

# Everest

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## COLLEGE

2008-2009 CATALOG

California Everest 081508

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2008-2009 CATALOG

**Everest** COLLEGE  
1213-EVE-CA

## LOCATIONS

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\* Accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT), 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, 703-247-4212.

\*\*Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780.

† Branch campus of WyoTech, 230 E. Third Street, Long Beach, California 90802.

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**

Business  
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
Massage Therapy	750 Clock Hours/55 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	720 Clock Hours/47 Credit Units
Medical Insurance Billing and Coding	560 Clock Hours/35 Credit Units
Pharmacy Technician	720 Clock Hours/49 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 Department of Consumer Affairs, Consumer Information Division, 1625 North Market Blvd., Ste N112, Sacramento, CA 95834, (800) 952-5210.

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



Staci K. Mall, Anaheim

Open, Hayward



Barbara Woosley, San Francisco



Linnea Ray, Alhambra



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Michael Ortiz, City of Industry



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# EVEREST COLLEGE

## ABOUT CORINTHIAN COLLEGES, INC.

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

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

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

## EDUCATIONAL PHILOSOPHY

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

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

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

## MISSION STATEMENT

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

## 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 1995, 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 §94310 and moved to its current facility. The name of the campus was changed to Everest College in April of 2007. This campus is a branch campus of 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 22,150 square feet of space on the second floor. The College consists of classrooms, labs, administrative offices, a resource learning center and student and staff lounges.

#### **Hayward**

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

#### **Los Angeles - Wilshire**

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

#### **Ontario**

The Ontario campus was founded in 1986 as American Academy for Career Education. It was renamed Nova Institute of Health Technology and was acquired in 1991 by Educorp, Inc. Corinthian Colleges acquired the Institute in October 2000. In January 2005 the College moved to a modern business park in Ontario near the Ontario International Airport with very close proximity to the 10, 60, 15 Freeways. The facilities consist of two newly constructed one-story buildings consisting of approximately 35,000 square feet. All buildings are equipped with air-conditioning and outstanding lighting. The facilities consist of six medical, dental, massage therapy and pharmacy labs. In addition, there are four computer labs and 10 lecture classrooms. 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. Everest College is located near the interchange of the I-10 and I-215 freeways. Located on Club Center Drive, west of Waterman Avenue, the College is close to many convenient eating establishments and a variety of shopping malls.

#### **San Francisco**

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

#### **San Jose**

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

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

#### **Torrance**

The Torrance campus was founded in 1994 as Harbor Medical College for the purpose of providing high-quality, entry-level training designed to help meet the needs of the medical community. The College's first class in Electronic Medical Claims Processing began in September of that year. Corinthian Schools, Inc. purchased the College in January 2000. The campus is located on the second floor of the facility and has 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. The campus is located in the heart of the West Side in Los Angeles and is adjacent to the 10 (Santa Monica) Freeway. The campus occupies more than 30,000 square feet, including classrooms and administrative offices. The facility includes ten large classrooms that are well equipped with up-to-date teaching aides and a laboratory section. The facility also provides a student lounge, faculty lounge, library and testing room.

### **ACCREDITATIONS, APPROVALS AND MEMBERSHIPS**

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

- All campuses in this catalog were 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 (ACC SCT), 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.
- 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) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350, Fax: 727-210-2354.
- The Everest College Medical Assisting programs at the Alhambra, Anaheim, Gardena, Los Angeles-Wilshire, San Bernardino, San Francisco and San Jose locations are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the 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.
- These institutions are 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.
- These institutions provide training services for the State Department of Vocational Rehabilitation.
- The City of Industry and West Los Angeles campuses are authorized under federal law to enroll nonimmigrant alien students.
- 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 120 on the CPAT, a nationally standardized test. Applicants who fail the test can be re-tested within the period specified by the test developer or one week, whichever is longer.

The institution admits students with high school diplomas or a recognized equivalent (such as the GED) or students beyond the age of compulsory school attendance. Students beyond the age of compulsory school attendance who do not have a high school diploma or recognized equivalent are required to apply for admission to the College under the Ability to Benefit (ATB) Provision (see below). NOTE: All applicants for the Pharmacy Technician diploma program, the Surgical Technologist diploma program and all Associate's Degree programs must have a high school diploma or a recognized equivalency certificate (GED). Students may not apply for these programs under the Ability to Benefit Provision.

### **ABILITY TO BENEFIT POLICY**

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent, who is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

### **GED Preparatory Program**

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

### **ATB Testing**

Forms B and C of the Careers Program Assessment Test (CPAT) and the computer-based COMPASS/ESL test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAT or COMPASS/ESL test may be used. Passing scores on the CPAT are Language Usage 42, Reading 43, and Numerical 41. Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.

## Retesting Requirements

An applicant who has failed either the CPAT or COMPASS/ESL may be offered a chance to retest when one of the following conditions is met:

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

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

## Retaking the CPAT

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

## Retaking the COMPASS/ESL

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time, except for applicants for diploma programs in California schools, who must wait seven calendar days. The student may retake the exam up to two times before being denied admission. If students feel that they have not performed well due to the on-line modality of the COMPASS test, they will be allowed to take the CPAT with one retest in lieu of retaking the COMPASS test. Applicants who have been denied admission for failure to pass the entrance exam after two retests on the CPAT must wait until 90 days have passed from the last taking of the exam before reapplying for admission.

## ATB Advising

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

### Pre-Enrollment

Prior to enrollment, all ATB students shall:

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

### Post-Enrollment

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

## Denial of Admission

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

## Delayed Admission

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

## ENTRANCE TEST

All applicants are required to successfully complete a standardized, nationally standardized 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 composite score of at least 15 or the SAT with a combined score of at least 700 on the critical reading and math portions of the exam will not be required to complete the above-referenced test.

Program	Test
Ability to Benefit Students	Career Programs Assessment Test (CPAT) offered by ACT, Inc. (Minimum scores of 42 on language usage, 43 on reading, and 41 on numerical skills)

Associate's Degree programs	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	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.

### 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 at the City of Industry and West Los Angeles campuses.

### 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 –	RS 75 - 80	RS 81 - 85	RS 86 - 90	RS 91 - 95	RS 96 – 100

COMPASS Remed RS 58-74 WS: 30-39 PreAl: 30-38	WS 40 - 52 Pre-Alg 39-52 1 x 2 = 2	WS 53 - 65 Pre-Alg 53-65 2 x 2 = 4	WS 66 - 78 Pre-Alg 66-78 3 x 2 = 6	WS 79 - 90 Pre-Alg 79-90 4 x 2 = 8	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 Massage Therapy, Pharmacy Technician, Vocational Nursing, and Surgical Technologist programs will be subjected to a criminal background check, which will include:

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

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

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

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

If an applicant has an open warrant for a crime that would otherwise be given clearance, 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 "C" or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar.

### **Experiential Learning Portfolio – Degree Programs**

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

### **Proficiency Examination – Degree Programs**

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

### **Directed Study – 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 CAAHEP-ACCREDITED MEDICAL ASSISTING PROGRAMS

In order for a student to transfer credit into a CAAHEP-accredited Medical Assisting program, the receiving campus must follow guidelines established by AAMA as stated below:

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

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

### TRANSFERABILITY OF UNITS AND DEGREES EARNED AT CCI

Units you earn in a CCI program in most cases will probably not be transferable to any other college or university. For example, if you entered a CCI 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. 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	In Progress	
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

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

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

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

### Establishing Attendance / Verifying Enrollment

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

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

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

## Monitoring Student Attendance

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

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

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

### Consecutive Absence Rule (All Programs)

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

- All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from classes.
- All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class session and file an appeal. See “Student Academic Appeals Policy.”
- Any student who has promised to return to school but who does not return on the next scheduled class session shall be withdrawn.
- A student must attend school while an appeal is pending, and failure to attend while an appeal is pending may be the basis for denying the appeal.
- An appeal may only be granted based on extenuating or mitigating circumstances. See “Student Academic Appeals Policy.”

### Percentage Absence Rule (Modular Programs)

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

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

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

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

### Percentage Absence Rule (Quarter-based Programs)

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

Percentage	Action Taken
25% of the course hours missed	Attendance warning letter sent
40% of the course hours missed	Withdrawn from the course
40% of the total hours for all courses in a term	Dismissed from program

## Additional Requirements for Veteran Students

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

### Date of Withdrawal

When a student is withdrawn for consecutive absences within the term or module, the date of the student’s withdrawal shall be the student’s last date of attendance (LDA). The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation, and shall be reported on the SSCR.

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

### Date of Determination (DOD)

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

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



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

### **Attendance Records**

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See Student Academic Appeal Policy. Without an appeal, after the fourteenth calendar day following the end of the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

### **Attendance Requirements for Vocational Nurse Students**

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

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

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

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

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

Absent one clinical day=Needs Improvement for attendance

Absent two clinical days=Unsatisfactory for attendance and Needs Improvement for the clinical performance

More than two clinical days=Unsatisfactory for attendance and Unsatisfactory for clinical performance.

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

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

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

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

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

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

### **LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)**

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

### **Re-admission Following a Leave of Absence**

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the

leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

### **Extension of LOA**

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

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

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

### **Failure to Return from a Leave of Absence**

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

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

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

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

### **Effects of Leave of Absence on Satisfactory Academic Progress**

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

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

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

### **Veterans: Leave of Absence**

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

## **EXTERNSHIP/CLINICAL TRAINING**

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within 14 calendar days from the last day of their final classroom module.

Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship/clinical site. The School recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation.

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

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

## **ADD/DROP PERIOD**

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

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the add/drop period. A student who attends a class beyond the add/drop period or who

attends a class and does not drop it within the add/drop period will be charged for the class. For this reason, it is important that students drop classes in a timely manner.

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

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

## **MAKE-UP WORK**

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

## **REQUIRED STUDY TIME**

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

## **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.

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

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

## **Evaluation Periods for Satisfactory Academic Progress**

Satisfactory academic progress is measured at the end of each academic term for modular programs, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

## **GPA and CGPA Calculations**

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

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

## **Rate of Progress Toward Completion (ROP) Requirements**

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the total number of credit hours in courses

attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

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

In order to complete the training within the specified time, the student must maintain a satisfactory rate of progress as defined below:

- Students who have reached the halfway point of their normal program completion time must have successfully completed 25% of the credit hours attempted.
- Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the credit hours attempted.
- Students who have reached 75% of their maximum program completion time must have successfully completed 66.7% of the credit hours attempted.

### Maximum Time in Which to Complete (MTF)

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

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

### Satisfactory Academic Progress Tables

35 Quarter Credit Hour Modular Program (MIIBC v. 1-1). 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 (MIBC v 2.0). 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	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-48	2.0	1.8	66.7%	63%
49-70	N/A	2.0	N/A	66.7%

47 Quarter Credit Hour Modular Program (Dental Assisting, Medical Administrative Assistant, Medical Assisting, Pharmacy Technician v. 1-0). 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%

49 Quarter Credit Hour Modular Program (Pharm Tech v. 1-1). Total credits that may be attempted: 73 (150% of 49).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-73	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Modular Program (Business Management/Administrative Assistant, Business Operations, Massage Therapy v. 1-0). 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%
29-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-81	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Modular Program (Massage Therapy v. 3-0). Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-55	2.0	1.3	66.7%	55%
56-66	2.0	1.65	66.7%	64%
67-81	2.0	2.0	N/A	66.7%

55 Quarter Credit Hour Modular Program (Massage Therapy v 3-0). Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-54	2.0	1.5	66.7%	55%
55-66	2.0	1.8	66.7%	64%
67-82	N/A	2.0	N/A	66.7%

59 Quarter Credit Hour Quarter-Based Program (Electrician). Total credits that may be attempted: 88 (150% of 59).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.7%	N/A
19-28	2.0	1.25	66.7%	N/A
29-37	2.0	1.5	66.7%	60%
38-46	2.0	1.75	66.7%	60%
47-64	2.0	1.85	66.7%	60%
65-88	N/A	2.0	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%

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%

### Academic Probation

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

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

### Academic Suspension

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

### Academic Appeals

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

### Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, 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 CGAP or ROP was caused by any of the following mitigating circumstances:

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

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

### **Reinstatement Following Suspension**

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

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

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

### **Academic Dismissal**

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

### **Graduation**

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

### **Application of Grades and Credits**

Transfer credits (T) are not included in the calculation of CGPA but are included in the "Total Number of Credit Hours Attempted" (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.

Developmental courses, non-credit and remedial courses 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 total clock hours for the original course and the repeated course are included in the "Total Clock Hours Attempted" (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

For calculating rate of progress, F grades and WI (withdrawn) grades are counted as hours attempted but are not counted as hours successfully completed. 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 grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

### **Transfer Credit**

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 96-credit-hour program (with a maximum time frame of 144 credit hours) receives 12 credit hours of transfer credit and completes 12 credit hours in the first term of enrollment, the student will be evaluated as a student who is at the 25% point of the program ( $24/96=25\%$ ) at the end of the first term. However, if a student receives 36 credit hours of transfer credit and will complete 12 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program ( $48/96 = 50\%$ ).

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

### **Satisfactory Academic Progress and Financial Aid**

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

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

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

## **SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS**

### **Previous Credit for Veterans Affairs Beneficiaries**

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

### **Make-Up Assignments**

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

### **Maximum Time Frame for Veteran Students**

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

### **Veterans Academic Probation**

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

### **Veterans Reinstatement after Successful Appeal of Termination**

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

## **STUDENT ACADEMIC APPEALS POLICY**

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

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

- The specific academic decision at issue
- The date of the decision
- The reasons the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

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

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

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

### **Assignment/Test Grades**

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

## Final Course Grades

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

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

## Attendance Violations

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

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

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

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

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

## Satisfactory Academic Progress (SAP) Appeals

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

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

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

# 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 alcohol, marijuana, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

### **DRUG AWARENESS**

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

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

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

### **SEXUAL HARASSMENT**

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

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

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

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

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

## **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

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

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

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

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

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

## **Statistical Information**

The law requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 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 CARE**

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

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

## **TERMINATION PROCEDURES**

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

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

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

## **TRANSCRIPTS AND DIPLOMAS**

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

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

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

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will

notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920. Additional FERPA information is available from the institution's Business Office.

## 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 Colleges, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College President is the coordinator of Title IX – the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255 or by email at [studentservices@cci.edu](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. The maximum size for Dental Assisting Laboratory classes is 26 students with 2 instructors.
Hayward	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 20:1, for Dental Assisting the laboratory ratio is 14:1 and Surgical Technologist the Mock Surgery laboratory ratio is 12:1.
San Bernardino	The maximum number of students in Massage Therapy Laboratory is 22. The maximum number of students in Dental Assisting Laboratory is 14 (maximum number of students in Dental Assisting Lecture is 30). The maximum number of students in Medical Assisting and Medical Administrative Assisting is 30. The maximum number of students in Electrician courses is 40.
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 Dental Assisting lab classes; 12 students in Massage Therapy lab 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

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

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

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

For the San Bernardino 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 Department of Consumer Affairs, Consumer Information Division, P.O. Box 980818, Sacramento, CA 95798, (800) 952-5210

## 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.

### 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.

### OFFICIAL WITHDRAWALS

A student has the right to withdraw at any time. An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to

notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

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

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

## REFUND POLICIES

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

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

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

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

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

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

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

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

### Date of Withdrawal versus Date of Determination (DOD)

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

### Effect of Leaves of Absence on Refunds

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

### Textbook and Equipment Return/Refund Policy

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

### Federal Return of Title IV Funds Policy

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

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

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

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

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

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

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

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

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

Refunds are allocated in the following order:

- 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, the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

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

### **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.

### **CALIFORNIA BUYER'S RIGHT TO CANCEL**

- (a) The student shall have the right to cancel an agreement for a program of instruction including any equipment, until midnight of the fifth business day after the day on which the student did any of the following:
  - (A) Attended the first class of the program of instruction that is the subject of the agreement or received the first lesson in a home study or correspondence course.
  - (B) Received a copy of the notice of cancellation as provided in Section 94868.
  - (C) Received a copy of the agreement and the disclosures as required by subdivision (a) of Section 94859, whichever is later.
- (b) Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in the agreement.
- (c) The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.
- (d) The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.

- (e) Except as provided in subdivision (f), if the student cancels the agreement, the student shall have no liability, and the institution shall refund any consideration paid by the student within 10 days after the institution receives notice of the cancellation.
- (f) If the institution gave the student any equipment, the student shall return the equipment within 10 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 10 day-period, the institution may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment within 10 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay for it.

## **REFUNDS**

In addition to the refund calculated under the following state policy, 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.

## **CALIFORNIA 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).

## **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).
3. Meet any additional program specific requirements as stated in The School catalog.

## **STUDENT FINANCING OPTIONS**

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

## **FINANCIAL ASSISTANCE**

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

## **STUDENT ELIGIBILITY**

To receive financial assistance you must:

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

## **FEDERAL FINANCIAL AID PROGRAMS**

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



### **Federal Pell Grant**

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

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

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

### **Federal Perkins Loan**

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

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

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

### **Federal Stafford Loans (FSL)**

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

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

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

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

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

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

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

## **DREAM AWARD PROGRAM AND SCHOLARSHIPS**

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

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

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

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

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

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

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

## **ALTERNATIVE FINANCING OPTIONS**

For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

### **Alternative Loan Programs**

Alternative loans are private loans offered by the school's preferred lenders. The criteria for preferred lender selection can be obtained from the school's Student Financial Planning Brochure. Alternative loan approval, loan origination fees, interest rates and loan terms are based on the applicant's credit and the lenders underwriting criteria.

### **Private Loan Programs**

Private lenders offer a variety of private loan programs to help students pay for their educational costs. Loan approval, origination fee, interest rate and terms are based on the applicant's credit and the lenders underwriting criteria. The use of a co-signer on these loans may increase the applicant's chances of loan approval

### **Institutional Payment Plans**

Cash Payment Plan - Under this plan, a student makes equal monthly payments over the length of the program. All payments are interest free and the first payment is due 30 days from the day the student begins school.

Extended Payment Plan – Under this plan a student makes equal monthly payments over the length of the program plus six extra months. The interest rate is fixed throughout the note term and the first payment is due 30 days from the day the student begins school.

Student Tuition Assistance Resource Program (STAR) – A student may qualify for the STAR Program if s/he is not eligible for one of the school's alternative loan programs. The interest rate is fixed throughout the term of the note and the first payment is due 90 days after the student graduates or leaves school.

## **GRANTS AND SCHOLARSHIPS**

### **Cal Grants**

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

### **Imagine America Scholarships**

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

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

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

## **STUDENT SERVICES**

### **PLACEMENT ASSISTANCE**

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

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

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

### **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"/>										
Business Operations	<input checked="" type="checkbox"/>												
Dental Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Electrician									<input checked="" type="checkbox"/>				
Massage Therapy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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"/>
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"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Pharmacy Technician	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Surgical Technologist								<input checked="" type="checkbox"/>					
Vocational Nursing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											
<b>DEGREE PROGRAMS</b>													
Business									<input checked="" type="checkbox"/>				
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. Students at the San Bernardino campus should contact 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	0-0

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>
BTo4	Principles of Accounting	72	6
BTo5	Advanced and Computerized Accounting	72	6
BTo6	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.

Refer to the Course Descriptions module.

### 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.

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>

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

<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, Ontario, and Alhambra: 8 months 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, operator dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

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

<b>Module</b>	<b>Module Title</b>	<b>Total Contact Hours</b>	<b>Quarter Credit Units</b>
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	Operator 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>

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

<p><b>Module A – Dental Office Emergencies and Compliance</b></p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p>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.</p>	
<p><b>Module B – Dental Radiography</b></p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p>Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
<p><b>Module C – Dental Specialties</b></p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p>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.</p>	
<p><b>Module D – Operatory Dentistry</b></p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p>This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
<p><b>Module E – Laboratory Procedures</b></p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p>In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
<p><b>Module F – Dental Anatomy and Orthodontics</b></p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p>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.</p>	
<p><b>Module G – Dental Health</b></p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p>Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. 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.</p>	
<p><b>Module X – Dental Assisting Externship</b></p>	<p><b>5.0 Quarter Credit Hours</b></p>
<p>This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.</p>	

## 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.

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Module 1:	Electrical Technology I		
EEV1030	Electrical Theory and Algebra for Trades	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>

<p><b>EEV1030 Electrical Theory and Personal Development</b> <span style="float: right;"><b>8.0 Quarter Credit Hours</b></span></p> <p>This course introduces students to fundamentals of algebra, electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0.</p>
<p><b>EEV1176 NEC/Safety/Hand Tools and Conduit Bending</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will study NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Prerequisite: None. Lecture hours: 40. Lab hours: 40.</p>
<p><b>EEV1174 Residential/Commercial and NEC Requirements</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>This course introduces students to wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40. Lab hours: 40.</p>
<p><b>EEV1271 Transformer Principles and Test Equipment</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>This course introduces students to meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: None. Lecture hours: 40. Lab hours: 40.</p>
<p><b>EEL 1208 Hazardous Locations and Power Distribution</b> <span style="float: right;"><b>7.0 Quarter Credit Hours</b></span></p> <p>This course introduces students to hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV1271. Lecture hours: 60. Lab hours: 20.</p>

<b>EEV2192 Power Distribution and Emergency Systems</b>	<b>7.0 Quarter Credit Hours</b>
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.	
<b>EEV2033 Motor Concepts and Jobsite Management</b>	<b>7.0 Quarter Credit Hours</b>
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.	
<b>EEV2038 Advanced Industrial Controls</b>	<b>6.0 Quarter Credit Hours</b>
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.	
<b>EEV2039 Solid State Controls and Industrial Automation</b>	<b>6.0 Quarter Credit Hours</b>
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.	

<b>MASSAGE THERAPY</b>					
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>	<b>Campuses</b>	<b>Version</b>
Diploma	720	54	9 Months Day 11 Months Evening	Anaheim, City of Industry, Gardena, Hayward, Los Angeles, San Bernardino, San Jose, Torrance, West Los Angeles	3-0
Diploma	750	55	36 weeks	Reseda	3-0

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

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

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

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

**Course Content Compliance Requirements with the Florida Board of Massage Therapy:**

<b>MTD100 – Introduction to Massage Therapy</b>	<b>6.0 Quarter Credit Hours</b>
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. A study of the structure and function of the human body and its systems, emphasis is placed on the functional relationships of the skeletal and muscular system. Also covered are muscles of the shoulder joint. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	



<b>MTD201 – Business and Ethics</b>	<b>6.0 Quarter Credit Hours</b>
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. This module introduces students to basic anatomy and physiology and a discussion of the components of the skeletal system, identification of bones, bony landmarks, and the muscular system. This module provides the student with the study of and an understanding of Florida massage law, including an examination of the regulatory requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes). Included in this module is a discussion on medical errors, their consequences, cost and prevention. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
<b>MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, &amp; Elder/Geriatric Massage</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module are range of motion for hips, pre-natal, post-natal, infant & elder/geriatric massage and an understanding of the anatomy and physiology of the reproductive system. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
<b>MTD263 – Eastern Theory and Practice</b>	<b>6.0 Quarter Credit Hours</b>
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. Students will learn and understand the theory and principle between Eastern and Western paradigms. Included is Yin and Yang theory, Qi, and other applications of Asian bodywork. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
<b>MTD220 – Energy &amp; Non-Traditional Therapies, Wellness &amp; CPR</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
<b>MTD282 – Deep Tissue, Myofascial Release &amp; Pin and Stretch</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Also covered are joints of the Spine and Thorax. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
<b>MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
<b>MTD246 – Clinical and Sports Massage</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Covered in this module are the endocrine and peripheral nervous systems, and muscles of the leg and foot. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
<b>MTD295 – Health and Wellness</b>	<b>6.0 Quarter Credit Hours</b>
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. This module presents the students with information about HIV and AIDS in accordance with the content guidelines prepared by the U.S. Center for Disease Control (CDC) and the Federal Occupation Safety and Health Administration (OSHA). HIV/AIDS and other common blood-borne pathogens and communicable diseases are studied with emphasis on the modes of transmission prevention, universal precautions and engineering/work practice controls. In addition, the student will become familiar with the use of various means of hydrotherapy. Also covered are the circulatory and respiratory systems. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
<b>MTD278 – Massage Therapy Clinic</b>	<b>1.0 Quarter Credit Hour</b>
This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or ‘mock’ clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6 <sup>th</sup> module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.	

## MESSAGE THERAPY

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

\*These campuses are no longer offering version 1-0 of the program to new students. Please see above for version 3-0, now offered at these campuses.

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

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

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

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

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

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

<b>Module F - Deep Tissue, Myofascial Release &amp; Pin and Stretch</b>	<b>6.0 Quarter Credit Hours</b>
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.	
<b>Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques</b>	<b>6.0 Quarter Credit Hours</b>
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.	
<b>Module H - Clinical and Sports Massage</b>	<b>6.0 Quarter Credit Hours</b>
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.	
<b>Module I – Health and Wellness</b>	<b>6.0 Quarter Credit Hours</b>
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.	

<b>MEDICAL ADMINISTRATIVE ASSISTANT</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) 8-10 months (evening)**	Alhambra, City of Industry, Gardena*, Hayward, Los Angeles, Reseda, San Bernardino, San Francisco*, San Jose, West Los Angeles	1-0
*No longer enrolling new students **At San Bernardino and Alhambra: 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.

<b>Module</b>	<b>Module Title</b>	<b>Total Clock Hours</b>	<b>Quarter Credit Units</b>
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

<p><b>Module A: Office Finance</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>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</p>
<p><b>Module B: Patient Processing and Assisting</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>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</p>
<p><b>Module C: Medical Insurance</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>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 &amp; 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</p>
<p><b>Module D: Insurance Plans and Collections</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0 Computer/Key-boarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>
<p><b>Module E: Office Procedures</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>
<p><b>Module F: Patient Care and Computerized Practice Management</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>
<p><b>Module G: Dental Administrative Procedures</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>
<p><b>Module X – Medical Administrative Assistant Externship</b> <span style="float: right;"><b>5.0 Quarter Credit Hours</b></span></p> <p>Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160</p>

<b>MEDICAL 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, Hayward, Los Angeles, Ontario, Reseda, San Bernardino, San Francisco, San Jose, West Los Angeles	1-1
*At San Bernardino and Alhambra: 8 months 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.

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

<p><b>Module A - Patient Care and Communication</b></p> <p>Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
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<p><b>Module B - Clinical Assisting and Pharmacology</b></p> <p>Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
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<p><b>Module C - Medical Insurance, Bookkeeping and Health Sciences</b></p> <p>Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
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<p><b>Module D - Cardiopulmonary and Electrocardiography</b></p> <p>Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module E - Laboratory Procedures</b></p> <p>Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module F - Endocrinology and Reproduction</b></p> <p>Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G - Medical Law, Ethics and Psychology</b></p> <p>Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module X – Externship</b></p> <p>Upon successful completion of classroom training, medical assisting students participate in a 160-hour unpaid externship at an approved facility. This provides externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Medical assisting students must successfully complete their externship in order to fulfill requirements for graduation. Prerequisite: Completion of Modules A-G. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>	<p><b>5.0 Quarter Credit Hours</b></p>

<b>MEDICAL INSURANCE BILLING AND CODING</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/10 Months	Alhambra, Anaheim, City of Industry, Gardena, Hayward, Los Angeles, Ontario, Reseda, San Jose, West Los Angeles	2-0

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

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

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

experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

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

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

**6.0 Quarter Credit Hours**

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

**Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems**

**6.0 Quarter Credit Hours**

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

**Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System**

**6.0 Quarter Credit Hours**

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

**Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology**

**6.0 Quarter Credit Hours**

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

**Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System**

**6.0 Quarter Credit Hours**

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



**Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems**

**6.0 Quarter Credit Hours**

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

**Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology**

**6.0 Quarter Credit Hours**

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

**Once a student has completed all modules, he or she will be placed in his or her final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.**

**Module MIBP – Practicum**

**5.0 Quarter Credit Hours**

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

**Module MIBE – Externship**

**5.0 Quarter Credit Hours**

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

## PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	49	9 months	City of Industry, Reseda, Ontario , West Los Angeles	1-1

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

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

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

MODULE NUMBER	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	40	40	0	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	40	40	0	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	40	40	0	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	40	40	0	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	40	40	0	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	40	40	0	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	40	40	0	80	6.0
MODULE H	PTCB Review, Professional Development, and the CA Pharmacy Technician Registration Process	20	20	0	40	3.0
MODULE X	Clinical Externship	0	0	120	120	4.0
<b>PROGRAM TOTAL:</b>		<b>300</b>	<b>300</b>	<b>120</b>	<b>720</b>	<b>49.0</b>

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

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

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

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

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

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

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

<b>PHARMACY TECHNICIAN</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, City of Industry*, Los Angeles-Wilshire, Ontario*, Reseda*, San Francisco, Torrance, West Los Angeles*	1-0
*These campuses are no longer offering this version of the program. Please see above for the version offered City of Industry, Ontario and Reseda.					

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.

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

<p><b>Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems</b></p> <p>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</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System</b></p> <p>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</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System &amp; Nuclear and Oncology Pharmacy Practice</b></p> <p>This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses</b></p> <p>This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food &amp; drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<b>6.0 Quarter Credit Hours</b>

<p><b>Module E - Administrative Aspects of the Pharmacy Technician &amp; Pharmacology of the G.I. and Muscular System</b></p> <p>In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Uses of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System</b></p> <p>This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System</b></p> <p>This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module X - Clinical Externship</b></p> <p>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: Completion of all classroom modules. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.</p>	<b>5.0 Quarter Credit Hours</b>

<b>SURGICAL TECHNOLOGIST</b>					
Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	1220	76.5	13 months (day) 15 months (evening)	Hayward*, Reseda	MOD 1-0
*The program is in teach out and the campus is no longer enrolling new students.					

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

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

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

Module	Module Name	Total Contact Hours	Quarter Credit Units
MODULE A	Principles & Practices of Surgical Technology	80	8.0
MODULE B	Anatomy & Physiology I	80	8.0
MODULE C	Anatomy II & Microbiology	80	8.0
MODULE D	Surgical Technology Clinical I-A: Asepsis & Patient Care Skills	80	5.0
MODULE E	Surgical Pharmacology	80	8.0
MODULE F	Surgical Technology Clinical I-B: Instrumentation & Equipment	80	5.0
MODULE G	Clinical Rotation I – Central Supply	80	2.5

MODULE H	Surgical Procedures I: Mock Surgery Practicum I	80	6.0
MODULE I	Surgical Procedures II: Mock Surgery Practicum II	80	6.0
MODULE J	Surgical Procedures III: Mock Surgery Practicum III	80	6.0
MODULE X	Clinical Rotation II **	420	14.0
	<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

<b>Module A -- Principles and Practices of Surgical Technology</b>	<b>8.0 Quarter Credit Hours</b>
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	
<b>Module B -- Anatomy and Physiology I</b>	<b>8.0 Quarter Credit Hours</b>
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	
<b>Module C -- Anatomy II and Microbiology</b>	<b>8.0 Quarter Credit Hours</b>
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	
<b>Module D -- Surgical Technology Clinical I-A: Asepsis and Patient Care Skills</b>	<b>5.0 Quarter Credit Hours</b>
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	
<b>Module E -- Surgical Pharmacology</b>	<b>8.0 Quarter Credit Hours</b>
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	
<b>Module F -- Surgical Technology Clinical I-B: Instrumentation and Equipment</b>	<b>5.0 Quarter Credit Hours</b>
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	
<b>Module G -- Clinical Rotation I – Central Supply</b>	<b>2.5 Quarter Credit Hours</b>
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	
<b>Module H -- Surgical Procedures I: Mock Surgery Practicum I</b>	<b>6.0 Quarter Credit Hours</b>
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	
<b>Module I -- Surgical Procedures II: Mock Surgery Practicum II</b>	<b>6.0 Quarter Credit Hours</b>
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	
<b>Module J -- Surgical Procedures III: Mock Surgery Practicum III</b>	<b>6.0 Quarter Credit Hours</b>
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	
<b>Module X -- Clinical Rotation II</b>	<b>14.0 Quarter Credit Hours</b>
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-o -1 CA-PNP

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

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony among their physiological, psychological, social-cultural, and spiritual states. Responsibility for

health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, social, or financial status.

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

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

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

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

Course Number	Course Title	Clock Hours	Credit Units
<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
<p><b>CA-NSG101 – Fundamentals of Nursing</b> <span style="float: right;"><b>18.5 Quarter Credit Hours</b></span></p> <p>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</p>

<b>CA-NSG102 – Pharmacology</b>	<b>7.5 Quarter Credit Hours</b>
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.	
<b>CA-NSG103 – Geriatric Nursing</b>	<b>2.0 Quarter Credit Hours</b>
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	
<b>CA-NSG104 – Nutrition</b>	<b>1.0 Quarter Credit Hours</b>
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	
<b>*Level I Competency Check-offs</b>	
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	
<b>CA-NSG100x – Level I Clinical Experience</b>	<b>9.5 Quarter Credit Hours</b>
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	
<b>LEVEL II</b>	
<b>CA-NSG201 – Medical Surgical Nursing/Integumentary System</b>	<b>2.5 Quarter Credit Hours</b>
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	
<b>CA-NSG202 - Medical Surgical Nursing /Respiratory System</b>	<b>3.5 Quarter Credit Hours</b>
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	
<b>CA-NSG203 - Medical Surgical Nursing /Musculoskeletal System</b>	<b>2.5 Quarter Credit Hours</b>
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	
<b>CA-NSG204 - Medical Surgical Nursing/Cardiovascular System</b>	<b>3.5 Quarter Credit Hours</b>
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	
<b>CA-NSG205 - Medical Surgical Nursing /Gastrointestinal System</b>	<b>3.5 Quarter Credit Hours</b>
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	
<b>CA-NSG 206 - Medical Surgical Nursing /Neurosensory System</b>	<b>4.0 Quarter Credit Hours</b>
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	
<b>*Level II Competency Check-offs</b>	<b>0.0 Quarter Credit Hours</b>
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	
<b>CA-NSG 200X LEVEL II Clinical Experience</b>	<b>7.0 Quarter Credit Hours</b>
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	
<b>LEVEL III</b>	
<b>CA-NSG 301 – Maternal and Infant Nursing</b>	<b>4.0 Quarter Credit Hours</b>
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	
<b>CA-NSG 302 – Mental Health Nursing</b>	<b>2.5 Quarter Credit Hours</b>
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	
<b>CA-NSG 303 – Medical Surgical Nursing /Gastrointestinal System</b>	<b>2.5 Quarter Credit Hours</b>
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	
<b>CA-NSG 304 – Pediatric Nursing/Growth and Development</b>	<b>4.0 Quarter Credit Hours</b>
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	
<b>CA-NSG 305 - Leadership and Supervision</b>	<b>2.5 Quarter Credit Hours</b>
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	



<b>CA-NSG 306 – Medical Surgical Nursing /Endocrine System</b>	<b>3.5 Quarter Credit Hours</b>
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	
<b>*Level III Competency Check-offs</b>	<b>0.0 Quarter Credit Hours</b>
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	
<b>CA-NSG 300X LEVEL III Clinical Experience</b>	<b>5.0 Quarter Credit Hours</b>
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

BUSINESS					
Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associate of Science	970 - 1010	96	24 months	San Bernardino	2-0

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

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

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

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

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

COURSE CODE		COURSE	Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills	2.0
<b>Choose 4 credits from the following list:</b>			
OST	1141L	Keyboarding	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
CGS	2501	Applied Word Processing	4.0
CGS	2510C	Applied Spreadsheets	4.0
MTB	1103	Business Math	4.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>			<b>14.0</b>
<b>MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS</b>			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
MANP	2501	Senior Capstone Experience- AS	4.0

<b>Select one of the following 4 concentrations:</b>			
<b>BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
FIN	1103	Introduction to Finance	4.0
MAR	2305	Customer Relations and Servicing	4.0
<b>Choose 2 of the following courses:</b>			
MAN	2727	Strategic Planning for Business	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
SBM	2000	Small Business Management	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</b>
<b>OR</b>			
<b>MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Introduction to Finance	4.0
SBM	2000	Small Business Management	4.0
MAN	2604	Introduction to International Management	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</b>
<b>OR</b>			
<b>MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
MAR	2323	Advertising	4.0
MAR	2141	Introduction to International Marketing	4.0
MAR	2721	Marketing on the Internet	4.0
SBM	2000	Small Business Management	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</b>
<b>OR</b>			
<b>INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
MAR	2141	Introduction to International Marketing	4.0
MAN	2604	Introduction to International Management	4.0
GEB	2353	Introduction Competitiveness	4.0
BUL	2261	International Business Law	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2016	Oral Communications*	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
<b>General Education Requirements</b>			
Must include at least one course from each of the following subject areas: communications/Humanities, Math/Science, Social Science.			
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>26.0</b>
<b>APPROVED ELECTIVE REQUIREMENT</b>			<b>8.0</b>
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.			
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>
*Totally Online students take POS 2041 American National Government			

## 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.

Course Code		Course Title	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 FOR QUARTER-BASED PROGRAMS

<p><b>ACG 2021 Introduction to Corporate Accounting</b> <span style="float: right;"><b>4.0 Quarter Credit Units</b></span></p> <p>This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.</p>
<p><b>ACG 2178 Financial Statement Analysis</b> <span style="float: right;"><b>4.0 Quarter Credit Units</b></span></p> <p>The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000.</p>
<p><b>AMH 2030 20<sup>th</sup> Century American History</b> <span style="float: right;"><b>4.0 Quarter Credit Units</b></span></p> <p>A survey of the events of the modern era of American history. This course begins with the Spanish American War, the watershed of the 20<sup>th</sup> Century, and covers the political, social, and diplomatic developments including the populist movement, World War I, The Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000.</p>
<p><b>AML 2000 Introduction to American Literature</b> <span style="float: right;"><b>4.0 Quarter Credit Units</b></span></p> <p>This course concentrates on the major writers of Modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>
<p><b>APA 2111 Principles of Accounting I</b> <span style="float: right;"><b>4.0 Quarter Credit Units</b></span></p> <p>Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.</p>

<b>APA 2121 Principles of Accounting II</b>	<b>4.0 Quarter Credit Units</b>
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>APA 2161 Introductory Cost/Managerial Accounting</b>	<b>4.0 Quarter Credit Units</b>
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>BT01A Information Processing I-A</b>	<b>3.0 Quarter Credit Units</b>
Study of Windows 95, Microsoft Word 97 and WordPerfect with desktop publishing. 36 Hours.	
<b>BT01B Information Processing I-B</b>	<b>3.0 Quarter Credit Units</b>
Study of Microsoft Word on the Web and Microsoft Excel. 36 Hours	
<b>BT02A Information Processing II-A</b>	<b>3.0 Quarter Credit Units</b>
Study of Microsoft Access 97 and computer keyboarding including keypad. 36 Hours.	
<b>BT02B Information Processing II-B</b>	<b>3.0 Quarter Credit Units</b>
Study of Microsoft PowerPoint 97, Microsoft Outlook and the Internet. 36 Hours.	
<b>BT03A Office Communications I-A</b>	<b>3.0 Quarter Credit Units</b>
In this course students become familiar with the composition of business letters, memos and business messages. 36 Hours.	
<b>BT03B Office Communications I-B</b>	<b>3.0 Quarter Credit Units</b>
In this course students become familiar with writing reports including the use of graphics and oral and non-verbal communications. 36 Hours.	
<b>BT04 Principles of Accounting</b>	<b>6.0 Quarter Credit Units</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. 72 Hours.	
<b>BT05 Advanced and Computerized Accounting</b>	<b>6.0 Quarter Credit Units</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. 72 Hours.	
<b>BT06 Business Management</b>	<b>6.0 Quarter Credit Units</b>
Principles of Operating a Small Business, Management, Administrative Assisting Techniques, Business Forms and Documents, Principles of Filing and Record Keeping, Business Office Technologies. 72 Hours.	
<b>BT06A E-Commerce</b>	<b>3.0 Quarter Credit Units</b>
E-Commerce concentrates on tools many firms can use to achieve the same business goals and focuses on transactions between customers and corporations. 36 Hours.	
<b>BT10A Principles of Business, Laws, Occupational Safety</b>	<b>3.0 Quarter Credit Units</b>
Survey of business principles, problems, practices and procedures. This course will also discuss the laws and occupational safety issues. 36 Hours.	
<b>BUL 2131 Applied Business Law</b>	<b>4.0 Quarter 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>BUL 2261 International Business Law</b>	<b>4.0 Quarter Credit Units</b>
This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. Prerequisites: None. Lecture Hrs: 40.Lab Hrs: 0. Other Hrs: 0.	
<b>CCJ 1017 Criminology</b>	<b>4.0 Quarter 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 Quarter 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 Quarter 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 Quarter 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 Quarter 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 Quarter 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 Quarter 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 Quarter 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 Quarter 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 Quarter 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>CGS 2501 Applied Word Processing</b>	<b>4.0 Quarter Credit Units</b>
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000.	
<b>CGS 2510C Applied Spreadsheets</b>	<b>4.0 Quarter Credit Units</b>
This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2167C. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000.	
<b>CJD 2250 Introduction to Interviews and Interrogations</b>	<b>4.0 Quarter 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 Quarter 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 Quarter 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 Quarter 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 Quarter 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>CPO 4004 Global Politics</b>	<b>4.0 Quarter Credit Units</b>
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000.	
<b>DSC 2002 Introduction to Terrorism</b>	<b>4.0 Quarter 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 Quarter 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 Quarter 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>ENC 3211 Report Writing</b>	<b>4.0 Quarter Credit Units</b>
Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation written reports. Prerequisite: ENC 1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	

<b>EVS 1001 Environmental Science</b>	<b>4.0 Quarter 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>FIN 1103 Introduction to Finance</b>	<b>4.0 Quarter Credit Units</b>
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>GEB 2352 International Competitiveness</b>	<b>4.0 Quarter Credit Units</b>
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>GS21B Mathematics (GE010a + GE010b)</b>	<b>3.0 Quarter Credit Units</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. 36 Hours.	
<b>GS22A English</b>	<b>4.0 Quarter Credit Units</b>
This introductory course emphasizes clear, effective communication by utilizing vocabulary expansion. 72 Hours.	
<b>GS23 Human Resources</b>	<b>3.0 Quarter Credit Units</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. 36 Hours.	
<b>LIS 2004 Introduction to Internet Research</b>	<b>2.0 Quarter Credit Units</b>
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hrs: 010 Lab Hrs: 020 Other Hrs: 000	
<b>MA100A Accounting Principles</b>	<b>5.0 Quarter Credit Units</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. Lec Hrs: 040, Lab Hrs. 020, Other Hrs: 000	
<b>MA100W Accounting Principles</b>	<b>5.0 Quarter Credit Units</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. Prerequisite: None. Lec Hrs: 050, Lab Hrs: 000, Other Hrs: 000	
<b>MA110 Computerized Accounting</b>	<b>2.0 Quarter Credit Units</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. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
<b>MA110D Computerized Accounting</b>	<b>2.0 Quarter Credit Units</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. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000.	
<b>MAN 1030 Introduction to Business Enterprise</b>	<b>4.0 Quarter Credit Units</b>
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>MAN 2021 Principles of Management</b>	<b>4.0 Quarter Credit Units</b>
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>MAN 2727 Strategic Planning for Business</b>	<b>4.0 Quarter Credit Units</b>
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites MAN 1030, FIN 1103, and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000.	
<b>MAN 2300 Introduction to Human Resources</b>	<b>4.0 Quarter Credit Units</b>
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>MANP 2501 Capstone Experience</b>	<b>4.0 Quarter Credit Units</b>
This course, to be taken within the student's last 24 credits, utilizes a portfolio approach to help document their academic achievements and knowledge acquired from their other business and management courses. This capstone course is a culminating experience in which students, through the development of a professional development portfolio, demonstrate attainment of core business competencies, and connect theory and application in preparation for entry into their chosen career. Lecture Hours: 40.0 Lab Hours: 0.0.	
<b>MAN 2604 Introduction to International Management</b>	<b>4.0 Quarter Credit Units</b>
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across borderlines. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>MAR 1011 Introduction to Marketing</b>	<b>4.0 Quarter Credit Units</b>
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	

<b>MAR 2141 Introduction to International Marketing</b>	<b>4.0 Quarter Credit Units</b>
Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: MAR 1011. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>MAR 2305 Customer Relations and Servicing</b>	<b>4.0 Quarter Credit Units</b>
Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>MAR 2323 Advertising</b>	<b>4.0 Quarter Credit Units</b>
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>MAR 2721 Marketing on the Internet</b>	<b>4.0 Quarter Credit Units</b>
A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Prerequisite: MAR 1011. Lecture Hrs: 30. Lab. Hrs: 20. Other Hrs: 0.	
<b>MAT 1033 College Algebra</b>	<b>4.0 Quarter 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MB130 Business Mathematics</b>	<b>3.0 Quarter Credit Units</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. Prerequisite: None. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 000	
<b>MB140 Business Presentations</b>	<b>3.0 Quarter Credit Units</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. Prerequisite: None. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 000	
<b>MB180 Records and Data Management</b>	<b>4.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 020, Lab Hrs: 040, Other Hrs: 000	
<b>MB210 Office Operations</b>	<b>3.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 000.	
<b>MB400 Business Documentation</b>	<b>5.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 020, Other Hrs: 000	
<b>MB400A Business Documentation</b>	<b>4.0 Quarter Credit Units</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. Lec Hrs: 020, Lab Hrs: 040, Other Hrs: 000	
<b>MG100 Business Writing – Grammar</b>	<b>3.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 000	
<b>MG105 Business Writing – Techniques</b>	<b>3.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 000	
<b>M100 Introduction to Information Processing</b>	<b>5.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 020, Other Hrs: 000	
<b>M100A Introduction to Information Processing</b>	<b>4.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 020, Lab Hrs: 040, Other Hrs: 000	
<b>M110A Introduction to the Internet</b>	<b>4.0 Quarter Credit Units</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). Prerequisites: None. Lec Hrs: 020, Lab Hrs: 040, Other Hrs: 000	
<b>M1140 Spreadsheet Management</b>	<b>4.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 020, Lab Hrs: 040, Other Hrs: 000	

<b>M1140B Spreadsheet Management</b>	<b>3.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 000	
<b>M1150 Database Management</b>	<b>4.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 020, Lab Hrs: 040, Other Hrs: 000	
<b>MS100A Skillbuilding</b>	<b>2.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
<b>MS100T Skillbuilding</b>	<b>1.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
<b>MS101 Skillbuilding</b>	<b>2.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
<b>MS101T Skillbuilding</b>	<b>1.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
<b>MS102 Skillbuilding</b>	<b>2.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
<b>MS102T Skillbuilding</b>	<b>1.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
<b>MS103 Skillbuilding</b>	<b>2.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
<b>MS103T Skillbuilding</b>	<b>1.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
<b>MS104 Skillbuilding</b>	<b>2.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
<b>MS104T Skillbuilding</b>	<b>1.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
<b>MS105 Skillbuilding</b>	<b>2.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
<b>MS105T Skillbuilding</b>	<b>1.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	



<b>MS106 Skillbuilding</b>	<b>1.0 Quarter Credit Units</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. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
<b>MS107 Skillbuilding</b>	<b>1.0 Quarter Credit Units</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 to format memos and envelopes, manage files and discuss uses of community resources. Prerequisites: None. Lec Hrs: 000, Lab Hrs: 020, Other Hrs: 000	
<b>MS260 PowerPoint</b>	<b>2.0 Quarter Credit Units</b>
This course introduces students to business presentation software. Students learn about slide design, font variations, logos, graphics, and slide animation effects. How to create outlines, handouts, speakers' notes and online slide shows. They also participate in a project that encompasses the various aspects of business presentations. Prerequisites: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
<b>MTB 1103 Business Math</b>	<b>4.0 Quarter Credits Units</b>
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000.	
<b>OST 1141L Keyboarding</b>	<b>2.0 Quarter Credit Units</b>
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	
<b>OST 2335 Business Communications</b>	<b>4.0 Quarter Credit Units</b>
Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>POS 2104 American National Government</b>	<b>4.0 Quarter Credit Units</b>
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite: None. Lecture Hrs. 040 Lab. Hrs. 000 Other Hrs. 000.	
<b>PSY 2012 General Psychology</b>	<b>4.0 Quarter Credit Units</b>
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	
<b>SBM 2000 Small Business Management</b>	<b>4.0 Quarter Credit Units</b>
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0.	
<b>SLS 1105 Strategies for Success</b>	<b>4.0 Quarter Credit Units</b>
This course is designed to equip students for transitions in their education and life. Includes introduction to the School and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SLS 1321 Career Skills</b>	<b>2.0 Quarter Credit Units</b>
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	
<b>SLS 1505 Basic Critical Thinking</b>	<b>2.0 Quarter Credit Units</b>
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	
<b>SOP 4005 Social Psychology</b>	<b>4.0 Quarter Credit Units</b>
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY2012. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>SPC 2016 Oral Communications</b>	<b>4.0 Quarter Credit Units</b>
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	
<b>STA 2014 Statistics</b>	<b>4.0 Quarter Credit Units</b>
This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAT 1033. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>SYG 2000 Principles of Sociology</b>	<b>4.0 Quarter Credit Units</b>
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	

## CORINTHIAN COLLEGES, INC.

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 Phoenix, AZ (main campus)  
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 Renton, WA (main campus)  
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 Salt Lake City, UT (main campus)  
 San Bernardino, CA (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Seattle, WA (main campus)  
 Skokie, IL (main campus)  
 Springfield, MO (main campus)  
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)  
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 Thornton, CO (main campus)  
 Torrance, CA (main campus)  
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 Vancouver, WA (branch of Everest College, Seattle, WA)  
 West Los Angeles, CA (main campus)

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 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)  
 Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)  
 Gahanna, OH (branch of Everest College, Ontario, CA)  
 Grand Rapids, MI (main campus)  
 Hialeah, FL (branch of Everest Institute, Miami, FL)  
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)  
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)  
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)  
 Jonesboro, GA (branch of Everest Institute, Ontario, CA)  
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)  
 Marietta, GA (branch of Everest College, Reseda, CA)  
 Miami (Kendall), FL (main campus)  
 Miami, FL (main campus)  
 Newport News, VA (main campus)  
 Norcross, GA (branch of Everest College, Gardena, CA)  
 Pittsburgh, PA (main campus)  
 Portland (Tigard), OR (branch of Everest College, Seattle, WA)  
 Rochester, NY (main campus)  
 San Antonio, TX (main campus)  
 Southfield, MI (main campus)  
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)  
 Silver Spring, MD (branch of Everest College, Portland, OR)

### **Everest University**

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

### **Las Vegas College**

Henderson, NV (main campus)

### **WyoTech**

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

## STATEMENT OF OWNERSHIP

These campuses are owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

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Jack D. Massimino	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
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<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Chief Executive Officer
Peter Waller	Peter Waller	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

## APPENDIX A: ADMINISTRATION AND FACULTY

<b>ALHAMBRA</b>	Linnea Ray Campus President Blanca Zepeda Dir. of Education Trung Tran Dir. of Student Finance Amelia Nishida Dir. of Student Accounts Robert Boyd Dir. of Admissions Suzanne Gomez Dir. of Career Services Jennifer Montoya Registrar	<b>RESEDA</b>	Lani Townsend Campus President Dorit Soltanovich Dir. of Education Igor Garrick Maev Dir. of Student Finance Open Dir. of Admissions Open Dir. of Career Services Paula Delzer Dir. of Student Accounts Trysh Goins Senior Registrar Brenda Clydesdale Student Services Coordinator
<b>ANAHEIM</b>	Staci K. Mall Campus President Denise Spurlock Dir. of Education Alma Sanchez Dir. of Student Finance Penny Foye Dir. of Admissions Marjorie Dunwoodie Dir. of Career Services	<b>SAN BERNARDINO</b>	Fred Faridian Campus President Justin Lane Dir. of Admissions Open Dir. of Education Martha Escobar Dir. of Student Finance Theresa Henderson Dir. of Career Services
<b>CITY OF INDUSTRY</b>	Michael Ortiz Campus President Penny Foye Dir. of Education Tina Voong Dir. of Student Finance Lillian Gonzalez Dir. of Admissions Juan Carlos Jimenez. Dir. of Career Services Ramon Maldonado Jr. Registrar Lizet Angulo Coord. Of Student Services	<b>SAN FRANCISCO</b>	Barbara Woosley Campus President Duemond Edwards Campus Vice-President Louis Crauer Dir. of Education Stephanie Hunt Dir. of Finance Albert Naranjo Dir. of Admissions Marilyn Joseph Dir. of Career Services Andrew Ngyuen Business Manager
<b>GARDENA</b>	Revina Miller Campus President Marshall Vallelunga Dir. of Education Manish Chokshi Dir. of Admissions Jerry Martinez Dir. of Career Services Lashawn Benn Dir. of Student Finance Sandy Ott Dir. of Student Accounts	<b>SAN JOSE</b>	Kimberly Barbieri Campus President Shalini Kumar Dir. of Education Esther Andrade Dir. of Finance Sari Smith Dir. of Admissions Open Placement Director Gerald Jones Business Manager
<b>HAYWARD</b>	Open School President Open Dir. of Admissions Open Dir. of Education Open Dir. of Finance Open Dir. of Career Services	<b>TORRANCE</b>	Open Campus President Open Dir. of Admissions Alistair Curamen Dir. of Education Cynthia Abedian Dir. of Student Finance Mayra Arzate Dir. of Career Services
<b>LOS ANGELES WILSHIRE</b>	Johnny Arellano Campus President Yvonne Zepeda Dir. of Admissions Joselito Cabrera Dir. of Education Gwen Harris Dir. of Student Finance Open Dir. of Career Services	<b>WEST LOS ANGELES</b>	Randy Morales Campus President Otilia Manzo Dir. of Admissions Thomas Wade Dir. of Education MaryAnn Arrocena Dir. of Student Finance Rachelle Jackson Dir. of Career Services
<b>ONTARIO</b>	Scott Wardall Campus President Kimberly Johnson, Ed.D. Dir. of Education Thomas Cameron Dir. of Finance Bonnie Cooper Dir. of Admissions Lisa Castro Dir. of Career Services JoAnn Hoye Student Services Coordinator Deborah O'Reilly Registrar		

## FACULTY

### ALHAMBRA

<b>Department Chairs</b>		
Denise Andrijowych	Medical Assisting and Medical Administrative Assistant	Northwest College, West Covina, CA
Carol Krueger, RDA	Dental Assisting	Bryman College, Rosemead CA
Rebecca Marin	Medical Assisting and Medical Administrative Assistant	Bryman College, Rosemead, CA
<b>Business</b>		
Helen Mathis	Integrated Digital Tech., Pasadena CA	
<b>Dental Assisting</b>		
Daniel Clover, RDA	Riverside College, CA	
Nassrin Yousefi, RDA	Hacienda La Puente, CA	
<b>Massage Therapy</b>		
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>		
Alfred Castaneda	Bryman College, El Monte, CA	
Mary Hernandez	Bryman College, El Monte, CA	
Maria Gurrola, CMA	Bryman College, Rosemead, CA	
Ana Martinez	Bryman College, El Monte, CA	
<b>Pharmacy Technician</b>		
Tasha Graneri	Ca Pharmacy	
Vanessa Rodriguez	Northwest College	
<b>Vocational Nursing</b>		
Joseph Morris, CNS, GNP, PhD	University of California Los Angeles	
Juanita Bennett	California State University	
Deanne Canieso	University of California Los Angeles	
Choyce Eugenia Law	Pepperdine University	

### ANAHEIM

<b>Department Chairs</b>		
Judi Enlow	Medical 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
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.	
Denise Romero	RDA, Cerritos College, Norwalk, CA	
Anne Contreras	RDA, Cypress College, Cypress, CA	
<b>Massage Therapy</b>		
Tyrone Vicente	BA, University of California, Los Angeles, California College of Physical Arts, Huntington Beach, CA	
Terri Myrick	Bryman College, Ontario, CA	
Chanelle Anderson	Bryman College, Anaheim, CA	
Christine Wilson	Southern California School of Massage Therapy, Riverside, Ca.	
Rosetta Hebb	Baltimore School of Massage, Baltimore, MD	
<b>Medical Assisting</b>		
Sally Stegmeier	BS, Trinity College, Washington, D.C., CMA, National Education Center Bryman College, Anaheim, CA.	
Mukta Patel MD	MD, BJ Medical College, Ahmedabad, India	
Debbie Jundt	Bryman College, Long Beach, CA	
Wendy Crannage	Bryman College, Anaheim, CA	
Monica Lopez	Bryman College, Anaheim, CA	
Linda Weldon	CMA, Concorde Career College, Anaheim, CA	
Joseph Alvarez	Bryman College, Anaheim, CA	
<b>Medical Insurance Billing and Coding</b>		
Gail Schwed	Hunter College, NY. Mandl School of Medical Assistants, NY	
Linda Weldon	CMA, Concorde Career College, Anaheim, CA	
Melinda Flores	Bryman College, Anaheim, CA	
<b>Vocational Nursing</b>		
Carol Metoyer	RN, ADN ,BSHS, Chapman University, Orange, CA.	
Arvella Bradford	RN, Long Beach City College, Long Beach, CA	
Jan Callaway	RN, AS, Long Beach City College, Long Beach, CA; BSHS, Chapman University, Orange, CA	

Mary Cantwell	RN, LA County Medical Center BS, Business, University of Redlands
Ray Landicho	LVN, Chaffey College, Rancho Cucamonga, CA
Cora Lozaro	LVN, Concorde Career Institute
Julie Mathew	MSN, UCLA BSN, Hamdad University, New Delhi, India
Elizabeth Walsh	RN, Cypress College, Cypress, 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
Leanne Rozier	Criminal Justice	B.S. Criminal Justice (CSU Long Beach)
Andrew Jones	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>Criminal Justice</b>		
Michelle Armas	B.A. CSU Fullerton A.A. Mt. San Antonio College	
Stephen Balloch	A.A. Golden West College, Huntington Beach	
Lesley Kelly	B.S. CSU Long Beach, CA A.S. Rio Hondo College, Whittier, CA	
Jaime McDonough	M.A. Clinical Psychology, CSU Dominguez Hills, CA	
James Newman	A.S. Police Science, San Bernardino Valley College, CA B.S. Police Science and Administration, CSU Los Angeles, CA M.S. Public Administration, University of La Verne, CA	
Nicole Ward	B.A. Psychology, CSU Long Beach, CA M.A. Clinical Psychology, CSU Los Angeles, CA J.D. University of California, Los Angeles, CA Member, Bar Association, State of 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.	
Erika Hernandez	Diploma, Dental Assisting, Hacienda-La Puente Adult Education Registered Dental Assistant, State of California	
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>		
Victoria Baran	Massage Therapy Diploma, Nova Institute of Technology, Whittier Chiropractic Assistant Certificate,, Southern California University	
Carol Gabaldon	B.A. CSU Long Beach CCertificate: Healing Hands School of Holistic Health	
Julie Grant	A.A. Pasadena City College Certificate: Massage Therapy	
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.	
Debra Rodriguez	Certificate, Massage Therapy, Bryman College, Whittier, CA.	
Bryan Vasquez	Diploma, Massage Therapy, Bryman College, City of Industry	
<b>Medical Assisting</b>		
Marina Baiza	Diploma, Medical Assisting, Modern Technology School, North Hollywood, CA	
Irma Gonzalez-Marrufo	Diploma, American Career College, Los Angeles CA Medical Assistant	
Leonor Gonzalez	Diploma, National Education Center Venipuncture Certification, National Education Center	
Jessica Ochoa	Diploma, Medical Assisting, Bryman College, El Monte, CA	
Jacalyn Talamantes	Diploma, Medical Assisting, Waterson College, CA	
Daniel Vasquez	Diploma, Medical Assisting, Modern School of Technology Diploma, X-Ray Technician, Modern School of Technology	

<b>Medical Insurance Billing and Coding</b>	
J.P. Capili	B.S. Business Administration, University of East Manila, Phillipines
Octavio Espinoza	E.M.T. Pasadena City College, Pasadena, CA
Guadalupe Jurado	Certificate, Medical Assisting, Northwest College, Pasadena, CA
<b>Pharmacy Technician</b>	
Alexander Ibaraki	Licensed Pharmacy Technician, State of California
Rsanna Loya	Licensed Pharmacy Technician, State of California
Morris Sianturi	AS Fullerton College

## GARDENA

<b>Department Chairs</b>		
Jean Chilton, RDA	Dental Department Chair	Citrus College, Glendora, CA
Kristy Terrell	Massage Therapy Chair	Bryman College, Gardena, CA
Doris Owens	Medical Assisting Chair	Associated Technical College, Los Angeles, CA ICT College, Los Angeles, CA
Rosa Corrales	Medical Insurance Billing and Coding Chair	Bryman College, Torrance, CA
<b>Computer Applications</b>		
Shanae Booker	Occupational Qualifications	
<b>Dental Assisting</b>		
Ronesia Melchor RDA	Bryman College, Gardena, CA	
Elva Solorio, RDA	ROP Dental Program, Fullerton, CA	
<b>Massage Therapy</b>		
Brian Alexander	Nova Institute of Health Technology, Los Angeles, CA	
Monica Lawlor-Fontes	Santa Monica School of Massage, Santa Monica, CA	
Kristy Terrell	Bryman College, Gardena, CA	
Lourdine Walton	Nova Institute of Health Technology, LA, CA	
<b>Medical Assisting</b>		
Lisset Gutierrez	Bryman College, Gardena, CA	
Doris Owens, AA, CMA	Associated Technical College, Los Angeles, CA ICT College, Los Angeles, CA	
Jasmine Rodriguez	Pacific College, Costa Mesa, CA	
Holi Smith	Lawton College for Medical Careers, Van Nuys, CA	
<b>Medical Insurance Billing and Coding</b>		
Rosa Corrales	Bryman College, Torrance, CA	
Susan Wong	National Education Center, Torrance, CA	
Laura Ruiz	Southern California Regional Occupation Center, Cerritos, CA	
Joyce Victorino	Bryman College, Torrance, CA	

## HAYWARD

<b>Department Chairs</b>		
Cheryl Bass, CMTHE	Massage Therapy	National Holistic Institute
Cris McTighe, AA, CMA	Medical Assisting, Medical Administrative Assistant, MIBC	Chabot College
Eugene Surrell, CST	Surgical Technology	US Army, Diploma as Operating Room Specialist
<b>Massage Therapy</b>		
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	
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	

## 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 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>Education Department Chairs</b>		
Bobbi Coleman	Medical Assisting Program	AA Chaffey College, Diploma, MA, Bryman College
Geri Cahoon	Dental Assisting Program	Diploma, DA, Bryman College
Geri Lee	Medical Insurance Billing and Coding	Diploma, American Academy of Professional Coders
Mark Lewis	Pharmacy Tech Coordinator	Diploma, Ohio State University
Julie Toston	Massage Therapy Program	Diploma, Bryman College
<b>Dental Assisting</b>		
Geri Cahoon, Program Chair	AA Riverside Community College	
Madeline Arriaga	Diploma, Nova Institute of Health Technology	
Charlene Flowers	Diploma, Bryman College	
Lisa Whitehead	Diploma, Bryman College	
Penny Kleibacker	Diploma, Bryman College	
<b>Massage Therapy</b>		
Julie Toston, Program Chair	Diploma, Bryman College	
Anthony Folson	Diploma, Nova Institute of Health Technology	
Nancy Morgan	Diploma, Southern California School of Massage	
Scott Christiansen	Diploma, West Coast College	
Andrea Guzman-Quaternik	Diploma, NOVA Institute of Health Technology	
Beatriz Pacheco Isordia	Institute of Therapeutic Studies	
Reina Rivera	Diploma, Nova Institute of Health Technology	
Nichol Jordan-Landeros	Diploma, Nova Institute of Health Technology	
<b>Medical Assisting</b>		
Bobbi Coleman, Program Chair	AA Chaffey College, Diploma, MA, Bryman College	
Jamie Danforth	Diploma, Ashworth College	
Moheb Youssef	MD University of Cairo	
Pamela Garrett	Diploma, Bryman College	
Vonettia Ferrie	Diploma, Santa Barbara Business College	
Ryan Page	Diploma, National Education Center	
Ne'Quoia Paialii	Diploma, Concorde Career College	
Floralma Valiente	Diploma, Bryman College	
<b>Medical Insurance Billing and Coding</b>		
Geri Lee, Program Chair	Diploma, American Academy of Professional Coders	
Veronica Sepulveda	West Valley Occupational Center	
Lydia Caldwell	AS, Phillips Jr. College	
Tracey Morales		
Saundra Lyles		
Ne'Quoia Paialii	Diploma, Concorde Career College	
Shirley Crews	Diploma, UCLA, Diploma, McCarries School of Health	
<b>Pharmacy Technician</b>		
Mark Lewis, Program Chair	Diploma, Ohio State University	
Jennifer Ogondo	Diploma, North West College	
Brian Lyons	Diploma, North West College	
Terry Frierson	Registered Pharmacy Technician	



**RESEDA**

<b>Department Chairs</b>		
Lori Burch	Dental Assisting	Diploma, National Education Center, Canoga Park, CA Registered Dental Assistant
Ernesto McFarlane	Surgical Technologist	Certified Technologist in Surgery
Michael P. Molokwu	Pharmacy Technician	MA, American Intercontinental University, Los Angeles, CA Registered Pharmacy Technician
Carrie Phipps	Medical Administrative Assistant and Medical Insurance Billing and Coding	
Genoveva Rodriguez	Medical Assisting	Certified Medical Assistant
Renee Strong	Massage Therapy	Diploma, Massage School of Santa Monica, Santa Monica, CA.. Licensed Massage Therapist
<b>Dental Assisting</b>		
Dominica Barksdale	AS, Pierce College, Woodland Hills, CA, Registered Dental Assistant	
Bertha Conchas	Diploma, Bryman College, Winnetka, CA, Registered Dental Assistant	
Julia Letea	MS, University of Bucharest, Romania Diploma, Bryman College, Winnetka, CA, Registered Dental Assistant	
Alvaro Cornejo Martinez	Diploma, Bryman College, Reseda, CA Registered Dental Assistant	
<b>Medical Assisting</b>		
Joji Colley	MD, Cebu Institute of Medicine, Cebu City, Philippines BA, Velez College, Cebu City, Philippines Diploma, Bryman College, San Jose, CA., Certified Medical Assistant	
Melinda Covarrubias	Diploma, Bryman College, Reseda, CA, Certified Medical Assistant	
Nubia Diaz	Diploma, Bryman College, Reseda, CA	
Alice Forno	Diploma, GDS, Institute of American Science, University of Guatemala, Central America	
Judith Morriss	BS, Temple University, Philadelphia, PA Diploma, Delaware Valley Academy of Medical Assisting Registered Medical Assistant	
Wendy Osegueda	Diploma, Bryman College, Reseda, CA	
Christine Spray	Certified Medical Assistant	
<b>Massage Therapy</b>		
Monte Gullo	Diploma, Institute of Psycho-Structural Balancing of Los Angeles, CA, Licensed Massage Therapist	
Al Lewis	Diploma, Bryman College, Los Angeles, CA Licensed Massage Therapist	
Rachell Miller	Diploma, Bryman College, Los Angeles, CA, Licensed Massage Therapist	
Mark Wald	Diploma, Massage School of Santa Monica, Santa Monica, CA, Licensed Massage Therapist	
Fernando Vazquez	Diploma, California Healing Arts College, Santa Monica, CA Licensed Massage Therapist	
<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	
Cindy Premus-Flores	Diploma, Bryman College, Winnetka, CA	
Stacey Sanchez		
Christine Spray	Diploma, Medical Assistant's Training Institute, Mission Hills, CA Medical Administrative Assistant	
<b>Medical Insurance Billing and Coding</b>		
Barbara Garcia		
Veronica Sepulveda	West Valley Occupational Center	
<b>Pharmacy Technician</b>		
Dina Diment	MBA, St. Petersburg University, St. Petersburg, Russia Diploma, Health Staff Training, Los Angeles, CA Registered Pharmacy Technician	
Lori Synder	Registered Pharmacy Technician	
Norma Toribo	Diploma, Concorde Career College, North Hollywood Registered Pharmacy Technician	
<b>Surgical Technologist</b>		
Romona Brown	Diploma, Riverside Medical Center, Hampton, VA Certified Technologist in Surgery	
Renee Dupont	Certified Technologist in Surgery	
Leah Fary	Diploma Bryman College, Reseda, CA, Certified Technologist for Surgery	
Mazen Khalil	MD, Damascus Medical University, Damascus, Syria Diploma, American Career College, Los Angeles, CA Certified Technologist in Surgery	
Talita McLemore	Diploma, Glendale Career College, Glendale, CA, Certified Technologist in Surgery	
Jenny Nelson	Diploma, Concorde Career College, North Hollywood, CA, Certified Technologist in Surgery	
Katherine Perez	Diploma, Concorde Career College, N. Hollywood CA. Certified Technologist in Surgery	

## SAN BERNARDINO

<b>Department Chairs</b>		
Donna McCord	Medical Assisting and Medical Administrative Assisting Programs	BA, English (in progress), Cal Baptist University Certified Medical Assistant (CMA)
Pat Pierson	Massage Therapy Program Criminal Justice Program	BA, Higher Educational Management (in progress), Everest University AA, Criminal Justice, Mt. San Antonio College, City of Walnut, CA LMT, Nova Institute, Ontario, CA
Mark Mudge	Electrician	MBA, California State University, San Bernardino, CA BS, BPA University of Missouri, Columbia, MO
Sandra Parker	Dental Assisting Program	AS, Dental Technician, Riverside City College, Riverside, CA Registered Dental Assistant (RDA)
<b>Criminal Justice</b>		
Robin Arostegui	BA, Criminal Justice, California State University, Fullerton, CA	
Lawrence Ellison	MBA, University of Phoenix, Phoenix, AZ BS, Accounting, DeVry University, Pomona, CA	
Julie Evans	JD, University of La Verne, College of Law, La Verne, CA	
Rolland Joiner	BA Psychology, Argosy University, Orange, CA; AA Criminal Justice, Everest College (formerly Rhodes College), Ontario, CA	
Jacqui Proctor-Miller	BS Psychology, Queens College, New York, NY	
<b>Electrician</b>		
Thad Becker	NCCER Certificate, Electrical Instructor	
Gary Cooper	AS, Electronics Technology, Long Beach City College, Long Beach, CA BS, DeVry University, Technical Management, Pomona, CA	
Omar Garcia	California Contractor's License	
Anthony Kendall	CA General Journeyman Electrician, DAS, State of California	
Brian Khairullah	BS, Computer Science, Cal State San Bernardino, San Bernardino, CA; General Journeyman Electrician, DAS, State of California	
Mark Mudge	MBA, Cal State University San Bernardino, San Bernardino, CA BS, BPA University of Missouri, Columbia, MO	
Victor Pimentel	MBA, University of Redlands, Redlands, CA; BS, Business Management, University of Redlands, Redlands, CA; AA, Industrial Electricity, Chaffey College, Alta Loma, CA	
Gregory Schuman	California Contractor's License, State of California	
<b>Dental Assisting</b>		
Magdalena Victoria Garcia	Registered Dental Assistant (RDA)	
Kimberly Harman	Registered Dental Assistant (RDA)	
Deanna Underwood	Registered Dental Assistant (RDA)	
Leona Urschel	Registered Dental Assistant (RDA), Certified Dental Assistant (CDA), AA General Education, Chaffee College, Alta Loma, CA	
<b>Massage Therapy</b>		
Sara Denz	BA, Spanish, International Studies, 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	
Sidney Overson	MT, Nova Institute of Health Technology	
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, Riverside, CA	
Alicia Seymour	MT, Bryman College, San Bernardino, CA	
<b>Medical Assisting</b>		
Bridget Ceballos	Medical Assistant, Skadron College, San Bernardino, CA	
Regina Dominguez	Medical Assistant, Skadron College, San Bernardino, CA	
Patricia Dubiel	Medical Assistant, Bryman College, San Bernardino, CA	
Linda Price	Certified Medical Assistant (CMA), National Certification, Bryman College, Anaheim, CA	
Luz Romero	Medical Assistant, National Education Center, Los Angeles, CA	
Virginia Villanueva	Medical Assistant, Bryman College, Los Angeles, CA	
Jonette Yazzie	Certified Medical Assistant (CMA), National Certification	
<b>Medical Administrative Assistant</b>		
Bridget Ceballos	Medical Assistant, Skadron College, San Bernardino, CA	
Michelle Lotze	Medical Assistant, Occupational Qualifications	
Richard Solorzano	Medical Assistant, Concorde Career Institute, San Bernardino, CA	

## 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>		
Cheryl Peterson, CMT, RPE	Massage Therapist, Shiatsu Massage School Polarity Healing Arts of Southern California	
<b>Massage Therapy Program</b>		

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
Khalilah Ealy, CMT	Massage Therapist, Georgia Medical Institute – Atlanta, GA
Tina Martin, CMT, NCBTMB	Massage Therapist, Healing Arts Center, St. Louis, MO Massage Therapist, Florida School of Massage & Bodywork, Gainesville, FL Pregnancy Massage Certification, Bodywork for the Childbearing Yearling, La Jolla, Ca
<b>Pharmacy Technician Program</b>	
Jacob Hoy, CPhT	BS Exercise Science - USC, Los Angeles, CA Nationally Certified Pharmacy Technician
Mateo Lorico	American Career College, Los Angeles, CA
Rose Gasche	California Paramedical & Technical College, Long Beach, CA

## WEST LOS ANGELES

<b>Department Chairs</b>		
Joy Rayside	Medical Assisting/BMA MIBC/Massage Therapy/ Pharmacy Technician/XRAY Technician	
Beatriz Blackford	Dental Assisting Instructor/ Dental Externship Coordinator, Acting Department Chair	
<b>Dental Assisting</b>		
Beatriz Blackford — Department Chair		
Yola Ceballos RDA		
Lourdes Mercado		
Carolyn Goldsmith		
<b>Massage Therapy</b>		
Joy Rayside — Department Chair		
Pamela Scott	California State University, Long Beach, CA Institute of Psycho Structural Balancing, LA, CA	
Rachel Miller		
Greg Jones		
Stacie Chavez		
<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. Ana Fajardo		
MD, University of Autonoma of Guadalajara, Mexico		
Dr. Ahmed Khoureshed		
MBChB, Cairo Medical School, Egypt		
Dr. Romelia Martini		
MD, University of Autonoma of Chihuahua, Mexico		
Aisha William		
Maurice Russell		
<b>Medical Insurance Billing and Coding</b>		
Dr. Moe Latt		
Adrienne Jones		
Penny Jones		
<b>Pharmacy Technician</b>		
Marichu Tabbilos		
University of So. Tomas, Espana, Manila		
Wigdan Nicola		
<b>Criminal Justice</b>		
Chad Reinhardt — Department Chair		
Maria Shalako		
David Schulnberg		
Guy Mato		

## APPENDIX B: TUITION AND FEE CHARTS BY CAMPUS

<b>ALHAMBRA</b>					
<b>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Tuition</b>	<b>Books and Equipment (estimated)</b>	<b>Total Tuition</b>
Business Operations	9 months	54	\$12,964	\$967.63	\$13,931.63
Dental Assistant	8 months	47	\$14,193	\$749.72	\$14,942.72
Massage Therapy* **	9 months	54	\$14,586	\$1,257.28	\$15,843.28
Medical Assisting	8 months	47	\$13,409	\$1,105.36	\$14,514.36
Medical Insurance Billing and Coding	8 months	47	\$13,409	\$1,766.03	\$15,175.03
Pharmacy Technician*	8 months	47	\$13,469	\$578.59	\$14,047.59
Vocational Nursing*	12 Months	89	\$28,692	\$1,941.74	\$30,633.74
Medical Administration Assistant	8 months	47	\$14,586	\$1,100.89	\$15,686.89
*For programs requiring a background check, \$38 will be charged.					
**A \$255 fee for the National Licensing Exam will be charged.					
Effective: July 1, 2008					
In addition, nursing students must pay the \$250 fee for the NCLEX exam plus \$76 for Lifescan finger printing (\$326 total).					

<b>ANAHEIM</b>					
<b>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Tuition</b>	<b>Books and Equipment (estimated)</b>	<b>Total Tuition</b>
Dental Assisting	8 Months	47	\$14,193	687.28	\$14,880.28
Massage Therapy	9 Months	54	\$14,450	1,236.78	\$15,686.78
Medical Assisting	8 Months	47	\$14,193	1,032.34	\$15,225.34
Medical Insurance Billing and Coding	8 Months	47	\$13,409	1,723.06	\$15,132.06
Vocational Nursing	12 months	89	\$28,692	1915.10	\$30,607.10
Effective: July 1, 2008					
*For programs requiring a background check, \$38 will be charged.					

<b>CITY OF INDUSTRY</b>					
<b>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Tuition</b>	<b>Books and Equipment (estimated)</b>	<b>Total Tuition</b>
<b>Diploma programs</b>					
Business Management/Administrative Assistant	9 months	54	\$12,964	\$1,193	\$14,157
Dental Assisting	8 months	47	\$14,193	\$763	\$14,956
Dental Assisting-Evening	10 months	47	\$14,193	\$763	\$14,956
Massage Therapy**	9 months	54	\$14,586	\$1,270	\$15,856
Massage Therapy-Evening**	11 months	54	\$14,586	\$1,270	\$15,856
Medical Administrative Assistant					
Medical Assisting	8 months	47	\$14,193	\$1,113.60	\$15,306.60
Medical Assisting-Evening	10 months	47	\$14,193	\$1,113.60	\$15,306.60
Medical Insurance Billing and Coding	8 months	47	\$13,409	\$1,775	\$15,184
Medical Insurance Billing and Coding-Evening	10 months	47	\$13,409	\$1,775	\$15,184
Pharmacy Technician*	8 months	49	\$13,464	\$818	\$14,282
Pharmacy Technician-Evening	10 months	49	\$13,464	\$818	\$14,282
<b>Degree programs</b>					
Criminal Justice (AS Degree)	18/24 months	96	\$308.50/quarter unit	\$275/ quarter	\$29,621
Effective date July 1, 2008					
*For programs requiring a background check, \$38 will be charged.					
**A \$255 fee for the National Licensing Exam will be charged.					

### Hayward

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total Tuition
Massage Therapy	9 months	54	\$14,465	\$1,262.63	\$15,727.63
Medical Administrative Assistant	8 months	47	\$14,750	\$1,114.50	\$15,864.50
Medical Assisting	8 months	47	\$14,465	\$1,076	\$15,541
Medical Insurance Billing and Coding	8 months	47	\$14,190	\$1,701.18	\$15,891.18
Surgical Technologist	13 months	76.5	\$26,000	\$1,097.67	\$27,097.67
For programs requiring a background check, \$38 will be charged.					
Effective date: July 1, 2008					

### LOS ANGELES

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total Tuition
Dental Assisting	8 months	47	\$14,193	\$741.75	\$14,934.75
Massage Therapy	9 months	43	\$14,586	\$1,281.79	\$15,867.79
Medical Administrative Assistant	8 months	47	\$14,193	\$1,119.28	\$15,312.28
Medical Assisting	8 months	47	\$14,193	\$1107.02	\$15,300.02
Medical Insurance Billing and Coding	8 months	47	\$13,446	\$1,766.03	\$15,212.03
Pharmacy Technician	8 months	58	\$12,240	\$674.56	\$12,914.56
For programs requiring a background check, \$38 will be charged.					
Effective date: July 1, 2008					

### ONTARIO

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total Tuition
Dental Assisting	8 months	47	\$14,960	\$711.95	\$15,671.95
Massage Therapy	9 months	54	\$14,575	\$1,217.17	\$15,792.17
Medical Assisting	8 months	47	\$14,960	\$1,065.95	\$16,025.95
Medical Insurance Billing and Coding	8 months	47	\$14,905	\$1,758.01	\$16,663.01
Pharmacy Technician	9 months	49	\$13,573	\$615.76	\$14,188.76
For programs requiring a background check, \$38 will be charged in addition to \$52 for LiveScan (fingerprinting) and \$50 for CA state license fee.					
Effective: July 1, 2008					

### RESEDA

	PROGRAM LENGTH	CREDITS/ CLOCK HOURS	TUITION	ESTIMATED BOOKS	ESTIMATED FEES	ESTIMATED TOTAL
Medical Assisting	8 Months	47 credits	\$14,190	\$1106.71	0	\$15,296.71
Medical Administrative Assisting	8 Months	47 credits	\$14,190	\$1119.28	0	\$15,309.28
Dental Assisting	8 Months	47 credits	\$14,190	\$768.11	0	\$14,958.11
Medical Insurance Billing and Coding	8 Months	47 credits	\$14,135	\$1766.03	0	\$15,901.03
Massage Therapy	9 Months	55 credits	\$14,550	\$1306.37	38.00*	\$15,894.37
Pharmacy Technician	9 Months	49 credits	\$13,475	\$636.87	\$200.00**	\$14,311.87
Surgical Technologist	11 Months	76.5 credits	\$28,600	\$1200.22	\$100.00***	\$29,900.22
*Includes background check						
**Includes background check, drug test, CA state license application fee, and fingerprinting fee						
***Includes background check, drug test and PAE exam						
Changes effective 7/1/08						

### SAN BERNARDINO

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total Tuition
<b>Diploma Programs</b>					
Dental Assisting	8 months	47	\$13,775	\$756.22	\$14,531.22
Electrician	9 months	59	\$16,275	\$2,370.22	\$18,645.22
Electrician (weekend)	12 months	59	\$16,275	\$2,370.22	\$18,645.22
Massage Therapy	9 months	54	\$14,300	\$1,322.99	\$15,660.99
Massage Therapy (weekend)	12 months	54	\$14,300	\$1,322.99	\$15,660.99
Medical Administrative Assistant	8 months	47	\$14,190	\$1,313.29	\$15,503.29
Medical Assisting	8 months	47	\$14,190	\$1,119.39	\$15,347.39
<b>Degree Programs</b>					
Criminal Justice	24 months	96	\$302.50/ quarter unit	\$346.90/ quarter unit	\$31,853.16
Business	24 Months	96 credits	\$302.50/ quarter unit	\$420.55/ quarter unit	\$32,404.40
For programs requiring a background check, \$38 will be charged.					
Effective: July 1, 2007					

### SAN FRANCISCO

Program	Program Length	Credit Units	Tuition	Books & Equipment (estimated)	Total
Dental Assisting - day	8 months	47	\$14,280	\$605.74	\$14,885.74
Dental Assisting - evening	10 months				
Massage Therapy - day	9 months	54	\$14,465	\$1,178.68	\$15,643.68
Massage Therapy - evening	11 months				
Medical Assisting - day	8 months	47	\$14,475	\$703.73	\$15,178.73
Medical Assisting - evening	10 months				
Pharmacy Technician - day	8 months	47	\$14,190	\$720.33	\$14,910.33
Pharmacy Technician - evening	10 months				
For programs requiring a background check, \$38 will be charged.					
Effective July 1, 2008					

### SAN JOSE

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total Tuition
Dental Assisting	8 months	47	\$14,070	\$667.35	\$14,737.35
Massage Therapy	9 months	54	\$14,465	\$1,002.65	\$15,467.65
Medical Administrative Assistant	8 months	47	\$14,550	\$1,112.20	\$15,662.20
Medical Assisting	8 months	47	\$14,265	\$981.34	\$15,246.34
Medical Insurance Billing and Coding	8 months	47	\$14,190	\$1546.28	\$15,736.28
For programs requiring a background check, \$38 will be charged.					
Effective date: July 1, 2008					

### TORRANCE

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total Tuition
Massage Therapy	9 months	54	\$14,480	\$1,222.68	\$15,702.68
Pharmacy Technician	8 months	47	\$13,501	\$618.48*	\$14,119.48*
*Does not include \$38 background check, \$25 CPR, \$76 Live Scan and \$50 State Board of Pharmacy License Application Fee.					
Effective date: July 1, 2008					

**WEST LOS ANGELES**

<b>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Tuition</b>	<b>Books and Equipment (estimated)</b>	<b>Total Tuition</b>
<b>Diploma Programs</b>					
Dental Assisting	8 Months	47	\$14,193	\$741.75	\$14,934.75
Massage Therapy	9 Months	54	\$14,586	\$1,281.79	\$15,867.79
Medical Administrative Assistant	8 Months	47	\$14,193	\$1,119.28	\$15,312.28
Medical Assisting	8 Months	47	\$14,193	\$1,089.15	\$14,282.15
Medical Insurance Billing and Coding	8 Months	47	\$13,409	\$1,699.02	\$15,108.02
Pharmacy Technician	8 Months	47	\$13,464	\$644.56	\$14,108.56
<b>Degree Programs</b>					
Criminal Justice (AS Degree)	24 Months	96	\$302.50/quarter credit unit	\$275/quarter	\$29,040
For programs requiring a background check, \$38 will be charged					
Effective date: July 1, 2008					
<b>Fees and Penalties</b>					
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

#### ALHAMBRA

Schedule I Morning Classes Dental Assisting, Medical Assisting, Massage Therapy 2008 - 2009	
Start Dates	End Dates
7/14/2008	8/11/2008
8/13/2008	9/10/2008
9/11/2008	10/8/2008
10/9/2008	11/5/2008
11/6/2008	12/8/2008
12/10/2008	1/16/2009
1/20/2009	2/17/2009
2/19/2009	3/19/2009
3/23/2009	4/20/2009
4/22/2009	5/20/2009
5/21/2009	6/18/2009
6/22/2009	7/20/2009
7/21/2009	8/18/2009
8/19/2009	9/16/2009
9/21/2009	10/16/2009
10/19/2009	11/16/2009
11/18/2009	12/17/2009
12/21/2009	

Schedule II Morning Classes Dental Assisting, Medical Assisting, Medical Administrative Assisting, Medical Insurance Billing and Coding, Business Operations, Pharmacy Technician, Massage Therapy 2008 - 2009	
Start Dates	End Dates
6/30/2008	7/28/2008
7/29/2008	8/26/2008
8/28/2008	9/25/2008
9/26/2008	10/23/2008
10/24/2008	11/21/2008
11/24/2008	12/23/2008
12/29/2008	1/28/2009
1/29/2009	2/26/2009
2/27/2009	3/27/2009
3/30/2009	4/27/2009
4/28/2009	5/27/2009
5/28/2009	6/24/2009
6/25/2009	7/23/2009
7/28/2009	8/25/2009
8/27/2009	9/24/2009
9/28/2009	10/23/2009
10/26/2009	11/23/2009
11/24/2009	12/23/2009
12/28/2009	

Schedule I Evening Classes Medical Assisting, Medical Insurance Billing and Coding, Pharmacy Technician, Massage Therapy, Business Operations 2008 - 2009	
Start Dates	End Dates
7/14/2008	8/11/2008
8/13/2008	9/10/2008
9/11/2008	10/8/2008
10/9/2008	11/5/2008
11/6/2008	12/8/2008
12/10/2008	1/15/2009
1/20/2009	2/17/2009
2/19/2009	3/19/2009
3/23/2009	4/16/2009
4/22/2009	5/20/2009
5/21/2009	6/18/2009
6/22/2009	7/16/2009
7/21/2009	8/18/2009
8/19/2009	9/16/2009
9/21/2009	10/15/2009
10/19/2009	11/16/2009
11/18/2009	12/16/2009
12/23/2009	

Schedule II Evening Classes Medical Assisting Dental Assisting, Massage Therapy, Medical Billing and Coding 2008 - 2009	
Start Dates	End Dates
6/30/2008	7/24/2008
7/29/2008	8/26/2008
8/28/2008	9/24/2008
9/25/2008	10/22/2008
10/23/2008	11/20/2008
11/24/2008	12/22/2008
12/29/2008	1/27/2009
1/29/2009	2/25/2009
2/27/2009	3/26/2009
3/30/2009	4/23/2009
4/28/2009	5/27/2009
5/28/2009	6/24/2009
6/25/2009	7/22/2009
7/28/2009	8/25/2009
8/27/2009	9/24/2009
9/28/2009	10/22/2009
10/26/2009	11/23/2009
11/24/2009	12/22/2009
12/28/2009	

Holiday Schedule 2008	
New Year's Day	1/01/08
Martin Luther King Day	January 21, 2008
President's Day	February 18, 2008
Spring Break	April 21, 2008
Memorial Day	May 26, 2008
Independence Day	7/04/08
Labor Day	9/01/08
Thanksgiving	November 27,28, 2008
Winter Break	December 24,25,26 2008
Other Holiday	Dec 29,30,31 2008 Jan 1,2, 2009

Holiday Schedule 2009	
Holiday	Dates
New Year's Day	01-01-09
President's Day	02-16-09
Spring Break	04-10-09
Memorial Day	05-25-09
Independence Day	07-03-09
Labor Day	09-07-09
Thanksgiving	11-26-09 & 11-27-09
Winter Break	12-24-09 thru 12-25-09 12-31-09 thru 01-02-09
Other Holiday	03-09-09 & 05-11-09. 08-03-09 & 11-09-09

Alhambra Vocational Nursing, 2008-2009 Start Calendar					
Level I		Level II		Level III	
Start Date	End Date	Start Date	End Date	Start Date	End Date
NSG101 4/28/08	7/21/08	NSG 201 09/29/08	10/27/08	NSG 301 01/26/09	03/23/09
NSG102 7/22/08	9/15/08	NSG 202 09/30/08	11/03/08	NSG 302 02/24/09	03/30/09
NSG103 7/29/08	9/08/08	NSG 203 11/03/08	11/18/08	NSG 303 03/17/09	04/22/09
NSG104 9/16/08	9/22/08	NSG 204 11/10/08	12/15/08	NSG 304 01/28/09	03/17/09
NSG100X 5/21/08	9/18/08	NSG 205 11/18/08	12/23/08	NSG 305 04/15/09	04/27/09
NSG100L 9/23/08	9/25/08	NSG 206 12/15/08	01/13/09	NSG 306 04/07/09	04/27/09
		NSG 200X 10/01/08	01/14/09	NSG 300X 02/04/09	04/09/09
		NSG 200L 01/20/09	01/22/09	NSG 300L 04/28/09	04/30/09

## ANAHEIM

Dental Assisting, Medical Assisting, Massage Therapy 2008 EVE Schedule II	
Start	End
Jan 31 Thurs	Mar 6 Thurs
Mar 12 Wed	Apr 15 Tues
Apr 17 Thurs	May 21 Wed
May 27 Tues	June 30 Mon
July 2 Wed	Aug 5 Tues
Aug 7 Thurs	Sept 11 Thurs
Sept 16 Tues	Oct 20 Mon
Oct 22 Wed	Nov 25 Tues
Dec 1 Mon	Jan 15 Thurs 2009

Medical Assisting, Medical Insurance Billing and Coding 2008 EVE Schedule I	
Start	End
Jan 17 Thurs	Feb 25 Mon
Feb 26 Tues	Mar 31 Mon
Apr 30 Wed	June 4 Tues
June 17 Tues	July 21 Mon
July 23 Wed	Aug 26 Tues
Aug 28 Thurs	Oct 2 Thurs
Oct 7 Tues	Nov 10 Mon
Nov 12 Wed	Dec 18 Thurs

Medical Assisting, Weekend 2008 AM/PM Class Start/End Schedule	
Start	End
Jan 12 Sat	Feb 10 Sun
Feb 23 Sat	Mar 16 Sun
Mar 29 Sat	Apr 20 Sun
April 26 Sat	May 18 Sun
May 31 Sat	June 22 Sun
June 28 Sat	July 27 Sun
Aug 2 Sat	Aug 24 Sun
Sept 6 Sat	Sept 28 Sun
Oct 4 Sat	Nov 2 Sun
Nov 8 Sat	Dec 7 Sun
Dec 13 Sat	Jan 18 2009 Sun

<b>Medical Insurance Billing and Coding, Dental Assisting, Medical Assisting (8 AM and 10 AM) 2008 DAY Schedule I</b>	
<b>Start</b>	<b>End</b>
Jan 10 Thurs	Feb 7 Thurs
Feb 11 Mon	Mar 10 Mon
Mar 12 Wed	Apr 9 Wed
Apr 11 Fri	May 8 Thurs
May 12 Mon	June 9 Mon
Jun 11 Wed	July 9 Wed
July 11 Fri	Aug 7 Thurs
Aug 12 Mon	Sept 9 Mon
Sep 10 Wed	Oct 7 Tues
Oct 8 Wed	Nov 5 Wed
Nov 7 Fri	Dec 8 Mon
Dec 10 Wed	Jan 21 Wed 2009

<b>Medical Assisting (6 AM and 8 AM), Massage Therapy (10 AM) 2008 Day Schedule</b>	
<b>Start</b>	<b>End</b>
Jan 23 Wed	Feb 20 Wed
Feb 22 Fri	Mar 20 Thurs
Mar 25 Tues	Apr 21 Mon
Apr 24 Wed	May 21 Tues
May 22 Thurs	June 19 Thurs
June 23 Mon	July 21 Mon
July 23 Wed	Aug 19 Tues
Aug 21 Thurs	Sept 18 Thurs
Sept 22 Mon	Oct 20 Mon
Oct 22 Wed	Nov 18 Tues
Nov 20 Thurs	Dec 19 Fri

<b>Medical Assisting (7 AM) 2008 Day Schedule</b>	
<b>Start</b>	<b>End</b>
Apr 30 Wed	May 28 Wed
May 30 Fri	June 26 Thurs
June 30 Mon	July 28 Mon
July 30 Wed	Aug 26 Tues
Aug 28 Thurs	Sept 25 Thurs
Sept 29 Mon	Oct 27 Mon
Oct 29 Wed	Nov 25 Tues
Nov 26 Wed	Jan 8 Thurs 2009

<b>Vocational Nursing 2008</b>					
<b>Level I</b>		<b>Level II</b>		<b>Level III</b>	
<b>Start</b>	<b>End</b>	<b>Start</b>	<b>End</b>	<b>Start</b>	<b>End</b>
NSG101 Fundamentals 1/24/08	4/3/08	NSG201 Integumentary System 6/18/08	7/16/08	NSG301 Maternal/Infant 10/2/08	11/12/08
NSG102 Pharmacology 4/09/08	6/05/08	NSG202 Respiratory System 6/19/08	7/24/08	NSG304 Pediatric/ G & D 10/06/08	11/20/08
NSG103 Geriatrics 4/17/08	5/22/08	NSG203 Musculoskeletal System 7/9/08	8/7/08	NSG302 Mental Health 10/07/08	11/26/08
NSG104 Nutrition 5/14/08	5/21/08	NSG204 Cardiovascular System 8/7/08	9/11/08	NSG303 Genitourinary System 11/19/08	1/06/09
NSG100X Clinical 2/11/08	6/17/08	NSG205 Gastrointestinal System 7/23/08	9/03/08	NSG306 Endocrine System 11/13/08	1/13/09
NSG100L Level I Skills 6/11/08	6/12/08	NSG206 Neurological System 9/03/08	9/25/08	NSG305 Leadership 11/26/08	1/13/09
		NSG200X Clinical 6/23/08	9/29/08	NSG300X Clinical 10/13/08	12/16/08
		NSG 200L Level II Skills 9/30/08	10/01/08	NSG300L Level III Skills 1/19/09	1/20/09
		Disbursement Date 8/18/08		Disbursement Date 10/27/08	

<b>Vocational Nursing – Level 1 2009</b>		
<b>Course</b>	<b>Start Dates</b>	<b>End Dates</b>
NSG101 Fundamentals	9/3/08	11/17/08
NSG102 Pharmacology	11/18/08	2/2/09
NSG103 Geriatrics	12/1/08	1/20/09
NSG104 Nutrition	1/6/09	2/17/09
NSG100X Clinical	10/1/08	2/18/09
NSG100L Level I Skills	2/9/09	2/10/09

<b>Vocational Nursing – Level 2 2009</b>		
<b>Course</b>	<b>Start</b>	<b>End Dates</b>
NSG201 Integumentary System	2/23/09	3/23/09
NSG202 Respiratory System	2/24/09	3/31/09
NSG203 Musculoskeletal System	3/16/09	4/20/09
NSG204 Cardiovascular System	4/20/09	5/26/09
NSG205 Gastrointestinal System	3/31/09	5/5/09
NSG206 Neurological System	5/5/09	6/2/09
NSG200X Clinical	2/19/09	5/27/09
NSG 200L Level II Skills	6/3/09	6/4/09
Disbursement	4/13/09	

<b>Vocational Nursing – Level 3 2009</b>		
<b>Course</b>	<b>Start Dates</b>	<b>End Dates</b>
NSG301 Maternal/Infant	6/8/09	7/27/09
NSG304 Pediatric/ G & D	6/9/09	7/21/09
NSG302 Mental Health	6/10/09	8/3/09
NSG303 Genitourinary System	7/21/09	8/25/09
NSG306 Endocrine System	7/20/09	8/31/09
NSG305 Leadership	8/3/09	8/31/09
NSG300X Clinical	6/11/09	8/19/09
NSG300L Level III Skills	9/1/09	9/2/09
Disbursement	6/22/09	

Holiday Schedule 2008	
Holiday	Dates
<i>New Year's Day</i>	January 1, 2008
<i>Martin Luther King Day</i>	January 21, 2008
<i>President's Day</i>	February 18, 2008
<i>Spring Break</i>	March 21, 2008
<i>Memorial Day</i>	May 26, 2008
<i>Independence Day</i>	July 4, 2008
<i>Labor Day</i>	September 1, 2008
<i>Thanksgiving</i>	November 26 (eve. Only) 27, 28 2008
<i>Winter Break</i>	December 22 - January 2
<i>Faculty In service</i>	Jan 21, March 21, Oct. 10, Dec 22

Holiday Schedule 2009	
Holiday	Dates
<i>New Year's Day</i>	January 1, 2009
<i>Martin Luther King Day</i>	January 19, 2009
<i>President's Day</i>	February 16, 2009
<i>Spring Break</i>	April 10, 2009
<i>Memorial Day</i>	May 25, 2009
<i>Independence Day</i>	July 3, 2009
<i>Labor Day</i>	September 1, 2008
<i>Thanksgiving</i>	November 25 (eve only) 26, 27
<i>Winter Break</i>	December 21 - January 1
<i>Faculty In service</i>	Jan 19, April 10, Oct. 16

Medical Assisting, Medical Insurance Billing & Coding EVE Schedule I 2009	
Start Dates	End Dates
Jan 5 Mon	Feb 9 Mon
Feb 11 Wed	Mar 18 Wed
Mar 23 Mon	Apr 23 Thurs
Apr 27 Mon	Jun 1 Mon
June 3 Wed	July 7 Tues
July 9 Thurs	Aug 12 Wed
Aug 17 Mon	Sep 21 Mon
Sep 23 Wed	Oct 27 Tues
Oct 29 Thurs	Dec 7 Mon
Dec 9 Wed	Jan 27 Wed 2010

Dental Assisting, Medical Assisting, Massage Therapy EVE Schedule II 2009	
Start Dates	End Dates
Jan 20 Tues	Feb 24 Tues
Feb 26 Thurs	Apr 1 Wed
Apr 6 Mon	May 7 Thurs
May 11 Mon	June 15 Mon
June 17 Wed	July 21 Tues
July 23 Thurs	Aug 26 Wed
Aug 31 Mon	Oct 5 Mon
Oct 7 Wed	Nov 10 Tues
Nov 11 Wed	Dec 17 Thurs

Medical Assisting Weekends 2009	
Start Dates	End Dates
Jan 24 Sat	Feb 22 Sun
Feb 28 Sat	Mar 22 Sun
Mar 28 Sat	Apr 26 Sun
May 2 Sat	May 31 Sun
June 6 Sat	June 28 Sun
July 11 Sat	Aug 2 Sun
Aug 8 Sat	Aug 30 Sun
Sep 12 Sat	Oct 4 Sun
Oct 10 Sat	Nov 8 Sun
Nov 14 Sat	Dec 13 Sun
Dec 19 Sat	Jan 24 Sun 2010

Medical Assisting, Medical Insurance Billing & Coding DAY Schedule I 2009	
Start Dates	End Dates
Jan 23 Fri	Feb 20 Fri
Feb 23 Mon	Mar 20 Fri
Mar 23 Mon	Apr 20 Mon
Apr 22 Wed	May 19 Tues
May 21 Thurs	June 18 Thurs
June 22 Mon	July 20 Mon
July 22 Wed	Aug 18 Tues
Aug 20 Thurs	Sep 17 Thurs
Sep 21 Mon	Oct 19 Mon
Oct 21 Wed	Nov 17 Tues
Nov 19 Thurs	Dec 18 Fri

Medical Assisting, Massage Therapy DAY Schedule II 2009	
Start Dates	End Dates
Jan 5 Mon	Feb 2 Mon
Feb 4 Wed	Mar 4 Wed
Mar 6 Fri	Apr 2 Thurs
Apr 6 Mon	May 4 Mon
May 6 Wed	June 3 Wed
June 5 Fri	July 2 Thurs
July 6 Mon	July 31 Fri
Aug 3 Mon	Aug 28 Fri
Aug 31 Mon	Sep 28 Mon
Sep 30 Wed	Oct 28 Wed
Oct 30 Fri	Nov 30 Mon
Dec 1 Tues	Jan 11 Mon 2010

Medical Assisting (7 am) DAY Schedule III 2009	
Start Dates	End Dates
Jan 12 Mon	Feb 9 Mon
Feb 11 Wed	Mar 11 Wed
Mar 13 Fri	Apr 9 Thurs
Apr 13 Mon	May 8 Fri
May 11 Mon	June 8 Mon
June 10 Wed	July 8 Wed
July 10 Fri	Aug 6 Thurs
Aug 10 Mon	Sep 4 Fri
Sep 8 Tues	Oct 5 Mon
Oct 7 Wed	Nov 4 Wed
Nov 6 Fri	Dec 7 Mon
Dec 9 Wed	Jan 20 Wed

**CITY OF INDUSTRY**

Medical Assisting AM and PM Schedule	
Start	End
7/28/08	8/22/08
8/26/08	9/23/08
9/24/08	10/22/08
10/23/08	11/19/08
11/20/08	12/19/08
1/5/09	2/3/09
2/9/09	3/9/09
3/11/09	4/7/09
4/8/09	5/7/09
5/11/09	6/8/09
6/10/09	7/8/09
7/13/09	8/7/09
8/10/09	9/4/09
9/8/09	10/5/09
10/7/09	11/4/09
11/9/09	12/8/09
12/10/09	1/21/2010

Dental Assisting AM Classes 2008 - 2009	
Start Dates	End Dates
7/28/08	8/22/08
8/26/08	9/23/08
10/1/08	10/28/08
11/3/08	12/2/08
12/9/08	1/21/09
1/22/09	2/19/09
2/23/09	3/20/09
3/23/09	4/21/09
4/23/09	5/20/09
5/26/09	6/22/09
6/24/09	7/23/09
7/27/09	8/21/09
8/24/09	9/21/09
9/23/09	10/21/09
10/22/09	11/18/09
11/19/09	12/18/09

MIBC version 2-o, AM Class Start/End Schedule	
Start	End
7/28/08	8/22/08
8/26/08	9/23/08
10/1/08	10/28/08
11/3/08	12/2/08
12/9/08	1/21/09
1/22/09	2/19/09
2/23/09	3/20/09
3/23/09	4/21/09
4/23/09	5/20/09
5/26/09	6/22/09
6/24/09	7/23/09
7/27/09	8/21/09
8/24/09	9/21/09
9/23/09	10/21/09
10/22/09	11/18/09
11/19/09	12/18/09

MIBC version 2-o, EVE Class Start/End Schedule	
Start	End
8/12/08	9/9/08
9/11/08	10/8/08
10/9/08	11/5/08
11/10/08	12/8/08
12/9/08	1/20/09
1/22/09	2/19/09
2/23/09	3/19/09
3/23/09	4/20/09
4/23/09	5/20/09
5/26/09	6/22/09
6/24/09	7/21/09
7/27/09	8/20/09
8/24/09	9/21/09
9/23/09	10/20/09
10/22/09	11/18/09
11/19/09	12/09

Medical Assisting 2 AM and PM Schedule	
Start	End
7/28/08	8/22/08
8/26/08	9/23/08
10/1/08	10/28/08
11/3/08	12/2/08
12/9/08	1/21/09
1/22/09	2/19/09
2/23/09	3/20/09
3/23/09	4/21/09
4/23/09	5/20/09
5/26/09	6/22/09
6/24/09	7/23/09
7/27/09	8/21/09
8/24/09	9/21/09
9/23/09	10/21/09
10/22/09	11/18/09
11/19/09	12/18/09

Pharmacy Technician Evening Classes 2008 - 2009	
Start Dates	End Dates
5/22/08	6/26/08
6/30/08	7/31/08
8/12/08	9/9/08
9/15/08	10/9/08
10/15/08	11/11/08
11/17/08	12/15/08
1/5/09	2/2/09
2/9/09	3/9/09
3/11/09	4/7/09
4/8/09	5/6/09
5/11/09	6/8/09
6/10/09	7/7/09
7/13/09	8/6/09
8/10/09	9/3/09
9/8/09	10/5/09
10/7/09	11/3/09
11/9/09	12/7/09
12/10/09	1/21/2010

Pharmacy Technician With Module H A.M., P.M. Class Schedule	
Start	End
1/12/09	1/26/09
2/11/09	2/25/09
3/9/09 (pm)	3/20/09 (pm)
3/16/09	3/27/09
4/15/09 (pm)	4/28/09 (pm)
4/20/09	5/1/09
5/18/09	6/1/09
5/20/09 (pm)	6/2/09 (pm)
6/17/09	6/30/09
6/29/09 (pm)	7/14/09 (pm)
7/20/09	7/31/09
8/3/09 (pm)	8/14/09
8/17/09	8/28/09
9/8/09 (pm)	9/21/09
9/16/09	9/29/09
10/14/09 (pm)	10/27/09
10/19/09	10/30/09
11/16/09	12/1/09
11/23/09 (pm)	12/8/09

Pharmacy Technician A.M. Class Schedule	
Start	End
1/29/08	2/26/08
2/28/08	3/28/08
3/31/08	4/25/08
4/28/08	5/23/08
5/28/08	6/24/08
6/26/08	7/25/08
7/28/08	8/22/08
8/26/08	9/23/08
9/24/08	10/22/08
10/23/08	11/19/08
11/20/08	12/19/08
1/5/09	2/3/09
2/9/09	3/9/09
3/11/09	4/7/09
4/8/09	5/7/09
5/11/09	6/8/09
6/10/09	7/8/09
7/13/09	8/7/09
8/10/09	9/4/09
9/8/09	10/5/09
10/7/09	11/4/09
11/9/09	12/8/09
12/10/09	1/21/2010

Pharmacy Technician 10:00 A.M., 12:45 P.M. Class Schedule	
Start	End
1/29/08	2/26/08
2/28/08	3/28/08
3/31/08	4/25/08
4/28/08	5/23/08
5/28/08	6/24/08
6/26/08	7/25/08
7/28/08	8/22/08
8/26/08	9/23/08
9/24/08	10/22/08
10/23/08	11/19/08
11/20/08	12/19/08
1/22/09	2/19/09
2/23/09	3/20/09
3/23/09	4/21/09
4/23/09	5/20/09
5/26/09	6/22/09
6/24/09	7/23/09
7/27/09	8/21/09
8/24/09	9/21/09
9/23/09	10/21/09
10/22/09	11/18/09
11/19/09	12/18/09

Dental Assisting PM Classes 2008 - 2009	
Start Dates	End Dates
1/7/08	2/4/08
2/11/08	3/10/08
3/17/08	4/14/08
4/21/08	5/16/08
5/20/08	6/17/08
6/23/08	7/22/08
7/28/08	8/22/08

Dental Assisting Evening Classes 2008 - 2009	
Start Dates	End Dates
1/24/08	2/28/08
3/13/08	4/16/08
4/17/08	5/21/08
5/22/08	6/26/08
6/30/08	7/31/08
8/12/08	9/9/08
9/11/08	10/8/08

Business (BMA) AM / PM / EVENING Classes 2008 - 2009	
Start Dates	End Dates
1/29/08	2/26/08
2/28/08	3/26/08
3/27/08	4/23/08
4/28/08	5/22/08
5/28/08	6/24/08
6/26/08	7/23/08
7/28/08	8/21/08

8/26/08	9/23/08
10/1/08	10/28/08
11/3/08	12/2/08
12/9/08	1/21/09
1/22/09	2/19/09
2/23/09	3/20/09
3/23/09	4/21/09
4/23/09	5/20/09
5/26/09	6/22/09
6/24/09	7/23/09
7/27/09	8/21/09
8/24/09	9/21/09
9/23/09	10/21/09
10/22/09	11/18/09
11/19/09	12/18/09

10/9/08	11/5/08
11/10/08	12/8/08
12/9/08	1/20/09
1/22/09	2/19/09
2/23/09	3/19/09
3/23/09	4/20/09
4/23/09	5/20/09
5/26/09	6/22/09
6/24/09	7/21/09
7/27/09	8/20/09
8/24/09	9/21/09
9/23/09	10/20/09
10/22/09	11/18/09
11/19/09	12/17/09

8/26/08	9/23/08
9/24/08	10/22/08
10/23/08	11/19/08
11/20/08	12/19/08
1/5/09	2/2/09
2/9/09	3/9/09
3/11/09	4/7/09
4/8/09	5/6/09
5/11/09	6/8/09
6/10/09	7/7/09
7/13/09	8/6/09
8/10/09	9/3/09
9/8/09	10/5/09
10/7/09	11/3/09
11/9/09	12/7/09
12/10/09	1/21/2010

<b>Massage Therapy V.02 AM / PM Classes 2008 - 2009</b>	
<b>Start Dates</b>	<b>End Dates</b>
1/7/08	2/4/08
2/11/08	3/10/08
3/17/08	4/14/08
4/21/08	5/16/08
5/20/08	6/17/08
6/23/08	7/22/08
7/28/08	8/22/08
8/26/08	9/23/08
9/24/08	10/22/08
10/23/08	11/19/08
11/20/08	12/19/08
1/5/09	2/3/09
2/9/09	3/9/09
3/11/09	4/7/09
4/8/09	5/7/09
5/11/09	6/8/09
6/10/09	7/8/09
7/13/09	8/7/09
8/10/09	9/4/09
9/8/09	10/5/09
10/7/09	11/4/09
11/9/09	12/8/09
12/10/09	1/21/2010

<b>Massage Therapy V.02 Evening Classes 2008 - 2009</b>	
<b>Start Dates</b>	<b>End Dates</b>
1/24/08	2/28/08
3/13/08	4/16/08
4/17/08	5/21/08
5/22/08	6/26/08
6/30/08	7/31/08
8/12/08	9/9/08
9/15/08	10/9/08
10/15/08	11/11/08
11/17/08	12/15/08
1/5/09	2/2/09
2/9/09	3/9/09
3/11/09	4/7/09
4/8/09	5/6/09
5/11/09	6/8/09
6/10/09	7/7/09
7/13/09	8/6/09
8/10/09	9/3/09
9/8/09	10/5/09
10/7/09	11/3/09
11/9/09	12/7/09
12/10/09	1/21/2010

<b>Medical Assisting AM / PM Classes 2008 - 2009</b>	
<b>Start Dates</b>	<b>End Dates</b>
1/7/08	2/4/08
2/11/08	3/10/08
3/17/08	4/14/08
4/21/08	5/16/08
5/20/08	6/17/08
6/23/08	7/22/08
7/28/08	8/22/08
8/26/08	9/23/08
9/25/08	10/23/08
10/27/08	11/21/08
11/24/08	1/6/09

<b>Medical Assisting 2 Evening Classes 2008 - 2009</b>	
<b>Start Dates</b>	<b>End Dates</b>
8/12/08	9/9/08
9/11/08	10/8/08
10/9/08	11/5/08
11/10/08	12/8/08
12/9/08	1/20/09
1/22/09	2/19/09
2/23/09	3/19/09
3/23/09	4/20/09
4/23/09	5/20/09
5/26/09	6/22/09
6/24/09	7/21/09
7/27/09	8/20/09
8/24/09	9/21/09
9/23/09	10/20/09
10/22/09	11/18/09
11/19/09	12/09

Medical Assisting Evening Classes 2008 - 2009	
Start Dates	End Dates
1/24/08	2/28/08
2/5/08	3/11/08
3/13/08	4/16/08
4/17/08	5/21/08
5/22/08	6/26/08
6/30/08	7/31/08
7/28/08	8/21/08
8/26/08	9/23/08
9/24/08	10/21/08
10/23/08	11/19/08
11/20/08	12/18/08
1/5/09	2/2/09
2/9/09	3/9/09
3/11/09	4/7/09
4/8/09	5/6/09
5/11/09	6/8/09
6/10/09	7/7/09
7/13/09	8/6/09
8/10/09	9/3/09
9/8/09	10/5/09
10/7/09	11/3/09
11/9/09	12/7/09
12/10/09	1/21/2010

Medical Administrative Assistant P.M. Schedule – Five Day Week (Monday through Friday) 2008	
Start Dates	End Dates
8/26/08	9/23/08
10/1/08	10/28/08
11/3/08	12/2/08
12/9/08	1/21/09
1/22/09	2/19/09
2/23/09	3/20/09
3/23/09	4/21/09
4/23/09	5/20/09
5/26/09	6/22/09
6/24/09	7/23/09
7/27/09	8/21/09
8/24/09	9/21/09
9/23/09	10/21/09
10/22/09	11/18/09
11/19/09	12/18/09

Break Schedule 2008 - 2009	
Labor Day	9/1/08
Thanksgiving	11/27-11/28/08
Winter Break	12/22/08-1/2/09
Other Holiday	9/26/08
New Year's Day	1/1/09
Martin Luther King Day	1/19/09
President's Day	2/16/09
Spring Break	4/10/09
Memorial Day	5/22/09
Independence Day	7/3/09
Labor Day	9/7/09
Thanksgiving	11/26/09-11/27/09
Winter Break	12/21/09-1/1/10
Other Holiday	1/9/09, 4/9/09, 7/10/09, 10/9/09

**GARDENA**

Dental Assisting AM/PM Class	
Start Dates	End Dates
12/12/07	1/18/08
1/23/08	2/21/08
2/25/08	3/24/08
3/26/08	4/22/08
4/24/08	5/21/08
5/27/08	6/23/08
6/25/08	7/24/08
7/28/08	8/22/08
8/26/08	9/23/08
9/24/08	10/22/08
10/24/08	11/21/08
11/24/08	12/23/08

Dental Assisting PM/AM Class	
Start Dates	End Dates
1/3/08	1/31/08
2/4/08	3/4/08
3/6/08	4/3/08
4/7/08	5/2/08
5/6/08	6/4/08
6/6/08	7/7/08
7/9/08	8/5/08
8/7/08	9/5/08
9/9/08	10/6/08
10/9/08	11/6/08
11/7/08	12/9/08
12/11/08	1/19/09

Dental Assisting Evening Class	
Start Dates	End Dates
12/13/07	1/30/08
1/31/08	3/6/08
3/10/08	4/10/08
4/14/08	5/15/08
5/19/08	6/23/08
6/25/08	7/30/08
7/31/08	9/08/08
9/10/08	10/15/08
10/20/08	11/24/08
12/01/08	1/13/09

Dental Assisting Day Schedule – Five Day Week (Monday through Thursday) 2009 - 2010	
Start Dates	End Dates
1/22/09	2/20/09
2/24/09	3/23/09
3/25/09	4/23/09
4/27/09	5/22/09
5/27/09	6/24/09
6/26/09	7/27/09
7/29/09	8/25/09
8/27/09	9/24/09
9/28/09	10/26/09
10/28/09	11/24/09
12/01/09	1/11/10

Massage Therapy AM/PM Class	
Start Dates	End Dates
12/12/07	1/18/08
1/23/08	2/21/08
2/25/08	3/24/08
3/26/08	4/22/08
4/24/08	5/21/08
5/27/08	6/23/08
6/25/08	7/24/08
7/28/08	8/22/08
8/26/08	9/23/08
9/24/08	10/22/08
10/24/08	11/21/08
11/24/08	12/23/08

Massage Therapy Evening Class	
Start Dates	End Dates
12/13/07	1/30/08
1/31/08	3/6/08
3/10/08	4/10/08
4/14/08	5/15/08
5/19/08	6/23/08
6/25/08	7/30/08
7/31/08	9/08/08
9/10/08	10/15/08
10/20/08	11/24/08
12/01/08	1/13/09

Break Schedule 2008	
New Year's Day	Tue., Jan 1 – Wed., Jan 2, 2008
Martin Luther King Day	Monday, January 21, 2008
President's Day	Monday, February 18, 2008
Spring Break	Fri., March 21 – Sun., March 23, 2008
Memorial Day	Fri., May 23 – Mon., May 26, 2008
Independence Day	Thur., July 3 – Sun, July 6, 2008
Labor Day	Fri., August 30 - Monday, September 2, 2008
Thanksgiving	Thur., Nov. 27 – Sun., November 30, 2008
Winter Break	Wed., December 24 – Wed., Dec. 31, 2008
Other Holiday	Fri., February 8; Mon., August 25; Mon., October 13; Tue., November 11, 2008

Medical Insurance Billing and Coding AM/PM Class	
Start Dates	End Dates
12/12/07	1/18/08
1/23/08	2/21/08
2/25/08	3/24/08
3/26/08	4/22/08
4/24/08	5/21/08
5/27/08	6/23/08
6/25/08	7/24/08
7/28/08	8/22/08
8/26/08	9/23/08
9/24/08	10/22/08
10/24/08	11/21/08
11/24/08	12/23/08

Medical Insurance Billing and Coding PM/AM Class	
Start Dates	End Dates
1/3/08	1/31/08
2/4/08	3/4/08
3/6/08	4/3/08
4/7/08	5/2/08
5/6/08	6/4/08
6/6/08	7/7/08
7/9/08	8/5/08
8/7/08	9/5/08
9/9/08	10/6/08
10/9/08	11/6/08
11/7/08	12/9/08
12/11/08	1/19/09

Medical Insurance Billing and Coding Evening Class 1	
Start Dates	End Dates
12/13/07	1/30/08
1/31/08	3/6/08
3/10/08	4/10/08
4/14/08	5/15/08
5/19/08	6/23/08
6/25/08	7/30/08
7/31/08	9/08/08
9/10/08	10/15/08
10/20/08	11/24/08
12/01/08	1/13/09

Medical Insurance Billing and Coding Evening Schedule – Four Day Week (Monday through Thursday) 2009 - 2010	
Start Dates	End Dates
1/14/09	2/19/09
2/23/09	3/26/09
3/30/09	5/4/09
5/6/09	6/10/09
6/15/09	7/20/09
7/22/09	8/25/09
8/27/09	10/1/09
10/5/09	11/5/09
11/9/09	12/16/09

Medical Assisting AM/PM Class	
Start Dates	End Dates
12/12/07	1/18/08
1/23/08	2/21/08
2/25/08	3/24/08
3/26/08	4/22/08
4/24/08	5/21/08
5/27/08	6/23/08
6/25/08	7/24/08
7/28/08	8/22/08
8/26/08	9/23/08
9/24/08	10/22/08
10/24/08	11/21/08
11/24/08	12/23/08

Medical Assisting PM/AM Class	
Start Dates	End Dates
1/3/08	1/31/08
2/4/08	3/4/08
3/6/08	4/3/08
4/7/08	5/2/08
5/6/08	6/4/08
6/6/08	7/7/08
7/9/08	8/5/08
8/7/08	9/5/08
9/9/08	10/6/08
10/9/08	11/6/08
11/7/08	12/9/08
12/11/08	1/19/09

Medical Assisting Evening Class 1	
Start Dates	End Dates
12/13/07	1/30/08
1/31/08	3/6/08
3/10/08	4/10/08
4/14/08	5/15/08
5/19/08	6/23/08
6/25/08	7/30/08
7/31/08	9/08/08
9/10/08	10/15/08
10/20/08	11/24/08
12/01/08	1/13/09

Medical Assisting Evening Class 2	
Start Dates	End Dates
11/29/07	1/15/08
1/22/08	2/26/08
2/28/08	4/2/08
4/7/08	5/8/08
5/12/08	6/16/08
6/18/08	7/23/08
7/28/08	9/2/08
9/3/08	10/7/08
10/8/08	11/13/08
11/17/08	12/22/08

Medical Assisting Weekend AM/PM Class	
Start Dates	End Dates
1/5/08	1/27/08
2/2/08	2/24/08
3/1/08	3/30/08
4/5/08	4/27/08
5/3/08	6/1/08
6/7/08	6/29/08
7/12/08	8/3/08
8/9/08	9/7/08
9/13/08	10/5/08
10/11/08	11/2/08
11/8/08	12/7/08
12/13/08	1/11/09

Medical Assisting Evening Class 3	
Start Dates	End Dates
12/06/07	1/23/08
1/28/08	3/3/08
3/17/08	4/17/08
4/21/08	5/22/08
5/27/08	6/30/08
7/01/08	8/05/08
8/7/08	9/15/08
9/17/08	10/22/08
10/27/08	12/03/08
12/08/08	1/22/09

Medical Assisting Day Schedule – Five Day Week (Monday through Friday) 2009 - 2010	
Start Dates	End Dates
1/06/09	2/3/09
2/5/09	3/6/09
3/10/09	4/6/09
4/8/09	5/7/09
5/11/09	6/9/09
6/11/09	7/10/09
7/14/09	8/10/09
8/12/09	9/9/09
9/11/09	10/8/09
10/12/09	11/9/09
11/11/09	12/10/09
12/15/09	1/25/10

Medical Assisting Day Schedule – Five Day Week (Monday through Thursday) 2009 - 2010	
Start Dates	End Dates
1/22/09	2/20/09
2/24/09	3/23/09
3/25/09	4/23/09
4/27/09	5/22/09
5/27/09	6/24/09
6/26/09	7/27/09
7/29/09	8/25/09
8/27/09	9/24/09
9/28/09	10/26/09
10/28/09	11/24/09
12/01/09	1/11/10



<b>Dental Assisting Day Schedule – Five Day Week (Monday through Friday) 2009 - 2010</b>	
Start Dates	End Dates
1/06/09	2/3/09
2/5/09	3/6/09
3/10/09	4/6/09
4/8/09	5/7/09
5/11/09	6/9/09
6/11/09	7/10/09
7/14/09	8/10/09
8/12/09	9/9/09
9/11/09	10/8/09
10/12/09	11/9/09
11/11/09	12/10/09
12/15/09	1/25/10

<b>Dental Assisting Evening Schedule – Four Day Week (Monday through Thursday) 2009 - 2010</b>	
Start Dates	End Dates
1/14/09	2/19/09
2/23/09	3/26/09
3/30/09	5/4/09
5/6/09	6/10/09
6/15/09	7/20/09
7/22/09	8/25/09
8/27/09	10/1/09
10/5/09	11/5/09
11/9/09	12/16/09

<b>Medical Assisting 1 Evening Schedule – Four Day Week (Monday through Thursday) 2009 - 2010</b>	
Start Dates	End Dates
1/14/09	2/19/09
2/23/09	3/26/09
3/30/09	5/4/09
5/6/09	6/10/09
6/15/09	7/20/09
7/22/09	8/25/09
8/27/09	10/1/09
10/5/09	11/5/09
11/9/09	12/16/09

<b>Medical Assisting 2 Evening Schedule – Four Day Week (Monday through Thursday) 2009 - 2010</b>	
Start Dates	End Dates
1/6/09	2/10/09
2/12/09	3/18/09
3/23/09	4/27/09
4/29/09	6/3/09
6/8/09	7/13/09
7/15/09	8/18/09
8/20/09	9/24/09
9/28/09	10/29/09
11/2/09	12/8/09
12/10/09	1/27/10

<b>Medical Assisting 3 Evening Schedule – Four Day Week (Monday through Thursday) 2009 - 2010</b>	
Start Dates	End Dates
1/27/09	3/3/09
3/5/09	4/8/09
4/14/09	5/18/09
5/20/09	6/24/09
6/29/09	8/3/09
8/5/09	9/9/09
9/14/09	10/15/09
10/19/09	11/19/09
11/23/09	1/11/10

<b>Massage Therapy Day Schedule – Five Day Week (Monday through Friday) 2009 - 2010</b>	
Start Dates	End Dates
1/06/09	2/3/09
2/5/09	3/6/09
3/10/09	4/6/09
4/8/09	5/7/09
5/11/09	6/9/09
6/11/09	7/10/09
7/14/09	8/10/09
8/12/09	9/9/09
9/11/09	10/8/09
10/12/09	11/9/09
11/11/09	12/10/09
12/15/09	1/25/10

<b>Massage Therapy Evening Schedule – Four Day Week (Monday through Thursday) 2009 - 2010</b>	
Start Dates	End Dates
1/14/09	2/19/09
2/23/09	3/26/09
3/30/09	5/4/09
5/6/09	6/10/09
6/15/09	7/20/09
7/22/09	8/25/09
8/27/09	10/1/09
10/5/09	11/5/09
11/9/09	12/16/09

<b>Medical Insurance Billing and Coding Day Schedule – Five Day Week (Monday through Friday) 2009 - 2010</b>	
Start Dates	End Dates
1/06/09	2/3/09
2/5/09	3/6/09
3/10/09	4/6/09
4/8/09	5/7/09
5/11/09	6/9/09
6/11/09	7/10/09
7/14/09	8/10/09
8/12/09	9/9/09
9/11/09	10/8/09
10/12/09	11/9/09
11/11/09	12/10/09
12/15/09	1/25/10

## HAYWARD

<b>Medical Assisting AM, PM, Schedule Medical Administrative Assisting PM Schedule (Monday through Friday) 2009</b>	
Start Dates	End Dates
1/13/09	2/10/09
2/12/09	3/12/09
3/17/09	4/13/09
4/15/09	5/12/09
5/14/09	6/11/09
6/16/09	7/14/09
7/16/09	8/12/09
8/17/09	9/14/09
9/16/09	10/13/09
10/15/09	11/11/09

<b>Medical Assisting Evening Schedule – Four Day Week (Monday through Thursday) 2009</b>	
Start Dates	End Dates
1/13/09	2/10/09
2/12/09	3/12/09
3/17/09	4/13/09
4/15/09	5/12/09
5/14/09	6/11/09
6/16/09	7/13/09
7/16/09	8/12/09
8/17/09	9/14/09
9/16/09	10/13/09
10/15/09	11/11/09

<b>Medical Assisting AM, PM, Schedule Medical Administrative Assisting AM Schedule Track IV (Monday through Friday) 2009</b>	
Start Dates	End Dates
1/26/09	2/23/09
2/25/09	3/24/09
3/26/09	4/22/09
4/24/09	5/21/09
5/26/09	6/22/09
6/24/09	7/22/09
7/24/09	8/20/09
8/24/09	9/21/09
9/23/09	10/20/09
10/22/09	11/18/09
11/20/09	1/4/10

<b>Medical Assisting Evening Schedule Track V (Monday through Thursday) 2009</b>	
Start Dates	End Dates
2/2/09	3/2/09
3/4/09	3/31/09
4/2/09	4/29/09
5/4/09	6/1/09
6/3/09	6/30/09
7/2/09	7/29/09
8/3/09	8/27/09
9/2/09	9/30/09
10/5/09	10/29/09
11/3/09	12/1/09
12/3/09	1/13/10

Medical Insurance Billing & Coding AM/PM Day Schedule – Five-Days Week (Monday through Friday) 2008 - 2009	
Start Dates	End Dates
1/15/08	2/12/08
2/14/08	3/13/08
3/17/08	4/11/08
4/15/08	5/12/08
5/14/08	6/11/08
6/16/08	7/14/08
7/16/08	8/12/08
8/14/08	9/11/08
9/16/08	10/13/08
10/15/08	11/11/08
11/13/08	12/12/08
12/16/08	1/27/09
1/29/09	2/26/09
3/3/09	3/30/09
4/1/09	4/28/09
4/30/09	5/28/09
6/2/09	6/29/09
7/1/09	7/29/09
8/3/09	8/28/09
9/1/09	9/29/09
10/1/09	10/28/09
11/2/09	12/1/09

Medical Insurance Billing & Coding Evening Schedule – Four-Days Week (Monday through Thursday) 2009	
Start Dates	End Dates
1/29/09	2/26/09
3/3/09	3/30/09
4/1/09	4/28/09
4/30/09	5/28/09
6/2/09	6/29/09
7/1/09	7/28/09
8/3/09	8/27/09
9/1/09	9/29/09
10/1/09	10/28/09
11/2/09	11/30/09

Massage Therapy Session 1 2009 - 2010	
Start Dates	End Dates
01/20/09	02/17/09
02/19/09	03/18/09
03/23/09	04/16/09
04/21/09	05/18/09
05/20/09	06/17/09
06/22/09	07/16/09
07/21/09	08/17/09
08/19/09	09/16/09
09/21/09	10/15/09
10/20/09	11/16/09
11/19/09	12/16/09

Massage Therapy Session 2 2010	
Start Dates	End Dates
01/04/10	02/01/10

Surgical Technology Monday through Friday Days	
Start	End
1/22/08	2/19/08
2/21/08	3/19/08
3/21/08	4/18/08
4/22/08	5/19/08
5/21/08	6/18/08
6/20/08	7/18/08
7/22/08	8/18/08
8/20/08	9/17/08
9/19/08	10/16/08
10/20/08	11/14/08
11/18/08	12/17/08

Surgical Technology Monday through Friday Evenings	
Start	End
1/22/08	2/19/08
2/21/08	3/19/08
3/21/08	4/18/08
4/22/08	5/19/08
5/21/08	6/18/08
6/20/08	7/18/08
7/22/08	8/18/08
8/20/08	9/17/08
9/19/08	10/16/08
10/20/08	11/14/08
11/18/08	12/17/08

Holidays 2009	
<i>New Year's Day</i>	January 1
<i>Martin Luther King Day</i>	January 19
<i>President's Day</i>	February 16
<i>Memorial Day</i>	May 25
<i>Independence Day</i>	July 3
<i>Labor Day</i>	September 7
<i>Thanksgiving</i>	November 26 & 27
<i>Winter Break</i>	December 21- January 1

**LOS ANGELES**

Massage Therapy Class Start/End Schedule	
Start	End
02/04/08	03/03/08
03/05/08	04/01/08
04/03/08	05/01/08
05/05/08	06/02/08
06/04/08	07/01/08
07/07/08	08/01/08
08/04/08	08/29/08
09/02/08	09/29/08
10/06/08	10/31/08
11/3/08	12/02/08
12/4/08	1/14/09

Massage Therapy Class Start/End Schedule	
Start	End
2/13/08	3/12/08
3/17/08	4/11/08
4/15/08	5/12/08
5/14/08	6/11/08
6/16/08	7/15/08
7/17/08	8/13/08
8/18/07	09/15/08
9/17/08	10/14/08
10/16/08	11/12/08
11/13/08	12/2/08
12/15/08	01/23/09

Massage Therapy Class Start/End Schedule	
Start	End
1/28/08	2/25/08
2/27/08	3/26/08
3/31/08	4/28/08
4/30/08	5/29/08
5/30/08	6/26/08
6/30/08	7/29/08
7/31/08	8/27/08
8/28/08	9/25/08
9/29/08	10/27/08
10/28/08	11/28/08
11/27/08	01/7/09

**ONTARIO**

<b>Break Schedule 2008 - 2009</b>			
Memorial Day	5/26/2008	In-Service	3/17/2009
In-Service	6/13/2008	Spring Holiday	4/10/09 - 4/13/09
Independence Day	7/4/2008	Memorial Day	5/25/2009
Labor Day	9/1/2008	In-Service	6/11/2009
Fall Holiday	9/29/2008	Independence Day	7/3/2009
In-Service	10/23/2008	Labor Day	9/7/2009
Thanksgiving	11/27/08 - 11/28/08	In-Service	9/17/2009
Winter Break	12/20/08 - 1/4/09	Thanksgiving	11/26/09 - 11/27/09
Martin Luther King Jr.	1/19/2009	In-Service	12/10/2009
President's Day	2/16/2009	Winter Break	12/19/09 - 1/3/10

<b>Medical Insurance Billing/Coding AM Section 1 - 8AM, 12:30PM (Monday through Friday) Five Day Schedule</b>	
<b>Start</b>	<b>End</b>
4/21/2008	5/16/2008
5/20/2008	6/18/2008
6/20/2008	7/18/2008
7/22/2008	8/18/2008
8/20/2008	9/17/2008
9/19/2008	10/17/2008
10/21/2008	11/18/2008
11/20/2008	12/19/2008
1/5/2009	2/2/2009
2/4/2009	3/4/2009
3/6/2009	4/3/2009
4/7/2009	5/6/2009
5/8/2009	6/5/2009
6/9/2009	7/8/2009
7/10/2009	8/6/2009
8/10/2009	9/4/2009
9/8/2009	10/6/2009
10/8/2009	11/4/2009
11/6/2009	12/7/2009

<b>Medical Insurance Billing/Coding AM Section 2 8AM (Monday through Thursday) Four Day Schedule</b>	
<b>Start</b>	<b>End</b>
5/27/2008	6/23/2008
6/25/2008	7/22/2008
7/24/2008	8/20/2008
8/25/2008	9/22/2008
9/24/2008	10/21/2008
10/27/2008	11/20/2008
11/25/2008	1/6/2009
1/8/2009	2/5/2009
2/10/2009	3/10/2009
3/12/2009	4/9/2009
4/15/2009	5/12/2009
5/14/2009	6/15/2009
6/17/2009	7/14/2009
7/16/2009	8/12/2009
8/17/2009	9/14/2009
9/16/2009	10/14/2009
10/19/2009	11/12/2009
11/16/2009	12/15/2009

<b>Medical Insurance Billing/Coding 1PM - 5PM (Monday through Friday) Five Day Schedule</b>	
<b>Start</b>	<b>End</b>
4/29/2008	5/27/2008
5/29/2008	6/26/2008
6/30/2008	7/28/2008
7/30/2008	8/26/2008
8/28/2008	9/25/2008
9/30/2008	10/28/2008
10/30/2008	11/26/2008
12/1/2008	1/9/2009
1/13/2009	2/10/2009
2/12/2009	3/12/2009
3/16/2009	4/15/2009
4/17/2009	5/14/2009
5/18/2009	6/16/2009
6/18/2009	7/16/2009
7/20/2009	8/14/2009
8/18/2009	9/15/2009
9/18/2009	10/15/2009
10/19/2009	11/13/2009
11/17/2009	12/17/2009

<b>Medical Insurance Billing/Coding EVE Section 1 - 5:30PM (Monday through Thursday) Four Day Schedule</b>	
<b>Start</b>	<b>End</b>
4/29/2008	5/27/2008
5/29/2008	6/25/2008
6/30/2008	7/24/2008
7/29/2008	8/25/2008
8/27/2008	9/24/2008
9/30/2008	10/28/2008
10/30/2008	11/26/2008
12/2/2008	1/12/2009
1/14/2009	2/11/2009
2/17/2009	3/16/2009
3/18/2009	4/15/2009
4/20/2009	5/14/2009
5/19/2009	6/17/2009
6/22/2009	7/16/2009
7/21/2009	8/17/2009
8/19/2009	9/16/2009
9/21/2009	10/15/2009
10/19/2009	11/12/2009
11/17/2009	12/16/2009

<b>Medical Insurance Billing/Coding EVE Section 2 - 5:30PM (Monday through Thursday) Four Day Schedule</b>	
<b>Start</b>	<b>End</b>
4/22/2008	5/19/2008
5/21/2008	6/18/2008
6/23/2008	7/17/2008
7/22/2008	8/18/2008
8/20/2008	9/17/2008
9/22/2008	10/20/2008
10/22/2008	11/19/2008
11/24/2008	1/5/2009
1/7/2009	2/4/2009
2/9/2009	3/9/2009
3/11/2009	4/8/2009
4/14/2009	5/11/2009
5/13/2009	6/10/2009
6/16/2009	7/13/2009
7/15/2009	8/11/2009
8/13/2009	9/10/2009
9/15/2009	10/13/2009
10/15/2009	11/11/2009
11/16/2009	12/15/2009

<b>Medical Assisting 8AM (Monday through Thursday) Four Day Schedule</b>	
<b>Start</b>	<b>End</b>
4/21/2008	5/15/2008
5/20/2008	6/17/2008
6/19/2008	7/16/2008
7/21/2008	8/14/2008
8/19/2008	9/16/2008
9/18/2008	10/16/2008
10/21/2008	11/18/2008
11/20/2008	12/18/2008
1/5/2009	2/2/2009
2/4/2009	3/4/2009
3/9/2009	4/6/2009
4/8/2009	5/6/2009
5/11/2009	6/9/2009
6/15/2009	7/9/2009
7/14/2009	8/10/2009
8/12/2009	9/9/2009
9/14/2009	10/12/2009
10/14/2009	11/10/2009
11/12/2009	12/14/2009

<b>Medical Assisting 6AM, 8AM 10AM, 10:30AM (Monday through Friday) Five Day Schedule</b>	
Start	End
4/29/2008	5/27/2008
5/29/2008	6/26/2008
6/30/2008	7/28/2008
7/30/2008	8/26/2008
8/28/2008	9/25/2008
9/30/2008	10/28/2008
10/30/2008	11/26/2008
12/1/2008	1/9/2009
1/13/2009	2/10/2009
2/12/2009	3/12/2009
3/16/2009	4/15/2009
4/17/2009	5/14/2009
5/18/2009	6/16/2009
6/18/2009	7/16/2009
7/20/2009	8/14/2009
8/18/2009	9/15/2009
9/18/2009	10/15/2009
10/19/2009	11/13/2009
11/17/2009	12/17/2009

<b>Medical Assisting 12:30PM (Monday through Friday) Five Day Schedule</b>	
Start	End
4/21/2008	5/16/2008
5/20/2008	6/18/2008
6/20/2008	7/18/2008
7/22/2008	8/18/2008
8/20/2008	9/17/2008
9/19/2008	10/17/2008
10/21/2008	11/18/2008
11/20/2008	12/19/2008
1/5/2009	2/2/2009
2/4/2009	3/4/2009
3/6/2009	4/3/2009
4/7/2009	5/6/2009
5/8/2009	6/5/2009
6/9/2009	7/8/2009
7/10/2009	8/6/2009
8/10/2009	9/4/2009
9/8/2009	10/6/2009
10/8/2009	11/4/2009
11/6/2009	12/7/2009

<b>Medical Assisting EVE Section 2 - 5:30PM (Monday through Thursday) Four Day Schedule</b>	
Start	End
4/15/2008	5/12/2008
5/21/2008	6/18/2008
6/23/2008	7/17/2008
7/22/2008	8/18/2008
8/20/2008	9/17/2008
9/22/2008	10/20/2008
10/22/2008	11/19/2008
11/24/2008	1/5/2009
1/7/2009	2/4/2009
2/9/2009	3/9/2009
3/11/2009	4/8/2009
4/14/2009	5/11/2009
5/13/2009	6/10/2009
6/16/2009	7/13/2009
7/15/2009	8/11/2009
8/13/2009	9/10/2009
9/15/2009	10/13/2009
10/15/2009	11/11/2009
11/16/2009	12/15/2009

<b>Medical Assisting EVE Section 1 - 5:30PM (Monday through Thursday) Four Day Schedule</b>	
Start	End
5/29/2008	6/25/2008
6/30/2008	7/24/2008
7/29/2008	8/25/2008
8/27/2008	9/24/2008
9/30/2008	10/28/2008
10/30/2008	11/26/2008
12/2/2008	1/12/2009
1/14/2009	2/11/2009
2/17/2009	3/16/2009
3/18/2009	4/15/2009
4/20/2009	5/14/2009
5/19/2009	6/17/2009
6/22/2009	7/16/2009
7/21/2009	8/17/2009

<b>Dental Assisting 8AM, 12:00, 12:30PM (Monday through Friday) Five Day Schedule</b>	
Start	End
5/29/2008	6/26/2008
6/30/2008	7/28/2008
7/30/2008	8/26/2008
8/28/2008	9/25/2008
9/30/2008	10/28/2008
10/30/2008	11/26/2008
12/1/2008	1/9/2009
1/13/2009	2/10/2009
2/12/2009	3/12/2009
3/16/2009	4/15/2009
4/17/2009	5/14/2009
5/18/2009	6/16/2009
6/18/2009	7/16/2009
7/20/2009	8/14/2009

<b>Dental Assisting AM Section 2 - 8AM (Monday through Friday) Five Day Schedule</b>	
Start	End
4/15/2008	5/12/2008
5/14/2008	6/11/2008
6/16/2008	7/14/2008
7/16/2008	8/12/2008
8/14/2008	9/11/2008
9/15/2008	10/13/2008
10/15/2008	11/12/2008
11/14/2008	12/15/2008
12/17/2008	1/28/2009
1/30/2009	2/27/2009
3/3/2009	3/31/2009
4/2/2009	5/1/2009
5/5/2009	6/2/2009
6/4/2009	7/2/2009

8/19/2009	9/16/2009
9/21/2009	10/15/2009
10/19/2009	11/12/2009
11/17/2009	12/16/2009

8/18/2009	9/15/2009
9/18/2009	10/15/2009
10/19/2009	11/13/2009
11/17/2009	12/17/2009

7/7/2009	8/3/2009
8/5/2009	9/1/2009
9/3/2009	10/2/2009
10/6/2009	11/2/2009
11/4/2009	12/3/2009

**Dental Assisting  
EVE Section (5:30 PM)  
(Monday through Thursday)  
Four Day Schedule**

Start	End
4/29/2008	5/27/2008
5/29/2008	6/25/2008
6/30/2008	7/24/2008
7/29/2008	8/25/2008
8/27/2008	9/24/2008
9/30/2008	10/28/2008
10/30/2008	11/26/2008
12/1/2008	1/8/2009
1/13/2009	2/10/2009
2/12/2009	3/12/2009
3/18/2009	4/15/2009
4/20/2009	5/14/2009
5/19/2009	6/17/2009
6/22/2009	7/16/2009
7/21/2009	8/17/2009
8/19/2009	9/16/2009
9/22/2009	10/19/2009
10/21/2009	11/17/2009
11/19/2009	1/4/2010

**Massage Therapy  
AM Section 1 - 8 AM  
(Monday through Friday)  
Five Day Schedule**

Start	End
4/21/2008	5/16/2008
5/20/2008	6/18/2008
6/20/2008	7/18/2008
7/22/2008	8/18/2008
8/20/2008	9/17/2008
9/19/2008	10/17/2008
10/21/2008	11/18/2008
11/20/2008	12/19/2008
1/5/2009	2/2/2009
2/4/2009	3/4/2009
3/6/2009	4/3/2009
4/7/2009	5/6/2009
5/8/2009	6/5/2009
6/9/2009	7/8/2009
7/10/2009	8/6/2009
8/10/2009	9/4/2009
9/8/2009	10/6/2009
10/8/2009	11/4/2009
11/6/2009	12/7/2009

**Massage Therapy  
AM Section 1 - 10:00AM  
(Monday through Friday)  
Five Day Schedule**

Start	End
4/15/2008	5/12/2008
5/20/2008	6/18/2008
6/20/2008	7/18/2008
7/22/2008	8/18/2008
8/20/2008	9/17/2008
9/19/2008	10/17/2008
10/21/2008	11/18/2008
11/20/2008	12/19/2008
1/5/2009	2/2/2009
2/4/2009	3/4/2009
3/6/2009	4/3/2009
4/7/2009	5/6/2009
5/8/2009	6/5/2009
6/9/2009	7/8/2009
7/10/2009	8/6/2009
8/10/2009	9/4/2009
9/8/2009	10/6/2009
10/8/2009	11/4/2009
11/6/2009	12/7/2009

**Massage Therapy  
EVE Section 1 - 5:30PM  
(Monday through Thursday)  
Four Day Schedule**

Start	End
4/29/2008	5/27/2008
5/29/2008	6/25/2008
6/30/2008	7/24/2008
7/29/2008	8/25/2008
8/27/2008	9/24/2008
9/30/2008	10/28/2008
10/30/2008	11/26/2008

**Massage Therapy  
EVE Section 2 - 5:30PM  
(Monday through Thursday)  
Four Day Schedule**

Start	End
4/22/2008	5/19/2008
5/21/2008	6/18/2008
6/23/2008	7/17/2008
7/22/2008	8/18/2008
8/20/2008	9/17/2008
9/22/2008	10/20/2008
10/22/2008	11/19/2008

**Massage Therapy  
AM Section 2 - 8AM, 10AM  
(Monday through Friday)  
Five Day Schedule**

Start	End
4/29/2008	5/27/2008
5/29/2008	6/26/2008
6/30/2008	7/28/2008
7/30/2008	8/26/2008
8/28/2008	9/25/2008
9/30/2008	10/28/2008
10/30/2008	11/26/2008
12/1/2008	1/9/2009

1/14/2009	2/11/2009	1/7/2009	2/4/2009	1/13/2009	2/10/2009
2/17/2009	3/16/2009	2/9/2009	3/9/2009	2/12/2009	3/12/2009
3/18/2009	4/15/2009	3/11/2009	4/8/2009	3/16/2009	4/15/2009
4/20/2009	5/14/2009	4/14/2009	5/11/2009	4/17/2009	5/14/2009
5/19/2009	3/17/2009	5/13/2009	6/10/2009	5/18/2009	6/16/2009
6/22/2009	7/16/2009	6/16/2009	7/13/2009	6/18/2009	7/16/2009
7/21/2009	8/17/2009	7/15/2009	8/11/2009	7/20/2009	8/14/2009
8/19/2009	9/16/2009	8/13/2009	9/10/2009	8/18/2009	9/15/2009
9/21/2009	10/15/2009	9/15/2009	10/13/2009	9/18/2009	10/15/2009
10/19/2009	11/12/2009	10/15/2009	11/11/2009	10/19/2009	11/13/2009
11/17/2009	12/16/2009	11/16/2009	12/15/2009	11/17/2009	12/17/2009

<b>Pharmacy Technician 6AM (Monday through Friday) Five Day Schedule</b>	
Start	End
4/15/2008	5/12/2008
5/14/2008	6/11/2008
5/14/2008	5/28/2008
6/16/2008	7/14/2008
6/16/2008	6/26/2008
7/16/2008	8/12/2008
7/16/2008	7/29/2008
8/14/2008	9/11/2008
8/14/2008	8/27/2008
9/15/2008	10/13/2008
9/15/2008	9/26/2008
10/15/2008	11/12/2008
10/15/2008	10/29/2008
11/14/2008	12/15/2008
11/14/2008	12/1/2008
12/17/2008	1/28/2009
12/17/2008	1/13/2009
1/29/2009	2/26/2009
1/29/2009	2/11/2009
3/2/2009	3/30/2009
3/2/2009	3/13/2009
4/1/2009	4/30/2009
4/1/2009	4/16/2009
5/4/2009	6/1/2009
5/4/2009	5/15/2009
6/3/2009	7/1/2009

<b>Pharmacy Technician 8AM, 10:00AM (Monday through Friday) Five Day Schedule</b>	
Start	End
4/21/2008	5/16/2008
5/20/2008	6/18/2008
6/20/2008	7/18/2008
7/22/2008	8/18/2008
7/22/2008	8/4/2008
8/20/2008	9/17/2008
8/20/2008	9/3/2008
9/19/2008	10/17/2008
9/19/2008	10/3/2008
10/21/2008	11/18/2008
10/21/2008	11/4/2008
11/20/2008	12/19/2008
11/20/2008	12/5/2008
1/5/2009	2/2/2009
1/5/2009	1/16/2009
2/11/2009	3/11/2009
2/11/2009	2/24/2009
3/13/2009	4/14/2009
3/13/2009	3/27/2009
4/16/2009	5/13/2009
4/16/2009	4/29/2009
5/15/2009	6/15/2009
5/15/2009	5/29/2009
6/17/2009	7/15/2009
6/17/2009	6/30/2009
7/17/2009	8/13/2009

<b>Pharmacy Technician EVE Section 1 - 5:30PM (Monday through Thursday) Four Day Schedule</b>	
Start	End
4/22/2008	5/19/2008
5/21/2008	6/18/2008
6/23/2008	7/17/2008
7/22/2008	8/18/2008
8/20/2008	9/17/2008
8/20/2008	9/3/2008
9/22/2008	10/20/2008
9/22/2008	10/6/2008
10/22/2008	11/19/2008
10/22/2008	11/5/2008
11/24/2008	1/5/2009
11/24/2008	12/8/2008
1/7/2009	2/4/2009
1/7/2009	1/21/2009
2/9/2009	3/9/2009
2/9/2009	2/23/2009
3/11/2009	4/8/2009
3/11/2009	3/25/2009
4/14/2009	5/11/2009
4/14/2009	4/27/2009
5/13/2009	6/10/2009
5/13/2009	5/27/2009
6/16/2009	7/13/2009
6/16/2009	6/28/2009
7/15/2009	8/11/2009
7/15/2009	7/28/2009

<b>Pharmacy Technician EVE Section 2 - 5:30PM (Monday through Thursday) Four Day Schedule</b>	
Start	End
4/10/2008	5/8/2008
5/13/2008	6/10/2008
5/13/2008	5/27/2008
6/12/2008	7/9/2008
6/12/2008	6/25/2008
7/14/2008	8/7/2008
7/14/2008	7/24/2008
8/12/2008	9/9/2008
8/12/2008	8/25/2008
9/11/2008	10/9/2008
9/11/2008	9/24/2008
10/14/2008	11/11/2008
10/14/2008	10/27/2008
11/13/2008	12/11/2008
11/13/2008	11/26/2008
12/16/2008	1/27/2009
12/16/2008	1/12/2009
1/29/2009	2/26/2009
1/29/2009	2/11/2009
3/3/2009	3/31/2009
3/3/2009	3/16/2009
4/2/2009	4/30/2009
4/2/2009	4/16/2009
5/5/2009	6/2/2009
5/5/2009	5/18/2009
6/4/2009	7/2/2009

6/3/2009	6/17/2009
7/6/2009	7/31/2009
7/6/2009	7/17/2009
8/4/2009	8/31/2009
8/4/2009	8/17/2009
9/2/2009	10/1/2009
9/2/2009	9/16/2009
10/5/2009	10/30/2009
10/5/2009	10/16/2009
11/3/2009	12/2/2009
11/3/2009	11/16/2009
12/4/2009	1/15/2010

7/17/2009	7/30/2009
8/17/2009	9/14/2009
8/17/2009	8/28/2009
9/16/2009	10/14/2009
9/16/2009	9/29/2009
10/16/2009	11/12/2009
10/16/2009	10/29/2009
11/16/2009	12/16/2009

8/13/2009	9/10/2009
8/13/2009	8/26/2009
9/15/2009	10/13/2009
9/15/2009	9/29/2009
10/15/2009	11/11/2009
10/15/2009	10/28/2009
11/16/2009	12/15/2009
11/16/2009	11/30/2009
12/17/2009	1/28/2009

6/4/2009	6/18/2009
7/7/2009	8/3/2009
7/7/2009	7/20/2009
8/5/2009	9/1/2009
8/5/2009	8/18/2009
9/3/2009	10/5/2009
9/3/2009	9/21/2009
10/7/2009	11/3/2009
10/7/2009	10/20/2009
11/5/2009	12/3/2009

**RESEDA**

<b>Medical Assistant, Dental Assisting, Medical Administrative Assisting, Medical Insurance Billing and Coding, Surgical Technology Day Schedule – Five-Day Week (Monday through Friday) 2008 - 2009</b>	
Start Dates	End Dates
1/25/2008	02/22/08
2/26/2008	3/25/2008
3/27/2008	4/23/2008
4/25/2008	5/22/2008
5/28/2008	6/24/2008
6/25/2008	7/23/2008
7/25/2008	8/21/2008
8/25/2008	9/22/2008
9/24/2008	10/21/2008
10/23/2008	11/19/2008
11/21/2008	12/22/2008
1/12/2009	2/9/2009
2/11/2009	3/11/2009
3/13/2009	4/9/2009
4/20/2009	5/15/2009
5/19/2009	6/16/2009
6/18/2009	7/17/2009
7/21/2009	8/17/2009
8/19/2009	9/16/2009
9/21/2009	10/16/2009
10/20/2009	11/16/2009
11/18/2009	12/17/2009

<b>Massage Therapy/Pharmacy Technician Day Schedule – Five-Day Week (Monday through Friday) 2008-2009</b>	
Start Dates	End Dates
08/11/08	09/08/08
09/15/08	10/10/08
10/20/08	11/14/08
11/21/08	12/22/08
01/12/09	02/09/09
02/11/09	03/11/09
03/13/09	04/09/09
04/20/09	05/15/09
05/19/09	06/16/09
06/18/09	07/17/09
07/21/09	08/17/09
08/19/09	09/16/09
09/21/09	10/16/09
10/20/09	11/16/09
11/18/09	12/17/09

<b>Medical Assistant, Dental Assisting, Medical Administrative Assisting, Massage Therapy, Surgical Technology Eve Schedule – Four-Day Week (Monday through Thursday) 2008 - 2009</b>	
Start Dates	End Dates
1/3/2008	2/7/2008
2/11/2008	3/17/2008
3/19/2008	4/22/2008
4/24/2008	5/29/2008
6/3/2008	7/7/2008
7/14/2008	8/14/2008
8/18/2008	9/22/2008
9/24/2008	10/28/2008
10/30/2008	12/3/2008
12/10/2008	1/26/2009
1/28/2009	3/4/2009
3/9/2009	4/9/2009
4/15/2009	5/19/2009
5/20/2009	6/24/2009
6/25/2009	7/29/2009
7/30/2009	9/2/2009
9/9/2009	10/13/2009
10/19/2009	11/19/2009



Medical Assisting Off-Cycle Eve Schedule – Four-Day Week (Monday through Thursday) 2008	
Start Dates	End Dates
01/14/08	02/19/08
2/21/2008	3/26/2008
3/31/2008	5/1/2008
5/6/2008	6/10/2008
6/12/2008	7/16/2008
7/21/2008	8/21/2008
8/26/2008	9/30/2008
10/2/2008	11/5/2008
11/10/2008	12/15/2008

Medical Insurance Billing and Coding Fast-track Eve Schedule – Four-Day Week (Monday through Thursday) 2008	
Start Dates	End Dates
01/28/08	02/25/08
2/27/2008	3/25/2008
3/27/2008	4/23/2008
4/28/2008	5/22/2008
5/28/2008	6/24/2008
6/26/2008	7/23/2008
7/28/2008	8/21/2008
8/26/2008	9/23/2008
9/25/2008	10/22/2008
10/27/2008	11/20/2008
11/25/2008	12/23/2008

Pharmacy Technician 2 Eve Schedule – Four-Day Week (Monday through Thursday) 2008	
Start Dates	End Dates
1/3/2008	2/7/2008
2/11/2008	3/17/2008
3/19/2008	4/22/2008
4/24/2008	5/29/2008
6/3/2008	7/7/2008
7/9/2008	8/12/2008
8/13/2008	8/28/2008
9/02/2008	10/06/2008
10/08/2008	11/11/2008
11/13/08	12/18/08

Medical Assisting Weekend Schedule – Two- Day Week (Saturday and Sunday) 2007-2008	
Start Dates	End Dates
12/08/07	01/27/08
02/02/08	03/09/08
03/15/08	04/20/08
04/26/08	06/01/08
06/07/08	07/13/08
07/19/08	08/17/08
08/23/08	09/28/08
10/04/08	11/02/08
11/08/08	12/14/08

Medical Assisting Weekends Day Schedule – Two-Day Week (Saturday and Sunday) 2007-2008	
Start Dates	End Dates
09/13/08	10/12/08
10/18/08	11/16/08
11/22/08	01/11/09

MIBC Evening Schedule		
Start	End	Grad
11/13/2007	12/11/2007	7/23/2008
12/17/2007	1/24/2008	8/21/2008
1/28/2008	2/25/2008	9/23/2008
2/27/2008	3/25/2008	10/22/2008
3/27/2008	4/23/2008	11/20/2008
4/28/2008	5/22/2008	12/23/2008
5/28/2008	6/24/2008	
6/26/2008	7/23/2008	
7/28/2008	8/21/2008	
8/26/2008	9/23/2008	
9/25/2008	10/22/2008	
10/27/2008	11/20/2008	
11/25/2008	12/23/2008	

Holiday	2008	2009
New Year's Day	Jan 1	Jan 1-2
Martin Luther King Day	Jan 21	Jan 19
President's Day	Feb 18	Feb 16
Spring Recess	Mar 21	Apr 10
Memorial Day	May 26	May 25
Independence Day	July 4	July 3
Labor Day	Sept 1	Sept 7
Thanksgiving	Nov 27-28	Nov 26-27
Winter Recess	Dec 24-Jan 2 '09	Dec 24 – Jan 1

## SAN BERNARDINO

Massage Therapy Track 1 AM/PM Class Start/End Schedule	
Start Dates	End Dates
12/17/07	1/24/08
1/29/08	2/26/08
2/28/08	3/27/08
3/31/08	4/25/08
4/29/08	5/27/08
5/29/08	6/25/08
6/30/08	7/28/08
7/29/08	8/25/08
8/27/08	9/24/08
9/29/08	10/24/08
10/28/08	11/24/08
11/26/08	1/08/09

Massage Therapy Track 2 AM/PM Class Start/End Schedule	
Start Dates	End Dates
1-10-08	2-07-08
2-12-08	3-11-08
3-13-08	4-11-08
4-15-08	5-12-08
5-14-08	6-11-08
6-12-08	7-11-08
7-15-08	8-11-08
8-14-08	9-11-08
9-15-08	10-10-08
10-14-08	11-10-08
11-13-08	12-12-08
12-15-8	1-26-09

Massage Therapy Track 1 EVE Class Start/End Schedule	
Start Dates	End Dates
12/17/07	1/24/08
1/29/08	2/26/08
2/28/08	3/26/08
3/31/08	4/24/08
4/29/08	5/27/08
5/29/08	6/25/08
6/30/08	7/24/08
7/29/08/	8/25/08
8/27/08	9/24/08
9/29/08	10/23/08
10/28/08	11/24/08
11/26/08	1/07/09

Massage Therapy Track 2 EVE Class Start/End Schedule	
Start Dates	End Dates
1-10-08	2-07-08
2-12-08	3-11-08
3-13-08	4-10-08
4-15-08	5-12-08
5-14-08	6-11-08
6-12-08	7-10-08
7-15-08	8-11-08
8-14-08	9-11-08
9-15-08	10-09-08
10-14-08	11-10-08
11-13-08	12-11-08
12-15-08	1-23-09

**Medical Adm. Assistant  
Massage Therapy  
Medical Assisting  
Dental Assisting  
Day Schedule – Track #1  
Days (Five-Day Week)  
(Monday - Friday)  
2008/2009**

Start Dates	End Dates
11/15/2007	12/14/2007
12/17/2007	01/24/2008
1/29/08	2/26/08
2/28/08	3/27/08
3/31/08	4/25/08
4/29/08	5/27/08
5/29/08	6/25/08
6/30/08	7/28/08
7/29/08	8/25/08
8/27/08	9/24/08
9/29/08	10/24/08
10/28/08	11/24/08
11/26/08	1/8/09

**Medical Adm. Assistant  
Massage Therapy  
Medical Assisting  
Dental Assisting  
Evening Schedule – Track #1  
Nights (Four-Night Week)  
(Monday - Thursday)  
2008/2009**

Start Dates	End Dates
11/15/2007	12/13/2007
12/17/2007	01/24/2008
1/29/08	2/26/08
2/28/08	3/26/08
3/31/08	4/24/08
4/29/08	5/27/08
5/29/08	6/25/08
6/30/08	7/24/08
7/29/08	8/25/08
8/27/08	9/24/08
9/29/08	10/23/08
10/28/08	11/24/08
11/26/08	1/7/09

**Medical Adm. Assistant  
Massage Therapy  
Medical Assisting  
Dental Assisting  
Day Schedule – Track #2  
Days (Five-Day Week)  
(Monday - Friday)  
2008/2009**

Start Dates	End Dates
11/29/2007	01/07/2008
1/10/08	2/7/08
2/12/08	3/11/08
3/13/08	4/11/08
4/15/08	5/12/08
5/14/08	6/11/08
6/12/08	7/11/08
7/15/08	8/11/08
8/14/08	9/11/08
9/15/08	10/10/08
10/14/08	11/10/08
11/13/08	12/12/08
12/15/08	1/26/09

**Medical Adm. Assistant  
Massage Therapy  
Medical Assisting  
Dental Assisting  
Evening Schedule – Track #2  
Nights (Four-Night Week)  
(Monday - Thursday)  
2008/2009**

Start Dates	End Dates
11/29/2007	01/08/2008
1/10/08	2/7/08
2/12/08	3/11/08
3/13/08	4/10/08
4/15/08	5/12/08
5/14/08	6/11/08
6/12/08	7/10/08
7/15/08	8/11/08
8/14/08	9/11/08
9/15/08	10/9/08
10/14/08	11/10/08
11/13/08	12/11/08
12/15/08	1/23/09

**Massage Therapy  
Weekend Course  
Weekend Sched.–Track #3  
Friday, Saturday &  
Alternating Sunday  
2008/2009**

Start Dates	End Dates
11/9/07	12/21/07
1/5/08	2/3/08
2/8/08	3/14/08
3/15/08	4/20/08
4/25/08	5/30/08
5/31/08	6/29/08
7/11/08	8/15/08
8/16/08	9/14/08
9/19/08	10/24/08
10/25/08	11/23/08
12/5/08	1/18/09

**Electrician  
Weekend Course  
Weekend Sched. –Track #3  
Saturday & Sunday  
2008-2009**

Start Dates	End Dates
11/10/2007	12/16/2007
1/5/08	2/3/08
2/9/08	3/16/08
3/22/08	4/20/08
4/26/08	6/1/08
6/7/08	7/13/08
7/19/08	8/17/08
8/23/08	9/28/08
10/04/08	11/2/08
11/15/08	12/21/08

**Electrician  
Day Schedule – Track #1  
Days (Five-Day Week)  
(Monday-Friday  
2008-2009**

Start Dates	End Dates
12/17/2007	01/24/2008
1/29/08	2/26/08
2/28/08	3/27/08
3/31/08	4/25/08
4/29/08	5/27/08
6/12/08	7/11/08
7/15/08	8/11/08
8/14/08	9/11/08
9/15/08	10/10/08
10/14/08	11/10/08
11/13/08	12/12/08
12/15/08	1/26/09

**Electrician  
Day Schedule – track #2  
Days (Fiv-Day Week)  
(Monday-Friday)  
2008-2009**

Start Dates	End Dates
12/3/2007	01/08/2008
1/10/08	2/7/08
2/12/08	3/11/08
3/13/08	4/11/08
4/15/08	5/12/08
5/14/08	6/11/08
6/12/08	7/11/08
7/15/08	8/11/08
8/14/08	9/11/08
9/15/08	10/10/08
10/14/08	11/10/08
11/13/08	12/12/08
12/15/08	1/26/09

**Electrician and Massage Therapy  
Weekends  
2009**

Start Dates	End Dates
1/10/09	2/22/09
2/28/09	3/29/09
4/11/09	5/10/09
5/16/09	6/21/09
6/27/09	8/02/09
8/08/09	9/13/09
9/19/09	10/18/09
10/24/09	11/22/09
12/05/09	1/17/10

**Massage Therapy – Track 3  
Weekends  
2009**

Start Dates	End Dates
7/12/08	8/10/08
8/23/08	9/28/08
10/04/08	11/02/08
11/15/08	12/21/08
1/10/09	2/22/09
2/28/09	3/29/09
4/11/09	5/10/09
5/16/09	6/21/09
6/27/09	8/2/09
8/8/09	9/13/09
9/19/09	10/18/09
10/24/09	11/22/09
12/05/09	1/17/10

**Medical Assisting, Massage  
Therapy, Medical Administrative  
Assisting, Dental Assisting,  
Electrician  
Days and Evenings  
Monday - Friday  
2009**

Start Dates	End Dates
11/13/08	12/12/08
12/15/08	1/23/09
1/28/09	2/26/09
3/9/09	4/3/09
4/13/09	5/8/09
5/18/09	6/16/09
6/24/09	7/22/09
7/27/09	8/21/09
8/24/09	9/21/09
9/23/09	10/20/09
10/22/09	11/19/09
11/23/09	12/22/09

Medical Assisting, Massage Therapy, Medical Administrative Assisting, Dental Assisting, Electrician Days and Evenings Monday - Friday 2009	
Start Dates	End Dates
11/26/08	1/09/09
1/13/09	2/10/09
2/17/09	3/16/09
3/18/09	4/21/09
4/23/09	5/20/09
5/26/09	6/22/09
6/24/09	7/22/09
7/27/09	8/21/09
8/24/09	9/21/09
9/23/09	10/20/09
10/22/09	11/19/09
11/23/09	12/22/09

Break Schedule 2009	
Holiday	Dates
New Year's Day	01/01/09
Martin Luther King Day	01/17/09-01/19/09
President's Day	02/14-02/16/09
Spring Break	04/04/09-04/10/09
Memorial Day	05/23-05/25/09
Independence Day	07/03/09-07/05/08
Veteran's Day	09/05/09-09/07/09
Labor Day	11/11/09
Thanksgiving	11/26/09-11/29/09
Winter Break	12/22/08 - 01/05/09 & 12/23/09 - 01/03/10
Other Holiday	02/11/09; 05/21/09; 07/23/09; 09/22/09; 11/20/09

Break Holidays 2008	
New Year's Day	1/1/08
Martin Luther King Day	1/21/08
President's Day	2/18/08
Spring Break	3/21/08
Memorial Day	5/26/08
Electrician Track 1 Break	5/28/08-6/11/08
Inservice day	6/26/08
Independence Day	7/4/08
Massage Therapy Track 2 Break	7/10/09 - 7/29/08
Medical Assisting Track 1 Break	7/29/08 - 8/13/08
Labor Day	9/1/08
Thanksgiving	11/27/08 & 11/28/08
Winter Break	12/22/08 through 1/2/09

## SAN FRANCISCO

Dental Assistant, Pharmacy Tech, Medical Assistant EVE Class Start/End Schedule	
Start	End
1/23/08	2/27/08
2/28/08	4/2/08
04/14/08	05/15/08
05/21/08	6/25/08
6/30/08	7/31/08
08/05/08	9/9/08
9/11/08	10/15/08
10/20/08	11/20/08
12/2/08	01/19/09

Massage Therapy PM/AM Class Start/End Schedule	
Start	End
1/24/08	2/28/08
3/3/08	4/2/08
4/7/08	5/8/08
5/12/08	6/16/08
6/18/08	7/15/08
7/17/08	8/13/08
8/18/08	9/22/08
9/24/08	10/28/08
10/30/08	12/4/08
12/8/08	1/26/09

Break Schedule	
New Year's Day	January 1, 2008
Martin Luther King Day	January 21, 2008
President's Day	February 18, 2008
Spring Break	March 21, 2008
Memorial Day	May 26, 2008
Independence Day	July 4, 2008
Labor Day	September 1, 2008
Thanksgiving	November 27 & 28 2008
Winter Break	December 22 through 1/2/09
Other Holiday	

Schedule I	
Start	End
11/19/07	12/18/07
01/08/08	02/05/08
02/07/08	03/06/08
03/10/08	04/08/08
04/10/08	05/07/08
05/09/08	06/06/08
06/10/08	07/08/08
07/10/08	08/07/08
08/11/08	09/08/08
09/10/08	10/08/08
10/10/08	11/06/08
11/10/08	12/09/08
12/11/08	01/21/09

Schedule II	
Start	End
12/11/07	01/16/08
01/29/08	02/26/08
02/28/08	03/27/08
03/31/08	04/28/08
04/30/08	05/28/08
05/30/08	06/26/08
06/30/08	07/29/08
07/31/08	08/27/08
08/29/08	09/26/08
09/30/08	10/28/08
10/30/08	11/26/08
12/02/08	01/12/09

Schedule III	
Start	End
12/10/07	01/22/08
01/23/08	02/27/08
02/28/08	04/02/08
04/14/08	05/15/08
05/21/08	06/25/08
06/30/08	07/31/08
08/05/08	09/09/08
09/11/08	10/15/08
10/20/08	11/20/08
12/02/08	01/19/09

Medical Assisting, Dental Assisting, Pharmacy Tech Day Schedule - Five Day Week (Monday through Friday) 2009 - 2010	
Start Dates	End Dates
01/14/09	02/11/09
02/13/09	03/13/09
03/17/09	04/15/09
04/17/09	05/14/09

Medical Assisting, Dental Assisting, Pharmacy Tech Evening Schedule - Four Day Week (Monday through Thursday) 2009 - 2010	
Start Dates	End Dates
01/22/09	02/26/09
03/03/09	04/06/09
04/08/09	05/12/09
05/14/09	06/18/09

Massage Therapy Day Schedule - Four Day Week (Monday through Thursday) 2009 - 2010	
Start Dates	End Dates
01/20/09	02/17/09
02/19/09	03/18/09
03/23/09	04/16/09
04/21/09	05/16/09
05/20/09	06/17/09

05/18/09	06/15/09
06/17/09	07/16/09
07/20/09	08/14/09
08/18/09	09/15/09
09/17/09	10/15/09
10/19/09	11/13/09
11/17/09	12/16/09
01/4/2010	02/01/2010

06/23/09	07/27/09
07/29/09	08/01/09
09/03/09	10/8/09
10/13/09	11/16/09
11/18/09	01/06/2010

06/23/09	07/16/09
07/21/09	08/13/09
08/18/09	09/15/09
09/17/09	10/14/09
10/19/09	11/12/09
11/17/09	12/14/09
12/16/09	01/26/2010

Medical Assisting 2 Day Schedule – Five Day Week (Monday through Friday) 2009	
Start Dates	End Dates
01/23/09	02/20/09
02/24/09	03/23/09
03/25/09	04/23/09
04/27/09	05/20/09
05/27/09	06/20/09
06/25/09	07/24/09
07/28/09	08/24/09
08/26/09	09/23/09
09/25/09	10/23/09
10/27/09	11/23/09
11/30/09	01/08/2010

Massage Therapy Day Schedule – Five Day Week (Monday through Friday) 2008	
Start Dates	End Dates
4/01/08	4/28/08
4/30/08	5/28/08
6/02/08	6/26/08
7/01/08	7/28/08
7/30/08	8/26/08
8/28/08	9/25/08
9/30/08	10/27/08
10/29/08	11/25/08
12/01/08	1/15/09

Break Schedule 2009	
01/01/09 staff (y)	11/27/09 staff (Y)
01/19/09 Staff (N)	12/21/09 staff(N)
02/16/09 Staff (Y)	12/22/09 staff(N)
04/03/09 staff (N)	12/23/09 staff(N)
04/10/09 staff (N)	12/24/09 staff(N)
05/25/09 Staff (Y)	12/25/09 staff(Y)
07/03/09 staff (Y)	12/28/09 staff(N)
07/10/09 staff(N)	12/29/09 staff (N)
09/07/09 staff(Y)	12/30/09 staff(N)
10/02/09 staff (N)	12/31/09 staff (N)
11/26/09 staff (Y)	

**SAN JOSE**

Medical Administrative Assistant, Medical Assisting, Dental Assisting, Massage Therapy and Medical Insurance Billing and Coding, AM/PM Class Start/End Schedule	
Mod Start Date	Mod End Date
01/30/08	02/27/08
02/28/08	03/27/08
03/31/08	04/25/08
04/29/08	05/27/08
05/29/08	06/25/08
06/26/08	07/24/08
07/29/08	08/25/08
08/27/08	09/24/08
09/25/08	10/22/08
10/28/08	11/24/08
11/25/08	01/07/09

Medical Administrative Assistant, Medical Assisting, Dental Assisting, Massage Therapy and Medical Insurance Billing and Coding, PM/AM Class Start/End Schedule	
Mod Start Date	Mod End Date
01/30/08	02/27/08
02/28/08	03/27/08
03/31/08	04/25/08
04/29/08	05/27/08
05/29/08	06/25/08
06/26/08	07/24/08
07/29/08	08/25/08
08/27/08	09/24/08
09/25/08	10/22/08
10/28/08	11/24/08
11/25/08	01/07/09

Medical Administrative Assistant, Medical Assisting, Dental Assisting, Massage Therapy and Medical Insurance Billing and Coding, EVE Class Start/End Schedule	
Mod Start Date	Mod End Date
01/30/08	02/27/08
02/28/08	03/27/08
03/31/08	04/25/08
04/29/08	05/27/08
05/29/08	06/25/08
06/26/08	07/24/08
07/29/08	08/25/08
08/27/08	09/24/08
09/25/08	10/22/08
10/28/08	11/24/08
11/25/08	01/07/09

Medical Administrative Assistant, Medical Assisting, Dental Assisting, and Massage Therapy, AM/PM Class Start/End Schedule	
Mod Start Date	Mod End Date
01/14/08	02/11/08
02/13/08	03/12/08
03/13/08	04/10/08
04/15/08	05/12/08
05/13/08	06/10/08
06/12/08	07/10/08
07/15/08	08/11/08
08/18/08	09/16/08
09/16/08	10/13/08
10/14/08	11/10/08
11/11/08	12/11/08
12/16/08	01/27/09

Medical Administrative Assistant, Medical Assisting, Dental Assisting, and Massage Therapy, PM/AM Class Start/End Schedule	
Mod Start Date	Mod End Date
01/14/08	02/11/08
02/13/08	03/12/08
03/13/08	04/10/08
04/15/08	05/12/08
05/13/08	06/10/08
06/12/08	07/10/08
07/15/08	08/11/08
08/18/08	09/16/08
09/16/08	10/13/08
10/14/08	11/10/08
11/11/08	12/11/08
12/16/08	01/27/09

Medical Administrative Assistant, Medical Assisting, Dental Assisting, and Massage Therapy, EVE Class Start/End Schedule	
Mod Start Date	Mod End Date
01/14/08	02/11/08
02/13/08	03/12/08
03/13/08	04/10/08
04/15/08	05/12/08
05/13/08	06/10/08
06/12/08	07/10/08
07/15/08	08/11/08
08/18/08	09/16/08
09/16/08	10/13/08
10/14/08	11/10/08
11/11/08	12/11/08
12/16/08	01/27/09

<i>New Year's Day</i>	January 1	<i>Independence Day</i>	July 4
<i>Martin Luther King Day</i>	January 21	<i>Labor Day</i>	September 1
<i>President's Day</i>	February 18	<i>Thanksgiving</i>	November 27,28
<i>Spring Break</i>	March 21	<i>Winter Break</i>	December 22 - January 2
<i>Memorial Day</i>	May 26	<i>Other Holiday</i>	

<b>Medical Assisting, Medical Administrative Assisting, MIBC, Dental Assisting Day Schedule – Five Day Week (Monday through Friday) 2009 - 2010</b>	
Start Dates	End Dates
01/12/09	02/09/09
02/11/09	03/11/09
03/12/09	04/08/09
04/13/09	05/08/09
05/12/09	06/09/09
06/11/09	07/09/09
07/13/09	08/07/09
08/11/09	09/08/09
09/10/09	10/07/09
10/12/09	11/06/09
11/10/09	12/10/09
12/15/09	01/26/10

<b>Medical Assisting, Medical Administrative Assisting, MIBC, Dental Assisting Day Schedule – Five Day Week (Monday through Friday) 2009 - 2010</b>	
Start Dates	End Dates
01/12/09	02/09/09
02/11/09	03/11/09
03/12/09	04/08/09
04/13/09	05/08/09
05/12/09	06/09/09
06/11/09	07/09/09
07/13/09	08/07/09
08/11/09	09/08/09
09/10/09	10/07/09
10/12/09	11/06/09
11/10/09	12/10/09
12/15/09	01/26/10

<b>Medical Assisting, Medical Administrative Assisting, MIBC, Dental Assisting Evening Schedule – Four Day Week (Monday through Thursday) 2009 - 2010</b>	
Start Dates	End Dates
01/12/09	02/09/09
02/11/09	03/11/09
03/12/09	04/08/09
04/13/09	05/07/09
05/12/09	06/09/09
06/11/09	07/08/09
07/13/09	08/06/09
08/11/09	09/08/09
09/10/09	10/07/09
10/12/09	11/05/09
11/10/09	12/09/09
12/15/09	01/26/10

<b>Massage Therapy Day Schedule – Five Day Week (Monday through Friday) 2009 - 2010</b>	
Start Dates	End Dates
01/12/09	02/09/09
02/11/09	03/11/09
03/12/09	04/08/09
04/13/09	05/08/09
05/12/09	06/09/09
06/11/09	07/09/09
07/13/09	08/07/09
08/11/09	09/08/09
09/10/09	10/07/09
10/12/09	11/06/09
11/10/09	12/10/09
12/15/09	01/26/10

<b>Massage Therapy Day Schedule – Five Day Week (Monday through Friday) 2009 - 2010</b>	
Start Dates	End Dates
01/12/09	02/09/09
02/11/09	03/11/09
03/12/09	04/08/09
04/13/09	05/08/09
05/12/09	06/09/09
06/11/09	07/09/09
07/13/09	08/07/09
08/11/09	09/08/09
09/10/09	10/07/09
10/12/09	11/06/09
11/10/09	12/10/09
12/15/09	01/26/10

<b>Massage Therapy Evening Schedule – Four Day Week (Monday through Thursday) 2009 - 2010</b>	
Start Dates	End Dates
01/12/09	02/09/09
02/11/09	03/11/09
03/12/09	04/08/09
04/13/09	05/07/09
05/12/09	06/09/09
06/11/09	07/08/09
07/13/09	08/06/09
08/11/09	09/08/09
09/10/09	10/07/09
10/12/09	11/05/09
11/10/09	12/09/09
12/15/09	01/26/10

<b>Massage Therapy Day Schedule – Five Day Week (Monday through Friday) 2009 - 2010</b>	
Start Dates	End Dates
01/28/09	02/25/09
02/26/09	03/25/09
03/30/09	04/27/09
04/29/09	05/27/09
05/28/09	06/24/09
06/29/09	07/27/09
07/29/09	08/25/09
08/27/09	09/25/09
09/29/09	10/26/09
10/28/09	11/25/09
11/30/09	01/08/10

<b>Massage Therapy Day Schedule – Five Day Week (Monday through Friday) 2009 - 2010</b>	
Start Dates	End Dates
01/28/09	02/25/09
02/26/09	03/25/09
03/30/09	04/27/09
04/29/09	05/27/09
05/28/09	06/24/09
06/29/09	07/27/09
07/29/09	08/25/09
08/27/09	09/25/09
09/29/09	10/26/09
10/28/09	11/25/09
11/30/09	01/08/10

<b>Massage Therapy Evening Schedule – Four Day Week (Monday through Thursday) 2009 - 2010</b>	
Start Dates	End Dates
01/28/09	02/25/09
02/26/09	03/25/09
03/30/09	04/27/09
04/29/09	05/27/09
05/28/09	06/24/09
06/29/09	07/27/09
07/29/09	08/25/09
08/27/09	09/25/09
09/29/09	10/26/09
10/28/09	11/25/09
11/30/09	01/08/10

Medical Assisting, Medical Administrative Assisting, MIBC, Dental Assisting Day Schedule – Five Day Week (Monday through Friday) 2009 - 2010	
Start Dates	End Dates
01/28/09	02/25/09
02/26/09	03/25/09
03/30/09	04/27/09
04/29/09	05/27/09
05/28/09	06/24/09
06/29/09	07/27/09
07/29/09	08/25/09
08/27/09	09/25/09
09/29/09	10/26/09
10/28/09	11/25/09
11/30/09	01/08/10

Medical Assisting, Medical Administrative Assisting, MIBC, Dental Assisting Day Schedule – Five Day Week (Monday through Friday) 2009 - 2010	
Start Dates	End Dates
01/28/09	02/25/09
02/26/09	03/25/09
03/30/09	04/27/09
04/29/09	05/27/09
05/28/09	06/24/09
06/29/09	07/27/09
07/29/09	08/25/09
08/27/09	09/25/09
09/29/09	10/26/09
10/28/09	11/25/09
11/30/09	01/08/10

Medical Assisting, Medical Administrative Assisting, MIBC, Dental Assisting Evening Schedule – Four Day Week (Monday through Thursday) 2009 - 2010	
Start Dates	End Dates
01/28/09	02/25/09
02/26/09	03/25/09
03/30/09	04/27/09
04/29/09	05/27/09
05/28/09	06/24/09
06/29/09	07/27/09
07/29/09	08/25/09
08/27/09	09/25/09
09/29/09	10/26/09
10/28/09	11/25/09
11/30/09	01/08/10

## TORRANCE

Massage Morning I & II (8AM - 12PM) Afternoon I (1PM - 5PM)				
Mod	Mod	Mod	Start	End
G	D	C	11/26/07	1/9/08
H	E	D	1/10/08	2/7/08
I	F	E	2/8/08	3/07/08
B	G	F	3/10/08	4/7/08
C	H	G	4/8/08	5/5/08
D	I	H	5/07/08	6/04/08
E	B	I	06/06/08	7/03/08
F	C	B	7/08/08	08/04/08
G	D	C	08/06/08	09/03/08
H	E	D	09/05/08	10/02/08
I	F	E	10/06/08	10/31/08
B	G	F	11/04/08	12/03/08
C	H	G	12/05/08	01/15/09

Massage Evening I (6PM - 10PM)		
Mod	Start	End
B	12/6/2007	1/30/2008
C	1/31/2008	3/6/2008
D	3/10/2008	4/10/2008
E	4/14/2008	5/15/2008
F	5/19/2008	6/23/2008
G	6/24/2008	7/28/2008
H	7/29/2008	9/2/2008
I	09/03/08	10/07/08
B	10/09/08	11/12/08
C	11/13/08	12/18/08
D	01/05/09	02/09/09

Student Holidays	
Winter Break	December 17- January 2, 2008
Martin Luther King Jr.	January 21, 2008
President's Day	February 18, 2008
Spring Holiday	March 21, 2008
Memorial Day	May 26, 2008
Independence Day	July 4, 2008
Labor Day	September 1, 2008
Thanksgiving	November 27 & 28, 2008
Winter Break	December 22, 2008- January 2, 2009

Massage Evening II (6PM - 10PM)		
Mod	Start	End
H	11/14/2007	1/8/2008
I	1/14/2008	2/19/2008
B	2/25/2008	3/27/2008
C	04/02/2008	05/06/2008
D	5/12/2008	6/16/2008
E	6/19/2008	7/23/2008
F	7/29/2008	9/2/2008
G	09/3/08	10/07/08
H	10/09/08	11/12/08
I	11/13/08	12/18/08
B	01/05/09	02/09/09

Pharmacy Morning I & II (8AM - 12PM) Afternoon I (1PM - 5PM)			
Mod	Mod	Start	End
G	B	12/14/07	01/30/08
A	C	01/31/08	02/28/08
B	D	03/04/08	04/02/08
C	E	04/08/08	05/05/08
D	F	05/07/08	06/04/08
E	G	06/06/08	07/03/08
F	A	07/08/08	08/04/08
G	B	08/06/08	09/03/08
A	C	09/05/08	10/02/08
B	D	10/06/08	10/31/08
C	E	11/04/08	12/03/08
D	F	12/05/08	01/15/09

Pharmacy Morning I (10AM - 2PM)		
Mod	Start	End
A	11/26/2007	1/9/2008
B	1/10/2008	2/7/2008
C	2/8/2008	3/7/2008
D	3/10/2008	4/7/2008
E	4/8/2008	5/5/2008
F	6/6/2008	7/3/2008
G	7/8/2008	8/4/2008
A	8/6/2008	9/3/2008
B	09/05/08	10/02/08
C	10/06/08	10/31/08
D	11/04/08	12/03/08
E	12/05/08	01/15/09

Pharmacy Evening I (6PM - 10PM)		
Mod	Start	End
B	11/14/07	1/8/08
C	1/14/08	2/19/08
D	2/25/08	3/27/08
E	4/2/08	5/6/08
F	5/12/08	6/16/08
G	6/19/08	7/23/08
A	7/29/08	9/2/08
B	09/03/08	10/07/08
C	10/09/08	11/12/08
D	11/13/08	12/18/08
E	01/05/09	02/09/09

Pharmacy Evening II (6PM - 10PM)		
Mod	Start	End
E	10/31/07	12/5/07
F	12/6/07	1/30/08
G	1/31/08	3/6/08
A	3/10/08	4/10/08
B	4/14/08	5/15/08
C	5/19/08	6/23/08
D	6/24/08	7/28/08
E	7/29/08	9/02/08
F	09/03/08	10/07/08
G	10/09/08	11/12/08
A	11/13/08	12/18/08
B	01/05/09	02/09/09

**WEST LOS ANGELES**

Criminal Justice-12 wk Evening Schedule – 4 Day Week (Monday through Thursday) Morning Schedule- 4 Day Week (Monday through Thursday) 2009		
Start Dates	End Dates	
7/14/08	10/4/08	
10/13/08	01/10/09	
01/12/09	04/04/09	
04/13/09	07/02/09	
7/13/09	10/03/09	
10/12/09	1/09/10	
1/11/10	4/3/10	
4/12/10	7/3/10	
7/12/10	10/2/10	

Criminal Justice-Mini Terms Evening Schedule – 4 Day Week (Monday through Thursday) Morning Schedule- 4 Day Week (Monday through Thursday) 2009		
Start Dates	End Dates	
8/25/08	10/04/08	
11/24/08	01/10/09	
02/23/09	04/04/09	
05/26/09	07/02/09	

Dental Assisting Day Schedule – Five Day Week (Monday through Friday) 1 p.m. – 5 p.m. 2008 - 2009		
Start Dates	End Dates	
7/28/2008	8/22/2008	
8/25/2008	9/23/2008	
9/24/2008	10/21/2008	
10/22/2008	11/18/2008	
11/19/2008	12/19/2008	
1/5/2009	2/2/2009	
2/4/09	3/4/09	
3/7/09	4/6/09	
4/8/09	5/5/09	
5/7/09	6/4/09	
6/8/09	7/7/09	
7/9/09	8/5/09	
8/10/09	9/8/09	
9/10/09	10/8/09	
10/12/09	11/6/09	
11/9/09	12/9/09	
12/14/09	1/25/10	

Dental Assisting Evening Schedule (Monday through Friday) 2008 - 2009		
Start Dates	End Dates	
7/23/2008	8/26/2008	
9/2/2008	10/6/2008	
10/8/2008	11/11/2008	
11/13/2008	12/18/2008	
1/5/2009	2/9/2009	
2/11/09	3/18/09	
3/23/09	4/23/09	
4/27/09	6/1/09	
6/3/09	7/7/09	
7/9/09	8/12/09	
8/17/09	9/21/09	
9/23/09	10/27/09	
10/29/09	12/7/09	
12/9/09	1/23/10	

Medical Assisting, Dental Assisting, & Pharmacy Technician Evening Schedule (Monday through Thursday) 2008 - 2009		
START	END	
7/23/2008	8/26/2008	
9/2/2008	10/6/2008	
10/8/2008	11/11/2008	
11/13/2008	12/18/2008	
1/5/2009	2/9/2009	

Medical Assisting, Dental Assisting & Pharmacy Technician Day Schedule (Monday through Friday) 2008 - 2009		
START	END	
7/28/08	8/22/08	
8/25/08	9/23/08	
9/24/08	10/21/08	
10/22/08	11/18/08	
11/19/08	12/19/08	
1/5/09	2/2/09	

<b>Massage Therapy Evening Schedule (Monday through Thursday) 2008 - 2009</b>	
START	END
7/23/2008	8/26/2008
9/2/2008	10/6/2008
10/8/2008	11/11/2008
11/13/2008	12/18/2008
1/5/2009	2/9/2009

<b>Massage Therapy Day Schedule (Monday through Friday) 2008 - 2010</b>	
START	END
7/10/08	8/6/08
8/11/08	9/8/08
9/10/08	10/8/08
10/13/08	11/7/08
11/12/08	12/12/08
12/15/08	1/26/09
1/27/09	2/24/09
2/26/09	3/26/08
3/30/09	4/24/09
4/27/09	5/22/09
5/26/09	6/23/09
6/25/09	7/20/09
8/24/09	9/22/09
9/24/09	10/21/09
10/22/09	11/19/09
11/23/09	01/05/10
1/7/10	2/4/10

<b>Massage Therapy 2 Day Schedule – Five Day Week (Monday through Friday) 2008 - 2010</b>	
Start Dates	End Dates
7/14/08	8/8/08
8/11/08	9/8/08
9/10/08	10/8/08
10/13/08	11/7/08
11/12/08	12/12/08
12/15/08	1/26/09
1/27/09	2/24/09
2/26/09	3/26/09
3/30/09	4/24/09
5/26/09	6/23/09
6/25/09	7/20/09
7/27/09	8/21/09
8/24/09	9/22/09
9/24/09	10/21/09
10/22/09	11/19/09
11/23/09	1/5/10
1/7/10	2/4/10

<b>Massage Therapy Evening Schedule – 4 Day Week 5hour class (Monday through Thursday) 2009</b>	
Start Dates	End Dates
8/25/08	9/23/08
9/24/08	10/21/08
10/22/08	11/18/08
11/9/08	12/19/08
1/5/09	2/2/09
2/4/09	3/4/09
3/7/09	4/6/09
4/8/09	5/5/09
5/7/09	6/4/09
6/8/09	7/7/09
7/9/09	8/5/09
8/10/09	9/8/09
9/10/09	10/8/09
10/12/09	11/6/09
11/9/09	12/9/09
12/14/09	1/25/2010

<b>Massage Therapy Evening Schedule – 4 Day Week (Monday through Thursday) 2009</b>	
Start Dates	End Dates
1/5/09	2/9/09
2/11/09	3/18/09
3/23/09	4/23/09
4/27/09	6/1/09
6/3/09	7/7/09
7/9/09	8/12/09
8/17/09	9/21/09
9/23/09	10/27/09
10/29/09	12/07/09
12/9/09	1/26/10

<b>Medical Assisting Evening Schedule (Monday through Friday) 2008 - 2009</b>	
Start Dates	End Dates
7/23/2008	8/26/2008
9/2/2008	10/6/2008
10/8/2008	11/11/2008
11/13/2008	12/18/2008
1/5/2009	2/9/2009

<b>Medical Assisting Day Schedule (Monday through Friday) 2008 - 2010</b>	
Start Dates	End Dates
7/10/2008	8/6/2008
8/11/2008	9/8/2008
9/10/2008	10/8/2008
10/13/2008	11/7/2008
11/12/2008	12/12/2008
12/15/2008	1/26/2009
1/27/2009	2/24/2009
2/26/09	3/26/09
3/30/09	4/24/09
4/27/09	5/22/09
5/26/09	6/23/09
6/25/09	7/20/09
7/27/09	8/21/09
8/24/09	9/22/09
9/24/09	10/21/09
10/22/09	11/19/09
11/23/09	1/5/10
1/7/10	2/4/10

<b>Medical Assisting Day Schedule (Monday through Thursday) 5:45 p.m. – 10:45 p.m. 2008 - 2009</b>	
Start Dates	End Dates
7/28/2008	8/22/2008
8/25/2008	9/23/2008
9/24/2008	10/21/2008
10/22/2008	11/18/2008
11/19/2008	12/19/2008
1/5/2009	2/2/2009
2/4/09	3/4/09
3/7/09	4/6/09
4/8/09	5/5/09
5/7/09	6/4/09
6/8/09	7/7/09

<b>Medical Assisting 2 Day Schedule – Five Day Week (Monday through Friday) 2008 - 2010</b>	
Start Dates	End Dates
7/14/08	8/8/08
8/11/08	9/8/08
9/10/08	10/8/08
10/13/08	11/7/08
11/12/08	12/12/08
12/15/08	1/26/09
1/27/09	2/24/09
2/26/09	3/26/09
3/30/09	4/24/09
5/26/09	6/23/09
6/25/09	7/20/09
7/27/09	8/21/09

<b>Medical Assisting Evening Schedule (Monday through Thursday) 2008 - 2009</b>	
Start Dates	End Dates
7/17/08	8/20/08
8/25/08	9/29/08
9/30/08	11/03/08
11/05/08	12/10/08
12/15/08	2/02/09
2/04/09	3/11/09
3/16/09	4/16/09
4/20/09	5/21/09
5/26/09	6/29/09
7/1/09	8/4/09
8/6/09	9/10/09
9/14/09	10/15/09



7/9/09	8/5/09
8/10/09	9/8/09
9/10/09	10/8/09
10/12/09	11/6/09
11/9/09	12/9/09
12/14/09	1/25/10

8/24/09	9/22/09
9/24/09	10/21/09
10/22/09	11/19/09
11/23/09	1/5/10
1/7/10	2/4/10

10/19/09	11/23/09
11/25/09	1/13/10

<b>Medical Administrative Assistant Evening Schedule – 4 Day Week (Monday through Thursday 5hr schedule) 2008-2009</b>	
Start Dates	End Dates
6/26/08	7/24/08
7/28/08	8/22/08
8/25/08	9/23/08
9/24/08	10/21/08
10/22/08	11/18/08
11/19/08	12/19/08
01/05/09	02/02/09
2/3/09	3/10/09

<b>Medical Insurance Billing and Coding Day Schedule (Monday through Friday) 2008 – 2009</b>	
START	END
7/28/08	8/22/08
8/25/08	9/23/08
9/24/08	10/21/08
10/22/08	11/18/08
11/19/08	12/19/08
1/5/09	2/2/09
2/4/09	3/4/09
3/7/09	4/6/09
4/8/09	5/5/09
5/7/09	6/4/09
6/8/09	7/7/09
7/9/09	8/5/09
8/10/09	9/8/09
9/10/09	10/8/09
10/12/09	11/6/09
11/9/09	12/9/09
12/14/09	1/25/10

<b>Medical Insurance Billing and Coding Evening Schedule (Monday through Thursday) 2008 - 2009</b>	
START	END
7/23/2008	8/26/2008
9/2/2008	10/6/2008
10/8/2008	11/11/2008
11/13/2008	12/18/2008
1/5/2009	2/9/2009

<b>Medical Insurance Billing and Coding 2 Day Schedule (Monday through Friday) 2008 - 2009</b>	
Start Dates	End Dates
7/17/08	8/20/08
8/25/08	9/29/08
9/30/08	11/03/08
11/05/08	12/10/08
12/15/08	2/02/09
2/04/09	3/11/09
3/16/09	4/20/09
4/22/09	5/27/09

<b>Pharmacy Technician Day Schedule (Monday through Friday) 2008 - 2009</b>	
START	END
7/14/08	8/8/08
8/11/08	9/8/08
9/10/08	9/24/08
9/29/08	10/24/08
10/27/08	11/21/08
11/24/08	1/14/09
1/15/09	2/11/09
2/13/09	3/13/09
3/16/09	4/13/09
4/15/09	5/12/09
5/14/09	5/28/09
5/29/09	6/26/09
6/29/09	7/27/09
7/29/09	8/25/09
8/27/09	9/25/09
9/28/09	10/23/09
10/26/09	11/23/09
11/24/09	01/06/10

<b>Pharmacy Technician Evening Schedule (Monday through Thursday) 2008 - 2009</b>	
START	END
7/10/08	8/13/08
8/18/08	9/22/08
10/08/08	11/11/08
11/13/08	12/18/08
1/5/09	2/9/09

<b>Pharmacy Technician Evening Schedule (Monday through Thursday) 2008 - 2009</b>	
Start Dates	End Dates
7/17/08	8/20/08
8/25/08	9/29/08
9/30/08	11/03/08
11/05/08	12/10/08
12/15/08	1/13/09
1/15/09	2/23/09
2/25/09	3/31/09
4/6/09	5/7/09
5/11/09	6/15/09
6/17/09	7/21/09
7/27/09	8/27/09
8/31/09	10/05/09

## ACADEMIC CALENDAR FOR QUARTER-BASED PROGRAMS

FY 2008 - 2009 Academic Calendar				
Summer Term Starts		July	14	2008
Summer Term Drop/Add Deadline		July	26	2008
Mini-Term Starts		August	25	2008
Mini-Term Drop/Add Deadline		August	30	2008
Labor Day Holiday		September	1	2008
Micro-Term Starts		September	15	2008
Summer Term Ends		October	4	2008
Fall Break	From:	October	6	2008
	To:	October	11	2008
Fall Term Start		October	13	2008
Fall Term Drop/Add Deadline		October	25	2008
Thanksgiving Day Holiday	From:	November	27	2008
	To:	November	29	2008
Mini-Term Starts		November	24	2008
Mini-Term Drop/Add Deadline		December	2	2008
Micro-Term Starts		December	8	2008
Winter Holiday	From:	December	24	2008
	To:	January	1	2009
Classes Resume		January	2	2009
Fall Term Ends		January	10	2009
Winter Term Starts		January	12	2009
M.L. King Jr. Birthday Holiday		January	19	2009
Winter Term Drop/Add Deadline		January	26	2009
Presidents' Day		February	16	2009
Mini-Term Starts		February	23	2009
Mini Term Drop/Add Deadline		February	28	2009
Micro-Term Starts		March	16	2009
Winter Term Ends		April	4	2009
Spring Vacation	From:	April	6	2009
	To:	April	11	2009
Spring Term Starts		April	13	2009
Spring Term Drop/Add Deadline		April	25	2009
Memorial Day Holiday		May	25	2009
Mini-Term Starts		May	26	2009
Mini Term Drop/Add Deadline		June	1	2009
Micro-Term Starts		June	15	2009
Spring Term Ends		July	2	2009
Independence Day Holiday		July	3	2009
Summer Vacation	From:	July	6	2009
	To:	July	11	2009

FY 2009 - 2010 Academic Calendar				
Summer Term Starts		July	13	2009
Summer Term Drop/Add Deadline		July	26	2009
Mini-Term Starts		August	24	2009
Mini-Term Drop/Add Deadline		August	30	2009
Labor Day Holiday		September	7	2009
Micro-Term Starts		September	14	2009
Summer Term Ends		October	3	2009
Fall Break	From:	October	5	2009
	To:	October	11	2009
Fall Term Start		October	12	2009
Fall Term Drop/Add Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	29	2009
Mini-Term Starts		November	23	2009
Mini-Term Drop/Add Deadline		December	2	2009
Micro-Term Starts		December	7	2009
Winter Holiday	From:	December	20	2009
	To:	January	3	2010
Classes Resume		January	4	2010
Fall Term Ends		January	9	2010
Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Drop/Add Deadline		January	26	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Drop/Add Deadline		February	28	2010
Micro-Term Starts		March	15	2010
Winter Term Ends		April	3	2010
Spring Vacation	From:	April	4	2010
	To:	April	11	2010
Spring Term Starts		April	12	2010
Spring Term Drop/Add Deadline		April	25	2010
Memorial Day Holiday		May	31	2010
Micro-Term Starts		June	14	2010

## 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
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### 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 10:00 am to 1:50 pm (MA & MT Only)	<u>Monday through Thursday</u> 6:00 pm to 9:50 pm Evening
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### 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, Pharmacy Technician 12:45pm-4:45pm: Medical Assisting, Dental Assisting, Massage Therapy, Medical Administrative Assistant.	<u>Monday through Thursday:</u> 5:45pm-10:45pm: Medical Assisting, Dental Assisting, Massage Therapy, Pharmacy Technician, Medical Insurance Billing and Coding.  Business: 5:30pm-10:00pm
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### 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 10:00 am to 1:50 pm Morning	1:00 pm to 4:50 pm Afternoon 2:00 pm to 5:50 pm Afternoon <u>Monday through Thursday</u> 6:00 pm to 9:50 pm Evening
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### 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
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### 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)
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### 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>Administrative Office Hours:</b> Monday through Thursday 8:00 am to 8:00 pm		<b>Friday</b> 8:00 am to 5:00 pm	<b>Saturday</b> 9:00 am to 1:00 pm	<b>School Hours:</b> Monday through Thursday 6:00 am to 10:30 pm	<b>Friday</b> 6:00 am to 10:00 pm Saturdays & Sundays 8:00 am to 5:00 pm
<b>School:</b> <b>Allied Health Programs</b> 6:00 am to 10:00 am Monday through Friday Morning 8:00 am to 12:00 am 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 <b>Massage Therapy Weekend Program</b> 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 <b>Electrician Program</b> 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 8:00 am to 5:00 pm Saturday & Sunday Weekend			<b>Dental Assisting Program</b> 6:00 am to 10:00 am Monday through Friday Morning 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 <b>Criminal Justice</b> 8:00 am to 12:00 pm Days vary according to the Morning student's schedule 1:00 pm to 5:00 pm Days vary according to the Afternoon student's schedule 6:00 pm to 10:00 pm Days vary according to the Evening student's schedule		

**SAN FRANCISCO**

<b>Office:</b> Monday through Thursday 8:00 am to 8:00 pm	<b>Friday</b> 8:00 am to 5:00 pm <b>Saturday</b> 9:00 am to 1:00 pm	<b>School:</b> Monday through Friday 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	<b>Monday through Thursday</b> 6:00 pm to 10:00 pm Evening
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**SAN JOSE**

<b>Office:</b> Monday through Friday 8:00 am to 8:00 pm	<b>School:</b> <b>Dental Assisting Program</b> Monday through Friday 8:00 am to 12:00 pm Morning 1:00 to 5:00 Afternoon Monday through Thursday 5:45 pm to 10:45 pm Evening	<b>Medical Assisting Program</b> Monday through Friday 8:00 am to 12:00 pm Morning 10:00 to 2:00 Morning/Afternoon 12:00 to 4:00 Afternoon 1:00 pm to 5:00 pm Afternoon Monday through Thursday 5:45 pm to 10:45 pm Evening
<b>Medical Insurance Billing/Coding</b> Monday through Thursday 8:00 am to 1:00 pm Morning 8:00 to 12:00 Morning 5:45 pm to 10:45 pm Evening	<b>Massage Therapy Program</b> Monday through Friday 8:00 am to 12:00 pm Morning Monday through Thursday 5:45 pm to 10:45 pm Evening	<b>Medical Administrative Assistant Program</b> Monday through Friday 8:00 am to 12:00 pm Morning 1:00 pm to 5:00 pm Afternoon Monday through Thursday 5:45 pm to 10:45 pm Evening

**TORRANCE**

<b>Office:</b> Monday through Thursday 8:00 am to 7:00 pm <b>Friday</b> 8:00 am to 5:00 pm	<b>School:</b> Monday through Friday: 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 <b>Monday through Thursday:</b> 6:00 pm to 10:00 pm Evening Classes
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**WEST LOS ANGELES**

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