48.0
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2016	Oral Communications*	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
General Education Requirements			
Must include at least one course from each of the following subject areas: communications/Humanities, Math/Science, Social Science.			
TOTAL QUARTER CREDIT HOURS			26.0
APPROVED ELECTIVE REQUIREMENT			8.0
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.			
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0
*Totally Online students take SPCP2300 Fundamentals of Interpersonal Communication			



Criminal Justice
Associate of Science Degree program

Anaheim, City of Industry, Ontario Metro, Reseda, San Bernardino, and West Los Angeles campuses
 24 months – 96 credit units

V1

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

Course Code		Course Title	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
CGS	2167C	Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS			10.0
MAJOR CORE REQUIREMENTS			
BUL	2131	Applied Business Law	4.0
CCJ	1017	Criminology	4.0
CCJ	1024	Introduction to Criminal Justice	4.0
CJL	2130	Criminal Evidence	4.0
CJL	2134	Criminal Procedure and the Constitution	4.0
CCJ	1610	Criminal Investigations	4.0
CCJ	2358	Criminal Justice Communications	4.0
CCJ	2306	Introduction to Corrections	4.0
CJD	2250	Introduction to Interviews and Interrogations	4.0
DSC	2002	Introduction to Terrorism	4.0
TOTAL QUARTER CREDIT HOURS			40.0
The students will take 12.0 credits from following courses:			
CJE	2100	Policing in America	4.0
CCJ	2288	Spanish for the Criminal Justice Professional	4.0
CCJ	2679	Introduction to Victims Advocacy	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0
CJE	2670	Introduction to Forensics	4.0
CCJ	1910	Career Choices in Criminal Justice	4.0
TOTAL QUARTER CREDIT HOURS			12.0
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2016	Oral Communications	4.0
SYG	2000	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
TOTAL QUARTER CREDIT HOURS			34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0



This is an eight quarter program which includes both general education and nursing courses and leads to an associate degree in nursing. Students seeking admission to this program typically have no previous academic nursing background. In this program students gain proficiency through both class (theory), skills lab and clinical experiences in a variety of settings.

The Nursing Faculty are dedicated to preparing outstanding professional nurses committed to excellence and innovation in the delivery and management of evidence-based health care through creative, collaborative and culturally focused educational programs.

The Nursing Faculty's educational effort is directed to providing high quality student-centered programs of instruction which prepare superb professional nurses to meet basic health care needs while maintaining full regulatory compliance with State Board of Nursing and Accreditation agencies.

This Nursing Faculty also seek to develop and transmit knowledge regarding nursing practice and health, illness and healing through dynamic programs of nursing education and practice.

Philosophy and Purpose: The philosophy and purpose of the Associate Degree Program in Nursing is based on the belief that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony between their physiological, psychological, social-cultural, and spiritual states. Responsibility for health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, social, or financial status.

Society has the responsibility to its members both individually and collectively to provide an environment that fosters health promotion, attainment, maintenance, and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic, and cultural state of the individual.

Nursing is both an art and science and nurses provide nursing care within their scope of practice. It is a unique profession that deals with all of the dynamics affecting individuals and views the individual as a holistic being (Bio-psycho-social-spiritual). Nurses collaborate with other members of the health care team to encourage individuals to participate in their care. The foundation of nursing practice is the nursing process, which the nurse uses to assist individuals and families to attain mutually agreed upon goals.

Associate degree nurses provide care within their scope of practice. The nursing process is used for assessing, diagnosing, planning, implementing, and evaluating of health care services and care of the individual. Since the delivery of health care is dynamic, the registered nurse evaluates individuals based on their goal achievement, need for reassessment and refocus of priorities with the ultimate end of setting new goals. Care is given within a sound legal and ethical framework.

The Associate Degree nurse is expected to develop necessary skills for collaboration with members of the health care team including the client, family and/or significant others.

Teaching-Learning Process: Learning is a continuous, active, lifelong process. Learning progresses sequentially from simple to complex and results in behavioral changes in cognitive, psychomotor, and affective domains. Nurses seek educational resources that provide opportunities for learning experiences that maintain and enhance knowledge and skills, as well as those that foster continued competence, nursing practice and increased professional growth.

The teaching-learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process the teacher is a facilitator, coach, counselor, and resource person. Furthermore, the teacher and student share the responsibility of building an atmosphere that fosters a learning community that promotes intellectual curiosity, critical and analytical thought, and individual creativity. To that end, the faculty uses a variety of teaching techniques to accommodate students from diverse backgrounds and experiences.

Therefore, nursing education is both a system and a process. Students bring with them a broad range of experiences as well as their ability to respond to and adapt to ongoing inputs and expected behavioral changes. These inputs awaken students to their ability to deliver nursing care. The Nursing Faculty are committed to facilitating this process through their monitoring the teaching-learning environment to ensure optimal experiences and evaluating the students and program to achieve the outcome of safe and effective practitioners of nursing.

Based on the philosophy the Nursing Faculty has selected the following concepts in which the nursing program is structured.

Nursing Process -- Nursing Process is integral to nursing practice. The five steps of the nursing process assessment, diagnosing, planning, implementation and evaluation provide the framework for delivery of client care and is the structure for course content in the nursing program.

Critical Thinking -- The process of purposeful, self-regulatory judgment. This process gives reasoned consideration to contexts, evidence, conceptualizations, methods and criteria. Critical thinking, in conjunction with the nursing process is the basis for clinical decision making.

Communication -- Communication is a dynamic, interactive process which encompasses the teaching/learning process. It is essential in collaborating with members of the healthcare team to meet the needs of clients. Effective oral, written and non-verbal communication skills are integral to apply the nursing process, to impart health promotion practices, and to teach clients. Teaching and learning techniques are incorporated throughout the program. Nursing students use therapeutic communication techniques with clients, families and groups to further self-care.

Health Promotion -- Activity by the learner that facilitates optimal health states for individuals, families and communities that sustain or increase wellness.

Professional Role – The Associate Degree Nurse is a provider of care, manager of care and member of the discipline of nursing. The nurse adheres to ethical and legal standards of the nursing profession and applies knowledge of the biopsychosocial and scientific principles when providing competent care. The nurse collaborates with and delegates to others to manage care of groups of individuals and families in a variety of healthcare settings.

In this Associate Degree Nursing program, utilizing the conceptual framework which is based on the 5 concepts, the student is introduced to the care of individuals with special and more complex needs throughout the life span. This program will prepare the nursing student to assume the role of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. Emphasis will be on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management of the different types of organizations delivering health care and outcomes management. A graduate of this nursing program will be prepared to assume the role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients. At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse.

Course Number	Course Title	Lecture Contact Hrs	Clinical/Lab Contact Hrs	Total Contact Hrs	Quarter Credit Hrs
GENERAL EDUCATION I					
BIOL 1085C	Anatomy & Physiology I	40	40	80	6.00
SLS 1105	Strategies for Success	40	0	40	4.00
ENC 1101	English Composition I	40	0	40	4.00
HUN 1001	Nutrition	20	0	20	2.0
Total Hours		140	0/40	180	16
GENERAL EDUCATION II					
BIOL 1086C	Anatomy & Physiology II	40	40	80	6.00
CGS 2167C	Computer Applications	30	20	50	4.00
MCB 2010C	Microbiology	40	40	80	6.00
Total Hours		110	0/100	210	16
LEVEL I NURSING					
MAT 1033	College Algebra	40	0	40	4.00
NSG 1010	Fundamentals of Nursing	30	0	30	3.00
NSG 1015	Fundamentals of Nursing Clinical	0	58/32	90	3.00
ENC 1102	English Composition II	40	0	40	4.00
MEA 1006C	Therapeutic Communications	20	0	20	2.00
Total Hours		130	58/32	220	16
LEVEL I NURSING (cont.)					
NSG 1026	Nursing Pharmacology	30	0	30	3.00
NSG 1020	Nsg Care of Adult Client I	40	0	40	4.00
NSG 1025	Nsg Care of Adult Client I Clin.	0	100/20	120	4.00
SYG 2000	Sociology	40	0	40	4.00
Total Hours		110	100/20	230	15
LEVEL II NURSING					
PSY 2012	General Psychology	40	0	40	4.00
NSG 1030	Maternal Child Nursing	40	0	40	4.00
NSG 1035	Maternal Child Nursing Clinical	0	104/16	120	4.00
Total Hours		80	104/16	200	12
LEVEL II NURSING (cont.)					
NSG 2010	Mental Health Nursing	30	0	30	3.00
NSG 2015	Mental Health Nursing Clinical	0	82/8	90	3.00
NSG 2020	Contemp. Nsg in Comm. Settings	30	0	30	3.00
NSG 2025	Contemp. Nsg in Comm. Settings Clin.	0	82/8	90	3.00
Total Hours		60	164/16	240	12
LEVEL III NURSING					
AML 2000	American Literature	40	0	40	4.00
NSG 2030	Nsg Care of Adult Client II	40	0	40	4.00

NSG 2035	Nsg Care of Adult Client II Clin.	0	104/16	120	4.00
Total Hours		80	104/16	200	12
LEVEL III NURSING (cont.)					
NSG 2040	Advanced Nursing Care	40	0	40	4.00
NSG 2045	Advanced Nursing Care Clinical	0	104/16	120	4.00
NSG 2050	Nursing Leadership & Mgmt.	30	0	30	3.00
NSG 2055	Nsg Leadership & Mgmt. Clinical	0	82/8	90	3.00
NSG 2065	Nursing Seminar	20	0	20	2.00
Total Hours		90	186/24	300	16
TOTAL PROGRAM HOURS		800	716/264	1780	115

QUARTER I

BIOL 1085C: Anatomy and Physiology I

Course Description: This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0. Pre-Requisites: None Co-Requisites: SLS 1105, ENC 1101, HUN 1001

SLS 1105: Strategies for Success

Course Description: This course is designed to equip students for transitions in their education and life. The course includes introduction to the College and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Theory Hrs: 40.0 Lab Hrs: 0.0 Other Hrs: 0.0. Pre-Requisites: None Co-Requisites: BIOL 1085C, ENC 1101, HUN 1001

ENC 1101: English Composition I

Course Description: This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, communication, unity, and coherence of central idea and supporting material. Theory Hrs: 40.0 Lab Hrs: 0.0 Other Hrs: 0.0 Pre-Requisites: None Co-Requisites: BIOL 1085C, SLS 1105, HUN 1001

HUN 1001: Basic Nutrition

Course Description: This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Lecture Hours: 20.0 Lab Hours: 00.0 Other Hours: 0.0 Pre-Requisites: None Co-Requisites: BIOL 1085C, SLS 1105, ENC 1101

QUARTER II

BIOL 1086C: Anatomy and Physiology II

Course Description: This course is a continuation of BIOL 1085c, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0. Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001 Co-Requisites: CGS 2167C, MCB 2010C

CGS 2167: Computer Applications

Course Description: This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Theory Hrs: 30.0 Lab Hrs: 20.0 Other Hrs: 0.0. Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001 Co-Requisites: BIOL 1086C, MCB 2010C

MCB 2010C: Microbiology

Course Description: This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lecture and lab experience. This includes the study of structure, classification, physiology, metabolism, microbial growth and immunity. Topics also include the study of viruses, bacterial pathogens and fungi. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0. Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001 Co-Requisites: BIOL 1086C, CGS 2167C

QUARTER III**MAT 1033: College Algebra**

Course Description: This course is the study of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations and emphasizes critical thinking and problem-solving skills. Theory Hrs: 40.0 Lab Hrs. 0.0 Other Hrs. 0.0. Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C Co-Requisites: NSG 1010, NSG 1015, ENC 1102, MEA 1006C

NSG 1010: Fundamentals of Nursing

Course Description: This course is designed to introduce the student to the art and science of nursing. The focus will be on the development of a beginning understanding of the nursing process, fundamental nursing skills essential to the provision of professional nursing care. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built. Students will learn about care of the adult/geriatric population. Theory Hrs: 30.0 Lab Hrs. 0.0 Other Hrs. 0.0. Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C Co-Requisites: MAT 1033, NSG 1015, ENC 1102, MEA 1006C

NSG 1015: Fundamentals of Nursing Clinical

Course Description: The clinical portion of the course integrates the theory in both on-campus labs and practice caring for the adult/geriatric client in various health care agencies/settings. Theory Hrs: 0.0 Clinical Hrs. 58.0 Lab Hrs. 32.0. Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C Co-Requisites: MAT 1033, NSG 1010, ENC 1102, MEA 1006C

ENC 1102: English Composition II

Course Description: This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs.0.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C Co-Requisites: MAT 1033, NSG 1010, NSG 1015, MEA 1006C

MEA 1006: Therapeutic Communications

Course Description: This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, clients, family members and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Theory Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0. Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C Co-Requisites: MAT 1033, NSG 1010, NSG 1015, ENC 1102

Quarter IV**NSG 1026: Nursing Pharmacology**

Course Description: This course is designed to provide nursing students with a knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problem, modifiers of the predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and do commonly occur, and application of the nursing process in drug therapy. Theory Hrs: 30.0 Lab Hrs. 0.0 Other Hrs. 0.0. Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C Co-Requisites: NSG 1020, NSG 1025, SYG 2000

NSG 1020: Nursing Care of the Adult Client I

Course Description: This course addresses the standards of practice for adult/geriatric clients requiring less complex nursing care and focuses on the use of the nursing process in assisting adult/geriatric clients to adapt to their ever-changing health needs. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C Co-Requisites: NSG 1026, NSG 1025, SYG 2000

NSG 1025: Nursing Care of the Adult Client I Clinical

Course Description: The clinical portion of the Nursing Care of the Adult Client I course integrates application of the theory learned to use in a variety of settings when caring for the adult/geriatric client with consultation and availability of multiple health care resources. Theory Hrs: 0.0 Lab Hrs. 20.0 Clinical Hrs. 100.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C Co-Requisites: NSG 1026, NSG 1020, SYG 2000

SYG 2000: Sociology

Course Description: The study of cultural heritage, of the cultural influence of human nature and personality and of social interaction is covered in this course. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 000 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C Co-Requisites: NSG 1026, NSG 1020, NSG 1025

QUARTER V**PSY 2012: General Psychology**

Course Description: This course is designed to provide students with an understanding of the general principles and theories underlying modern psychology. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000 Co-Requisites: NSG 1030, NSG 1035

NSG 1030: Maternal and Child Nursing

Course Description: This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development and the family are integrated. Theory Hrs: 40.0 Lab Hrs. 0.0 Other Hrs. 0.0. Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000 Co-Requisites: PSY 2012, NSG 1035

<p>NSG 1035: Maternal and Child Nursing Clinical Course Description: The clinical portion of the Maternal and Child course integrates the theory in providing care with obstetric and pediatric clients in acute care agencies, community health agencies, schools and in simulated experiences in the nursing computer and skills lab. Theory Hrs. 0.0 Lab Hrs. 16.0 Clinical Hrs. 104.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000 Co-Requisites: PSY 2012, NSG 1030</p>
QUARTER VI
<p>NSG 2010: Mental Health Nursing Course Description: This course is a study of the nurse's role in caring for clients experiencing alterations in mental health and those experiencing mental illness throughout the life span. Theory Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035 Co-Requisites: NSG 2015, NSG 2020, NSG 2025</p>
<p>NSG 2015: Mental Health Nursing Clinical Course Description: The clinical portion of the Mental Health Nursing course applies the theory learned in class to clinical experience in various mental health agencies. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. Theory Hrs. 0.0 Lab Hrs. 8.0 Clinical Hrs. 82.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035 Co-Requisites: NSG 2010, NSG 2020, NSG 2025</p>
<p>NSG 2020: Contemporary Nursing in Community Settings Course Description: This course focuses on the nursing role in the community with the emphasis on concepts and theories related to Community Health Nursing. Special consideration is given to the community as a client with emphasis on health promotion and disease prevention. Theory Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035 Co-Requisites: NSG 2010, NSG 2015, NSG 2025</p>
<p>NSG 2025: Contemporary Nursing in Community Clinical Course Description: This clinical portion of the Contemporary Nursing in Community Settings course integrates the theory learned and applies it in various community settings. The focus is on nursing care for clients in alternative settings within the community and throughout the lifespan. Theory Hrs. 0.0 Lab Hrs. 8.0 Clinical Hrs. 82.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035 Co-Requisites: NSG 2010, NSG 2015, NSG 2020</p>
Quarter VII
<p>AML 2000: American Literature Course Description: This course concentrates on the major writers of Modern American literature. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025 Co-Requisites: NSG 2030, NSG 2035</p>
<p>NSG 2030: Nursing Care of the Adult Client II Course Description: This course builds on the course content of NSG 1020 and focuses on the nursing care of adults/geriatric clients with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025 Co-Requisites: AML 2000, NSG 2035</p>
<p>NSG 2035: Nursing Care of the Adult Client II Clinical Course Description: The clinical portion of Care of the Adult Client II integrates the theory learned in caring for the adult/geriatric client and applies it to multiple clinical situations. Theory Hrs. 0.0 Lab Hrs. 16.0 Clinical Hrs. 104.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025 Co-Requisites: AML 2000, NSG 2030</p>
QUARTER VIII
<p>NSG 2040: Advanced Nursing Care Course Description: This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with clinical practice. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025, AML 2000, NSG 2030, NSG 2035 Co-Requisites: NSG 2045, NSG 2050, NSG 2055, NSG 2065</p>
<p>NSG 2045: Advanced Nursing Care Clinical Course Description: The clinical portion of the course applies the theory learned in Advanced Nursing Care by focusing on providing complex care to clients in multiple specialty clinical sites/areas. Theory Hrs. 0.0 Lab Hrs. 16.0 Clinical Hrs. 104.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025, AML 2000, NSG 2030, NSG 2035 Co-Requisites: NSG 2040, NSG 2050, NSG 2055, NSG 2065</p>

NSG 2050: Nursing Leadership and Management

Course Description: This course is designed to develop leadership skills for Associate Degree Nursing students that are necessary to manage clients, families and other members of the health care team. The scope of practice of various licensed and unlicensed caregivers are explored, communication skills, leadership, delegation and time and resource management are also included in the curriculum. Theory Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025, AML 2000, NSG 2030, NSG 2035 Co-Requisites: NSG 2040, NSG 2045, NSG 2055, NSG 2065

NSG 2055: Nursing Leadership and Management Clinical

Course Description: The clinical portion of the Nursing Leadership and Management course integrates the theoretical aspects of the course in a variety of settings. Students will identify traits and qualities in nurse managers/leaders and obtain experiences that will assist in molding the student for future management/leadership opportunities. Because of the growing importance of long term care, students will be encouraged to seek experiences in these settings as well. Theory Hrs. 0.0 Lab Hrs. 8.0 Clinical Hrs. 82.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025, AML 2000, NSG 2030, NSG 2035 Co-Requisites: NSG 2040, NSG 2045, NSG 2050, NSG 2065

NSG 2065: Nursing Seminar

Course Description: Focus of this course is to review materials, theory and clinical, to prepare the student to taking the NCLEX-RN licensure examination and for the student's future role as a professional nurse. Students will participate in case studies, clinical scenarios and practice in the nursing skills lab. Theory Hrs. 10.0 Lab Hrs. 0.0 Other Hrs. 0.0 Pre-Requisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025, AML 2000, NSG 2030, NSG 2035 Co-Requisites: NSG 2040, NSG 2045, NSG 2050, NSG 2055



Paralegal

Associate of Science Degree program

Anaheim, City of Industry, Ontario Metro, and West LA campuses
24 months – 96 credit units

V1

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Code		Course Title	Associates Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
OST	2725	Applied Word Processing	4.0	
TOTAL QUARTER CREDIT HOURS				14.0
MAJOR CORE REQUIREMENTS				
PLA	1003	Introduction to Paralegal	4.0	
PLA	2363	Criminal Procedure and the Constitution	4.0	
PLA	1105	Legal Research and Writing I	4.0	
PLA	2106	Legal Research and Writing II	4.0	
PLA	2273	Torts	4.0	
PLA	2423	Contract Law	4.0	
PLA	2600	Wills, Trusts, and Probate	4.0	
PLA	2800	Family Law	4.0	
PLA	2763	Law Office Management	4.0	
PLA	2203	Civil Procedure	4.0	
TOTAL QUARTER CREDIT HOURS				40.0
Students will take 8.0 credits from the following list:				
PLA	2460	Bankruptcy	4.0	
PLA	2930	Contemporary Issues and Law	4.0	
PLA	2433	Business Organizations	4.0	
PLA	2483	Introduction to Administrative Law	4.0	
PLA	2610	Real Estate Law	4.0	
PLA	2631	Environmental Law	4.0	
TOTAL QUARTER CREDIT HOURS				8.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
TOTAL QUARTER CREDIT HOURS				34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

BACHELOR OF SCIENCE DEGREE PROGRAMS



Applied Management

Bachelor of Science Degree program

Ontario Metro campus

48 months – 192 credit units

V1

The Bachelor of Applied Management integrates the technical knowledge gained through a diploma program or applied science degree with coursework designed to prepare the student for leadership roles in their chosen field. The curriculum emphasizes the critical thinking and analytical skills necessary to solve problems in today's complex work environment. The program is open to those who have earned an approved certificate, diploma, AS, or AAS degree in a field of applied science.

Course Code	Course Name	Bachelors Degree Quarter Credit Hours	
College Core			
CGS 2167C	Computer Applications	4.0	
MAN 2031	Let's Talk Business	2.0	
	Total College Core		6.0
Major Core			
MAN 2021	Principles of Management	4.0	
FIN 1103	Introduction to Finance	4.0	
MAR 1011	Introduction to Marketing	4.0	
SBM 2000	Small Business Management	4.0	
MAN 3344	Principles of Supervision	4.0	
MAN 3554	Workplace Continuity & Contingency Planning	4.0	
MAN 3100	Human Relations in Management	4.0	
ACG 3073	Accounting for Managers	4.0	
MAN 4701	Business Ethics	4.0	
MAN 4302	Management of Human Resources	4.0	
MAR 3310	Public Relations	4.0	
MAN 4734	Contemporary Management	4.0	
MANP 4501	Applied Management Senior Capstone Experience	4.0	
	Additional Major Core**	40.0	
	Total Major Core:		92.0
GENERAL EDUCATION			
SLSP 3130	Principles and Applications of Adult Learning	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications*	4.0	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
	General Education Electives	24.0	
Must include at least one course from each of the following subject areas:			
	Communications/Humanities		
	Math/Science		
	Social Science		
	TOTAL GENERAL EDUCATION CREDIT HOURS:		54.0
ELECTIVE REQUIREMENT**		40.0	40.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:			192.0

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

Communications/Humanities
may include ENC 3211, AML 2000

- Social Sciences

may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028

- Mathematics and Science
may include: STA 3014

****Additional Major Core:** Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 40 transferable major core credits will be required to select additional courses from the business and management areas.

In the event that a student transfers more than 40 major core credits, the Elective requirement may be reduced by an equivalent number of major core credits above the 40 credit requirement. For example, a student who transfers 50 major core credits may have his/her Elective requirement reduced by 10 credits.

Upper Division Requirement: Students must complete a minimum of 60 quarter credit hours in upper division coursework. The major core requires 36 credits of upper division, thus the remainder may come from the General Education and Elective areas. Upon admittance to the program, the student will work with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.



Business

Bachelor of Science Degree program

Ontario Metro campus

48 months – 192 credit units

V1

The Bachelor of Science in Business programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration:

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management. The Bachelor of Science in Business with Business Administration concentration offers additional coursework in finance and investments, management, strategic planning, and other advanced topics that will prepare the graduate of this program for entry to mid-level positions in business, industry, and government.

Management:

The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry and government. The Bachelor of Science in Business with Management concentration offers advanced coursework in management and related topics, helping to develop the diversity of knowledge and skills necessary to attain success in the business management field. Graduates of this program will be prepared for entry to mid-level supervisory and management positions in business, industry, and government.

Marketing:

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government. The Bachelor of Science in Business with Marketing Concentration offers additional studies in such areas as marketing research, consumer behavior, promotional strategies and international marketing. The graduate of this program will be prepared for entry- to mid-level marketing positions in business, industry, and government.

International Business:

International business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce. The Bachelor of Science Degree in Business with concentration in International Business provides students with business tools for understanding and dealing in foreign markets. The graduate of this program will be prepared for entry-level and middle management positions in companies involved in international business.

Course Number		Course Name	Bachelors Degree Quarter Credit Hrs	
College Core Requirements				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
Bachelor's students choose 10 units from below:				
OST	1141L	Keyboarding	2.0	
MAN	2031	Let's Talk Business	2.0	
OST	2335	Business Communications	4.0	
LIS	2004	Introduction to Internet Research	2.0	
OST	2725	Applied Word Processing	4.0	
CGS	2510C	Applied Spreadsheets	4.0	
MTB	1505	Business Math	4.0	
Total Quarter Credit Hours:				20.0
Major Core Requirements – All Concentrations				
MAN	1030	Introduction to Business Enterprise	4.0	
MAN	2021	Principles of Management	4.0	
BUL	2131	Applied Business Law	4.0	
MAN	2300	Introduction to Human Resources	4.0	
MAR	1011	Introduction to Marketing	4.0	
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
Upper Division Major Core Requirements: All Concentrations				
SLS	1392	Workplace Relationships	2.0	
MAN	3554	Workplace Continuity & Contingency Planning	4.0	
Additional Major Core Requirements: Business Administration Concentration				
FIN	1103	Introduction to Finance	4.0	
MAN	2727	Strategic Planning for Business	4.0	
MAR	2305	Customer Relations and Servicing	4.0	
Choose 2 of the following courses:				
ACG	2178	Financial Statement Analysis	4.0	

ACG	2021	Introduction to Corporate Accounting	4.0	
SBM	2000	Small Business Management	4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0	
Upper Division Business Administration Major Core				
FIN	3006	Principles of Finance	4.0	
FIN	3501	Investments	4.0	
MAR	3310	Public Relations	4.0	
MAN	3344	Principles of Supervision	4.0	
MAN	4701	Business Ethics	4.0	
MAN	4764	Business Policy and Strategy	4.0	
MAN	4734	Contemporary Management	4.0	
GEB	4361	Management of International Business	4.0	
MAN	3100	Human Relations in Management	4.0	
Total Major Core Quarter Credit Hours:				90.0
Additional Major Core Requirements: Management Concentration				
MAR	2305	Customer Relations and Servicing	4.0	
FIN	1103	Introduction to Finance	4.0	
SBM	2000	Small Business Management	4.0	
MAN	1733	Management Today	4.0	
MAN	2604	Introduction to International Management	4.0	
Upper Division Management Major Core				
MAN	3100	Human Relations in Management	4.0	
MAN	3344	Principles of Supervision	4.0	
ACG	3073	Accounting for Managers	4.0	
MAN	4701	Business Ethics	4.0	
MAN	4302	Management of Human Resources	4.0	
MAN	4400	Labor Relations and Collective Bargaining	4.0	
MAN	4764	Business Policy and Strategy	4.0	
MAN	4734	Contemporary Management	4.0	
MAR	3503	Consumer Behavior	4.0	
Total Major Core Quarter Credit Hours:				90.0
Additional Major Core Requirements: Marketing Concentration				
MAR	2323	Advertising	4.0	
MAR	2141	Introduction to International Marketing	4.0	
MAR	2721	Marketing on the Internet	4.0	
MAR	2305	Customer Relations and Servicing	4.0	
SBM	2000	Small Business Management	4.0	
Upper Division Marketing Major Core				
MAR	3310	Public Relations	4.0	
MAR	3400	Salesmanship	4.0	
MAR	3503	Consumer Behavior	4.0	
MAR	4333	Promotional Policies and Strategy	4.0	
MAR	4613	Marketing Research	4.0	
MAR	4804	Marketing Administration	4.0	
MAR	3142	Global Marketing	4.0	
MAR	3231	Retailing	4.0	
MAR	4200	Marketing Channels and Distribution	4.0	
Total Major Core Quarter Credit Hours:				90.0
Additional Major Core Requirements: International Business Concentration				
MAR	2141	Introduction to International Marketing	4.0	
MAR	2721	Marketing on the Internet	4.0	
MAN	2604	Introduction to International Management	4.0	
GEB	2353	International Competitiveness	4.0	
BUL	2261	International Business Law	4.0	
Upper Division International Business Major Core				
FIN	3006	Principles of Finance	4.0	
FIN	4602	International Business and Finance	4.0	
GEB	4351	Import/Export Management	4.0	
GEB	4352	International and Comparative Industrial Relations	4.0	
GEB	4361	Management of International Business	4.0	
MAR	3503	Consumer Behavior	4.0	
MAR	3142	Global Marketing	4.0	
MAR	4156	International Marketing Analysis	4.0	
MAR	3310	Public Relations	4.0	
Total Major Core Quarter Credit Hours:				90.0

General Education Requirements			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2016	Oral Communications*	4.0
AML	2000	Introduction to American Literature	4.0
AMH	2030	20 th Century American History	4.0
STA	3014	Statistics	4.0
ECO	3007	Macroeconomics	4.0
ECO	3028	Microeconomics	4.0
SOP	4005	Social Psychology	4.0
CPO	4004	Global Politics	4.0
SYG	2000	Principles of Sociology	4.0
ENC	3211	Report Writing	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
		Total Quarter Credit Hours:	62.0
Approved Elective Requirement			
To be selected in consultation with the Academic Advisor, Registrar,			
or Academic Dean to achieve a balanced education program in keeping			
with the personal objectives and career ambitions of the student. A minimum			
of 8.0 units must be selected from general business courses.			
			20.0
		Total Quarter Credit Hours:	20.0
		Total Quarter Credit Hours Required for Graduation:	192.0

*Online students take SPCP2300 Fundamentals of Interpersonal Communication



Criminal Justice (Optional Concentration in Criminal Investigation or Homeland Security)
Bachelor of Science Degree program
 Ontario Metro campus
 48 months – 192 credit units

V 2

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The program is offered for students who have 36 or more transferable quarter (24 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with Junior standing and can complete the bachelors with an additional 96 credits. Students also have the option to pursue a concentration in Criminal Investigations or Homeland Security. See next section for details. The Criminal Justice program is not a training program for law enforcement officers.

Course Number	Course Name	Bachelor's Degree Quarter Credit Hours	
MAJOR CORE			
CCJ 1024	Introduction to Criminal Justice	4.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 1610	Criminal Investigations	4.0	
CJL 2130	Criminal Evidence	4.0	
CCJ 2306	Introduction to Corrections	4.0	
CJD 2250	Introduction to Interviews and Interrogation	4.0	
DSC 2002	Introduction to Terrorism	4.0	
CCJ 2358	Criminal Justice Communications	4.0	
CCJ 3450	Criminal Justice Management	4.0	
CCJ 4656	Gang Activity and Drug Ops	4.0	
CCJ 3334	Alternatives to Incarceration	4.0	
DSC 3214	Catastrophic Event Response Planning	4.0	
CJE 4668	Computer Crime	4.0	
CJL 3215	Concepts of Criminal Law	4.0	
CCJP4400	Criminal Justice Senior Capstone Experience	4.0	
CCJ 3675	Women, Crime, and Criminal Justice	4.0	
CCJ 3666	Victimology	4.0	
CCJ 4054	Criminal Justice Ethics and Liability	4.0	
CCJ 4129	Cultural Diversity for the Criminal Justice Professional	4.0	
CCJ 4127*	Criminal Justice in the Community - OR -	4.0	
CCJP 4550	Criminal Justice Externship	4.0	
INVP3100	Theoretical Aspects of Conspiracy Investigations	4.0	
INVP3500	Private Investigation I	4.0	
INVP3300	Methodology of Economic Crimes	4.0	
	TOTAL MAJOR CORE CREDIT HOURS:		92.0
GENERAL EDUCATION			
SLSP3130	Principles and Applications of Adult Learning	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications	4.0	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
	General Education Electives*	24.0	
Must include at least one course from each of the following subject areas:			
	Communications/Humanities		
	Math/Science		
	Social Science		
	TOTAL GENERAL EDUCATION CREDIT HOURS:		54.0
	APPROVED ELECTIVE REQUIREMENT	46.0	46.0
	TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:		192.0
*Online students must take CCJ 4127 and are not eligible for CJ Externship			

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of SLSP 3130 --Principles and Applications of Adult Learning. Students successfully completing the remaining 96 credits in the program will fulfill all course requirements for the Bachelors degree.

All other students admitted to program: must complete the degree requirements as described below.

Credits requirements for degree: students must complete a minimum of 192 credits in the major core, general education, and elective categories.

***General Education Requirements:** In addition to the courses specified in the general education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
 - may include ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
 - may include: STA 3014

Elective Requirements: Students may fulfill the balance of the credit requirements for the degree by taking up to 46 credits in the electives category.

*To include a minimum of 54 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories.

Concentration in Investigations

Students completing the following courses as part of the degree will receive a concentration in Criminal Investigations. These courses may be taken to fulfill a portion of the elective requirement. These courses may be available only online.

CJE 2678	Crime Scene Dynamics I	4.0	
CJE 2679	Crime Scene Dynamics II	4.0	
CJE 2673	Graphics and Documentation I	4.0	
CJE 2602	Graphics and Documentation II	4.0	
CJE 2690	Technology Crimes I	4.0	
CJE 2691	Technology Crimes II	4.0	
CJE 2676	Biological Evidence I	4.0	
TOTAL			28.0

Concentration in Homeland Security

Students completing the following courses as part of the degree will receive a concentration in Homeland Security. These courses may be taken to fulfill a portion of the elective requirement. These courses may be available only online.

CJL 1110	Civil & Criminal Justice	4.0	
DSC 1030	Tactical Communications	4.0	
DSC 1011	Domestic & International Terrorism I	4.0	
SCC 1102	Business & Ethics for Security Specialists	4.0	
DSC 2210	Emergency Planning & Security Measures I	4.0	
DSC 2008	Security: Principles, Planning & Procedures I	4.0	
DSC 2812	Information Technology Security I	4.0	
	Total		28.0

Master of Science in Criminal Justice Bridge Program

Participation in the Bridge Program will only be available to students through online delivery. Through the Bridge Program students are able to apply master’s level courses taken on-line from Florida Metropolitan University to fulfill part of the bachelor degree program requirements. Upon completion of their bachelor degree, students are eligible to apply for enrollment in the online Master’s degree program offered by Florida Metropolitan University and request transfer credit for the courses taken at this campus as part of the Bridge Program. The campus Department Chair will provide the students with the information for enrollment.

The Criminal Justice Department offers eligible students the opportunity to accelerate the completion of both a Bachelor of Science in Criminal Justice and a Masters of Science in Criminal Justice. The Bridge Program is designed to improve access to graduate education and is intended to decrease the repetition of material learned in the undergraduate program. It provides students the opportunity to take graduate level coursework while pursuing the baccalaureate degree. Up to twelve graduate credits may be used toward the completion of the undergraduate degree.

Students with a CGPA of 3.0 or better are eligible to apply to this program in their junior year. Qualified students in the program may take masters level courses during their senior undergraduate year. Students may apply by submitting a written request to their Department Chair. The approval of the campus Dean is required.

An articulation of course equivalents ensures that prerequisite requirements are met. Students are assigned faculty advisors to facilitate entrance into the program. Upon completion of the baccalaureate degree and successful completion of the Bridge Program, students may be granted advanced placement within the Masters of Science Program.

Bridge Program - Replace following BS coursework with related MS Coursework

CJ BS Core			
CCJ 3666	Victimology	4	
CCJ 4054	Criminal Justice Ethics and Liability	4	
CCJ 3675	Women, Crime, and Criminal Justice	4	
MS Bridge Courses			
CCJ 5665	Victimology	4	
CCJ 5489	Ethics in Criminal Justice	4	
CJC 5672	Women, Crime, and Criminal Justice	4	

COURSE DESCRIPTIONS FOR QUARTER-BASED PROGRAMS

COURSE NUMBERING SYSTEM

Everest College uses the following course numbering system:

- 0000-0099 Preparatory courses
- 1000-2999 Lower division (first and second year) courses
- 3000-4999 Upper division (third and fourth year) courses
- 5000-6999 Graduate-level courses (open to graduate or post-Bachelor students only)

Students enrolled in Associate's degree programs primarily take courses in the lower division, although they are not restricted from taking upper division courses in order to fulfill program course requirements or elective course requirements, provided prerequisites, if any, are satisfied.

ACG 2021 Introduction to Corporate Accounting	4.0 Quarter Credit Units
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
ACG 2178 Financial Statement Analysis	4.0 Quarter Credit Units
The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
ACG 2551 Non-Profit Accounting	4.0 Quarter Credit Hours
In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 3073 Accounting for Managers	4.0 Quarter Credit Hours
This course teaches the student how to use and interpret accounting information in day to day to day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies. Prerequisite: APA 2161. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACO 1806 Payroll Accounting	4.0 Quarter Credit Hours
This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
AMH 2030 20th Century American History	4.0 Quarter Credit Units
A survey of the events of the modern era of American history. This course begins with the Spanish American War, the watershed of the 20 th Century, and covers the political, social, and diplomatic developments including the populist movement, World War I, The Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000.	
AML 2000 Introduction to American Literature	4.0 Quarter Credit Units
This course concentrates on the major writers of Modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA 2111 Principles of Accounting I	4.0 Quarter Credit Units
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
APA 2121 Principles of Accounting II	4.0 Quarter Credit Units
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
APA 2141 Computerized Accounting	4.0 Quarter Credit Hours
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
APA 2161 Introductory Cost/Managerial Accounting	4.0 Quarter Credit Units
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
BT01A Information Processing I-A	3.0 Quarter Credit Units
Study of Windows 95, Microsoft Word 97 and WordPerfect with desktop publishing. 36 Hours.	
BT01B Information Processing I-B	3.0 Quarter Credit Units
Study of Microsoft Word on the Web and Microsoft Excel. 36 Hours	
BT02A Information Processing II-A	3.0 Quarter Credit Units
Study of Microsoft Access 97 and computer keyboarding including keypad. 36 Hours.	
BT02B Information Processing II-B	3.0 Quarter Credit Units
Study of Microsoft PowerPoint 97, Microsoft Outlook and the Internet. 36 Hours.	
BT03A Office Communications I-A	3.0 Quarter Credit Units
In this course students become familiar with the composition of business letters, memos and business messages. 36 Hours.	

BT03B Office Communications I-B In this course students become familiar with writing reports including the use of graphics and oral and non-verbal communications. 36 Hours.	3.0 Quarter Credit Units
BT04 Principles of Accounting This course will cover the principles and application of business accounting as well as medical office accounting. The federal and state income taxes will also be discussed. 72 Hours.	6.0 Quarter Credit Units
BT05 Advanced and Computerized Accounting This course introduce student with accounting application on the personal computer, information input, accounts receivable, payable, general ledger system and financial statements. Students will also become familiar with the CA Simply Accounting Software. 72 Hours.	6.0 Quarter Credit Units
BT06 Business Management Principles of Operating a Small Business, Management, Administrative Assisting Techniques, Business Forms and Documents, Principles of Filing and Record Keeping, Business Office Technologies. 72 Hours.	6.0 Quarter Credit Units
BT06A E-Commerce E-Commerce concentrates on tools many firms can use to achieve the same business goals and focuses on transactions between customers and corporations. 36 Hours.	3.0 Quarter Credit Units
BT10A Principles of Business, Laws, Occupational Safety Survey of business principles, problems, practices and procedures. This course will also discuss the laws and occupational safety issues. 36 Hours.	3.0 Quarter Credit Units
BUL 2131 Applied Business Law This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
BUL 2261 International Business Law This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. Prerequisites: None. Lecture Hrs: 40.Lab Hrs: 0. Other Hrs: 0.	4.0 Quarter Credit Units
CCJ 1017 Criminology The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
CCJ 1024 Introduction to Criminal Justice This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
CCJ 1610 Criminal Investigations Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
CCJ 1910 Career Choices in Criminal Justice This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
CCJ 2288 Spanish for the Criminal Justice Professional This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
CCJ 2306 Introduction to Corrections This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
CCJ 2358 Criminal Justice Communications This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
CCJ 2679 Introduction to Victims Advocacy This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
CCJ 2943 Current Issues in Criminal Justice This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Units
CCJ 3334 Alternatives to Incarceration This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
CCJ 3450 Criminal Justice Management An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours

CCJ 3666 Victimology	4.0 Quarter Credit Hours
This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of the victimization experience, victim treatment at the hands of the justice system, and reforms implemented to enhance the justice-system response to victimization. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 3675 Women, Crime, and Criminal Justice	4.0 Quarter Credit Hours
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. In addition, theories of female criminality and the general social forces influencing the treatment of women as offenders, victims, and justice system staff will be covered. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 4054 Criminal Justice Ethics and Liability	4.0 Quarter Credit Hours
The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence, which lead to liability, will be explored. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 4127 Criminal Justice in the Community	4.0 Quarter Credit Hours
This course explores the interrelationships and role expectations among the various administrations of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 4129 Cultural Diversity for Criminal Justice Professional	4.0 Quarter Credit Hours
This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 4656 Gang Activity and Drug Operations	4.0 Quarter Credit Hours
This course focuses on the establishment of gangs, organizational structure, behavior patterns, and recruitment of members. The course also examines the criminal justice response to gang-related problems, including violence and drug trafficking. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5665 Victimology	4.0 Quarter Credit Hours
Although most criminal justice courses are oriented around issues associated with the offender, this course will examine issues related to victimization. These topics include the historical role of victims in the formal and informal justice process, the nature and extent of modern criminal victimization, the victimization experience, victim participation in the justice system, and recent trends in transforming the role of the victim in the justice process. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJ 5672 Women, Crime and Criminal Justice	4.0 Quarter Credit Hours
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. Theories of female criminality and the social forces influencing the treatment of women as offenders and victims will be covered. The continuing emergence of women in justice-related occupations will also be discussed. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCH 5489 Ethics in Criminal Justice	4.0 Quarter Credit Hours
An overview of ethical theory, doctrines, and controversies in the field of criminal justice. Emphasis will be placed upon the dilemmas faced by criminal justice practitioners seeking to make appropriate ethical judgments and decisions. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJP 4400 Criminal Justice Senior Capstone Experience	4.0 Quarter Credit hours
The Senior Capstone course is designed to: (1) help seniors integrate the knowledge gained from their other required criminal justice courses, (2) assist them in developing analytical thinking skills through focusing on selected topics using a seminar approach, and (3) to support them in gaining a better understanding of the criminal justice profession and the role they may play in it. The capstone course will support students in learning to pose significant questions grounded in existing theory and inquiry, select and use methods appropriate to the question and research context, produce appropriate evidence, subject the evidence to analysis, respond to critiques and provide advice and comments for other's research, organize oral and written presentations in response to fair and open critiques. Prerequisite: the student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJP 4550 Criminal Justice Externship	4.0 Quarter Credit Hours
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Lecture Hrs 000 Lab Hrs. Prerequisite: the student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lecture Hrs: 040, Lab Hrs: 000 Other Hrs. 120	
CGS 2167C Computer Applications	4.0 Quarter Credit Units
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2501 Applied Word Processing	4.0 Quarter Credit Units
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000.	
CGS 2510C Applied Spreadsheets	4.0 Quarter Credit Units
This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2167C. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000.	

CJD 2250 Introduction to Interviews and Interrogations	4.0 Quarter Credit Units
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2100 Policing in America	4.0 Quarter Credit Units
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2602 Graphics & Documentation II	4.0 Quarter Credit Hours
This course is a continuation of Graphics & Documentation I and will provide the students with a further understanding of the procedures of crime scene observation, note taking and documentation. Students will also be introduced to the preparation of visual exhibits for court presentation. Prerequisite: INV 2210. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2670 Introduction to Forensics	4.0 Quarter Credit Units
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2673 Graphics & Documentation I	4.0 Quarter Credit Hours
This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2676 Biological Evidence I	4.0 Quarter Credit Hours
This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory, toxicology, forensic entomology, and uncollectible biological evidence. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2678 Crime Scene Dynamics I	4.0 Quarter Credit Hours
This course is designed to introduce the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2679 Crime Scene Dynamics II	4.0 Quarter Credit Hours
This course continues the introduction to the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Prerequisite: CJE 2678. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2690 Technology Crimes I	4.0 Quarter Credit Hours
At the conclusion of this course, the students will have an understanding of technology-based crimes as they apply to modern criminal acts such as identity theft, extortion, intellectual property crimes, fraud, Internet pornography, and online gambling. Students will also examine issues of evidence involving crime scene management, chain of custody issues, and accepted investigative practices. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2691 Technology Crimes II	4.0 Quarter Credit Hours
At the conclusion of this course, the students will have an understanding of procedural law issues, investigative issues and techniques, forensics, and communications skills required to describe technology-based crimes. Students will also be able to compare and contrast the roles and responsibilities of local, state, and federal agencies responsible for investigating technology-based crimes. Prerequisite: CJE 2690. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 4668 Computer Crime	4.0 Quarter Credit Hours
This course focuses on the use of the computer in committing crimes, both within organizations and among private entities. It will also examine the justice system's response to this new form of deviance. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 1110 Civil & Criminal Justice	4.0 Quarter Credit Hours
This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2130 Criminal Evidence	4.0 Quarter Credit Units
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2134 Criminal Procedure and the Constitution	4.0 Quarter Credit Units
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 3215 Concepts of Criminal Law	4.0 Quarter Credit Hours
This course covers the historical development and philosophy of criminal law. Discussion includes definitions, legal classifications of crimes, Constitutional provisions, legal research, study of case law, and significance of law as a social force. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CPO 4004 Global Politics	4.0 Quarter Credit Units
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000.	
DSC 1030 Tactical Communications	4.0 Quarter Credit Hours
This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2002 Introduction to Terrorism	4.0 Quarter Credit Units
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2008 Security: Principles, Planning & Procedures I	4.0 Quarter Credit Hours
This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2210 Emergency Planning & Security Measures I	4.0 Quarter Credit Hours
This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2812 Information Technology Security I	4.0 Quarter Credit Hours
This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 3214 Catastrophic Event Response Planning	4.0 Quarter Credit Hours
This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an Emergency Response Plan that will include concepts such as lookout; awareness; communications; escape; safety (LACES); training; and various agency relationships. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ECO 3007 Macroeconomics	4.0 Quarter Credit Hours
This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs.000	
ECO 3028 Microeconomics	4.0 Quarter Credit Hours
This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 1101 Composition I	4.0 Quarter Credit Units
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 1102 Composition II	4.0 Quarter Credit Units
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 3211 Report Writing	4.0 Quarter Credit Units
Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation written reports. Prerequisite: ENC 1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
EVS 1001 Environmental Science	4.0 Quarter Credit Units
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 1103 Introduction to Finance	4.0 Quarter Credit Units
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
FIN 3006 Principles of Finance	4.0 Quarter Credit Hours
This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisites: MAN 2021 or HFT 1211. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
FIN 3501 Investments	4.0 Quarter Credit Hours
This course is a study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes that affect investment policy timing, selection and investment values. Prerequisite: FIN 1103. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	

FIN 4602 International Business and Finance	4.0 Quarter Credit Hours
This course is a study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention to the Caribbean and South America is also included. Prerequisite: FIN 3006. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
GEB 2352 International Competitiveness	4.0 Quarter Credit Units
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
GEB 4351 Import/Export Management	4.0 Quarter Credit Hours
This course covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports and trade routes; and complete documentation forms to facilitate and coordinate the movement of goods in international trade. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
GEB 4352 International and Comparative Industrial Relations	4.0 Quarter Credit Hours
Examines the selected industrial relations systems of Europe, Asia and the Americas with special emphasis on differences among systems and the reasons such differences exist. The industrial relations significance of the multi-international enterprise and management problems associated with operations in diverse systems are analyzed. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
GEB 4361 Management of International Business	4.0 Quarter Credit Hours
This course is a study of the characteristics, operation, and function of business in the global marketplace of the 1990's. The following topics are included in the course; political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment. Prerequisites: MAN 1030 or MAN 2021. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
GS21B Mathematics (GE010a + GE010b)	3.0 Quarter Credit Units
Introductory course providing students with the basic mathematical ideas such as whole numbers, addition, subtraction, multiplication, division, fractions, decimals, percentages, measurements, banking, interest and taxes. 36 Hours.	
GS22A English	6.0 Quarter Credit Units
This introductory course emphasizes clear, effective communication by utilizing vocabulary expansion. 72 Hours.	
GS23 Human Resources	3.0 Quarter Credit Units
Human Resources provides students with the issues related to human resources in the development of business. Information Processing I-A is the study of Windows, Microsoft Word and WordPerfect with desktop publishing. 36 Hours.	
INVP 3100 Theoretical Aspects of Conspiracy Investigations	4.0 Quarter Credit Hours
This course is designed to provide students with a basic and philosophical understanding of the investigatory process regarding conspiracy crime(s). The students will explore the fundamental and advanced features of investigation, duties and responsibilities of relevant criminal justice entities, information-gathering skills, collection, preservation, and testing of evidence, use of technology, and types of evidence. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
INVP 3300 Methodology of Economic Crimes	4.0 Quarter Credit Hours
This course will explore current trends in economic crimes and the investigative techniques used to combat these offenses. Relationships between victims and offenders will be examined. Students will understand motives and common methods of operation associated with economic crimes. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
INVP 3500 Private Investigation I	4.0 Quarter Credit Hours
Upon successful completion of the course, the students will be able to understand the history of private investigations. The students will be able to compare and contrast the role of a private investigator to the role of government investigators. The students will also learn to identify strategies for business development and environment and be able to analyze ethical and liability issues involving private investigations. The student will develop skills for practice techniques and surveillance. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
LIS 2004 Introduction to Internet Research	2.0 Quarter Credit Units
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hrs: 010 Lab Hrs: 020 Other Hrs: 000	
MA100A Accounting Principles	5.0 Quarter Credit Units
In this course, students learn the complete accounting cycle - analyzing and recording business transactions, preparing a worksheet and producing financial statements through the post-closing trial balance. The basic accounting equation and debits and credits are introduced. Computerized practice sets are included. Prerequisite: None. Lec Hrs: 040, Lab Hrs. 020, Other Hrs: 000	
MA100W Accounting Principles	5.0 Quarter Credit Units
In this course, students learn the complete accounting cycle - analyzing and recording business transactions, preparing a worksheet and producing financial statements through the post closing trial balance. The basic accounting equation and debits and credits are introduced. Prerequisite: None. Lec Hrs: 050, Lab Hrs: 000, Other Hrs: 000	
MA110 Computerized Accounting	2.0 Quarter Credit Units
In this course, students are introduced to accounting applications on the personal computer. They learn to prepare input forms and enter the information into the computer. Emphasis is placed on applying basic accounting principles and proper input techniques to a computerized software package. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
MA110D Computerized Accounting	2.0 Quarter Credit Units
In this course, students are introduced to accounting applications on the personal computer. They learn to prepare input forms and enter the information into the computer. Emphasis is placed on applying basic accounting principles and proper input techniques to a computerized software package. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000.	
MAN 1030 Introduction to Business Enterprise	4.0 Quarter Credit Units
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	

MAN 1733 Management Today	4.0 Quarter Credit Hours
This course involves the examination and review of classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2021 Principles of Management	4.0 Quarter Credit Units
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
MAN 2031 Let's Talk Business	2.0 Quarter Credit Hours
This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000	
MAN 2300 Introduction to Human Resources	4.0 Quarter Credit Hours
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2604 Introduction to International Management	4.0 Quarter Credit Hours
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2727 Strategic Planning for Business	4.0 Quarter Credit Units
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites MAN 1030, FIN 1103, and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000.	
MANP 2501 Capstone Experience	4.0 Quarter Credit Units
This course, to be taken within the student's last 24 credits, utilizes a portfolio approach to help document their academic achievements and knowledge acquired from their other business and management courses. This capstone course is a culminating experience in which students, through the development of a professional development portfolio, demonstrate attainment of core business competencies, and connect theory and application in preparation for entry into their chosen career. Lecture Hours: 40.0 Lab Hours: 0.0.	
MAN 2604 Introduction to International Management	4.0 Quarter Credit Units
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across borderlines. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
MAN 2946 Business Internship	4.0 Quarter Credit Units
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a business or other suitable location for 120 credit hours. Prerequisites: Last 24 credits of program. Lecture Hrs: 0. Lab Hrs: 0. Other Hrs: 120.	
MAN 3100 Human Relations in Management	4.0 Quarter Credit Hours
A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. Prerequisites: MAN 2021. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 3344 Principles of Supervision	4.0 Quarter Credit Hours
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision making, and effective communication. Prerequisites: MAN 2021. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 3554 Workplace Continuity & Contingency Planning	4.0 Quarter Credit Hours
This course presents an introduction to workplace continuity and contingency planning. Topics include the need for planning, analyzing the worksite, employee safety and evacuation, risk and threat analysis, operational factors, back up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 4302 Management of Human Resources	4.0 Quarter Credit Hours
An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisites: MAN 2300 or MAN 3100. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 4400 Labor Relations and Collective Bargaining	4.0 Quarter Credit Hours
A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisites: MAN 2021 or HFT 1211. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 4701 Business Ethics	4.0 Quarter Credit Hours
This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 4734 Contemporary Management	4.0 Quarter Credit Hours
This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. Prerequisites: MAN 2021. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 4764 Business Policy and Strategy	4.0 Quarter Credit Hours
This course is a study of long-term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization. Prerequisites: MAN 2021. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MANP 2582 Introduction to Project Management	4.0 Quarter Credit Hours
This course introduces students to the discipline of project management with an emphasis on efficient allocation of resources and project planning in business. Topics covered in this course include: project management concepts, resource considerations, cost planning and performance, project teams, project communications, and the use of tools and techniques in planning and scheduling. Prerequisite: CGS2167c Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000.	

MANP 4501 Applied Management Senior Capstone Experience	4.0 Quarter Credit Hours
The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. Prerequisite: MAN 2021. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
MAR 1011 Introduction to Marketing	4.0 Quarter Credit Units
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MAR 2141 Introduction to International Marketing	4.0 Quarter Credit Units
Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: MAR 1011. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
MAR 2305 Customer Relations and Servicing	4.0 Quarter Credit Units
Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MAR 2323 Advertising	4.0 Quarter Credit Units
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
MAR 2721 Marketing on the Internet	4.0 Quarter Credit Units
A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Prerequisite: MAR 1011. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
MAR 3142 Global Marketing	4.0 Quarter Credit Hours
The study of essential issues and the unique considerations confronting the marketing decision makers in a global environment. Comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions will be analyzed. Prerequisites: MAR 1011 or MAR 2141. Lecture Hrs: 40. Lab Hrs: 0.	
MAR 3231 Retailing	4.0 Quarter Credit Hours
The course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure of the market. Emphasis is placed on the many functions of a retail business including employee relations and customer relations. Prerequisites: MAN 1030 or MAR 1011. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 3310 Public Relations	4.0 Quarter Credit Hours
This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed. Prerequisites: MAR 1011. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 3400 Salesmanship	4.0 Quarter Credit Hours
A study of the basic principles and techniques of selling. Effective presentations and communications in selling are emphasized. Selling is studied as a marketing process in retail and industrial markets. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 3503 Consumer Behavior	4.0 Quarter Credit Hours
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. Prerequisites: MAR 1011 or MAR 2323. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 4156 International Marketing Analysis	4.0 Quarter Credit Hours
Analysis of the structure of international markets. Study of the environmental factors affecting international market opportunities, threats and strategies. Application of the principles of marketing and marketing management on an international scale. Prerequisites: MAR 2141 or MAR 1011. Lecture Hrs 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 4200 Marketing Channels and Distribution	4.0 Quarter Credit Hours
An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisites: MAR 1011. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 4333 Promotional Policies and Strategy	4.0 Quarter Credit Hours
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer-buying decisions. Prerequisites: MAR 1011 and MAR 2323. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 4613 Marketing Research	4.0 Quarter Credit Hours
Research methods are applied to the functions of marketing, including sampling, collection, and analysis and reporting of data, sales forecasting, and market analysis. Prerequisites: MAR 1011. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 4804 Marketing Administration	4.0 Quarter Credit Hours
Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions; and how this activity relates to overall organizational objective. Prerequisites: MAR 1011. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAT 1033 College Algebra	4.0 Quarter Credit Units
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MB130 Business Mathematics	3.0 Quarter Credit Units
In this course, students learn how to perform a variety of calculations commonly used in business. The course begins with a review of basic mathematics and goes on to a variety of business problems using equations and formulas. The use of the electronic calculator is also included. Prerequisite: None. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 000	

MB140 Business Presentations	3.0 Quarter Credit Units
This course emphasizes the importance of effective public speaking in the business world. Students become familiar with various types of business presentations and the steps in developing them. Oral presentations are given on appropriate business subjects. Mock job interviews are conducted. Prerequisite: None. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 000	
MB180 Records and Data Management	4.0 Quarter Credit Units
This course is an overview of traditional, electronic, and micrographic record-keeping systems. The emphasis is on records filing and data entry. Students develop basic skills in alphabetic, subject, numeric and geographic filing and indexing through practical applications. Hands-on projects help students build speed and accuracy in data entry. Prerequisites: None. Lec Hrs: 020, Lab Hrs: 040, Other Hrs: 000	
MB210 Office Operations	3.0 Quarter Credit Units
This course is an overview of modern technology and its effect on business. Students are introduced to a variety of business machines that enhance office productivity. Proper telephone procedures and the use of audio-visual aids are covered. Prerequisites: None. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 000.	
MB400 Business Documentation	5.0 Quarter Credit Units
This course introduces students to basic document research techniques and document style and format. Projects include researching a topic and writing appropriate business correspondence or documents. Students use word processing software to produce a final document in mailable form. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 020, Other Hrs: 000	
MB400A Business Documentation	4.0 Quarter Credit Units
This course introduces students to basic document research techniques and document style and format. Projects include researching a topic and writing appropriate business correspondence or documents. Students use word processing software to produce a final document in mailable form. Prerequisite: None. Lec Hrs: 020, Lab Hrs: 040, Other Hrs: 000	
MG100 Business Writing – Grammar	3.0 Quarter Credit Units
This course is designed to strengthen students' English grammar, with special emphasis on the parts of speech. Students practice writing grammatically correct sentences. Vocabulary and spelling are also included. Prerequisites: None. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 000	
MG105 Business Writing – Techniques	3.0 Quarter Credit Units
This course is designed to strengthen the students' writing skills, with special emphasis on capitalization and punctuation. Students write various types of sentences and learn the elements of good writing style. Also included are vocabulary and frequently confused words. Prerequisites: None. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 000	
MI100 Introduction to Information Processing	5.0 Quarter Credit Units
This course introduces the computer and information processing. Students learn what a computer is, how it works and how it is used in solving business problems. Hands-on experience in the Windows GUI and electronic file management are emphasized. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 020, Other Hrs: 000	
MI100A Introduction to Information Processing	4.0 Quarter Credit Units
This course introduces students to the PC and its operating software. Students learn to identify the components of computer hardware and the uses of Personal Computer/Microsoft Windows. In the lab, students become familiar with the Windows operating system and learn to apply Windows concepts to applications software. Prerequisites: None. Lec Hrs: 020, Lab Hrs: 040, Other Hrs: 000	
MI110A Introduction to the Internet	4.0 Quarter Credit Units
This course is an overview of computer hardware software, and career opportunities associated with the Internet and the World Wide Web. Provides the basic skills necessary to use software applications such as Microsoft Internet Explorer. Provides the student with an in-depth review of the facilities and resources that are available on the Internet and the World Wide Web (WWW). This course also investigates web page construction and examines the primary "language" of the WWW; hyper text mark-up language (HTML). Prerequisites: None. Lec Hrs: 020, Lab Hrs: 040, Other Hrs: 000	
MII40 Spreadsheet Management	4.0 Quarter Credit Units
In this course, students develop skills in using microcomputer-based spreadsheets. Using Microsoft Excel, students learn to create, modify, graph and print spreadsheets. Students make use of this powerful software package through business applications. Prerequisites: None. Lec Hrs: 020, Lab Hrs: 040, Other Hrs: 000	
MII40B Spreadsheet Management	3.0 Quarter Credit Units
In this course, students develop skills in using microcomputer-based spreadsheets. Using Microsoft Excel, students learn to create, modify, graph and print spreadsheets. Students make use of this powerful software package through business applications. Prerequisites: None. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 000	
MII50 Database Management	4.0 Quarter Credit Units
This course covers the uses and functions of a database in the business environment. Students use Microsoft Access software to create, store, sort and maintain a database and print reports. The software is used in various projects. Prerequisites: None. Lec Hrs: 020, Lab Hrs: 040, Other Hrs: 000	
MS100A Skillbuilding	2.0 Quarter Credit Units
This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn parts of the typewriter, keyboard touch techniques and setting margins and tabs. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
MS100T Skillbuilding	1.0 Quarter Credit Units
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn parts of the typewriter, word processing function keys and the use of discovery-intention journals. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
MS101 Skillbuilding	2.0 Quarter Credit Units
This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn symbols and numbers on the keyboard and document handling. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	

MS101T Skillbuilding	1.0 Quarter Credit Units
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn symbols and numbers on the keyboard, setting margins and tabs and document handling. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
MS102 Skillbuilding	2.0 Quarter Credit Units
This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn horizontal and vertical centering, word division and letter styles. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
MS102T Skillbuilding	1.0 Quarter Credit Units
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn memory enhancement and problem-solving techniques. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
MS103 Skillbuilding	2.0 Quarter Credit Units
This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn formation of business letters and tables, word processing editing features, note-taking and test-taking techniques. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
MS103T Skillbuilding	1.0 Quarter Credit Units
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn horizontal and vertical centering and word processing text entry features. Ways to improve reading speed and comprehension are discussed. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
MS104 Skillbuilding	2.0 Quarter Credit Units
This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and proper use of the 10-key pad. Data entry projects are completed. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn proofreading marks, correction of typed copy, page formatting and budgets. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
MS104T Skillbuilding	1.0 Quarter Credit Units
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn formation of business letters and tables, word processing editing features and correction of typed copy. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
MS105 Skillbuilding	2.0 Quarter Credit Units
This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn to format envelopes and manage files. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
MS105T Skillbuilding	1.0 Quarter Credit Units
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn note-taking and test-taking techniques. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
MS106 Skillbuilding	1.0 Quarter Credit Units
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn proofreading marks, headers and footers and personal budgeting. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
MS107 Skillbuilding	1.0 Quarter Credit Units
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn to format memos and envelopes, manage files and discuss uses of community resources. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
MS260 PowerPoint	2.0 Quarter Credit Units
This course introduces students to business presentation software. Students learn about slide design, font variations, logos, graphics, and slide animation effects. How to create outlines, handouts, speakers' notes and online slide shows. They also participate in a project that encompasses the various aspects of business presentations. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
MTB 1103 Business Math	4.0 Quarter Credits Units
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000.	
OST 1141L Keyboarding	2.0 Quarter Credit Units
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	
OST 2335 Business Communications	4.0 Quarter Credit Units
Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	

PLA 1003 Introduction to Paralegal	4.0 Quarter Credit Hours
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 1105 Legal Research and Writing I	4.0 Quarter Credit Hours
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 2106 Legal Research and Writing II	4.0 Quarter Credit Hours
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 2203 Civil Procedure	4.0 Quarter Credit Hours
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2273 Torts	4.0 Quarter Credit Hours
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2363 Criminal Procedure and the Constitution	4.0 Quarter Credit Hours
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2423 Contract Law	4.0 Quarter Credit Hours
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2433 Business Organizations	4.0 Quarter Credit Hours
This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2460 Bankruptcy	4.0 Quarter Credit Hours
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2483 Introduction to Administrative Law	4.0 Quarter Credit Hours
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2600 Wills, Trusts, and Probate	4.0 Quarter Credit Hours
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2610 Real Estate Law	4.0 Quarter Credit Hours
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2631 Environmental Law	4.0 Quarter Credit Hours
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2763 Law Office Management	4.0 Quarter Credit Hours
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

PLA 2800 Family Law	4.0 Quarter Credit Hours
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2930 Contemporary Issues and Law	4.0 Quarter Credit Hours
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
POS 2104 American National Government	4.0 Quarter Credit Units
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite: None. Lecture Hrs. 040 Lab. Hrs. 000 Other Hrs. 000.	
PSY 2012 General Psychology	4.0 Quarter Credit Units
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SBM 2000 Small Business Management	4.0 Quarter Credit Units
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0.	
SCC 1102 Business & Ethics for Security Specialists	4.0 Quarter Credit Hours
This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SLS 1105 Strategies for Success	4.0 Quarter Credit Units
This course is designed to equip students for transitions in their education and life. Includes introduction to the School and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SLS 1321 Career Skills	2.0 Quarter Credit Units
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
SLS 1392 Workplace Relationships	2.0 Quarter Credit Hours
This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisite: None. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
SLS 1505 Basic Critical Thinking	2.0 Quarter Credit Units
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
SLSP 3130 Principles and Applications of Adult Learning	4.0 Quarter Credit Hours
This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain, as they relate to the adult learning process. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SOP 4005 Social Psychology	4.0 Quarter Credit Units
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY2012. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
SPC 2016 Oral Communications	4.0 Quarter Credit Units
This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
STA 2014 Statistics	4.0 Quarter Credit Units
This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAT 1033. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
SYG 2000 Principles of Sociology	4.0 Quarter Credit Units
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
TAX 2000 Tax Accounting	4.0 Quarter Credit Hours
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:

Everest College

Alhambra, CA (main campus)
 Anaheim, CA (main campus)
 Arlington, TX (branch of Everest Institute, Rochester, NY)
 Arlington, VA (branch of Everest College, Thornton, CO)
 Aurora, CO (branch of Everest College, Thornton, CO)
 Bremerton, WA (main campus)
 Burr Ridge, IL (branch of Everest College, Skokie, IL)
 Chesapeake, VA (branch of Everest College, Newport News, VA)
 Chicago, IL (branch of Everest College, San Francisco, CA)
 City of Industry, CA (branch of WyoTech, Long Beach, CA)
 Colorado Springs, CO (main campus)
 Dallas, TX (branch of Everest College, Portland, OR)
 Everett, WA (branch of Everest College, Bremerton, WA)
 Fife, WA (branch of Everest College, Seattle, WA)
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)
 Gardena, CA (main campus)
 Hayward, CA (main campus)
 Henderson, NV (main campus)
 Los Angeles (Wilshire), CA (main campus)
 McLean, VA (branch of Everest College, Colorado Springs, CO)
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
 Merriotte Park, IL (branch of Everest University, Pompano Beach, FL)
 Mesa, AZ (branch of Everest College, Phoenix, AZ)
 Newport News, VA (main campus)
 North Aurora, IL (branch of Everest Institute, Brighton, MA)
 Ontario, CA (main campus)
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)
 Phoenix, AZ (main campus)
 Portland, OR (main campus)
 Renton, WA (main campus)
 Reseda, CA (main campus)
 Salt Lake City, UT (main campus)
 San Bernardino, CA (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (main campus)
 Seattle, WA (main campus)
 Skokie, IL (main campus)
 Springfield, MO (main campus)
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)
 Tacoma, WA (branch of Everest College, Bremerton, WA)
 Thornton, CO (main campus)
 Torrance, CA (main campus)
 Vancouver, WA (branch of Everest College, Portland, OR)
 Vancouver, WA (branch of Everest College, Seattle, WA)
 West Los Angeles, CA (branch of WyoTech, Long Beach, CA)

Everest College Phoenix

Phoenix, AZ (main campus)
 Mesa, AZ (branch of Everest College Phoenix, AZ)

Everest Institute

Austin, TX (branch of Everest Institute, Southfield, MI)
 Brighton, MA (main campus)
 Chelsea, MA (branch of Everest College, Alhambra, CA)
 Cross Lanes, WV (main campus)
 Dearborn, MI (branch of Everest Institute, Southfield, MI)
 Decatur, GA (branch of Everest Institute, Cross Lanes, WV)
 Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)
 Gahanna, OH (branch of Everest College, Ontario, CA)
 Grand Rapids, MI (main campus)

Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)
 Gahanna, OH (branch of Everest College, Ontario, CA)
 Grand Rapids, MI (main campus)
 Hialeah, FL (branch of Everest Institute, Miami, FL)
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
 Jonesboro, GA (branch of Everest College, Ontario, CA)
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
 Marietta, GA (branch of Everest College, Reseda, CA)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)
 Norcross, GA (branch of Everest College, Gardena, CA)
 Pittsburgh, PA (main campus)
 Portland (Tigard), OR (branch of Everest College, Seattle, WA)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (branch of Everest College, Portland, OR)

Everest University

Tampa (Brandon), FL (branch of Everest University Tampa, FL)
 Jacksonville, FL (branch of Everest University, Largo, FL)
 Lakeland, FL (branch of Everest University, Largo, FL)
 Largo, FL (main campus)
 Melbourne, FL (branch of Everest University, Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of Everest University, Tampa, FL)
 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of Everest University, North Orlando, FL)
 Tampa, FL (main campus)

WyoTech

Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Long Beach, CA (main campus)
 Sacramento, CA (branch of WyoTech, Laramie, WY)

Heald College

Concord, CA (main campus)
 Fresno, CA (main campus)
 Hayward, CA (main campus)
 Honolulu, HI (branch of Heald College, San Francisco)
 Portland, OR (branch of Heald College, San Francisco)
 Rancho Cordova, CA (main campus)
 Roseville, CA (main campus)
 Salinas, CA (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (Milpitas) (main campus)
 Stockton, CA (main campus)

The following schools in the Canada are owned by Corinthian Colleges, Inc.:

Everest College of Business, Technology, and Healthcare

All Canadian locations listed below are branches of Everest College Canada, Inc.

Barrie, Ontario
Brampton, Ontario
Hamilton City Centre, Ontario
Hamilton Mountain, Ontario
Kitchener, Ontario
London, Ontario
Mississauga, Ontario

Nepean, Ontario
New Market, Ontario
North York, Ontario
Ottawa-East, Ontario
Scarborough, Ontario
Sudbury, Ontario
Thunder Bay, Ontario
Toronto Central, Ontario
Toronto College Park (South), Ontario
Windsor, Ontario

STATEMENT OF OWNERSHIP

These campuses are owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

CORINTHIAN COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino Peter Waller Terry Hartshorn Paul R. St. Pierre Linda Arey Skladany Hank Adler Alice T. Kane Robert Lee Tim Sullivan John Dionisio	Jack D. Massimino Peter Waller Matthew Ouimet Kenneth S. Ord Mark L. Pelesh William Buchanan Beth Wilson David Poldoian Steve Quattrociocchi Janis Schoonmaker Mike Benvenuti Bob Bosis Dave Whiteford Stan A. Mortensen Robert C. Owen Anna Marie Dunlap Rick Simpson Carmella Cassetta Jim Wade	Executive Chairman Chief Executive Officer and Director President and Chief Operating Officer Executive Vice President and Chief Financial Officer Executive Vice President, Legislative and Regulatory Affairs Executive Vice President, Marketing Executive Vice President Chief Business Development Officer Division President, CCI Online Division President, FMU Division Division President, Everest Central Division President, Everest West Division President, Everest South Executive Vice President, General Counsel and Corporate Secretary Senior Vice President, Chief Accounting Officer Senior Vice President, Investor Relations & Corporate Communications Senior Vice President and Chief Academic Officer Senior Vice President and Chief Information Officer Senior Vice President, Human Resources
CORINTHIAN SCHOOLS, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino Peter Waller Beth A. Wilson	Jack D. Massimino Peter Waller Kenneth S. Ord Beth A. Wilson Stan A. Mortensen Robert C. Owen	Chairman of the Board Chief Executive Officer and Director Executive Vice President and Chief Financial Officer Executive Vice President Executive Vice President, General Counsel and Corporate Secretary Senior Vice President, Chief Accounting Officer
RHODES COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino Peter Waller Beth A. Wilson	Jack D. Massimino Peter Waller Kenneth S. Ord Beth A. Wilson Stan A. Mortensen Robert C. Owen	Chief Executive Officer President and Chief Operating Officer Executive Vice President and Chief Financial Officer Executive Vice President Senior Vice President, General Counsel and Corporate Secretary Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

ALHAMBRA	
Linnea Ray	Campus President
Blanca Zepeda	Dir. of Education
Trung Tran	Dir. of Student Finance
Amelia Nishida	Dir. of Student Accounts
Robert Boyd	Admissions Manager
Suzanne Gomez	Dir. of Career Services
Jennifer Montoya	Registrar

ONTARIO METRO	
Richard P. Mallow	President
Sherry Toman	Vice President
Wesley K. Sasano	Academic Dean
Barbara Balakrishnan	Associate Academic Dean
Alma Sanchez	Director of Student Finance
Lou Escanuelas	Director of Career Services and Placement
Martha Keough	Campus Nursing Director
Rhonda L. Emerson	Assistant Campus Nursing Director
Fujica Paolino	Director of Student Accounts
Janice Quick	Director of Student Services

ANAHEIM	
David Papajohn	Campus President
Denise Spurlock	Dir. of Education
Alma Sanchez	Dir. of Student Finance
Penny Foye	Dir. of Admissions
Marjorie Dunwoodie	Dir. of Career Services

RESEDA	
Lani Townsend	Campus President
Dorit Soltanovich	Director of Education
Teresa Lai	Associate Director of Education
Victor Jackson	Director of Student Finance
BJ Montenegro	Director of Admissions
Britney Greenberg	Director of Career Services
Paula Delzer	Director of Student Accounts
Trysh Goins	Senior Registrar
Brenda Clydesdale	Student Services Coordinator
Jared Madrid	Online Retention Specialist
Cathy Rabensteine	Administrative Assistant

CITY OF INDUSTRY	
Greg Waite	Campus President
William Nelson	Campus Vice-President
Blanca Zepeda	Director of Education
Rebecca Marin	Assistant Director of Education
Trung Tran	Director of Student Finance
Nancy Aguillon	Director of Admissions
Robert Magana	Admissions Manager
Juan Carlos Jimenez	Director of Career Services
Trinh Phan	Director of Student Accounts
Ramon Maldonado Jr.	Senior Registrar
Gabriella Lopez	Registrar
Olivia Madrigal	Director of Student Services
Cynthia Chaidez	Administrative Assistant

SAN BERNARDINO	
Nikee Carnagey	Acting Campus President
Tara Pullee	Dir. of Admissions
Robert Casper	Dir. of Education
Open	Associate Dir. of Education
Martha Escobar	Dir. of Student Finance
Collen Capitano	Dir. of Career Services
Open	Dir. of Student Accounts
Jennifer Robles	Registrar
Jennifer Mays	Student Services Coor.
Christina Robinson	Admin. Assistant to President

GARDENA	
Revina Miller	Campus President
Manpreet Oberoi	Dir. of Education
Veronica Tarango	Associate Dir. Of Education
April Czajkowski	Dir. of Career Services
Marylisa Navarro	Dir. of Student Finance
Sandy Ott	Dir. of Student Accounts
Open	Dir. Of Admissions

SAN FRANCISCO	
Duemand Edwards	Campus President
Louis Grauer	Dir. of Education
Andrew Hagedorn	Dir. of Finance
Lucia Kim	Dir. of Admissions
Tina Clark	Dir. of Career Services
Teresita Gardener-Stadler	Dir. of Student Accounts

Tisha Stephanie Tovar	Admissions Manager
Audrey Grimes	Sr. Registrar
Norma Zepeda	Student Services coordinator
Jenny Segal	Administrative Assistant

HAYWARD

Kimberly Barbieri	School President
Open	Dir. of Admissions
Patrick Clark	Dir. of Education
Lisa Mandy	Dir. of Finance
Daryl Richardson	Dir. of Career Services

SAN JOSE

Kimberly Barbieri	Campus President
Shalini Kumar	Dir. of Education
Esther Andrade	Dir. of Finance
Sari Smith	Dir. of Admissions
John Swartz	Placement Director

LOS ANGELES WILSHIRE

Bev Yourstone	Acting Campus President
Crystal Nguyen	Dir. of Admissions
Kimberly Johnson	Dir. of Education
Gwen Harris	Dir. of Student Accounts
Open	Dir. of Career Services
Roxanne Velez	Director of Student Finance
Anthony Folson	Student Services Coordinator
Jesus Hernandez	Registrar

TORRANCE

Johnny Arellano	Campus President
Laura Vaughn	Dir. of Admissions
Vickie Schemel	Dir. of Education
Cynthia Abedian	Dir. of Student Finance
Lillian Flores	Dir. of Career Services

ONTARIO

Ruth Darton	Campus President
Open	Dir. of Education
Thomas Cameron	Dir. of Student Finance
Daniel Peng	Dir. of Student Accounts
Mary Beth Coutts	Dir. of Admissions
Lisa Castro	Dir. of Career Services
JoAnn Hoye	Student Services Coordinator
Tonya Grimsley	Registrar

WEST LOS ANGELES

Mike Nielsen	Campus President
Jay Askari	Academic Dean
Otilia Manzo	Dir. of Admissions
Brenda Navarette	Dir. of Student Finance
Sergio Marquez	Dir. of Student Accounts
Will Lovett	Dir. of Career Services

FACULTY

ALHAMBRA

Department Chairs		
Denise Andrijowych	Allied Health	Northwest College, West Covina, CA
Carol Krueger, RDA	Dental Assisting	Bryman College, Rosemead CA
Rebecca Marin	Medical Assisting and Medical Administrative Assistant	Bryman College, Rosemead, CA
Business		
Helen Mathis	Integrated Digital Tech., Pasadena CA	
Dental Assisting		
Daniel Clover, RDA	Riverside College, CA	
Nassrin Yousefi, RDA	Hacienda La Puente, CA	
Massage Therapy		
Patricia Perez, LMT	Pacific Institute of Massage Therapy, Anaheim Hills, CA	
Angeline Harris	Bryman College, Ontario, CA	
Bibi Chapman	Glendale Career College, Glendale, CA.	
Medical Assisting, Medical Administrative Assistant and Medical Insurance Billing and Coding		
Alfred Castaneda	Bryman College, El Monte, CA	
Maria Aguirre	Bryman College, El Monte, CA	
Sarah Du	Bryman College, El Monte, CA	
Maria Gurrola, CMA	Bryman College, Rosemead, CA	
Patricia Flint	Bryman College, Alhambra, CA	
Dina Khilaf	National Education Center, San Bernardino, CA	
Esther Ortiz	Bryman College, El Monte, CA	
Deanna Cervantes	Bryman College, El Monte, CA	
Jessica Ochoa	Bryman College, El Monte, CA	
Pharmacy Technician		
Tasha Graneri	Ca Pharmacy	
Vanessa Rodriguez	Northwest College	

ANAHEIM

Department Chairs		
Judi Enlow	Medical Assisting Medical Insurance Billing & Coding	BS, Trinity College, Washington, DC.. CMA
Lakeysha Murphy	Dental Assisting	RDA
Cassie Page-Zalewski	Vocational Nursing	BSN, University of Tennessee, Knoxville.
Dental Assisting		
Debbie Bastreri	RDA, North Orange County Regional Occupational Program, Anaheim, CA.	
Denise Romero	RDA, Cerritos College, Norwalk, CA	
Massage Therapy		
Tyrone Vicente	BA, University of California, Los Angeles, California College of Physical Arts, Huntington Beach, CA	
Terri Myrick	Bryman College, Ontario, CA	
Chanelle Anderson	Bryman College, Anaheim, CA	
Christine Wilson	Southern California School of Massage Therapy, Riverside, Ca.	
Medical Assisting		
Sally Stegmeier	BS, Trinity College, Washington, D.C., CMA, National Education Center Bryman College, Anaheim, CA.	
Mukta Patel		
Debbie Jundt		
Monica Lopez	Bryman College, Anaheim, CA	
Linda Weldon	CMA	
Joseph Alvarez	Bryman College, Anaheim, CA	
Heather Hernandez	Concorde Career College, Garden Grove, CA	
Helen Kircher-Everts	Bryman College, Anaheim, CA; AA, Cypress College, Cypress, CA	
Medical Insurance Billing and Coding		
Gail Schwed		
Debra Madden		
Vocational Nursing		
Carol Metoyer	RN, ADN ,BSHS, Chapman University, Orange, CA.	
Arvella Bradford	RN, Long Beach City College, Long Beach, CA	
Jan Callaway	RN, BSHS, Chapman University, Orange, CA	
Cora Lozaro	LVN, Concorde Career Institute	
Elizabeth Walsh	RN, Cypress College, Cypress, CA	

CITY OF INDUSTRY

Education Chairs		
Paula Stewart	Medical Insurance Billing and Coding Lead Instructor	Diploma, Medical Assisting, Bryman College, Torrance, CA
Erika Hernandez	Dental Assisting	Diploma, Dental Assisting, Hacienda-La Puente Adult Education Certificate, Registered Dental Assistant/Coronal Polishing/X-Ray (Dental Board State of California)
Debra Rodriguez	Massage Therapy /Business Management	Diploma, Massage Therapy, Bryman College, Whittier, CA. Certificate, Eastern Medicine in Massage, California Scientific Acupuncture Medical Center, Whittier, CA
Chadwick Reinhardt	Criminal Justice/Paralegal	BS, Criminology, Southern Oregon University
Jamie Danforth	Medical assisting	A.S. Health Care Management, Ashworth College, Norcross, Georgia
Emilie Espiritu	Pharmacy Technician	Diploma, Pharmacy Technology, North West College, West Covina, CA
Business Management/Administrative Assistant/Medical Office Management		
Jeff Henderson	BA, Baptist Bible College, Springfield, Missouri MA, Azusa Pacific University, Azusa, California	
Patti Smith	Computer Education Institute, Anaheim, California	
Criminal Justice		
Alejandra Alineda	AA, Anthropology, East LA Community College, Monterey Mark, CA BA, Archaeology, Brigham Young University, Provo, UT MPA, Public Service and Administration National University, San Diego, CA	
Stephen Balloch	A.A. Golden West College, Huntington Beach	
Don Boyarski	B.A. Public Service Management, University of Redlands, CA A.A. Administration of Justice, Fullerton College, CA	
Roland Joiner	B.A. Psychology, Argosy University, CA; A.A. Criminal Justice, Everest College.	
Andrew Rubacha	B.S. Sociology, University of the State of New York; A.A. Liberal Arts, Los Angeles Harbor College, CA	
David Schulberg	M.S. Criminal Justice, CSU Long Beach, CA	
Vernon Williams	B.A. Degree (Psychology) Oakwood University M.S. Degree (Psychology) CSU Los Angeles	
Jack Wills	B.A. Degree (Psychology) CSU Northridge M.P.A. Degree (Public Administration) University of La Verne	
Glenn Baxley	M.A. Degree (English) National University	
Gary Gomez	B.S. Degree (Business) CSU Los Angeles	
Alex Ibaraki	B.S. Degree (Biology/English) Cal Poly	
Maria Shalako	B.A. Degree (English) University of Puget Sound M.F.A. (Writing) Antioch University	
Jamie McDonough	B.A. Degree (Psychology) Chico State M.A. Degree (Clinical Psychology) CSU Dominguez Hills	
Taxpulat Ruzi	B.S. Degree (Mathematics) Xinjiang University M.S. Degree and Ph.D. Degree (Mathematical Sciences) College of Science and Engineering, Denki University, Tokyo, Japan	
Thomas Tosado	B.S. Degree (Public Administration) U.S.C. M.S. Degree (Public Administration) U.S.C.	
Diane Slames	B.A. Degree (Business Administration) CSU Fullerton M.S. Degree (Environmental Studies) CSU Fullerton	
Dental Assisting		
Rick Gonzalez	Certificate, Ultra Sonic Scaling Chaffey Community College Diploma, Dental Assisting, Bryman College, Rosemead, CA	
Janet Dextre	AA, Rio Hondo College (in progress) Diploma, Dental Assisting, Bryman College	
Porfirio Gonzalez	Diploma Dental Assisting, Bryman College, Rosemead CA	
Massage Therapy		
Victoria Baran	Massage Therapy Diploma, Nova Institute of Technology, Whittier Chiropractic Assistant Certificate., Southern California University	
Althea Langevin	AA, Long Beach City College, Long Beach, CA Diploma, Dietetics, Massage School of Santa Monica, Santa Monica, CA. Certified Massage Technician (pre and Peri-natal Massage), Northern Traditional Thailand Massage.	
Regina Richardson	M.S. Oriental Medicine, Samra University, Los Angeles, CA; B.S. Liberal Arts, Baard College, Annandale, NY; Diploma, Massage Therapy, California Healing Arts, Los Angeles, CA	
Medical Assisting		
Ryan Page	Certified Medical Assistant, National Education Center, San Bernadino, CA., EMT Certification, Claremont, CA+A1	
Jacalyn Talamentes	Medical Assisting Diploma, Waterson College, Ca ARC CPR instructor, Rio Hondo, Ca	
Erika Blake-Medina	Bryman College, El Monte, Ca ARC CPR instructor, Rio Hondo, Ca	
Sam Castillo	Medical Assisting Diploma, X-Ray Technician, Bryman College, Rosemead, Ca	
Leonor Gonzalez	Medical Assisting Diploma, National Education Center, Rosemead, Ca Venipuncture Certification, National Education Center ARC CPR instructor, Rio Hondo, CA	
Pamela Garrett	Medical Assisting Diploma, Bryman College, Ontario, Ca ARC CPR instructor, Ontario, CA	
Rosalind Barba	Medical Assisting Certificate, Cerritos College, Norwarlk, CA ARC CPR instructor, Rio Hondo, Ca	

Sandra Del Toro	BS, Psychology University of Phoenix, ARC CPR instructor, Rio Hondo, Ca
Erika Quezada	Medical Assisting Diploma UEI, El Monte, CA ARC CPR instructor Rio Hondo, CA
Christina Macias-Williams	Medical Assisting Diploma Nova Institute of Health Technology, Whittier, Ca
Jennifer Nelson	Medical Assisting Diploma, Bryman College, Whittier, CA ARC CPR instructor, Rio Hondo, CA
Medical Insurance Billing and Coding	
Christina LeDoux	Medical Insurance Billing, Mt. San Antonio, Walnut, Ca.
Elizabeth Kolberg	Medical Office Management, Bryman College, Rosemead, Ca
Connie Perez	Medical Insurance Billing, Bryman College, Alhambra, Ca
Andrea Leano	Medical Insurance Billing, UEI, El Monte, Ca
Nancy Parra	Medical Assistant, Bryman College, El Monte, Ca
Linda Gutierrez	Medical Insurance Billing, Computer Career Connection, West Covina, Ca
Charissa Galvan	Medical Insurance Billing, Rio Hondo, Whittier, Ca
Angie Chong	Medical Insurance Billing, Everest College, City of Industry, Ca
Pharmacy Technician	
Roxanna Loya	Licensed Pharmacy Technician, State of California
Wendy Arellano	AA, Liberal Arts, East Los Angeles College, Monterey Park, CA BS, Human Resources, University of Phoenix
Acinda Cruz	Diploma, Pharmacy Technology, Everest College, City of Industry, CA
Nancy Fraijford	Pharmacy Technician, American Career College, Anaheim, CA

GARDENA

Department Chairs		
Elva Solorio, RDA	Dental Department Chair	ROP Dental Program, Fullerton, CA
Nakia Smith	Massage Therapy Chair	Bryman College, Gardena, CA
Doris Owens	Medical Assisting Chair	Associated Technical College, Los Angeles, CA ICT College, Los Angeles, CA
Rosa Corrales	Medical Insurance Billing and Coding Chair	Bryman College, Torrance, CA
Dental Assisting		
Lisa Miller, RDA	Southern California Medical and Dental Careers, Anaheim, CA	
Ana Zamorano, RDA	Cypress Community College, Cypress, CA	
Pamela Young, RDA	A.L. Locke, Los Angeles, CA	
Manuel Leon, RDA	Cerritos College, Cerritos, CA	
Kathryn Turner	Southern California Regional Occupational Center	
Massage Therapy		
Balen Maglasang, CMT	Meridian Institute, Los Angeles, CA	
Monica Lawlor-Fontes	Santa Monica School of Massage, Santa Monica, CA	
Lourdine Walton	Nova Institute of Health Technology, LA, CA	
Vincent Stallone	Massage Therapy Training Institute, Kansas City, MO	
Medical Assisting		
Lisset Gutierrez	Bryman College, Gardena, CA	
Jasmine Rodriguez, Lead Instructor	Pacific College, Costa Mesa, CA	
Holi Smith, Lead Instructor	Lawton College for Medical Careers, Van Nuys, CA	
Janet Friend	Bryman College, Gardena, CA	
Steven King	Navel Hospital Corpsman School	
Lashun Royal	Associated Technical College, Los Angeles, CA	
Rangaesh Gadasalli, M.D	Government Medical College, Mysore, India	
Lamica Martin	Bryman College, Gardena, CA	
Medical Insurance Billing and Coding		
Susan Wong	National Education Center, Torrance, CA	
Laura Ruiz	Southern California Regional Occupation Center, Cerritos, CA	
Joyce Victorino	Bryman College, Torrance, CA	
Terre Martin	UCLA, Los Angeles, CA	
Danilo Meza, M.D.	San Carlos University, Guatemala	
Nicole Walker	Baruch College, NY, NY	
Pharmacy Technician		
Vishal Shah CPT	Cal Poly Pomona, Pomona, CA	
William Fredericks	El Camino College, AS Biology	

HAYWARD

Department Chairs

Cris Mctighe, AA, CMA	Medical Assisting	AA, Chabot College
Rhonda Borba, Sr. Instructor	Medical Administrative Assistant/MIBC	Dental Assisting Certificate, Andon College

Massage Therapy

Sunita Stablein, CMT	Acupressure Institute
Keith Ortiz, CMTHE	National Holistic Institute
Jerry Vargas	AS, Silicon Valley College
Michael Meier, D.C	Palmer West Chiropractor College, University of Utah

Medical Assisting,

Margarita Perez	Medical Assisting Cert, Board for Medical Assisting Inc
Frank Bautista	MD, Francisco Q. Duque Medical Foundation
Patricia Stone- Lewis	MA diploma, Western Career College
Georgi Tatarski	MD, Medical University- Bulgaria
Deborah Owens	MA/MIBC diploma, The Bryman College
David Pintado	MD, Universidad La Salle, Mexico City
Linda Hughes	BA, American Intercontinental University
Tammy Arias	MA diploma, Western Career College

Medical Administrative Assistant, Medical Insurance Billing and Coding

Lareesha Donaldson	9 years medical field experience
Doretha Morrison	MA diploma, Western Career College
Lia Little	AA, Chabot College

LOS ANGELES

Department Chairs

Patricia Grijalva RDA	Dental Assisting Program Chair	B.S in Business Management and Administration, University of Phoenix in progress, RDA upgrade Los Angeles Occupational Center
Eric Rodriguez	Business Program Chair	MBA. Azusa Pacific University, BS in Management. Devry University, AA
Marcelo Quinonez	Massage Therapy Program Chair	Ashmead College, Seattle, WA
Rocio E. Martinez	Medical Assistant Program Chair	AA in Nursing, East Los Angeles College; Medical Assistant, Bryman College
Christina Scott	Medical Administrative Assistant & Medical Billing Insurance Coding Program Chair	Diploma, Concorde Career College; LVN, Summit Career College

Dental Assisting

Patricia Grijalva RDA, Program Chair	B.S in Business Management and Administration, University of Phoenix in progress RDA upgrade, Los Angeles Occupational Center
Maria Avila RDA	Bryman College, Dental Assistant
Dr. Silvana Saracho	Philippine Dental College, DDS
Maria Garcia	Cal State LA BA, Child Development
Trinidad Rocha	United Education Institute, Dental Assistant

Medical Assisting

Rocio E. Martinez, Program Chair	AA in Nursing, East Los Angeles College; Medical Assistant, Bryman College
Marcos Arias	Hospital Corps School, United States Navy
Griselda Flores	Boston Reed Academy, MA Diploma
Jorge Mireles	Bryman College, Medical Assistant Diploma
Maribel Ramos	Santa Ana Community College, AA in Psychology Concord College. Medical Assistant Diploma
Rosio Oliva	United Education Institute, MA Diploma
Mario Ramirez	Everest College Alhambra, MA Diploma
Maria Rodriguez	Everest College LA Wilshire, MA Diploma
Brenda Vasquez	United Education Institute, MA Diploma AA, East Los Angeles College

Medical Administrative Assistant

Christina Scott Program Chair	Diploma, Concorde Career College; LVN, Summit Career College
Gabriele Chaitkin	Cal Sate Los Angeles BS, Biology

Medical Billing Insurance Coding

Tynisha Robinson	American Career College, Medical Billing & Coding
Crystal Speight	American Career College- MIBC Diploma/Coding License from AAPC (American Academy of Professional Coders)
Kelly Washington	Southern Illinois University, BS, University Studies

Massage Therapy

Marcelo Quinonez, Program Chair	Ashmead College, Seattle, WA
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Greg Jones	Bryman College, Massage Therapy
Eddie Rosario	Bryman College, Massage Therapy
Business	
Eric Rodriguez Program Chair	MBA, Azusa Pacific University, BS in Management, Devry University, AA
Geoffrey Aguirre	JD ,MA English University of Oregon, BA English, University of Montana
Robert Montes-Moran	MA Psychology, BA Psychology, Cal State LA

ONTARIO

Education Department Chairs		
Bobbi Coleman	Medical Assisting Program	AA Chaffey College, Diploma, Bryman College
Geri Cahoon	Dental Assisting Program	Diploma, DA, Long Beach City College
Veronica Sepulveda	Medical Insurance Billing and Coding and Medical Administrative Assisting	Diploma, Medical Billing
Mark Lewis	Pharmacy Tech Coordinator	Diploma
Julie Toston	Massage Therapy Program	Diploma, Bryman College
Dental Assisting		
Geri Cahoon, Program Chair	Diploma, DA, Long Beach City College	
Madeline Arriaga	Diploma, Nova Institute of Health Technology	
Lisa Whitehead	Diploma, Bryman College	
Charlene Flowers-Taylor	Diploma, Bryman College	
Penny Kleibacker	Diploma, Bryman College	
LaNeisha Johnson	Diploma, Baldy View Regional Occupational Center	
Massage Therapy		
Julie Toston, Program Chair	Diploma, Bryman College	
Nancy Morgan	Diploma, Southern California School of Massage	
Scott Christiansen	Diploma, West Coast College	
Beatriz Pacheco Isordia	Institute of Therapeutic Studies	
Medical Assisting		
Bobbi Coleman, Program Chair	AA Chaffey College, Diploma, Bryman College	
Christina Scott	Diploma, Concorde Career College, LVN Summit Career College	
Ne'Quoia Paialii	Diploma, Concorde Career College	
Vonettia Ferrie	Diploma, Santa Barbara Business College	
Ryan Page	Diploma, National Education Center	
Floridalma Valiente	Diploma, Bryman College	
Rigoberto Hernandez		
Kim Henderson		
Cynthia Cook		
Cheryl Shaw		
Medical Insurance Billing and Coding		
Geri Lee, Program Chair	Diploma, American Academy of Professional Coders	
Cheryl, Henry	Diploma, Bryman College	
Lydia Caldwell	AS, Phillips Jr. College	
Barry Dalton		
Shirley Crews	Diploma, UCLA, Diploma, McCarries School of Health	
Pharmacy Technician		
Mark Lewis, Program Chair	Diploma, Ohio State University	
Brian Lyons	Diploma, North West College	
Richie Carias		
Zitali Conteras		
Donnee Holt		
Cynthia Valdemar		
Medical Administrative Assistant		
Carol Malloy		
Elita Beltran		

ONTARIO METRO

Education Department Chairs		
Denise Greco	Criminal Justice	BS, University of La Verne
Michael Hargrove	Paralegal Studies	JD, Howard University BA, Beloit College
Regina Martinez	Accounting/Business	MBA, University of La Verne BS, University of La Verne
Katherine Quesada	General Education	MS, University of La Verne MS, California State University, Bakersfield BA, California State University, Dominguez Hills
General Education		
Eleanor Bailey	BA, North Carolina State University	
Kristie Camacho	MA, National University BA, California State University, San Bernardino	
Susan Donald	BA, California State University, Fullerton	

Sandra Gardei	MS, University of San Francisco BA, University of the Pacific
Daniel Glaser	MA, Argosy University BA, California State University, San Bernardino
Fouzia Shibley	MS, Florida State University BA, Trinity International University
Sharon L. Stein	M.Ed., University of La Verne BA, Franklin Pierce College
Keith White	Ph.D., University of Kansas MA, Grace Graduate School BA, Friends Bible College
Accounting	
Kimberly Bankston	MBA, University of Phoenix MBA, University of Memphis BBA, University of Memphis
Business	
Melanie Larabee	MAOM, University of Phoenix BA, University of Redlands
Criminal Justice	
David Swearingen	BS, California State University, Long Beach
Nursing	
Shirley Glass	MSN, University of Phoenix BSN, University of Phoenix
Rhonda Heinzinger	MSN, California State University, Dominguez Hills BSN, California State University, Dominguez Hills
Donna Helm	BSN, California State University, San Bernardino
Lynette Rivinius	MSN, Loma Linda University BSN, Union College
Jocelyn Seitz-Keough	BSN, Rush University BS, Andrews University
Merle Swoope	BSN, Brokenshire College
Janette Tingson	MSN, University of Phoenix BSN, Mountain View College
Connie Vaught	MSN, University of Phoenix BSN, California State University, Dominguez Hill
Paralegal	
Stephanie Mendoza	JD, Whittier Law School BA, California State University, Pomona

RESEDA

Education		
Lori Burch	Dental Assisting	Diploma, The Bryman School, Canoga Park, CA. Registered Dental Assistant
Ernesto McFarlane	Surgical Technologist	Certified Technologist in Surgery
Lori Snyder	Pharmacy Technician	Registered Pharmacy Technician
Carrie Phipps	Medical Administrative Assistant and Medical Insurance Billing and Coding	
Genoveva Rodriguez	Medical Assisting	Certified Medical Assistant
Judith Sack	Criminal Justice and Business	JD, Hofstra School of Law, Hempstead, NY
Fernando Vazquez	Massage Therapy	Diploma, California Healing Arts College, Los Angeles, CA. Licensed Massage Therapist
Dental Assisting		
Dominica Barksdale	AS, Pierce College, Woodland Hills, CA.	Registered Dental Assistant
Bertha Conchas	Diploma, National Education Center, Winnetka, CA.	Registered Dental Assistant
Iulia Letea	MS, University of Bucharest, Romania Diploma, National Education Center, Winnetka, CA.	Registered Dental Assistant
Alvaro Cornejo-Martinez	Diploma, Bryman College, Reseda, CA.	Registered Dental Assistant
Dawn Moore	Diploma, Bryman College, Reseda, CA.	Registered Dental Assistant
Anita Rivera		
Amber Wollard	Diploma, Bryman College, Reseda, CA.	Registered Dental Assistant
Medical Assisting		
Marcela Argote		
Douglas Castaneda	Diploma, Bryman College, Reseda, CA.	Licensed Vocational Nurse
Alison Corneau	Diploma, Bryman College, Reseda, CA.	
Melinda Covarrubias	Diploma, Bryman College, Reseda, CA.	
Nubia Diaz	Diploma, Bryman College, Reseda, CA.	
Graciela Field	Diploma, Clayton College of Natural Health, Birmingham, AL.	
Erika Gonzalez	Diploma, Bryman College, Reseda, CA.	
Monica Gonzalez	Diploma, Bryman College, Reseda, CA.	
Nahal Parhami	MA, University of Laverne, Laverne, CA.	

	Diploma, Bryman College, Winnetka, CA.
Ruth Sanchez-Castaneda	Diploma, Bryman College, Reseda, CA.
Ester Salmeron	Diploma, Bryman College, Reseda, CA. Certified Phlebotomy Technician
Christine Spray	Certified Medical Assistant
Yvonne Valdez	Diploma, ConCorde Career Institute, North Hollywood, CA
Massage Therapy	
Kristine DeFelice	Diploma, Atlanta School of Massage, Atlanta, GA. Nationally Certified in Therapeutic Massage and Bodywork
Khalilah Ealy	Diploma, Georgia Medical Institute, Jonesboro, GA. Nationally Certified in Therapeutic Massage and Bodywork
Medical Administrative Assistant	
Elizabeth Keck	BS, University of California, Riverside, CA.
Elizabeth Madrigal	Diploma, Bryman College, Reseda, CA.
Nahal Parhami	MA, University of LaVerne, LaVerne, CA. Diploma, Bryman College, Winnetka, CA.
Cindy Premus-Flores	Diploma, National Education Center, Winnetka, CA.
Shawn Spencer	
Yvonne Valdez	Diploma, ConCorde Career Institute, North Hollywood, CA
Medical Insurance Billing and Coding	
Elizabeth Keck	BS, University of California, Riverside, CA.
Elizabeth Madrigal	Diploma, Bryman College, Reseda, CA.
Nahal Parhami	MA, University of LaVerne, LaVerne CA. Diploma, Bryman College, Winnetka, CA.
Cindy Premus-Flores	Diploma, National Education Center, Winnetka, CA.
Shawn Spencer	
Christine Spray	Certified Medical Assistant
Yvonne Valdez	Diploma, ConCorde Career Institute, North Hollywood, CA
Pharmacy Technician	
Dina Diment	Diploma, Health Staff Training Institute, Los Angeles, CA. Registered Pharmacy Technician
Jennifer Ascencio-Hernandez	Registered Pharmacy Technician
Lori Baker	Diploma, UEI, Van Nuys, CA Registered Pharmacy Technician
Surgical Technologist	
Megan Dillon	Diploma, Bryman College, Reseda CA. Certified Technologist in Surgery
Renee Dupont	Diploma, Central DuPage Hospital's School of Surgical Technology, Winfield, IL. Certified Technologist in Surgery
Richard Fidermutz	Diploma, Simi Valley Adult School, Simi Valley, CA. Certified Technologist in Surgery
Mazen Khalil	MD, Damascus Medical University, Damascus, Syria Diploma, American Career College, Los Angeles, CA. Certified Technologist in Surgery
Thomas Orsburn	Diploma, Simi Valley Career Institute, Simi Valley, CA.
Jenny Nelson	Diploma, Concorde Career Institute, North Hollywood, CA. Certified Technologist in Surgery

SAN BERNARDINO

Department Chairs		
Donna Kilbreath	Medical Assisting and Medical Administrative Assisting Programs	BA, English (in progress), Cal Baptist University, Riverside, CA; Certified Medical Assistant (CMA)
Chris Roberts	Massage Therapy Program	BA, Business (in progress), Everest University; Diploma, Phoenix Therapeutic Massage College.
Thad Becker	Electrician	NCCER Certificate, Electrical Instructor
Roger Ramirez	Criminal Justice	MS, Emergency Services, BS Occupational Studies/Vocational Arts, Cal State University Long Beach
Sandra Parker	Dental Assisting Program	AS, Dental Technician, Riverside Community College, Riverside, CA Registered Dental Assistant (RDA)
Bridget Ceballos	Medical Assisting Program	Medical Assistant, Skadron College, San Bernardino, CA; AS Science Victor Valley College; Minor Psychology Victor Valley College, CA
Criminal Justice and Business		
Julie Evans	JD, University of La Verne, College of Law, La Verne, CA, AA San Bernardino Valley College, ASB National Education Center	
Tamala Shirley	M.A. Educational Counseling, University of La Verne; B.A. Liberal Studies, Cal State University San Bernardino; A.A. Liberal Arts, San Bernardino Valley College	
Jeanette Darby	M.S. Administration/Human Resources, University of Louisiana; BS General Studies, Central Michigan University	
Jacqui Proctor-Miller	BS Psychology, Queens College, Flushing, NY; AA Liberal Arts and Sciences, Queensborough Community College Bayside, NY.	
Shawn Arrington	MS Educational Counseling, University of La Verne; BA Criminal Justice, California State University San Bernardino	
Suman Mudunuri	MBA Health Administration, Loma Linda University; BA Psychology, UCLA	
Electrician		

Gary Cooper	AS, Electronics Technology, Long Beach City College, Long Beach, CA BS, DeVry University, Technical Management, Pomona, CA
Jesus Orosco	A.A., Electrical Construction Certificate, L.A. Trade Tech College; General Journeyman Electrician, State of California.
Joseph McNichols	Industrial Maintenance Electrician 1976-2007
Brian Khairullah	BS, Computer Science, Cal State San Bernardino, San Bernardino, CA; General Journeyman Electrician, DAS, State of California
Walter Johnson	California Contractors License (C-10), State of California
Tomas Lucero	BS Business Information Systems, University of Phoenix
Tom Thompson	BS, Electronic Engineering Technology, DeVry University, Pomona, CA
Tolentino Pacheco	BA Vocational Education, Cal State University Sacramento; AS Electronics Technology, West Valley College; TEFL Certificate, UC Santa Cruz
Tracy Samac	NJATC Journeyman Wireman, Valley View, OH
Woodson Samuel	MS Interactive Telecommunications, BS Business Management, University of Redlands, Redlands, CA
Jonathan Hancock	
Dental Assisting	
Mariana Devian	Associate in Arts, Cerritos College, Registered Dental Assistant (RDA), Certified Dental Assistant (CDA)
Kimberly Sloan	Registered Dental Assistant (RDA)
Leona Urschel	Registered Dental Assistant (RDA), Certified Dental Assistant (CDA), AA General Education, Chaffee College, Alta Loma, CA
Pauline Nimako	Registered Dental Assistant (RDA)
Massage Therapy	
Sara Denz	BA, Spanish, International Studies, University of Minnesota; HHP, Healing Hands School of Holistic Health, Escondido, CA
Mark Gray	MT, Southern California School of Massage, Riverside, CA; Doctor of Chiropractic, Los Angeles Chiropractic College
Cristian Arreaza	HHP, The Academy of Professional Careers
Roger Perez	MT, Healing Hands School of Holistic Health
Renee Curtis	LMT, Southern California School of Massage
Alicia Seymour	MT, Bryman College, San Bernardino, CA
Medical Assisting	
Bridget Ceballos	Medical Assistant, Skadron College, San Bernardino, CA
Regina Dominguez	Medical Assistant, Skadron College, San Bernardino, CA
Patricia Dubiel	Medical Assistant, Bryman College, San Bernardino, CA
Linda Price	Certified Medical Assistant (CMA), National Certification, Bryman College, Anaheim, CA
Virginia Villanueva	Medical Assistant, Bryman College, Los Angeles, CA
Jonette Yazzie	Certified Medical Assistant (CMA), National Certification
Lisa Bangle	Medical Assistant, Skadron College, San Bernardino, CA
Valerie Flores	Medical Assistant, Bryman College, Ontario, CA
Anne Ruiz	Medical Assistant, Yuba City College, CA LVN Program (in progress) San Bernardino Adult School, CA
Medical Administrative Assistant	
Bridget Ceballos	Medical Assistant, Skadron College, San Bernardino, CA
Michelle Lotze	Medical Assistant, Occupational Qualifications
Dwanda Conner	MedicalAssistant, Victorville ROP

SAN FRANCISCO

Department Chairs		
Jeong, Joan K., CMA	Medical Assisting Program	San Francisco State University, San Francisco, CA
Ream, Ramona, RDA	Dental Assistant Program	National Education Center, San Francisco, CA
Harlow, Meryl B., CMA,	Medical Administrative Assistant and Medical Insurance Billing/Coding Programs	Bryman College, San Francisco, CA
Nunes, Richard	Pharmacy Technician Program	University of California, Berkeley, CA
Donohue, Salene, CMT	Massage Therapy Program	National Holistic Institute., Emeryville, CA
Dental Assisting		
Diaz, Joy H., RDA	Bryman College, San Francisco, CA	
Jue, Elaine C., RDA	San Francisco City College, San Francisco, CA	
Neal, Paul J., RDA	Bryman School, San Francisco, CA	
Mohseni, Samira., RDA	College of Alameda, Alameda, CA	
Picache, Albert, RDA	University of the Pacific, San Francisco, CA	
Massage Therapy		
Klinger, Ron., CMT	Calistoga Massage Therapy School	
Mosbauer, Robert., CMT	San Francisco School of Massage	
Medical Assisting		
Baltadano, Fabiola	Bryman College, San Francisco, CA	
Bautista, Rosemary, MD	University of the East, Manila, Philippines	
Bradford, Zennaita L., CMA	Bryman College, San Francisco, CA	
DeNurra, Irene	Bryman College, San Francisco, CA	
Diaz, Monica J., CMA	National Education Center, San Francisco, CA	
Hardy, Diane, CMA	Bryman College, San Francisco, CA	
Kinsel, Jenny, CMA	Maric College, San Diego., CA	

Perez, Colleen, CMA	National Education Center, San Francisco, CA
Petkova, Katia Ivanova, MD	Higher Medical Institute, Pleven, Bulgaria
Medical Administrative Assistant	
Halligan, Kathleen., CMA	Bryman College, San Francisco, CA
Pharmacy Technician	
Aguilar, Oliver	United Education Institute, San Diego, CA
Lee, Mi Haw	University of California, Riverside., CA
Robles, Michelle	Bryman College, San Francisco, CA

SAN JOSE

Department Chairs		
Virginia Dalmacio, R.D.A.	Dental Assisting	Bryman College, San Jose
Maria Arcilla, CMA	Medical Assisting, Massage Therapy	San Juan de Dios Educaion Foundation Manila, Philippines
Pamela Clinkenbeard	Medical Administrative Assiting/Medical Insurance Billing & Coding	Bryman College, San Jose, CA
Dental Assisting		
Carrie DeYong, RDA	Med Help Training RDA program	
Janet Repp, RDA	Central County Occupation Health	
Marjorie Dulay-Aguirre, RDA	Centro Escolar University, Manila	
Janette Harrison, RDA	Mission Trails ROP, Salinas	
Ericson Ruiz, RDA	Bryman College, San Jose	
Massage Therapy		
Rosalind Fleurs, D.C.	Life Chiropractic College West	
Jillian Aronstam	Heartwood Holistic Health Institute, Santa Cruz	
Pia Jones	National Holistic Institute, Emeryville	
Medical Assisting		
Abolfazl Vaziri, M.A.	Coastline Regional Program, University of California - Berkeley	
Wendi Zuccaro, C.M.A.	Bryman College, San Jose	
Judy Anderson, M.A.	Bryman College, San Jose	
Diana Hernandez, M.A.	Bryman College, San Jose	
Natalie Horning, M.A.,R.N.	Bryman College, San Jose	
Saima Mustaq, M.D.	St. Joseph College, Pakistan	
Natascha Villalvazo, M.A.	Bryman College, San Jose	
Mufuwqa Al-Asad, M.D.	IAS Institue of Medicine, Romania	
Cheryl Galindo, M.A.	Bryman Collge, San Jose	
.Denis Golubev, M.D.	Siberian State Medical University Tomsk, Russia	
Medical Administrative Assistant		
Stacy Combs	Bryman College, San Jose	
Linda Vejvoda	Bryman College, San Jose	
Medical Insurance Billing and Coding		
Marge Fuller		

TORRANCE

Department Chairs		
Jacob Hoy, CPhT	BS Exercise Science - USC, Los Angeles, CA Nationally Certified Pharmacy Technician	
Lynnette Luellen	AA, Southwest College, Los Angeles, CA, Bryman College, Los Angeles, CA	
Medical Assisting Program		
Rashunda Chatman	AA, Southwest College, Los Angeles, CA, American Career College, Los Angeles, CA	
Nakia Guillory-Flores	Everest College	
Vivette Gallo	Bryman College	
JoAnna Madrigal	Everest College	
Pharmacy Technician Program		
Juan Alvarez CPhT	CPhT, Southeast Regional Occupational Program	
Rochelle McDonald	American Career College	
Ian Palencia CPhT	CPhT, Naval School of Health Sciences	
Rose Gasche, CPhT	California Paramedical & Technical College, Long Beach, CA Nationally Certified Pharmacy Technician	

WEST LOS ANGELES

Department Chairs		
Adrienne Jones	MIBC/MAA Programs	Medical Certificate, Bryman
Beatriz Blackford	Dental Assisting Program	BA Degree, University of Phoenix & Diploma, Concord RDA Certified
Chadwick Reinhardt	Criminal Justice Program	BS Degree, Southern Oregon University
Marichu Tabbilos	Pharmacy Technician Program	BS Degree, University of Santo Tomas
Khalid Alzawahereh	Medical Assisting Program	MD Degree, University of Jordan- Amman, Jordan

Mark Wald	Massage Program	Certificate, UCLA Medical Technician Program
Dental Assisting		
Yola Ceballos		MD, University Autonomos of Pueblas Mexico & Certificate, LA Puente College
Martha Cook		AA Degree, LA City College
Carolyn Goldsmith		AA Degree, RDA Certified
LaPreches Peterson		Certificate, Bryman
Maribee Tolentino		MD Degree, Centro Escobar University
Massage Therapy		
Karine Fougoux		Instructor Training, Massage School of Santa Monica
Maya Soderberg		BS Degree, So. Illinois University, Clinical Massage Therapy, Soma Institute
Medical Assisting		
Edmond Alaka		
Sardar Fata		Medical Assistant
Ahmed Khourshed		MBChB, Cairo Bedical School, Egypt
Martini Romelia		MD Degree, of Autonoma of Chihuahua, Mexico
Maurice Russell		Medical Certificate, Concord
Joaquin (Robert) Velarde		
Medical Insurance Billing and Coding /Medical Administrative Assistant		
Laurie Keck		BA Degree University of Riverside & Medical Certificate Everest
Penny Williams		BA Degree Cal State University
Linda Wisdom		Medical Certificate, Everest
Pharmacy Technician		
Gabreille Garcia		BS Degree, University of San Carlos
Wigdan Nicola		BS Degree, Tanta University, Egypt
Wendy Harvey		Pharmacy Technician
Criminal Justice		
Raymond Abernathy		M. Ed Degree, American Intercontinental University
Emillie Golanco		Medical Assistant
Aaron Gray		MS Degree, University of Phoenix, BA Degree, USC
William Guston		Master Trainer
Michael Hinson		BS Degree, Chapman University - Criminal Justice
Eddie Mae Jackson		MS & MS Degree, Chapman University - Criminal Justice
David Schulberg		MS & BS Degree California State University, Long Beach
Maria Shalako		MS Degree, Antioch & BS Degree, University of Puget Sound, WA
Paralegal		
Fred Marallag		JD Degree, Manuel L. Quezon University, Manila Philippines

APPENDIX B: TUITION AND FEE CHARTS BY CAMPUS

ALHAMBRA					
Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total (estimated)
Business Operations	9 months	54	\$13,418	\$1188.72	\$14,606.73
Dental Assisting	10 months	59	\$16,964	\$971.07	\$17,935.07
Massage Therapy* **	9 months	54	\$15,142	\$1426.73	\$16,568.73
Medical Assisting	10 months	59	\$14,900	\$1,504.27	\$16,404.27
Medical Insurance Billing and Coding	8 months	47	\$13,878	\$1798.35	\$15,676.35
Pharmacy Technician*#	8 months	49	\$14,141	\$819.23	\$14,960.23
Medical Administration Assistant	8 months	47	\$15,097	\$1337.37	\$16,434.37
*For programs requiring a background check, \$38 will be charged.					
**A \$255 fee for the National Licensing Exam will be charged.					
#\$25 CPR, \$81 Live Scan and \$80 State Board of Pharmacy License Application fee will be charged					
Effective: April 15, 2010					

ANAHEIM					
Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total (estimated)
Diploma Programs					
Dental Assisting	10 Months	59	\$16,964	\$885.38	\$17,849.38
Massage Therapy	9 Months	54	\$15,142	\$1331.38	\$16,473.38
Medical Assisting	8 Months	47	\$14,500	\$1127.60	\$15,627.60
Medical Insurance Billing and Coding	8 Months	47	\$13,878	\$1764.19	\$15,642.19
Vocational Nursing	12 months	89	\$28,692	\$1339.99	\$30,031.99
Degree Programs					
Criminal Justice - AS	24 months	96 credits	\$350/credit hr	\$2,936.91	\$36,536.91
Paralegal – AS	24 months	96 credits	\$350/credit hr	\$3,440.33	\$37,040.33
Effective: April 15, 2010					
*For programs requiring a background check, \$38 will be charged. For programs requiring Live Scan, \$81 will be charged.					

CITY OF INDUSTRY					
Program	Program Length	Credit Units	Tuition	Books and Equipment (est.)#	Total (estimated)
Diploma programs					
Business Management/Administrative Assistant	9 months	54	\$13,418	\$1,521.64	\$14,939.64
Dental Assisting	10 months	59	\$16,964	\$971.05	\$17,935.05
Massage Therapy**	9 months	54	\$15,142	\$1,390.28	\$16,532.28
Medical Assisting	8 months	47	\$14,500	\$1,258.52	\$15,758.52
Medical Insurance Billing and Coding	8 months	47	\$13,878	\$1,857.98	\$15,735.98
Pharmacy Technician*	8 months	49	\$14,141	\$813.23	\$14,954.23
Degree programs					
Criminal Justice	18/24 months	96	\$335.50/credit hr	\$275/ quarter	\$32,208
Paralegal	24 months	96	\$335.50/credit hr	\$3,440.33	\$37,040.33
Effective: April 15, 2010					
*A fee of \$200 for a background check, California state license application and fingerprinting will be charged. For programs requiring Live Scan, \$81 will be charged.					
**A \$293 fee for the National Licensing Exam and a background check will be charged.					

GARDENA

Program	Program Length	Credit Units	Tuition (estimated)	Books and Equipment (estimated)	Total (estimated)
Medical Assisting	8 months	47	\$14,500	\$1197.22	\$15,697.22
Medical Insurance Billing and Coding	8 months	47	\$13,878	\$1798.35	\$15,676.35
Dental Assisting	10 months	59	\$16,964	\$949.60	\$17,913.60
Massage Therapy**	9 months	54	\$15,142	\$1424.69	\$16,566.69
Pharmacy Technician	8 months	49	\$14,141	\$828.26	\$14,969.26

Effective date: April 15, 2010

*For programs requiring a background check, \$38 will be charged. For programs requiring Live Scan, \$81 will be charged.

**A \$225 fee for the National Licensing Exam will be charged.

***A \$125 certification fee will be charged.

HAYWARD

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total (estimated)
Massage Therapy	9 months	54	\$15,235	\$1387.17	\$16,622.17
Medical Administrative Assistant	8 months	47	\$14,841	\$1292.49	\$16,133.49
Medical Assisting	8 months	47	\$14,971	\$1182.96	\$16,153.96
Medical Insurance Billing and Coding	8 months	47	\$14,687	\$1727.63	\$16,414.63
Surgical Technologist	13 months	76.5	\$26,000	\$1,097.67	\$27,097.67

For programs requiring a background check, \$38 will be charged. For programs requiring Live Scan, \$81 will be charged.

Effective: April 15, 2010

LOS ANGELES

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total Tuition
Business	24 months	96	\$335.50/credit hr.	\$492.28 per quarter	\$35,954.24
Dental Assisting	10 months	59	\$16,964	\$926.41	\$17,890.41
Massage Therapy	9 months	54	\$15,142	\$1,376.27	\$16,518.27
Medical Administrative Assistant	8 months	47	\$14,687	\$1,311.13	\$15,998.13
Medical Assisting	8 months	47	\$14,500	\$1,219.71	\$15,719.71
Medical Insurance Billing and Coding	8 months	47	\$13,878	\$1,727.63	\$15,605.63

For programs requiring a background check, \$38 will be charged. For programs requiring Live Scan, \$81 will be charged.

Effective date: April 15, 2010

ONTARIO

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total (estimated)
Business Accounting	9 months	54	\$15,396	\$2,191.85	\$17,587.85
Dental Assisting	10 months	59	\$16,964	\$903.56	\$17,867.56
Massage Therapy	9 months	54	\$15,142	\$1,297.31	\$16,439.31
Medical Assisting	8 months	47	\$14,501	\$1,172.45	\$15,673.45
Medical Administrative Assistant	8 months	47	\$15,484	\$1,280.98	\$16,764.98
Medical Insurance Billing and Coding	8 months	47	\$13,878	\$1,712.17	\$15,590.17
Pharmacy Technician	8 months	49	\$14,140	\$777.81	\$14,917.81

For programs requiring a background check, \$38 will be charged in addition to \$81 for LiveScan (fingerprinting) and \$80 for CA state license fee.

Effective: April 15, 2010

ONTARIO METRO

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Estimated Total
Accounting - AS	24 months	96 credits	\$352.25/credit hr	\$1,650	\$35,466
Business - AS	24 months	96 credits	\$352.25/credit hr	\$1,650	\$35,466
Criminal Justice - AS	24 months	96 credits	\$352.52/credit hr	\$1,650	\$35,466
Paralegal - AS	24 months	96 credits	\$352.25/credit hr	\$1,650	\$35,466
Associate Degree in Nursing - ADN	24 months	115 credits	\$388.50/credit hr	\$3,900	\$48,967.50
Bachelor of Applied Management - BS	48 months	192 credits	\$352.25/credit hr	\$3,300	\$70,932
Business - BS	48 Months	192 credits	\$352.25/credit hr	\$3,300	\$70,932
Criminal Justice – BS	48 Months	192 credits	\$352.25/credit hr	\$3,300	\$70,932
Effective: April 15, 2010					

RESEDA

Program	Program Length	Credit Units	Tuition	Estimated Books and Equipment	Estimated Total
Diploma Programs					
Medical Assisting V. 2	10 months	59 credits	\$18,125	\$1,486.86	\$19,611.86
Medical Administrative Assistant	8 Months	47 credits	\$14,499.34	\$1,216.56	\$15,715.90
Dental Assisting	10 Months	59 credits	\$16,964.00	\$953.64	\$17,917.64
Medical Insurance Billing and Coding	8 Months	47 credits	\$13,877.74	\$1736.83	\$15,614.57
Massage Therapy*+	9 Months	55 credits	\$15,142.19	\$1,455.97	\$16,598.16
Pharmacy Technician*#	8 Months	49 credits	\$14,141.67	\$819.23	\$14,960.90
Surgical Technologist*%	13 Months day	76.5 credits	\$29,990	\$1,192.13	\$31,182.13
Degree Programs					
Business - AS	18/24 months	96	\$335.50 / quarter unit	\$848.38/per term	\$37,329.00
Criminal Justice - AS	18/24 months	96	\$335.50 / quarter unit	\$554.46/per term	\$35,655.00

All programs include CPR training and CPR certification.

* For programs requiring a background check, \$38 will be charged and is included in tuition.

+ The National Licensing Exam fee of \$255 is included in tuition.

The \$81 fee for Live Scan fingerprinting, \$80 California State Board of Pharmacy License Application are included in tuition.

%The fee for drug testing, the PAE exam and health screening requirements for hospital externship up to \$350 is included in tuition. Two year student membership in the Association of Surgical Technologists (AST).

Changes effective April 15, 2010

SAN BERNARDINO

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total Tuition
Diploma Programs					
Dental Assisting	10 months	59	\$16,964	\$947.12	\$17,911.12
Electrician	9 months	59	\$16,275	\$2,267.85	\$18,542.85
Electrician (weekend)	12 months	59	\$16,275	\$2,267.85	\$18,542.85
Massage Therapy	9 months	54	\$15,142	\$1,415.11	\$16,557.11
Massage Therapy (weekend)	12 months	54	\$15,142	\$1,415.11	\$16,557.11
Medical Administrative Assistant	8 months	47	\$14,687	\$1,315.42	\$16,002.42
Medical Assisting	8 months	47	\$14,499	\$1,232.63	\$15,731.63
Degree Programs					
Criminal Justice	24 months	96	\$302.50/ quarter unit	\$346.90/ quarter	\$31,853.16
Business	24 Months	96 credits	\$302.50/ quarter unit	\$420.55/ quarter	\$32,404.40

For programs requiring a background check, \$38 will be charged. For programs requiring Live Scan, \$81 will be charged.

Effective April 15, 2010

SAN FRANCISCO

Program	Program Length	Credit Units	Tuition	Books & Equipment (estimated)	Total
Dental Assisting - Day	10 months	59	\$16,964	\$928.18	\$17,892.18
Dental Assisting - Evening	12 months				
Massage Therapy* – day	9 months	55	\$14,465	\$1,353.95	\$15,818.95
Massage Therapy* – evening	11 months				
Medical Assisting* – day	8 months	47	\$14,475	\$1,262.09	\$15,737.09
Medical Assisting* – evening	10 months				
Pharmacy Technician*** - day	8 months	49	\$14,190	\$810.07	\$15,000.07
Pharmacy Technician*** – evening	10 months				
*For programs requiring a background check, \$42 will be charged.					
**For programs requiring Live Scan, \$81 will be charged.					
For programs requiring Registration Fee, \$80 will be charged.					
Effective April 15, 2010					

SAN JOSE

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total Tuition
Dental Assisting	10 months	59	\$16,964	\$926.13	\$17,890.13
Massage Therapy	9 months	54	\$15,235	\$1,370.25	\$16,605.25
Medical Administrative Assistant	8 months	47	\$14,841	\$1,305.30	\$16,146.30
Medical Assisting	8 months	47	\$14,971	\$1,196.27	\$16,167.27
Medical Insurance Billing and Coding	8 months	47	\$14,687	\$1,719.90	\$16,406.90
For programs requiring a background check, \$38 will be charged. For programs requiring Live Scan, \$81 will be charged.					
Effective date: April 15, 2010					

TORRANCE

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total Tuition
Medical Assisting	8 months	47	\$14,500	\$1,201.60	\$15,701.60**
Pharmacy Technician	8 months	49	\$14,141	\$784.68	\$14,925.68*
*Does not include \$38 background check, \$25 CPR, \$81 Live Scan, \$80 State Board of Pharmacy License Application Fee, or the \$129 fee for the Pharmacy Technician Certification Examination (PTCE).					
**Does not include \$90 Certification Exam Fee					
Effective date: April 15, 2010					

WEST LOS ANGELES

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total Tuition
Diploma Programs					
Dental Assisting	10 Months	59	\$16,964	\$926.41	\$17,890.41
Massage Therapy	9 Months	54	\$15,142	\$1,376.27	\$16,518.27
Medical Administrative Assistant	8 Months	47	\$14,687	\$1,260.53	\$15,948.53
Medical Assisting	8 Months	47	\$14,500	\$1,160.12	\$15,660.12
Medical Insurance Billing and Coding	8 Months	47	\$13,878	\$1,727.63	\$15,599.63
Pharmacy Technician	8 Months	49	\$14,141	\$811.85	\$14,952.85
Degree Programs					
Criminal Justice (AS Degree)	24 Months	96	\$335.50/quarter credit unit	\$275/quarter	\$32,208
Paralegal (AS Degree)	18-24 months	96	\$335.50/quarter credit unit	\$3930	\$36,138.00
For programs requiring a background check, \$38 will be charged					
For programs requiring a Live Scan, \$81 will be charged.					
* A \$225 fee for the National Licensing Exam will be charged.					
**A \$129 fee for the Pharmacy Technician Certification Examination (PTCE) will be charged.					
Effective date: April 15, 2010					

Fees and Penalties

Proficiency Exam Fees	\$20 \$40 \$50	Testing Fee Computer exams testing fee (CGS 2167C, CGSP 2080, OSTP 2725) Per credit transfer fee. Cannot be paid from Title IV financial aid funds.
Experiential Learning Fees: Portfolio Application Fee	\$50	Payable upon portfolio submission. Cannot be paid from Title IV financial aid funds.

Per Credit Transfer Fee	\$100	
Appeal Fee	\$25	

APPENDIX C: START DATES BY CAMPUS

MODULAR PROGRAMS

ALHAMBRA

Modular Programs Day and Eve Schedule 2010 - 2011	
Start Dates	End Dates
1/27/2010	2/24/2010
2/25/2010	3/24/2010
3/25/2010	4/22/2010
3/31/10	4/29/10
04/15/10	05/12/10
05/11/10	06/08/10
06/10/10	07/09/10
07/13/10	08/09/10
08/11/10	09/08/10
09/10/10	10/07/10
10/12/10	11/09/10
11/11/10	12/10/10
12/14/10	01/19/11
01/11/11	02/08/11
02/10/11	03/10/11
03/15/11	04/11/11
04/13/11	05/11/11
05/13/11	06/10/11
06/14/11	07/13/11
07/15/11	08/11/11
08/12/11	09/09/11
09/13/11	10/10/11
10/12/11	11/08/11
11/10/11	12/09/11
01/28/11	02/25/11
02/28/11	03/25/11
03/29/11	04/26/11
04/27/11	05/24/11
05/26/11	06/23/11
06/28/11	07/27/11
07/29/11	08/25/11
08/30/11	09/28/11
09/29/11	10/26/11
10/27/11	11/23/11
11/28/11	12/23/11

Pharmacy Technician Mod H Schedule Day and Eve 2010	
Start Dates	End Dates
2/25/2010	3/10/2010
3/25/2010	4/08/2010
4/26/2010	5/7/2010
5/24/2010	6/7/2010
6/24/2010	7/8/2010
7/26/2010	8/6/2010
08/24/10	09/07/10
09/23/10	10/06/10
10/25/10	11/05/10
11/22/10	12/07/10
12/14/10	01/04/11
01/28/11	02/10/11
02/28/11	03/11/11
03/29/11	04/11/11
04/27/11	05/10/11
05/26/11	06/09/11
06/28/11	07/13/11
07/29/11	08/11/11
08/12/11	08/25/11
08/30/11	09/14/11
09/13/11	09/26/11
09/29/11	10/12/11
10/12/11	10/25/11
10/27/11	11/09/11
11/10/11	11/23/11

Break Schedule 2010 - 2011	
Break	Dates
Spring Holiday	4/ 2 /10
Memorial Day	5/31/10
Independence Day	7/ 5 /10
Labor Day	9/ 6 /10
Thanksgiving	11/25/10 - 11/28/10
Winter Break	12/24/10 - 01/02/11
Other	04/23/10 06/23/10 10/22/10
Martin Luther King Jr. Day	01/17/11
Presidents Day	02/21/11
Memorial Day	05/30/11
Independence Day	07/04/11
Labor Day	09/05/11
Thanksgiving	11/24/11 - 11/27/11
Winter Break	12/24/11 - 01/02/2012
Other Breaks	04/22/11 07/01/11 09/12/11

ANAHEIM

Dental Assisting V. 2 Day Schedule (Monday through Friday) 2010	
Start Dates	End Dates
1/4/10	2/1/10
2/3/10	3/3/10
3/5/10	4/1/10
4/5/10	4/30/10
5/3/10	5/28/10
6/1/10	6/28/10
6/30/10	7/29/10
8/3/10	8/30/10
8/31/10	9/28/10
9/30/10	10/28/10
11/1/10	11/30/10
12/2/10	1/12/11

Dental Assisting V. 2 Eve Schedule (Monday through Friday) 2010	
Start Dates	End Dates
1/4/10	2/8/10
2/10/10	3/17/10
3/22/10	4/22/10
4/26/10	5/27/10
6/1/10	7/6/10
7/7/10	8/10/10
8/12/10	9/16/10
9/20/10	10/21/10
10/25/10	11/30/10
12/2/10	1/20/11

Vocational Nursing Day Schedule 2010	
Start Dates	End Dates
10/14/09	3/03/10
3/02/10	3/04/10
3/08/10	4/05/10
3/09/10	4/12/10
3/29/10	5/03/10
4/05/10	5/03/10
5/03/10	6/07/10
4/12/10	5/17/10
5/17/10	6/15/10
3/10/10	6/10/10
6/16/10	6/17/10
6/21/10	8/10/10
6/22/10	8/03/10
6/23/10	8/17/10
8/03/10	9/09/10
8/16/10	9/15/10
8/17/10	9/15/10
6/24/10	9/01/10
9/16/10	9/20/10

Vocational Nursing Day Schedule 2010 - 2011	
Start Dates	End Dates
3/15/10	3/29/10
3/29/10	6/1/10
6/7/10	6/29/10
6/29/10	7/8/10
4/21/10	6/30/10
7/1/10	7/12/10
7/13/10	8/2/10
7/20/10	8/10/10
8/10/10	10/5/10
8/17/10	9/21/10
9/28/10	10/28/10
10/12/10	11/2/10
11/2/10	11/11/10
7/14/10	10/15/10
10/21/10	10/22/10
11/15/10	12/7/10
1/17/11	2/21/11
2/22/11	3/8/11
11/16/11	1/10/11
2/21/11	3/9/11
1/11/11	2/22/11
11/17/11	2/23/11
3/10/11	3/22/11

Massage Therapy Eve Schedule 2010	
Start	End
1/4/10	2/8/10
2/10/10	3/17/10
3/22/10	4/22/10
4/26/10	5/27/10
6/1/10	7/6/10
7/7/10	8/10/10
8/12/10	9/16/10
9/20/10	10/21/10
10/25/10	11/30/10
12/01/10	1/19/11

Medical Assisting PM Schedule 2010	
Start Dates	End Dates
1/27/10	2/24/10
2/26/10	3/25/10
3/29/10	4/26/10
4/28/10	5/25/10
5/27/10	6/25/10
6/28/10	7/26/10
7/28/10	8/24/10
8/26/10	9/23/10
9/27/10	10/25/10
10/27/10	11/23/10
11/29/10	1/6/11

Medical Assisting Weekend Schedule 2010	
Start Dates	End Dates
1/23/10	2/21/10
2/27/10	3/21/10
3/27/10	4/25/10
5/1/10	5/23/10
6/5/10	6/27/10
7/10/10	8/1/10
8/7/10	8/29/10
9/11/10	10/3/10
10/9/10	10/31/10
11/6/10	12/5/10
12/11/10	1/23/11
1/29//11	2/27//11
3/05//11	4/3//11
4/09//11	5/8//11
5/14//11	6/12//11
6/18//11	7/24//11
7/30//11	8/28//11
9/10//11	10/09//11
10/15//11	11/13//11
11/19//11	12/18//11

Dental Assisting, Medical Assisting, MIBC PM Schedule 2010	
Start Dates	End Dates
1/4/10	2/1/10
2/3/10	3/3/10
3/5/10	4/1/10
4/5/10	4/30/10
5/3/10	5/28/10
6/1/10	6/28/10
6/30/10	7/29/10
8/3/10	8/30/10
8/31/10	9/28/10
9/30/10	10/28/10
11/1/10	11/30/10
12/2/10	1/12/11

Medical Assisting 6 & 8 AM Schedule 2010	
Start Dates	End Dates
1/13/10	2/10/10
2/11/10	3/11/10
3/15/10	4/12/10
4/14/10	5/11/10
5/13/10	6/10/10
6/14/10	7/13/10
7/15/10	8/11/10
8/13/10	9/10/10
9/13/10	10/11/10
10/12/10	11/8/10
11/10/10	12/9/10
12/13/10	1/24/11

Medical Assisting 7 & 9 AM Schedule Massage Therapy 8 AM & 12:30 PM Schedule 2010	
Start Dates	End Dates
1/22/10	2/19/10
2/22/10	3/19/10
3/22/10	4/19/10
4/21/10	5/18/10
5/20/10	6/17/10
6/21/10	7/20/10
7/22/10	8/18/10
8/20/10	9/17/10
9/20/10	10/18/10
10/20/10	11/16/10
11/18/10	12/17/10

Medical Assisting, MIBC 6 PM Schedule 2010	
Start Dates	End Dates
2/4/10	3/11/10
3/15/10	4/15/10
4/19/10	5/20/10
5/24/10	6/28/10
6/30/10	8/4/10
8/9/10	9/13/10
9/15/10	10/19/10
10/21/10	11/29/10
12/2/10	1/20/11

Dental Assisting, Massage Therapy, Medical Assisting 6 PM Schedule 2010	
Start Dates	End Dates
1/4/10	2/8/10
2/10/10	3/17/10
3/22/10	4/22/10
4/26/10	5/27/10
6/1/10	7/6/10
7/7/10	8/10/10
8/12/10	9/16/10
9/20/10	10/21/10
10/25/10	11/30/10
12/2/10	1/20/11

Student Breaks 2010	
Break	Dates
New Year's Day	1/1/10 -1/3/10
Martin Luther King Day	1/16/10 – 1/18/10
President's Day	2/13/10 – 2/15/10
Spring Break	2/2/10 – 2/4/10
Memorial Day	5/29/10 – 5/31/10
Independence Day	7/2/10 – 7/5/10
Labor Day	9/4/10 – 9/6/10
Thanksgiving	11/ 24/10 (eve only) 11/25/10 – 11/28/10
Winter Break	12/18/10 – 1/2/11 12/13/09 – 1/7/10 (Weekend MA)
School In-Service & Std. Day Off	1/ 18/10, 4/2/10 7/2/10, 10/ 8/10

CITY OF INDUSTRY

Dental Assisting V. 2.0 AM, PM Schedule – Five Day Week (Monday through Friday) 2010	
Start Dates	End Dates
2/10/10	3/10/10
3/15/10	4/13/10
4/14/10	5/11/10
5/12/10	6/09/10
6/14/10	7/13/10
7/14/10	8/10/10
8/11/10	9/8/10
9/13/10	10/11/10
10/13/10	11/9/10
11/10/10	12/09/10
12/13/2010	1/25/2011
01/26/11	02/23/11
02/24/11	03/23/11
03/28/11	04/25/11
04/26/11	05/23/11
05/25/11	06/22/11
06/28/11	07/25/11
07/27/11	08/23/11
08/25/11	09/22/11
09/27/11	10/24/11
10/26/11	11/22/11
11/29/11	01/10/12

Dental Assisting V. 2.0 Evening Schedule – Four Days a Week (Monday through Thursday) 2010	
Start Dates	End Dates
2/10/10	3/10/10
3/15/10	4/12/10
4/14/10	5/11/10
5/12/10	6/9/10
6/14/10	7/12/10
7/14/10	8/10/10
8/11/10	9/8/10
9/13/10	10/7/10
10/13/10	11/9/10
11/10/10	12/8/10
12/13/10	1/24/2011
01/26/11	02/23/11
02/24/11	03/23/11
03/28/11	04/25/11
04/26/11	05/23/11
05/25/11	06/22/11
06/28/11	07/25/11
07/27/11	08/23/11
08/25/11	09/22/11
09/27/11	10/24/11
10/26/11	11/22/11
11/29/11	01/10/12

Pharmacy Technician Mod H Schedule Five Day (Monday through Friday) 2010	
Start Dates	End Dates
02/10/10	02/24/10
02/25/10	03/10/10
03/15/10	03/26/10
03/29/10	04/13/10
04/14/10	04/27/10
04/28/10	05/11/10
05/12/10	05/25/10
05/27/10	06/10/10
06/14/10	06/25/10
06/28/10	07/13/10
07/14/10	07/27/10
07/28/10	08/10/10
08/12/10	08/25/10
08/27/10	09/10/10
09/13/10	09/24/10
09/28/10	10/12/10
10/13/10	10/26/10
10/27/10	11/09/10
11/11/10	11/24/10
11/29/10	12/10/10
12/13/10	01/10/11

Medical Assisting Evening Schedule – Four Days a Week (Monday through Thursday) 2010	
Start Dates	End Dates
1/26/10	2/23/10
2/25/10	3/24/10
3/29/10	4/26/10
4/28/10	5/25/10
5/26/10	6/23/10
6/28/10	7/26/10
7/28/10	8/24/10
8/30/10	9/27/10
9/28/10	10/25/10
10/27/10	11/23/10
11/29/10	1/06/11

Pharmacy Technician Evening Schedule – Four Day (Monday through Thursday) 2010	
Start Dates	End Dates
1/26/10	2/23/10
2/25/10	3/24/10
3/29/10	4/26/10
4/28/10	5/25/10
5/26/10	6/23/10
6/28/10	7/26/10
7/28/10	8/24/10
8/30/10	9/27/10
9/28/10	10/25/10
10/27/10	11/23/10
11/29/10	1/06/11

Massage Therapy Evening Schedule – Four Days a Week (Monday through Thursday) 2010	
Start Dates	End Dates
1/26/10	2/23/10
2/25/10	3/24/10
3/29/10	4/26/10
4/28/10	5/25/10
5/26/10	6/23/10
6/28/10	7/26/10
7/28/10	8/24/10
8/30/10	9/27/10
9/28/10	10/25/10
10/27/10	11/23/10
11/29/10	1/06/11

Business Management Admin. AM/PM/EVE Schedule – Four Days a Week (Monday through Thursday) 2010 - 2011	
Start Dates	End Dates
1/26/2010	2/23/2010
2/25/2010	3/24/2010
3/29/2010	4/26/2010
4/28/2010	5/25/2010
5/26/2010	6/23/2010
6/28/2010	7/26/2010
7/28/2010	8/24/2010
8/30/2010	9/27/2010
9/28/2010	10/25/2010
10/27/2010	11/23/2010
11/29/2010	1/6/2011
01/11/11	02/08/11
02/10/11	03/10/11
03/14/11	04/07/11
04/12/11	05/09/11
05/11/11	06/08/11
06/13/11	07/12/11
07/14/11	08/10/11
08/11/11	09/08/11
09/12/11	10/06/11
10/11/11	11/07/11
11/08/11	12/06/11
12/12/11	01/23/12

Dental Assisting Day Schedule – Five Day Week (Monday through Friday) 2010	
Start Dates	End Dates
1/11/10	2/9/10
2/10/10	3/10/10
3/15/10	4/13/10
4/14/10	5/11/10
5/12/10	6/9/10
6/14/10	7/13/10
7/14/10	8/10/10
8/11/10	9/8/10
9/13/10	10/11/10
10/13/10	11/9/10
11/10/10	12/9/10
12/13/10	1/25/11

Pharmacy Technician Day Schedule – Five Day (Monday through Friday) 2010	
Start Dates	End Dates
1/11/10	2/9/10
2/10/10	3/10/10
3/15/10	4/13/10
4/14/10	5/11/10
5/12/10	6/9/10
6/14/10	7/13/10
7/14/10	8/10/10
8/11/10	9/8/10
9/13/10	10/11/10
10/13/10	11/9/10
11/10/10	12/9/10
12/13/10	1/25/11

Medical Assisting Day Schedule – Five Days a Week (Monday through Friday) 2010	
Start Dates	End Dates
01/11/11	02/08/11
02/10/11	03/10/11
03/14/11	04/07/11
04/12/11	05/09/11
05/11/11	06/08/11
06/13/11	07/12/11
07/14/11	08/10/11
08/11/11	09/08/11
09/12/11	10/06/11
10/11/11	11/07/11
11/08/11	12/06/11
12/12/11	01/23/12

Medical Insurance Billing and Coding Day Schedule – Five Days a Week (Monday through Friday) 2010 - 2011	
Start Dates	End Dates
2/10/10	3/10/10
3/15/10	4/13/10
4/14/10	5/11/10
5/12/10	6/9/10
6/14/10	7/13/10
7/14/10	8/10/10
8/11/10	9/8/10
9/13/10	10/11/10
10/13/10	11/9/10
11/10/10	12/9/10
12/13/10	1/25/11
01/26/11	02/23/11
02/24/11	03/23/11
03/28/11	04/25/11
04/26/11	05/23/11
05/25/11	06/22/11
06/28/11	07/25/11
07/27/11	08/23/11
08/25/11	09/22/11
09/27/11	10/24/11
10/26/11	11/22/11
11/29/11	01/10/12

Dental Assisting Evening Schedule – Four Days a Week (Monday through Thursday) 2010	
Start Dates	End Dates
1/11/10	2/9/10
2/10/10	3/10/10
3/15/10	4/13/10
4/14/10	5/11/10
5/12/10	6/9/10
6/14/10	7/13/10
7/14/10	8/10/10
8/11/10	9/8/10
9/13/10	10/11/10
10/13/10	11/9/10
11/10/10	12/9/10
12/13/10	1/25/11

Medical Assisting Evening Schedule – Four Days a Week (Monday through Thursday) 2010	
Start Dates	End Dates
1/11/10	2/9/10
2/10/10	3/10/10
3/15/10	4/13/10
4/14/10	5/11/10
5/12/10	6/9/10
6/14/10	7/13/10
7/14/10	8/10/10
8/11/10	9/8/10
9/13/10	10/11/10
10/13/10	11/9/10
11/10/10	12/9/10
12/13/10	1/25/11

Medical Insurance Billing and Coding Evening Schedule – Four Days a Week (Monday through Thursday) 2010	
Start Dates	End Dates
2/10/10	3/10/10
3/15/10	4/13/10
3/31/10	4/28/10
4/14/10	5/11/10
5/12/10	6/9/10
6/14/10	7/13/10
7/14/10	8/10/10
8/11/10	9/8/10
9/13/10	10/11/10
10/13/10	11/9/10
11/10/10	12/9/10
12/13/10	1/25/11
01/26/11	02/23/11
02/24/11	03/23/11
03/28/11	04/25/11
04/26/11	05/23/11
05/25/11	06/22/11
06/28/11	07/25/11
07/27/11	08/23/11
08/25/11	09/22/11
09/27/11	10/24/11
10/26/11	11/22/11
11/29/11	01/10/12

Medical Assisting Day Schedule – Five Days a Week (Monday through Friday) 2010	
Start Dates	End Dates
1/26/10	2/24/10
2/25/10	3/24/10
3/29/10	4/27/10
4/28/10	5/25/10
5/26/10	6/23/10
6/28/10	7/27/10
7/28/10	8/24/10
8/30/10	9/27/10
9/28/10	10/26/10
10/27/10	11/23/10
11/29/10	1/10/11

Massage Therapy Day Schedule – Five Days a Week (Monday through Friday) 2010 - 2011	
Start Dates	End Dates
12/14/09	1/25/10
1/26/10	2/24/10
2/25/10	3/24/10
3/29/10	4/27/10
4/28/10	5/25/10
5/26/10	6/23/10
6/28/10	7/27/10
7/28/10	8/24/10
8/30/10	9/27/10
9/28/10	10/26/10
10/27/10	11/23/10
11/29/10	1/10/11
01/11/11	02/08/11
02/10/11	03/10/11
03/14/11	04/07/11
04/12/11	05/09/11
05/11/11	06/08/11
06/13/11	07/12/11
07/14/11	08/10/11
08/11/11	09/08/11
09/12/11	10/06/11
10/11/11	11/07/11
11/08/11	12/06/11
12/12/11	01/23/12

Pharmacy Technician Day Schedule – Five Day (Monday through Friday) 2010 - 2011	
Start Dates	End Dates
12/14/09	1/25/10
1/26/10	2/24/10
2/25/10	3/24/10
3/29/10	4/27/10
4/28/10	5/25/10
5/26/10	6/23/10
6/28/10	7/27/10
7/28/10	8/24/10
8/30/10	9/27/10
9/28/10	10/26/10
10/27/10	11/23/10
11/29/10	1/10/11
01/11/11	02/08/11
02/10/11	03/10/11
03/14/11	04/07/11
04/12/11	05/09/11
05/11/11	06/08/11
06/13/11	07/12/11
07/14/11	08/10/11
08/11/11	09/08/11
09/12/11	10/06/11
10/11/11	11/07/11
11/08/11	12/06/11
12/12/11	01/23/12

Student Breaks 2010	
Break	Dates
Spring Break	4/2/10 – 4/4/10
Memorial Day	5/29/10 – 5/31/10 For Evening Classes only, add 5/28/10
Independence Day	7/3/10 – 7/5/10
Labor Day	9/4/10 – 9/6/10 For Evening Classes only, add 9/3/10
Thanksgiving	11/25/10 – 11/28/10
Winter Break	12/18/10 – 1/2/11 For Evening Classes only, add 12/17/10
School In-Service & Std. Day Off	2/5/10, 4/1/10, 7/2/10, 10/8/10
New Year's Day	1/2/11
Martin Luther King Day	1/15/11 – 1/17/11
President's Day	2/19/11 – 2/21/11
Spring Break	4/22/11 – 4/24/11
Memorial Day	5/28/11 – 5/30/11
Independence Day	7/2/11 – 7/4/11
Labor Day	9/3/11 – 9/5/11
Thanksgiving	11/ 24/11 – 11/27/11
Winter Break	12/17/11 – 1/2/12
School In-Service & Std. Day Off	1/7/11, 3/24/11 – 3/27/11, 6/23/11, 9/23/11

GARDENA

Dental Assisting Eve Schedule 16-Day Mods 2010	
Start Dates	End Dates
2/16/10	3/15/10
3/17/10	4/14/10
4/19/10	5/13/10
5/18/10	6/14/10
6/16/10	7/14/10
7/19/10	8/12/10
8/17/10	9/14/10
9/16/10	10/13/10
10/18/10	11/11/10
11/15/10	12/13/10
12/16/10	1/27/11

Dental Assisting Eve Schedule 2010 - 2011	
Start Dates	End Dates
01/13/10	02/18/10
02/22/10	03/25/10
03/29/10	05/03/10
05/05/10	06/09/10
06/14/10	07/19/10

Dental Assisting, Massage Therapy, Medical Assisting, MIBC AM/PM Schedule (Monday through Friday) 2010 - 2011	
Start Dates	End Dates
1/27/10	2/25/10
2/26/10	3/25/10
3/29/10	4/27/10
3/31/10*	4/29/10
4/29/10	5/26/10
5/03/10*	5/28/10
5/28/10	6/25/10
6/01/10*	6/29/10
6/29/10	7/27/10
6/30/10	7/28/10
7/29/10	8/25/10
8/27/10	9/24/10
09/28/10	10/25/10
10/27/10	11/23/10
11/29/10	01/08/11
01/13/11	02/10/11
02/14/11	03/14/11
03/16/11	04/12/11
04/14/11	05/11/11
05/16/11	06/13/11
06/15/11	07/13/11
07/15/11	08/11/11
08/15/11	09/12/11
09/14/11	10/11/11
10/13/11	11/09/11
11/14/11	12/13/11
12/15/11	01/26/12

*Medical Assisting only

Massage Therapy, Medical Assisting, MIBC, Pharmacy Technician Eve Schedule (Monday through Thursday) 2010 - 2011	
Start Dates	End Dates
01/13/10	02/18/10
02/22/10	03/25/10
03/29/10	05/03/10
05/05/10	06/09/10
06/14/10	07/19/10
07/21/10	08/24/10
08/26/10	09/30/10
10/04/10	11/04/10
11/08/10	12/13/10
12/15/10	02/01/11
02/03/11	03/10/11
03/14/11	04/14/11
04/18/11	05/19/11
05/23/11	06/27/11
06/29/11	08/03/11
08/08/11	09/12/11
09/14/11	10/18/11
10/20/11	11/23/11
11/28/11	01/16/12

Pharmacy Technician AM Schedule (Monday through Friday) 2010 - 2011	
Start Dates	End Dates
01/29/10	03/01/10
03/03/10	03/30/10
03/31/10	04/30/10
05/04/10	06/01/10
06/03/10	07/01/10
07/06/10	08/02/10
08/04/10	08/31/10
09/02/10	09/30/10
10/04/10	11/01/10
11/03/10	12/02/10
12/06/10	01/19/11
01/21/11	02/18/11
02/22/11	03/21/11
03/23/11	04/19/11
04/21/11	05/19/11
05/23/11	06/20/11
06/22/11	07/20/11
07/22/11	08/19/11
08/22/11	09/19/11
09/21/11	10/18/11
10/20/11	11/17/11
11/21/11	01/04/12

Pharmacy Technician Mod H AM and PM Schedule (Monday through Friday) 2010 - 2011	
Start Dates	End Dates
1/27/10	2/9/10
2/26/10	3/11/10
3/29/10	4/13/10
4/29/10	5/12/10
5/28/10	6/14/10
6/29/10	7/13/10
7/29/10	8/11/10
8/27/10	9/10/10
09/28/10	10/11/10
10/27/10	11/09/10
11/29/10	12/13/10
01/13/11	01/27/11
02/14/11	02/28/11
03/16/11	03/29/11
04/14/11	04/27/11
05/16/11	05/27/11
06/15/11	06/28/11
07/15/11	07/28/11
08/15/11	08/26/11
09/14/11	09/27/11
10/13/11	10/26/11
11/14/11	11/29/11
12/15/11	01/12/12

Pharmacy Technician Mod H Eve Schedule (Monday through Thurs) 2010 - 2011	
Start Dates	End Dates
2/22/10	3/9/10
3/29/10	4/14/10
5/5/10	5/20/10
6/14/10	6/29/10
7/21/10	8/5/10
8/26/10	9/14/10
10/4/10	10/20/10
11/8/10	11/23/10
12/15/10	1/18/11
02/03/11	02/22/11
03/14/11	03/29/11
04/18/11	05/03/11
05/23/11	06/08/11
06/29/11	07/18/11
08/08/11	08/23/11
09/14/11	09/29/11
10/20/11	11/07/11
11/28/11	12/13/11

Pharmacy Technician Mod H AM Schedule (Monday through Thurs) 2010 - 2011	
Start Dates	End Dates
09/02/10	09/16/10
10/04/10	10/18/10
11/03/10	11/16/10
12/03/10	12/17/10
01/21/11	02/03/11
02/22/11	03/07/11
03/23/11	04/05/11
04/21/11	05/04/11
05/23/11	06/06/11
06/22/11	07/06/11
07/22/11	08/04/11
08/22/11	09/02/11
09/21/11	10/04/11
10/20/11	11/02/11
11/21/11	12/06/11

Student Breaks 2010	
Break	Dates
New Year's Day	1/ 1/10 – 1/3/10
Martin Luther King Day	1/16/10 – 1/18/10
President's Day	2/13/10 – 2/15/10
Spring Break	4/2/10 – 4/5/10
Memorial Day	5/29/10 – 5/31/10
Independence Day	7/3/10 – 7/5/10
Labor Day	9/4/10 – 9/6/10
Thanksgiving	11/ 25/10 – 11/28/10
Winter Break	12/18/10 – 1/3/11
Other Holiday	2/12/10 – 2/14/10 6/11/10 – 6/13/10 10/9/10 – 10/11/10 12/ 24/10 – PM/AM and evening only .. 12/10/10 – 12/ 12/10

Student Breaks 2011	
Break	Dates
Martin Luther King Day	1/ 15/11 – 1/17/11
President's Day	2/ 19/11 – 2/ 21/11
Memorial Day	5/28/11 – 5/30/11
Independence Day	7/ 2/11-7/4/11
Labor Day	9/3/11 - 9/ 5/11
Thanksgiving	11/ 24/11 – 11/27/11
Winter Break	12/17/11 – 1/ 2/12
Other Holidays	2/ 11/11- 2/ 13/11
	5/13/11 – 5/15/11
	8/12/11 – 8/14/11
	11/ 11/11 – 11/13/11
	11/2/11 Evening only
New Year's Day	1/1/12 - 1 2/12

HAYWARD

Massage Therapy Session 1 2010	
Start Dates	End Dates
12/16/09	1/27/10
1/28/10	2/25/10
3/2/10	3/29/10
3/31/10	4/27/10
4/29/10	5/26/10
5/12/10	6/9/10
5/27/10	6/24/10
6/29/10	7/27/10
7/29/10	8/25/10
8/30/10	9/27/10
9/29/10	10/26/10
10/28/10	11/29/10
11/30/10	1/10/2011

Massage Therapy Session 2 2010	
Start Dates	End Dates
1/28/10	2/25/10
3/2/10	3/29/10
3/31/10	4/27/10
4/29/10	5/26/10
5/27/10	6/24/10
6/29/10	7/27/10
7/29/10	8/25/10
8/30/10	9/27/10
9/29/10	10/26/10
10/28/10	11/29/10
11/30/10	1/10/11

Medical Insurance Billing & Coding AM/PM Day Schedule – Five-Days Week (Monday through Friday) 2010	
Start Dates	End Dates
01/12/10	02/09/10
03/15/10	04/08/10
04/13/10	05/10/10
05/12/10	06/09/10
06/11/10	07/09/10

Medical Assisting, Medical Administrative Assistant, Massage Therapy, Medical Insurance Billing and Coding AM/PM/Eve 2011	
Start Dates	End Dates
1/11/11	2/8/11
1/27/11	2/24/11
02/10/11	03/10/11
02/28/11	03/28/11
03/14/11	04/11/11
03/30/11	04/27/11
04/13/11	05/11/11
04/28/11	05/25/11
05/16/11	06/13/11
05/26/11	06/23/11
06/14/11	07/13/11
06/28/11	07/26/11
07/14/11	08/10/11
07/28/11	08/24/11
08/15/11	09/12/11
08/30/11	09/28/11
09/14/11	10/12/11
09/29/11	10/26/11
10/13/11	11/09/11
10/27/11	11/28/11
11/14/11	12/13/11
11/29/11	01/09/12
12/15/11	01/25/12

Medical Assisting, Medical Administrative Assistant, Massage Therapy, Medical Insurance Billing and Coding AM/PM/Eve 2010	
Start Dates	End Dates
2/26/10	3/25/10
4/13/10	5/10/10
07/13/10	08/09/10
08/11/10	09/09/10
09/29/10	10/26/10
10/28/10	11/29/10
11/10/10	12/10/10

Student Breaks 2010	
Break	Dates
Spring Break	4/2/10 – 4/4/10
Memorial Day	5/29/10 – 5/31/10
Fourth of July	7/3/10 – 7/5/10
Labor Day	9/4/10 – 9/6/10
Veteran's Day	9/11/10
Thanksgiving	11/25/10 – 11/28/10
Winter Break	12/18/10 – 1/2/11

LOS ANGELES

Medical Assisting, Medical Administrative Assisting, Massage Therapy, Dental Assisting 2010	
Start Dates	End Dates
01/04/10	02/01/10
02/02/10	03/02/10
2/25/10	3/24/10
03/03/10	03/30/10
03/31/10	04/27/10
04/28/10	05/25/10
05/27/10	06/24/10
06/28/10	07/26/10
07/28/10	08/24/10
08/25/10	09/22/10
09/23/10	10/20/10
10/21/10	11/17/10
11/18/10	12/16/10
1/3/11	1/31/11
2/2/11	3/2/11
3/7/11	4/1/11
4/5/11	5/4/11
5/9/11	6/6/11
6/8/11	7/6/11
7/11/11	8/5/11
8/8/11	9/2/11
9/6/11	10/3/11
10/5/11	11/1/11
11/3/11	12/2/11
12/5/11	1/12/2012

Dental Assisting AM, Eve Schedule (Monday through Friday) 2010	
Start Dates	End Dates
12/03/09	01/13/10
01/14/10	02/11/10
02/16/10	03/15/10
03/17/10	04/13/10
04/15/10	05/12/10
06/14/10	07/12/10
07/13/10	08/09/10
08/11/10	09/08/10
09/09/10	10/06/10
10/07/10	11/03/10
11/04/10	12/06/10
12/07/10	01/18/2011
4/21/11	5/19/11
7/25/11	8/18/11
11/21/11	12/19/11

Dental Assisting PM Schedule (Monday through Friday) 2010	
Start Dates	End Dates
01/04/10	02/01/10
02/02/10	03/02/10
03/03/10	03/30/10
03/31/10	04/27/10
04/28/10	05/25/10
05/27/10	06/24/10
06/28/10	07/26/10
07/28/10	08/24/10
08/25/10	09/22/10
09/23/10	10/20/10
10/21/10	11/17/10
11/18/10	12/16/10

Student Breaks 2010	
New Year's Day	1/1/10 – 1/3/10
Martin Luther King Day	1/16/10 – 1/18/10
President's Day	2/13/10 – 2/15/10
Memorial Day	5/29/10 – 5/31/10
Independence Day	7/2/10 – 7/5/10
Labor Day	9/4/10 – 9/6/10
Thanksgiving	11/ 24/10 (eve only), 11/ 25/10 - 11/28/10
Winter Break	12/18/10 - 1/2/11
School In-Service & Std. Day Off	1/ 18/10, 4/2/10*, 7/2/10, 10/8/10

*Excludes MA, DA, and MT programs

Medical Assisting, Eve Schedule 2010	
Start Dates	End Dates
1/28/10	2/25/10
3/3/10	3/30/10
3/31/10	4/27/10
4/28/10	5/25/10
5/27/10	6/24/10
6/28/10	7/26/10
7/28/10	8/24/10
8/25/10	9/22/10
9/23/10	10/20/10
10/21/10	11/17/10
11/18/10	12/16/10

Medical Insurance Billing & Coding Eve Schedule 2010	
Start Dates	End Dates
01/04/10	02/01/10
02/02/10	03/02/10
2/25/10	3/24/10
03/03/10	03/30/10
03/31/10	04/27/10
04/28/10	05/25/10
05/27/10	06/24/10
06/28/10	07/26/10
07/28/10	08/24/10
08/25/10	09/22/10
09/23/10	10/20/10
10/21/10	11/17/10
11/18/10	12/16/10
1/3/11	1/31/11
2/2/11	3/2/11
3/7/11	4/1/11
4/5/11	5/4/11
5/9/11	6/6/11
6/8/11	7/6/11
7/11/11	8/5/11
8/8/11	9/2/11
9/6/11	10/3/11
10/5/11	11/1/11
11/3/11	12/2/11
12/5/11	1/12/12

Medical Assisting, Medical Administrative Assisting, Dental Assisting AM, PM Schedule 2011	
Start Dates	End Dates
1/20/2011	2/16/2011
2/22/2011	3/21/2011
3/23/2011	4/19/2011
4/21/2011	5/20/2011
5/24/2011	6/21/2011
6/23/2011	7/21/2011
7/25/2011	8/19/2011
8/23/2011	9/20/2011
9/22/2011	10/19/2011
10/24/2011	11/18/2011
11/22/2011	12/20/2011

Massage Therapy Eve Schedule (Monday through Friday) 2011	
Start Dates	End Dates
4/21/11	5/19/11
7/25/11	8/18/11
11/21/11	12/19/11

Medical Assisting, Medical Administrative Assistant Eve Schedule (Monday through Friday) 2010	
Start Dates	End Dates
3/7/11	3/31/11
4/5/11	5/3/11
7/11/11	8/4/11
8/8/11	9/1/11
11/3/11	12/1/11
12/5/11	1/11/2012

ONTARIO

Dental Assisting V. 2 Eve Schedule (Monday through Friday) 2010	
Start Dates	End Dates
2/11/10	3/11/10
3/04/10	4/01/10
3/16/10	4/14/10
4/08/10	5/05/10
4/19/10	5/13/10
5/13/10	6/04/10
5/18/10	6/16/10
6/21/10	7/19/10
7/21/10	8/17/10
8/19/10	9/20/10
9/22/10	10/19/10
10/21/10	11/17/10
11/18/10	12/16/10

Dental Assisting V. 2 AM/PM Schedule (Monday through Friday) 2010	
Start Dates	End Dates
2/8/10	3/8/10
2/19/10	3/19/10
3/04/10	4/01/10
3/10/10	4/9/10
3/23/10	4/21/10
4/08/10	5/05/10
4/13/10	5/10/10
4/23/10	5/20/10
5/12/10	6/9/10
5/13/10	6/04/10
5/24/10	6/22/10
6/14/10	7/9/10
6/24/10	7/22/10
7/13/10	8/9/10
7/26/10	8/20/10
8/11/10	9/8/10
8/24/10	9/22/10
9/13/10	10/11/10
9/24/10	10/21/10
10/13/10	11/9/10
10/25/10	11/19/10
11/11/10	12/10/10
11/22/10	1/4/11
12/13/10	1/24/11

Massage Therapy Day Schedule 2010	
Start Dates	End Dates
1/7/10	2/4/10
2/8/10	3/8/10
3/10/10	4/9/10
4/13/10	5/10/10
5/12/10	6/9/10
6/14/10	7/9/10
7/13/10	8/9/10
8/11/10	9/8/10
9/13/10	10/11/10
10/13/10	11/9/10
11/11/10	12/13/10
12/15/10	1/26/11

Massage Therapy Eve Schedule 2010	
Start Dates	End Dates
1/12/10	2/9/10
2/11/10	3/11/10
3/16/10	4/14/10
4/19/10	5/13/10
5/18/10	6/16/10
6/21/10	7/15/10
7/21/10	8/17/10
8/19/10	9/20/10
9/22/10	10/19/10
10/21/10	11/17/10
11/18/10	12/16/10

Medical Assisting Day Schedule 2010	
Start	End
2/8/10	3/8/10
2/9/10	3/9/10
3/10/10	4/8/10
3/11/10	4/12/10
4/13/10	5/10/10
4/14/10	5/11/10
5/12/10	6/9/10
5/13/10	6/14/10
6/14/10	7/9/10
6/17/10	7/15/10
7/13/10	8/9/10
7/21/10	8/17/10
8/11/10	9/8/10
8/19/10	9/20/10
9/13/10	10/11/10
9/22/10	10/19/10
10/13/10	11/9/10
10/21/10	11/17/10
11/11/10	12/13/10
11/18/10	12/16/10
12/15/10	1/26/11

Medical Assisting EVE Schedule 2010	
Start	End
1/7/10	2/4/10
2/9/10	3/9/10
3/11/10	4/12/10
4/14/10	5/11/10
5/13/10	6/14/10
6/17/10	7/15/10
7/21/10	8/17/10
8/19/10	9/20/10
9/22/10	10/19/10
10/21/10	11/17/10
11/18/10	12/17/10

Medical Insurance Billing/Coding AM/PM/Eve Schedule 2010	
Start	End
1/4/10	2/1/10
1/5/10	2/2/10
2/3/10	3/3/10
2/4/10	3/4/10
3/5/10	4/6/10
3/9/10	4/7/10
4/8/10	5/5/10
4/12/10	5/6/10
5/7/10	6/4/10
5/11/10	6/8/10
6/8/10	7/6/10
6/14/10	7/12/10
7/8/10	8/4/10
7/14/10	8/10/10
8/6/10	9/2/10
8/16/10	9/13/10
9/7/10	10/5/10
9/20/10	10/14/10
10/7/10	11/3/10
10/19/10	11/15/10
11/5/10	12/6/10
11/18/10	12/16/10
12/8/10	1/19/11

Medical Administrative Assistant PM Schedule 2010	
Start Dates	End Dates
1/7/10	2/4/10
2/9/10	3/9/10
3/11/10	4/12/10
4/14/10	5/11/10
5/13/10	6/14/10
6/17/10	7/15/10
7/21/10	8/17/10
8/19/10	9/20/10
9/22/10	10/19/10
10/21/10	11/17/10
11/18/10	12/16/10

Medical Administrative Assistant AM Schedule 2010	
Start Dates	End Dates
1/7/10	2/4/10
2/8/10	3/8/10
3/10/10	4/9/10
4/13/10	5/10/10
5/12/10	6/9/10
6/14/10	7/9/10
7/13/10	8/9/10
8/11/10	9/8/10
9/13/10	10/11/10
10/13/10	11/9/10
11/11/10	12/13/10
12/15/10	1/24/11

Pharmacy Technician AM, PM Schedule 2010	
Start Dates	End Dates
1/11/10	2/8/10
2/10/10	3/10/10
3/12/10	4/13/10
4/15/10	5/12/10
5/17/10	6/15/10
6/17/10	7/14/10
7/15/10	8/11/10
8/12/10	9/9/10
9/13/10	10/11/10
10/13/10	11/9/10
11/11/10	12/13/10
12/14/10	01/10/11
12/15/10	01/26/11

Pharmacy Technician Eve Schedule 2010	
Start Dates	End Dates
1/7/10	2/4/10
2/9/10	3/9/10
3/11/10	4/12/10
4/14/10	5/11/10
5/13/10	6/14/10
6/16/10	7/13/10
7/19/10	8/12/10
8/17/10	9/14/10
9/20/10	10/16/10
10/19/10	11/15/10
11/18/10	12/16/10

Pharmacy Technician Day Schedule Mod H 2010	
Start	End
2/16/10	3/1/10
3/16/10	3/30/10
4/19/10	4/30/10
5/18/10	6/1/10
6/21/10	7/2/10
08/16/10	08/27/10
08/16/10	08/27/10
09/15/10	09/29/10
09/15/10	09/29/10
10/18/10	10/29/10
10/18/10	10/29/10
11/16/10	12/01/10
11/16/10	12/01/10
12/14/10	01/10/11

Pharmacy Technician Eve Schedule Mod H 2010	
Start	End
1/13/10	1/27/10
2/16/10	3/1/10
3/16/10	3/30/10
4/19/10	4/29/10
5/18/10	6/1/10
6/21/10	7/1/10
7/20/10	8/2/10
08/16/10	08/26/10
09/15/10	09/29/10
10/18/10	10/28/10
11/16/10	11/30/10
01/03/11	01/13/11

RESEDA

Pharmacy Technician Eve Schedule I Four-Day Week (Monday through Thursday) 2010	
Start Dates	End Dates
01/11/10	02/16/10
02/18/10	03/24/10
03/25/10	04/28/10
04/29/10	06/03/10
06/09/10	07/14/10
07/19/10	08/19/10
08/24/10	09/28/10
09/29/10	11/02/10
11/08/10	12/13/10

Pharmacy Technician Day Schedule (Monday through Friday) 2010	
Start Dates	End Dates
3/29/10	4/26/10
4/28/10	5/25/10
5/27/10	6/24/10
6/28/10	7/26/10
7/28/10	8/24/10
8/26/10	9/23/10
9/24/10	10/21/10
10/22/10	11/18/10
11/19/10	12/20/10

Medical Assisting 5 Hour Fast Track Eve Schedule III (Monday through Thurs) 2010	
Start Dates	End Dates
02/03/10	03/03/10
03/15/10	04/08/10
04/20/10	05/17/10
05/26/10	06/23/10
07/06/10	08/02/10
08/11/10	09/08/10
09/20/10	10/14/10
10/26/10	11/22/10

Medical Assisting Weekend Schedule 2010	
Start Dates	End Dates
02/20/10	05/02/10
05/08/10	07/25/10
07/31/10	10/10/10
10/16/10	01/09/11
01/22/11	04/03/11
04/09/11	06/26/11
07/09/11	09/18/11
09/24/11	12/04/11
12/10/11	03/11/12

Medical Assisting, Dental Assisting, Medical Administrative Assistant, Massage Therapy Medical Insurance Billing and Coding, Surgical Technician Day Schedule I – Five-Day Week (Monday through Friday) 2010 - 2011	
Start Dates	End Dates
02/26/10	03/25/10
03/29/10	04/26/10
04/28/10	05/25/10
05/27/10	06/24/10
06/28/10	07/26/10
07/28/10	08/24/10
08/26/10	09/23/10
09/24/10	10/21/10
10/22/10	11/18/10
11/19/10	12/20/10
12/21/10	01/26/11
01/28/11	02/25/11
02/28/11	03/25/11
03/29/11	04/26/11
04/28/11	05/25/11
05/27/11	06/24/11
06/28/11	07/26/11
07/28/11	08/24/11
08/26/11	09/23/11
09/26/11	10/21/11
10/24/11	11/18/11
11/21/11	12/20/11

Medical Insurance Billing and Coding 5 Hour Fast Track Eve Schedule III Four-Day Week (Monday through Thursday) 2010	
Start Dates	End Dates
02/03/10	03/03/10
03/15/10	04/08/10
04/20/10	05/17/10
05/26/10	06/23/10
07/06/10	08/02/10
08/11/10	09/08/10
09/20/10	10/14/10

Dental Assisting, Medical Assisting, Medical Administrative Assistant, Massage Therapy, Surgical Technology Eve Schedule I – Four-Day Week (Monday through Thursday) 2010 - 2011	
Start Dates	End Dates
01/11/10	02/16/10
02/18/10	03/24/10
03/25/10	04/28/10
04/29/10	06/03/10
06/09/10	07/14/10
07/19/10	08/19/10
08/24/10	09/28/10
09/29/10	11/02/10
11/08/10	12/13/10
12/15/10	01/26/11
01/27/11	03/03/11
03/07/11	04/07/11
04/11/11	05/12/11
05/16/11	06/20/11
06/21/11	07/26/11
07/27/11	08/30/11
08/31/11	10/05/11
10/06/11	11/09/11
11/10/11	12/15/11

Medical Assisting Eve Schedule II Four-Day Week (Monday through Thursday) 2010	
Start Dates	End Dates
02/03/10	03/03/10
03/15/10	04/08/10
04/20/10	05/17/10
05/26/10	06/23/10
07/06/10	08/02/10
08/11/10	09/08/10
09/20/10	10/14/10

Pharmacy Technician Module H Eve Schedule (Monday through Thursday) 2010	
Start Dates	End Dates
3/25/10	4/12/10

Pharmacy Technician Module H AM Schedule (Monday through Thursday) 2010	
Start Dates	End Dates
06/28/10	07/12/10

Medical Insurance Billing and Coding Eve Schedule III Four-Day Week (Monday through Thursday) 2010	
Start Dates	End Dates
1/28/10	2/25/10
2/26/10	3/25/10
3/29/10	4/26/10
4/28/10	5/25/10
5/27/10	6/24/10
6/28/10	7/26/10
7/28/10	8/24/10
8/26/10	9/23/10
9/24/10	10/21/10
10/22/10	11/18/10
11/19/10	12/20/10

Student Breaks 2010	
New Year's Day	1/1/10
Martin Luther King Day	1/18/10
President's Day	2/15/10
Spring Recess	4/2/10
Memorial Day	5/31/10
Independence Day	7/5/10
Labor Day	9/6/10
Thanksgiving	11/25/10 – 11/26/10
Winter Recess	12/24/10 – 1/3/11

SAN BERNARDINO

Dental Assisting V. 2 AM Schedule I (Monday through Friday) 2010	
Start Dates	End Dates
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Dental Assisting V. 2 PM Schedule I (Monday through Friday) 2010	
Start Dates	End Dates
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Dental Assisting V. 2 AM Schedule II (Monday through Friday) 2010	
Start Dates	End Dates
01/05/10	2/02/10
02/4/10	03/05/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/11	06/11/10
06/15/10	07/13/10
07/15/10	08/12/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/12/10
11/16/10	12/15/10
12/16/10	01/27/11
02/01/11	03/01/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11
9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

Dental Assisting V. 2 PM Schedule II (Monday through Friday) 2010	
Start Dates	End Dates
02/4/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/11	06/14/10
06/15/10	07/13/10
07/15/10	08/11/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/14/10
12/16/10	01/27/11
02/01/11	03/01/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11
9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

Medical Assisting 1 Eve Schedule 2010	
Start Dates	End Dates
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Medical Assisting 2 Eve Schedule 2010	
Start Dates	End Dates
01/05/10	02/02/10
02/04/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/10	06/14/10
06/15/10	07/13/10
07/15/10	08/12/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/15/10
12/16/10	01/27/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11
9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

Massage Therapy 1 Eve Schedule 2010	
Start Dates	End Dates
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Massage Therapy 2 Eve Schedule 2010	
Start Dates	End Dates
01/05/10	02/02/10
02/04/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/10	06/14/10
06/15/10	07/13/10
07/14/10	08/11/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/14/10
12/16/10	01/27/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11
9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

Dental Assisting 1 Eve Schedule 2010	
Start Dates	End Dates
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Dental Assisting 2 Eve Schedule 2010	
Start Dates	End Dates
01/05/10	02/02/10
02/04/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/10	06/14/10
06/15/10	07/13/10
07/15/10	08/12/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/14/10
12/16/10	01/27/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11
9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

Medical Administrative Assistant 1 Eve Schedule 2010	
Start Dates	End Dates
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Medical Administrative Assistant 2 Eve Schedule 2010	
Start Dates	End Dates
01/05/10	02/02/10
02/04/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/10	06/14/10
06/15/10	07/13/10
07/15/10	08/12/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/15/10
12/16/10	01/27/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11
9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

Electrician 3 Eve Schedule 2010	
Start Dates	End Dates
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Electrician 4 Eve Schedule 2010	
Start Dates	End Dates
01/05/10	02/02/10
02/04/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/10	06/14/10
06/15/10	07/13/10

Medical Assisting 1 AM Schedule 2010	
Start Dates	End Dates
12/15/09	1/22/10
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10

Medical Assisting 2 AM Schedule 2010	
Start Dates	End Dates
01/05/10	02/02/10
02/04/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/10	06/14/10
06/15/10	07/13/10

07/14/10	08/11/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/14/10
12/16/10	01/27/11

06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

07/14/10	08/11/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/15/10
12/16/10	01/27/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11
9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

Medical Assisting 1 PM Schedule 2010	
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Start Dates	End Dates
12/15/09	1/22/10
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Medical Assisting 2 PM Schedule 2010	
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Start Dates	End Dates
01/05/10	02/02/10
02/04/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/10	06/14/10
06/15/10	07/13/10
07/14/10	08/11/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/15/10
12/16/10	01/27/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11
9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

Massage Therapy 1 AM Schedule 2010	
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Start Dates	End Dates
12/15/09	1/22/10
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Massage Therapy 2 AM Schedule 2010	
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Start Dates	End Dates
01/05/10	02/02/10
02/04/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/10	06/14/10
06/15/10	07/13/10
07/14/10	08/11/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/15/10
12/16/10	01/27/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11

Massage Therapy 1 PM Schedule 2010	
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Start Dates	End Dates
12/15/09	1/22/10
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11

Massage Therapy 2 PM Schedule 2010	
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Start Dates	End Dates
01/05/10	02/02/10
02/04/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/10	06/14/10
06/15/10	07/13/10
07/15/10	08/12/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/14/10
12/16/10	01/27/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11

9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

Dental Assisting 1 AM Schedule 2010	
Start Dates	End Dates
12/15/09	1/22/10
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Medical Administrative Assistant 1 AM Schedule 2010	
Start Dates	End Dates
12/15/09	1/22/10
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Medical Administrative Assistant 2 AM Schedule 2010	
Start Dates	End Dates
01/05/10	02/02/10
02/04/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/10	06/14/10
06/15/10	07/13/10
07/15/10	08/12/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/15/10
12/16/10	01/27/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11
9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

Electrician 1 AM Schedule 2010	
Start Dates	End Dates
12/15/09	1/22/10
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Electrician 2 AM Schedule 2010	
Start Dates	End Dates
01/05/10	02/02/10
02/04/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/10	06/14/10
06/15/10	07/13/10
07/15/10	08/12/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/15/10
12/16/10	01/27/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11
9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

Electrician 1 PM Schedule 2010	
Start Dates	End Dates
12/15/09	1/22/10
01/25/10	02/23/10
02/24/10	03/23/10
03/24/10	04/27/10
04/28/10	05/26/10
05/27/10	06/24/10
06/28/10	07/27/10
07/29/10	08/25/10
08/30/10	09/27/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
2/14/11	3/8/11
3/16/11	4/19/11
4/21/11	5/18/11
5/23/11	6/21/11
6/23/11	7/21/11
7/26/11	8/23/11
8/25/11	9/22/11
9/26/11	10/24/11
10/26/11	11/23/11
11/29/11	1/12/12

Electrician 2 PM Schedule 2010	
Start Dates	End Dates
01/05/10	02/02/10
02/04/10	03/08/10
03/09/10	04/12/10
04/14/10	05/11/10
05/13/10	06/14/10
06/15/10	07/13/10
07/14/10	08/11/10
08/16/10	09/13/10
09/16/10	10/13/10
10/14/10	11/15/10
11/16/10	12/14/10
12/16/10	01/27/11
2/1/11	3/1/11
3/3/11	3/30/11
4/11/11	5/6/11
5/11/11	6/8/11
6/13/11	7/12/11
7/14/11	8/10/11
8/15/11	9/13/11
9/15/11	10/13/11
10/17/11	11/14/11
11/17/11	12/16/11
12/19/11	1/25/12

Massage Therapy Weekend Schedule 2010	
Start Dates	End Dates
01/23/10	02/28/10
03/06/10	04/11/10
04/17/10	05/16/10
05/22/10	06/27/10
07/10/10	08/08/10
08/14/10	09/19/10
09/25/10	10/24/10
10/30/10	12/05/10
12/11/10	01/30/11

Electrician Weekend Schedule 2010	
Start Dates	End Dates
01/23/10	02/28/10
03/06/10	04/11/10
04/17/10	05/16/10
05/22/10	06/27/10
07/10/10	08/08/10
08/14/10	09/19/10
09/25/10	10/24/10
10/30/10	12/05/10
12/11/10	01/30/11

Student Breaks 2010	
Break	Dates
New Year's Day	01/01/10 – 01/03/10
Martin Luther King Day	01/18/10
President's Day	2/13/10 - 02/15/10
Massage Therapy II	2/2/10 – 2/24/10
Spring Break	04/03/10 – 04/09/10
Memorial Day	05/29/10 – 05/31/10
Independence Day	07/03/10 – 07/05/10
Labor Day	09/04/10 – 09/06/10
Veteran's Day	11/11/10
Thanksgiving	11/25/10 – 11/28/10
Winter Break	12/20/10 – 01/03/11
Other Holidays	2/8/2010, 5/17/2010, 7/19/2010, 10/18/2010

Student Breaks 2011	
Break	Dates
New Year's Day	01/01/11 – 01/03/11
Martin Luther King Day	01/17/11
President's Day	2/19/11 - 02/21/11
Spring Break	04/02/11 – 04/09/11
Easter Sunday	04/23/11-04/24/11
Memorial Day	05/29/11 – 05/30/11
Independence Day	07/02/10 – 07/04/10
Labor Day	09/03/11 – 09/05/11
Veteran's Day	11/11/11-11/13/11
Thanksgiving	11/24/11 – 11/27/11
Winter Break	12/23/10 – 01/02/12
Other Holidays	04/05/11, 06/17/11, & 08/19/11, 10/10/11

SAN FRANCISCO

Dental Assisting AM Schedule II (Monday through Friday) 2010	
Start Dates	End Dates
01/12/10	02/09/10
02/11/10	03/11/10
03/15/10	04/12/10
04/14/10	05/11/10
05/13/10	06/10/10
06/14/10	07/12/10
07/14/10	08/10/10
08/12/10	09/09/10

Medical Assisting PM Schedule II (Monday through Friday) 2010	
Start Dates	End Dates
01/12/10	02/09/10
02/11/10	03/11/10
03/15/10	04/12/10
04/14/10	05/11/10
05/13/10	06/10/10
06/14/10	07/12/10
07/14/10	08/10/10
08/12/10	09/09/10
09/13/10	10/08/10

Pharmacy Technician 2010	
Start Dates	End Dates
02/09/10	03/09/10
03/11/10	04/08/10
04/12/10	05/07/10
05/11/10	06/08/10
06/10/10	07/08/10
07/12/10	08/06/10
08/10/10	09/07/10
09/09/10	10/06/10
10/08/10	11/04/10

Pharmacy Technician Module H 2010	
Start Dates	End Dates
04/08/10	04/21/10
04/23/10	05/06/10
05/10/10	05/21/10
05/25/10	06/08/10
06/10/10	06/23/10
06/25/10	07/09/10
07/13/10	07/26/10
07/28/10	08/10/10
08/12/10	08/25/10

09/13/10	10/08/10
10/12/10	11/09/10
11/10/10	12/09/10
12/13/10	01/25/11

10/12/10	11/09/10
11/10/10	12/09/10
12/13/10	01/25/11

11/08/10	12/07/10

08/27/10	09/10/10
9/14/10	9/27/10
9/29/10	10/12/10
10/14/10	10/27/10
10/29/10	11/11/10

Medical Assisting, Dental Assisting, Massage Therapy, Pharmacy Tech PM Schedule – Five Day Week (Monday through Friday) 2010	
Start Dates	End Dates
02/03/10	03/03/10
03/05/10	04/01/10
04/06/10	05/03/10
05/05/10	06/02/10
06/04/10	07/01/10
07/06/10	08/02/10
08/04/10	08/31/10
09/02/10	09/30/10
10/04/10	10/29/10
11/20/10	12/01/10
12/03/10	01/14/11

Medical Assisting, Dental Assisting, Pharmacy Tech Evening Schedule – Four Day Week (Monday through Thursday) 2010	
Start Dates	End Dates
01/11/10	02/16/10
02/18/10	03/24/10
03/29/10	04/29/10
05/04/10	06/08/10
06/10/10	07/14/10
07/19/10	08/19/10
08/24/10	09/28/10
09/30/10	11/03/10
11/08/10	12/13/10
12/15/10	02/02/11

Massage Therapy PM Schedule – Four Day Week (Monday through Thursday) 2010	
Start Dates	End Dates
01/05/10	02/03/10
02/05/10	03/05/10
03/09/10	04/06/10
04/08/10	05/05/10
05/07/10	06/04/10
06/08/10	07/06/10
07/08/10	08/04/10
08/06/10	09/02/10
09/07/10	10/04/10
10/06/10	11/02/10
11/04/10	12/03/10
12/07/10	01/19/11

Medical Assisting AM Schedule III (Monday through Friday) 2010	
Start Dates	End Dates
02/01/10	03/01/10
03/03/10	03/30/10
04/01/10	04/29/10
05/03/10	05/28/10
06/02/10	06/29/10
07/01/10	07/29/10
08/02/10	08/27/10
08/31/10	09/28/10
09/30/10	10/27/10
10/29/10	11/29/10
12/01/10	01/12/11

Dental Assisting, Medical Assisting, Pharmacy Technician PM Schedule (Monday through Friday) 2010	
Start Dates	End Dates
2/26/10	3/25/10
3/29/10	4/26/10
4/28/10	5/25/10
5/27/10	6/24/10
6/28/10	7/26/10
7/28/10	8/24/10
8/26/10	9/23/10
9/27/10	10/22/10
10/26/10	11/22/10
11/24/10	1/6/11

Medical Assisting AM Schedule IV (Monday through Friday) 2010	
Start Dates	End Dates
01/25/10	02/22/10
02/24/10	03/23/10
03/25/10	04/22/10
04/26/10	05/21/10
05/25/10	06/22/10
06/24/10	07/22/10
07/26/10	08/20/10
08/24/10	09/21/10
09/23/10	10/20/10
10/22/10	11/18/10
11/22/10	01/04/11

Medical Assisting, Dental Assisting, Massage Therapy, Pharmacy Tech AM Schedule – Five Day Week (Monday through Friday) 2010	
Start Dates	End Dates
01/08/2010	02/05/2010
02/09/2010	03/09/2010
03/11/2010	04/08/2010
04/12/2010	05/07/2010
05/11/2010	06/08/2010
06/10/2010	07/08/2010
07/12/2010	08/06/2010
08/10/2010	09/07/2010
09/09/2010	10/06/2010
10/08/2010	11/04/2010
11/08/2010	12/07/2010
01/08/2010	02/05/2010
02/09/2010	03/09/2010
03/11/2010	04/08/2010
04/12/2010	05/07/2010
05/11/2010	06/08/2010
06/10/2010	07/08/2010

Massage Therapy PM Schedule – Five Day Week (Monday through Friday) 2010	
Start Dates	End Dates
02/01/10	03/01/10
03/03/10	03/30/10
04/01/10	04/29/10
05/03/10	05/28/10
06/02/10	06/29/10
07/01/10	07/29/10
08/02/10	08/27/10
08/31/10	09/28/10
09/30/10	10/27/10
10/29/10	11/29/10
12/01/10	01/12/11
02/03/10	03/03/10
03/03/10	03/30/10
02/02/10	03/03/10
03/05/10	04/01/10
04/01/10	04/29/10
04/06/10	05/03/10
05/03/10	05/28/10
05/05/10	06/02/10

Massage Therapy Day Schedule – Five Day Week (Monday through Friday) 2010	
Start Dates	End Dates
01/12/10	02/09/10
02/11/10	03/11/10
03/15/10	04/12/10
04/14/10	05/11/10
05/13/10	06/10/10
04/14/10	05/11/10
05/13/10	06/10/10
06/14/10	07/12/10
07/14/10	08/10/10
08/12/10	09/09/10

07/12/2010	08/06/2010
08/10/2010	09/07/2010
09/09/2010	10/06/2010
10/08/2010	11/04/2010
11/08/2010	12/07/2010

06/02/10	06/29/10
06/04/10	07/01/10
07/01/10	07/29/10
07/06/10	08/02/10
08/02/10	08/27/10
08/04/10	08/31/10
08/31/10	09/28/10

San Jose

Massage Therapy, Medical Assisting, Medical Administrative Assisting, MIBC, Dental Assisting Day Schedule – Five Day Week (Monday through Friday) 2010 - 2011	
Start Dates	End Dates
01/27/10	02/24/10
02/25/10	03/24/10
03/29/10	04/26/10
04/28/10	05/25/10
05/27/10	06/25/10
05/27/09	06/24/10
06/29/10	07/28/10
08/30/10	09/28/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
02/10/11	03/11/11
03/14/11	04/11/11
04/12/11	05/10/11
05/11/11	06/09/11
06/13/11	07/12/11
07/14/11	08/11/11
08/15/11	09/13/11
09/14/11	10/12/11
10/13/11	11/10/11
11/14/11	12/13/11
12/14/11	01/24/12

Massage Therapy, Medical Assisting, Medical Administrative Assisting, MIBC, Dental Assisting Evening Schedule – Four Day Week (Monday through Thursday) 2010 - 2011	
Start Dates	End Dates
01/27/10	02/24/10
02/25/10	03/24/10
03/29/10	04/26/10
04/28/10	05/25/10
05/27/10	06/25/10
05/27/09	06/24/10
06/29/10	07/28/10
08/30/10	09/28/10
09/29/10	10/27/10
10/28/10	11/29/10
11/30/10	01/10/11
01/12/11	02/09/11
02/10/11	03/11/11
03/14/11	04/11/11
04/12/11	05/10/11
05/11/11	06/09/11
06/13/11	07/12/11
07/14/11	08/11/11
08/15/11	09/13/11
09/14/11	10/12/11
10/13/11	11/10/11
11/14/11	12/13/11
12/14/11	01/24/12

Student Breaks 2010	
Martin Luther King	01/15/10-01/18/10
President's Day	02/13/10-02/15/10
Spring Break	04/02/10-04/04/10
Memorial Day	05/28/10-05/31/10
Fourth of July	07/02/10-07/05/10
Labor Day	09/03/10-09/06/10
Veterans Day	11/11/10
Thanksgiving	11/25/10-11/28/10
Christmas Break	12/18/10-01/02/11
Other Holidays	10/11/10

Massage Therapy, Medical Assisting, Medical Administrative Assisting, MIBC, Dental Assisting Day Schedule – Five Day Week (Monday through Friday) 2010 - 2011	
Start Dates	End Dates
01/12/10	02/10/10
02/11/10	03/11/10
03/16/10	04/13/10
04/15/10	05/12/10
05/13/10	06/11/10
05/13/10	06/10/10
06/15/10	07/14/10
07/15/10	08/11/10
08/16/10	09/14/10
09/15/10	10/13/10
10/14/10	11/10/10
11/15/10	12/14/10
12/15/10	01/25/11
01/26/11	02/24/11
02/28/11	03/28/11
03/30/11	04/27/11
04/28/11	05/25/11
05/26/11	06/27/11
06/28/11	07/27/11
07/28/11	08/24/11
08/29/11	09/27/11
09/28/11	10/25/11
10/26/11	11/28/11
11/29/11	01/09/12

Massage Therapy, Medical Assisting, Medical Administrative Assisting, MIBC, Dental Assisting Evening Schedule – Four Day Week (Monday through Thursday) 2010 - 2011	
Start Dates	End Dates
01/12/10	02/10/10
02/11/10	03/11/10
03/16/10	04/13/10
04/15/10	05/12/10
05/13/10	06/11/10
05/13/10	06/10/10
06/15/10	07/14/10
07/15/10	08/11/10
08/16/10	09/14/10
09/15/10	10/13/10
10/14/10	11/10/10
11/15/10	12/14/10
12/15/10	01/25/11
01/26/11	02/24/11
02/28/11	03/28/11
03/30/11	04/27/11
04/28/11	05/25/11
05/26/11	06/27/11
06/28/11	07/27/11
07/28/11	08/24/11
08/29/11	09/27/11
09/28/11	10/25/11
10/26/11	11/28/11
11/29/11	01/09/12

Medical Assisting Weekend Schedule 2010 - 2011	
Start Dates	End Dates
01/23/10	02/21/10
02/27/10	03/28/10
04/03/10	05/08/10
05/15/10	06/13/10
06/19/10	07/24/10
07/31/10	08/29/10
09/04/10	10/03/10
10/09/10	11/07/10
11/13/10	12/19/10
01/08/11	02/06/11
02/12/11	03/13/11
03/19/11	04/17/11
04/30/11	05/29/11
06/04/11	07/03/11
07/09/11	08/07/11
08/13/11	09/11/11
09/17/11	10/16/11
10/22/11	11/20/11
12/03/11	01/15/12

TORRANCE

Medical Assisting Day Schedule 2010	
Start	End
1/25/10	3/1/10
3/3/10	4/6/10
4/8/10	5/12/10
5/17/10	6/21/10
6/22/10	7/27/10
7/28/10	8/31/10
9/1/10	10/6/10
10/7/10	11/10/10
11/11/10	12/16/10
12/28/10	1/26/11

Medical Assisting, Pharmacy Technician Eve Schedule 2011	
Start Dates	End Dates
01/31/11	03/07/11
03/09/11	04/13/11
04/18/11	05/19/11
05/23/11	06/27/11
06/29/11	08/03/11
08/08/11	09/12/11
09/14/11	10/19/11
10/24/11	11/28/11
11/30/11	01/05/11

Medical Assisting, Pharmacy Technician Day Schedule 2011	
Start Dates	End Dates
01/27/11	02/24/11
02/28/11	03/28/11
03/30/11	04/27/11
04/28/11	05/25/11
05/27/11	06/24/11
06/29/11	07/27/11
07/29/11	08/25/11
08/29/11	09/26/11
09/28/11	10/25/11
10/27/11	11/23/11
11/28/11	12/23/11
12/27/11	01/24/12

Pharmacy Technician Day Schedule 6:00 – 10:00 8:00 – 12:00 10:00 – 2:00 2010	
Start	End
1/28/10	2/25/10
2/26/10	3/26/10
3/29/10	4/26/10
4/28/10	5/25/10
5/27/10	6/25/10
6/28/10	7/26/10
7/28/10	8/24/10
8/26/10	9/23/10
9/27/10	10/22/10
10/25/10	11/19/10
11/22/10	12/21/10
12/28/10	1/26/11

Pharmacy Technician Mod H Day Schedule 1:00 – 5:00 2010	
Start	End
1/28/10	2/5/10
1/28/10	2/10/10
2/26/10	3/11/10
3/3/10	3/17/10
3/29/10	4/12/10
4/8/10	4/21/10
4/28/10	5/11/10
5/17/10	5/28/10
5/27/10	6/10/10
6/22/10	7/6/10
7/28/10	8/10/10
8/26/10	9/9/10
9/1/10	9/15/10
9/27/10	10/8/10
10/7/10	10/20/10
10/25/10	11/5/10
11/11/10	11/24/10
11/22/10	12/7/10
12/20/10	1/7/11
12/28/10	1/11/11

Pharmacy Technician Evening Schedule 2010 - 2011	
Start	End
02/08/10	03/15/10
03/17/10	04/20/10
04/26/10	05/27/10
06/10/10	07/06/10
07/12/10	08/12/10
08/06/10	09/20/10
09/27/10	10/28/10
11/01/10	12/06/10
12/08/10	01/13/11
01/18/11	02/22/11
02/28/11	04/04/11
04/06/11	05/10/11
05/16/11	06/20/11
06/22/11	07/28/11
08/01/11	09/01/11
09/06/11	10/11/11
10/13/11	11/16/11
12/21/11	12/27/11
12/29/11	02/02/12

Pharmacy Technician Mod H Schedule 2011	
Start Dates	End Dates
01/31/11	02/11/11
02/28/11	03/11/11
03/09/11	03/23/11
03/30/11	04/12/11
04/18/11	05/01/11
04/28/11	05/11/11
05/23/11	06/06/11
05/27/11	06/10/11
06/29/11	07/13/11
07/29/11	08/11/11
08/08/11	08/19/11
08/29/11	09/12/11
09/14/11	09/28/11
09/28/11	10/11/11
10/27/11	11/09/11
11/28/11	12/09/11
12/05/11	12/16/11
12/27/11	01/10/12
01/09/12	01/20/12

Student Breaks 2010	
New Year's Day	1/01/10
Martin Luther King Day	1/16/10-1/18/10
President's Day	2/13/10-2/15/10
Spring Break	4/2/10-4/4/10
Memorial Day	5/29/10-5/31/10
Independence Day	7/3/10-7/5/10
Labor Day	9/4/10-9/6/10
Thanksgiving	11/25/10-11/28/10
Winter Break	12/22/10 – 12/27/10 12/31/10-1/2/11
Other Holiday	(3/12/10-3/14/10), (6/11/10-6/13/10), (9/24/10-9/26/10)

WEST LOS ANGELES

Medical Assisting, Dental Assisting, Medical Insurance Billing and Coding Day Schedule 2010 - 2011	
Start	End
2/22/10	3/19/10
3/22/10	4/19/10
4/21/10	5/18/10
5/20/10	6/17/10
6/21/10	7/19/10
7/21/10	8/17/10
8/19/10	9/16/10
9/20/10	10/15/10
10/18/10	11/12/10
11/15/10	12/14/10
12/15/10	1/24/11
1/26/11	2/23/11
2/24/11	3/23/11
3/24/11	4/20/11
4/25/11	5/20/11
5/23/11	6/20/11
6/22/11	7/20/11
7/21/11	8/17/11
8/18/11	9/15/11
9/19/11	10/14/11
10/17/11	11/11/11
11/14/11	12/13/11
12/14/11	1/20/2012
1/23/2012	2/17/12
2/21/2012	3/19/12

Medical Assisting, Massage Therapy, Medical Insurance Billing and Coding, Pharmacy Technician Day Schedule 2010 - 2011	
Start	End
2/03/10	3/03/10
3/04/10	3/31/10
3/31/10	4/30/10
4/05/10	4/30/10
5/03/10	5/28/10
6/01/10	6/28/10
7/1/10	7/29/10
8/02/10	8/27/10
8/30/10	9/27/10
9/29/10	10/26/10
10/28/10	11/24/10
11/29/10	1/05/11
1/10/11	2/07/11
2/09/11	3/09/11
3/10/11	4/06/11
4/07/11	5/05/11
5/09/11	6/6/11
6/08/11	7/06/11
7/07/11	8/03/11
8/4/11	8/31/11
9/1/11	9/29/11
10/03/11	10/28/11
11/01/11	11/30/11
12/01/11	1/06/12
1/9/2012	2/6/12

Medical Assisting, Dental Assisting Eve Schedule 2010 - 2011	
Start	End
2/22/10	3/18/10
3/22/10	4/15/10
4/21/10	5/18/10
5/20/10	6/17/10
6/21/10	7/19/10
7/21/10	8/17/10
8/19/10	9/16/10
9/20/10	10/14/10
10/18/10	11/11/10
11/15/10	12/13/10
12/15/10	1/24/11
1/26/11	2/23/11
2/24/11	3/23/11
3/24/11	4/20/11
4/25/11	5/19/11
5/23/11	6/20/11
6/22/11	7/20/11
7/21/11	8/17/11
8/18/11	9/15/11
9/19/11	10/13/11
10/17/11	11/10/11
11/14/11	12/12/11
12/14/11	1/20/2012
1/23/2012	2/17/12
2/21/2012	3/19/12

Dental Assisting, Massage Therapy, Medical Insurance Billing and Coding, Medical Administrative Assistant, Pharmacy Technician Eve Schedule 2010 - 2011	
Start	End
2/03/10	3/03/10
3/04/10	3/31/10
4/05/10	4/29/10
5/03/10	5/27/10
6/01/10	6/28/10
7/01/10	7/29/10
8/02/10	8/26/10
8/30/10	9/27/10
9/29/10	10/26/10
10/28/10	11/24/10
11/29/10	1/05/11
1/10/11	2/07/11
2/09/11	3/09/11
3/10/11	4/06/11
4/07/11	5/04/11
5/09/11	6/07/11
6/08/11	7/06/11
7/07/11	8/03/11
8/04/11	8/31/11
9/01/11	9/29/11
10/03/11	10/28/11
11/01/11	11/30/11
12/01/11	1/05/2012

Pharmacy Technician Module H Day Schedule 2011	
Start	End
2/03/10	2/17/10
3/04/10	3/17/10
4/05/10	4/16/10
5/03/10	5/14/10
6/01/10	6/14/10
7/01/10	7/15/10
8/02/10	8/13/10
8/30/10	9/13/10
9/29/10	8/12/10
10/28/10	11/10/10
11/29/10	12/10/11
1/10/11	1/24/11
2/09/11	2/23/11
3/10/11	3/23/11
4/07/11	4/20/11
5/09/11	5/20/11
6/08/11	6/21/11
7/07/11	7/20/11
8/04/11	8/17/11
9/01/11	9/15/11
10/03/11	10/14/11
10/31/11	11/11/11
12/01/11	12/14/11
1/09/12	1/23/12

Pharmacy Technician Module H Eve Schedule 2010 - 2011	
Start	End
2/03/10	2/22/10
3/04/10	3/22/10
4/05/10	4/20/10
5/03/10	5/18/10
6/01/10	6/16/10
7/01/10	7/20/10
8/02/10	8/17/10
8/30/10	9/15/10
9/29/10	10/14/10
10/28/10	11/15/10
11/29/10	12/14/10
1/10/11	1/26/11
2/09/11	2/28/11
3/10/11	3/28/11
4/07/11	4/25/11
5/09/11	5/24/11
6/08/11	6/23/11
7/07/11	7/25/11
8/04/11	8/22/11
9/01/11	9/20/11
10/03/11	10/18/11
11/01/11	11/15/11
12/01/11	12/19/11
1/09/12	1/23/12

Student Breaks 2009 - 2011	
Break	Dates
Martin Luther King Holiday	1/16/10 – 1/18/10
President's Day Holiday	2/13/10 – 2/15/10
Spring Break	2/2/10 – 2/4/10
Memorial Day Holiday	5/29/10 – 5/31/10
Independence Day Holiday	7/2/10 – 7/4/10
Labor Day Holiday	9/4/10 – 9/6/10
Thanksgiving Holiday	11/25/10 – 11/28/10
Winter Break	12/22/10 – 1/2/11
Martin Luther King Holiday	2/15/11 – 2/17/11
President's Day Holiday	2/19/11 – 2/21/11
Spring Break	4/22/11 – 4/24/11
Memorial Day Holiday	5/28/11 – 5/30/11
Independence Day Holiday	7/2/11 – 7/4/11
Labor Day Holiday	9/3/11 – 9/5/11
Thanksgiving	11/24/11 –

Holiday	11/27/11
Winter Break	12/19/11 – 1/2/12

ACADEMIC CALENDAR FOR QUARTER-BASED PROGRAMS

FY 2009 - 2010 Academic Calendar				
Summer Term Starts		July	13	2009
Summer Term Add/Drop Deadline		July	26	2009
Mini-Term Starts		August	24	2009
Mini-Term Add/Drop Deadline		August	30	2009
Labor Day Holiday		September	7	2009
Micro-Term Starts		September	14	2009
Summer Term Ends		October	4	2009
Fall Break	From:	October	5	2009
	To:	October	11	2009
Fall Term Start		October	12	2009
Fall Term Add/Drop Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	27	2009
Mini-Term Starts		November	23	2009
Mini-Term Add/Drop Deadline		December	2	2009
Micro-Term Starts		December	7	2009
Winter Holiday	From:	December	24	2009
	To:	January	3	2010
Classes Resume		January	4	2010
Fall Term Ends		January	10	2010
Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Add/Drop Deadline		January	25	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Add/Drop Deadline		February	28	2010
Micro-Term Starts		March	15	2010
Winter Term Ends		April	4	2010
Spring Vacation	From:	April	5	2010
	To:	April	11	2010
Spring Term Starts		April	12	2010
Spring Term Add/Drop Deadline		April	25	2010
Mini-Term Starts		May	24	2010
Mini-Term Add/Drop Deadline		May	30	2010
Memorial Day Holiday		May	31	2010
Micro-Term Starts		June	14	2010
Spring Term Ends		July	3	2010
Summer Vacation	From:	July	4	2010
	To:	July	11	2010

FY 2010 - 2011 Academic Calendar				
Summer Term Starts		July	12	2010
Summer Term Drop/Add Deadline		July	25	2010
Mini-Term Starts		August	23	2010
Mini-Term Drop/Add Deadline		August	29	2010
Labor Day Holiday		September	6	2010
Micro-Term Starts		September	13	2010
Summer Term Ends		October	3	2010
Fall Break	From:	October	4	2010
	To:	October	10	2010
Fall Term Start		October	11	2010
Fall Term Drop/Add Deadline		October	24	2010
Mini-Term Starts		November	22	2010
Thanksgiving Day Holiday	From:	November	25	2010
	To:	November	26	2010
Mini-Term Drop/Add Deadline		December	1	2010
Micro-Term Starts		December	13	2010
Winter Holiday	From:	December	23	2010
	To:	January	2	2011
Classes Resume		January	3	2011
Fall Term Ends		January	9	2011
Winter Break	From:	January	10	2011
	To:	January	16	2011
M.L. King Jr. Birthday Holiday		January	17	2011
Winter Term Starts		January	18	2011
Winter Term Drop/Add Deadline		January	31	2011
Presidents' Day		February	21	2011
Mini-Term Starts		February	28	2011
Mini Term Drop/Add Deadline		March	6	2011
Micro-Term Starts		March	21	2011
Winter Term Ends		April	10	2011
Spring Vacation	From:	April	11	2011
	To:	April	17	2011
Spring Term Starts		April	18	2011
Spring Term Drop/Add Deadline		May	2	2011
Memorial Day Holiday		May	30	2011
Mini-Term Starts		May	31	2011
Mini Term Drop/Add Deadline		June	6	2011
Micro-Term Starts		June	20	2011
Independence Day Holiday		July	4	2011
Spring Term Ends		July	10	2011
Summer Vacation	From:	July	11	2011
	To:	July	17	2011

FY 2011 – 2012 Academic Calendar				
Summer Term Starts		July	18	2011
Summer Term Drop/Add Deadline		July	31	2011
Mini-Term Starts		August	29	2011
Mini-Term Drop/Add Deadline		September	4	2011
Labor Day Holiday		September	5	2011
Micro-Term Starts		September	19	2011
Summer Term Ends		October	9	2011
Fall Break	From:	October	10	2011
	To:	October	16	2011
Fall Term Start		October	17	2011
Fall Term Drop/Add Deadline		October	30	2011
Thanksgiving Day Holiday	From:	November	24	2011
	To:	November	25	2011
Mini-Term Starts		November	28	2011
Mini-Term Drop/Add Deadline		December	4	2011
Micro-Term Starts		December	19	2011
Winter Holiday	From:	December	23	2011
	To:	January	2	2012
Classes Resume		January	3	2012
Fall Term Ends		January	15	2012
M.L. King Jr. Birthday Holiday		January	16	2012
Winter Term Starts		January	17	2012
Winter Term Drop/Add Deadline		January	30	2012
Presidents' Day		February	20	2012
Mini-Term Starts		February	27	2012
Mini Term Drop/Add Deadline		March	4	2012
Micro-Term Starts		March	19	2012
Winter Term Ends		April	8	2012
Spring Vacation	From:	April	9	2012
	To:	April	15	2012
Spring Term Starts		April	16	2012
Spring Term Drop/Add Deadline		April	29	2012
Memorial Day Holiday		May	28	2012
Mini-Term Starts		May	29	2012
Mini Term Drop/Add Deadline		June	4	2012
Micro-Term Starts		June	18	2012
Independence Day Holiday		July	4	2012
Spring Term Ends		July	8	2012
Summer Vacation	From:	July	9	2012
	To:	July	15	2012

FY 2013 Academic Calendar				
Summer Term Starts		July	16	2012
Summer Term Drop/Add Deadline		July	29	2012
Mini-Term Starts		August	27	2012
Mini-Term Drop/Add Deadline		September	2	2012
Labor Day Holiday		September	3	2012
Micro-Term Starts		September	17	2012
Summer Term Ends		October	7	2012
Fall Break	From:	October	8	2012
	To:	October	14	2012
Fall Term Start		October	15	2012
Fall Term Drop/Add Deadline		October	28	2012
Thanksgiving Day Holiday	From:	November	22	2012
	To:	November	23	2012
Mini-Term Starts		November	26	2012
Mini-Term Drop/Add Deadline		December	2	2012
Micro-Term Starts		December	17	2012
Winter Holiday	From:	December	22	2012
	To:	January	1	2013
Classes Resume		January	2	2013
Fall Term Ends		January	13	2013
Winter Term Starts		January	14	2013
M.L. King Jr. Birthday Holiday		January	21	2013
Winter Term Drop/Add Deadline		January	28	2013
Presidents' Day		February	18	2013
Mini-Term Starts		February	25	2013
Mini Term Drop/Add Deadline		March	3	2013
Micro-Term Starts		March	18	2013
Winter Term Ends		April	7	2013
Spring Vacation	From:	April	8	2013
	To:	April	14	2013
Spring Term Starts		April	15	2013
Spring Term Drop/Add Deadline		April	28	2013
Memorial Day Holiday		May	27	2013
Mini-Term Starts		May	28	2013
Mini Term Drop/Add Deadline		June	3	2013
Micro-Term Starts		June	17	2013
Independence Day Holiday		July	4	2013
Spring Term Ends		July	7	2013
Summer Vacation	From:	July	8	2013
	To:	July	14	2013

FY 2014 Academic Calendar					FY 2015 Academic Calendar				
Summer Term Starts		July	15	2013	Summer Term Starts		July	14	2014
Summer Term Drop/Add Deadline		July	28	2013	Summer Term Drop/Add Deadline		July	27	2014
Mini-Term Starts		August	26	2013	Mini-Term Starts		August	25	2014
Mini-Term Drop/Add Deadline		September	1	2013	Mini-Term Drop/Add Deadline		August	31	2014
Labor Day Holiday		September	2	2013	Labor Day Holiday		September	1	2014
Micro-Term Starts		September	16	2013	Micro-Term Starts		September	15	2014
Summer Term Ends		October	6	2013	Summer Term Ends		October	5	2014
Fall Break	From:	October	7	2013	Fall Break	From:	October	6	2014
	To:	October	13	2013		To:	October	12	2014
Fall Term Start		October	14	2013	Fall Term Start		October	13	2014
Fall Term Drop/Add Deadline		October	27	2013	Fall Term Drop/Add Deadline		October	26	2014
Mini-Term Starts		November	25	2013	Mini-Term Starts		November	24	2014
Thanksgiving Day Holiday	From:	November	28	2013	Thanksgiving Day Holiday	From:	November	27	2014
	To:	November	29	2013		To:	November	28	2014
Mini-Term Drop/Add Deadline		December	3	2013	Mini-Term Drop/Add Deadline		December	2	2014
Micro-Term Starts		December	16	2013	Micro-Term Starts		December	15	2014
Winter Holiday	From:	December	23	2013	Winter Holiday	From:	December	23	2014
	To:	January	1	2014		To:	January	2	2015
Classes Resume		January	2	2014	Classes Resume		January	3	2015
Fall Term Ends		January	12	2014	Fall Term Ends		January	11	2015
Winter Term Starts		January	13	2014	Winter Term Starts		January	12	2015
M.L. King Jr. Birthday Holiday		January	20	2014	M.L. King Jr. Birthday Holiday		January	19	2015
Winter Term Drop/Add Deadline		January	27	2014	Winter Term Drop/Add Deadline		January	26	2015
Presidents' Day		February	17	2014	Presidents' Day		February	16	2015
Mini-Term Starts		February	24	2014	Mini-Term Starts		February	23	2015
Mini Term Drop/Add Deadline		March	2	2014	Mini Term Drop/Add Deadline		March	1	2015
Micro-Term Starts		March	17	2014	Micro-Term Starts		March	16	2015
Winter Term Ends		April	6	2014	Winter Term Ends		April	5	2015
Spring Vacation	From:	April	7	2014	Spring Vacation	From:	April	6	2015
	To:	April	13	2014		To:	April	12	2015
Spring Term Starts		April	14	2014	Spring Term Starts		April	13	2015
Spring Term Drop/Add Deadline		April	28	2014	Spring Term Drop/Add Deadline		April	26	2015
Memorial Day Holiday		May	26	2014	Memorial Day Holiday		May	25	2015
Mini-Term Starts		May	27	2014	Mini-Term Starts		May	26	2015
Mini Term Drop/Add Deadline		June	2	2014	Mini Term Drop/Add Deadline		June	1	2015
Micro-Term Starts		June	16	2014	Micro-Term Starts		June	15	2015
Independence Day Holiday		July	4	2014	Independence Day Holiday	From:	July	3	2015
Spring Term Ends		July	6	2014		To:	July	4	2015
Summer Vacation	From:	July	7	2014	Spring Term Ends		July	5	2015
	To:	July	13	2014	Summer Vacation	From:	July	6	2015
						To:	July	12	2015

APPENDIX D: OPERATING HOURS BY CAMPUS

ALHAMBRA

Office: <u>Monday through Thursday</u> 8:00 am to 9:00 pm <u>Friday</u> 8:00am to 5:00pm	School: Business Operations Program <u>Monday through Friday</u> 8:00 am to 11:50 am	Allied Health Programs <u>Monday through Friday</u> 6:00 am to 9:50 am 8:00 am to 11:50 am 10:00 am to 1:50 pm 12:20 pm to 4:10 pm <u>Monday through Thursday</u> 4:00 pm to 9:00 pm 5:45 pm to 10:45 pm
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ANAHEIM

Office: <u>Monday through Thursday</u> 7:30 am to 7:30 pm <u>Friday</u> 7:30 am to 5:30 pm	School: <u>Monday through Friday</u> 6:00 am to 9:50 am Morning (MA only) 8:00 am to 11:50 am 10:00 am to 1:50 pm (MA & MT Only)	<u>Monday through Thursday</u> 6:00 pm to 9:50 pm
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CITY OF INDUSTRY

Office: <u>Monday through Thursday:</u> 7:30am-8:00pm <u>Friday:</u> 7:30am-5:00pm	School: <u>Monday through Friday:</u> 6:00am-10:00am 8:00am-12:00 noon 10:00am-2:00 pm 12:45pm-4:45pm	<u>Monday through Thursday:</u> 8:00am-12:30pm 12:45pm-5:15pm 5:45pm-10:45pm
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GARDENA

Office: <u>Monday through Thursday</u> 7:30 am to 7:00 pm <u>Friday</u> 7:30 am to 6:00 pm	School: <u>Monday through Friday</u> 6:00 am to 9:50 am 8:00 am to 11:50 am 10:00 am to 1:50 pm	1:00 pm to 4:50 pm 2:00 pm to 5:50 pm <u>Monday through Thursday</u> 6:00 pm to 9:50 pm
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HAYWARD

Office: <u>Monday through Thursday</u> 9:00 am to 7:00 pm <u>Friday</u> 9:00 am to 5:00 pm <u>Saturday</u> 10:00 am to 2:00 pm	School: <u>Monday through Thursday</u> 6:00 am to 10:00 am 7:00 am to 12:00 pm 10:30 am to 2:30 pm	5:45 pm to 10:45 pm 6:00 pm to 11:00 pm <u>Monday through Friday</u> 6:00 am – 10:00 am 10:30 am – 2:30 pm
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LOS ANGELES, WILSHIRE

Office: <u>Monday through Friday</u> 8:00 am to 6:00 pm	School: <u>Monday through Friday</u> 6:00 am to 10:00 am 8:00 am to 12:00 pm 10:00 am to 2:00 pm	12:20 pm to 4:20 pm 2:00 pm to 6:00 pm <u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening 6:00 pm to 10:00 pm Evening (MIBC only)
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ONTARIO

Office: <u>Monday through Thursday</u> 8:00 am to 8:00 pm <u>Friday</u> 8:00 am to 5:00pm <u>Saturday</u> 9:00 am to 1:00 pm	School: <u>Monday through Thursday</u> 6:00 am to 10:30 pm <u>Friday</u> 6:00 am to 5:00 pm
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ONTARIO METRO

Office: <u>Monday through Thursday</u> 8:00 am to 6:00 pm <u>Friday</u> 8:00 am to 5:00pm <u>Saturday</u> 9:00 am to 1:00 pm	School: <u>Monday through Thursday</u> 8:00 am to 10:30 pm <u>Friday and Saturday</u> 8:00 am to 5:00 pm
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RESEDA

Office: <u>Monday through Thursday</u> 8:00 am to 8:00 pm <u>Friday</u> 8:00 am to 5:00 pm <u>Saturday</u> 9:00 am to 1:00 pm	School: <u>Monday – Friday</u> 6:00 am to 10:00 pm <u>Saturday</u> 8:00 am to 5:00 pm
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SAN BERNARDINO

Administrative Office Hours: <u>Monday through Thursday</u> 8:00 am to 8:00 pm <u>Friday</u> 8:00 am to 5:00 pm <u>Saturday</u> (one Saturday a month) 9:00 am to 1:00 pm	School Hours: <u>Monday through Thursday</u> 6:00 am to 10:30 pm <u>Friday</u> 6:00 am to 10:00 pm <u>Saturdays & Sundays</u> 8:00 am to 5:00 pm
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SAN FRANCISCO

Office: <u>Monday through Thursday</u> 8:00 am to 8:00 pm <u>Friday</u> 8:00 am to 5:00 pm <u>Saturday</u> 9:00 am to 1:00 pm	School: <u>Monday through Friday</u> 8:00 am to 12:00 pm 10:00 am to 2:00 pm 12:20 pm to 4:20 pm	<u>Monday through Thursday</u> 6:00 pm to 10:00 pm
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SAN JOSE

Office: <u>Monday through Thursday</u> 8:00 am to 8:00 pm <u>Friday</u> 8:00 am to 5:00 pm <u>Saturday</u> 9:00 am to 1:00 pm	School: <u>Monday through Friday</u> 6:00 am to 10:00 am 7:00 am to 11:00 am 8:00 am to 12:00 pm 10:00 am to 2:00 pm 12:00 pm to 4:00 pm 1:00 pm to 5:00 pm	<u>Monday through Thursday</u> 5:45 pm to 10:45 pm 4:00 pm to 9:00 pm
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TORRANCE

Office: <u>Monday through Thursday</u> 8:00 am to 7:00 pm <u>Friday</u> 8:00 am to 5:00 pm	School: <u>Monday through Friday:</u> 6:00 am to 10:00 am 8:00 am to 12:00 pm 10:00 am to 2:00 pm 12:00 pm to 4:00 pm 1:00 pm to 5:00 pm 2:00 pm to 6:00 pm 6:00 pm to 10:00 pm <u>Monday through Thursday:</u> 6:00 pm to 10:00 pm
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WEST LOS ANGELES

Office: <u>Monday through Thursday</u> 7:30 am to 8:00 pm <u>Friday</u> 7:30 am to 5:00 pm	School: <u>Monday through Friday</u> 6:00 AM to 10:00 AM 8:00 AM to 12:00 AM 10:00 AM to 2:00 PM 1:00 PM to 5:00 PM 2:00 PM to 6:00 PM 6:00 PM to 10:00 PM	<u>Monday through Thursday</u> 5:45 PM to 10:45 PM
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