

# Everest

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## COLLEGE

2007-2008 CATALOG

California Everest 040907

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2007-2008 CATALOG

**Everest** COLLEGE  
1213-EVE-CA

## LOCATIONS

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<p><b>Ontario*</b> 1460 S. Milliken Ave. Ontario, CA 91761 (909) 984-5027 (phone) (909) 988-9339 (fax)</p>	<p><b>West Los Angeles**</b> 3000 S. Robertson Blvd., Suite 300 Los Angeles, CA 90034-3169 (310) 840-5777 (phone) (310) 287-2344 (fax)</p>

\* Accredited by the Accrediting Commission of Career Schools and Colleges of Technology (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 National Institute of Technology, 230 E. Third Street, Long Beach, California 90802.

Everest College was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94915. The Bureau's approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or the superintendent. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the following programs/courses:

**Degree Programs**

Criminal Justice

**Diploma Programs**

Business Management/Administrative Assistant	648 Clock Hours/54 Credit Units
Business Operations	720 Clock Hours/54 Credit Units
Dental Assisting	720 Clock Hours/47 Credit Units
Electrician	720 Clock Hours/59 Credit Units
Homeland Security Specialist	560 Clock Hours/48 Credit Units
Massage Therapy	720 Clock Hours/54 Credit Units
Medical Administrative Assistant	720 Clock Hours/47 Credit Units
Medical Assisting	720 Clock Hours/47 Credit Units
Medical Insurance Billing and Coding	560 Clock Hours/35 Credit Units
Pharmacy Technician	720 Clock Hours/47 Credit Units
Surgical Technologist	1220 Clock Hours/76.5 Credit Units
Vocational Nursing	1536 Clock Hours/89 Credit Units

California statute requires that students who successfully complete courses of study be awarded appropriate diplomas or certificates verifying the fact.

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.

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 Bureau for Private Postsecondary and Vocational Education, 1625 North Market Blvd., Ste S202, Sacramento, CA 95834, (916) 574-7720, Fax (916) 574-8648.

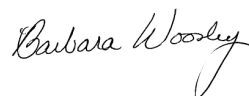
All information in the content of this College catalog is current and correct and is so certified as true by the signatures of the respective Campus Presidents.



Staci K. Mall, Anaheim



Hector Albizo, Hayward



Barbara Woosley, San Francisco



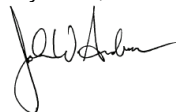
Melody Rider, Alhambra



Michael Ortiz, Los Angeles, Wilshire



Timothy Heath, San Jose



John Andrews, City of Industry



Daniel C. Day, Ontario



Duemand Edwards, Torrance



Lani Townsend, Reseda



Tom Azim, West Los Angeles



Fred Faridian, San Bernardino



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# EVEREST COLLEGE

## CORINTHIAN SCHOOLS, INC.

Everest College is a part of Corinthian Schools, Inc. (CSI). CSI was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized skills. CSI is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and schools in various states, CSI provides job-oriented 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. By emphasizing focused training, CSI provides people entering or reentering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Schools, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under CSI ownership, the College will maintain its long-standing reputation for innovation and high-quality private vocational 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, diploma-granting school of Allied Health, Business 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.

## OBJECTIVES

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

1. 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.
2. 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.
3. 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.
4. The College will strive to develop all students in their intellectual potential, resulting in their independent thinking and intelligent decision-making.
5. 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 and San Francisco campuses were among the original Bryman Schools were 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 1982, the San Jose Campus in 1996, and the City of Industry, Ontario 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 changes 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 994310 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 National Institute of Technology 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 21,300 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 13,824 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. In addition, there are staff and faculty offices along with two student lounge areas and a Career Services/Library facility, which adjoins the Student Bookstore.

#### **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.

The five-story facility, located on the third and fourth and fifth floors of the Kaiser Medical Building, has 33,000 square feet containing 19 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 restrooms. 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. Bryman 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 expanded its facilities with the acquisition of additional space in September 2001.

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 three 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, and its name was changed to Bryman College. 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 20,000 square feet, including classrooms, administrative offices and a clinic. 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 campuses in this catalog are licensed to operate by the Bureau for Private Postsecondary and Vocational Education. License to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau. This College is not a public institution.
- All Everest College campuses in this catalog except San Bernardino are accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSC), 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, 703-247-4212.
- The San Bernardino campus is accredited by the Accrediting Council for Independent Colleges and Schools to offer diplomas. 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 Alhambra and 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](http://www.bvnpt.ca.gov).
- The Registered Dental Assistant program at the San Bernardino campus has been granted provisional approval by the Committee on Dental Auxiliaries (COMDA). Graduates of the program are eligible to take the RDA licensure examination.
- The Surgical Technology programs of the Hayward and Reseda campuses are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). 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 Committee on Dental Auxiliaries (COMDA): Alhambra, Anaheim, City of Industry, Gardena, Ontario, Los Angeles-Wilshire, Reseda, San Bernardino, San Francisco, San Jose and West Los Angeles.
- Registered Dental Assisting Programs are approved by the Dental Board of California. Graduates are eligible to apply for the Registered Dental Assistant Examination (RDA).
- The San Bernardino campus is a member of the American Massage Therapy Association Council of Schools.
- The institution is eligible under the Federal Stafford Loan Program (FSL), Federal Parent Loan for Undergraduate Students (FPLUS), Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant, Federal Work-Study (FWS) and Cal Grant programs.
- The Anaheim, City of Industry, Gardena, Ontario, 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.
- The institution provides 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.
- Some campuses offer programs for eligible participants under the Workforce Investment Act.

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.

This campus does 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 69 on the SRA, a nationally normed, standardized test. Applicants who fail the test can be re-tested using the CPAT and must achieve a score of 120 or higher. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Should the applicant fail the test a third time, the applicant must wait to take the test again until six months after the date of the first testing.

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. NOTE: All applicants for the Pharmacy Technician diploma program, the Surgical Technologist diploma program and the Criminal Justice Associate's Degree program 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.

Applicants enrolling under the Ability to Benefit Provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The ability to benefit will be determined by passing the Career Programs Assessment Test (CPAT) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on language usage, 43 on reading, and 41 on numerical skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the College's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Students who withdraw after starting school, or are terminated by the College and reenter more than one year after their test date must take the test again.

### **Entrance Test**

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

Transfer students who are 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 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.

<b>Program</b>	<b>Test</b>
Ability to Benefit Students	Career Programs Assessment Test (CPAt) offered by ACT, Inc. (Minimum scores of 42 on language usage, 43 on reading, and 41 on numerical skills)
Criminal Justice	Career Programs Assessment Test (CPAt) offered by ACT, Inc. (Minimum score: 120)
Vocational Nursing	Compass (see below for minimum scores) PSB examination – Aptitude for Practical Nursing Examination, Psychological Services Bureau (see below for minimum scores)
All other programs	SRA* (Minimum cumulative score: 69)
*Homeland Security students who fail the SRA will be required to take the CPAt (minimum score: 120)	

### **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 and Surgical Technologist Programs**

Students enrolling in the Pharmacy Technician and Surgical Technologist programs are required to be high school graduates or have received their GED. Students may not apply for the Pharmacy Technician or Surgical Technologist programs under the Ability to Benefit provision.

### **Dental Assisting**

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

### **Homeland Security Program**

GED Students who are applying to the Homeland Security program at the San Jose campus who fail the SRA must achieve a score of 120 or higher on the CPAt to be accepted into the program

### **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 background 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.

### **Vocational Nursing Program**

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

- Be a high school graduate or have a GED
- Pass the COMPASS entrance test
- Pass the PSB entrance test
- Write an essay as assigned by Campus Nursing Director
- Complete a personal interview with the Campus Nursing Director
- Pass a physical examination
- Provide proof of immunizations as required by clinical agencies
- Pass a criminal background check and drug screen

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.
College GPA	2.0-2.4	2.5-2.8	2.9 – 3.1	3.2 – 3.5	3.6 – 4
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
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 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 selected will depend on the number approved by the board of nursing in each state.

#### PSB Information

All CCI vocational 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.

**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 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 as well as volunteers who work in the same capacity as staff when providing care, treatment and services” (CAMH Update 3 August, 2004).

Students enrolling in the Pharmacy Technician, Vocational Nursing, X-Ray Technician Limited Permit, 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	Drug paraphernalia
All drug and alcohol related offenses	Fraud
Any crime against person or property	Harassment
Assault	Medicare or Medical related offenses
Battery	Possession of stolen property
Burglary	Sexual crimes
Concealed weapons	Robbery
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, IntelliSense 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 Intellisense to verify conditions. The school cannot contact Intellisense.

## **COURSE WORK TAKEN AT FOREIGN INSTITUTIONS**

Course work taken at a foreign institution (excluding secondary school documents that are in English or Canadian or Philippines post-secondary credentials that are in English) must be evaluated for equivalence to coursework taken at a United States institution. The College accepts the evaluations of foreign course work from the following services:

- World Education Services, Inc., Bowling Green Station, P.O. Box 5087, New York, New York 10274-5087, (415)-677-9378 (San Francisco office)
- Josef Silny & Associates, Inc., International Educational Consultants, 7101 SW 102 Avenue, Miami, FL 33173, (305)273-1616, www.jsilny.com
- Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, www.ece.org

## **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 50% of all program hours in residence (25% for the Criminal Justice degree program; 51% for the Medical Assisting program at Reseda). 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.

### **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.

### **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 office of the Director of Education.

### **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

### **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 "D" 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 – Degree Programs**

There may be times during the student's course of study when 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, a student in a degree program may request permission from the Program Director and Director of Education to complete a course through directed study. If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with a 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. Associate's degree students may apply a maximum of eight (8) quarter credit hours earned through directed study to the major core of study.

### **Academic Credit Transfer Policy for AAMA-approved Medical Assisting Programs**

In order to be eligible for the AAMA CMA Certification/Recertification Examination based on academic credit transfer from a program not accredited by CAAHEP or ABHES, the following criteria must be met:

1. The medical assisting academic credits received at such non-accredited programs must fall within the 36 month period prior to the date of graduation from the accredited program.
2. Fifty (50) percent of the required medical assisting academic credit from the accredited program must be acquired from the accredited program granting the diploma/certificate/degree.
3. The requirements of the externship must be met as a graduating student through the accredited program granting the diploma/certificate/degree.
4. The externship requirement must be excluded in the academic credit transfer of fifty (50) percent. The externship requirements must be met at the accredited medical assisting program granting the diploma, certificate or degree.
5. No academic credit for life experiences shall be accepted in order to achieve eligibility for the AAMA CMA Certification/Recertification Examination.

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

### **TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR COLLEGE**

Units you earn in our programs in most cases will probably not be transferable to any other college or university. For example, if you entered our College as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our College. In addition, if you earn a degree, diploma, or certificate in one of our programs, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university.

## **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.

### **GRADING**

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Grade	Point Value	Meaning	Percentage
A	4.0	Excellent	100-90
B	3.0	Very Good	89-80
C+*	2.5	Good/Passing (Vocational Nursing program only)	79-75
C	2.0	Good	79-70
D**	1.0	Poor	69-60
F	0.0	Failing	59-0
IP	Not Calculated	Incomplete (externship)	
L	Not Calculated	Leave of Absence	
Pass	Not Calculated	Pass (externship)	
Fail	Not Calculated	Fail (externship)	
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 for Modular Programs	
T	Not Calculated	Transfer for Quarter-based Programs	

\*C+ is used only in the Vocational Nursing program. Grades of C or D will not be given in this program. The Nursing Board requires a score of 75% to pass.

\*\*Not used in Allied Health Programs. For Allied Health Programs, F (failing) is 69-0%.

## ATTENDANCE POLICY - MODULAR PROGRAMS

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students in modular programs must attend the first scheduled class session or their enrollment will be cancelled.

Students who miss more than 20% of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See "Tardiness/Early Departure" policy.) Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 14 consecutive calendar days will be dropped from the training program.

Students who miss 15% of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within five school days in order to continue their training without interruption. (See "Student Academic Appeals Policy.") If their termination is not successfully appealed, they will remain dropped from the program.

Students who exceed 20% of the total program hours will be dropped from school but will be eligible to appeal to reenter school after they have been out of school for one grading period.

Students are not permitted to make up absences for the classroom-training portion of their program. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

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

### Tardiness/Early Departure

Students who are more than 15 minutes late to class or who leave class more than 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day.

### Reentry Policy

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the College.

Students who have been terminated for violating the attendance policy may apply for reentry to the College through the appeals process. Students reentered after violating the attendance policy may not be absent more than 20% of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

## ATTENDANCE POLICY – DEGREE PROGRAMS

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce a sense of professionalism, and in the interest of realistic expectations in the work place, the College has developed the following attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students who will be absent from classes are expected to contact the College to report their absence. If the student expects to be absent for more than two days, (s)he must call the Department Chair to discuss the reason for the absence.

Should a student's absences reach 25% of the total scheduled hours in a term for any course, the student will be placed on attendance probation. Students placed on attendance probation will be encouraged to meet with the Academic Dean, or designee, to



develop a plan to improve the student's attendance. Students placed on attendance probation will be returned to non-probation status at the start of the next term assuming they have satisfactorily completed the course requirements.

Should a student's absences for any single course reach 40% of the total scheduled hours in a term, the student may be withdrawn from the course. Should a student's absences reach 40% of the total scheduled hours for all courses, the student may be withdrawn from the institution. Students who miss 14 consecutive calendar days in all classes may be dropped from school.

### **Make-up Work**

This campus does not permit students to make up absences that accrue on their attendance record during the classroom training; however, all absences accumulated during an externship must be made up so that the entire number of required hours is completed.

In modular programs, 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 College administration.

### **Military Drill Regulations**

Students in the National Guard or Reserves scheduled for military active duty must notify the Registrar, Academic Dean, and their instructors in writing. A copy of the official orders must be submitted to the Registrar's Office. The student will not be terminated from classes due to these absences but must be certain to regularly attend all other classes in order not to violate the attendance policy of the College.

### **Make-Up Days**

If the College has to cancel classes due to weather conditions or other unforeseen circumstances, classes will be rescheduled as necessary to assure that all classes meet for the required minimum class hours.

### **Veterans: Absence/Class Cuts/Make-up Work**

Veterans will be granted excused absences due to illness, death in immediate family, or other unavoidable circumstances. The College must be notified of the absences within 24 hours, and the reason must be supported by documentary evidence or the veteran student's absence will be recorded as unexcused. Full day's absence, as well as partial day's absence (e.g., leaving class early), are accumulated through the month. The monthly total of all absences and tardies is reported to the Veterans Administration as equal to the nearest full class day. Veteran students are not permitted class cuts. Class cuts will be recorded as unexcused absences. Training allowances are not payable for time spent on make-up work.

### **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 two percent (2%) 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.

## **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.

### **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 LOA 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.

## **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.

## **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.

## **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%;
- 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 School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA)/Cumulative Grade Average Percentage (CGAP) and the student's rate of progress toward completion of the academic program. These are outlined below.

### Evaluation Points for Satisfactory Academic Progress

Satisfactory academic progress is evaluated at the end of every 12-week quarter in quarter-based programs. Satisfactory academic progress is evaluated at the end of every third module, or remainder thereof, i.e., every 12 weeks, in modular programs.

### GPA and CGPA Calculations (Quarter-Based Programs Only)

The grade point average (GPA) is calculated only for students enrolled in quarter-based programs. The GPA for each term and cumulative grade point average (CGPA) are calculated on courses taken in residence at the School. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points, and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

### GAP and CGAP Calculations (Modular Programs Only)

A grade average percentage (GAP) is calculated for students enrolled in modular programs instead of a grade point average, with the exception of the 55-credit modular massage therapy program.

### Rate of Progress toward Completion Requirements

In addition to the CGPA/CGAP requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of an academic term. These percentage requirements are noted in the table below, along with CGPA/CGAP requirements. As with the determination of CGPA/CGAP, the percentage completion requirements will be reviewed at the end of each academic quarter for quarter based programs or at the end of every third module, or remainder thereof, for modular programs, after grades have been posted, to determine if the student is progressing satisfactorily.

### Maximum Time in Which to Complete

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. 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 credits are noted in the following tables.

### Satisfactory Academic Progress Tables for Modular Programs

35 Quarter Credit Hour Modular Program (MIBC). Total credits that may be attempted: 52 (150% of 35).				
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
1-12	70%	N/A	66.7%	N/A
13-18	70%	25%	66.7%	33%
19-36	70%	65%	66.7%	66.7%
37-52	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program (Dental Assisting, Medical Administrative Assistant, Medical Assisting, Pharmacy Technician). Total credits that may be attempted: 70 (150% of 47).				
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
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

48 Quarter Credit Hour Modular Program (Homeland Security). Total credits that may be attempted: 72 (150% of 48).				
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
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-72	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Modular Program (Business Management/Administrative Assistant, Business Operations, Computerized Office Applications, Massage Therapy). Total credits that may be attempted: 81 (150% of 54).				
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
1-12	70%	N/A	66.7%	N/A
13-24	70%	20%	66.7%	25%
25-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-81	N/A	70%	N/A	66.7%

59 Quarter Credit Hour Modular Program (Electrician). Total credits that may be attempted: 88 (150% of 59).				
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
1-14	70%	N/A	66.7%	N/A
15-26	70%	20%	66.7%	25%
27-40	70%	60%	66.7%	55%
41-53	70%	65%	66.7%	64%
54-88	N/A	70%	N/A	66.7%

76.5 Quarter Credit Hour Modular Program (Surgical Technologist). Total credits that may be attempted: 114 (150% of 76).				
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	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	62.5%	66%	50%
41-52	70%	65%	66%	60%
53-64	70%	67.5%	66%	65%
65-114	N/A	70%	N/A	66%

### Satisfactory Academic Progress Tables for Quarter-Based Programs

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%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-133	N/A	2.0	N/A	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%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

### Graduation

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or rate of progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the School's graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the "Graduation" section in the School catalog.

### Academic Probation

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress are reviewed to determine whether the student is meeting the above requirements. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the above requirements. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified above. When both the CGPA and rate of progress are above the probation ranges specified above, the student is removed from probation. During the period of academic probation, students are considered to be making satisfactory academic progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the School as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

## **Academic Suspension**

If the student's CGPA or rate of progress ever falls into the suspension ranges specified above, the student is considered not to be making satisfactory academic progress, is placed on academic suspension, and must be withdrawn from the School.

## **Readmittance Following Suspension**

Students who have been suspended may apply for readmittance to the School after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

## **Academic Dismissal**

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or rate of progress into the probation range by the end of the first academic term after readmittance will receive academic dismissal, and students must be withdrawn from the School. Students who have been dismissed are not eligible for readmittance to the School.

## **Application of Grades and Credits**

Transfer credits are not included in the calculation of CGPA but are included in the "Total Number of Credits Attempted" (see charts above) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

Developmental courses and remedial courses are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGPA.

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the credits for the original course and the repeated course are included in the "Total Credits Attempted" (in the charts above) in order to determine the required progress level. The credits for the original attempt are considered as not successfully completed.

For calculating rate of progress, grades of F (failure), W (withdrawn), IP (incomplete passing), and WZ (withdrawal active military duty) are counted as hours attempted but are not counted as hours successfully completed. The grade of WD (withdrawal during drop/add period) is not counted as hours attempted. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a letter grade, the GPA and satisfactory academic progress determination will be recalculated based on that letter grade and the credits earned.

## **Continuation as a Non-Regular Student**

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the School under the following conditions:

- The student is not eligible for student financial aid;
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled;
- During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory academic progress, or at least close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified above). If, by the end of the maximum period allowed on non-regular-student status, the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

## **Reinstatement as a Regular Student from Non-Regular-student Status**

Students who have attempted the maximum number of credits allowed under their program but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular-student status. However, they will never be eligible for readmittance to regular-student status in the program from which they were suspended or dismissed but may continue on non-regular-student status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular-student status are not eligible for graduation (cannot receive a degree or diploma) from their programs but can receive a certificate of completion for the credits they successfully completed.

## **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 School 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 readmittance following suspension or in the event the student's appeal results in readmittance.

## **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 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 may 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.

#### **Academic Advisement and Tutoring**

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department.

### **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 reason(s) 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.

## **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 conduct 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 CCI college.

#### **Student Conduct Code**

Students must show respect toward and be cooperative with College faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct that may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of College property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College. Violations that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the College's or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated College official.

## **Student Conduct Code Violations/Formal Disciplinary Procedure**

If the College has reason to believe that a student has violated the student conduct code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College.

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the College may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the College deems appropriate. The College may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the College.

**First Offense** - A written warning. The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

**Second Offense** - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

**Threats to Health/Safety** - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

## **Appeals**

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the College President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision without 10 days or a reasonable period of time after the student receives notice from the College that he/she has been dismissed. Students should refer to the Campus Grievance Procedures in the College catalog. The student who appeals a dismissal shall receive written notice of the decision. The College President's decision on an appeal shall be considered final.

## **Academic Integrity**

- 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 in the submittal of 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 College.
- If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the College as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

## **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

The College does not permit or condone the use or possession of marijuana, alcohol, 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.safetypub.com/meagan.htm>.

### **Statistical Information**

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1<sup>st</sup> 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 enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the College's dress code policy. Uniforms should be ordered as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

## **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.

## **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.

## **HEALTH/MEDICAL 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 free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords 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.

## RETENTION OF STUDENT RECORDS

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

## STATEMENT OF NON-DISCRIMINATION

Corinthian Schools, 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](mailto:studentservices@cci.edu).

## 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. In the Vocational Nursing program, the lecture size is 40. 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 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.
Gardena	30 students in lecture and laboratory classes. In the Vocational Nursing program the lecture size is 40. The maximum size for Dental Assisting Laboratory classes is 28 students with 2 instructors.
Hayward	The maximum class size for Surgical Technology is 12 in laboratory setting. 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	Class size for most programs is a maximum of 24 students. Dental is limited to 14. Massage Therapy is limited to 22.
Reseda	The current ratio of students to teacher for lecture is typically 30 to 1. For the laboratory portion of the program the student/teacher ratio is program specific. For Medical Assisting the laboratory ratio is 24:2, for Dental Assisting the laboratory ratio is 12:1 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, Medical Administrative Assisting, Computer Office Applications and Homeland Security 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	30 students in lecture and laboratory classes; 18 students in laboratory for Dental Assisting and Massage Therapy classes.
Torrance	30 students for Massage Therapy laboratory and lecture classes. 30 students for Pharmacy Technician 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**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Director of Education. Students who feel that the complaint has not been adequately addressed should contact the College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or by email at [studentservices@cci.edu](mailto:studentservices@cci.edu).

If a student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the School's 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 College 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.

For all Everest Colleges except San Bernardino, the student may request a copy of the ACCSCT Complaint Form by contacting the College President. Please direct all inquiries to the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212, [www.accst.org](http://www.accst.org).

For the San Bernardino campus, 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/>.

Complaints for all schools may also be filed with the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Blvd., Suite S202, Sacramento, CA 95834, (916) 574-7720.

## **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.

### **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.

### **BUYER'S RIGHT TO CANCEL – CANCELLATION**

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement, or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

### **OFFICIAL WITHDRAWALS**

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, 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, as given below, and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement.

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.

### 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 the equipment in good condition--allowing for reasonable wear and tear--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 textbooks, uniforms or equipment in good condition 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.

### 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.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under the Title for which a Return of funds is required (e.g., LEAP)

### **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 any SFA loan funds in accordance with the terms of the loan; and the remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(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.)

### **Institutional Refund Calculation**

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of 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 weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$75 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

## **REQUIREMENTS FOR GRADUATION**

A student must:

1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in The School catalog.
2. Successfully complete all externship hours (if applicable).

## **STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND**

California law requires that this institution pay a fee each time a student enrolls. This fee supports the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to protect any California resident who attends a private postsecondary institution and experiences a financial loss as a result of the closure of the institution, the institution's breach or anticipatory breach of the agreement for the course of instruction, a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure, or the institution's refusal to pay a court judgment.

As of January 1, 2002, California Education Code Section 94945 requires the College to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). This Fund is administered by the State of California's Bureau for Private Postsecondary and Vocational Education.

"Tuition" means the actual amount charged each student for instruction, instructional materials, equipment costs and any other fee required of the student in order for the student to receive a certificate of completion or diploma attesting to the completion of the instruction required for such certificate or diploma. "Tuition" does not include costs of room and board, supplies, an application fee or transportation. For purposes of calculating assessment under section 94945, tuition does not include the STRF fee.

The amount of the fee is two dollars and fifty cents (\$2.50) per thousand dollars of tuition paid, rounded to the nearest thousand dollars.

You must pay the state-imposed fee 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 fee 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 schools approved by, or registered to offer Short-term Career Training with, 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 fee, 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. The School's breach or anticipatory breach of the agreement for the closure of instruction.
5. 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.
6. The School committed fraud during the recruitment or enrollment or program participation of the student

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against The School for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

## **CALIFORNIA BUYERS RIGHT TO CANCEL**

### **CANCELLATIONS**

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. A student has the right to cancel the Enrollment Agreement until midnight of the fifth business day following the first scheduled class session.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

### **REFUNDS**

In addition to the refund calculated under the state policy below, The School will calculate the refund due under the institutional refund policy on the reverse of this agreement. The student will be given the benefit of the refund policy that results in the largest refund to the student.

### **BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION REFUND POLICY**

The School will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

1. Determine the total tuition for the program.
2. Divide this figure by the total number of hours in the program.
3. The answer to the calculation in step (2) is the hourly charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge of 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.

### **SAMPLE CALCULATION**

A student enrolls in a 720 clock hour program at a total tuition cost of \$8,500. The student drops from school after attending 300 hours of the program and has paid \$4,000 toward tuition. The student has also paid \$250 for books and equipment that were not returned for a total of \$4,250.

1. The total tuition is \$8,500 for 720 hours of instruction.
2. The total tuition divided by the total hours in the program equals the cost per hour of instruction.
3. \$8,500 divided by 720 equals \$11.80, which is the cost per hour of instruction.
4. The student owes \$3,540 (300 hours multiplied by \$11.80, the cost per hour) plus \$250 for books and equipment (\$3, 790 total).
5. Since \$4,250 was paid on the account, \$460 will be refunded (\$4,250 minus \$3, 790).

## **FINANCIAL ASSISTANCE**

These campuses offer students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the College recognizes that many students lack the resources to begin their educational training. The campuses participate in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA). The College's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the College. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account, or to the lender if they received a federal loan.

The *Federal Student Guide*, which provides a detailed description of these programs, is distributed by the Financial Assistance Office at the school without cost or obligation. The *Federal Student Guide* is available online at:

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

The following is a description of the financial aid programs available at this school. Additional information can be obtained through the Finance Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

### **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. 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 paid back.

### **Federal Stafford Loan (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 starts six months after the student drops below half-time status, terminates training or graduates.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the 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 the College.

### **Federal Perkins Loan**

Previously known as the National Direct Student Loan, this low-interest loan is available to qualified students who need financial assistance to meet educational expenses. Repayment of the loan begins nine months after graduation or termination of training.

### **Federal Parent Loan for Undergraduate Students (FPLUS)**

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

### **Federal Work Study (FWS)**

The purpose of the Federal Work-Study (FWS) Program, formerly called the College Work-Study (CWS) Program, is to give part-time employment to students who need the income to help meet the costs of postsecondary education and to encourage FWS recipients to participate in community service activities. Funds under this program are limited.

### **Sallie Mae/College Loan Corporation Signature Loan Programs (SLM/CLC)**

SLM Financial and College Loan Corporation provides customized loan programs to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM loan application during their financial aid interview.

### **Student Tuition Assistance Resource Loan (STAR Loan)**

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to 50% of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

### **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.

## **Alternative Loan Programs**

The College offers several affordable cash payment plans as well as a variety of private loan options with affordable payment terms that meet the needs of our student population. Corinthian has partnered with several lenders who provide an opportunity to our students for their educational funding. Each plan is offered as an alternative funding source to augment other funding alternatives, such as cash, federal financial assistance, state grants, contract or employer billing. It is important to fully understand the requirements of each plan. Additional information, including a thorough description of each payment plan, can be obtained from the Financial Aid Office.

# **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.

## **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.

## **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.

## **HOUSING**

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

## PROGRAMS BY LOCATION

	Alhambra	Anaheim	City of Industry	Gardena	Hayward	Los Angeles	Ontario	Reseda	San Bernardino	San Francisco	San Jose	Torrance	West Los Angeles
<b>DIPLOMA PROGRAMS</b>													
Business Management/ Administrative Assistant			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>						<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"/>				
Homeland Security Specialist									<input checked="" type="checkbox"/> *		<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"/>
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"/>
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"/>	<input checked="" type="checkbox"/>
Surgical Technologist					<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					
Vocational Nursing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											
<b>DEGREE PROGRAMS</b>													
Criminal Justice			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

\*Teach out – no longer enrolling new students.

### COMPARABILITY OF PROGRAMS

Students who want information regarding how tuition, fees and program length compare to other institutions should contact the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212 or (for students at the San Bernardino campus) the Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E., Suite 980, Washington, DC 20002-4241, (202) 336-6780.

## DIPLOMA PROGRAMS

### BUSINESS MANAGEMENT/ADMINISTRATIVE ASSISTANT

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	648	54	9 months	City of Industry, Ontario, West Los Angeles*	0-0

\*No longer enrolling new students.

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
<b>GS102</b>	<b>General Science II</b>	<b>216</b>	<b>18</b>
GS21B	Mathematics; BTo6A E-Commerce	72	6
GS22A	English	72	6
GS23	Human Resources; BTo1A Information Processing I-A	72	6
<b>BT101</b>	<b>Business Technology I</b>	<b>216</b>	<b>18</b>
BT10A	Principles of Business, Laws, Occupational Safety; BTo1 B, Information Processing I-B	72	6
BT03A	Office Communications I-A; BTo2A Information Processing II-A	72	6
BT03B	Office Communications I-B; BTo2B Information Processing II-B	72	6
<b>BT102</b>	<b>Business Technology II</b>	<b>216</b>	<b>18</b>
BT04	Principles of Accounting	72	6
BT05	Advanced and Computerized Accounting	72	6
BT06	Business/Office Management	72	6
<b>PROGRAM TOTAL</b>		<b>648</b>	<b>54</b>

#### 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.

For course descriptions, please see page 49

### BUSINESS OPERATIONS

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	54	9 months	Alhambra	0-0

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.

#### Major Equipment

Calculators, Eduphone, Personal Computers, Near Letter Quality and Laser Printers, PC Overhead Viewer

#### Program Outline

Course Number	Course Title	Clock Hours	Credit Units
<b>Module A</b>			
MB210	Office Operations	30	3.0
MG100	Business Writing – Grammar	30	3.0
MS100T	Skillbuilding	20	1.0

<b>Module B</b>			
MB130	Business Mathematics	30	3.0
MG105	Business Writing – Techniques	30	3.0
MS101T	Skillbuilding	20	1.0
<b>Module C</b>			
MB140	Business Presentations	30	3.0
MS102T	Skillbuilding	20	1.0
MS260	PowerPoint	30	2.0
<b>Module D</b>			
MI100	Introduction to Information Processing	60	5.0
MS103T	Skillbuilding	20	1.0
<b>Module E</b>			
MB180	Records and Data Management	60	4.0
MS104T	Skillbuilding	20	1.0
<b>Module F</b>			
MI140	Spreadsheet Management	60	4.0
MS105T	Skillbuilding	20	1.0
<b>Module G</b>			
MI150	Database Management	60	4.0
MS106	Skillbuilding	20	1.0
<b>Module H</b>			
MB400	Business Documentation	60	5.0
MS107	Skillbuilding	20	1.0
<b>Module I</b>			
MA100W	Accounting Principles	50	5.0
MA110	Computerized Accounting	30	2.0
	<b>Program Total</b>	<b>720</b>	<b>54.0</b>

For course descriptions, please see page 49

<b>DENTAL ASSISTING</b>					
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>	<b>Campuses</b>	<b>Version</b>
Diploma	720	47	8 months (day) 10 months (evening)*	Alhambra, Anaheim, City of Industry, Gardena, Los Angeles, Ontario, Reseda, San Bernardino, San Francisco, San Jose, West Los Angeles	1-1
*At San Bernardino 8 months both day and evening.					

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 continue to grow, the role and responsibilities of the dental assistant also continue to expand.

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 offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories, and insurance companies

The objective of the Dental Assistant 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, operatory 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.

#### **Major Equipment**

Amalgamators, Model Vibrators, Autoclave, Oral Evacuation Equipment, Automatic and Manual Processing Equipment, Oxygen Tank, Dental Unit and Chairs, Personal Computers, DXTR and Typodont Manikins, Ultrasonic Units, Handpieces, X-Ray Units, Model Trimmers,

## Program Outline

Module	Module Title	Total Contact 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 X	Dental Assisting Externship	160	5.0
	<b>Program Totals:</b>	<b>720</b>	<b>47.0</b>

### Module A – Dental Office Emergencies and Compliance

#### 6.0 Quarter Credit Hours

In this module, students are introduced to 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.

### Module B – Dental Radiography

#### 6.0 Quarter Credit Hours

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.

### Module C – Dental Specialties

#### 6.0 Quarter Credit Hours

In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. 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.

### Module D – Operatory Dentistry

#### 6.0 Quarter Credit Hours

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.

### Module E – Laboratory Procedures

#### 6.0 Quarter Credit Hours

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.

**Module F – Dental Anatomy and Orthodontics****6.0 Quarter Credit Hours**

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, 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 are studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module G – Dental Health****6.0 Quarter Credit Hours**

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. 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 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.

**Module X – Dental Assisting Externship****5.0 Quarter Credit Hours**

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 clinical functions of dental assisting. Prerequisite: Completion of Modules A-H. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

**ELECTRICIAN**

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	59	9 months (20-hour weeks)	San Bernardino	1-0

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 positions such as commercial and residential electrician, preventive maintenance electrician, production electrician, bench electrician, repair electrician, industrial maintenance electrician, programming electrician and maintenance technician. They are also qualified for positions as field service electricians and installation electricians in any manufacturing industry and market sector that has a need for electricians.

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

**Program Outline**

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

**EEV1030 Electrical Theory and Personal Development****8 Credit Hours**

This course introduces students to fundamentals of 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.

**EEV1176 NEC/Safety/Hand Tools and Conduit Bending****6 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.

**EEV1174 Residential/Commercial and NEC Requirements****6 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.

**EEV1271 Transformer Principles and Test Equipment****6 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.

**EEL 1208 Hazardous Locations and Power Distribution****7 Credit Hours**

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.

**EEV2192 Power Distribution and Emergency Systems****7 Credit Hours**

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.

**EEV2033 Motor Concepts and Jobsite Management****7 Credit Hours**

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.

**EEV2038 Advanced Industrial Controls****6 Credit Hours**

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.

**EEV2039 Solid State Controls and Industrial Automation****6 Credit Hours**

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.

**HOMELAND SECURITY SPECIALIST**

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	560	48	7 months (day) 9 months (evening)	San Bernardino*, San Jose*	1-0

\*No longer enrolling new students.

Recent national and world events have resulted in an increased demand for trained safety and security workers in businesses, airports, law enforcement, public safety, and government (federal, state, and municipality) sectors. The Homeland Security Specialist (HSS) diploma program enables the student to gain a solid foundation in a variety of areas that are critically important to planning, implementing and managing security operations for an organization. Extensive coverage is given to the legal aspects of security,

emergency planning procedures, security principles and communications, domestic and international terrorism, and emergency medical response services.

The HSS diploma program helps prepare graduates for entry-level careers in the security industry as corporate and government security and safety personnel.

The HSS Diploma program consists of seven modules, which may be taken in any order. Upon successful completion of all seven modules, a diploma will be awarded.

**Major Equipment**

Securetec CSP Camera/ Digital Camera, Automatic External Defibrillator, Portable Police Lab/Evidence Scales/Kit, Fingerprint Kit, Tire Casting Kit/ Letter Bomb Kit, First Aid Kits

**Program Outline**

Course Number	Course Title	Total Contact Hours	Quarter Credit Units
HS01	Civil and Criminal Justice	80	7
HS02	Emergency Planning and Security Measures	80	7
HS03	Security: Principles, Planning, and Procedures	80	7
HS04	Tactical Communications	80	7
HS05	Domestic and International Terrorism	80	7
HS06	Emergency Medical Services and Fire Operations	80	6
HS07	Business and Ethics for Security Specialists	80	7
	<b>Program Total</b>	<b>560</b>	<b>48</b>

**HS 01 Civil and Criminal Justice**

**7.0 Quarter Credits Hrs**

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 the federal-state overlapping legal structure, constitutional law, including right to privacy, search and seizure and profiling and a discussion of employment laws. The purpose is to familiarize the students with the law as it applies both to actions by a government agency and actions by a person in the private sector. As the ever-growing number of agencies become involved, it is important that the student be aware of the basis of the laws and regulations and the potential sources of new laws and regulations in order to be prepared for the rapid changes as this area of the law develops. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

**HS 02 Emergency Planning and Security Measures**

**7.0 Quarter Credits Hrs**

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 identify general models for facility protection. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

**HS03 Security: Principles, Planning, and Procedures**

**7.0 Quarter Credits Hrs**

This course 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, principles of crowd and riot control, substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, threat assessment and response, facility security, vulnerabilities and security force management. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

**HS04 Tactical Communications**

**7.0 Quarter Credits Hrs**

This course introduces students to sensitive communication styles, issues and models. The student will identify techniques for successful employee communications and community relations. Students will learn about topics such as oral, written and crisis communications and keys to successful delivery. Students will recognize how organizations and individuals respond to conflict and crisis situations and keys to developing successful conflict management systems and managing conflict effectively through alternative dispute resolution and dispute systems design. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

**HS05 Domestic and International Terrorism**

**7.0 Quarter Credits Hrs**

This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, federal and state terrorism laws, prosecution of international terrorists, domestic security threats, militias, religious extremists, outlaw biker gangs, drug cartels, extremist groups, various gangs and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000



**HSo6 Emergency Medical Services and Fire Operations****6.0 Quarter Credits Hrs**

This course introduces students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course also introduces students to the concepts surrounding an organized response to fire, hazmat and evacuation operations as well as an overview of the incident command system. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

**HSo7 Business and Ethics for Security Specialists****7.0 Quarter Credits Hrs**

This course introduces the student to business management, organizational leadership and business ethics. Students will learn to recognize corporate structure and values, strategic management, human resource issues, the Americans with Disabilities Act (ADA), business conflict management techniques, and management of employee training programs. Course content will include studies on situational leadership, principle-centered leadership, ethical values and models of ethical decision making, leadership ethics, and transformation of the organization. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Lec. Hrs. 060 Lab Hrs. 020 Other Hrs. 000

**MESSAGE THERAPY**

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	54	9 months (day) 11 months (evening)*	Alhambra, Anaheim, City of Industry, Gardena, Hayward, Ontario, Reseda, San Bernardino, San Francisco, San Jose, Torrance, West Los Angeles	1-0
* At San Bernardino 9 months day and evening, 12 months weekend					

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.

**Program Outline**

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
<b>PROGRAM TOTAL:</b>		<b>720</b>	<b>54.0</b>

**Major Equipment**

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

**Module A – 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, 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.

**Module B – Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease**

**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 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.

**Module C – 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 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.

**Module D – 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: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module E – 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 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.

**Module F - Deep Tissue, Myofascial Release & Pin and Stretch**

**6.0 Quarter Credit Hours**

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.

**Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques**

**6.0 Quarter Credit Hours**

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.

**Module H - Clinical and Sports Massage**

**6.0 Quarter Credit Hours**

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.

**Module I – Health and Wellness**

**6.0 Quarter Credit Hours**

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.

**MEDICAL ADMINISTRATIVE ASSISTANT**

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months (day) 8-10 months (evening)*	Alhambra, Anaheim, Gardena, Hayward, Los Angeles, Reseda, San Bernardino, San Francisco, San Jose	1-0

\*San Bernardino 8 months day and evening.

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.

### Program Outline

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
	<b>TOTAL</b>	<b>720</b>	<b>47.0</b>

### 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

#### Module E: Office Procedures

**6.0 Quarter Credit Hours**

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

**Module F: Patient Care and Computerized Practice Management**

**6.0 Quarter Credit Hours**

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

**Module G: Dental Administrative Procedures**

**6.0 Quarter Credit Hours**

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

**Module X – Medical Administrative Assistant Externship**

**5.0 Quarter Credit Hours**

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

**MEDICAL ASSISTING**

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months (day) 10 months (evening)*	Alhambra, Anaheim, City of Industry, Gardena, Hayward, Los Angeles-Wilshire, Ontario, Reseda, San Bernardino, San Francisco, San Jose, West Los Angeles	1-1

\*At San Bernardino 8 months both day and evening.

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.

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, 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 Program is acknowledged by the awarding of a diploma.

**Program Outline**

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
	<b>PROGRAM TOTAL:</b>	<b>720</b>	<b>47.0</b>

## **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**

**40/40/6.0**

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.

### **Module B - Clinical Assisting and Pharmacology**

**40/40/6.0**

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.

### **Module C - Medical Insurance, Bookkeeping and Health Sciences**

**40/40/6.0**

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.

### **Module D - Cardiopulmonary and Electrocardiography**

**40/40/6.0**

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.

### **Module E - Laboratory Procedures**

**40/40/6.0**

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.

### **Module F - Endocrinology and Reproduction**

**40/40/6.0**

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.

### Module G - Medical Law, Ethics and Psychology

40/40/6.0

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 learning how to dress for success.

### Module X – Externship

0/160/5.0

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.

## MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	560	35	6 months (day) 7 months (evening)	Alhambra, Anaheim, City of Industry, Gardena, Hayward, Los Angeles-Wilshire, Ontario, West Los Angeles	1-1

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/Coding 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 medical insurance billers/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 combination of introduced skills taught in this program will prepare students for the ever-changing field of insurance billing and coding. Students study coding procedures as well as the proper management and execution of various medical insurance plan and programs. In simulated practice, students will also actually prepare insurance claim forms, both manually and by computer. Additional skills covered in this program will be the practice of interviewing and the documentation methods required to obtain and using patient information necessary for successful claims management.

Also covered in this program will be the ethical and legal responsibilities of the health care worker as they relate to the medical office and common office billing practices. Professionalism and general communication skills, both of which are considered essential to any health care professional, are taught and addressed throughout the entire program.

NOTE: All veteran students who enroll in the Medical Insurance Billing and Coding program will be required to attend one class session of 50 minutes per week as part of the 160 hours of externship training.

### Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum	160	5.0
Module X	Externship	160	5.0
	<b>Program Totals</b>	<b>560</b>	<b>35.0</b>

## **Major Equipment**

Calculators, Personal Computers

### **Module A – Introduction to Medical Insurance and Managed Care**

**40/40/6.0**

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None

### **Module B – Government Programs**

**40/40/6.0**

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None

### **Module C – Electronic Data Interchange and Modifiers**

**40/40/6.0**

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None

### **Module D – Medical Documentation, Evaluation, and Management**

**40/40/6.0**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None

### **Module E - Health Insurance Claim Forms**

**40/40/6.0**

Module E introduces students to the Health Insurance Claim Form (CMS-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None

**Once a student has completed Modules A - E, he or she will be placed in their 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 F – Practicum**

**0/160/5.0**

Upon successful completion of Modules A through E, Medical Insurance billing 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 students work under the direct supervision of the school staff. Students are evaluated by an instructor or program chair personnel 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 A - E

### **Module X – Externship**

**0/160/5.0**

Upon successful completion of Modules A-E, 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 A - E

## PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months (day) 10 months (evening)	Alhambra, Anaheim, City of Industry, Los Angeles-Wilshire, Ontario, Reseda, San Francisco, Torrance, West Los Angeles	1-0

The Pharmacy Technician diploma program provides both technical and practical training that will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized, and both pharmaceutical and medical terminology and anatomy and physiology are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship that prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate, paving a new way for pharmacy technicians. It cannot be over emphasized how significant pharmacy technicians have become in pharmacy operations and the substantial part they play in the healthcare work force. As pharmacy services continue to grow, with new services being offered and 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 that 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.

### Program Outline

Module	Module Title	Total Contact 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 X	Clinical Externship	160	5.0
	<b>PROGRAM TOTAL:</b>	<b>720</b>	<b>47.0</b>

### Major Equipment

Laminar Flow Hood, Retail Bottles, Prescription Stock Items, Printer, Retail Labeling Computers

### 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. Students will review basic math, including Roman Numerals, fractions, and decimals. Metric, Apothecary and Household measures, and their equivalencies are reviewed and practiced. Students will be introduced to percentages and other units of measure



used in pharmacy. 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 in filling prescriptions, including the information required in typing the prescription label. This module describes the characteristics of ambulatory pharmacy practice. This module will emphasize the importance of good customer service and the communication skills required in the ambulatory practice setting. Community pharmacies, both independent and chain pharmacies are discussed. In addition, the role of the technician in clinic, managed care, and mail-order pharmacies are covered. Also covered are technician responsibilities as they relate to third-party payments, eligibility verifications, and co-Payments are discussed. This module also covers how to read a drug label. Medications for the 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. Students will fill prescription and learn to type prescription labels. 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.

**Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses** **6.0 Quarter Credit Hours**

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.

**Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System** **6.0 Quarter Credit Hours**

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.

**Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System** **6.0 Quarter Credit Hours**

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.

**Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System** **6.0 Quarter Credit Hours**

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.

**Module X - Clinical Externship** **5.0 Quarter Credit Hours**

This 160-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: Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

## SURGICAL TECHNOLOGIST

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	1220	76.5	13 months (day) 15 months (evening)	Hayward, Reseda	MOD 1-0

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).

### Program Outline

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
	<b>Program Total</b>	<b>1220</b>	<b>76.5</b>

**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

### 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

### 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

**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

**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

**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**

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	1536	89	12 months (52 weeks)	Alhambra, Anaheim	CA v 1-0 -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.

### Program Outline

Course Number	Course Title	Clock Hours	Credit Units
<b>Level One</b>			
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
<b>Level Two</b>			
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
<b>Level Three</b>			
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
	<b>Total Program Hours</b>	<b>1536</b>	<b>89</b>

### 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

**18.5 Quarter Credit Hours**

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

#### CA-NSG102 – Pharmacology

**7.5 Quarter Credit Hours**

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.

**CA-NSG103 – Geriatric Nursing****2.0 Quarter Credit Hours**

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

**CA-NSG104 – Nutrition****1.0 Quarter Credit Hours**

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

**\*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****9.5 Quarter Credit Hours**

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

**LEVEL II****CA-NSG201 – Medical Surgical Nursing/Integumentary System****2.5 Quarter Credit Hours**

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

**CA-NSG202 - Medical Surgical Nursing /Respiratory System****3.5 Quarter Credit Hours**

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

**CA-NSG203 - Medical Surgical Nursing /Musculoskeletal System****2.5 Quarter Credit Hours**

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

**CA-NSG204 - Medical Surgical Nursing/Cardiovascular System****3.5 Quarter Credit Hours**

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

**CA-NSG205 - Medical Surgical Nursing /Gastrointestinal System****3.5 Quarter Credit Hours**

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

**CA-NSG 206 - Medical Surgical Nursing /Neurosensory System****4.0 Quarter Credit Hours**

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

**\*Level II Competency Check-offs****0.0 Quarter Credit Hours**

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****7.0 Quarter Credit Hours**

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

**LEVEL III****CA-NSG 301 – Maternal and Infant Nursing****4.0 Quarter Credit Hours**

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

**CA-NSG 302 – Mental Health Nursing****2.5 Quarter Credit Hours**

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

**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

**DEGREE PROGRAMS****CRIMINAL JUSTICE**

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associate of Science Degree	970	96	96 weeks	City of Industry, San Bernardino, West Los Angeles	1-2

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.

			Associate's Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
CGS	2167C	Computer Applications	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
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
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>40.0</b>
<b>The students will take 12.0 credits from following courses:</b>			
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
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>12.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
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

	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>34.0</b>
	<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>96.0</b>

## COURSE DESCRIPTIONS

<b>AML 2000 Introduction to American Literature</b>	<b>4.0 credit units</b>
This course concentrates on the major writers of Modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>BT01A Information Processing I-A</b>	<b>(3 Quarter Units) 36 Hours</b>
Study of Windows 95, Microsoft Word 97 and WordPerfect with desktop publishing.	
<b>BT01B Information Processing I-B</b>	<b>(3 Quarter Units) 36 Hours</b>
Study of Microsoft Word on the Web and Microsoft Excel.	
<b>BT02A Information Processing II-A</b>	<b>(3 Quarter Units) 36 Hours</b>
Study of Microsoft Access 97 and computer keyboarding including keypad.	
<b>BT02B Information Processing II-B</b>	<b>(3 Quarter Units) 36 Hours</b>
Study of Microsoft PowerPoint 97, Microsoft Outlook and the Internet.	
<b>BT03A Office Communications I-A</b>	<b>(3 Quarter Units) 36 Hours</b>
In this course students become familiar with the composition of business letters, memos and business messages.	
<b>BT03B Office Communications I-B</b>	<b>(3 Quarter Units) 36 Hours</b>
In this course students become familiar with writing reports including the use of graphics and oral and non-verbal communications.	
<b>BT04 Principles of Accounting</b>	<b>(6 Quarter Units) 72 Hours</b>
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.	
<b>BT05 Advanced and Computerized Accounting</b>	<b>(6 Quarter Units) 72 Hours</b>
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.	
<b>BT06 Business Management</b>	<b>(6 Quarter Units) 72 Hours</b>
Principles of Operating a Small Business, Management, Administrative Assisting Techniques, Business Forms and Documents, Principles of Filing and Record Keeping, Business Office Technologies	
<b>BT06A E-Commerce</b>	<b>(3 Quarter Units) 36 Hours</b>
E-Commerce concentrates on tools many firms can use to achieve the same business goals and focuses on transactions between customers and corporations.	
<b>BT10A Principles of Business, Laws, Occupational Safety</b>	<b>(3 Quarter Units) 36 Hours</b>
Survey of business principles, problems, practices and procedures. This course will also discuss the laws and occupational safety issues.	
<b>BUL 2131 Applied Business Law</b>	<b>4.0 credit units</b>
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	
<b>CCJ 1017 Criminology</b>	<b>4.0 credit units</b>
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	
<b>CCJ 1024 Introduction to Criminal Justice</b>	<b>4.0 credit units</b>
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	
<b>CCJ 1610 Criminal Investigations</b>	<b>4.0 credit units</b>
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	
<b>CCJ 1910 Career Choices in Criminal Justice</b>	<b>4.0 credit units</b>
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	
<b>CCJ 2288 Spanish for the Criminal Justice Professional</b>	<b>4.0 credit units</b>
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	
<b>CCJ 2306 Introduction to Corrections</b>	<b>4.0 credit units</b>
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	

<b>CCJ 2358 Criminal Justice Communications</b>	<b>4.0 credit units</b>
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	
<b>CCJ 2679 Introduction to Victims Advocacy</b>	<b>4.0 credit units</b>
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	
<b>CCJ 2943 Current Issues in Criminal Justice</b>	<b>4.0 credit units</b>
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	
<b>CGS 2167C Computer Applications</b>	<b>4.0 credit units</b>
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	
<b>CJD 2250 Introduction to Interviews and Interrogations</b>	<b>4.0 credit units</b>
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	
<b>CJE 2100 Policing in America</b>	<b>4.0 credit units</b>
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	
<b>CJE 2670 Introduction to Forensics</b>	<b>4.0 credit units</b>
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	
<b>CJL 2130 Criminal Evidence</b>	<b>4.0 credit units</b>
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	
<b>CJL 2134 Criminal Procedure and the Constitution</b>	<b>4.0 credit units</b>
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	
<b>DSC 2002 Introduction to Terrorism</b>	<b>4.0 credit units</b>
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	
<b>ENC 1101 Composition I</b>	<b>4.0 credit units</b>
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	
<b>ENC 1102 Composition II</b>	<b>4.0 credit units</b>
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	
<b>EVS 1001 Environmental Science</b>	<b>4.0 credit units</b>
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	
<b>GS21B Mathematics (GE010a + GE010b)</b>	<b>(3 Quarter Units) 36 Hours</b>
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.	
<b>GS22A English</b>	<b>(6 Quarter Units) 72 Hours</b>
This introductory course emphasizes clear, effective communication by utilizing vocabulary expansion	
<b>GS23 Human Resources</b>	<b>(3 Quarter Units) 36 Hours</b>
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.	



<b>MA100A Accounting Principles</b>	<b>40/20/5.0</b>
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	
<b>MA100W Accounting Principles</b>	<b>50/0/5.0</b>
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.	
<b>MA110 Computerized Accounting</b>	<b>10/20/2.0</b>
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.	
<b>MA110D Computerized Accounting</b>	<b>10/20/2.0</b>
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	
<b>MAT 1033 College Algebra</b>	<b>4.0 credit units</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MB130 Business Mathematics</b>	<b>30/0/3.0</b>
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.	
<b>MB140 Business Presentations</b>	<b>30/0/3.0</b>
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.	
<b>MB180 Records and Data Management</b>	<b>20/40/4.0</b>
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.	
<b>MB210 Office Operations</b>	<b>30/0/3.0</b>
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.	
<b>MB400 Business Documentation</b>	<b>40/20/5.0</b>
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.	
<b>MB400A Business Documentation</b>	<b>20/40/4.0</b>
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	
<b>MG100 Business Writing – Grammar</b>	<b>30/0/3.0</b>
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.	
<b>MG105 Business Writing – Techniques</b>	<b>30/0/3.0</b>
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.	
<b>MI100 Introduction to Information Processing</b>	<b>40/20/5.0</b>
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.	
<b>MI100A Introduction to Information Processing</b>	<b>20/40/4.0</b>
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. Prerequisite: None	
<b>MI110A Introduction to the Internet</b>	<b>20/40/4.0</b>
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). Prerequisite: None	
<b>MI140 Spreadsheet Management</b>	<b>20/40/4.0</b>
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.	

<b>M1140B Spreadsheet Management</b>	<b>30/3.0</b>
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	
<b>M1150 Database Management</b>	<b>20/40/4.0</b>
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.	
<b>MS100A Skillbuilding</b>	<b>10/20/2.0</b>
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. Prerequisite: None	
<b>MS100T Skillbuilding</b>	<b>0/20/1.0</b>
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.	
<b>MS101 Skillbuilding</b>	<b>10/20/2.0</b>
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. Prerequisite: None	
<b>MS101T Skillbuilding</b>	<b>0/20/1.0</b>
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.	
<b>MS102 Skillbuilding</b>	<b>10/20/2.0</b>
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. Prerequisite: None	
<b>MS102T Skillbuilding</b>	<b>0/20/1.0</b>
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.	
<b>MS103 Skillbuilding</b>	<b>10/20/2.0</b>
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. Prerequisite: None	
<b>MS103T Skillbuilding</b>	<b>0/20/1.0</b>
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.	
<b>MS104 Skillbuilding</b>	<b>10/20/2.0</b>
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. Prerequisite: None	
<b>MS104T Skillbuilding</b>	<b>0/20/1.0</b>
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.	
<b>MS105 Skillbuilding</b>	<b>10/20/2.0</b>
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. Prerequisite: None	
<b>MS105T Skillbuilding</b>	<b>0/20/1.0</b>
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.	
<b>MS106 Skillbuilding</b>	<b>0/20/1.0</b>
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.	

**MS107 Skillbuilding****0/20/1.0**

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.

**MS260 PowerPoint****10/20/2.0**

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.

**PSY 2012 General Psychology****4.0 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

**SLS 1105 Strategies for Success****4.0 credit units**

This course is designed to equip students for transitions in their education and life. Includes introduction to the University 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 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 1505 Basic Critical Thinking****2.0 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

**SPC 2016 Oral Communications****4.0 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

**SYG 2000 Principles of Sociology****4.0 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

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 Everett, WA (branch of Everest College, Bremerton, WA)  
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)  
 Gardena, CA (main campus)  
 Hayward, CA (main campus)  
 Los Angeles (Wilshire), CA (main campus)  
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 McLean, VA (branch of Everest College, Colorado Springs, CO)  
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)  
 Merrionette Park, IL (branch of FMU, Pompano Beach, FL)  
 Mesa, AZ (branch of Everest College, Phoenix, AZ)  
 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)  
 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)  
 West Los Angeles, CA (branch of NIT, Long Beach, CA)

### **Everest Institute**

Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)  
 Atlanta (Downtown), GA (main campus)  
 Austin, TX (branch of Everest Institute, Southfield, MI)

Brighton, MA (main campus)  
 Chelsea, MA (branch of Everest College, Alhambra, CA)  
 Chesapeake, VA (branch of Everest Institute, Newport News, VA)  
 Cross Lanes, WV (main campus)  
 Dearborn, MI (branch of Everest Institute, Southfield, MI)  
 Detroit, MI (branch of Everest Institute, Southfield, MI)  
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)  
 Gahanna, OH (branch of Everest College, Ontario, CA)  
 Grand Rapids, MI (main campus)  
 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 Institute, Atlanta, GA)  
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)  
 Marietta, GA (branch of Everest Institute, Atlanta, GA)  
 Newport News, VA (main campus)  
 Norcross, GA (branch of Everest College, Gardena, CA)  
 Pittsburgh, PA (main campus)  
 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)

### **Florida Metropolitan University**

Tampa (Brandon), FL (branch of FMU Tampa, FL)  
 FMU Online  
 Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)  
 Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)  
 Melbourne, FL (branch of FMU, Orlando, FL)  
 North Orlando, FL (main campus)  
 Orange Park, FL (branch of FMU, Tampa, FL)  
 Clearwater (Pinellas), FL (main campus)  
 Pompano Beach, FL (main campus)  
 South Orlando, FL (branch of FMU, North Orlando, FL)  
 Tampa, FL (main campus)

### **Las Vegas College**

Henderson, NV (main campus)

### **National Institute of Technology**

Long Beach, CA (main campus)

### **National School of Technology**

Fort Lauderdale, FL (branch of NST, Kendall, FL)  
 Hialeah, FL (branch of NST, Miami, FL)  
 Miami (Kendall), FL (main campus)  
 Miami, FL (main campus)

### **WyoTech**

Bedford, MA (main campus)  
 Blairsville, PA (branch of WyoTech, Laramie, WY)  
 Daytona Beach, FL (main campus)  
 Fremont, CA (main campus)  
 Laramie, WY (main campus)  
 Oakland, CA (branch of WyoTech, Fremont, CA)  
 Sacramento, CA (branch of WyoTech, Laramie, WY)

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#### TITLE

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Executive Vice President and Chief Financial Officer  
Executive Vice President, Operations  
Executive Vice President, Legislative and Regulatory Affairs  
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President, CDI Post Secondary Division  
President, CSI Division  
President, Online Learning Division  
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President, WyoTech Division  
Senior Vice President, General Counsel and Corporate Secretary  
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#### TITLE

Chief Executive Officer  
President and Chief Operating Officer  
Executive Vice President and Chief Financial Officer  
Executive Vice President, Operations  
Senior Vice President, General Counsel and Corporate Secretary  
Treasurer and Assistant Secretary

## APPENDIX A: ADMINISTRATION AND FACULTY

<b>ALHAMBRA</b>	<p>Melody Rider Campus President Linn Ray Dir. of Education Josh Rein Dir. of Student Finance Kris Jaster Dir. of Admissions Suzanne Gomez Dir. of Career Services Trung Tran Dir. of Student Accounts Jennifer Montoya Registrar</p>	<b>RESEDA</b>	<p>Lani Townsend Campus President Dorit Soltanovich Dir. of Education Edgar Trovada Dir. of Student Finance Denise Barba Dir. of Admissions Aymara Zielina Dir. of Career Services Paula Delzer Dir. of Student Accounts</p>
<b>ANAHEIM</b>	<p>Staci K. Mall Campus President Denise Spurlock Dir. of Education Alma Sanchez Dir. of Student Finance Herman Whitaker Dir. of Admissions Natalie Fears Dir. of Career Services</p>	<b>SAN BERNARDINO</b>	<p>Fred Faridian Campus President Devin Dodson Dir. of Admissions John Cubello Dir. of Education Lori Saldana Dir. of Student Finance Nancy Barnes Dir. of Career Services</p>
<b>CITY OF INDUSTRY</b>	<p>John W. Andrews Campus President Joan Yourstone Dir. of Education Tina Voong Dir. of Student Finance Lillian Gonzalez Dir. of Admissions Ionela DiConti. Dir. of Career Services Ramon Maldonado Jr. Registrar Lizet Angulo Coor. Of Student Services</p>	<b>SAN FRANCISCO</b>	<p>Barbara Woosley Campus President Open Dir. of Education Stephanie Hunt Dir. of Finance David Bent Dir. of Admissions Jan Dixson Dir. of Career Services Andrew Ngyuen Business Manager</p>
<b>GARDENA</b>	<p>Open Campus President Jody Cohen Dir. of Education Zeina Elali Dir. of Admissions Jerry Martinez (Acting) Dir. of Career Services Lashawn Benn Dir. of Student Finance Sophial Menser Registrar Reina Madrid Student Services Coor.</p>	<b>SAN JOSE</b>	<p>Timothy Heath Campus President Kimberly Barbieri Dir. of Education Open Dir. of Finance Michelle Mostow (Acting) Dir. of Admissions Open Placement Director Open Business Manager</p>
<b>HAYWARD</b>	<p>Hector Albizo, MSIS School President Open Di. of Admissions Kimberly Johnson, Ed.D. Dir. of Education Open Dir. of Finance Kim Boutte, BA Dir. of Career Services</p>	<b>TORRANCE</b>	<p>Duemand Edwards Campus President Open Dir. of Admissions John Garcia Dir. of Education Sandy Renteria Dir. of Student Finance Open Career Services Coordinator</p>
<b>LOS ANGELES WILSHIRE</b>	<p>Michael Ortiz Campus President Johnny Arellano Dir. of Admissions Martiz Ware Dir. of Education Gwen Harris Dir. of Student Finance Open Dir. of Career Services</p>	<b>WEST LOS ANGELES</b>	<p>Tom Azim Campus President Kristine Schepps Dir. of Admissions Dr. Khalid Alzwahereh Dir. of Education Open Dir. of Student Finance Bob Buck Dir. of Career Services</p>
<b>ONTARIO</b>	<p>Dan Day Campus President Kay Wachuku Dir. of Education Martha Escobar Dir. of Finance Bonnie Cooper Dir. of Admissions Julie Zuvich Dir. of Career Services</p>		

**FACULTY**  
**(Asterisk denotes Program Chair)**

**ALHAMBRA**

<b>Business</b>	
Helen Mathis	Integrated Digital Tech., Pasadena, CA
<b>Dental Assisting</b>	
Michelle Davis, CDA, RDA, AS, Program Director*	Pasadena City College, Pasadena, CA
Carol Krueger, RDA	Bryman College, Rosemead, CA
Jennifer Riddle, RDA	Citrus College, Glendale, CA
<b>Massage Therapy</b>	
Saharut Nilchavee, DC. MEd, Program Director*	Southern California University of Health Sciences; University of Southern California, Los Angeles, CA
Patricia Perez, LMT	Pacific Institute of Massage Therapy, Anaheim Hills, CA
Angeline Harris	Bryman College, Ontario, CA
<b>Medical Assisting and Medical Administrative Assistant</b>	
Blanca Zepeda, CMA, AA, Program Director*	Everest College, Rancho Cucamonga, CA
Denise Andrijowych	Northwest College, West Covina, CA
Alfred Castaneda	Bryman College, El Monte, CA
Troy Coffey	California Paramedical, Long Beach, CA
Laura Cortez	UEI, Los Angeles, CA
Susana Gonzalez, CMA	Bryman College, Rosemead, CA
Mary Hernandez	Bryman College, El Monte, CA
Maria Gurrola, CMA	Bryman College, Rosemead, CA
Rebecca Marin CMA	Bryman College, Rosemead, CA
Ana Martinez	Bryman College, El Monte, CA
Elizabeth Peregrina	Bryman College, Rosemead, CA
Rosana Wilson	Concorde, San Bernardino, CA
<b>Pharmacy Technician</b>	
Emilie Espiritu	Northwest College, Glendale, CA
Jennifer Ogando	UEI, Ontario, CA
<b>Vocational Nursing</b>	
Allison Whetsel, RN, BS Program Director*	California State University, San Bernardino, CA
Stephanie Stadjuhar, RN, BS	Belford University, Humble, TX
Deidra Turner, RN, AS	Los Angeles Southwest College, Los Angeles, CA

**ANAHEIM**

<b>Department Chairs</b>		
Judi Enlow	Medical Assisting Medical Administrative Assisting Medical Insurance Billing & Coding	BS, Trinity College, Washington, DC.. CMA, RT, National Education Center, Anaheim, CA
Lakeysa Murphy	Dental Assisting	RDA, Bryman College, Los Angeles, CA
Debra Stell	Massage Therapy	MA, BA, California State University, Fullerton CMT, American Institute of Massage, Costa Mesa, CA
Drew Jones	Pharmacy Technician	CPhT, BA, University of Minnesota, Minneapolis, MN
Cassie Page-Zalewski	Vocational Nursing	MSN, BSN, University of Tennessee, Knoxville. University of Arkansas, Little Rock., AR
<b>Dental Assisting</b>		
Debbie Bastreri	RDA, North Orange County Regional Occupational Program, Anaheim, CA.	
Angela Sadler	RDA, Orange County Regional Occupational Program, Santa Ana, CA.	
Jean Chilton	RDA, Citrus College, Glendora, CA	
<b>Massage Therapy</b>		
Ellen Wedlick-Ortiz	L/CMT California College of Physical Arts, Huntington Beach, CA	
Regina Richardson	BA., Bard College, NY. L/CMT, California Healing Arts College, West Los Angeles, CA	
<b>Medical Assisting</b>		
Sally Stegmeier	BS, Trinity College, Washington, D.C., CMA, National Education Center Bryman College, Anaheim, CA.	
Angela Castillo	CMA, Concorde Career Institute, Anaheim, CA	
Dumapias, Jamie	CMA, Pasadena City College, Pasadena, CA	
Mukta Patel MD	MD, BJ Medical College, Ahmedabad, India	
Debby Galindo	BS Weber State University	
Lois Pina	Hunter College of the City University of New York, New York, NY	
<b>Medical Administrative Assistant</b>		
Linda Weldon	CMA, Concorde Career College, Anaheim, CA	
<b>Medical Insurance Billing and Coding</b>		
Gail Schwed	Hunter College, NY. Mandl School of Medical Assistants, NY	
<b>Pharmacy Technician</b>		

Carol Meyers	Chapman University, Orange, CA.
<b>Vocational Nursing</b>	
Carol Metoyer	RN, ADN ,BSHS, Chapman University, Orange, CA.
Leslie Acosta	RN, BSHS, MA, Chapman University, Orange, CA.
Stephanie Stadjuhar	RN, AND, AS, BSN, Belford University, Online University. Humble, TX
Sally Frumkin	RN, MSN, BSN, California State University, Long Beach, CA
Jeanne Caldwell	MSN, BSN, University of Phoenix, Fountain Valley, CA
Arvella Bradford	RN, ADN Long Beach City College, Long Beach, CA.
Kevin Cornett	LVN, BS, University of Phoenix, Pasadena, CA

### CITY OF INDUSTRY

<b>Education Chairs</b>		
Ronald Mendez	Medical Assisting/Medical Laboratory Technology/Medical Insurance Billing and Coding	BS, Medical Technology, California State University, Los Angeles
Janet Dextre	Dental Assisting	AA, Rio Hondo College (in progress) Diploma, Dental Assisting, Bryman College
Debra Penman	Massage Therapy	DC, Los Angeles College of Chiropractic BA, University of Utah
Lynne Thomas	Pharmacy Technician	Licensed Pharmacy Technician, State of California
<b>Business Management/Administrative Assistant/Medical Office Management</b>		
Jeff Henderson	BA, Baptist Bible College, Springfield, Missouri MA, Azusa Pacific University, Azusa, California	
David Randall	BS, California State Polytechnic University, Pomona, California	
<b>Dental Assisting</b>		
Delia Camacho	AA, Dental Assisting, Glendale College, Glendale, CA. State of California, Registered Dental Assistant Additional Course work: University of California, Los Angeles, CA.	
Theresa Knight-Zsupnik	AA, Rio Hondo College, Whittier, CA Diploma, Dental Assisting, Bryman Institute/NEC, Rosemead, CA Registered Dental Assistant/Coronal Polishing, State of California	
<b>Massage Therapy</b>		
Nancy De Lazzaro	Diploma, Citrus College, Glendora, CA	
Nichol Landeros	Diploma, Massage Therapy, Nova Institute of Health, Ontario, CA	
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.	
Richard Monte	Diploma, Massage Therapy, Nova Institute of Health Technology/Bryman College, Whittier, CA.	
Debra Rodriguez	Certificate, Massage Therapy, Bryman College, Whittier, CA.	
Robby D. Rodriguez	Certificate, Nova Institute of Health Technology, Whittier, CA.	
<b>Medical Assisting</b>		
Cesar Borie	Diploma, Nova Institute of Health Technology, Medical Assisting	
Irma Gonzalez-Marrufo	Diploma, American Career College, Los Angeles CA Medical Assistant	
Leonor Gonzalez	Diploma, National Education Center Venipuncture Certification, National Education Center	
Selma Kadri	AS, Penn Hall Community College, Chambersburg, PA Licensed Medical Secretary Certifications in Phlebotomy	
Jessica Ochoa	Diploma, Medical Assisting, Bryman College, El Monte, CA	
Amgad Said	BS, Internal Medicine and General Surgery, Cairo University, Cairo Egypt Diploma, X-Ray Technician (Limited Permit), Bryman College, City of Industry, CA	
Jack Thompson	Certificate, Medical Assisting, Regional Occupational Program, Norwalk, CA.	
<b>Medical Insurance Billing and Coding</b>		
Guadalupe Jurado	Certificate, Medical Assisting, Northwest College, Pasadena, CA	
Audra Ortiz	Diploma, Bryman College,, Rosemead	
<b>Pharmacy Technician</b>		
Alexander Ibaraki	Licensed Pharmacy Technician, State of California	
Rsanna Loya	Licensed Pharmacy Technician, State of California	
Sianturi, Morris	AS Fullerton College (should be under Pharmacy Tech)	

### GARDENA

<b>Department Chairs</b>		
Shaun Wright, AS, BFA	Medical Department Chair	Associate of Science Medical Technology, George Washington University, Washington, D.C. Bachelor of Fines Art, Academy of Arts College, San Francisco, CA



Ollie Lucas, RDA	Dental Department Chair	Long Beach Medical and Dental Assisting College, Long Beach, CA
<b>Computer Applications</b>		
Shanae Booker	Occupational Qualifications	
<b>Dental Assisting</b>		
Cheryl Peterson, A.A., RDA	El Camino College, SCROC, Torrance, CA	
Elva Solorio, RDA	ROP Dental Program, Fullerton, CA	
<b>Massage Therapy</b>		
Janon Al-Nafis	Nova Institute of Health Technology, Los Angeles, CA	
Brian Alexander	Nova Institute of Health Technology, Los Angeles, CA	
Monica Lawlor-Fontes	Santa Monica School of Massage, Santa Monica, CA	
Karine Fougoux	Santa Monica School of Massage, Santa Monica, CA	
Greg Jones	Bryman College, Los Angeles, CA	
<b>Medical Assisting</b>		
Elizabeth Evans	Bryman College, Gardena, CA American Career College, Los Angeles, CA	
Jennifer Maloy	Saddleback College, Mission Viejo, CA	
Hector Montes	Associated Technical College, Los Angeles, CA	
Shirley Oliver, CMA	Occupational Qualifications	
Doris Owens, AA, CMA	Associated Technical College, Los Angeles, CA ICT College, Los Angeles, CA	
Mischelle Turner BS, PA-C,	California State University, Dominguez Hills, Carson, CA Charles Drew Medical School, Los Angeles, CA	
<b>Medical Administrative Assistant</b>		
Susan Wong, Lead Instructor	National Education Center, Torrance, CA	
Laura Ruiz	Southern California Regional Occupation Center, Cerritos, CA	
<b>Medical Insurance Billing and Coding</b>		
Monique Benn	Larson Training Center, Carson, CA	
Rosa Corrales	Bryman College, Torrance, CA	
Elois Thompson, BA, AA	California State University Dominguez Hills, Carson, CA Los Angeles Harbor College, Harbor City, CA	

## HAYWARD

<b>Massage Therapy</b>		
Cheryl Bass, CMTHE - Program Director	National Holistic Institute	
Sunita Stablein, CMT	Acupressure Institute	
Keith Ortiz, CMTHE	National Holistic Institute	
<b>Medical Assisting, Medical Administrative Assistant, Medical Insurance Billing and Coding</b>		
Chandra Andrews-Wright	MA Diploma, Bryman College, San Francisco	
Rhonda Borba, Sr. Instructor	Dental Assisting, Andon College	
Frank Bautista	MD, Francisco Q. Duque Medical Foundation	
Teresa Horton	AS Medical Assisting, Silicon Valley College	
Grady Lewis	AA, Business Administration, Laney College	
Cris McTighe, AA, CMA- Program Director	Chabot College	
Doretha Morrison	MA Diploma, Western Career College	
Veronica Munson	AS in Medical Assisting, Western Career College	
Margarita Rodriguez-Perez	Med Assisting Certificate, Board for Medical Assisting Inc	
Patricia Stone-Lewis	MA Diploma, Western Career College	
<b>Surgical Technologist</b>		
Jenna Morgan, CST	AS in Surgical Technology, San Joaquin Valley College	
Micah Pearce, CST	AS in Surgical Technology, Baker College	
Eugene Surrell, CST - Program Director	US Army, Diploma as Operating Room Specialist	

## LOS ANGELES

<b>Department Chairs</b>		
Dr. Saihb Halil, MD.	Medical Assisting Medical Administrative Asst.	Faculty of Medicine, University of Guadalajara, Jalisco, Mexico BS. Degree Medicine, University of Guadalajara, Jalisco, Mexico
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
Michael P. Molokwu MA ED.	Pharmacy Tech Program Chair	Masters Education American Intercontinental University
<b>Dental Assisting</b>		
Patricia Grijalva RDA, Program Chair	B.S in Business Management and Administration, University of Phoenix in progress RDA upgrade, Los Angeles Occupational Center	
Ramiro Perez, Jr.	Medical Assistant, Bryman College, Reseda	

<b>Medical Assisting</b>	
Dr. Saihb Halil, MD., Program Chair	Faculty of Medicine, University of Guadalajara, Jalisco, Mexico BS. Degree Medicine, University of Guadalajara, Jalisco, Mexico
Marcos Arias	Hospital Corps School, United States Navy
Christian Garcia, AA, MA-MLT	AA Business Management Los Angeles International College Medical Lab Technician, American College of Medical Medical Assistant, United Education Institute
Yvonne Diaz, CMA	AA Business Management, University of Phoenix in progress Medical Assistant, Bryman College
Dr. Anahid S. Tarmanian, MD	BS. Armenian Boghossian College, Alexandria Egypt Faculty of Medicine, Alexandria University, Alexandria Egypt
Dr. Raisa I. Raybukh, MD	Medicine, LVOV Medical School, Ukraine Russia Billing and Coding, ICDC
Rocio Elva Martinez	Medical Assistant, Bryman College
<b>Pharmacy Technician</b>	
Michael P. Molokwu MA ED. Program Chair	MA Education, American Intercontinental University
Kent S. Young	BS Physics, University of Southern California in progress

## ONTARIO

<b>Department Chairs</b>		
Bobbi Coleman	Medical Assisting Program	AA Chaffey College, Diploma, MA, Bryman College
Geri Cahoon	Dental Assisting Program	Diploma, DA, Bryman College
Mark Lewis	Pharmacy Tech Coordinator	Diploma, Ohio State University
<b>Dental Assisting</b>		
Geri Cahoon	AA Riverside Community College	
Lisa Whitehead	Diploma, Bryman College	
Penny Kleibacker	Diploma, Bryman College	
<b>Massage Therapy</b>		
Julie Toston	Diploma, Bryman College	
Jennifer Pavlin	AOS Bryman College	
Lara Zorn	AA Chaffey Community College	
Anthony Folson	Diploma, Nova Institute of Health Technology	
Nancy Morgan	Diploma, Southern California School of Massage	
Scott Christiansen	Diploma, West Coast College	
<b>Medical Assisting</b>		
Jamie Danforth	Diploma, Ashworth College	
Moheb Youssef	MD University of Cairo	
Pamela Garrett	Diploma, Bryman College	
Vonettia Ferrie	Diploma, Santa Barbara Business College	
<b>Medical Insurance Billing and Coding</b>		
Geri Lee	Diploma, American Academy of Professional Coders	
J.P. Capili	BA University of Philippines	
Judy Trinidad	Diploma, American Academy of Professional Coders	
<b>Pharmacy Technician</b>		
Robert Walker	Diploma, Health staff Institute	
Jennifer Ogondo	Diploma, North West College	
Mark Lewis	Diploma, Ohio State University	

## RESEDA

<b>Education Department Chairs</b>		
Lori Burch	Dental Assisting	Diploma, National Education Center, Canoga Park, CA Registered Dental Assistant
David M. Pearce	Surgical Technologist	MPA, Golden Gate University, San Francisco, CA BS, George Washington University, Washington, DC Certified Surgical Technologist Instructor - CA Certified Technologist in Surgery
Genoveva Rodriguez	Medical Assisting and Medical Administrative Assisting	Diploma, Western Medical College, Van Nuys, CA, Certified Medical Assistant
Renee Strong	Massage Therapy	Diploma, Massage School of Santa Monica, Santa Monica, CA
Abe Tannious	Pharmacy Technician	BA, Assiut University, Assiut, Egypt
<b>Dental Assisting</b>		
Dominica Barksdale	AS, Pierce College, Woodland Hills, CA, Registered Dental Assistant Diploma, Long Beach College of Medical and Dental, Long Beach, CA	
Virgina Cardoza	Diploma, Los Angeles College of Medical and Dental Assistants, Los Angeles, CA, Registered Dental Assistant	

Bertha Conchas	Diploma, Bryman College, Winnetka, CA, Registered Dental Assistant
James Goldman	DDS, Loyola Dental School, Los Angeles, CA BA, UC Los Angeles, CA
Julia Letea	MS, University of Bucharest, Romania Diploma, Bryman College, Winnetka, CA, Registered Dental Assistant
<b>Medical Assisting</b>	
Teresa Classon	Diploma, UEI, Van Nuys, CA, Medical Assistant
Joji Colley	MD, Cebu Institute of Medicine, Cebu City, Philippines BA, Velez College, Cebu City, Philippines Diploma, Bryman College, San Jose, CA., Medical Assistant
Melinda Covarrubias	Diploma, Bryman College, Reseda, CA, Certified Medical Assistant
Guiliana Defilippi	Diploma, Bryman College, Reseda, CA, Certified Medical Assistant
Mary Moore	Diploma, Lawton School of Medical Assisting, Encino, CA Certified Medical Assistant
Judith Morriss	BS, Temple University, Philadelphia, PA Diploma, Delaware Valley Academy of Medical Assisting Registered Medical Assistant
Cynthia Piccione	Diploma, Bryman College, Winnetka, CA, Medical Assistant
Deborah Sanso	Diploma, Detroit Institute of Commerce, Detroit, MI Medical Administrative Assistant
Christine Spray	Diploma, Medical Assistant's Training Institute, Mission Hills, CA Medical Assistant
<b>Massage Therapy</b>	
Monte Gullo	Diploma, Institute of Psycho-Structural Balancing of Los Angeles, CA, Licensed Massage Therapist
Helena Littner	Diploma, Santa Monica MT School, Santa Monica, CA, Licensed Massage Therapist
Rachell Miller	Diploma, Bryman College, Los Angeles, CA, Licensed Massage Therapist
Karen Noor	Diploma, Utah College of Massage, Utah, Licensed Massage Therapist
Rosa Sementelli	Diploma, Institute of Professional Practical Therapy, Encino, CA, Licensed Massage Therapist Bryman College, Reseda, CA, Certified Medical Assistant
<b>Medical Administrative Assistant</b>	
Nahal Parhami	MA, University of LaVerne, LaVerne CA Diploma, Bryman College, Winnetka, CA Diploma, LA Valley College, Sherman Oaks, CA Medical Billing
Cindy Premus-Flores	Diploma, Bryman College, Winnetka, CA
Deborah Sanso	Diploma, Detroit Institute of Commerce, Detroit, MI Medical Administrative Assistant
Christine Spray	Diploma, Medical Assistant's Training Institute, Mission Hills, CA Medical Administrative Assistant
<b>Pharmacy Technician</b>	
Dina Diment	MBA, St. Petersburg University, St. Petersburg, Russia Diploma, Health Staff Training, Los Angeles, CA Registered Pharmacy Technician
Abe Tannious	BA, Assiut University, Assiut, Egypt Registered Pharmacy Technician
Norma Toribo	Diploma, Concorde Career College, North Hollywood Registered Pharmacy Technician
<b>Surgical Technologist</b>	
Todd Armen	Diploma, Concorde Career College, North Hollywood, CA, Certified Surgical Technologist Instructor – CA Certified Technologist in Surgery
Romona Brown	Diploma, Riverside Medical Center, Hampton, VA Certified Surgical Technologist Instructor – CA Certified Technologist in Surgery
Renee Dupont	Diploma, Central DuPage School of Technology, Winfield, IL Certified Surgical Technologist Instructor – CA Certified Technologist in Surgery
Abigail Lorenzana	Diploma, Concorde Career College, North Hollywood, CA, Certified Surgical Technologist Instructor – CA Certified Technologist in Surgery
Dante E. Mahinan	MD, Far Eastern University, Republic of Philippines BS, Far Eastern University, Republic of Philippines Diploma, Glendale Career College, Glendale, CA Certified Surgical Technologist Instructor – CA Certified Technologist in Surgery
Sherwin Marquez	Diploma, Concorde Career College, North Hollywood, CA, Certified Surgical Technologist Instructor – CA Certified Technologist in Surgery
Talita McLemore	Diploma, Glendale Career College, Glendale, CA, Certified Surgical Technologist Instructor – CA Certified Technologist in Surgery
Jenny Nelson	Diploma, Concorde Career College, North Hollywood, CA, Certified Surgical Technologist Instructor – CA Certified Technologist in Surgery

**SAN BERNARDINO**

<b>Department Chairs</b>		
Dora Perez	Medical Assisting and Medical Administrative Assisting Programs	BA, Southern Illinois University Certified Medical Assistant (CMA), National Certification
Pat Pierson	Massage Therapy Program Homeland Security Specialist Program	AA, Mt. San Antonio College, Rancho Cucamonga, CA LMT, Nova Institute, Ontario, CA
Leona Urschel	Dental Assisting Program	AA, Chaffee College, Rancho Cucamonga, CA Registered Dental Assistant (RDA) Certified Dental Assistant (CDA)
<b>Dental Assisting</b>		
Victoria Black	Registered Dental Assistant (RDA)	
Kimberly Harman	Registered Dental Assistant (RDA)	
Pauline Hamilton	Registered Dental Assistant (RDA)	
Sandra Parker	AA, AS, Riverside City College, Riverside, CA Registered Dental Assistant (RDA)	
Deanna Underwood	Registered Dental Assistant (RDA)	
<b>Homeland Security</b>		
James Markham	Federal Agent, Federal Law Enforcement Academy, Little Rock, AR	
<b>Massage Therapy</b>		
Frances Casselli-Day	MT, Southern California School of Massage, Riverside, CA	
Alisia DeLeon	LMT, Boulder School of Massage Therapy, Bolder, CO	
Sara Denz	BA, University of Minnesota HHP, Healing Hands School of Holistic Health, Escondido, CA	
Mark Gray	Doctor of Chiropractic, Los Angeles Chiropractic College, CA MT, Southern California School of Massage, Riverside, CA	
Roger Perez	MT, Healing Hands School of Holistic Health, Escondido, CA	
Chris Roberts	MT, Phoenix Therapeutic Massage College, Phoenix, AZ	
Marlene Schwartz	MT, Southern California School of Massage	
<b>Medical Assisting</b>		
Judith Cullen	Medical Assistant, Occupational Qualifications	
Regina Dominquez	Medical Assistant, Occupational Qualifications	
Patricia Dubiel	Medical Assistant, Occupational Qualifications	
Julie McCasland	Medical Assistant, Occupational Qualifications	
Donna McCord	Certified Medical Assistant (CMA), National Certification	
Linda Price	Certified Medical Assistant (CMA), National Certification	
Roberta Stanfield	Certified Medical Assistant (CMA), National Certification	
Jonette Yazzie	Certified Medical Assistant (CMA), National Certification	
<b>Medical Administrative Assistant</b>		
Alicia Kritzer	Medical Assistant, Occupational Qualifications	
Michelle Lotze	Medical Assistant, Occupational Qualifications	

**SAN FRANCISCO**

<b>Department Chairs</b>		
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
<b>Dental Assisting</b>		
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	
<b>Massage Therapy</b>		
Klinger, Ron., CMT	Calistoga Massage Therapy School	
Mosbauer, Robert., CMT	San Francisco School of Massage	
<b>Medical Assisting</b>		
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
<b>Medical Administrative Assistant</b>	
Halligan, Kathleen., CMA	Bryman College, San Francisco, CA
<b>Pharmacy Technician</b>	
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

<b>Department Chairs</b>		
Shalini Kumar	Medical Administrative Assistant, Medical Insurance Billing & Coding, Pharmacy Technician	MS, University of North Texas, Denton
Zahia Shallal	Medical Assisting	BSC, Baghdad University
Alberto Picache, RDA	Dental Assistant	Sacramento City College
<b>Dental Assisting</b>		
Carrie DeYong, RDA	Med Help Training RDA program	
Maria Dion, RDA	San Jose City College, CA	
Yana Mayfield, RDA	College of Marin, CA	
Janet Repp, RDA	Central County Occupation Health	
Eleanor Russell, RDA	Foothill College, CA	
<b>Homeland Security</b>		
Jose Maldonado	Law enforcement Academy, San Jose, CA	
<b>Massage Therapy</b>		
Rosaline Fleurs, DC	Doctor of Chiropractic, Life Chiropractic College West	
Shereen Shuster	Center for Body Harmonics	
<b>Medical Assisting</b>		
Linda Cabebe,CMA,MD	NEC Bryman, Southwestern University	
Maria Leal,CMA, RN	Bryman College, Mexico University	
Nedialka Taneva,MD	Academy of Medicine, Bulgaria	
Abolfazl Vaziri,CCMA, BA	Coastline Regional Program, University of California - Berkeley	
<b>Medical Administrative Assistant</b>		
Pamela Clinkenbeard	Bryman College	
Dorothy Cohen, DC	Life Chiropractic College	
<b>Medical Insurance Billing and Coding</b>		
Carole Ditlow		
<b>Pharmacy Technician</b>		
Angelito Dumaop, PHT	Sawyer College	
Maria Reyes, PHT	North Orange County Regional Occupational Program, CA	

## TORRANCE

<b>Department Chairs</b>		
Janelle Benson	United Educational Institute, Los Angeles, CA	
Cheryl Peterson, CMT, RPP	Massage Therapist, Shiatsu Massage School Polarity Healing Arts of Southern California	
<b>Massage Therapy</b>		
Joseph Ghera, CMT	Massage Therapist, The Human Center Institute of Allied Health – Pinellas Park, FL	
Khalilah Ealy, CMT	Massage Therapist, Georgia Medical Institute – Atlanta, GA	
Baylen Maglasang, CMT	Meridian Institute, Los Angeles, CA	
Crystal Rios, CMT, B.A.	Massage Therapist, Texas Massage Institute – Plano, TX University of North Texas - Denton, TX BA Theater Arts Education	
<b>Pharmacy Technician</b>		
Jacob Hoy, CPhT	BS Exercise Science - USC, Los Angeles, CA Nationally Certified Pharmacy Technician	
Meredith Narcisse	United Educational Institute, Los Angeles, CA	
Alistair Curamen	California Paramedical College, Long Beach, CA BS Computer Information Systems ( DeVry University)	

**WEST LOS ANGELES**

<b>Department Chairs</b>		
Dr. Khalid Alzwareh	Medical Assisting/BMA MIBC/Massage Therapy/ Pharmacy Technician/XRAY Technician	MBBS. Degree, Medicine and Surgery-The University of Jordan BA, Medicine and Surgery-The University of Jordan
Silvia Duarte, RDA	Dental Assisting Instructor/ Dental Externship Coordinator, Acting Department Chair	Full Creek and Associates, Dental Assisting
<b>Business Management and Administrative Assisting</b>		
John Clark		
<b>Dental Assisting</b>		
Silvia Duarte, RDA #52908—Acting Department Chair		
Patricia Melbourne, RDA #51306		
<b>Massage Therapy</b>		
Serena Gardner-Thomas		California Healing Arts College, Santa Monica, CA
Pamela Scott		California State University, Long Beach, CA Institute of Psycho Structural Balancing, LA, CA
<b>Medical Assisting</b>		
Dr. Khalid Alzwareh—Department Chair		MBBS. Degree, Medicine and Surgery-The University of Jordan BA Medicine and Surgery-The University of Jordan
Dr. Pamela Blakely		DPM, Ohio College of Podiatric BS, Mississippi Valley State University
Dr. Ana Fajardo		MD, University of Autonoma of Guadalajara, Mexico
Dr. Ahmed Khourshed		MBChB, Cairo Medical School, Egypt
Dr. Romelia Martini		MD, University of Autonoma of Chihuahua, Mexico
<b>Medical Insurance Billing and Coding</b>		
Dr. Paul Valenzuela		Doctor of Chiropractic, Northwestern College of Chiropractic Bachelor of Science, Kinesiology, University of California
<b>Pharmacy Technician</b>		
Marichu Tabbilos		University of So. Tomas, Espana, Manila

## APPENDIX B: TUITION AND FEE CHARTS BY CAMPUS

ALHAMBRA						
Program	Program Length	Credit Units	Tuition	STRF:*	Books and Equipment (estimated):	Total
Business Operations	9 months	54	\$11,154	\$27.50	\$743.42	\$11,924.92
Dental Assistant	8 months	47	\$11,860	\$30.00	\$655	\$12,545
Massage Therapy	9 months	54	\$12,700	\$32.50	\$1,245	\$13,977.50
Medical Assisting	8 months	47	\$11,500	\$30	\$905	\$12,435
Medical Insurance Billing and Coding	6 months	35	\$8,950	\$22.50	\$624	\$9,596.5
Pharmacy Technician**	8 months	47	\$11,750	\$30	\$508	\$12,288
Vocational Nursing	12 Months	89	\$26,790		\$1,846	\$28,636
-Medical Administration Assistant	8 months	47	\$11,450	\$27.50	\$923	\$12,400.50
*STRF-State of California Student Tuition Recovery Fund						
**For programs requiring a background check, \$38 will be charged.						
Effective: December 1, 2006						

ANAHEIM						
Program	Program Length	Credit Units	Tuition	STRF Fee*	Books	Total Tuition
Dental Assisting	8 Months	47	11,860.00	30.00	584.13	12,474.13
Massage Therapy	9 Months	54	12,700.00	32.50	1,245.27	13,977.77
Medical Administrative Assisting	8 Months	47	11,450.00	27.50	928.83	12,406.33
Medical Assisting	8 Months	47	11,500.00	30.00	920.12	12,450.12
Medical Insurance Billing and Coding	6 Months	35	8,950.00	22.50	624.77	9,596.77
Pharmacy Technician	8 Months	47	11,750.00	30.00	715.53	12,495.53
Vocational Nursing	12 months	89	\$26,790.00	\$67.50	1845.16	\$28,702.66
*STRF – State of California Student Tuition Recovery Fund fee.						
Effective January 15, 2007						

CITY OF INDUSTRY						
Program	Program Length	Credit Units	Tuition	STRF:*	Books and Equipment (estimated)	Total
Business Management/Administrative Assistant	9 months	54	\$11,554	\$30.00	\$1050.12	\$12,634.12
Criminal Justice (AS Degree)	18/24 months	96	\$275/quarter unit		\$275/ quarter	
Dental Assisting	8 months	47	\$11,860	\$30.00	\$655	\$12,545
Dental Assisting-Evening	10 months	47	\$11,860	\$30.00	\$655.38	\$12,545
Massage Therapy	9 months	54	\$12,700	\$32.50	\$1,331	\$14,063.50
Massage Therapy-Evening	11 months	54	\$12,700	\$32.50	\$1,331	\$14,063.50
Medical Assisting	8 months	47	\$11,500	\$30	\$1,004	\$12,534
Medical Assisting-Evening	10 months	47	\$11,500	\$30	\$1,004	\$12,534
Medical Insurance Billing and Coding	6 months	35	\$8,772	\$22.50	\$612	\$9,406.50
Medical Insurance Billing and Coding-Evening	7 months	35	\$8,772	\$22.50	\$612	\$9,406.50
Pharmacy Technician**	8 months	47	\$11,750	\$30	\$761	\$12,541
Pharmacy Technician-Evening**	10 months	47	\$11,750	\$30	\$761	\$12,541
AOS-Medical Office Management						
-Massage Therapy Emphasis***	18 months	108	\$22,810	\$57.50	\$1832.95	\$24,700.45
-Medical Insurance Billing and Coding Emphasis****	18 months	108	\$22,810	\$57.50	\$1476.30	\$23,668.30
*STRF-State of California Student Tuition Recovery Fund						
**For programs requiring a background check, \$38 will be charged.						
***Includes credits, tuition, and textbook/equipment charges from the MTDN program.						
****Includes credits, tuition, and textbook equipment charges from the MBDN program.						
Effective: 12/01/06						

GARDENA						
Program	Program Length	Credit Units	Tuition	STRF Fee	Books	Total Tuition
Medical Assisting	8 Modules	47	11,500.00	30.00	905.00	12,435.00
Medical Administrative Assisting	8 Modules	47	11,450.00	27.50	923.00	12,400.50
Medical Insurance Billing and Coding	6 Modules	35	8,950.00	22.50	624.00	9,596.50
Dental Assisting	8 Modules	47	11,860.00	30.00	670.00	12,560.00
Massage Therapy	9 Modules	54	12,700.00	32.50	1,245.00	13,977.50

Updated: 12/1/06

HAYWARD						
Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Massage Therapy	9 months	54	\$12,650	\$32.50	\$1058.60	\$13,741.10
Medical Administrative Assistant	8 months	47	\$12,595	\$32.50	\$864.33	13,491.83
Medical Assisting	8 months	47	\$12,650	\$32.50	\$420.85	13,103.35
Medical Insurance Billing/Coding	6 months	35	\$8,600	\$22.50	\$485.30	9,107.80
Surgical Technologist	13 months	76.5	\$25,252	\$67.50	\$813.33	26,132.83

For programs requiring a background check, \$38 will be charged.  
 \*STRF = California State Tuition Recovery Fund fee.  
 Effective date: September 1, 2006

LOS ANGELES						
Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	\$11,860	\$30.00	\$702.46	\$12,589.96
Medical Administrative Assistant	8 months	47	\$11,450	\$27.50	\$923.00	\$12,400.50
Medical Assisting	8 months	47	\$11,500	\$30.00	\$905.00	\$12,432.50
Pharmacy Technician	8 months	58	\$11,750	\$30.00	\$559.29	\$12,336.79

For programs requiring a background check, \$38 will be charged.  
 \*California state Student Tuition Recovery Fund fee.  
 Effective date: December 1, 2006.

ONTARIO						
Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
<b>Degree Program</b>						
Medical Office Management (AOS Degree)						
Medical Insurance Biller Emphasis	18 months	108	\$21,598	\$55.00	\$1347*	\$23,000.00
Massage Therapist Emphasis	18 months	108	\$22,163	\$55.00	\$1,590*	\$23,808.00
<b>Diploma Programs</b>						
Business Management/Administrative Assistant	9 months	54	\$11,554	\$30.00	\$765.12*	\$12,349.12
Dental Assisting	8 months	47	\$12,650	\$32.50	\$534.97*	\$13,217.47
Massage Therapy	9 months	54	\$12,900	\$32.50	\$978.79*	\$13,911.29
Medical Assisting	8 months	47	\$12,650	\$32.50	\$424.41*	\$13,106.91
Medical Insurance Billing and Coding	6 months	35	\$8,950	\$22.50	\$588.05*	\$9,560.55
Pharmacy Technician	8 months	47	\$11,750	\$30.00	\$552.82	\$12,332.82

For programs requiring a background check, \$38 will be charged.  
 Effective: January 1, 2007



RESEDA						
Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	\$ 12,650.00	\$32.50	\$560.62	13,243.12
Massage Therapy	9 months	54	12,900.00	32.50	\$1,124.22	14,056.72
Medical Administrative Assistant	8 months	47	12,595.00	32.50	\$921.41	13,548.91
Medical Assisting	8 months	47	12,650.00	32.50	\$971.60	13,654.10
Pharmacy Technician	8 months	47	11,750.00	30.00	\$606.05*	12,386.05
Surgical Technologist	13 months	76.5	25,252.00	65.00	\$772.56**	26,089.56
*Includes background check, drug test, CA state license application fee, and fingerprinting fee						
**Includes a background check, drug test						
Effective date: January 1, 2007						

SAN BERNARDINO						
Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Computer Office Applications	9 months	54	\$11,077	\$27.50	\$535.52	\$11,640.02
Dental Assisting	8 months	47	\$12,650	\$32.50	\$607.66	\$13,290.16
Electrician	9 months	59	\$14,180	\$35.00	\$2184.00	\$16,399.00
Homeland Security Specialist	7 months	48	\$12,000	\$30.00	\$818.16	\$12,848.16
Massage Therapy	9 months	54	\$12,650	\$32.50	\$1175.58	\$13,858.08
Massage Therapy (weekend)	12 months	54	\$12,650	\$32.50	\$1175.58	\$13,858.08
Medical Administrative Assistant	8 months	47	\$12,595	\$32.50	\$991.46	\$13,618.96
Medical Assisting	8 months	47	\$12,650	\$32.50	\$880.80	\$13,563.30
For programs requiring a background check, \$38 will be charged.						
*State of California Student Tuition Refund Fee.						
Effective: February 1, 2007						
Program	Credits Registered for:		Tuition per Credit Hour			
Criminal Justice	Per credit		\$275.00			
Effective date: April 4, 2009						

SAN FRANCISCO						
Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Dental Assisting - day	8 months	47	\$12,650	\$32.50	\$605.74	\$13,288.24
Dental Assisting - evening	10 months					
Massage Therapy - day	9 months	54	\$12,900	\$32.50	\$1178.68	\$14,111.18
Massage Therapy - evening	11 months					
Medical Administrative Assistant - day	8 months	47	\$12,595	\$32.50	\$605.74	\$13,233.24
Medical Administrative Assistant - evening	NA					
Medical Assisting - day	8 months	47	\$12,650	\$32.50	\$703.73	\$13,386.23
Medical Assisting - evening	10 months					
Pharmacy Technician - day	8 months	47	\$12,622	\$32.50	\$720.33	\$13,374.83
Pharmacy Technician - evening	10 months					
For programs requiring a background check, \$38 will be charged.						
Effective January 1, 2007						

**SAN JOSE**

<b>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Tuition</b>	<b>STRF*</b>	<b>Books &amp; Equipment (estimated)</b>	<b>Total</b>
Dental Assisting	8 months	47	\$13,727	\$35.00	\$556.98	\$14,318.98
Homeland Security	7 months	48	\$12,000	\$30.00	\$805.44	\$12,835.44
Massage Therapy	9 months	54	\$12,900	\$32.50	\$1,223.27	\$14,155.77
Medical Administrative Assistant	8 months	47	\$13,502	\$35.00	\$759.67	\$14,296.67
Medical Assisting	8 months	47	\$13,502	\$35.00	\$846.88	\$14,383.88
Medical Insurance Billing/Coding	6 months	35	\$ 9,317	\$22.50	\$538.94	\$9,878.44
Pharmacy Technician	8 months	47	\$13,727	\$35.00	\$500.35	\$14,262.35
For programs requiring a background check, \$38 will be charged.						
*STRF = State of California Student Tuition Recovery Fund fee						
Effective date: January 17, 2007						

**TORRANCE**

<b>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Tuition</b>	<b>STRF*</b>	<b>Books &amp; Equipment (estimated)</b>	<b>Total</b>
Massage Therapy	9 months	54	\$12,700.00	\$32.50	\$1,245.00	\$13,977.50
Pharmacy Technician	8 months	47	\$11,750.00	30.00	\$589.22**	\$12,369.22
*STRF = State of California Student Tuition Recovery Fund fee.						
**Does not include \$38 background check.						
Effective date: December 1, 2006						

**WEST LOS ANGELES**

<b>WEST LA Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Tuition</b>	<b>STRF*</b>	<b>Books &amp; Equipment (estimated)</b>	<b>Total</b>
Business Management and Administrative Assistant	9 Modules	54	\$11,554	\$30.00	\$1,050.00	\$12,634.00
Dental Assisting	8 Modules	47	\$11,860	\$30.00	\$655.00	\$12,545.00
Massage Therapy	9 Modules	54	\$12,700	\$32.00	\$1245.00	\$13,977.00
Medical Assisting	8 Modules	47	\$11,500	\$30.00	\$905.00	\$12,435.00
Medical Insurance Billing and Coding	6 Modules	35	\$8,950	\$22.00	\$624.00	\$9,596.00
Pharmacy Technician	8 Modules	47	\$11,750	\$30.00	\$559.00	\$12,339.00
For programs requiring a background check, \$38 will be charged						
*STRF = California State Student Tuition Recovery Fund fee.						
Effective date: December 1, 2006						

**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 Per Credit Transfer Fee Appeal Fee	\$50 \$100 \$25	Payable upon portfolio submission. Cannot be paid from Title IV financial aid funds.

## APPENDIX C: START DATES BY CAMPUS

### MODULAR PROGRAMS, ALL CAMPUSES, START CALENDARS

#### ALHAMBRA

Alhambra Vocational Nursing, 2006-2007 Start Calendar					
Level I		Level II		Level III	
Course Start Date	Course End Date	Course Start Date	Course End Date	Course Start Date	Course End Date
Fundamentals 3/27/06	6/19/06	Integumentary System 8/28/06	9/25/06	Maternal/Infant 12/18/06	2/12/07
Pharmacology 6/20/06	8/24/06	Respiratory System 8/29/06	10/02/06	Pediatric/ G & D 12/20/06	2/13/07
Geriatric Nsg. 6/27/06	8/7/06	Musculoskeletal Sys. 9/25/06	10/17/06	Mental Health 1/23/07	2/26/07
Nutrition 8/15/06	8/21/06	Cardiovascular Sys. 10/09/06	11/13/06	Genitourinary Sys 2/13/07	3/21/07
Clinical 4/19/06	8/24/06	Gastrointestinal Sys. 10/24/06	11/21/06	Endocrine Sys. 3/06/07	3/26/07
Level I Skills 8/16/06	8/17/06	Neurological Sys. 11/13/06	12/5/06	Leadership 2/21/07	3/26/07
		Clinical 8/30/06	12/07/06	Clinical 1/3/07	3/15/07
		Level II Skills 12/11/06	12/12/06	Level III Skills 3/27/07	3/28/07

Alhambra Vocational Nursing, 2007-2008 Start Calendar					
Level I		Level II		Level III	
Start Date	End Date	Start Date	End Date	Start Date	End Date
NSG 101 4/9/07	6/26/07	NSG 201 9/10/07	9/20/07	NSG 301 1/07/08	1/28/08
NSG 102 6/27/07	7/30/07	NSG 202 9/24/07	10/04/07	NSG 302 1/29/08	2/21/08
NSG 103 7/31/07	8/20/07	NSG 203 10/8/07	10/18/07	NSG 303 2/25/08	3/06/08
NSG 104 7/21/07	8/28/07	NSG 204 10/22/07	11/08/07	NSG 304 3/10/08	3/27/08
NSG 100X 5/02/07	9/06/07	NSG 205 11/12/07	11/29/07	NSG 305 3/31/08	4/07/08
NSG 100L 8/29/07	9/06/07	NSG 206 12/3/07	12/20/07	NSG 306 4/8/08	4/15/08
		NSG 200X 9/12/07	12/20/07	NSG 300X 1/9/08	4/10/08
		NSG 200L 1/02/08	1/03/08	NSG 300L 4/16/08	4/17/08

Al hambra Holiday Schedule			
New Year's Day	January 1, 2007	Independence Day	July 4, 2007
Martin Luther King Day	January 15, 2007	Labor Day	September 3, 2007
President's Day	February 19, 2007	Thanksgiving	November 22,23 2007
Spring Break	April 6 2007	Winter Break	December 24-28 2007
Memorial Day	May 28 2007	Other Holiday	Jan 15, April 5, Oct 5, Dec 31

Licensed Vocational Nurse	
Start Date	End Date
March 27, 2006	March 30, 2007
April 9, 2007	April 18, 2008

#### 2007 START CALENDAR – All Programs, Days

Schedule I		Schedule II		Schedule III		Schedule IV	
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
01-24-07	02-21-07	01-02-07	01-30-07	01-16-07	02-12-07	01-31-07	02-28-07
02-26-07	03-26-07	02-01-07	03-01-07	02-14-07	03-15-07	03-06-07	04-02-07
03-28-07	04-25-07	03-06-07	04-02-07	03-19-07	04-16-07	04-03-07	05-02-07
04-26-07	05-24-07	04-03-07	05-02-07	04-17-07	05-15-07	05-03-07	05-31-07
05-29-07	06-25-07	05-03-07	05-31-07	05-17-07	06-14-07	06-04-07	06-29-07
06-27-07	07-25-07	06-04-07	06-29-07	06-18-07	07-16-07	07-02-07	07-30-07
07-30-07	08-27-07	07-02-07	07-30-07	07-18-07	08-15-07	08-01-07	08-29-07
08-29-07	09-26-07	08-01-07	08-29-07	08-16-07	09-13-07	09-04-07	10-01-07
09-27-07	10-25-07	09-04-07	10-01-07	09-17-07	10-15-07	10-03-07	10-31-07
10-29-07	11-27-07	10-03-07	10-31-07	10-17-07	11-13-07	11-01-07	11-30-07
11-28-07	01-03-08	11-01-07	11-30-07	11-15-07	12-14-07	12-04-07	01-09-08
		12-04-07	01-09-08	12-17-07	01-23-08		

2007 Holiday Schedule			
New Year's Day	01-01-07	Independence Day	07-04-07
Martin Luther King Day	01-15-07	Labor Day	09-03-07
President's Day	02-19-07	Thanksgiving	11-22-07 & 11-23-07
Spring Break	04-6-07	Winter Break	12-24-07 - 01-01-08
Memorial Day	05-28-07	Other Holiday	Mar 5, May 1, Aug 13, Oct 8

**2007 START CALENDAR – All Programs, Evening**

Schedule I		Schedule II		Schedule III	
Start Date	End Date	Start Date	End Date	Start Date	Mod End Date
01-24-07	02-21-07	01-02-07	01-30-07	01-16-07	02-12-07
02-26-07	03-26-07	02-01-07	03-01-07	02-14-07	03-15-07
03-28-07	04-24-07	03-06-07	04-02-07	03-19-07	04-12-07
04-26-07	05-24-07	04-03-07	04-30-07	04-17-07	05-15-07
05-29-07	06-25-07	05-03-07	05-31-07	05-17-07	06-14-07
06-27-07	07-25-07	06-04-07	06-28-07	06-18-07	07-16-07
07-30-07	08-27-07	07-02-07	07-30-07	07-18-07	08-15-07
08-29-07	09-26-07	08-01-07	08-29-07	08-16-07	09-13-07
09-27-07	10-25-07	09-04-07	10-01-07	09-17-07	10-15-07
10-29-07	11-26-07	10-03-07	10-31-07	10-17-07	11-13-07
11-28-07	01-03-08	11-01-07	11-29-07	11-15-07	12-13-08
		12-04-07	01-09-08	12-17-07	01-23-08

2007 Holiday Schedule			
New Year's Day	01-01-07	Independence Day	07-04-07
Martin Luther King Day	01-15-07	Labor Day	09-03-07
President's Day	02-19-07	Thanksgiving	11-22-07 & 11-23-07
Spring Break	04-06-07	Winter Break	12-24-07 - 01-01-08
Memorial Day	05-28-07	Other Holiday	Mar 5, May 1, Aug 13, Oct 8

**ANAHEIM**

Vocational Nursing, 2006-2007 Winter Class	
Start	End
Sept 5, 2006	Sept. 5, 2007

Vocational Nursing Start and end dates for Level I, Level II and Level III for the VN fall class of September 06- 07		
Level	Start	End
1	September 5, 2006	February, 20, 2007
2	February 21, 2007	June 5, 2007
3	June 6, 2007	September 5, 2007

(DAY SCHEDULE I) Massage Therapy (8 AM & 1 PM), Medical Insurance Billing/Coding, Dental Assisting & Pharmacy Technician (8 AM), Medical Assisting (8 AM & 10 AM)	
2007	
Start Date	End Date
Jan 25 Thurs	Feb 22 Thurs
Feb 26 Mon	Mar 23 Fri
Mar 26 Mon	Apr 24 Tues
Apr 26 Thurs	May 23 Wed
May 29 Tues	June 25 Mon
June 27 Wed	July 25 Wed
July 27 Fri	Aug 23 Thurs
Aug 27 Mon	Sept 24 Mon
Sept 26 Wed	Oct 24 Wed
Oct 26 Fri	Nov 26 Tues
Nov 28 Wed	Jan 8 Tues '08

(DAY SCHEDULE II) Medical Assisting (6 AM & 8 AM), Massage Therapy (8 AM), Pharmacy Technician (8 AM), Medical Administrative Assistant (10 AM)	
2007	
Start Date	End Date
Jan 8 Mon	Feb 5 Mon
Feb 7 Wed	Mar 7 Wed
Feb 28 Wed	April 9 Mon
Mar 9 Fri	April 9 Mon
Apr 11 Wed	May 8 Tues
May 10 Thurs	June 7 Thurs
June 11 Mon	July 9 Mon
July 11 Wed	Aug 7 Tues
Aug 9 Thurs	Sept 6 Thurs
Sept 10 Mon	Oct 8 Mon
Oct 10 Wed	Nov 6 Tues
Nov 8 Thurs	Dec 7 Fri
Dec 10 Mon	Jan 18 Fri '08

(EVE SCHEDULE I) Medical Insurance Billing/Coding (6 PM), Medical Assisting (6 PM)	
2007	
Start Date	End Date
Jan 29 Mon	Mar 5 Mon
Mar 7 Wed	Apr 11 Wed
Apr 16 Mon	May 17 Thurs
May 21 Mon	June 25 Mon
June 27 Wed	Aug 1 Wed
Aug 6 Mon	Sept 10 Mon
Sept 12 Wed	Oct 16 Tues
Oct 18 Thurs	Nov 26 Mon
Nov 28 Wed	Jan 15 Tues '08

(EVE SCHEDULE II) 6:00 PM Dental Assisting, Medical Assisting, Pharmacy Technician, Massage Therapy	
2007	
Start Date	End Date
Jan 3 Wed	Feb 7 Wed
Feb 12 Mon	Mar 19 Mon
Mar 21 Wed	Apr 25 Wed
Apr 30 Mon	June 4 Mon
June 6 Wed	July 11 Wed
July 16 Mon	Aug 16 Thurs
Aug 20 Mon	Sept 24 Mon
Sept 26 Wed	Oct 30 Tues
Nov 1 Thurs	Dec 10 Mon
Dec 12 Wed	Jan 30 Wed '08

<b>(EVE SCHEDULE III)</b>	
<b>Medical Assisting (4-8 PM)</b>	
<b>2007</b>	
<b>Start Date</b>	<b>End Date</b>
Jan 31 Wed	Mar 7 Wed
Mar 12 Mon	Apr 16 Mon
Apr 18 Wed	May 22 Tues
May 24 Thurs	June 28 Thurs
Jul 2 Mon	Aug 7 Tues
Aug 9 Thurs	Sep 13 Thurs
Sep 18 Tues	Oct 22 Mon
Oct 24 Wed	Nov 29 Thurs
Dec 3 Mon	Jan 16 Wed '08

<b>(EVE SCHEDULE IV)</b>	
<b>Medical Insurance Billing and Coding (6 PM)</b>	
<b>2007</b>	
<b>Start Date</b>	<b>End Date</b>
Mar 29 Thurs	May 3 Thurs
May 8 Tues	June 12 Tues
June 14 Thurs	July 19 Thurs
July 24 Tues	Aug 27 Mon
Aug 29 Wed	Oct 3 Wed
Oct 8 Mon	Nov 8 Thurs
Nov 13 Tues	Dec 19 Wed

<b>Student Holidays, 2007</b>	
New Year's Day	January 1 & 2, 2007
Martin Luther King Day	January 15, 2007
President's Day	February 19, 2007
Spring Break	April 5 & 6, 2007
Memorial Day	May 28, 2007
Independence Day	July 4, 2007
Labor Day	September 3, 2007
Thanksgiving	Nov. 21 EVE ONLY, Nov. 22 & 23
Winter Break	December 20 - 31, 2007
School In-Service & Std. Day Off	Jan. 15, April 5, Oct. 5

**CITY OF INDUSTRY**

Listed below are the start schedules for diploma programs. The calendar for the Associate of Science Degree program in Criminal Justice is located on page 82.

<b>Dental Assisting</b>			
<b>Afternoon Schedule - Five-Day Week</b>			
<b>Monday through Friday</b>			
<b>2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 8	Mon	Feb 5	Mon
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Tues	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur

<b>Dental Assisting</b>			
<b>Day Schedule - Five-Day Week</b>			
<b>(Monday through Friday)</b>			
<b>2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Dec 4 '06	Mon	Jan 22	Mon
Jan 24	Wed	Feb 21	Wed
Feb 26	Mon	Mar 23	Fri
Mar 27	Tue	Apr 25	Wed
Apr 27	Fri	May 24	Thur
May 29	Tue	June 25	Mon
June 27	Wed	July 26	Thur
July 30	Mon	Aug 24	Fri
Aug 29	Wed	Sept 26	Wed
Sept 27	Thur	Oct 25	Thur
Oct 29	Mon	Nov 27	Tue

<b>Dental Assisting</b>			
<b>Evening Schedule - Four-Day Week</b>			
<b>(Monday through Thursday)</b>			
<b>2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 16	Tue	Feb 20	Tue
Feb 22	Thur	Mar 28	Wed
Mar 29	Thur	May 2	Wed
May 7	Mon	June 11	Mon
June 18	Mon	July 23	Mon
July 25	Wed	Aug 28	Tue
Aug 29	Wed	Oct 3	Wed
Oct 4	Thur	Nov 7	Wed
Nov 8	Thur	Dec 13	Thur

<b>Dental Assisting</b>			
<b>Evening Schedule - Four-Day Week</b>			
<b>(Monday through Thursday)</b>			
<b>2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Dec 18	Mon	Feb 5	Mon
Feb 7	Wed	Mar 14	Wed
Mar 19	Mon	Apr 19	Thur
Apr 23	Mon	May 24	Thur
May 29	Tues	July 2	Mon
July 9	Mon	Aug 9	Thur
Aug 15	Wed	Sept 19	Wed
Sept 24	Mon	Oct 25	Thur
Oct 29	Mon	Dec 3	Mon

<b>Massage Therapy</b>			
<b>Day Schedule-Five Day Week</b>			
<b>(Monday-Friday-8AM)</b>			
<b>2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 8	Mon	Feb 5	Mon
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Tues	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur
Oct 22	Mon	Nov 16	Fri

<b>Massage Therapy</b>			
<b>Day Schedule-Five Day Week</b>			
<b>(Monday-Friday-Afternoon)</b>			
<b>2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Tue	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur

<b>Massage Therapy Day Schedule – Five-Day Week (Monday through Friday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Nov 20 '06	Mon	Jan 9	Tue
Jan 11	Thur	Feb 8	Thur
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Tue	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur

<b>Massage Therapy Evening Schedule-Four-Day Week (Monday-Thursday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Nov 21 '06	Tue	Jan 17 '07	Wed
Jan 22 '07	Mon	Feb 26	Mon
Feb 27	Tue	Apr 2	Mon
Apr 9	Mon	May 10	Thur
May 16	Wed	June 20	Wed
June 25	Mon	July 30	Mon
July 31	Tue	Sept 4	Tue
Sept 10	Mon	Oct 11	Thur
Oct 16	Tue	Nov 19	Mon

<b>Massage Therapy Evening Schedule-Four-Day Week (Monday-Thursday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Dec 04 '06	Mon	Jan 29 '07	Mon
Jan 30 '07	Tue	Mar 6	Tue
Mar 12	Mon	Apr 12	Thur
Apr 16	Mon	May 17	Thur
May 21	Mon	June 25	Mon
June 27	Wed	Aug 1	Wed
Aug 6	Mon	Sept 10	Mon
Sept 12	Wed	Oct 16	Tue
Oct 22	Mon	Nov 26	Mon

<b>Medical Assisting Morning Schedule-Five Day Week (Monday through Friday-10AM) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Dec 4 '06	Mon	Jan 22	Mon
Jan 24	Wed	Feb 21	Wed
Feb 26	Mon	Mar 23	Fri
Mar 27	Tue	Apr 25	Wed
Apr 27	Fri	May 24	Thur
May 29	Tue	June 25	Mon
June 27	Wed	July 26	Thur
July 30	Mon	Aug 24	Fri
Aug 29	Wed	Sept 26	Wed
Sept 27	Thur	Oct 25	Thur
Oct 29	Mon	Nov 27	Tue

<b>Medical Assisting Day Schedule – Five-Day Week (Monday through Friday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Dec 29	Fri	Feb 5 '07	Mon
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Tues	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur
Oct 22	Mon	Nov 16	Fri

<b>Medical Assisting Day Schedule – Five-Day Week (Monday through Friday—6AM) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Dec 4 '06	Mon	Jan 22	Mon
Jan 24	Wed	Feb 21	Wed
Feb 26	Mon	Mar 23	Fri
Mar 27	Tue	Apr 25	Wed
Apr 27	Fri	May 24	Thur
May 29	Tue	June 25	Mon
June 27	Wed	July 26	Thur
July 30	Mon	Aug 24	Fri
Aug 29	Wed	Sept 26	Wed
Sept 27	Thur	Oct 25	Thur
Oct 29	Mon	Nov 27	Tue

<b>Medical Assisting Afternoon Schedule-Five Day Week (Monday through Friday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 8	Mon	Feb 5	Mon
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Tues	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur

<b>Medical Assisting Evening Schedule – Four-Day Week (Monday through Thursday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Nov 16 '06	Thur	Jan 11	Thur
Jan 16	Tue	Feb 20	Tue
Feb 22	Thur	Mar 28	Wed
Mar 29	Thur	May 2	Wed
May 7	Mon	June 11	Mon
June 18	Mon	July 23	Mon
July 25	Wed	Aug 28	Tue
Aug 29	Wed	Oct 3	Wed
Oct 4	Thur	Nov 7	Wed
Nov 8	Thur	Dec 13	Thur

<b>Medical Assisting Evening Schedule-Four-Day Week (Monday through Thursday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Dec 18	Mon	Feb 5	Mon
Feb 7	Wed	Mar 14	Wed
Mar 19	Mon	Apr 19	Thur
Apr 23	Mon	May 24	Thur
May 29	Tue	July 2	Mon
July 9	Mon	Aug 9	Thur
Aug 15	Wed	Sept 19	Wed
Sept 24	Mon	Oct 25	Thur
Oct 29	Mon	Dec 3	Mon

<b>Medical Insurance Billing and Coding Evening Schedule - Four-Day Week Monday through Thursday 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Nov 21	Tue	Jan 17	Wed
Jan 22	Mon	Feb 26	Mon
Feb 27	Tue	Apr 2	Mon
Apr 9	Mon	May 10	Thur
May 16	Wed	June 20	Wed
June 25	Mon	July 30	Mon
July 31	Tue	Sept 4	Tue
Sept 10	Mon	Oct 11	Thur
Oct 16	Tue	Nov 19	Mon

<b>Medical Insurance Billing and Coding Day Schedule – Five-Day Week (Monday through Friday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Nov 20 '06	Mon	Jan 9	Tue
Jan 11	Thur	Feb 8	Thur
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Tue	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur

<b>Pharmacy Technician Day Schedule – Five-Day Week (Monday through Friday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Dec 29	Fri	Feb 5 '07	Mon
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Tues	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur
Oct 22	Mon	Nov 16	Fri

## GARDENA

All Programs AM/PM Class Start/End Schedule	
Start Date	End Date
1/9/07	2/6/07
2/8/07	3/8/07
3/12/07	4/9/07
4/11/07	5/8/07
5/10/07	6/7/07
6/11/07	7/9/07
7/11/07	8/7/07
8/9/07	9/6/07
9/10/07	10/5/07
10/11/07	11/7/07
11/9/07	12/10/07
12/12/07	1/18/08

All Programs PM/AM Class Start/End Schedule	
Start Date	End Date
1/29/07	2/26/07
2/28/07	3/27/07
3/29/07	4/26/07
4/30/07	5/25/07
5/29/07	6/25/07
6/26/07	7/24/07
7/26/07	8/22/07
8/24/07	9/21/07
9/24/07	10/22/07
10/24/07	11/20/07
11/26/07	12/21/07

All Programs EVE Class Start/End Schedule	
Start Date	End Date
1/10/07	2/14/07
2/20/07	3/26/07
3/28/07	5/1/07
5/3/07	6/7/07
6/11/07	7/16/07
7/18/07	8/21/07
8/23/07	9/27/07
10/1/07	11/5/07
11/7/07	12/12/07
12/13/07	1/29/08

2007 Holiday Schedule	
New Year's Day	Mon, Jan 1 – Tues, Jan 2, 2007
Martin Luther King Day	Monday, January 15, 2007
President's Day	Monday, February 19, 2007
Spring Break	Fri., April 6, 2007
Memorial Day	Monday, May 28, 2007
Independence Day	Wednesday, July 4, 2007
Labor Day	Monday, September 3, 2007
Thanksgiving	Wed., Nov. 21 (evening classes only), Thur., Nov. 22 & Fri., Nov. 23, 2007
Winter Break	Mon., December 24 – Mon., Dec. 31, 2007
Other Holidays	Wed., Oct. 10, 2007

Medical Administrative Assistant 10 am – 2 pm		
Start Date	End Date	Attendance
12/20/06	2/5/07	4 days a week, 12 pm-4 pm
2/8/07	3/8/07	5 days a week, 10 am to 2 pm
3/12/07	4/9/07	5 days a week, 10 am to 2 pm
4/11/07	5/8/07	5 days a week, 10 am to 2 pm
5/10/07	6/7/07	5 days a week, 10 am to 2 pm
6/11/07	7/9/07	5 days a week, 10 am to 2 pm
7/11/07	6/7/07	5 days a week, 10 am to 2 pm

## HAYWARD

Medical Assisting (Track I) Day Schedule – Five-Days Week (Monday through Friday) 2007			
Start Dates		End Dates	
1/9/07	Tues	2/6/07	Tues
2/8/07	Thurs	3/8/07	Thurs
3/12/07	Mon	4/6/07	Fri
4/10/07	Tues	5/7/07	Mon
5/9/07	Wed	6/6/07	Wed
6/8/07	Fri	7/6/07	Fri
7/10/07	Tues	8/6/07	Mon
8/8/07	Wed	9/5/07	Wed
9/7/07	Fri	10/4/07	Thurs
10/8/07	Mon	11/2/07	Fri
11/6/07	Tues	12/5/07	Wed
12/7/07	Fri	1/23/08	Wed

Medical Assisting (Track II), Medical Administrative Assisting, Medical Insurance Billing & Coding Day Schedule – Five-Days Week (Monday through Friday) 2007			
Start Dates		End Dates	
1/3/07	Wed	1/31/07	Wed
2/2/07	Fri	3/2/07	Fri
3/6/07	Tues	4/2/07	Mon
4/4/07	Wed	5/1/07	Tues
5/3/07	Thurs	5/31/07	Thurs
6/4/07	Mon	6/29/07	Fri
7/3/07	Tues	7/31/07	Tues
8/2/07	Thurs	8/29/07	Wed
9/4/07	Tues	10/1/07	Mon
10/3/07	Wed	10/30/07	Tues
11/1/07	Thurs	11/30/07	Fri
12/4/07	Tues	1/18/08	Fri

Medical Assisting (Track III), & Medical Insurance Billing & Coding EVE Schedule – Four-Days Week (Monday through Thursday) 2007			
Start Dates		End Dates	
1/3/07	Wed	1/31/07	Wed
2/5/07	Mon	3/5/07	Mon
3/7/07	Wed	4/3/07	Tues
4/5/07	Thurs	5/2/07	Wed
5/7/07	Mon	6/4/07	Mon
6/6/07	Wed	7/3/07	Tues
7/9/07	Mon	8/2/07	Thurs
8/7/07	Tues	9/4/07	Tues
9/6/07	Thurs	10/3/07	Wed
10/8/07	Mon	11/1/07	Thurs
11/6/07	Tues	12/4/07	Tues
12/6/07	Thurs	1/23/08	Wed

Medical Assisting (Track IV) Day Schedule – Five-Days Week (Monday through Friday) 2007			
Start Dates		End Dates	
2/28/07	Wed	3/27/07	Tues
3/29/07	Thurs	4/25/07	Wed
4/27/07	Fri	5/24/07	Thurs
5/29/07	Tues	6/25/07	Mon
6/27/07	Wed	7/25/07	Wed
7/27/07	Fri	8/23/07	Thurs
8/27/07	Mon	9/24/07	Mon
9/26/07	Wed	10/23/07	Tues
10/25/07	Thurs	11/21/07	Wed
11/27/07	Thurs	1/10/08	Mon

<b>Medical Assisting (Track V) EVE Schedule – Four-Days Week (Monday through Thursday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
2/28/07	Wed	3/27/07	Tues
3/29/07	Thurs	4/25/07	Wed
4/30/07	Mon	5/24/07	Thurs
5/30/07	Wed	6/26/07	Tues
6/28/07	Thurs	7/26/07	Thurs
7/31/07	Tues	8/27/07	Mon
8/29/07	Wed	9/26/07	Wed
10/1/07	Mon	10/25/07	Thurs
10/30/07	Tues	11/27/07	Tues
11/29/07	Thurs	1/15/08	Tues

<b>Massage Therapy Day and Evening Schedule Four-Day Week (Monday through Thursday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
1/16/07	Tues	2/12/07	Tues
2/14/07	Wed	3/14/07	Wed
3/19/07	Mon	4/12/07	Mon
4/17/07	Tues	5/14/07	Mon
5/16/07	Wed	6/13/07	Wed
6/18/07	Mon	7/16/07	Mon
8/16/07	Thur	9/13/07	Thur
9/18/07	Tue	10/15/07	Mon
10/17/07	Wed	11/13/07	Tue
11/15/07	Thur	12/13/07	Thur

<b>Holiday Schedule</b>	
Holiday Break	12/15/06 to 1/2/07
President's Day	2/19/2007
Memorial Day	5/28/2007
Fourth of July	7/4/2007
Labor Day	9/3/2007
Thanksgiving	11/22/07 and 11/23/07
Holiday Break	12/14/07 to 1/2/08

**LOS ANGELES**

<b>Medical Assistant, Medical Administrative Assistant, Dental Assistant, Pharmacy Tech (Track 1) AM Schedule-Five Day Week (Monday through Friday-8AM) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 4	Thurs	Feb 1	Thurs
Feb 7	Wed	Mar 7	Wed
Mar 12	Mon	Apr 9	Mon
Apr 11	Wed	May 8	Tue
May 14	Mon	June 11	Mon
Jun 13	Wed	Jul 11	Wed
Jul 16	Mon	Aug 10	Fri
Aug 13	Mon	Sept 10	Mon
Sept 12	Wed	Oct 9	Tue
Oct 11	Thurs	Nov 7	Wed
Nov 13	Tue	Dec 12	Wed
Dec 17	Mon	Jan 25	Fri

<b>Medical Assistant, Dental Assistant, AM Schedule-Five Day Week (Track 2) (Monday through Friday-8AM) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 16	Tue	Feb 12	Mon
Feb 15	Thurs	Mar 15	Thurs
Mar 20	Tue	Apr 17	Tue
Apr 18	Wed	May 15	Tue
May 21	Mon	Jun 18	Mon
Jun 20	Wed	Jul 18	Wed
Jul 23	Mon	Aug 17	Fri
Aug 21	Tues	Sept 18	Tue
Sept 20	Thurs	Oct 17	Wed
Oct 22	Mon	Nov 16	Fri
Nov 19	Mon	Dec 18	Tue

<b>Medical Assistant, Medical Administrative Assistant (Track 3) AM Schedule-Five Day Week (Monday through Friday-8AM) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 30	Tue	Feb 27	Tue
Feb 28	Wed	Mar 27	Tue
Mar 29	Thurs	Apr 26	Thurs
Apr 30	Mon	May 25	Fri
May 31	Thurs	Jun 27	Wed
June 28	Thurs	July 26	Thurs
July 31	Tue	Aug 27	Mon
Aug 29	Wed	Sept 26	Wed
Sept 27	Thurs	Oct 24	Wed
Oct 30	Tue	Nov 28	Wed
Nov 29	Thurs	Jan 9	Wed

<b>Medical Administrative Assistant Day Schedule-Five Day Week (Monday through Friday 12:20 PM) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 16	Tue	Feb 12	Mon
Feb 15	Thurs	Mar 15	Thurs
Mar 20	Tue	Apr 17	Tue
Apr 18	Wed	May 15	Tue
May 21	Mon	Jun 18	Mon
Jun 20	Wed	Jul 18	Wed
Jul 23	Mon	Aug 17	Fri
Aug 21	Tues	Sept 18	Tue
Sept 20	Thurs	Oct 17	Wed
Oct 22	Mon	Nov 16	Fri
Nov 19	Mon	Dec 18	Tue

<b>Medical Assistant Day Schedule-Five Day Week (Monday through Friday 12:20 PM) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 30	Tue	Feb 27	Tue
Feb 28	Wed	Mar 27	Tue
Mar 29	Thurs	Apr 26	Thurs
Apr 30	Mon	May 25	Fri
May 31	Thurs	Jun 27	Wed
June 28	Thurs	July 26	Thurs
July 31	Tue	Aug 27	Mon
Aug 29	Wed	Sept 26	Wed
Sept 27	Thurs	Oct 24	Wed
Oct 30	Tue	Nov 28	Wed
Nov 29	Thurs	Jan 9	Wed

<b>Medical Assistant, Dental Assistant (Track 1) PM Schedule-Four Day Week (Monday through Thurs-5:45PM) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 4	Thurs	Feb 1	Thurs
Feb 7	Wed	Mar 7	Wed
Mar 12	Mon	Apr 9	Mon
Apr 11	Wed	May 8	Tue
May 14	Mon	June 11	Mon
Jun 13	Wed	Jul 11	Wed
Jul 12	Thurs	Aug 9	Thurs
Aug 13	Mon	Sept 10	Mon
Sept 12	Wed	Oct 9	Tue
Oct 11	Thurs	Nov 7	Wed
Nov 13	Tue	Dec 12	Wed
Dec 14	Mon	Jan 24	Thurs



<b>Pharmacy Tech (Track 2) PM Schedule-Four Day Week (Monday through Thurs- 5:45PM) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 16	Tue	Feb 12	Mon
Feb 15	Thurs	Mar 15	Thurs
Mar 20	Tue	Apr 17	Tue
Apr 18	Wed	May 15	Tue
May 21	Mon	Jun 18	Mon
Jun 20	Wed	Jul 18	Wed
Jul 23	Mon	Aug 17	Fri
Aug 21	Tues	Sept 18	Tue
Sept 20	Thurs	Oct 17	Wed
Oct 22	Mon	Nov 16	Fri
Nov 19	Mon	Dec 18	Tue

<b>Medical Assistant, Medical Administrative Assistant (Track 3) PM Schedule-Four Day Week (Monday through Thurs-5:45PM) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 30	Tue	Feb 27	Tue
Feb 28	Wed	Mar 27	Tue
Mar 29	Thurs	Apr 26	Thurs
Apr 30	Mon	May 25	Fri
May 31	Thurs	Jun 27	Wed
June 28	Thurs	July 26	Thurs
July 31	Tue	Aug 27	Mon
Aug 29	Wed	Sept 26	Wed
Sept 27	Thurs	Oct 24	Wed
Oct 30	Tue	Nov 28	Wed
Nov 29	Thurs	Jan 9	Wed

<b>Student Holidays</b>	
New Year's Day	January 1-2, 2007
ML King Jr. Day	January 15, 2007
President's Day	February 19, 2007
Spring Holiday	April 6, 2007
Memorial Day	May 28, 2007
Independence Day	July 4 and July 5, 2007
Labor Day	September 3, 2007
Thanksgiving Day	November 22, 2007
Day after Thanksgiving	November 23, 2007
Winter Break	December 17- January 2, 2008

**ONTARIO**

<b>Massage Therapy 2 &amp; Medical Assisting &amp; Dental Assisting Day Schedule - Five Day Week (Monday through Friday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 8	Monday	Feb 5	Monday
Feb 7	Wednesday	March 7	Wednesday
March 9	Friday	April 5	Thursday
April 9	Monday	May 4	Friday
May 7	Monday	June 4	Monday
June 7	Wednesday	July 11	Wednesday
July 13	Friday	August 9	Thursday
August 13	Monday	Sept 10	Monday
Sept 12	Wednesday	Oct 9	Tuesday
October 12	Friday	Nov 8	Thursday
Nov 12	Monday	Dec 11	Tuesday
Dec 13	Thursday	Jan 24	Thursday

<b>Massage Therapy 2 &amp; Medical Assisting &amp; Dental Assisting MIBC 2 – AM, (8am – 1pm) Mon. thru Thur. Evening Schedule - Four Day Week (Monday through Thursday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 8	Monday	Feb 5	Monday
Feb 7	Wednesday	March 7	Wednesday
March 12	Monday	April 5	Thursday
April 9	Monday	May 3	Thursday
May 7	Monday	June 4	Monday
June 7	Wednesday	July 11	Wednesday
July 16	Monday	Aug 9	Thursday
Aug 13	Monday	Sept 10	Monday
Sept 12	Wednesday	Oct 9	Tuesday
Oct 15	Monday	Nov 8	Thursday
Nov 12	Monday	Dec 10	Monday
Dec 12	Wednesday	Jan 23	Wednesday

<b>Holidays</b>			
Winter Break	1/01/07-1/05/07	In-Service	6/6/07
Martin Luther King Day	1/15/07	Summer Break	7/2/07-7/6/07
President's Day	2/20/07	Labor Day	9/3/07
In-Service	3/8/07	In-Service	10/11/07
Spring Holiday	4/6/07	Thanksgiving	11/22/07-11/23/07
Memorial Day	5/28/07	Winter Break	12/24/07-1/4/08

<b>Massage Therapy 1 - Medical Insurance Billing and Coding - Business Management/Administrative Assistant - Pharmacy Technician - Medical Assisting - Dental Assisting</b>			
<b>Evening Schedule - Four Day Week (Monday through Thursday)</b>			
<b>2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 25	Thursday	Feb 22	Thursday
Feb 26	Monday	March 26	Monday
March 28	Wednesday	April 24	Tuesday
April 26	Thursday	May 23	Wednesday
May 29	Tuesday	June 26	Tuesday
June 28	Thursday	Aug 1	Wednesday
Aug 6	Monday	Aug 30	Thursday
Sept 4	Tuesday	Oct 1	Monday
Oct 3	Wednesday	Oct 31	Wednesday
Nov 5	Monday	Dec 3	Monday
Dec 5	Wednesday	Jan 16	Wednesday

<b>Massage Therapy 1 - Medical Insurance Billing and Coding - Business Management/Administrative Assistant - Pharmacy Technician - Medical Assisting - Dental Assisting</b>			
<b>Pharmacy Technician - 10:00 AM to 2:00 PM</b>			
<b>Day Schedule - Five Day Week (Monday through Friday)</b>			
<b>2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 25	Thursday	Feb 22	Thursday
Feb 26	Monday	March 26	Monday
March 28	Wednesday	April 25	Wednesday
April 27	Friday	May 24	Thursday
May 29	Tuesday	June 26	Tuesday
June 28	Thursday	Aug 1	Wednesday
Aug 3	Friday	Aug 30	Thursday
Sept 4	Tuesday	Oct 1	Monday
Oct 3	Wednesday	Oct 31	Wednesday
Nov 2	Friday	Dec 3	Monday
Dec 5	Wednesday	Jan 16	Wednesday

<b>HOLIDAY SCHEDULE - 2007</b>	
New Year's Day Mon, Jan 1	Day after Thanksgiving Fri, Nov 23
President's Day Mon, Feb 19	Christmas Eve Mon, Dec 24
Memorial Day Mon, May 28	Christmas Day Tues, Dec 25
Independence Day Wed, July 4	<b>FLOATING HOLIDAY</b>
Labor Day Mon, Sept 3	New Year's Eve Mon, Dec 31
Thanksgiving Day Thur., Nov 22	

<b>MEDICAL ASSISTING</b>	
<b>PM/AM Class Start/End Schedule</b>	
<b>Start Date</b>	<b>End Date</b>
1/29/07	2/26/07
2/28/07	3/28/07
3/30/07	4/26/07
4/30/07	5/25/07
5/29/07	6/26/07
6/28/07	8/01/07
8/03/07	8/30/07
9/04/07	10/01/07
10/03/07	10/31/07
11/02/07	12/03/07
12/05/07	1/15/07

<b>MEDICAL ASSISTING</b>	
<b>EVE Class Start/End Schedule</b>	
<b>Start Date</b>	<b>End Date</b>
1/29/07	2/26/07
2/28/07	3/28/07
4/02/07	4/26/07
4/30/07	5/24/07
5/29/07	6/26/07
6/27/07	7/31/07
8/02/07	8/29/07
9/04/07	10/01/07
10/03/07	11/01/07
11/05/07	12/03/07
12/05/07	01/15/08

<b>Massage Therapy 2 &amp; Medical Assisting &amp; Dental Assisting</b>			
<b>Day Schedule - Five Day Week (Monday through Friday)</b>			
<b>2008</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 28	Mon	Feb 25	Mon
Feb 27	Wed	March 26	Wed
March 28	Fri	April 25	Fri
April 28	Mon	May 23	Fri
May 27	Tues	June 24	Tues
June 26	Thurs	July 30	Wed
Aug 1	Fri	Aug 28	Thurs
Sept 2	Tues	Sept 30	Tues
Oct 2	Thurs	Oct 30	Thurs
Nov 3	Mon	Dec 2	Tues
Dec 4	Thurs	Jan 20	Tues

<b>Massage Therapy 2 &amp; Medical Assisting &amp; Dental Assisting</b>			
<b>Evening Schedule - Four Day Week (Monday through Thursday)</b>			
<b>2008</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 28	Mon	Feb 21	Thurs
Feb 26	Tues	March 24	Mon
March 26	Wed	April 24	Thurs
April 28	Mon	May 22	Thurs
May 27	Tues	June 23	Mon
June 25	Wed	July 29	Tues
July 31	Thurs	Aug 27	Wed
Sept 2	Tues	Sept 25	Thurs
Sept 30	Tues	Oct 28	Tues
Oct 30	Thurs	Nov 26	Wed
Dec 2	Tues	Jan 12	Mon

<b>Massage Therapy 1 - Medical Insurance Billing and Coding - Business - Pharmacy Technician - Medical Assisting, Dental Assisting, &amp; Massage Therapy 1</b>			
<b>Day Schedule - Five Day Week (Monday through Friday)</b>			
<b>2008</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 17	Thurs	Feb 13	Wed
Feb 15	Fri	March 17	Mon
Mar 19	Wed	April 16	Wed
April 18	Fri	May 15	Thurs
May 19	Mon	June 17	Tues
June 19	Thurs	July 23	Wed
July 25	Fri	Aug 21	Thurs
Aug 25	Mon	Sept 22	Mon
Sept 24	Wed	Oct 22	Wed
Oct 24	Fri	Nov 20	Thurs
Nov 24	Mon	Jan 6	Mon

**Massage Therapy 1. Medical Insurance Billing and Coding, Business Mgmt/Administrative Assistant, Pharmacy Technician, & Medical Assisting  
Evening Schedule - Four Day Week (Monday through Thursday) 2008**

Start Dates		End Dates	
Jan 17	Thursday	Feb 13	Wednesday
Feb 19	Tuesday	March 17	Monday
March 19	Wednesday	April 16	Wednesday
April 21	Monday	May 15	Thursday
May 19	Monday	June 16	Monday
June 18	Wednesday	July 22	Tuesday
July 24	Thursday	Aug 20	Wednesday
Aug 25	Monday	Sept 22	Monday
Sept 24	Wednesday	Oct 22	Wednesday
Oct 24	Friday	Nov 19	Wednesday
Nov 24	Monday	Jan 5	Monday

Holiday Schedule 2008			
New Year's Day	1/1/08	In-Service	6/13/08
Martin Luther King Day	1/21/08	Summer Break	6/30/08 - 7/4/08
President's Day	2/18/08	Labor Day	9/1/08
In-Service	3/14/08	Fall Holiday	9/29/08
Spring Holiday	4/14/08	In-Service	10/23/08
Memorial Day	5/29/06	Thanksgiving	11/27/08 - 11/28/08
		Winter Break	12/19/08 - 01/05/09

**RESEDA**

**Dental Assisting, Medical Assisting, Medical Admin. Assisting, Surgical Tech., Massage Therapy, Pharmacy Tech.  
Evening Schedule I- Four Day Week (Monday through Thursday) 2007**

Start Dates	End Dates
Jan 16	Feb 20
Feb 22	Mar 28
Apr 2	May 3
May 8	Jun 12
Jun 14	Jul 19
Jul 24	Aug 27
Aug 29	Oct 3
Oct 8	Nov 8
Nov 13	Dec 18

**Dental Assisting  
4:00-8:00 p.m.**

Start Date	End Date
Dec 20	Feb 5
Feb 12	Mar 19
Mar 26	Apr 26
May 2	Jun 6
Jun 14	Jul 19
Jul 24	Aug 27
Aug 29	Oct 03
Oct 8	Nov 8
Nov 13	Dec 18

**Massage Therapy Day Schedule II - Five Day Week (Monday through Friday) 2007**

Start Dates	End Dates
Dec 13	Jan 22
Jan 24	Feb 21
Feb 23	Mar 22
Mar 26	Apr 23
Apr 25	May 22
May 24	Jun 21
Jun 25	Jul 23
Jul 25	Aug 21
Aug 23	Sep 20
Sep 24	Oct 19
Oct 23	Nov 19
Nov 26	Dec 21

**Massage Therapy, Medical Assisting, Pharmacy Tech., Evening Schedule III- Four Day Week (Monday through Thursday) 2007**

Start Dates	End Dates
Feb 12	Mar 19
Mar 26	Apr 26
May 2	Jun 6
Jun 14	Jul 19
Jul 24	Aug 27
Aug 29	Oct 3
Oct 8	Nov 8
Nov 13	Dec 18

**Medical Assisting Evening Schedule II- Four Day Week (Monday through Thursday) 2007**

Start Dates	End Dates
Jan 24	Feb 28
Mar 5	Apr 5
Apr 10	May 14
May 16	Jun 20
Jun 25	Jul 30
Aug 1	Sep 5
Sep 10	Oct 11
Oct 16	Nov 19
Nov 26	Jan 9

**Medical Assisting, Medical Admin. Assisting, Dental Assisting, Surgical Tech., Pharmacy Tech.  
Day Schedule I - Five Day Week (Monday through Friday) 2007**

Start Dates	End Dates
Jan 16	Feb 12
Feb 14	Mar 14
Mar 16	Apr 13
Apr 17	May 14
May 16	Jun 13
Jun 15	Jul 13
Jul 17	Aug 13
Aug 15	Sep 12
Sep 14	Oct 11
Oct 15	Nov 9
Nov 13	Dec 12
Dec 14	Jan 23

**Holidays 2007**

New Year's Day	Jan 1-2
Martin Luther King Day	Jan 15
President's Day	Feb 19
Spring Recess	Apr 6
Memorial Day	May 28
Independence Day	Jul 4
Labor Day	Sep 3
Thanksgiving	Nov 22-23
Winter Recess	Dec 24-Jan 2

**SAN BERNARDINO**

Listed below are the start schedules for diploma programs. The calendar for the Associate of Science Degree program in Criminal Justice is located on page 82.

Medical Adm. Assistant Massage Therapy Medical Assisting Dental Assisting Day Schedule – Track #1 Days (Five-Day Week) (Monday - Friday) 2007	
Start Dates	End Dates
01/16/2007	02/12/2007
02/14/2007	03/14/2007
03/19/2007	04/17/2007
04/19/2007	05/16/2007
05/21/2007	06/18/2007
06/20/2007	07/19/2007
07/23/2007	08/17/2007
08/20/2007	09/17/2007
09/19/2007	10/16/2007
10/18/2007	11/14/2007
11/15/2007	12/14/2007
12/17/2007	01/24/2008

Medical Adm. Assistant Massage Therapy Medical Assisting Dental Assisting Evening Schedule – Track #1 Nights (Four-Night Week) (Monday - Thursday) 2007	
Start Dates	End Dates
01/16/2007	02/12/2007
02/14/2007	03/14/2007
03/19/2007	04/16/2007
04/19/2007	05/16/2007
05/21/2007	06/18/2007
06/20/2007	07/19/2007
07/23/2007	08/16/2007
08/20/2007	09/19/2007
09/19/2007	10/16/2007
10/18/2007	11/14/2007
11/15/2007	12/13/2007
12/17/2007	01/24/2008

Medical Adm. Assistant Massage Therapy Medical Assisting Dental Assisting Day Schedule – Track #2 Days (Five-Day Week) (Monday - Friday) 2007	
Start Dates	End Dates
12/21/2006	01/29/2007
01/30/2007	02/27/2007
02/28/2007	03/27/2007
03/28/2007	04/25/2007
04/30/2007	05/25/2007
05/30/2007	06/26/2007
06/28/2007	07/26/2007
07/30/2007	08/24/2007
08/27/2007	09/25/2007
09/27/2007	10/24/2007
10/29/2007	11/27/2007
11/29/2007	01/07/2008

Medical Adm. Assistant Massage Therapy Medical Assisting Dental Assisting Evening Schedule – Track #2 Nights (Four-Night Week) (Monday - Thursday) 2007	
Start Dates	End Dates
12/21/2006	01/29/2007
01/30/2007	02/27/2007
02/28/2007	03/27/2007
03/28/2007	04/24/2007
04/30/2007	05/24/2007
05/30/2007	06/26/2007
06/28/2007	07/26/2007
07/30/2007	08/23/2007
08/27/2007	09/25/2007
09/27/2007	10/24/2007
10/29/2007	11/26/2007
11/29/2007	01/08/2008

Homeland Security Specialist Evening Schedule – Track #2 Nights (Four-Night Week) (Monday - Thursday) 2007	
Start Dates	End Dates
01/16/2007	02/12/2007
02/14/2007	03/14/2007
03/19/2007	04/16/2007
04/19/2007	05/16/2007
05/21/2007	06/18/2007
06/20/2007	07/19/2007
07/23/2007	08/16/2007
08/20/2007	09/19/2007
09/19/2007	10/16/2007
10/18/2007	11/14/2007
11/15/2007	12/13/2007
12/17/2007	01/24/2008

Massage Therapy Weekend Course Weekend Sched.–Track #3 Friday, Saturday & Alternating Sunday 2007	
Start Dates	End Dates
01/19/2007	02/23/2007
02/24/2007	03/25/2007
03/30/2007	05/11/2007
05/12/2007	06/10/2007
06/15/2007	07/20/2007
07/21/2007	08/19/2007
08/24/2007	10/05/2007
10/06/2007	11/04/2007
11/09/2007	12/21/2007

Electrician Morning, Afternoon & Eve Schedule (Monday - Friday) 2007/2008	
Start Dates	End Dates
03/28/2007	04/25/2007
04/30/2007	05/25/2007
05/30/2007	06/26/2007
06/28/2007	07/26/2007
07/30/2007	08/24/2007
08/27/2007	09/25/2007
09/27/2007	10/24/2007
10/29/2007	11/27/2007
12/03/2007	01/09/2008

Student Holidays 2007-2008	
New Year's Day	1/1/07 & 1/02/07
Martin Luther King	1/15/2007
President's Day	2/19/2007
Faculty In-service	3/27/2007
Spring Holiday	4/06/2007
Memorial Day	5/28/2007
Faculty In-service	6/27/2007
Day Before Independence	7/3/2007
Independence Day	7/4/2007
Labor Day	9/3/2007
Faculty In-service	9/18/2007
Thanksgiving Day	11/22/2007
Day After Thanksgiving	11/23/2007
Winter Break	12/22/07-1/2/08

**SAN FRANCISCO**

Schedule I	
Start	End
1/8/08	2/5/08
2/7/08	3/6/08
3/10/08	4/8/08
4/10/08	5/7/08
5/9/08	6/6/08
6/10/08	7/8/08
7/10/08	8/7/08
8/11/08	9/8/08
9/10/08	10/8/08
10/10/08	11/6/08
11/10/08	12/9/08
12/11/08	1/21/09

Schedule II	
Start	End
1/29/08	2/26/08
2/28/08	3/27/08
3/31/08	4/28/08
4/30/08	5/28/08
5/30/08	6/26/08
6/30/08	7/29/08
7/31/08	8/27/08
8/29/08	9/26/08
9/30/08	10/28/08
10/30/08	11/26/08
12/2/08	1/12/09

Schedule III - 6PM	
Start	End
1/23/08	2/27/08
2/28/08	4/2/08
4/14/08	5/15/08
5/21/08	6/25/08
6/30/08	7/31/08
8/5/08	9/9/08
9/11/08	10/15/08
10/20/08	11/20/08
12/2/08	1/19/09

STUDENT HOLIDAYS	
New Years Day	1/1/08
MLK Day	1/21/08
President's Day	2/18/08
Spring Break	3/21/08
Staff Meeting	4/4/08
Memorial Day	5/26/08
Independence Day	7/4/08
Staff meeting	7/11/08
Labor Day	9/1/08
Staff meeting	10/3/08
Thanksgiving	11/27 & 28, 2008
Winter Break	12/22/08 -1/2/09

**SAN JOSE**

<b>Massage Therapy Day Schedule - Five Day Week (Monday through Friday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
02/28/07	Wed	03/27/07	Tues
03/29/07	Thurs	04/26/07	Thurs
04/30/07	Mon	05/25/07	Fri
05/30/07	Wed	06/26/07	Tues
06/28/07	Thurs	07/26/07	Thurs
07/30/07	Mon	08/24/07	Fri
08/28/07	Tues	09/25/07	Tues
09/27/07	Thurs	10/24/07	Wed
10/29/07	Mon	11/27/07	Tues
11/29/07	Thurs	01/07/08	Mon

<b>Medical Assistant, Dental Assistant &amp; Massage Therapy Day Schedule - Five Day Week (Monday through Friday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
02/05/07		03/05/07	
03/07/07		04/03/07	
04/05/07		05/03/07	
05/07/07		06/04/07	
06/06/07		07/03/07	
07/05/07		08/04/07	
08/06/07		08/31/07	
09/04/07		10/01/07	
10/03/07		10/30/07	
11/01/07		11/30/07	
12/05/07		01/11/08	

<b>Medical Assisting/Medical Administrative Assisting/Dental Assisting/Homeland Security/Massage Therapy Day Schedule - Four-Day Week (Monday through Thursday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
01/29/07	Mon	02/26/07	Mon
02/28/07	Wed	03/27/07	Tues
03/29/07	Thur	04/26/07	Thur
04/30/07	Mon	05/24/07	Thur
05/30/07	Wed	06/26/07	Tue
06/28/07	Thur	07/26/07	Thur
07/30/07	Mon	08/24/07	Thur
08/28/07	Tues	09/25/07	Tues
09/27/07	Thur	10/24/07	Wed
10/29/07	Mon	11/27/07	Tues
11/29/07	Mon	01/07/08	Mon

<b>Medical Assisting/Medical Administrative Assisting/Dental Assisting/ /Massage Therapy Day Schedule - Five-Day Week (Monday through Friday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
01/29/07	Mon	02/26/07	Mon
02/28/07	Wed	03/27/07	Tues
03/29/07	Thur	04/26/07	Thur
04/30/07	Mon	05/25/07	Fri
05/30/07	Wed	06/26/07	Tue
06/28/07	Thur	07/26/07	Thur
07/30/07	Mon	08/24/07	Thur
08/28/07	Tues	09/25/07	Tues
09/27/07	Thur	10/24/07	Wed
10/29/07	Mon	11/27/07	Tues
11/29/07	Mon	01/07/08	Mon

<b>Dental Assisting Day Schedule - Four-Day Week (Monday through Thursday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
01/16/07	Tue	02/12/07	Mon
02/14/07	Wed	03/14/07	Wed
03/19/07	Mon	04/16/07	Mon
04/18/07	Wed	05/15/07	Tue
05/17/07	Thur	06/14/07	Thur
06/18/07	Mon	07/16/07	Mon
07/18/07	Wed	08/14/07	Tues
08/16/07	Thur	09/13/07	Thur
09/17/07	Mon	10/11/07	Thur
10/15/07	Mon	11/08/07	Thur
11/12/07	Mon	12/11/07	Tue
12/13/07	Thur	01/22/07	Mon

<b>Medical Assisting/Dental Assisting/ Massage Therapy Day Schedule - Five-Day Week (Monday through Friday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
01/16/07	Tue	02/12/07	Mon
02/14/07	Wed	03/14/07	Wed
03/19/07	Mon	04/16/07	Mon
04/18/07	Wed	05/15/07	Tue
05/17/07	Thur	06/14/07	Thur
06/18/07	Mon	07/16/07	Mon
07/18/07	Wed	08/14/07	Tues
08/16/07	Thur	09/13/07	Thur
09/17/07	Mon	10/12/07	Fri
10/15/07	Mon	11/09/07	Fri
11/12/07	Mon	12/11/07	Tue
12/13/07	Thur	01/22/07	Mon

**TORRANCE**

<b>Massage Therapy Morning I &amp; II (8:00 AM - 12:00 PM) Afternoon I (1:00 PM - 5:00 PM) (Monday - Friday)</b>			
<b>Start Dates</b>		<b>End Dates</b>	
02/16/07	Fri	03/16/07	Fri
03/20/07	Tues	04/17/07	Tues
04/19/07	Thurs	05/16/07	Wed
05/21/07	Mon	06/18/07	Mon
06/20/07	Wed	07/20/07	Fri
07/24/07	Tues	08/21/07	Tues
08/23/07	Wed	09/20/07	Tues
09/24/07	Mon	10/22/07	Mon
10/24/07	Wed	11/20/07	Tues
11/26/07	Mon	01/09/08	Wed

<b>Pharmacy Technician Morning II (8:00 AM - 12:00 PM) Afternoon I (1:00 PM - 5:00 PM) (Monday - Friday)</b>			
<b>Start Dates</b>		<b>End Dates</b>	
02/12/07	Mon	03/12/07	Mon
03/14/07	Wed	04/12/07	Thurs
04/16/07	Mon	05/11/07	Fri
05/15/07	Tues	06/12/07	Tues
06/14/07	Thurs	07/16/07	Mon
07/18/07	Wed	08/15/07	Wed
08/17/07	Fri	09/14/07	Fri
09/18/07	Tues	10/16/07	Tues
10/17/07	Wed	11/13/07	Tues
11/14/07	Fri	12/13/07	Tues
12/14/07	Fri	01/30/08	Wed

<b>Pharmacy Technician Morning III (10:00 AM - 2:00 PM) (Monday - Friday)</b>			
<b>Start Dates</b>		<b>End Dates</b>	
02/16/07	Fri	03/16/07	Fri
03/20/07	Tues	04/17/07	Tues
04/19/07	Thurs	05/16/07	Wed
05/21/07	Mon	06/18/07	Mon
06/20/07	Wed	07/20/07	Fri
07/24/07	Tues	08/21/07	Tues
08/23/07	Wed	09/20/07	Tues
09/24/07	Mon	10/22/07	Mon
10/24/07	Wed	11/20/07	Tues
11/26/07	Mon	01/09/08	Wed

<b>Massage Therapy Evening I (6:00 PM – 10:00 PM) (Monday – Thursday)</b>			
<b>Start Dates</b>		<b>End Dates</b>	
01/31/07	Wed	03/07/07	Wed
03/12/07	Mon	04/16/07	Mon
04/19/07	Thurs	05/23/07	Wed
05/29/07	Tues	07/03/07	Tues
07/09/07	Mon	08/09/07	Thurs
08/14/07	Tues	09/18/07	Tues
09/24/07	Mon	10/29/07	Mon
10/31/07	Wed	12/05/07	Wed
12/06/07	Thurs	01/30/08	Wed

<b>Massage Therapy Evening II (6:00 PM – 10:00 PM) (Monday – Thursday)</b>			
<b>Start Dates</b>		<b>End Dates</b>	
02/21/07	Wed	03/28/07	Wed
03/29/07	Thurs	05/02/07	Wed
05/07/07	Mon	06/11/07	Mon
06/13/07	Wed	07/23/07	Mon
07/25/07	Wed	08/29/07	Wed
08/30/07	Thurs	10/04/07	Thurs
10/09/07	Tues	11/12/07	Mon
11/14/07	Wed	01/08/08	Tues

<b>Pharmacy Technician Evening I (6:00 PM – 10:00 PM) (Monday – Thursday)</b>			
<b>Start Dates</b>		<b>End Dates</b>	
01/31/07	Wed	03/07/07	Wed
03/12/07	Mon	04/16/07	Mon
04/19/07	Thurs	05/23/07	Wed
05/29/07	Tues	07/03/07	Tues
07/09/07	Mon	08/09/07	Thurs
08/14/07	Tues	09/18/07	Tues
09/24/07	Mon	10/29/07	Mon
10/31/07	Wed	12/05/07	Wed
12/06/07	Thurs	01/30/08	Wed

<b>Pharmacy Technician Evening II (6:00 PM – 10:00 PM) (Monday – Thursday)</b>			
<b>Start Dates</b>		<b>End Dates</b>	
02/21/07	Wed	03/28/07	Wed
03/29/07	Thurs	05/02/07	Wed
05/07/07	Mon	06/11/07	Mon
06/13/07	Wed	07/23/07	Mon
07/25/07	Wed	08/29/07	Wed
08/30/07	Thurs	10/04/07	Thurs
10/09/07	Tues	11/12/07	Mon
11/14/07	Wed	01/08/08	Tues

<b>Student Holidays</b>	
New Year's Day	January 1-2, 2007
ML King Jr.'s Day	January 15, 2007
President's Day	February 19, 2007
Spring Holiday	April 6, 2007
Memorial Day	May 28, 2007
Independence Day	July 4 and July 5, 2007
Labor Day	September 3, 2007
Thanksgiving Day	November 22, 2007
Day after Thanksgiving	November 23, 2007
Winter Break	December 17- January 2, 2008

### WEST LOS ANGELES

Listed below are the start schedules for diploma programs. The calendar for the Associate of Science Degree program in Criminal Justice is located on page 82.

<b>Business Management/Administrative Assistant Day Schedule – Four-Day Week (Monday through Thursday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 17	Wed	Feb 13	Tue
Feb 14	Wed	Mar 14	Wed
Mar 19	Mon	April 12	Thu
April 16	Mon	May 10	Thu
May 14	Mon	June 11	Mon
June 13	Wed	July 11	Wed
July 16	Mon	Aug 09	Thu
Aug 13	Mon	Sept 10	Mon
Sept 12	Wed	Oct 09	Tue
Oct 10	Wed	Nov 06	Tue
Nov 07	Wed	Dec 05	Wed
Dec 06	Thu	Jan 22	Tue

<b>Medical Assisting, Dental Assisting &amp; Pharmacy Technician Day Schedule – Five-Day Week (Monday through Friday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 8	Mon	Feb 05	Mon
Feb 7	Wed	Mar 07	Wed
Mar 12	Mon	April 10	Tue
April 12	Thu	May 09	Wed
May 11	Fri	June 08	Fri
June 11	Mon	July 10	Tue
July 12	Thu	Aug 08	Wed
Aug 10	Fri	Sept 07	Fri
Sept 11	Tue	Oct 09	Tue
Oct 11	Thu	Nov 07	Wed
Nov 09	Fri	Dec 11	Tue
Dec 12	Wed	Jan 25	Fri

<b>Massage Therapy, Medical Assisting, Dental Assisting, &amp; Medical Insurance Billing and Coding Day Schedule – Five-Day Week (Monday through Friday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 22	Mon	Feb 16	Fri
Jan 31	Wed	Feb 28	Wed
Feb 20	Tue	Mar 19	Mon
Mar 20	Tue	April 18	Wed
April 20	Fri	May 17	Thu
May 21	Mon	June 18	Mon
June 20	Wed	July 19	Thu
July 23	Mon	Aug 17	Fri
Aug 21	Tue	Sept 18	Tue
Sept 20	Thu	Oct 18	Thu
Oct 22	Mon	Nov 16	Fri
Nov 19	Mon	Jan 7	Mon

<b>Massage Therapy, Medical Assisting, Dental Assisting, Medical Insurance Billing and Coding &amp; Pharmacy Technician</b>			
<b>Eve Schedule – Four-Day Week (Monday through Thursday) 2007</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 31	Wed	Mar 07	Wed
Mar 12	Mon	April 12	Thu
April 16	Mon	May 17	Thu
May 21	Mon	June 25	Mon
June 27	Wed	Aug 01	Wed
Aug 06	Mon	Sept 10	Mon
Sept 12	Wed	Oct 16	Tue
Oct 18	Thu	Nov 21	Wed
Nov 26	Mon	Jan 16	Wed

<b>Medical Assisting</b>	
<b>Start Dates</b>	<b>End Dates</b>
01/31/07	02/28/07
03/01/07	03/28/07
04/02/07	04/27/07
04/30/07	05/24/07
05/29/07	06/25/07
06/27/07	07/30/07
07/31/07	08/27/07
08/29/07	09/26/07
09/27/07	10/24/07
10/29/07	11/26/07
11/28/07	01/08/08

<b>Student Holidays (All Programs)</b>	<b>2007</b>
New Year's Day	Jan 1-2
Martin Luther King, Jr. Day	Jan 15
President's Day	Feb 19
Spring Break	April 6
Memorial Day	May 28
Independence Day	July 4
Labor Day	Sept 3
Thanksgiving	Nov 22-23
Winter Break	Dec 17-Jan 2 '08
Instructor In-Service Dates (no students)	03/23, 06/22, 09/21, 12/07

**ACADEMIC CALENDAR FOR QUARTER-BASED  
PROGRAMS (CRIMINAL JUSTICE)**

FY 2008 Academic Calendar				
Summer Term Starts		July	16	2007
Summer Term Drop/Add Deadline		July	28	2007
Mini-Term Starts		August	27	2007
Mini-Term Drop/Add Deadline		September	1	2007
Labor Day Holiday		September	3	2007
Summer Term Ends		October	6	2007
Fall Break	From:	October	8	2007
	To:	October	13	2007
Fall Term Start		October	15	2007
Fall Term Drop/Add Deadline		October	27	2007
Thanksgiving Day Holiday	From:	November	22	2007
	To:	November	24	2007
Mini-Term Starts		November	26	2007
Mini-Term Drop/Add Deadline		December	1	2007
Winter Holiday	From:	December	24	2007
	To:	January	1	2008
Classes Resume		January	2	2008
Fall Term Ends		January	12	2008
Winter Term Starts		January	14	2008
M.L. King Jr. Birthday Holiday		January	21	2008
Winter Term Drop/Add Deadline		January	26	2008
Presidents' Day		February	18	2008
Mini-Term Starts		February	25	2008
Mini-Term Drop/Add Deadline		March	1	2008
Winter Term Ends		April	5	2008
Spring Vacation	From:	April	7	2008
	To:	April	12	2008
Spring Term Starts		April	14	2008
Spring Term Drop/Add Deadline		April	26	2008
Memorial Day Holiday		May	26	2008
Mini-Term Starts		May	27	2008
Mini-Term Drop/Add Deadline		May	31	2008
Independence Day Holiday		July	4	2008
Spring Term Ends		July	5	2008
Summer Vacation	From:	July	7	2008
	To:	July	12	2008



## APPENDIX D: OPERATING HOURS BY CAMPUS

ALHAMBRA		
<b>Office:</b> <u>Monday through Thursday</u> 8:00 am to 9:00 pm <u>Friday</u> 8:00am to 5:00pm	<b>Business Operations Program</b> <u>Monday through Friday</u> 8:00 am to 11:50 am Morning	<b>Allied Health Programs</b> <u>Monday through Friday</u> 6:00 am to 9:50 am Morning 8:00 am to 11:50 am Morning 10:00 am to 1:50 pm Morning 12:20 pm to 4:10 pm Afternoon <u>Monday through Thursday</u> 4:00 pm to 9:00 pm Evening 5:45 pm to 10:45 pm Evening

ANAHEIM	
<b>Office:</b> <u>Monday through Thursday</u> 7:30 am to 7:30 pm <u>Friday</u> 7:30 am to 5:30 pm	<b>School:</b> <u>Monday through Friday</u> 6:00 am to 9:50 am Morning (MA only) 8:00 am to 11:50 am Morning 9:00 am to 12:50 pm Morning (M.A.A. Program Only) 10:00 am to 1:50 pm (MA & MT Only) <u>Monday through Thursday</u> 6:00 pm to 9:50 pm Evening

CITY OF INDUSTRY		
<b>Office:</b> <u>Monday through Thursday:</u> 7:30am-8:00pm  <u>Friday:</u> 7:30am-5:00pm	<b>School:</b> <u>Monday through Friday:</u> 6:00am-10:00am: Medical Assisting 8:00am-12:00 noon: Medical Assisting, Dental Assisting, Massage Therapy, Business (ends at 12:30pm), Pharmacy Technician, Medical Insurance Billing and Coding. 10:00AM-2:00 PM: Medical Assisting, Dental Assisting, Pharmacy Technician 12:45pm-4:45pm: Medical Assisting, Dental Assisting, Massage Therapy.	<u>Monday through Thursday:</u> 6:00pm-10:00pm: Medical Assisting, Dental Assisting, Massage Therapy, Pharmacy Technician, Medical Insurance Billing and Coding.  Business: 5:30pm-10:30pm

GARDENA		
<b>Office:</b> <u>Monday through Thursday</u> 7:30 am to 7:00 pm <u>Friday</u> 7:30 am to 6:00 pm	<b>School:</b> <u>Monday through Friday</u> 6:00 am to 9:50 am Morning 8:00 am to 11:50 am Morning 9:00 am to 12:50 pm Morning	10:00 am to 1:50 pm Morning 1:00 pm to 4:50 pm Afternoon 4:00 pm to 7:50 pm Afternoon <u>Monday through Thursday</u> 6:00 pm to 9:50 pm Evening

HAYWARD		
<b>Office:</b> <u>Monday through Thursday</u> 9:00 am to 7:00 pm <u>Friday</u> 9:00 am to 5:00pm	<b>School:</b> <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

LOS ANGELES, WILSHIRE		
<b>Office:</b> <u>Monday through Friday</u> 8:00 am to 6:00 pm	<b>School:</b> <u>Monday through Friday</u> 6:00 am to 10:00 am Morning 8:00 am to 12:00 pm Morning 10:00 am to 2:00 pm Morning 12:20 pm to 4:20 pm Afternoon 2:00 pm to 6:00 pm Afternoon	<u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening 6:00 pm to 10:00 pm Evening (MIBC only)

**ONTARIO**

<b>Office:</b> <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	<b>School:</b> <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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**RESEDA**

<b>Administrative Office Hours:</b> <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	<b>School Hours:</b> <u>Monday through Thursday</u> 6:00 am to 10:00 pm <u>Friday</u> 6:00 am to 5:00 pm
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**SAN BERNARDINO**

<b>Office:</b> <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	<b>School:</b> <u>Monday through Thursday</u> 6:00 am to 10:30 pm <u>Friday</u> 6:00 am to 5:00 pm Sat/Alternate Sundays 8:00 am to 4:00 pm																																																									
<p><b>School:</b></p> <p><b>Allied Health Programs</b></p> <table border="0"> <tr><td>6:00 am to 10:00 am</td><td>Monday through Friday</td><td>Morning</td></tr> <tr><td>8:00 am to 12:00 am</td><td>Monday through Friday</td><td>Morning</td></tr> <tr><td>8:30 am to 12:30 pm</td><td>Monday through Friday</td><td>Morning</td></tr> <tr><td>9:00 am to 1:00 pm</td><td>Monday through Friday</td><td>Morning</td></tr> <tr><td>12:30 pm to 4:30 pm</td><td>Monday through Friday</td><td>Afternoon</td></tr> <tr><td>5:30 pm to 10:30 pm</td><td>Monday through Thursday</td><td>Evening</td></tr> </table> <p><b>Massage Therapy Weekend Program</b></p> <table border="0"> <tr><td>5:30 pm to 10:30 pm</td><td>Fridays</td><td>Evening</td></tr> <tr><td>8:00 am to 4:30 pm</td><td>Saturday</td><td>Day</td></tr> <tr><td>8:00 am to 4:30 pm</td><td>Alternating Sundays</td><td>Day</td></tr> </table> <p><b>Electrician Program</b></p> <table border="0"> <tr><td>6:00 am to 10:00 am</td><td>Monday through Friday</td><td>Morning</td></tr> <tr><td>10:00 am to 2:00 pm</td><td>Monday through Friday</td><td>Morning</td></tr> <tr><td>2:00 pm to 6:00 pm</td><td>Monday through Friday</td><td>Afternoon</td></tr> <tr><td>6:00 pm to 10:00 pm</td><td>Monday through Friday</td><td>Evening</td></tr> </table>	6:00 am to 10:00 am	Monday through Friday	Morning	8:00 am to 12:00 am	Monday through Friday	Morning	8:30 am to 12:30 pm	Monday through Friday	Morning	9:00 am to 1:00 pm	Monday through Friday	Morning	12:30 pm to 4:30 pm	Monday through Friday	Afternoon	5:30 pm to 10:30 pm	Monday through Thursday	Evening	5:30 pm to 10:30 pm	Fridays	Evening	8:00 am to 4:30 pm	Saturday	Day	8:00 am to 4:30 pm	Alternating Sundays	Day	6:00 am to 10:00 am	Monday through Friday	Morning	10:00 am to 2:00 pm	Monday through Friday	Morning	2:00 pm to 6:00 pm	Monday through Friday	Afternoon	6:00 pm to 10:00 pm	Monday through Friday	Evening	<p><b>Dental Assisting Program</b></p> <table border="0"> <tr><td>8:00 am to 12:00 pm</td><td>Monday through Friday</td><td>Morning</td></tr> <tr><td>10:00 am to 2:00 pm</td><td>Monday through Friday</td><td>Morning</td></tr> <tr><td>5:30 pm to 10:30 pm</td><td>Monday through Thursday</td><td>Evening</td></tr> </table> <p><b>Homeland Security Specialist</b></p> <table border="0"> <tr><td>5:30 pm to 10:30 pm</td><td>Monday through Thursday</td><td>Evening</td></tr> </table> <p><b>Business Programs</b></p> <p><b>Computerized Office Applications Program</b></p> <table border="0"> <tr><td>8:00 am to 12:00 pm</td><td>Monday through Friday</td><td>Morning</td></tr> <tr><td>5:30 pm to 10:30 pm</td><td>Monday through Thursday</td><td>Evening</td></tr> </table>	8:00 am to 12:00 pm	Monday through Friday	Morning	10:00 am to 2:00 pm	Monday through Friday	Morning	5:30 pm to 10:30 pm	Monday through Thursday	Evening	5:30 pm to 10:30 pm	Monday through Thursday	Evening	8:00 am to 12:00 pm	Monday through Friday	Morning	5:30 pm to 10:30 pm	Monday through Thursday	Evening
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9:00 am to 1:00 pm	Monday through Friday	Morning																																																								
12:30 pm to 4:30 pm	Monday through Friday	Afternoon																																																								
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6:00 am to 10:00 am	Monday through Friday	Morning																																																								
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2:00 pm to 6:00 pm	Monday through Friday	Afternoon																																																								
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8:00 am to 12:00 pm	Monday through Friday	Morning																																																								
5:30 pm to 10:30 pm	Monday through Thursday	Evening																																																								

**SAN FRANCISCO**

<b>Office:</b> <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	<b>School:</b> <u>Monday through Friday</u> 8:00 am to 12:00 pm Day classes 10:00 am to 2:00 pm Day classes 12:20 pm to 4:20 pm Afternoon classes	<u>Monday through Thursday</u> 6:00 pm to 10:00 pm Evening
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**SAN JOSE**

<b>Office:</b> <u>Monday through Friday</u> 8:00 am to 7:30 pm	<b>School:</b> <b>Massage Therapy Program</b> <u>Monday through Friday</u> 8:00 am to 12:00 pm Morning <u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening	<b>Dental Assisting Program</b> <u>Monday through Friday</u> 8:00 am to 12:00 pm Morning <u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening
<b>Medical Assisting Program</b> <u>Monday through Friday</u> 8:00 am to 12:00 pm Morning 1:00 pm to 5:00 pm Afternoon <u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening	<b>Medical Administrative Assistant Program</b> <u>Monday through Friday</u> 8:00 am to 12:00 pm Morning 1:00 pm to 5:00 pm Afternoon <u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening	<b>Pharmacy Technician Program</b> <u>Monday through Friday</u> 8:00 am to 12:00 pm Morning <u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening
<b>Medical Insurance Billing/Coding</b> <u>Monday through Thursday</u> 8:00 am to 1:00 pm Morning 5:45 pm to 10:45 pm Evening	<b>Homeland Security Specialist</b> <u>Monday through Thursday</u> 5:45 p.m. to 10:45 p.m. Evening	

**TORRANCE**

<b>Office:</b> <u>Monday through Thursday</u> 8:00 am to 7:00 pm <u>Friday</u> 7:30 am to 5:00 pm	<b>School:</b> <u>Monday through Friday:</u> 8:00 am to 12:00 pm Day Classes 10:00 am to 2:00 pm Late AM Classes 1:00 pm to 5:00 pm Afternoon Classes <u>Monday through Thursday:</u> 6:00 pm to 10:00 pm Evening Classes
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**WEST LOS ANGELES**

<b>Office:</b> <u>Monday through Thursday</u> 7:30 am to 8:00 pm <u>Friday</u> 7:30 am to 5:00 pm	<b>School:</b> <u>Monday through Friday</u> 6:00 AM to 10:00 AM Morning 8:00 AM to 12:00 AM Morning 10:00 AM to 2:00 PM Morning 1:00 PM to 5:00 PM Afternoon  <u>Monday through Thursday</u> 8:00 AM to 12:30PM Morning (Business Management/Administrative Assisting only) 6:00 PM to 10:00 PM Evening
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