



# **ADVANCED COLLEGE**

## **CATALOG**

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## **Mission:**

The mission of Advanced College, a private college, is to provide access to quality associate degree and certificate programs, workforce preparation and opportunities for personal development and enrichment. Based upon a commitment to excellence, the college programs foster and support the intellectual, cultural, economic and development of its diverse community population.

## **Goals and Objectives:**

- To provide a quality education that challenges its students to accept intellectual, personal, ethical, and social responsibilities, which will guide them to a successful career.
- To offer quality education with a balance of general education and specialized coursework to help students gain the knowledge and skills needed to meet current and future challenges of a global economy.
- To assist students in acquiring new, marketable and computational skills in a problematic and changing world.
- To assist students in their search for employment through effective placement preparation and assistance programs, which will facilitate students' successful transition to their careers.
- To offer a variety of day and evening programs to accommodate the distinctive needs of students.
- To assist in meeting the employment needs of businesses, industries, and the United States government.
- To keep in constant communication, through meetings, with the Program Advisory Committee which serves as a link between the school and the industry.
- To offer programs in career education including associate degree, diploma, certificate and individual classes and to provide academic and support services to serve the needs of the students with sufficient facilities, and current resources.
- To provide an integrated general education in order to build awareness, abilities, and interests and to empower students to become knowledgeable citizens.
- To have advancement from the simple to the complex; from theory to hands-on application in their studies. In the Associate degree programs, students will take part in critical thinking curriculum that reinforces the process of gathering information, processing it and arriving at a supportable conclusion.
- To encourage students, faculty, and staff to share in the responsibility of participation and involvement in the college community and in society, increasing the ability to apply their knowledge and skills in the areas of their life's activities; and enhancing their capacity and motivation for lifelong inquiry and learning.

AC has assessed labor market information, researched the job openings and various economic factors, such as population growth and annual household income, to determine future job prospects so that our educational programs would meet the expectations of the students and the community.

## **History**

Based on over 40 years of teaching experience of its founders, Advanced College (AC) became one of the providers of Information Technology computer-related, business and Allied health education training. Advanced College, is located in the heart of the Los Angeles metropolitan area, one of the fastest growing areas in the nation. Advanced College has emerged as a high-tech educational college, offering an array of certificates and special professional diplomas and associate degrees. Since Advanced College first opened its door in 1999, the faculty and administration have combined efforts to develop high quality academic programs so that the needs of both the students and the local community would be met.

## **Approval Disclosure Statement**

AC is authorized under Federal law to enroll nonimmigrant students under the Department of Homeland Security. (Issuing F1 and M1 student visas). AC has affiliations with the following organizations and agencies to train eligible participants; Workforce Investment Act (WIA), Veteran's Educational Assistance (VA), Board of Vocational Nursing and Psychiatric Technicians, State Department of Rehabilitation and Private Vocational Rehabilitation Agencies, and nationally accredited by Council on Occupational Education (COE). Advanced College is approved to operate by the Bureau for Private Postsecondary Education (BPPE).

## **Academic Programs**

Advanced College is offering the following courses:, Computerized Office Skills, Computerized Accounting, Computer Systems Repair and Microsoft Certified Professional, Computer Networking, Medical Billing/Medical Office Assistant, Phlebotomy, Vocational Nursing, Medical Assistant, Medical Assistant-Bilingual, Physical Therapy Aide, Massage Therapy and Associate of Science degree in (Accounting, Business Administration, Healthcare Management ,Medical Assistant and Surgical Technology). AC invites our students to take advantage of the exceptional opportunities provided to them. Our programs offer the framework for a life-changing experience. This life changing experience could lead to a new career, and a job that will reflect the education that you will receive at Advanced College.

## **Physical Facilities**

Advanced College is located in 13180 Paramount Blvd., South Gate, CA 90280. Advanced College has state-of-the-art technology to assist the student's learning process. All the facilities and equipment, fully comply with Federal, State, and local ordinances and regulations including Building, Fire, and Health/Safety. AC is also available to accommodate the handicapped and has student parking close to the facility.

- Learning facilities are equipped with computer labs.
- Classrooms and labs equipped with personal computers, printers, and other equipment.
- AC provides access to a variety of books and software in the area of accounting, word processing, spreadsheets, database management, statistics and mathematics for use in student research. Information on economics, computer repair, computer networking, nursing, business and allied health is also available.
- Libraries and Internet access are available and all books and videos are available for checkout for a period of two weeks.
- Advanced College has a resource center that provides students with access to publications. Students may convene as a study group at the location if they so choose.

## **ADMISSION TO THE COLLEGE**

AC will admit students regardless of race, age, sex, religious creed, ancestry, color, national origin, disability, medical condition, marital status, sexual orientation. Students should demonstrate maturity and motivation toward undertaking an intensive course of study. Additionally, students must demonstrate an ability to benefit from the program as determined by the successful completion of an aptitude test.

### ***Mandatory Orientation***

Students who are enrolled are required to attend the mandatory orientation which is held on or before the first day of class. The orientation helps students to be better acquainted with the administrative staff, instructors, as well as to know and understand the policies and procedures of Advanced College.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### ***Admission Requirements for Certificate Program:***

AC applicant requirements are as follows:

1. The applicant must be a high school graduate or its equivalent (high school diploma, General Education Development Certificate (GED), or state proficiency certificate, college transcript or college diploma).
2. Pass an entrance exam
3. Tour the campus in the company of an Admissions Representative
4. Provide employment information after completion of the program
5. A student who is non-English must take the proficiency test in the bilingual language of the student.

### ***Admission Requirements for Vocational Nursing Program:***

1. Proof of completion of an approved general education course of study through the 12<sup>th</sup> grade or evidence of completion of the equivalent thereof.
2. Completion of Math and Reading (highest scores will be given priority)
3. History and physical (with immunization record) completed by physician or designee, indicating no restrictions in performing nursing duties required in the Program

Inquiring applicants are scheduled to visit the school. They must have a personal interview with an admission representative. While

visiting the school the applicant will:

1. Complete a prospective Student Data form;
2. A personal interview with an Admissions Representative, tour of the facilities and determine if the course of study desired by the applicant is a practicable selection.

***Admission Procedures for Vocational Nursing Program:***

1. Prospective vocational nursing students shall submit to the director, official documentation of educational courses completed prior to the personal interview. Foreign transcripts must be officially evaluated by an authorized agency to determine validity and level of foreign education received abroad, prior to admission.
2. Prospective vocational nursing students shall submit official documentation of all related work experience, indicating the length of time worked and the duties assigned prior to the personal interview.
3. Prospective vocational nursing students shall have a personal interview with the Director of the vocational nursing program.
4. Prior education, related work experience, the personal interview and admission requirements shall be considered in the selection of candidates.

***Admission Requirements for Associate of Science degree:***

AC applicant requirements are as follows:

1. Submit an original high school diploma or original transcript indicating that the student graduated from an accredited high school.
2. All non-English transcripts must be translated into English and be officially certified by International Evaluators.
3. Pass an entrance exam test.
4. Sign enrollment agreement and other admissions paperwork.
5. Pay a Registration Fee of \$100.00 Non-Refundable

Advanced College informs applicants of their status (acceptance/denial) after the enrollment agreement and the above items are completed. If the school does not accept an applicant, school refunds all fees paid by the applicant except registration fee.

***Additional Requirements for International Students:***

1. Adequate proof of knowledge evidenced by documentation of credentials, test scores, and verification of skill competencies is required.
2. Completion and signature of an enrollment agreement, as well as other required admissions forms.
3. Student shall not enroll in any program unless the student passes a test indicating that he/she has attained adequate proficiency in oral and written English to comprehend instruction in English.

***Application Instructions for International Students:***

In order to apply for a program at Advanced College, the student has to mail the following items to the school:

1. A completed International Application form.
2. US \$100 nonrefundable application fee (payable to Advanced College).
3. Official copies (in English) of all transcripts from all secondary schools, colleges, or universities that you have attended. Each copy must bear the original stamp or seal of the school and signature of a school official attesting that it is a true copy of the original document. Faxes or unofficial photocopies of academic records will not be accepted. Transcripts from Canadian or American school must be mailed directly to Advanced College. All submitted transcripts become the property of Advanced College.
4. \$300 tuition deposit (refundable in case of cancellation)).
5. Proof of financial responsibility.
6. There are no other charges for issuing I-20 or any services for international student.

***Evaluation of Foreign Transcripts***

Transcripts from foreign schools must be reviewed and evaluated by an accredited member of the National Association of Credentialing Services (NACES), visit [www.naces.org/members.htm](http://www.naces.org/members.htm) for a list of approved agencies. The official transcript evaluation must be submitted directly to the Office of the Admission by the accredited member.

## ***Programs Schedule***

Class start dates are based periodically throughout the year, and AC, at its own discretion, may revise those dates. All admissions requirements must be completed within a minimum of two weeks before a program begins.

## ***Advanced Standing Credit Policy***

A student who has previous relevant education or experience may apply for advanced standing in a course of study. A maximum of one course may be challenged by examination in a program. For students who wish to obtain advanced standing, the following criteria must be met prior to starting classes at AC.

1. A personal interview with the Educational Chair.
2. A student applying for advanced standing must take, prior to the beginning the program, a comprehensive examination covering appropriate course material and pass with a score of 70% or higher. Any transferred courses from other schools must be the same as those offered at AC and must be approved by the Educational Chair. All course transfer processes and approvals must be completed prior to starting classes at AC.

## ***Advanced Standing Credit Granting for Vocational Nursing Program***

Transfer credit shall be given for related previous education from an accredited institution completed within the last five (5) years. This includes the following courses:

1. Successful completion of vocational/practical nursing courses.
2. Successful completion of registered nursing courses.
3. Successful completion of armed services nursing courses.
4. Successful completion of certified nurse assistant courses.
5. Successful completion of other courses that is equivalent to courses in the program as determined by the director of the nursing program.

## ***Notice Concerning Transferability of Credits and Credentials Earned At Other Institution***

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

The transferability of credits you earn at Advanced College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma or certificate) you earn in Advanced College is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Advanced College to determine if your (credits, or degree, diploma or certificate) will transfer.

## ***Vocational Rehabilitation, Veterans' Administration and Workforce Investment Act Applicants***

Students seeking vocational funding through the Veteran's Administration, Workforce Investment Act, Trade Readjustment Act, or through other state or private agencies should contact the appropriate agency. For more information and forms, please contact the Financial Aid Department.

## ***Articulation Agreement between Kaplan University and Advanced College***

The Articulation Agreement between Kaplan University and Advanced College acknowledges that students of Advanced College may transfer to an Iowa College Acquisition Corp. d/b/a Kaplan University ("KU") degree program following completion of a certificate, diploma, or associate's degree program (as applicable) at Advanced College.

Requirements for Advanced start Bachelor's completion programs include:

1. To be eligible for application to an advanced start bachelor's program at KU the student enrolling must submit proof of having been awarded an associate's degree from Advanced College.
2. Students having completed an associate's degree program consisting of a minimum of 90 quarter credits (or the

equivalent of 60 semester credits) will be eligible for a block transfer of up to 90-quarter credits, junior status, and acceptance into KU's "advanced start" baccalaureate option.

3. Advanced College students must fulfill KU requirements, which entail completion of no less than 25 % of their program requirements at KU, including a minimum of 50% of the major requirements, including the capstone course, at KU. Credit earned through any combination of Transfer Credit, Challenge Credit or Experiential Credit will not exceed 75% of total credits required for graduation.

## **STUDENT INFORMATION**

### ***Professional Conduct of Students***

At AC, the student is assumed to have a high degree of loyalty and responsibility to the College, as well as to himself or herself in personal, social, and intellectual pursuits. Students are expected to conduct themselves in a professional manner at all times. Each student is expected to be an example of proper conduct. This includes the student attitude, actions, appearance and attire. The school's administration has the authority to take appropriate action through the administrative disciplinary measures if this code of conduct is not adhered to. The student may be dismissed for the following types of misconduct:

1. Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the school, alteration or use of college identification documents with the intent to defraud.
2. The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on college premises.
3. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other college activities.
4. Failure to comply with directions of school officials acting in the performance of their duties.
5. Physical or verbal abuse of any person on school premises or at college-sponsored or supervised functions.
6. Blatant disrespect directed toward staff, instructors, or other students.
7. Theft of AC property or damage to college premises or to the property of a member of the school community on the college premises.
8. Copying college software or placing any personal software onto school computers, or bringing their hardware without staff permission.
9. Any violation of Federal, State, or local law on AC premises or at AC sponsored functions.
10. The college is not responsible for the loss of personal property belonging to students in any building or on any grounds owned by the college.
11. Students not in compliance with the Professional Dress Standards will be sent home and recorded absent.

AC reserves the right to make the administrative and educational decisions as to whether the "Honor System" or code of conduct has been violated. All cases are reviewed on an individual basis. The college's decision is final.

### ***Suspensions and Dismissals***

AC reserves the right to dismiss any student whose attendance, conduct, or academic standing does not meet the college's standards. Students who have been suspended or dismissed may be reinstated only upon the approval of the Director of the College. All dismissals and suspensions are determined on an individual basis.

### ***Honor System***

Students are expected to do their own work and receive no unauthorized assistance during examinations or in completing assigned projects. If students have learning difficulties, they should seek assistance from their instructor. Violations of the Honor System are grounds for dismissal.

### ***Disclosure of Educational Records***

AC is responsible for maintaining academic records on each student, with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93380 as amended. The law provides that the institution will maintain the confidentiality of each student's educational records. Written consent is required before education records may be disclosed to third parties, with the exception of accrediting commissions or governmental agencies authorized by law.



## ***Record Retention***

All student records are stored on computer disks and kept in a locked fireproof safe organized alphabetically by the student's last name, address, telephone numbers, and other relevant data. Access to student records is restricted to Management and Instructors on a "need-to-know" basis. However, the records are maintained on computer disks for five years and academic transcripts are maintained for fifty years.

## ***Professional Dress Standards***

AC's Professional Dress Standards have been established in order to enable our students to become comfortable with the kind of dress expected by the greatest majority of employers. Students are encouraged to pursue the development of these attitudes and behaviors because they will serve in their best interest when it comes time to seek employment.

## ***Violation Definitions***

### **a. Minor Violation**

Minor violation of school rules is a violation that might require verbal disciplinary action or suspension or expulsion if repeated. Examples of minor violations are:

1. Loitering in campus and clinical facilities during class hours
2. Failure to comply with directions of school officials acting in the performance of their duties such as but not limited to eating and drinking in classroom and use of cell phones
3. Students not in compliance with the Professional Dress Standards will be sent home and recorded absent.
4. Attending to personal affairs during classroom and clinical rotations
5. Creating or contributing to unsanitary and unclean conditions
6. Minor damage to school or clinical site premises however, if minor damage or bodily injury occurs, it becomes a major offense.

### **b. Major Violation**

Major violations for a first offense may require immediate suspension from school. Examples are:

1. Committing two documented minor offenses within the program the student is attending.
2. Copying college software or placing any personal software onto school computers, or bringing their hardware without staff permission.
3. Collaborating with another student and/or copying during a test.
4. Utilizing unauthorized materials during a test.
5. Failing to respect students and client confidentiality
6. Playing/gambling on Schools' campus or clinical site premises
7. Unprofessional conduct on School or clinical site premises.
8. Violating any safety standards that could result in harm to self, others, or major damage to equipment at the School or clinical site.
9. Intruding with another students' personal belongings

### **c. Serious Violation**

Serious violations may not justify immediate expulsion or probation, but may require disciplinary action in the form of a written reprimand. Repeated serious violations may require probation or expulsion. Examples are:

1. Committing two documented major offenses within the program where student is attending.
2. Any type of dishonesty, including cheating, plagiarism, and knowingly furnishing false information of the school, alteration or use of college identified documents with the intent to defraud.
3. Having another person complete an assignment and/or take a test or taking and completing an assignment for someone else
4. Blatant disrespect directed toward staff, instructors, or other students.
5. Non-reporting of an accident at the School or clinical site.
6. Monetary solicitations and accepting remuneration/tips as well as distributing non School related materials at the College or clinical sites.
7. Use or possession of another student's ID card without permission.
8. Misuse of own ID by allowing others to use same.
9. Removing or posting any matter or posting on bulletin boards or any part of the school campus or

- clinical site property unless specifically authorized to do so by the School Director.
10. Borrowing School's property such as library books without written authorization.
  11. Smoking is not allowed in campus and clinical site, unless in designated areas.

**d. Critical Violation**

Critical Violations are violations of School rules or misconduct which may warrant immediate expulsion. When expulsion is indicated, the student shall be suspended immediately while the incident is being investigated by the Review Committee. Students shall be prohibited from attending classes, participating in clinical, or attending School related functions while under investigation of a critical violation. Examples of critical violations are:

1. Committing two documented serious offenses within the program the student is enrolled.
2. Illegally obtaining part or selling, buying, any or all parts of a test.
3. Falsification or deliberate omission of significant information on the student application.
4. Assaulting, threatening, intimidating, or coercing others
5. The use, possession or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on college premises.
6. Conviction of a felony case.
7. Willful or negligent acts or conducts that could result in neglect or abuse of any client or clinical facilities' operations and properties.
8. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other college activities.
9. Unauthorized copying of confidential clinical site records and unauthorized release of client information.
10. Hazing, which endangers the physical or mental health of any person

**Sanctions for Violations:**

1 <sup>st</sup> Offense	-	Verbal Warning
2 <sup>nd</sup> Offense	-	Written Warning
3 <sup>rd</sup> Offense	-	Probation
4 <sup>th</sup> Offense	-	Dismissal

***Comprehensive Dispute Resolution System***

AC has created a formal system to facilitate the resolution of any concern or issue with AC, including the process of recruitment and enrollment, the educational process, financial matters, and placement assistance. At the time of enrollment, each student signs a form, which provides a detailed description of this system. The first place to start if you have a concern or issue is to raise it informally with your instructor or, if it is not an instructional issue, with the appropriate AC staff member. If that approach does not resolve your concern, you begin the formal dispute resolution process by presenting a written description of your complaint to your instructor, or in the case of a non-instructional issue, to the appropriate AC staff member. The written complaint, which should be on the AC Complaint Form, should include as much information as possible to assist in addressing your concern, and must include a statement of what you would like done to resolve the matter. That form must be signed and dated, and it must include your address and telephone number. Copies of the AC Complaint Form are available in the office of the School Director. In the event you do not obtain a resolution to your satisfaction at this level, you must request that your complaint be considered by the School Director. You may at any time contact the state agency at the following address. AC appreciates the opportunity to address student complaints before this agency is contacted.

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the

**Bureau for Private Postsecondary Education (BPPE)**

2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833 , [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897" or "a student or any member of the public may file a complaint about this institution with the

Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov)."

**Board of Vocational Nursing and Psychiatric Technicians (BVNPT)**

2535 Capitol Oaks Drive, Suite 205, Sacramento, California 95833 at (916) 263-7800

**Council on Occupational Education (COE)**

7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350 at (770)396-3898

## TUITION, FEES AND REFUND CHARGE POLICES

### *Tuition and Fees*

Tuition and fees are due on the first day of starting each program unless advance arrangements are made. Debts that are not paid in full within 60 days after the students last date of attendance are considered late, and will be subject to late charges of 18% per year (1.5% monthly) on the unpaid balance. If the tuition is not paid after 90 days from the due date, the account will be turned over to a collection agency. Advanced College has the right to refuse service to any student with an outstanding balance or one who has left matriculation with financial obligations unclear. The College has the right to withhold transcripts for nonpayment of tuition.

### *Tuition Fee (Certificate Programs)*

PROGRAMS	PROGRAM LENGTH (HOURS)/Credit Hours	COST OF PROGRAMS Include: Tuition, Registration, CPR, Uniform, STRF & Books & Supplies and Fingerprinting ** & Background Checking**
Computerized Office Skills	720/34	\$12,180+100+60+185=\$12,525
English as a Second Language	720	\$12,180+100+60=\$12,285
Computerized Accounting	720/34	13,680+100+70+185=14,035
Computer Systems Repair and Microsoft Certified Professional	720/34	\$12,180+75+32.50+315=\$12,602.50
Computer Networking	720/34	\$12,180+75+32.50+695=\$12,982.50
Medical Billing/Medical Office Assistant	720/34	13,680+100+70+44+527=14,421
Medical Assistant	720/34	13,680+100+70+44+42+667=14,603
Physical Therapy Aide	720/34	13,955+100+70+44+574=14743
Massage Therapy	720/34	13,955+100+70+44+450=14619
Vocational Nursing	1536/62	28,445+100+140+44+54+75+42+15+1,286= 30,201
Phlebotomy	(40 hr Full, 20+ hr basic, 20+ hr advanced didactic and 40 hr externship programs)	\$1,510
Nurse Assistant	160	\$2,000

\*\* Only for Vocational Nursing

Degree Programs	Registration Fee	STRF	Tuition	Uniform	Books & Supplies	Cost of Program
Associate of Science in Accounting	\$100	\$95.00	\$ 19,400	0.00	\$3,780	\$23,375
Associate of Science in Business Administration	\$100	\$100.00	\$20,300	0.00	\$3,960	\$24,460
Associate of Science in Healthcare Management	\$100	\$100.00	\$20,300	0.00	\$3,960	\$24,460
Associate of Science in Medical Assistant	\$100	\$100.00	\$20,300	0.00	\$3,960	\$24,460

### *Tuition Fee (Associate Degree)*

### *Refundable Policy (Buyer's Right to Cancel)*

The student has the right to cancel the enrollment agreement and obtain a refund according to the following refund policy. Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation Notice must be signed, dated and may be mailed or delivered. All cancellations must be submitted in writing. If the cancellation notice is mailed to the school, it becomes effective as of the postmark, if properly addressed with proper postage. If the School has given the student equipment or books, the student must return the books or equipment within 30 days following the date of the Cancellation Notice. If the student fails to return the books or equipment within this 30 days period, the school may retain that portion of the consideration paid by the student that represents the documented cost of the books or equipment to the student.

***Refund Policy (State)***

The institution shall provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Divide this figure by the number of scheduled hours in the program. The quotient is the hourly charge for the program. The amount owed by the student for purpose of calculating a refund is derived by multiplying the hours by the hourly charge for instruction, plus the registration fee less the amount received for tuition. It is the policy of the institution to pay the refund in the disclosed distribution policy found in the school catalog.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWED FOR THE TIME YOU ATTENDED, THEN A FULL REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

***Tuition Refund Model:***


***Student Tuition Recovery Fund (STRF)***

per thousand dollars of institutional charges paid, regardless of the portion that is prepaid.

proceeds received by the school prior to closure in excess of tuition and other costs. 4) There was a material failure

### ***Federal Return of Title IV Funds Policy***

In addition to having institutional charges adjusted based on the institution's Tuition Refund Policy, for a student who receives federal financial assistance under the Title IV student financial aid programs, the institution must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV Funds Policy. This amount of Title IV assistance earned is based upon the amount of time the student attended and has no relationship to the institutional charges that the student has incurred. Up through the 60% point of the payment period, a pro-rate schedule is used to determine the amount of Title IV funds the student has earned at the time of his or her withdrawal. After 60% point, the student has earned 100% of the Title IV funds for the payment period.

The method used to determine the percentage of the period completed is determined according to the following formula:  
Number of Days Completed in the Period - Total Number of Days in the Period =Percentage Completed

Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the period (denominator) and the number of calendar of calendar days completed in the period (numerator). The calendar days on an approved leave of absence are also excluded from both the numerator and denominator in the calculation formula. Percentages are rounded to the third decimal place.

If a credit balance is due the student and the student withdraws from the institution, Advanced College will first complete the R2T4 calculation, if you are on the Title IV aid. Advanced College will then complete the institutional, state and accrediting agency refund calculations to determine what is owed to the institution. Credit balances will be used first to pay the balance owed to Advanced College as determined by the appropriate refund policy.

## **GENERAL ACADEMIC MATTERS**

### ***Method of Instruction***

Classes are structured so that each student receives lectures, practice problems, reviews, and regular examinations as a part of each course module. In addition, Vocational Nursing students receive the appropriate clinical experiences in approved clinical facilities. Class approximately projects to have five to 20 students for computer classes and a maximum of thirty (30) students in the Vocational Nursing Program. These class sizes will provide opportunity to the students to receive the highest quality of education during their study at our school. Medical Assistant – Bilingual Program is taught in Spanish.

### ***Office Hours***

The school's offices are open from 8:00 a.m. to 6:00 p.m. on Monday through Friday, excluding holidays.

### ***Program Hours (Certificate Program)***

MORNING CLASSES:	Monday	9:00 a.m.-2:00 p.m.
MORNING CLASSES:	Tuesday- Friday	8:00 a.m. - 1:00 p.m.
AFTERNOON CLASSES:	Monday - Friday	1:00 p.m. - 6:00 p.m.
EVENING CLASSES:	Monday - Friday	3:00 p.m. – 7:00 p.m.

The Vocational Nursing Programs classes may be held during the morning, afternoon or evening hours.

### ***Program Hours (Associate Degree)***

All Associate Degree Hours will be based on online or on campus session schedules.

### ***Credits Policy (Certificate Program)***

A clock hour is one class period of approximately 60 minutes in length, 50 minutes of lecture, demonstration, faculty –supervised laboratory, or similar learning activity takes place, and 10 minutes are given for a break. Note: The clock hours in the diploma/certificate that you will earn in Advanced College will probably not be transferable to any other college or university.

### ***Credits Policy (Associate Degree)***

Advanced College adopts the semester unit system for all its credits. One semester unit normally requires one hour of class work and at least two or more hours of outside study per week for a total of 15 weeks.

### ***Grading Policy***

The following grades are authorized for recording on the student's official academic record maintained in the office of College Director. Grades to be reported as letters from A through D, F, W, and I with honor points assigned as follows:

#### ***Grade Scale:***

<b>GRADE</b>	<b>GRADE POINTS</b>	<b>SCORE</b>	<b>EXPLANATION</b>
A	4.0	90 - 100%	Excellent
B	3.0	80 - 89%	Above Average
C	2.0	70 - 79%	Average
D	1.0	60 - 69%	Below Average
F	0.0	Below 60%	Failure
I	0.0	N/A	Incomplete
W	0.0	N/A	Withdrawal
P	0.0	N/A	Passing

A student earning a grade of D or above is considered to have passed the course and is eligible to pursue further studies. A student receiving a grade of F has failed a course. A failed course must be repeated and passed to meet AC graduation requirements. The Career Development course is graded on a pass/fail basis. Students who successfully complete the course will receive a p grade. The grade of “P” has no effect on grade point average. In the event a course is repeated, the original grade is replaced with the most current grade earned. The original grade is not included in calculating the cumulative GPA, but is noted on the permanent transcript.

### ***Grading Policy Vocational Nursing Program***

The Vocational Nursing Program students are graded according to achievement of the objectives in theory and in the clinical setting. Students shall receive grades for textbook homework, other assignments, quizzes, final examinations and attendance participation. Grading is as follows:

<b>SCORE</b>	<b>GRADE</b>
91-100%	A
82-90%	B
75-81%	C
<75%	F

Students receiving less than 75% on a final examination shall be given an opportunity at remediation and write an alternate final examination. The student must pass the remake final examination with 75% or above. Regardless of the grade on the remake final examination, the student shall receive a maximum grade of 75% (C) for that module. Final examinations will consist of written examinations and/or electronic testing. Maximum number of retake examinations is three times within the whole program.

***Clinical:***

Students shall be evaluated on achievement of clinical objectives by a Satisfactory, Needs improvement, or unsatisfactory grade.

***Nursing Licensure Preparation:***

The college provides a review for nursing licensure exam. The review will reinforce student's previous learning in nursing process, core fundamentals, pharmacology, medical-surgical concepts, mental health, maternity and nursing care of children, as well as integrating clinical learning to further develop their critical thinking and leadership skills.

The preparation recapitulates the Vocational Nursing program to help students further develop test taking strategies and prepare students to pass the comprehensive computerized examination, which is a graduation requirement, and the NCLEX examination for licensure.

***Transfer of Students between Programs & From Other Institutions***

Policy for granting credit for prior training/education and notifying the eligible person:

Any student entering one of the programs at Advanced College may receive academic and financial credit for courses taken at other institutions upon receipt of an official transcript from the other institution and approval of those courses by the School Director. Students must take at least 50% of their program at Advanced College and receive at least a 2.0 in the course. The School Director will evaluate all previous official transcripts and determine which courses, if will be accepted by the school. In addition, students must be in good standing at the previous school. If at any time a student decides to change programs, the student must write a letter requesting to drop from the current program and transfer to another program and/or complete a change of program form. If the new program contains some of the same courses as the previous program, the student will be given credit for all clock hours and class work earned in those courses. Refunds will be calculated, if applicable, according to the refund policy as stated in the enrollment agreement and this catalog.

***Satisfactory Academic Progress (SAP)***

Standards of satisfactory academic progress apply to all students. The qualitative standard requires the student to achieve a minimum grade point average of 2.0 and must maintain a cumulative grade point average of at least 2.0 for the remainder of the program. The quantitative standard requires all students to complete their program of study within 150% of the normal time frame for completing the program. The maximum time frame in which a student must complete his or her program is a period equal to 1.5 times the normal length of time required to complete the program for which the student is enrolled (e.g. programs of 20 weeks in length must be completed within a maximum time frame of 35 weeks.) Periods during an approved leave of absence are not counted towards the maximum time frame of the program. All periods of attendance are counted towards the maximum time frame and the clock hours completed.

Advanced College satisfactory academic progress is evaluated in increments coinciding with payment periods. In order to ensure completion of the program within the maximum time frame, Advanced College requires program students to successfully complete 67% of the credits hours attempted in each payment period. All students must have completed a minimum of 67% of the credits hours attempted in order to graduate within 150% of the normal time frame. However, students in the non-term programs will not be paid Title IV aid until they have completed all of the credit hours in that payment period as well as the weeks in the payment period.

A student must achieve the minimum standards to be considered to be making satisfactory progress. Students who fail to maintain satisfactory progress will be placed on academic probation until the deficiencies are corrected or until the end of the next assessment period, whichever comes first. While on academic probation, the student remains eligible for all Title IV financial aid funds. Students who have been on probation and fail to correct the deficiencies by the end of the probationary period may terminate.

***Academic Warning***

Any student who receives a grade of "D" or "F" in any module may be placed on academic warning. As a warning, the student will be advised in the hope that academic performance can be improved.

***Academic Dismissal***

Students may be dismissed for academic reasons:

In these situations, a committee will be formed and the student will be interviewed, and on suspension. This is the time the student may discuss if the school should take actions in dismissal or not. AC will notify the student in writing of suspension or dismissal. Students who are dismissed are required to return all materials loaned to them by the school. Serious infractions such as intoxicated behavior, cheating, threatening or violent behavior may be cause for dismissal without prior suspension status. Students desiring to re-enter after a voluntary withdrawal must submit a written request to the school director. The Academic Committee must approve a second re-entry request from the same student.

### ***Student Appeal Process***

A student who is subject to an academic dismissal may appeal the decision to the School Director in writing. School officials must receive the appeal within ten calendar days of being notified of the dismissal. Within 10 days of receiving a written appeal, school's Director has the authority to waive standards for satisfactory progress in those cases where it can be shown that mitigating circumstances beyond the control of the student prevented him or her from achieving the minimum levels of performance required.

### ***Incomplete:***

A grade of "incomplete" will be given in classes attempted which are not completed and for which a withdrawal was not granted. No credit is granted for an incomplete, until it is made up for. Students earning a grade of Incomplete will have a period of time not to exceed six weeks in which to complete the requirements of the course and receive a letter grade. If the class is not successfully completed within the prescribed time, then the grade of "F" will replace the incomplete.

### ***Replacing Grades:***

Student must obtain a passing grade for failed courses before graduation. Class assignments and replacing of failed courses must occur within the maximum time frame as established for each program. The student may repeat a failed class once and can only compensate for the grade by passing the course through re-enrollment. The new grade is re-calculated into the GPA and marked into the transcript. The old grade is maintained but not computed into the GPA.

### ***Leave of Absence***

A leave of Absence may be requested in writing from the College. Advanced College may grant multiple Leaves of Absence within a 12-month period as long as the total number of days for all Leaves of Absences does not exceed 180 within a 12-month period. If a student does not return when scheduled, he or she may be terminated and their last day of actual attendance will be used for refund purposes.

Due to the scheduling of the program, Vocational Nursing Program students are not allowed to take a Leave of Absence.

### ***Attendance Policy***

Advanced College expects students to attend all classes; missing even one class will make it difficult to catch up. Instructors take roll enabling them to determine excessive absence patterns and to counsel those students having excessive absence patterns. Excessive absences may result in a student being put on probation. AC's procedure for monitoring attendance is as follows:

- Attendance will be recorded at each class on a daily basis. The information is recorded on the student's master grade and attendance sheet.
- If a student arrives to class more than 15 minutes late or leaving class early, it will be considered a tardy. Five marks of tardiness will equal one absence.
- School's Director will counsel with the student regarding the reasons for poor attendance. Documentation of the meeting results will be placed in the student's file.
- If a special incident occurs to explain the absences (such as documented illness, death in the family, etc.), then AC will state this in the advisory form and the student will not be required to make up any of the missed days unless it is necessary to enhance their GPA or obtain critical material that was missed.

It is the policy of Advanced College to identify students whose attendance falls below acceptable standards of 90% for a six-week module, and then to actively advise the student regarding lack of attendance and ultimate success in school and career. Attendance is monitored on a daily basis; however, the student's attendance percentage is monitored at the end of each module. Students who fall below 90% cumulative attendance at the end of the module will be placed on probation for the following six-week period.



### ***Attendance Policy Vocational Nursing Program***

It is of the utmost importance that students attend each class and clinical opportunity to maximize their learning. Make up time is required for clinical hours missed. Students who miss theory hour's class are held responsible for material covered during those class sessions and makeup hours may be required to assure mastery of subject material.

### ***Change of Program***

Students who wish to change programs must have written permission from the Director of AC or their academic advisor and must complete the current course. Only the grades for the same courses that exist in the new program will count towards the credits required for graduation. Additional upgrade charges may also apply. Students who drop out of a course will receive a grade of "W" for that course.

### ***Make-up Assignments***

Any student missing a test when it is administered or missing an assignment at the time that it is due must receive the approval of the instructor in order to make up the test or assignments. If approval is granted, the test or assignment must be made up within a reasonable period of time as determined by the instructor, or an automatic zero will be assigned. Make-up tests and assignments may be subject to a reduction in the grade.

### ***Requirements for Graduation***

Students who have completed a program and achieved a minimum GPA of "C" or GPA of 2.0 or higher, in each program will receive a certificate or degree. In order to graduate and get a certificate or degree, students must have taken care of all financial, academic, and other duties to the school. If a student discontinues before graduation, he/she may request certificates of completion for certain specified courses. The term of completion for a student's training program cannot be more than one and a-half times the length of their program.

### ***Requirements for Vocational Nursing Licensure (NCLEX-PN)***

1. Minimum Age - 17
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof)
3. Successful completion of a California Approved Vocational Nursing Program (Advanced College)
4. Complete and sign the "Application for Vocational Nurse Licensure"
5. Complete and sign the "Record of Conviction" form
6. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints.  
(see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
7. Attach the appropriate nonrefundable fee made payable to the "BVNPT"
8. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN).  
A passing score on a Registered Nurse examination will not satisfy this requirement.
9. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid.  
**This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

## **STUDENT SERVICES**

Student services are provided through programs offered to stimulate student development, personal, and social growth. These procedures at AC contribute to the career development goals of the students attending school. AC provides variety of services to the students, including:

### ***Academic and Retention Advising***

Advising is provided for each AC student. Advising services are available at no cost to the student. Advanced College strongly encourages all students to seek advising for any matter that they may deem important to the completion of their program of study. AC also provides financial aid advisement to students. All advising sessions are kept strictly confidential.

## ***Job Placement Assistance***

Placement services available to students include:

- Providing general information on job opportunities with the demands of local businesses and governmental agencies explained
- List of known vacancies and job opportunities
- Contacting prospective employers to identify job opportunities
- Assisting with employment applications and resume preparation
- Assisting the student in obtaining interviews with employing personnel
- Following up with graduates after placement

The College will make the best effort to help and assist students in job placement, but no guarantee of employment can be made based upon state law.

## ***Resume Development***

Towards the end of each program, AC provides classes free of charge to prepare students for resume writing, interviewing techniques, writing cover letters and follow-up letters. Additionally, students can participate in mock interviews if so desired.

## ***Housing***

The school does not have a dormitory facility under its control and is not responsible for providing student housing. However, student services are willing to provide information regarding suitable housing within the area upon inquiry by students.

## **OVERVIEW OF FINANCIAL AID**

AC participates in several Federal Financial Assistance programs and School Financial Assistance:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Federal Direct Stafford Loan Programs
- Federal Direct Parent Loans for Undergraduate Students (PLUS)

### ***Federal Pell Grant***

The Federal Pell Grant is funded by the federal government to qualified students' for their education which students do not need to repay. Federal Pell Grants are awards available to undergraduate students who have not obtained a Bachelor's Degree. The Federal Pell Grant Program was designed as a "foundation" of the student financial aid package. In order to qualify for a Federal Pell Grant, students must demonstrate financial need based on a need analysis developed by the federal government.

### ***California Student Aid Grant (Cal Grant)***

Advanced College has been approved by the California Student Aid Commission for Calgrant B and C.

#### **Cal Grant Eligibility Criteria:**

1. The receipt should be a US citizen or an eligible non-citizen.
2. The recipient has met U.S. Selective Service requirements.
3. The recipient has a valid Social Security number.
4. The recipient is not in default on any Title IV educational loan or does not owe a refund on any Title IV grant or any State grant program administered by the Commission,
5. The recipient is not incarcerated.
6. The recipient is a legal California state resident for at least one year as of the residence determination date.
7. The recipient is enrolled in an eligible program or course of student.
8. The recipient does not have a bachelor's or professional degree before receiving a Cal Grant(except for post baccalaureate students enrolled in teaching credential programs).

9. The designated recipient's participation in an eligible post-graduate teaching credential or mandatory 5<sup>th</sup> year program is approved by the Commission.
10. The enrollment status for each recipient on the grant roster is at least part-time.
11. The recipient demonstrates financial need at the institution according to federal financial need methodology.
12. The recipient with a new award has family income and assets at/below the published Cal Grant ceilings.
13. The recipient is complying with the Institution's satisfactory academic progress policies.

Disbursement of Cal Grant Funds should not be more than that which the recipient is eligible to receive per academic term. In case of a refund (if recipient withdraws, drops out or is expelled for a term for which as payment has been made), calculation is based upon the refund policy and determine the portion to be returned to the Commission based on behalf of the State.

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

Federal Work-Study (FWS) provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study.

### ***Federal Supplemental Educational Opportunity Grant***

Federal Supplemental Educational Opportunity Grants (FSEOG) is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest EFCs will be the first to get FSEOGs. Just like Pell Grants, FSEOGs don't have to be paid back.

### ***Federal Direct Stafford Loan Programs***

A student may borrow Federal Direct Stafford Loan (Subsidized and Unsubsidized). The interest for these loans is at a variable cap not to exceed 6.8%. Repayment is optional, not required, while the student remains in school on at least a half-time basis. If the student chooses not to begin repayment during his/her enrollment period, repayment will then begin six months after the student's last day of attendance either by graduating, withdrawing or being withdrawn. The six-month period is known as the student's grace period. Interest for the Federal Direct Stafford loans, both Subsidized and Unsubsidized, starts to accrue when the loans are disbursed (approximately thirty-one days after the student starts class). The federal government has elected to pay the interest for the subsidized portion of the student's loan during the time the student is in school as well as during the six-month grace period. The six-month grace period starts when the student completes the program or is no longer enrolled in the program. The student then becomes responsible for the interest on the subsidized portion of his/her loan upon completion of the six-month grace period. The federal government, however, does not pay any interest for the unsubsidized portion of a student's Stafford loan. Any interest, which does accrue on a student's unsubsidized portion of his/her Stafford loan, will be capitalized (added) to the student's loan balance upon the expiration of the student's six-month grace period unless the student elects to pay the interest while in school.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

### ***Federal Direct Parent Loans to Undergraduate Students (PLUS)***

For dependent students, a parent may borrow up to the cost of attendance, to include direct and indirect costs, annually on behalf of the student. The parent may choose to only borrow the remaining cost of the student's education minus any other financial aid the student may have already received or the parent may choose to borrow the full amount of the student's education not including any other financial aid. Unlike the Federal Direct Stafford loans, the Federal Direct PLUS loan is credit based. The parent applying for the Federal Direct PLUS loan will be required to complete a simple pre-approval application. A response to the application will be received within one to two days. The interest rate on the Federal Direct PLUS Loan is at a variable cap not to exceed 7.9%. Repayment on this loan begins within 60 days after the loan has been fully disbursed.

## ***HOW TO APPLY FOR FINANCIAL AID***

Students are required to fill up the Free Application for Federal Student Aid (FAFSA) as the primary application to determine student's financial aid eligibility. The process for applying is as follows:

- 1) The student fills up the FAFSA online.
- 2) The student carefully completes the FAFSA along with any other supporting documentation requested by the Financial Aid Officer. If the student estimates any of his/her income information, the student may be required to verify his/her actual income prior to any disbursements of federal funds.
- 3) The student returns the requested documentation to the Financial Aid Office.

- 4) Based on the information received by the Financial Aid Officer will give students preliminary estimates.
- 5) The student will receive a Preliminary Award with his/her estimated financial aid listed.
- 6) Any further documents are completed.
- 7) The student received an Award Letter confirming his/her financial aid

### ***HOW AWARDS ARE DETERMINED***

With the exception of the Federal Direct Unsubsidized Stafford and Federal Direct PLUS loans, most federal student aid is awarded on the basis of a student's need. A student's need is determined by subtracting the student's Expected Family Contribution (EFC) from the student's Cost of Attendance (COA).

$$\text{COST OF ATTENDANCE} - \text{EXPECTED FAMILY CONTRBUTION} = \text{FINANCIAL NEED}$$

The EFC is the amount the federal government determines the student is expected to contribute towards his/her education. The information the student reports on the FAFSA is used to calculate the student's EFC. The student's COA is the actual tuition and fees for which a student is charged combined with standard room and board, personal expenses, and transportation expenses multiplied by the number of months in the funded year. AC uses the annual budgets provided by the California Student Aid Commission in the calculation of each student's COA. Any loan fees assessed will also be calculated into the students COA.

### ***OTHER FINANCIAL AID INFORMATION***

The Financial Aid Office provides additional financial aid brochures and information on the above mentioned student aid programs which contain more specific information on students' rights and responsibilities, eligibility, need and detailed descriptions of the financial aid programs available.

### ***Refund Distribution Policy***

Title IV refunds will be made in the following order:

- 1) Unsubsidized Direct Stafford Loans (other than PLUS loan)
- 2) Subsidized Direct Stafford Loans
- 3) Perkins Loans
- 4) Direct Plus Loans
- 5) Federal Pell Grants for which a return of funds is required
- 6) Academic Competitiveness grants for which a return of funds is required.
- 7) Federal Supplemental Educational Opportunity Grants (FSEOG) for which a Return of funds is required
- 8) Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying funds to the following sources in the following order. Amounts to be returned to grants are reduced by 50%.

- 1) Unsubsidized Direct Stafford Loan
- 2) Subsidized Direct Stafford Loan
- 3) Direct PLUS Loan
- 4) Federal Pell Grant (50%)
- 5) Federal SEOG (50%)

### ***Timeframe for the Return of Title IV funds***

The school must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal. The school may return funds in any of the following manners:

- Deposits or transfers the funds into the school's federal funds bank account;
- Initiates an electronic funds transfer (EFT) to an account belonging to the student;
- Initiates an electronic transaction that informs the FFEL or ED, in the case of a Direct Loan, to adjust the borrower's loan account for the amount returned; or
- Issues a check

### ***Credit Balances***

Credit balances occur when the school credits financial aid to the student's account and the total amount of financial aid fund exceeds the student's allowable charges.

If the financial aid creates a credit balance, the school pays the credit balance directly to the student or parent as soon as possible but no later than 14 days after the date when the credit balance occurred. Any excess PLUS loan must be returned to the parent unless the parent authorizes in writing to transfer the proceeds to a student directly.

## ***Drug-Free Schools and Campus Act Policy***

AC is a state approved private postsecondary institution that is required to have all students follow all of the standards of conduct required by the state of California regarding the Drug-Free Schools and Campuses Act. This law prohibits all use or unlawful possession, or distribution of illegal drugs and alcohol on school property.

It must be clearly understood by all students that the sanctions for violating these State and Federal laws will be strictly enforced. Possession or being found under the influence of drugs can be punishable by imprisonment in state jail for up to 1 year for the first offense.

In addition to the legal risks associated with drugs, a health risk should also be of concern to students attending AC. For your information listed below is a description of the expected health risks that are common to students like you that choose to take the chance to use drugs and alcohol while attending AC and after completion of training.

### **Health Risk of Using Drugs**

- Nerve cell damage
- Impairment in learning, and memory, precision, and judgment
- AIDS, hepatitis and other disease caused by injecting cocaine with contaminated equipment
- Death by cardiac arrest or respiratory failure
- Addiction

### **Health Risks of Using Alcohol**

- Dizziness and Slurred Speech
- Nausea, Vomiting and Hangovers
- Impaired Motor skills
- Fetal Alcohol syndrome
- Respiratory Depression and Death
- Addiction

Advanced College does not provide drug counseling, treatment, or rehabilitation programs as part of our student services but we will give students a referral to counseling treatment or rehabilitation programs available to all students. If a student has a problem with any association with drugs and alcohol, they will be tested by a certified testing agency. If the tests result in a positive determination by Lab Inc. of America, the student will be referred to counseling.

Students who are terminated from the program because of testing positive for drug use can only be re-admitted after they have successfully completed a certified rehabilitation program.

## **EMERGENCY AND LIFE SAFETY PROCEDURES**

Call for:	
MEDICAL EMERGENCY	911
POLICE	911
FIRE	911

### ***1. Life Safety Systems***

- Emergency exit lights are located at all exit points.
- Fire extinguishers are located in several locations throughout the building. Please refer to the Emergency Evacuation MAP which is located near the door of all classrooms, the clinical learning in lab, the student lounge, and within the administrative offices in several locations.

### ***2. Medical Emergency Policy***

#### **Purpose**

The Medical Emergency Policy provides procedures to follow for emergency medical care for Advanced College students, employees and visitors as required.

## **Policy**

Medical Emergency Policy will be distributed to All School students, faculty and staff to ensure that medical emergencies receive appropriate treatment as swiftly as possible. If an individual is physically injured or suffers an accident on Advanced College premises, the following shall apply:

## **Procedure**

- 2.1 Remain calm at all times
- 2.2 Immediately assess the situation.
  - a) If they indicate pain, do not move the person however, if unless there is a threat to life, the person should be left in that location.
- 2.3 If the person is injured, call 911. Reply to all questions asked by the dispatcher before you hang up.. Be sure to indicate to which floor the responders should report. Make sure that Send someone meets the emergency medical services and rescue crews at the building entrance.
- 2.4 Call a Vocational Nursing or Medical Assistant faculty or Director of Nursing to assess the situation.
- 2.5 Wait for emergency medical services or a faculty member to properly administer first aid safely so as not to jeopardize the health of others.
- 2.6 Medication to individual who is in emergency situation should not be provided. .
- 2.7 Remain with the individual until emergency medical services and rescue crew arrives.
- 2.8 Comfort the individual by reassuring him/her that medical assistance is on its way.
- 2.9 Give the emergency medical service and crew room to administer first aid. Stay close should they have any questions.

## ***Student Emergency Information***

All Advanced College students will be requested to provide their personal emergency contact information upon enrollment. Students should be responsible for keeping their emergency contact information up-to-date by contacting the School Admission Office during normal business hours or the Evening Coordinator during the evening class hours.

## ***Employee Emergency Information***

In the same manner, All School employees will be requested to provide their personal emergency contact information up-to-date. Employee emergency contact information can be found by contacting the Office Manager during normal business hours or the Evening Coordinator or during the evening class hours.

## ***Fire Procedures***

1. Anyone who sees fire or smoke should obtain the nearest fire extinguisher and operate according to instructions.
2. Immediately notify a member of the administrative staff.
3. Administrative staff should call 911 and give instructions for immediate building evacuation.

## ***Power Failures***

During power failures, all equipment's, verified by Administrative staff, should be turned off.

## ***Cancelled Classes or Clinical Experiences***

Students should listen to local radio or watch local news stations for announcements of school closure. Students will also be notified by the Office Manager for cancelled classes.

An administrative staff member will maintain contact with local authorities and apprise school staff and students of recommended actions when a severe weather condition occurs. In the event of high winds, tornadoes, hurricanes, etc., all building inhabitants should stay away from windows and remain in corridors.

If severe weather occurs during classes or clinical session, the Office Manager and the Vocational Nursing Director will make the decision regarding early dismissal. A delayed schedule will apply only to the classes held on campus.

## DESCRIPTION OF PROGRAMS

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

### CERTIFICATE PROGRAMS

#### Computerized Office Skills

This program familiarizes students with a wide variety of computerized business applications and achieves a high level of expertise in selected applications. These skills will enable graduates to qualify for entry-level positions such as Computer Operator, Data Entry Specialist, Office Assistant, Office Automation Clerk, Administrative Assistant, Bookkeeper and / or Executive secretary in the public or private sectors. This hybrid program is made available less than 49% of instructional hours via distance education therefore; it provides an excellent opportunity for students currently working in the business field to upgrade their skills and knowledge. Courses in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/Credit (quarter)
CS 115	Introduction to Computers & Applications-(Online)	45	45	90
CS 110	Intermediate Computer-(Online)	35	35	70
CS 120	Advanced Computer-(Online)	35	35	70
CS 130	Introduction to Computer Networking	35	35	70
PHL 110	Critical Thinking-(Online)	20	20	40
ACC 100	Computerized Bookkeeping	45	45	90
ACC 110	Computerized Accounting I	45	45	90
EP 300	Employment Preparation	50	50	100
COS 200	Externship			100
<b>Total</b>		<b>310</b>	<b>310</b>	<b>720/50</b>

#### Computerized Accounting

This program familiarizes students with a wide variety of computerized business applications and achieves a high level of expertise in selected applications. These skills will enable graduates to qualify for entry-level positions such as Computerized Accounting Clerk, Bookkeeper, Accounting Assistant, Accounts Receivable/ Payable, and Payroll Processor. This hybrid program is made available less than 49% of instructional hours via distance education therefore; it provides an excellent opportunity for students currently working in the business field to upgrade their skills and knowledge. Courses in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/Credit (quarter)
CS 115	Introduction to Computers & Applications-(Online)	45	45	90
CS 110	Intermediate Computer-(Online)	35	35	70
CS 120	Advanced Computer-(Online)	35	35	70
PHL 110	Critical Thinking-(Online)	20	20	40
ACC 100	Computerized Bookkeeping	45	45	90
ACC 110	Computerized Accounting I	45	45	90
ACC 150	Accounting Software	35	35	70
EP 300	Employment Preparation	50	50	100
ACC 200	Externship			100
<b>Total</b>		<b>310</b>	<b>310</b>	<b>720/50</b>

#### Computer Systems Repair and Microsoft Certified Professional

This program familiarizes students to troubleshoot, analyze, repair and perform maintenance on modern personal computers and computer networks. These skills will qualify graduates for entry-level positions such as Computer Repair Technician, Technical Installer, Help Desk, Computer Phone Support, Field Service Technician, Computer Sales, Software Technician, Configuration Technician, Equipment Maintenance Technician, I.S. Technician, Test Technician, Computer Bench Technician, and Network



Administrator. This hybrid program is made available less than 49% of instructional hours via distance education therefore; it provides an excellent opportunity for students currently working in the business field to upgrade their skills and knowledge. Courses in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/Credit (quarter)
CS 115	Introduction to Computers & Applications-(Online)	45	45	90
CS 200	Computer Systems Repair	40	40	80
CS 205	Advanced Computer Systems Repair	45	45	90
CS 210	Computer Network I	60	60	120
CS 300	Special Topic	70	70	140
EP 300	Employment Preparation	50	50	100
COS 200	Externship			100
<b>Total</b>		<b>310</b>	<b>310</b>	<b>720/50</b>

### Computer Networking

This program familiarizes students with hardware maintenance, hardware compatibility and networking microcomputers. Students will learn the Microsoft Windows products and computer hardware. These skills will qualify graduates for entry-level positions such as Network Technician, Network Administrator, Network Consultant, Networking Engineer, LAN Administrator, Windows NT Administrator, Corporate Product Support, Help Desk Support, and Technical Support Specialist. This hybrid program is made available less than 49% of instructional hours via distance education therefore; it provides an excellent opportunity for students currently working in the business field to upgrade their skills and knowledge. Courses in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/Credit (quarter)
CS 115	Introduction to Computers & Applications-(Online)	45	45	90
CS 200	Computer Systems Repair	45	45	90
CS 110	Intermediate Computer	35	35	70
CS 210	Computer Network I	70	70	140
CS 220	Computer Network II	45	45	90
PHL 110	Critical Thinking-(Online)	20	20	40
EP 300	Employment Preparation	50	50	100
COS 200	Externship			100
<b>Total</b>		<b>310</b>	<b>310</b>	<b>720/50</b>

### Medical Billing /Medical Front Office Assistant

This program familiarizes students with the medical terminology, diagnosis, procedure coding, basic anatomy, physiology, and insurance concepts. These skills will qualify graduates to qualify for entry-level positions such as medical office clerks, medical receptionist, medical billers and coders, and medical transcribers. This hybrid program is made available less than 49% of instructional hours via distance education therefore; it provides an excellent opportunity for students currently working in the business field to upgrade their skills and knowledge. Courses in this program include:

Catalog No.	Classes Listing	lecture	Lab Hours	Total Hours/Credit (quarter)
CS 115	Introduction to Computers & Applications (On-line)	45	45	90
CS 110	Intermediate Computer-(Online)	35	35	70
CS 120	Advanced Computer-(Online)	40	40	80
BIO 100	Medical Administrative Aspects-(Online)	20	20	40
BIO 110	Anatomy & Physiology-(Online)	20	20	40
BIO 120	Medical Billing	20	20	40
BIO 130	Medical Insurance Coding	20	20	40
BIO 150	Medical Office Software	20	20	40
BIO 410	CPR & First Aid	20	20	40
BIO 420	Medical Professional Issues	20	20	40
EP 300	Employment Preparation	50	50	100
BIO 200	Externship			100
<b>Total</b>		<b>310</b>	<b>310</b>	<b>720/50</b>

### Medical Assistant and Medical Assistant (Bilingual)

This program familiarizes students with the theory and hands-on skills necessary for entry-level positions in the medical assistant field. The goal of the program is to assist on the Registered Medical Assistant practical and written exams throughout the course work. These skills will enable graduates to qualify for work as administrative and clinical assistant, medical records clerk, medical office manager, medical insurance billing clerk, medical receptionist, and working directly with physicians or podiatrists.

This hybrid program is made available less than 49% of instructional hours via distance education therefore; it provides an excellent opportunity for students currently working in the business field to upgrade their skills and knowledge. Courses in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/ Credit (quarter)
CS 115	Introduction to Computers & Applications-(Online)	45	45	90
BIO 100	Medical Administrative Aspects-(Online)	20	20	40
BIO 120,150	Medical Billing/ Medical Office Software	40	40	80
BIO 110	Anatomy & Physiology-(Online)	20	20	40
BIO 130	Medical Insurance Coding	20	20	40
BIO 190	Pharmacology	20	20	40
BIO 400	Clinical Laboratory Diagnostics	30	30	60
BIO 410	CPR & First Aid	20	20	40
BIO 420	Medical Professional Issues	20	20	40
BIO 430	Patient Care I	25	25	50
EP 300	Employment Preparation	50	50	100
BIO 200	Externship			100
<b>Total</b>		<b>310</b>	<b>310</b>	<b>720/49</b>

\*\*Please Note: Medical Assistant Bilingual (classes will be conducted in Spanish but books are in English).

### Massage Therapy

This program familiarizes students with the theory and hands-on clinical skills necessary for entry-level positions as a Massage Therapist. The goal of the program is to assist Professional Massage Therapists trained to sit for the National Certification Board for Therapeutic Massage and Bodywork examination (NCBTMB) in Massage Therapy. These skills will enable graduates to qualify for work in various health care settings, including a hospital, chiropractic office, massage clinic, nursing home, health club, and spa or in private practice. This hybrid program is made available less than 49% of instructional hours via distance education therefore; it provides an excellent opportunity for students currently working in the business field to upgrade their skills and knowledge. Courses in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/ Credit (quarter)
CS 115	Introduction to Computers & Applications-(Online)	45	45	90
BIO 100	Medical Administrative Aspects-(Online)	20	20	40
BIO 110	Anatomy and Physiology-(Online)	20	20	40
BIO 310	Intro to Massage Therapy	20	20	40
BIO 320	Basic Massage Applications	30	30	60
BIO 330	Swedish Massage, Deep Tissue Massage, and Kinesiology	40	40	80
BIO 340	Sports Massage, Reflexology and Shiatsu Massage	35	35	70
BIO 350	Hygiene and Nutrition	30	30	60
BIO 360	Spa Massage	20	20	40
EP 300	Employment Preparation	50	50	100
BIO 200	Externship			100
<b>Total</b>		<b>310</b>	<b>310</b>	<b>720/51</b>

### Physical Therapy Aide

This program familiarizes students with the theory and hands-on clinical skills necessary for entry-level positions as a Physical Therapy Aide. This program prepares the student for assisting the physical therapist in office procedures and administering physical therapy treatment programs. The student will be able to assist with various forms of treatments, such as motion exercises, massage, ultrasound and other clinical procedures. These skills will enable graduates to qualify for work in various

health care settings, including a hospital, chiropractic office, rehabilitation clinic, nursing home, health club, or in private practice. This hybrid program is made available less than 49% of instructional hours via distance education therefore; it provides an excellent opportunity for students currently working in the business field to upgrade their skills and knowledge. Courses in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/ Credit (quarter)
CS 115	Introduction to Computers & Applications-(Online)	45	45	90
BIO 100	Medical Administrative Aspects-(Online)	20	20	40
BIO 120,130, 150	Medical Billing, Insurance Coding, and Medical Office Software	40	40	80
BIO 110	Anatomy and Physiology-(Online)	20	20	40
BIO 310	Intro to Massage Therapy	20	20	40
BIO 330	Swedish Massage, Deep Tissue Massage, and Kinesiology	40	40	80
BIO 340	Sports Massage, Reflexology and Shiatsu Massage	35	35	70
BIO 355	Physical Therapy	40	40	80
EP 300	Employment Preparation	50	50	100
BIO 200	Externship			100
<b>Total</b>		<b>310</b>	<b>310</b>	<b>720/50</b>

### Vocational Nursing

This program familiarizes students with the theory and hands-on clinical skills necessary for entry-level positions as a Licensed Vocational Nurse. The goal of the program is to provide graduates with the knowledge and skills requisite to being eligible to take the National Licensure Examination-PN. The knowledge and skills will enable graduates to qualify for work in various medical practice settings including inpatient, outpatient, hospice, home health and various hospital settings. Classes in this program include:

Catalog No.	Classes Listing	Theory Hours	Lab Hours(L)	Clinical Hours(C)	Total Hours/ Credit (quarter)
<b>Term-I</b>	Nursing Fundamentals	84	66	144	294
Term-I	Nursing Process	12			12
Term-1	Anatomy & Physiology	56	22		78
Term-I	Communication	4			4
Term-I	Growth & Development	16			16
Term-1	Nutrition	20			20
Term-1	Pharmacology	12			12
<b>Term-2</b>	M/S-Integumentary	24	6	58	88
Term-2	Pharm II-Integumentary	2			2
Term-2	M/S-Neurological	36	12	84	132
Term-2	Pharm II-Neurological	6			6
Term-2	M/S-Cardiovascular	36	18	78	132
Term-2	Pharm II-Cardiovascular	14			14
Term-2	M/S-Respiratory	30	12	68	110
Term-2	Pharm II-Respiratory	4			4
Term-2	M/S-Musculoskeletal	22	6	58	86
Term-2	Pharm II-Musculoskeletal	2			2
Term-2	Communicable Disease	8			8
Term-2	Pharm II-Comm. Disease	4			4
<b>Term-3</b>	M/S-Gastrointestinal	12	6	32	50
Term-3	Pharm III-Gastrointestinal	1			1
Term-3	M/S-Genitourinary	12	6	32	50
Term-3	Pharm III-Genitourinary	1			1
Term-3	M/S Renal	10	6	32	48
Term-3	Pharm III-Renal	1			1
Term-3	M/S-Endocrine	10	6	32	48
Term-3	Pharm III-Endocrine	1			1
Term-3	Psychiatric Nursing	24		10	34
Term-3	Pharm III-Psychiatric Nursing	4			4
Term-3	Gerontology	30	6	64	100
Term-3	Rehab Nursing	6			6
Term-3	Maternity	26	6	14	46

Term-3	Pharm III-Maternity	1			1
Term-3	Pediatrics	18	6	22	46
Term-3	Pharm III-Pediatrics	1			1
<b>Term-4</b>	Patient Education	6			6
Term-4	Leadership/Supervision	24	18	26	68
	Total	580	202	754	<b>1536/</b>

Vocational Nursing Passing Rate	Took	Pass	% Passing
May 2012 Graduates	17	15	88%
December 2011 Graduates	26	24	92%
September 2011 Graduates	24	19	79%
May 2011 Graduates	21	17	81%
Overall Passing	88	75	85%

### Phlebotomy (Short Program)

The phlebotomy course, a certificate course prepares the graduate to draw blood for testing from patients in hospitals and medical laboratories. In addition graduates have received training in taking vital signs, explaining procedures to clients. Advanced College Phlebotomy Program (40 hr Full, 20+ hr basic, 20+ hr advanced didactic and 40 hr externship programs) is approved for two years.

### Nurse Assistant (Short Program)

The Nurse Assistant course provides a certificate course prepares the graduate to Nurse Assistant sometimes called nursing attendants or nursing assistants, provide basic care and help with basic living activities. They typically do the following: Clean and bathe patients or residents, help patients use the toilet and dress. Assist patients in turn, reposition, and transfer patients between beds and wheelchairs. Listen to and record patients' health concerns and report that information to nurses. Measure patients' vital signs, such as blood pressure and temperature. Serve meals and help patients eat. Nurse Assistant may work in a nursing and residential care facility, hospitals, and home health care services.

### Class

Module I	Introduction	Theory	<u>2</u>	Clinical	<u>        </u>
Module II	Patient Rights	Theory	<u>2</u>	Clinical	<u>1</u>
Module III	Interpersonal Skills	Theory	<u>2</u>	Clinical	<u>        </u>
Module IV	Prevention Management of Catastrophe and Unusual Occurrence	Theory	<u>1</u>	Clinical	<u>1</u>
Module V	Body Mechanics	Theory	<u>2</u>	Clinical	<u>4</u>
Module VI	Medical and Surgical Asepsis	Theory	<u>2</u>	Clinical	<u>8</u>
Module VII	Weights and Measures	Theory	<u>1</u>	Clinical	<u>1</u>
Module VIII	Patient Care Skills	Theory	<u>16</u>	Clinical	<u>44</u>
Module IX	Patient Care Procedures	Theory	<u>8</u>	Clinical	<u>20</u>
Module X	Vital Signs	Theory	<u>3</u>	Clinical	<u>6</u>
Module XI	Nutrition	Theory	<u>8</u>	Clinical	<u>6</u>
Module XII	Emergency Procedures	Theory	<u>2</u>	Clinical	<u>1</u>
Module XIII	Long-Term Care Patient	Theory	<u>4</u>	Clinical	<u>        </u>
Module XIV	Rehabilitative Nursing	Theory	<u>2</u>	Clinical	<u>4</u>
Module XV	Observation and Charting	Theory	<u>1</u>	Clinical	<u>4</u>
Module XVI	Death and Dying	Theory	<u>4</u>	Clinical	<u>        </u>
<b>Total Hours</b>			<u>60</u>		<u>100</u>

## ASSOCIATE DEGREES

### Associate of Science in Surgical Technology

Associate of Science in Surgical Technology is designed to provide the student knowledge and experience to perform effective Surgical Technology in the current market. Graduates of the program find positions in Surgical Technologist (CST), Surgical Technician, Operating Room Surgical Technician (OR St), Surgical Scrub Technologist, Surgical Scrub Technician, Endoscopic Technologist, Operating Room Technician (OR Tech). This hybrid program is made available less than 49% of instructional hours via distance education therefore; it provides an excellent opportunity for students currently working in the business field to upgrade their skills and knowledge.

Catalog No.	Classes Listing	Units (quarter)
BIO 110	Anatomy & Physiology	3 Online
PSY 110	Principle of Psychology	3 Online
SOC 110	Introduction to Sociology	3 Online
MAT 110	College Algebra	3 Online
ENG 110	Composition and Rhetoric I	3 Online
BIO 190	Pharmacology	3 Online
BIO 200	Medical Terminology	3 Online
SURG 100	Introduction to Surgical Technology	3
SURG 110	Special Topic in Surgical Technology	3
SURG 120	Introduction to Clinical Experience	3
SURG 210	Principle of the Practice of Surgical Technology-Scrub Role	6
SURG 220	Principles of the Practice of Surgical Technology-Circulator Role	6
SURG 230	Surgical Pharmacology	3
SURG 310	Clinical Practicum I	9
SURG 320	Clinical Practicum II	9
Total		<b>1605/95</b>

### Associate of Science in Accounting

Associate of Science in Accounting is comprised of a sequence of courses that prepares students for various accounting positions. Graduates of this program can expect to find employment as accounting technicians, bookkeepers, payroll clerks, or clerical assistants in business, government, or non-profit organizations. With experience, the graduate may qualify for more advanced positions, such as accountant supervisor or tax specialist. This distance education provides an excellent opportunity for students currently working in the business field to upgrade their skills and knowledge.

Catalog No.	Classes Listing	Units (quarter)
ENG 110	Composition and Rhetoric I	3 Online
ENG 120	Composition and Rhetoric II	3 Online
PSY 110	Principles of Psychology	3 Online
ENG 130	American Literature	3 Online
SOC 110	Introduction to Sociology	3 Online
PHL 110	Critical Thinking	3 Online
CS 100	Introduction to Computers	3 Online
CS 110	Intermediate Computer	3 Online
CS 120	Advanced Computer	3 Online
CS 130	Introduction to Computer Networking	3 Online
CS 150	Database Management System	3 Online
ECO 110	Principles of Economics	3 Online
BUS 110	Introduction to Business	3 Online
BUS 140	Special Topic in Business - 1	3 Online
BUS 200	Business Communications	3 Online
ACC 100	Computerized Bookkeeping	3 Online
ACC 110	Principles of Accounting I	3 Online
ACC 120	Principles of Accounting II	3 Online
ACC 130	Intermediate Accounting	3 Online
ACC 150	Accounting Software	3 Online
ACC 160	Managerial Accounting	3 Online
<b>Total</b>		<b>945/95</b>

### Associate of Science in Business Administration

Associate of Science in Business Administration program is designed to provide the student with a broad introduction to all areas of business: accounting, computers, marketing, finance, international business, management, etc. The variety of career choices available to graduates with business administration degrees is as wide as the field of study itself. Positions in management (private and public sector), marketing, and banking are only a few of the opportunities available.

<b>Catalog No.</b>	<b>Classes Listing</b>	<b>Units (quarter)</b>
ENG 110	Composition and Rhetoric I	3 Online
ENG 120	Composition and Rhetoric II	3 Online
PSY 110	Principles of Psychology	3 Online
ENG 130	American Literature	3 Online
SOC 110	Introduction to Sociology	3 Online
PHL 110	Critical Thinking	3 Online
CS 100	Introduction to Computers	3 Online
CS 110	Intermediate Computer	3 Online
CS 120	Advanced Computer	3 Online
CS 130	Introduction to Computer Networking	3 Online
CS 140	Special Topic in Computer	3 Online
CS 150	Database Management System	3 Online
ACC 110	Principles of Accounting I	3 Online
ACC 120	Principles of Accounting II	3 Online
ACC 150	Accounting Software	3 Online
ECO 110	Principles of Economics	3 Online
BUS 110	Introduction to Business	3 Online
BUS 140	Special Topic of Business – 1	3 Online
BUS 150	Special Topic of Business – 2	3 Online
MGT 110	Principles of Management	3 Online
MGT 120	Human Resources Management	3 Online
MGT 130	Principles of Marketing	3 Online
<b>Total</b>		<b>990/99</b>

### Associate of Science in Healthcare Management

Associate of Science in Healthcare Management program is designed to provide the student knowledge and experience to perform effective healthcare management in the current market. Graduates of the program find positions in office management and admissions coordinator; work in hospitals, clinics, and physicians' office, insurance companies, long-term care facilities.

<b>Catalog No.</b>	<b>Classes Listing</b>	<b>Units (quarter)</b>
ENG 110	Composition and Rhetoric I	3 Online
ENG 120	Composition and Rhetoric II	3 Online
PSY 110	Principles of Psychology	3 Online
SOC 110	Introduction to Sociology	3 Online
PHL 110	Critical Thinking	3 Online
CS 100	Introduction to Computers	3 Online
CS 110	Intermediate Computer	3 Online
BIO 100	Medical Administrative Aspects	3 Online
BIO 110	Anatomy & Physiology	3 Online
BIO 120	Medical Billing	3 Online
BIO 130	Medical Insurance Coding	3 Online
BIO 140	Biology	3 Online
BIO 150	Medical Office Software	3 Online
BIO 420	Medical Law and Ethics	3 Online
HM 110	Introduction to Healthcare	3 Online
HM 125	Special Topics in Healthcare	3 Online
HM 210	Current Trends In Health	3 Online
HM 215	Special Topics in Healthcare Management	3 Online
HM 220	Healthcare Management	3 Online
HM 230	Health and Wellness	3 Online
ECO 110	Principles of Economics	3 Online
BUS 110	Introduction to Business	3 Online
<b>Total</b>		<b>990/95</b>

### Associate of Science in Medical Assistant

Associate of Science in Medical Assistant program prepares students for positions dealing with administrative and clinical duties in a physician's office or other outpatient care settings. This program provides the leadership and organizational skills necessary to effectively manage change, quality, productivity, and diversity in clinical or outpatient care facilities. Administrative duties may include patient scheduling, receptionist duties, medical record management, medical transcription, office correspondence, medical insurance procedures, and office accounts, fees, and collections. Clinical duties may include interviewing and teaching patients, taking vital signs, preparing patients for examination and assisting the physician during the exam, performing routine laboratory testing, sterilizing instruments and equipment, and administering medications. A medical assistant with sufficient training and experience may become responsible for office management.

<b>Catalog No.</b>	<b>Classes Listing</b>	<b>Units (quarter)</b>
ENG 110	Composition and Rhetoric I	3 Online
ENG 120	Composition and Rhetoric II	3 Online
PSY 110	Principles of Psychology	3 Online
SOC 110	Introduction to Sociology	3 Online
PHL 110	Critical Thinking	3 Online
CS 100	Introduction to Computers	3 Online
CS 110	Intermediate Computer	3 Online
CS 120	Advanced Computer	3 Online
BIO 110	Anatomy & Physiology	3 Online
BIO 100	Medical Administrative Aspects	3 Online
BIO 120	Medical Billing	3 Online
BIO 130	Medical Insurance Coding	3 Online
BIO 140	Biology	3 Online
BIO 150	Medical Office Software	3 Online
BIO 190	Pharmacology	3 Online
HM 110	Introduction to Healthcare	3 Online
HM 215	Special Topic in Healthcare Management	3 Online
HM 220	Healthcare Management	3 Online
BIO 400	Clinical Laboratory Diagnostics	3 Online
BIO 410	CPR and First Aid	3 Online
BIO 420	Medical Professional Issues	3 Online
BUS 110	Introduction to Business	3 Online
<b>Total</b>		<b>990/95</b>

## **DESCRIPTION OF CLASSES**

### ***Certificate Programs***

#### **DESCRIPTION COURSES (Certificate Programs)**

##### **ACC 100 - Computerized Bookkeeping**

The student is introduced to the overall bookkeeping system used in business and industry. The class provides students with a sound, basic knowledge of principles of bookkeeping, including terms, concepts and procedures. The students practice double entry bookkeeping and interpret transactions by using computer software.

##### **ACC 110 - Computerized Accounting I**

Introduction to basic accounting principles, procedures, and practices with application to the sole proprietorship. Students learn to record financial information and prepare financial statements for both service and merchandising organizations.

##### **ACC 120 - Computerized Accounting II**

Application of theory and practice to partnerships and corporations, manufacturing operations, cost determination and preparation consolidation, analysis, and interpretation of financial statements. Methods of acquiring funds, including the sale of stocks and bonds, are also examined.

##### **ACC 150 – Accounting Software**

This course includes the study of business combinations and covers the preparation of consolidated financial statements. Topics include: accounting for international operations, partnerships, estates and trusts, and for governmental units by using accounting software.

##### **ACC 200 - Externship**

This will prepare students for working in the “real world” of business by providing them with on-the-job experience at Business Environment.

##### **BIO 100 – Medical Administrative Aspects (On-line)**

The student is introduced to the setting up of patient records, and maintaining and organizing them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. Students develop speed and accuracy on the computer keyboard, also become familiar with medical terminology. Focuses on the financial aspects of the medical office such as accounts payable and receivable.

##### **BIO 110 – Anatomy & Physiology (On-line)**

The student is introduced to the basic concepts of human anatomy and physiology; the body as a whole, its tissues and major organ systems.

##### **BIO 120 – Medical Billing**

The student is introduced to the aspects of the collection process including collection-servicing agencies.

##### **BIO 130 – Medical Insurance Coding**

The student is introduced to the insurance programs, including HMO, PPOS and workers’ compensation plans. National coding systems used for claims processing are studied. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

##### **BIO 150 – Medical Office Software**

The student is introduced to the Medical Office Software and performs different steps on a microcomputer. Emphasis is placed on the hardware and software that can assist them in the decision making process.

##### **BIO 190- Pharmacology**

This class is designed to provide students with information, which enables them to gain familiarity with all aspects of drugs, present pharmaceutical terminology, including generic and brand names of drugs by pharmacological classification.

##### **BIO 200- Externship**

This will prepare students for working in the “real world” of medical technology by providing them with on-the-job experience at healthcare facilities, hospitals, sports clubs, private spas, or rehabilitation homes.

##### **BIO 310 - Intro to Massage Therapy**

This class is designed to provide students with basic skills and principles involved in the practices of massage therapy. Class



content provides an introduction to massage therapy and the healthcare system, home health care, history of massage therapy, and the profession of massage, law and ethics.

### **BIO 320– Basic Massage Applications**

This class is designed to provide students with knowledge on various massage techniques, theories and application, such as therapeutic massage, pregnancy massage, trepidations and extensions, aromatherapy, herbology and oils.

### **BIO 330– Swedish Massage, Deep Tissue Massage, Kinesiology**

This class is designed to provide students about techniques involved with deep tissue massage and Swedish massage, such as slow strokes and deep pressure on areas of the body that have tension, with focus on the deeper layers of muscle tissue.

This class provides students to learn about the physiology and neurology of muscle tissue and movement, and origins and insertions of muscles. They will also learn neuromuscular techniques to palpate the muscles and to relieve chronic tension in the body.

### **BIO 340– Sports Massage, Reflexology, and Shiatsu**

This class provides techniques such as sports massage to help prepare athletes for sporting activities before and after athletic events, and help them recover from the exertion of sporting activities, care of muscle ache fatigue and soreness. Reflexology provides students with a system of massaging the feet, and/or hands with the intention of affecting other parts of the body. Shiatsu provides tonification techniques and students will learn more about acupressure.

### **BIO 350– Hygiene and Nutrition**

This class provides students more information about regulatory standards in massage therapy. This course also provides the basics of proper diet and its effects on the body.

### **BIO 355– Physical Therapy**

This class introduces students to Physical Therapy and modalities. Softy of the work environment, transporting patients, and assisting patents with ambulation will be taught modalities such as therapeutic exercises, ultrasound, and specialized clinical procedures will also be taught.

### **BIO 360- Spa Massage**

This class is designed to provide students with skills involved in working in a spa setting. Class content provides techniques such as hydrotherapy, aromatherapy, my official release/ craniosacral work, counter strain, and lymphatic.

### **BIO 400 – Clinical Laboratory Diagnostics**

This classification familiarizes students with laboratory safety, normal values of lab results, biohazard safety and OSHA and CLIA regulations. Also, students will learn proper handling of capillary and venous blood samples, urinalysis, and various methods of processing specimens.

### **BIO 410- CPR and First Aid**

This course is designed to provide students with knowledge of medical emergencies and the knowledge and skills that will enable them to take immediate action for injuries or sudden illnesses until more advanced medical personnel arrive. Topics include: first aid, CPR health care provider levels, triage practices, instrument identification and usage, and diagnostic tests and procedure.

### **BIO 420 – Medical Professional Issues**

This class familiarizes students with the laws and ethics practice in the health field. Also, malpractice and regulations will be covered.

### **BIO 430 – Patient Care I**

This class familiarizes students with the use of the cutting and dissecting instruments, grasping and clamping instruments, retracting, dilating, probing, suturing, syringes and needles, instrument trays and packs, surgical scrub, skin preparation and skin closure.

### **BUS 200 - Externship**

This will prepare students for working in the “real world” of medical technology by providing them with on-the-job experience at Business Environment.

### **CS 115 - Introduction to Computers (On-line)**

This class is designed to provide the student with the necessary background for further study of computer. Fundamental computer terminology, hardware and software concepts are covered.

**CS 110 – Intermediate Computer (On-line)**

This class introduces the basic operation of word processing software on the personal computer, including menus; create letters, reports, production of boilerplates, and integration of mailing lists and form letters.

**CS 120 – Advanced Computer**

This class deals with creating a spreadsheet through the use of concepts and skills approach. The student will use a microcomputer and spreadsheet application for Windows software package to create a spreadsheet and manipulate data using realistic cases. This is a class that teaches students how to use the Microsoft Office Power Point software program. Also, how to use the different functions of Microsoft Outlook including: E-mail, Calendar, Notes, etc.

**CS 130- Introduction to Computer Networking**

An introduction to computer networking including both long haul and local area networks. Topics include network topology, network access methodology, transmission media, protocols and applications.

**CS 200 - Computer Systems Repair**

This class provides a broad view of microcomputer repair, including laboratory practice. Emphasis is placed on hands - on work in repair of all components of microcomputers and their peripheral units.

**CS 205 - Advanced Computer Systems Repair**

The students will be exposed to other concepts that are not taught in CS 200.

**CS 210 - Computer Network I**

This class provides the students with the skills necessary to learn computer network operating systems such as a NT 4.0.

**CS 220– Computer Network II**

This class is a continuation of the CS 210.

**CS 300 Special Topic**

Topics in computer science not covered by current course offerings.

**COS 200 - Externship**

This will prepare students for working in the “real world” of business by providing them with on-the-job experience at Business/Computer Environment.

**EP 300 - Employment Preparation**

In this class students are taught the process involved in seeking employment, including locating sources of employment, writing letters of application, preparing a resume, interviewing techniques, Dress for Success, Psychology for Success and follow-up procedures. This course also features “green training”, which familiarized students with knowledge on energy conservation, recycling and how to sustain an environmental friendly work environment.

**PHL 110- Critical Thinking (Online)**

This course is an introduction to critical thinking. Topics include: skills and techniques of reasoning and argumentations.

## **DESCRIPTION OF CLASSES**

### ***Vocational Nursing Program***

#### **DESCRIPTION CLASSES (Vocational Nursing Program)**

##### **Term I- Anatomy and Physiology**

Anatomy and Physiology includes classroom and skills lab instructions of the shape, structure and function of each body part and the relationship of one body part to another.

##### **Term-I- Nursing Fundamentals**

Nursing Fundamentals includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes nursing history, environmental and personal safety, basic nursing assessment and interventions, documentation, asepsis, overview of anatomy and physiology, legal-ethical issues in nursing, communication, and death and dying.

##### **Term I – Communication**

Communication content includes concepts of therapeutic and effective communication skills when communicating with clients and other professionals.

##### **Term I, II, III -Pharmacology**

Pharmacology includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes math review, systems of measurement, dosage calculation, regulatory agencies, medication administration, and drug categories with nursing assessment, intervention and evaluation of effect.

##### **Term II- Medical-Surgical – Integumentary**

Integumentary includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for acute and chronic skin conditions, burn prevention and management, and skin neoplasm with evaluation of outcomes.

##### **Term I-Nutrition**

Nutrition includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes basic precepts, cultural, social, and religious influences, excesses and deficits, house and modified diets, special care patients, and nutritional support.

##### **Term II- Communicable Diseases**

Communicable diseases include classroom instruction, skills lab and clinical experiences in providing care to clients with infectious diseases processes.

##### **Term II-Medical-Surgical - Cardiovascular**

Cardiovascular includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, risk factors, interventions for heart and vessel disorders, disorders of blood and lymph, communication and rehab for long-term disorders with evaluation of outcomes.

##### **Term III- Gerontology**

Gerontology includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes assessment of effects of aging, care settings, interventions to provide physiological needs, losses, elder abuse, diagnostics, dementia, legal-ethical issues with evaluation of outcomes.

##### **Term II- Medical-Surgical - Respiratory**

Respiratory includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, risk factors, interventions for upper and lower respiratory tract disorders, oxygen and respiratory therapy with evaluation of outcomes.

##### **Term III- Medical-Surgical – Genitourinary and Renal**

Genitourinary includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for common urinary problems, obstructive and inflammatory conditions, urinary diversions, renal failure, dialysis and transplants with evaluation of outcomes.

**Term II- Medical-Surgical – Musculoskeletal**

Musculoskeletal includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for degenerative and inflammatory disorders, systemic conditions, and traumatic injuries with evaluation of outcomes.

**Term III- Psychology-Mental Health Nursing**

Mental health nursing includes classroom instruction, skills lab, and clinical experience in acute care, mental health settings, and long-term care facilities. Subject matter includes assessment of mental functioning, effects of illness/hospitalization on mental health, interventions for mental health disorders, abuse and dependencies with evaluation of outcomes.

**Term III- Maternity**

Maternity includes classroom instruction, skills lab, and clinical experience in acute care and/or clinic settings. Subject matter includes structures and function, assessment of normal pregnancy, fetal development, discomforts of pregnancy, interventions for care of the newborn, postpartum complications, high risk pregnancy, high risk labor and delivery, and sexually transmitted diseases with evaluation of outcomes.

**Term III-Medical-Surgical – Gastrointestinal**

Gastrointestinal includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for disorders of the upper and lower GI tract, and disorders of accessory organs with evaluation of outcomes.

**Term II- Medical-Surgical – Neurological**

Neurological disorders include classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for selected neurological disorder and evaluation of outcomes.

**Term I- Growth & Development**

Growth and development includes classroom instruction, skills lab, and clinical experience in acute care, clinic settings, and/or long-term care facilities. Subject matter includes assessment of needs for various age groups, infancy, toddlers, pre-school, school age, adolescence, early, middle and old age, age-appropriate interventions of hospitalized patients and evaluation of outcomes.

**Term III- Pediatrics**

Pediatrics includes classroom instruction, skills lab, and clinical experience in acute care, clinic settings, and/or long-term care facilities. Subject matter includes assessment of health maintenance, interventions for acute and chronic disorders of children, and special needs children with evaluation of outcomes.

**Term III – Rehabilitation**

Rehabilitation includes classroom instructions and clinical experiences in providing care to clients with disabilities.

**Term III- Medical-Surgical – Endocrine**

Endocrine includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for disorders of the pituitary, thyroid, parathyroid, adrenal glands, HIV/AIDS, pancreatic endocrine disorders with evaluation of outcomes.

**Term IV- Leadership and Supervision**

Leadership and Supervision includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes role transition, legal-ethical requirements within vocational nursing practice act rules and regulations, job seeking skills, variety of care settings, career portfolio, career pathways, management styles, leadership qualities and leadership roles.

## **DESCRIPTION CLASSES (ASSOCIATE DEGREES)**

### **GENERAL COURSES:**

#### **ENG 110- Composition and Rhetoric I (Online)**

This course is designed to teach and improve students' English composition skills with emphasis on the process of learning to develop fluency through many free writing exercises and other writing activities. Express thoughts clearly using simple and compound sentences.

#### **ENG 120- Composition and Rhetoric II (Online)**

This course provides continued emphasis on English Composition skills. This class is designed to train students in more complicated essay writing and critical analysis. The course emphasizes the complete paper as opposed to simple paragraphing and usage. In addition, students will write more complex essays with clarity and a well-organized trend of thought with emphasis on the proper usage of sentence construction. A research paper is required. Rules of research papers and styles of writing are reviewed.

#### **PSY 110- Principles of Psychology (Online)**

Principles and mechanics with emphasis on the individual as a reacting organism; hereditary and functional basis of behavior and means of perception. . Topics include: science of psychology; life stages; personality; emotions, stress, and anxiety; abnormal behavior; and perception learning.

*(Considered a Core Course for the following Associate Degree(s): Healthcare Management, Medical Assistant)*

#### **BIO 110- Anatomy and Physiology (Online)**

The student is introduced to the basic concepts of human anatomy and physiology; the body as a whole, its tissues and major organ systems. Topics include: tissue structure and the skeletal, muscular, circulatory, respiratory, digestive, excretory, reproductive, integumentary, and nervous systems.

*(Considered a Core Course for the following Associate Degree(s): Healthcare Management, Medical Assistant)*

#### **BIO 200: Medical Terminology (Online)**

The study of medical terminology includes work components, definitions, spelling, pronunciation, and the use of medical references and resources for research and practice. Medical terminology is learned as it relates to clinical medicine, surgery, laboratory medicine, pharmacology, radiology, and pathology.

Prerequisite: None

#### **SURG 100: Introduction to Surgical Technology**

An introduction to principles, techniques and issues in the operating room environment. Topics include patient care concepts, equipment and instrumentation, job responsibilities, sterile technique, professional management and self-management.

#### **SURG 110: Introduction to Clinical Experience**

An introduction to the operating room environment. Topics include patient care concepts, equipment and instrumentation, job responsibilities, sterile technique, professional and self-management and visits to operating room.

Prerequisite: SURG 100

#### **SURG 120: Special Topic in Surgical Technology**

A course designed for the students based on specific special needs in the Surgical Technology field.

Prerequisite: SURG 100

#### **SURG 210: Principle of the practice of Surgical Technology-Scrub Role**

This course covers the theoretical knowledge for the application of essential operative skills during the perioperative phase. It introduces the student to the practice of surgical technology with a focus on the skills for function in the first scrub role. This course is will be taught as a 2-hour weekly lecture in conjunction with a 4 hourly weekly hands-on college laboratory component.

Prerequisite: SURG 100, SURG 120

#### **SURG 220: Principle of the practice of Surgical Technology-Circulator Role**

This course covers the introduction to surgical pharmacology, anesthesia, and wound healing physiology. It also discusses the medico-legal aspects of perioperative practice in relation to patient's rights and surgical hazards. It introduces the student to the practice of surgical technology with a focus on the skills for function in the circulating role. This course is will be taught as a 2-hour weekly lecture in conjunction with a 4 hourly weekly hands-on college laboratory component.

Prerequisite: SURG 100, SURG 120

**SURG 230: Surgical Pharmacology**

This course covers relevant pharmacology knowledge regarding the preparation, distribution and administration of those medications commonly used in the operating room.

Prerequisite: BIO 190

**SURG 310: Clinical Practicum I**

This course is designed to provide the student individualized experience in the field. The course is a (15 weeks/405 hours) clinical rotation that students need to complete comprehensive orientation to clinical practice, practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their rotation.

Prerequisite: SURG 220

**SURG 320: Clinical Practicum II**

This course is a (15 weeks/405 hours) clinical rotation which students need to complete comprehensive orientation to his/her second rotation's site, practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and adequately document their experiences in their rotation. This course will provide the student the opportunity to demonstrate that independence to take a role in the clinical settings as a Surgical technologist.

Prerequisites: SURG 310

**ENG 130- American Literature (Online)**

This course covers American Literature from its beginnings to the Civil War.

**BIO 140- Biology (Online)**

This is an introduction to modern biological concepts. Emphasis is on the importance of understanding biological principles of life science. Topic includes: basic molecular and cellular biology, genetics, the anatomy and physiology of plants, animals and humans, the diversity of life, evolution and ecology. Current environmental issues and new developments in biological science are discussed.

*(Considered a Core Course for the following Associate Degree(s): Healthcare Management, Medical Assistant)*

**SOC 110- Introduction to Sociology (Online)**

Emphasizes the basics of sociology. Topics include: sociological theory and methods of sociological inquiry, as well as cultural development, the process of socialization, social structure and the function of the social system.

*(Considered a Core Course for the following Associate Degree(s): Healthcare Management, Medical Assistant)*

**PHL 110- Critical Thinking (Online)**

This course is an introduction to critical thinking. Topics include: skills and techniques of reasoning and argumentations.

**HM 110-- Introduction to Healthcare (Online)**

This course designed to develop proper attitudes in relation to healthful living. Topics include: cause and prevention of diseases, mental hygiene, sex hygiene, the impacts of alcohol, narcotics and smoking on health, and family and community health factors.

*(Considered a Core Course for the following Associate Degree(s): Healthcare Management, Medical Assistant)*

**CORE COURSES:****ACC 100 - Computerized Bookkeeping (Online)**

The student is introduced to the overall bookkeeping system used in business and industry. The class provides students with a sound, basic knowledge of principles of bookkeeping, including terms, concepts and procedures. The students practice double entry bookkeeping and interpret transactions by using computer software.

**ACC 110- Principles of Accounting I (Online)**

This course is designed to familiarize the student with basic accounting principles. Topics include: terminologies to classify and record transactions, prepare adjusting and closing entries, and prepare financial statements. In addition, students learn methods of analyzing and controlling cash receipts and disbursements.

**ACC 120- Principles of Accounting II (Online)**

This course is designed to emphasize a fundamental understanding of corporate and cost accounting. Topics include: the various aspects of the application of theory and practice to partnerships and corporations, manufacturing operations, analysis, and interpretation of financial statements. In addition, students learn to calculate working capital and prepare a "Statement of Cash Flows", the sale of stocks and bonds are also examined.

**ACC 130 – Intermediate Accounting (Online)**

This course covers the basic pronouncements of the American Institute of Certified Public Accountants and their applications to accounting. Topics include: study of investment, land, buildings, equipment, intangible assets, current and contingent liabilities, long-term liabilities, paid-in capital, retained earnings, statement of cash flows and financial statement analysis.

**ACC 150- Accounting software (Online)**

This course includes the study of business combinations and covers the preparation of consolidated financial statements. Topics include: accounting for international operations, partnerships, estates and trusts, and for governmental units by using accounting software.

**ACC 160- Managerial Accounting (Online)**

This course familiarizes the student with use and interpretation of financial statements; evaluation of accounting information systems; accounting for and analysis of costs; managerial use of accounting data for planning and decision making.

**BIO 100- Medical Administrative Aspects (Online)**

This course gives the student an introduction to medical office procedures. Topics include: setting up of patient records, maintaining and organizing them manually and electronically, records management systems and develop skills in alphabetic filing and indexing, and develop speed and accuracy on the computer keyboard. In addition they gain familiarity with medical terminology.

**BIO 120- Medical Billing (Online)**

This course covers the basic concepts and techniques for billing. Topics include: bookkeeping, payroll, credit and collections, insurance, the process of billing, including collection-servicing agencies.

**BIO 130- Medical Insurance Coding (Online)**

The course covers the concept of medical insurance. Topic includes: HMO, PPOs and Workers' compensation plans, national coding systems used for claims processing, develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

**BIO 150- Medical Office Software (Online)**

This course will examine current medical office software. Topic includes: introduction to the Medical Office software and perform different steps on a microcomputer.

**BIO 190- Pharmacology (Online)**

This course is designed to provide students with information enabling them to gain familiarity with all aspects of drugs. Topics include: present pharmaceutical terminology, including generic and brand names of drugs by pharmacological classification.

**BIO 400- Clinical Laboratory Diagnostics (Online)**

This course familiarizes students with laboratory safety, normal values of lab results, biohazard safety, and OSHA and CLIA regulations. In addition, students will learn proper handling of capillary and venous blood samples, urinalysis, and various methods of processing specimens.

**BIO 410- CPR and First Aid (Online)**

This course is designed to provide students with knowledge of medical emergencies and the knowledge and skills that will enable them to take immediate action for injuries or sudden illnesses until more advanced medical personnel arrive. Topics include: first aid, CPR health care provider levels, triage practices, instrument identification and usage, and diagnostic tests and procedure.

**BIO 420- Medical Professional Issues (Online)**

This course familiarizes students with the laws and ethics practice in the healthcare field. Topics include: legal terms, professional attitudes, legal relationships of physicians and patients, professional liability, medical practice acts, informed consent, malpractice and regulations will be discussed.

**BUS 110- Introduction to Business (Online)**

This course is an introductory course in business. The principles objectives of the course are to provide the student with the study of business institutions in a global society. Topics include: business terms and their application, business organizations, marketing concepts, personnel and labor relations, business law, ethics and financing alternative.

*(Considered a General Course for the following Associate Degree(s): Healthcare Management, Medical Assistant)*

**BUS 140- Special Topic in Business -1 (Online)**

Intensive study of a specialized area of Business on a selected topic of particular interest to faculty and students.

**BUS 150- Special Topic in Business – 2 (Online)**

Business and managerial communication topic of current interest to faculty and students.

**BUS 200- Business Communications (Online)**

Introduces the student to effective business communication tools and techniques. Includes all standard forms of contemporary business communications, both written and oral

**CS 100- Introduction to Computers (Online)**

This course is designed to provide the student with the necessary background for further study of computer. Fundamental computer terminology, hardware and software concepts are covered.

**CS 110 – Intermediate Computer (Online)**

This class introduces the basic operation of word processing software on the personal computer, including menus; create letters, reports, production of boilerplates, and integration of mailing lists and form letters.

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This class deals with creating a spreadsheet through the use of concepts and skills approach. The student will use a microcomputer and spreadsheet application for Windows software package to create a spreadsheet and manipulate data using realistic cases. This is a class that teaches students how to use the Microsoft Office Power Point software program. Also, how to use the different functions of Microsoft Outlook including: E-mail, Calendar, Notes, etc.

**CS 130- Introduction to Computer Networking (Online)**

An introduction to computer networking including both long haul and local area networks. Topics include network topology, network access methodology, transmission media, protocols and applications.

**CS 140- Special Topic in Computer (Online)**

Each time this course is offered, it addresses a topic in computer science that is not covered as a regular course. The topic is covered at a level that is appropriate for any student who has successfully completed and introductory computer course. possible topics include programming, human-computer interaction.

**CS 150- Database Management System (Online)**

This is an introduction to database principles and the use of database management software packages. Topics include: data entry, data access, data manipulation, database creation and documentation.

**ECO 110- Principles of Economic (Online)**

This course is an introduction to the main topics involved in economics. The course covers the basic proponents of microeconomic theory and macroeconomic theory. Topics include: basic economic principles; economic forces, labor; price, competition, a monopoly; money and banking; government, federal and local; fluctuations in production, employment, and income; and the United States economy in perspective.

*(Considered a General Course for the following Associate Degree(s): Healthcare Management, Medical Assistant)*

**HM 125-Social Topic in Healthcare (Online)**

This course is designed to familiarize the student with the authority, responsibility, functions, and problems of personnel administrators. Topics include; equal employment opportunity, staffing the organization, selection interviewing, training and developing employees, employee compensation, understanding unions, organizational maintenance, and communication and information systems.

**HM 210- Current Trends in Health (Online)**

This course provides an overview of the changing nature of ambulatory care organizations in a rapidly changing healthcare market. Topics include: clinics, physician practices, home health agencies and Healthcare Maintenance Organizations (HMOs), Preferred Provider Organizations (PPOs) and impact of managed care on various health care environments.

**HM 215- Special Topics in Healthcare Management (Online)**

This course provides an overview of the principles, institutions and issues of public healthcare. Topics include: role of government agencies in developing, planning implementing and evaluating health programs and concepts of management within a healthcare services.

**HM 220- Healthcare Management (Online)**

This course introduces planning and decision making in the managed healthcare environment.



**HM 230-Health and Wellness (Online)**

Current health and safety issues with an emphasis on disease prevention and wellness by evaluating current health knowledge and skills that can be incorporated into one's daily living.

**MGT 110-Principles of Management (Online)**

This course is designed to familiarize the student with the basic management principles of planning, organizing, staffing, coordinating, directing, and controlling. Principles are analyzed to provide a practical working approach to the operation of an organization. Topics include: management theories, including total quality management; motivation, supervision, ethical issues, recruitment, and selection of employees; supervision techniques; and functions of management. Further, the course provides students with an understanding of the role of management and how to develop plans and execute strategies in pursuit of organizational goals.

**MGT 120-Human Resource Management (Online)**

This course is designed to familiarize the student with the authority, responsibility, functions, and problems of personnel administrators. Topics include: equal employment opportunity, staffing the organization, selection interviewing, training and developing employees, employee compensation, understanding unions, organizational maintenance, and communication and information systems.

**MGT 130-Principles of Marketing (Online)**

This course studies modern business marketing concepts and strategies, familiarizing the student with standards, procedures and techniques used in marketing.

## **FACULTY/STAFF**

### **Lida Mansourian, Ph.D., President**

Ph.D., Teaching/Computer Science (1987), University of North Texas  
M.B.A., Master of Business Administration (1978), Oklahoma City University  
B.S., Accounting (1974), Tehran University

### **Mehdi Karimpour, Ph.D., Director**

Ph.D. College Teaching/Planning (1998), University of North Texas  
M.S., City and Regional Planning (1998), University of Texas at Arlington  
M. ED. (1982), Edmond State University  
M.B.A. (1979), Eastern New Mexico University  
B.S., Geography (1975), Esphahan University  
A + Certified Core Service Technician (2000)

### **Minnie L. Douglas, Ed.D, R.N., Dean of Allied Health Programs and Director of Vocational Nursing Program**

Post doctoral coursework at University of Pacific, Stockton, California (1984)  
Doctor of Education, Administration, Pepperdine University, Malibu (1983)  
Master of Science, Nursing, California State University, Los Angeles (1970)  
Associate Degree, Long Beach City College

### **Mona Karimpour, D.O., Instructor, Allied Health Programs and Educational Chair**

Psychiatry Residency at UT Southwestern Medical Center at Dallas (2010)  
Psychiatry Residency at Mt. Sinai/Cabrini Medical Center, NY, NY (2008)  
Doctorate in Osteopathic Medicine, Western Medical University (2005)  
B.S., Biology, La Sierra University (2000)

### **Christine Preciado, B.S., Office Manager**

B.S. in Computer Information Systems (2001), DeVry Institute of Technology  
Certificate of Completion, Medical Billing I & Medical Billing II, Cerritos College  
Certificate of Completion, Leadership Skills and Effective Teamwork, Cerritos College  
Certificate of Completion, 8 Elements of Communication, Cerritos College  
Certificate of Completion, Management Computer Applications Microsoft, Foreign Trade Institute

### **Frances L. Riley, R.N. M.P.A., Vocational Nursing Instructor**

Masters of Public Administration, 1984, California State University, Dominguez Hills,  
B.S. Public Administration, 1981, California State University, Dominguez Hills  
A.A. Nursing, 1965, Compton College

### **Jacqueline D. Topsy, LVN-ASN, Vocational Nursing Instructor**

Associates of Science in Nursing, 2005, Compton Community College  
Vocational Nursing, 1994, Compton Community College  
Certificate in Medical Assistant (1981), Bryman College, CA

### **Bamidele Clement, R.N., Vocational Nursing Instructor**

Registered Nurse, Bradford, England, 1979  
Registered Nurse Midwife, Nigeria, 1981  
Registered Nurse, California, USA

### **Rosie Wallace, L.V.N.**

Certified Nursing Assistant, HMO Institution, CA (1978)  
Licensed Vocational Nurse, Compton College, CA (1990)

### **Joan King, R.N., B.S.N., PH.N., M.S.N., E.M.B.A**

Executive Master in Business Administration, Claremont Graduate School  
Masters and B.S.N. , California State College

**Esther Oshunluyi, R.N., M.S.N., Vocational Nursing Instructor**

Diploma in Nursing, Lagos State School of Nursing, Nigeria (1982)

Diploma in Midwifery, Lagos University Teaching Hospital (LUTH), Nigeria (1987)

Bachelors in Nursing, University of Phoenix, Gardena, CA (2007)

Masters in Nursing (Nursing Administration and Occupational Health Nursing), University of California at Los Angeles, CA (2010)

**Joan L. Hughes, R.N., M.S.N., Vocational Nursing Instructor**

Master of Science in Nursing, MSN, University of Phoenix, Gardena, CA (2003)

Bachelor of Science in Nursing, BSN, California State University, Dominguez Hills, Carson, CA (1998)

Associate of Science in Nursing, AS, Los Angeles Southwest College, Los Angeles, CA (1993)

**Kamla Hamraj, R.N. BSN, PHN, M.Ed., Vocational Nursing Instructor**

Master of Nursing Education, Cambridge College, (2008)

**Shari McNair, R.N., Vocational Nursing Instructor**

Master of Science In Health and Human Services, Major in Nursing, California State University, Long Beach, CA(1998)

B.S. in Health and Human Services, Major in Nursing: Registered Nurse, California State University, Long Beach, CA(1995)

**Nader M. Mansourian, Associate of Science Instructor**

Bachelor of Science in Computer Science Minor in Mathematics, University of North Texas, Texas (1994)

**Nathalie Walker, Medical Assistant/Medical Billing Instructor**

CPT Certificate from the State of California as a Certified Phlebotomy Technician since 2005 – Present

Register Medical Assistant State of California 2005- Present

**Cyndy Argueta, Medical Assistant – Bilingual Instructor**

Phlebotomy, College of Medical Arts, Anaheim, CA (2007)

Medical Assistant, Bryman College, Los Angeles, CA (2006)

**Phillip Hurlic, Massage/Physical Therapy Aide Instructor**

Certificate in Massage Therapy, Everest College, Los Angeles, (2009)

**Denia Martinez, Admissions' Representative**

Certificate in Medical Billing/Medical Front Office Assistant (2007), Advanced College, CA

**Bettye Reed, Accounting/Business Office**

B.A., Liberal Arts, California State University, Los Angeles, 1968

**Kaoru Ito, Registrar**

B.S., Computer Information Systems, California State University, Los Angeles, 2009

A.S., Computer Information Systems, Glendale Community College, Glendale, 2007

**Jorge Ramirez, Financial Aid Assistant**

B.S., Business Administration, SPDI University, Los Angeles, 1988

Masters in Business Administration, Azusa Pacific University, Azusa, In-Progress

**Marvin Gomez, Director of Admissions**

B.S., Business Administration, Cal State Northridge, Northridge, 1998

**Schedule for Certified Programs**

**720 Hours**

<b>Starting Dates</b>	<b>Starting Dates</b>
January 2013	July 2013
February 2013	August 2013
March 2013	September 2013
April 2013	October 2013
May 2013	November 2013
June 2013	December 2013

**Schedule for Associate of Science Degree**

January 28, 2013	Classes Begin
June 2013	Summer 1
July 2013	Summer 2
September 2013	Fall Enrollment

## **HOLIDAY CALENDAR**

Observing these holidays, school will be closed:

January 21, 2013	Martin Luther King, Jr. Day
February 18, 2013	Presidents' Day
March 29, 2013	Good Friday
May 27, 2013	Memorial Day
July 4, 2013	Independence Day
September 2, 2013	Labor Day
November 11, 2013	Veteran's Day
November 28-29, 2013	Thanksgiving (Thursday and Friday)
December 23, 2013- January 5, 2014	Christmas - winter Recess (2 Weeks)

\*\* This catalog is subject to change in schedule, fees, or tuition.