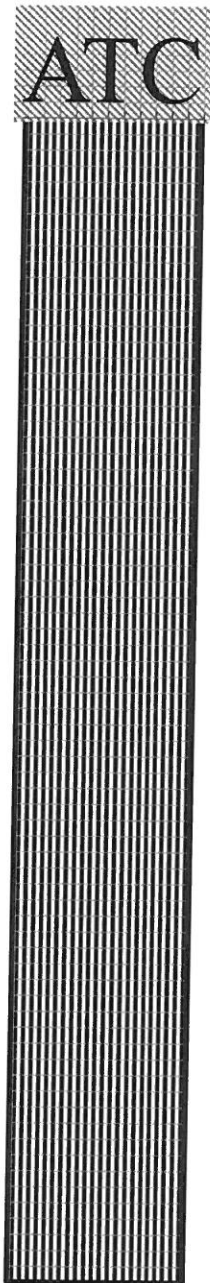






**ASSOCIATED TECHNICAL COLLEGE**

1670 Wilshire Blvd. Los Angeles, CA 90017

School Catalog—January 1, 2019-Dec. 31, 2019



  
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## APPROVAL DISCLOSURE STATEMENT

Associated Technical College (ATC) is a private institution is licensed to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009. Licensed to operate means compliance with state's minimum standards as set forth in this Act. The Act is administered by the Bureau of Private Postsecondary Education, under the Department of Affairs. P.O. Box 980818, West Sacramento, CA 95798-0818, Tel 888-370-7589.

ATC under the terms of California Education Code (CEC) Section 94890(a) (1) will be in operation and it's approved to offer the programs as follows:

**Medical Assistant (Non-Invasive)** *CIP: 510801, SOC: 31-9092*

**Telecommunications** *CIP Code: 10.9999, SOC: 49-2022*

Each of the above courses is taught in thirty (30) weeks and consists of 720 Clock Hours of lecture and hands-on laboratory practice plus at minimum of 180 hours of required homework. Each course carries 24 Semester Hour Credits. Instruction is in residence with a facility occupancy level accommodating 420 students at any one time.

Prospective enrollees must visit the School to discuss personal educational and occupational goals with School personnel prior to enrolling or signing enrollment agreements.

The School currently has available certain financial aid programs to assist qualified applicants in meeting their tuition expenses. The aid available is discussed under 'Financial Aid' elsewhere in the catalog.

Federal Pell Grants; Federal Supplemental Educational Opportunity Grants, Federal Subsidized and Unsubsidized Direct Student Loans, Federal PLUS loans Extended Payment Plans (RIC).

The following are state boards, bureaus, departments or agencies that set minimum standards for your program of studies in accordance with Education Code Section 94318.12: None.

Persons seeking to resolve problems or complaints should first contact the Instructor in charge. Requests for further action may be made to the School Director. Please consult the Staff pages for the name of the Director. For further information, see 'COMPLAINT PROCEDURES.'

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589, toll-free, or by fax (916) 263-1897. This catalog is revised at least annually.

**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.**

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 Web site at ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

Associated Technical College is owned and operated by Diversified Education Company, 1670 Wilshire Blvd., Los Angeles, CA 90017—A California Corporation. Samuel Romano, President; Mercedes Bombino, Vice President; Lena Romano, Board Member. Classes are held at the campus located at 1670 Wilshire Blvd., Los Angeles, CA 90017.

(Signed)

Samuel Romano, President

### Accreditation and Approvals

Associated Technical College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Proof of Institutional Eligibility, Licensure, and Accreditation may be reviewed in the office of the Director of the School during regular business hours. ATC's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 which is effective January 1, 2010. ATC under section 94802(a) of CPPEA, will by operation of law, be approved until August 31, 2023. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumers Affairs. The Bureau can be reached at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95798-0818, 800-952-5210

### School History

Associated Technical College, located at 1670 Wilshire Boulevard, Los Angeles, California 90017, was founded in 1967 as the Career Academy. Career Academy was acquired by the National Institute of Arts and Sciences in 1969 and by Associated Colleges of California in 1973. The school was purchased by and became a division of Diversified Education Company on January 1, 1975.

### Admission Requirements and Procedures

Applicants seeking admission to the School must be high school graduates or be in possession of a G.E.D. certificate or be able to pass an Ability-to-Benefit test (ATB). The cut-off score for the ATB test is 200 for verbal, and 210 for math. They must also be beyond the age of compulsory high school attendance (18 or over).

Any documentation that is required for admission (e.g. high school diplomas, school transcripts) which originates from a foreign country will be certified as equivalent to a US high school diploma and translated into English where needed. The Records department will have this performed prior to enrollment and at the School's expense.

Employers conduct background checks and use pre-employment screening methods to avoid hiring and training new employees who are not suitable for the job. We have listed a few standard background and screening methods, but there are many more techniques available to employers: Background Check, Criminal Background Check, Credit Report, Standard Screening Tests, Drug Testing, Driving History Records.

An employment background check may include education verification, review of work history, verification of Social Security number, review of any criminal history, and review of your credit history. Typically, your criminal history and credit reports are the most requested information. Employers who offer jobs with driving requirements may conduct a check of your driving history record. A negative result during the background check, driving history record, or drug test may disqualify you for employment with certain employers. Diversified Education Company, Inc. does not exercise control over any employers' pre-employment screening process or any resulting decision-making process by prospective employers. Please make sure you discuss any negative record with prospective employers. Due to specific industry requirements there may be additional admissions requirements for acceptance into a program. See the description of specific courses for additional details.

The school has no policy requiring vaccinations.

ATC does not offer English as a Second Language Courses. Proficiency in reading and writing in English is required to be able to participate and benefit from the training programs offered, since all classes are conducted in English language. The School establishes this proficiency via the multiple in-person interviews, ability to read and complete enrollment forms and the evidence of completing high school or obtaining a General Education Diploma (GED).

The School reserves the right to modify the schedule, curriculum or course content consistent with and in response to changes in the needs of students or their areas of specialization. Tuition, fees and other charges are also subject to change without notice, but such changes will not be imposed retroactively.

Qualified applicants who desire to enroll in one of the programs offered must apply in person. The Admissions Department is open from 9 AM to 6 PM Monday through Friday, or by appointment. One of our Admissions Advisors will guide you through the following steps:

- ◆ Helping you choose from the courses available
- ◆ Showing you our facilities and equipment
- ◆ Arrange for an appointment with a Financial Aid Officer to help you plan for paying for your course.
- ◆ Submit the Enrollment Agreement to the School Director or his/her designee for final approval

The Admissions Process is composed of the following steps:

1. Complete the Entrance Application
2. Meet with an Admissions Advisor
3. Tour the facilities
4. Attend an interview with a Financial Aid Office
5. Sign the Enrollment Agreement
6. Attend an Orientation session

#### **Student's Right to Cancel**

You have the right to cancel your enrollment and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. This will include the refund of the registration fee or any other institutional fees, along with any amount charged for books, materials, supplies, or any other goods related to the instruction offered in the Enrollment Agreement.

Should you cancel your enrollment more than three business days after the signing of the enrollment agreement, but prior to entering the school, you will be entitled to a refund of all monies paid minus the \$75.00 registration fee.

Cancellation shall occur when you give notice of cancellation at the address of the school shown at the top of the front page of your enrollment agreement. You can also do this by mail, hand delivery, phone or email. The notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

Cancellation is not possible after the window periods described above. See the Withdrawing from your Course and Tuition Refund Policy sections for information about withdrawal from the school.

#### **Cancelling All or Part of your Direct Loan**

You may cancel all or part of your loan before it is disbursed. After the loan is disbursed within 14 days after the school notifies you that it has credited loan money to your account you may cancel all or part of your loan that was credited to your account. The school will return the cancelled loan amount to the lender. You do not have to pay interest or a cancellation fee if you cancel within this time frame. Obtain the form for making this request from your financial aid officer. The school may refund the loan beyond the 14-day period if it decides that the exception is warranted.

You have 120 days from the date the school credited your account to cancel your loan by paying the amount directly to the lender. Contact the Direct Loan Servicing Center for guidance on how and where to return the money. You do not have to pay interest or the loan fee on the amount returned. Your financial aid officer will assist you in returning the money, if requested.

#### **School Facilities**

The School maintains separate air-conditioned laboratories and classrooms for each of our courses and has both the facilities and the equipment to meet the need for 'hands on' practical experience. Each classroom is equipped with specialized and supportive materials to enrich and broaden your knowledge and training. Classrooms and labs are equipped for a maximum class size of 35 students.

A list of equipment used in each course taught at this campus is provided at the back of this catalog. Consult the Index for page number.

#### **Office Hours**

The school's business offices are open from 8:00 a.m. to 6:00 p.m. Monday-Friday and 6:00-10:30 p.m. by appointment only.

#### **Non-Discrimination Statement/Title IX**

Associated Technical College, in compliance with Civil Rights Legislation, hereby asserts that it does not discriminate on the basis of race, color, national origin, religion, creed, sex, sexual orientation, gender identity or failure to conform to stereotypical notions of masculinity or femininity, part or full-time status, age or handicap in its employment, admissions, or educational programs. Access is provided for the physically handicapped or



disabled to attend classes. Access is provided to restrooms and classrooms. A waiver is required to release the School from providing placement in positions where the student is physically unable to perform required duties.

### **Institutional Philosophy and Mission Statement**

The school's philosophy is that education needs to be accessible and affordable to all. Our institutional objective is to provide results-oriented training programs to help the student develop the quality job skills needed for success in career areas offering long-range opportunities. Our programs are designed to put the student in the job market as quickly as possible consistent with the amount of training needed to gain employment. We provide hands-on, practical (learn-by-doing) training in fields where there is a demand for qualified entry-level employees. Flexible morning, afternoon and evening schedules allow students to finish their training even if employed before graduation.

The Medical Assistant program's mission is to provide post-secondary educational vocational training to individuals who wish to become gainfully employed in the medical field as a medical assistant. The graduate will be able to perform front and back office tasks, such as setting up and maintaining medical records, prepare patient files for billing and collections, take vital signs, perform venipuncture, perform EKG's and other related duties that pertain to the medical office. Graduates will be able to work in doctor's offices, hospitals, labs, outpatient clinics, chiropractic offices, acupuncture offices, physical therapy clinics, in assisted living communities and in a one-on-one home care setting.

The Telecommunications program's mission is to prepare individuals with the skills necessary to enter entry level job market in the fields of: Fiber Optics, Cabling, Computer Hardware and Software, Computer Networking, Residential and Commercial Telephone Systems, Electronics System Installation and Repair, Satellite and Security Systems. The objective is made through classroom instructions, hand-on and interactive training in the subject matters noted above.

### **Job Placement Assistance Services**

The ultimate goal of your training at ATC is to obtain a job in the field you have chosen. To assist you in this goal, our Job Placement Assistance Department will help you look for a job and prepare you for your job interview. Your job search should begin no less than six weeks prior to your scheduled graduation at which time you will take a Career Readiness Workshop.

The Job Placement Assistance Department will teach you how to search and apply for a job and will assist you in the preparation of a resume which will present you to prospective employers in a professional manner.

As you near graduation, you will be directed to potential employers and job opportunities which have been developed by the Job Placement Assistance Department. Searching for a job must be approached in a positive manner. Your search includes going on interviews set up by the Job Placement Assistance Department and on your own. Finding the right job for you is your responsibility and depends on your effort and commitment to the task. The Job Placement Assistance Department will work with you to assist you with the process. Remember, however, the School cannot guarantee you a job.

You must inform the Job Placement Assistance Department once you have secured employment. From time to time you will receive follow up communication from the Job Placement Assistance Department. Please take a moment to complete and return these questionnaires. Your responses will help us better serve you and others in the future. Remember that job placement assistance for our graduates is an on-going process with no time limit imposed.

All inquiries, questions and concerns regarding job placement and job placement assistance should be directed to the School's Job Placement Assistance Department, or the School's Director.

### **English as a Second Language (ESL)**

Associated Technical College does not offer English as a Second Language (ESL) Courses. However, if needed, ESL courses can be taken at our sister school, Diversified Vocational College, which is separately accredited and approved.

### **Orientation**

You will attend an Orientation session as part of the enrollment process.

### Job Certifications

No certification is required to be employed in the occupations for which our courses train you.

### Tuition & Other Charges

Tuition charges may be found with each course description. (Pages 20 and 23). Tuition includes the cost of books and supplies required for the course. It does not cover room and board, transportation or incidental expenses

Several ways can be arranged for payment of your tuition such as Federal financial aid and private loans for those who qualify; the School's extended payment plan or Diversified Education Company loan.

In addition to Tuition, each accepted applicant pays a \$75.00 Registration fee. This fee is not refundable after the date for a complete refund occurs. (See Refund Policy).

Students may find it desirable to purchase additional, miscellaneous supplies, such as notebooks, paper, pens and pencils, etc. generally not exceeding an additional \$100 in cost. These supplies are not included in tuition and are not sold by the School.

A fee of \$100.00 may be charged when a student re-enters after dropping or being dropped under conditions listed under "Termination." The Director may waive this fee if circumstances warrant.

Room and board and transportation to and from School are not included in the Tuition charge. These costs vary widely depending on the individual student's situation. Typically, a student will incur the same room and board costs as those that exist for him or her prior to enrollment. Apartments in the area around the school are typically \$800 a month, and up. Transportation costs will vary from approximately \$3 per day for bus fare to the cost of providing transportation by car or other means, including parking fees.

### Financial Aid Programs

The amount of financial aid for which a student qualifies is based on the Education Budget as determined by the institution.

- ◆ **Independent** students, the budget used is as follows: Tuition and Fees: \$17,000.; Books and Supplies: \$350; Personal Expenses: \$1,750; Room and Board: \$9,500; Transportation: \$1,440; Total budget \$30,040.00
- ◆ **Dependent** students, the budget used is as follows: Tuition and Fees: \$17,000; Books and Supplies: \$300; Personal Expenses: \$1,750; Room and Board: \$4,200; Transportation: \$1,440.50. Total budget \$24,690.50.

This figure is calculated from information provided by you in the (FAFSA) Free Application for Federal Student Aid. To determine the maximum amount of financial aid that may be awarded, the expected family contribution is deducted from the amount of the budget to determine the amount for which the student is eligible. Eligibility may be greater than the amount of funds actually available.

Associated Technical College is eligible to provide Federal financial assistance to those who qualify under each of the following programs.

1. **FEDERAL PELL GRANT PROGRAM.** This program awards money to eligible undergraduate students who qualify. The grant does not have to be repaid. Pell Grants are need-based grants. The amounts are determined by the student's expected family contribution (EFC), and the cost of attendance. Students must file the Free Application for Federal Student Aid (FAFSA) to determine the amount of eligibility. The FAFSA is required for all need-based programs.

2. **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM (FSEOG).** This program provides funds for undergraduate students who demonstrate exceptional financial needs. The institution receives a fixed amount each year from the U.S. Dept. of Education which provides 75% of the grant. The institution matches this grant with 25% of its own funds. This need-based program gives priority to students with the lowest expected family contributions (EFC's) and who are already recipients of the full Federal Pell Grant Program. Funds are awarded throughout the fiscal year and the amount available may vary based on variations in

enrollment. Grants usually range from \$200 to \$500 and are distributed in two payments by vouchers credited to the student tuition account. Funds do not need to be repaid. A limited amount of FSEOG funds are made available to the school yearly. Recipients and amounts are determined by the Financial Aid Office.

3. William D. Ford Federal Direct Loan Program for eligible students. Direct Loan Programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized, and Direct Plus Loans.

➤ Direct Subsidized Loan

Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U. S. Department of Education. The interest is paid by the federal government while students are in school.

➤ Direct Unsubsidized Loan

Direct Unsubsidized Loans are available for eligible students to borrow for additional education costs. Students may borrow funds at a fixed interest rate established annually by the U. S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Lan Program.

➤ Direct Parent Loan for Undergraduate Student (PLUS)

PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct Plus Loans to eligible borrowers through schools participating in the Direct Loan Program.

4. EXTENDED PAYMENT PLAN. Some students may qualify to participate in the School's Extended Payment Plan Retail Installment Contract (RIC). Based on the amount of balance owed, students may be scheduled to pay off the balance due prior to graduation on a monthly payment schedule, or will be granted extended a payment plan extending beyond graduation. These payment plans are without interest, however, the School reserves the right to charge up to 5% of the past due amount if payment is not made within 10 days of the due date, not to exceed a total of \$5.00 per defaulted payment. In case of withdrawal, the refund policy will apply and the amount due will be reduced according to the refund calculation. Any balance due will be paid at the rate of \$50.00 per month until paid beginning one month from the date of withdrawal. Monthly payments begin after the student is graduated, or withdraws. Payments are made on the student ledger as they are made.

Applications for assistance under the above Programs may be obtained from the Financial Aid Office. Campus-based awards (for FSEOG funds) are made on an individual basis considering individual needs and resources. Funds for this program are limited.

#### **Method and Frequency by which financial aid is disbursed**

ALL FEDERAL RELATED STUDENT AID is disbursed by crediting the student's tuition account once per semester. Students are notified when accounts are credited.

#### **Requirement to Repay Loans**

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

#### **Credit for Prior Training**

Associated Technical College will allow transfer of applicable credit which meets the school's criteria. Applicants seeking to transfer credits must provide all documents needed for the school to make a determination. Not all credits earned at another college may be transferrable and limitations are placed on the number of credit hours the school may accept. Please read the entire list of requirements before deciding whether to attempt a transfer.

Transfer credits may be applied toward graduation requirements but the grades earned on those transferred credits are not used in determining the student's final GPA. Only those grades earned at Associated Technical College reflect the final GPA. Only successful completion of courses that apply to the program you have chosen at this school may be transferred. The school does not provide challenge examinations.

Transfer of credit criteria include:

1. The applicant must first meet the school's admissions requirements
2. Credits will only be accepted from a college that is recognized by the state in which it operates, must be accredited by an accrediting body recognized by the Federal Department Of Education or from a foreign school operating legally in accordance with government law.
3. Credits earned must be commensurate with Associated Technical College's curriculum.
4. Transcripts must be presented for review; transcripts from foreign schools must be translated into English.
5. No more than 12 semester credits, based on our definition of semester credit hours, may be transferred.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at Associated Technical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Medical Assisting or Telecommunications is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 Associated Technical College to determine if your diploma/credits will transfer. Your goal here should be to obtain skills to become employable in the field of training you have chosen.

**Articulation Agreement**

The school has not entered into any articulation agreements.

**Part-Time Training**

Associated Technical Colleges does not provide courses for part-time students. All courses require full-time attendance.

**School Holidays Observed**

Labor Day — Thanksgiving (2 days) -- Christmas —New Years Day (1 day)— Martin Luther King Day

Memorial Day — Independence Day

If the holiday occurs on a weekend, the weekday before or after the holiday will be observed. This list is subject to change without notice.

**School reserves the right to modify programs**

The School reserves the right to modify the schedule, curriculum or course content consistent with and in response to changes in the needs of students and/or their areas of specialization.

**Class Start Dates**

A list of Start Dates on which new students may start classes will be found at the end of the college catalog.

Schedule of Classes

**TELECOMMUNICATIONS**

**Monday – Thursday**

MORNING: 8:00AM - 1:00 PM  
AFTERNOON: 1:00 PM - 6:00 PM  
EVENING: 6:00-PM - 11:00 PM\*

\*When available

**Friday**

MORNING: 8:00 AM - 12:00 Noon  
AFTERNOON: 1:00 PM - 5:00 PM  
EVENING: 6:00 PM - 10:00 PM

**MEDICAL ASSISTANT**

**Monday - Thursday**

MORNING: 8:00 AM - 1:00 PM  
AFTERNOON: 1:30PM - 6:30 PM  
EVENING: 5:00PM - 10:00 PM

**Friday**

MORNING: 8:00AM - 12:00 Noon  
AFTERNOON: 1:30PM - 5:30 PM  
EVENING: 5:00PM - 9:00 PM

There are a total of 24 class hours per week. Prior notification will be given if there is a change in this schedule; however, a total of 24 class hours per week will be maintained. Tests are administered on the fifth day of each one-week module.

**DIVERSIFIED EDUCATION COMPANY SCHOOLS**

Corporate Offices  
1670 Wilshire Boulevard  
Los Angeles, California 90017

**ASSOCIATED TECHNICAL COLLEGE CAMPUSES**

(Accredited by ACCSC)  
LOS ANGELES  
1670 Wilshire Boulevard Los  
Angeles, California 90017  
[www.atcla.edu](http://www.atcla.edu)

**SAN DIEGO**

707 Broadway Street St. 300  
San Diego, California 92101  
[www.associatedtechcollege.com](http://www.associatedtechcollege.com)

**DIVERSIFIED VOCATIONAL COLLEGE CAMPUSES**

(Teaching Vocational English as a Second Language, Business Office Administration, Transportation and Logistics, and Medical Billing Electronic Systems, separately accredited by ACCET)

LOS ANGELES  
1670 Wilshire Boulevard Los  
Angeles, California 90017  
[www.dvcla.edu](http://www.dvcla.edu)  
Branch of Los Angeles Campus  
11209 S. La Cienega Blvd.  
Los Angeles, CA 90045-6112  
[www.dvcla.edu](http://www.dvcla.edu)



## School Rules and Regulations

### Attendance

You are expected to attend all scheduled classes. It is essential that you notify the School whenever an absence is unavoidable. Notice should be given in advance if you know of a pending absence. If not, you should call the School office and complete an absence slip on your return. Excessive absences may be cause for dismissal, or recycling, as determined by the School Director. When necessary, make-up work will be scheduled following an absence. An overall attendance of 80% is required for graduation.

Instructors will advise you if your attendance is becoming a problem and assist you, where possible, in working out solutions. Poor attendance may cause your grade point average to fall below the acceptable level which could cause you to be placed on probation and eventual termination if improvement is not made. (See 'Satisfactory Progress' for more information.)

If you fail to attend any classes during any period of fourteen (14) consecutive days, you will be terminated automatically on the fourteenth (14) day. An automatic termination does not necessarily bar you from re-entering at a later date; however, a long absence may make it necessary for you to repeat portions of the course you have previously taken.

### Leave of Absence (LOA)

Although we do not recommend that a student interrupt his or her training, students are allowed to take a leave of absence for specific reasons. A leave of absence may result in a change of class or instructor in order to permit them to make up the work that they have missed because the student has deviated from the previously scheduled course of study.

A leave of absence will also delay the student's graduation. A student who is receiving Federal Financial Aid is strongly encouraged to consult with his or her Financial Aid Officer in order to make certain that their plans do not jeopardize their eligibility. Failure to return from a leave of absence will result in the student's termination from the program.

The period of the leave of absence will not begin until the student has filled out, signed, and submitted a Leave of Absence Request Form (obtained from the Records Office) which is then approved by a Records Officer. An exception can be made in those cases where unforeseen circumstances would prevent a student from submitting a request in advance; in such cases the student must, upon their return, submit the Leave of Absence Request Form and provide documentation explaining why they could not request the leave of absence in advance. In these cases, the beginning date of the leave of absence period can be no earlier than the date that the circumstances prevented the student from attending school.

Leave of absences will only be granted in certain circumstances which impact the student or an immediate family member, such as illness or other medical reasons, military service requirements, jury duty or required court appearances, temporary childcare issues, temporary transportation issues, death in the family, or maternity leave.

The school may grant more than one leave of absence in the event that unforeseen circumstances arise, but the total of all leaves of absence will not exceed 75 days. No leave of absence, regardless of the reason, will be approved that would exceed the 75 day leave of absence cap.

Failure to return from a leave of absence on the scheduled return date will result in the termination of the student, effective on the scheduled return date. The refund policy will be applied as of the last day of attendance; any monies due will be returned according to school's refund policy.

### Policy on Tardiness and Leaving Early

Being tardy, or leaving class early, can be disruptive to the instructor and your classmates, and you will be missing a part of your instruction. While there are occasions beyond your control which cause you to be late or require that you to leave early, repeated occurrences may be cause for placing you on **probation** for unprofessional conduct and in severe cases may result in being dismissed for poor conduct. Incidents of being tardy and/or leaving early become a part of your student record and may hinder your chances for employment.

### Satisfactory Progress/Financial Aid Warning

All students are expected to maintain satisfactory academic progress throughout their entire course. Satisfactory Academic Progress is defined, in part, as maintaining a grade point average (GPA) of 65% or better during the first fifteen (15) weeks of your course and 70% or better thereafter until the completion of the course. An overall GPA of 70% or better is required for successful completion. The Director of Education Office determines your GPA (qualitative progress) at the end of weeks 7, 15, 22, and 30.

Satisfactory Academic Progress also requires that you maintain a cumulative attendance of 80% or better (quantitative progress). An overall attendance of 80% or better is required for successful completion of the course. The Director or Education Office determines your attendance at the end of weeks 7, 15, 22, and 30.

Timely completion of your program is an additional factor in determining Satisfactory Academic Progress. You must complete your entire program within 1.5 times the normal completion rate, or within a total of 45 weeks, exclusive of any periods of withdrawal. Quantitative progress will be evaluated at the end of the 15th week, by which time you must have completed at least 1/3 of your program. You must complete one-half of your program by the end of week 22.

Students who fail to meet the above-stated standards at the end of week 7 will be issued a financial aid warning. Students who fail to meet the above-stated standards at the end of week 15 will be placed on probation. Students in good standing at week 15, but who fail to meet the above-stated standards at the end of week 22, will be issued a financial aid warning. Students who receive a financial aid warning are considered to be maintaining satisfactory progress; however, students placed on **probation** will be provided with appropriate counseling and lose eligibility for financial aid until the probationary period is satisfactorily concluded, as explained in the probation policy. A student who does not meet the terms of his or her probation within the probationary period may be dismissed. A student who has been dismissed may appeal the probation using a form available from the School Director or the Education and Records Office. The appeal will be reviewed by the director and instructor.

Students who complete the program with a GPA of less than 70%, or attendance of less than 80% will be recorded as Program Completion/Credit for Graduation Not Met. Such students, as well as students who fall too far behind to continue with their class, may 'recycle' or retake portions of the course. Bear in mind, however, that the total time to complete must not exceed 1 1/2 times the normal length of the course.

Prior to disbursement of financial aid, the Financial Aid Supervisor or Financial Aid Officer must check the file containing the evaluation reports to ensure that the student is maintaining Satisfactory Progress. The Financial Aid Officer may note on the Audit checklist or other like form whether or not the student's GPA is satisfactory. A copy of the report may be placed in the student's file

### Make-Up Work

Make-up work will be scheduled by your instructor on an individual basis, as necessary. If you have missed homework assignments or lab assignments due to an absence, you will have until the end of the module (test day) to make it up.

### Grading System

The School utilizes the following grading system, which is applied to all written examinations and laboratory projects:

90-100% - A : Excellent	80-89% - B: Good
70-79% - C : Average	60-69% - D: Below Average
Below 60% - F : Failing	

### Records Retention

The School retains all records for a period of not less than five years at its principle place of business within the State of California. A student's permanent educational records-which include date of entry, date of departure, program of study, credit hours awarded and grades obtained-will be retained permanently. A request for a copy of your records must be made in person, or in writing to the Records Office at the school's address.

### Semester Hours

The Semester Hour system of granting credit is utilized for measuring the length of each program and to calculate the educational progress of the student. One semester hour is earned for each 30 clock hours of classroom work, and assigned outside preparation. See individual courses for details.

### Probation, Suspension and Termination

Any student who is not in compliance with the qualitative and quantitative academic standards stated in the Satisfactory Academic Progress Policy will receive a Financial Aid Warning. You will be given a warning if you are not making satisfactory academic progress and placed on probation if this has not been corrected at the end of the warning period. Once placed on probation, your academic progress will be monitored closely. At the midpoint of your probationary period, you will be advised if you are not meeting the terms of probation. If you should fail to meet the terms of probation, you may be terminated at the end of the probationary period. The School Director may consider extenuating circumstances in determining whether you have complied with the terms of probation.

Probation shall be for a reasonable period of time, not to exceed sixty (60) days. The probationary period will be stated on your Probation Form. During your probationary period, you must correct the deficiencies which led to the probation as outlined in the Probation Form. The Probation Form is completed by the Director, or his designee, and signed by you at the time you are placed on probation.

Suspension or termination may result from failure to follow School Rules, which include, but are not limited to: tardiness, absences, satisfactory progress, make up work, failure to satisfy conditions of probation, and failure to meet financial obligations, including failure to go to required appointments with the Financial Aid Office. If suspended, you may apply for re-entry when the reasons for the suspensions are corrected.

### Withdrawing From Your Course

You may withdraw from your course at any time by completing a withdrawal form obtained at the Education and Records Office, by e-mail from your personal e-mail account or by letter signed by you and mailed to the school address. If you are absent fourteen consecutive days without notifying the school, you will be considered to have withdrawn and the Refund Policy will apply. When you withdraw, you withdraw from the entire course. The Financial Aid Office is informed of the withdrawal and is responsible for completing the refund calculation. If Title IV funds have been disbursed a refund is made within forty-five (45) from the withdrawal date. Any refund not applied to Title IV funds will be refunded to the source of the payment. You will receive a letter informing you of the calculation and the amount of any refunds made and to which funds it was applied. Contact your Financial Aid Officer if you have any questions. If a balance remains in your account after refunds have been calculated and made, you are responsible for paying the balance.

### Repeating Tests; Recycling Classes

You are allowed take an examination twice. If you miss an examination due to absence, it will be considered the same as if you had taken the examination and received a grade of zero (0). You will then be allowed one retake for the examination. If you do not make up the test, you will receive a 0% for that portion of the course, which will be averaged into your GPA.

If you receive below 70% on a test you must retake the test within three weeks of receiving the grade; otherwise, the grade becomes permanent. Under certain circumstances, exceptions may be approved by the School Director.

If you fall too far behind, or are maintaining an unsatisfactory GPA, or have taken a Leave of Absence, you may be required to recycle or re-take portions of the course. Recycling is without additional charge to you when it is required by the School.

When you recycle a portion of your program, the original grades received on that portion that is being retaken are replaced with your new grades. You will be required to retake all examinations and complete all classroom projects required during recycling. If you are recycling because of academic reasons (low GPA), you must maintain a 70% or better GPA during the recycling period.

### Graduation Requirements/Diploma

Students who meet the Satisfactory Student Progress Policy and do not have outstanding issues with the school

will receive a Diploma for the course taken.

### **Rules of Conduct**

You are expected to follow all School Rules and Regulations and to conduct yourself within the bounds of acceptable behavior at all times. Observance of the Rules and Regulations and maintaining a professional manner during School attendance will result in your being qualified for recommendation to prospective employers as having conformed to all the requirements placed upon you. This, combined with your assimilation of the course content, will promote success in your chosen profession. Conversely, infractions of the School Rules and Regulations, or improper behavior, including use of obscene language or the placing of graffiti on school property may be cause for Probation, Suspension or Termination.

Smoking in the building is prohibited. Eating, and drinking, other than water, is allowed only in designated areas.

Your ID badge must be worn at all times in the classroom and on campus.

Students are expected to be in proper attire commencing with the first day of class. Your uniform is provided by the school at no cost to you. Allowed dress code is posted around the campus for your reference.

The school reserves the right to cancel or terminate a student's enrollment for reasons beyond its reasonable control including but not limited to natural disasters, labor disputes, government regulations, acts of terrorism or war, or equipment failure. Students may also be terminated for failure to meet financial obligations to the school, failure to comply with program requirements, or violation of any of the conditions set forth in the Enrollment Agreement.

### **Alcohol and Drugs Prohibited; Penalties**

We are deeply concerned about the dangers associated with drug and alcohol abuse. As an institution of learning, our principle role is to encourage an education which leads toward high standards and respectful conduct. While we seek to educate and encourage, we also have a responsibility to restrict any behavior that adversely affects members of the campus. We feel we have a compelling obligation to eliminate illegal drugs and alcohol from our campuses. Possession, using or distributing illegal drugs or alcohol on campus will be grounds for immediate dismissal and you may also suffer legal consequences. Students convicted of possession or sale of drugs may lose their rights to Title IV financial aid funds.

Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics and the school's Drug and Alcohol Policy booklets are distributed during Orientation or may be obtained on request during regular office hours from any Financial Aid Officer.

A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan, or work assistance under Title IV shall not be eligible to receive any grant, loan or work assistance under this title from the date of that conviction for possession for at least 1 year to an indefinite period; conviction for sales of a controlled substance shall not be eligible to receive any grant, loan or work assistance under Title IV for at least two years, or longer.

### **Guidance and Counseling**

Our experienced Admissions Staff possess a wide variety of formal training, which has prepared each to provide you with guidance. In addition, the instructors and the administrative staff are available to advise you on any problems you may have and to direct you to appropriate community services to assist you in achieving your goals successfully, while you are enrolled as a student.

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

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California



resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

The institution has been ordered to pay a refund by the Bureau but has failed to do so.

The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

The STRF fee has been suspended for 2015. Students will continue to be covered, as stated above.

### **Grievance and Complaint Procedure**

If you have a complaint about any matter relating to the School you should follow this procedure: First, discuss your complaint with your instructor. If you do not receive a satisfactory resolution, discuss the matter with the School Director. If you feel your grievance needs more attention, put your complaint in writing and address it to The President, Diversified Education Company, 1670 Wilshire Boulevard, Los Angeles, California 90017. Your complaint will be addressed within ten (10) working days of receipt.



You may also make complaints, as follows:

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

**Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201 (703) 247-4212; [www.accsc.org](http://www.accsc.org).**

A copy of the Commission's Complaint Form may be obtained by contacting the School Director.

**You may also contact the Bureau for Private Postsecondary Education, under the Department of Consumers Affairs, 2535 Capitol Oaks Drive, Suite 400, P. O. Box 980818, West Sacramento, CA 95798-0818 , Tel 888-370-7589, FAX 916-263-1897 The Bureau's website address is: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

#### **Tuition Refund Policy**

A student has the right to withdraw from a program of instruction at any time. Notification of intent to withdraw must be made to the Director of Education. Tuition is charged by semester and the policy applies to each semester separately. The termination date is the fourteenth day (14) from the last day of recorded attendance and tuition charges stop as of the last date of attendance. Upon withdrawal, the tuition refund is calculated in the following manner:

1. The total tuition cost for the semester is divided by the number of days in the semester to obtain a daily tuition charge for the program.
2. The total number of days from the start of the semester to the date of withdrawal are multiplied by the daily tuition charge as calculated in step 1, to determine the amount of tuition owed to the school.
3. The amount of tuition paid by the student is determined.
4. If the amount of the tuition paid by the student is more than the amount owed to the school in step 2, the difference is the amount to be refunded. Refunds are made within 45 days. Note that if the student has completed more than 60% of the semester, no refund is made. Refunds are made within 45 days from the last day of attendance. For academic purposes only, holidays and weekends are not counted in determining completion of the course.

If any portion of the student's tuition was paid with Title IV funds, previously described, the school will calculate the amount of financial aid earned up to the last date of recorded attendance using a formula mandated by the U.S. Department of Education. This requirement is a pro-rata calculation performed on the amount of Title IV aid received only, taking the number of days attended divided by the number of days in the period, up to 60% completion. If the amount of Federal financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate Title IV programs in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant

The following illustrates the application of the refund policy, per semester, assuming that the full tuition has been paid in advance.

Percent of Program Completed:	10%	25%	50%	60%	Over 60%
Tuition paid	\$8500	\$8500	\$8500	\$8500	\$8500
Tuition owed by the student	\$850	\$2125	\$4250	\$5100	No refund

If the amount calculated as earned by the school is more than the amount that has been paid, the student is responsible for the balance. Upon return of the Title IV funds, the student is entitled to a refund paid cash if total charges is less than total funds paid. Please check with your financial Aid Officer to determine the amount you may owe or be due.

### **Billing Procedures and Delinquent Tuition**

The Business Office will prepare and mail monthly statements to students based upon the terms of their enrollment agreement. Both graduates and drops, with a balance owing, will be billed in the same manner. Dropped students should receive the first bill one month from the drop date.

For students in the Los Angeles main campus, the Business Office will interview students prior to graduation to remind them of their responsibility to make payment and answer students' questions.

If payments are not received, a past-due notice will be sent with the next billing. If payments are still not received, the Business Office will attempt to contact the student to remind them of the promised payments. If the student is unable to pay, the Business Office is authorized to defer payments. This is especially important if the student has not yet been placed. Deferments may also be granted for lost jobs and other financial emergencies.

If payment has not been received and the above efforts have been tried, billing may temporarily be suspended after nine (9) unsuccessful billings.

### **Notification of Return of Title IV Refund Requirements**

The Federal Government requires that a separate refund calculation be made for students receiving Federal Financial Aid (Title IV). This requirement is a pro-rata calculation performed on the amount of Title IV aid received only, taking the number of days attended divided by the number of days in the period, up to 60% completion. If the student has not attended long enough to 'earn the amount of financial aid applied to his/her tuition, the difference must be refunded to the Department of Education. If a refund is paid to the Department of Education under this calculation it will be the responsibility of the student to pay this amount to the school. Payment is due within 10 days of withdrawal.

•For example, if the amount of refund calculated is greater than the amount paid, you would own the balance to the school.

### **ARBITRATION AGREEMENT:**

Any and all disputes, losses, and/or claims arising out of and/or relating to this Agreement including, without limitation, those as to the performance of the parties, the terms of this Agreement, its interpretation, its negotiation, or a party's breach of this Agreement shall be resolved by way of binding arbitration by a single neutral arbitrator by and pursuant to the rules of the American Arbitration Association (or any successor entity thereto) in the City of Los Angeles, County of Los Angeles. In rendering its decision and award, the arbitrator shall follow California law, rules and procedures and shall not modify the provisions of this Enrollment Agreement/Contract. The award entered in such a proceeding shall be fully binding, final and not subject to appeal and may be entered and enforced as a final judgment by any Court of competent jurisdiction. In the event of any arbitration or other proceeding between the parties hereto arising out of or in any manner relating to this Agreement including, without limitation, its negotiation, terms, interpretation, performance and/or breach and in addition to all other recoveries and awards, the prevailing party shall recover from the non-prevailing party any and all reasonable attorneys' fees incurred including those incurred on appeal, in enforcement proceedings and/or in connection with bankruptcy proceedings. Please read the statement as shown on your enrollment agreement.

## Consumer Information

### DIRECT STUDENT LOANS

\*Direct Subsidized loans interest rate is 5.05%

\*Direct Unsubsidized loans interest rate is 5.05%

\*Unsubsidized Plus Loans interest rate is 7.6%

\*This interest rate applied at the time this catalog was published, but it changes frequently. Ask your Financial Aid Officer for the current rate.

Other consumer information appears on the SCHOOL PERFORMANCE FACT SHEET which, by reference, is made a part of this catalog.

If you did not receive a SCHOOL PERFORMANCE FACT SHEET, or have misplaced yours, please ask for a copy. It is important that you examine this sheet before signing an enrollment agreement.

#### **Annual Borrowing Limits for Direct Subsidized and Unsubsidized Loans**

	<b>Maximum Subsidized</b>	<b>Maximum Subsidized and Unsubsidized</b>
Dependent Undergraduate	\$3,500	\$5,500
Independent Undergraduate	\$3,500	\$9,500

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## Medical Assistant (Non-Invasive)

24 Semester Credits ~ 720 Clock Hours plus approximately 180 hours outside preparation

30 Weeks — CIP: 51.0801/SOC: 31-9092

The Course prepares the graduate for entry level positions in the medical field as Medical Assistants, front and back office and other closely related direct care roles. Throughout the course, the participants receive instruction in a wide variety of medical procedures through lecture, laboratory demonstration, and hands-on experience in a clinical setting.

Medical Assistant Students are trained to perform basic medical procedures including taking vital signs, perform injections and venipuncture, perform routine laboratory work, ECG configuration and CPR. The Students will also receive training as receptionists in a medical environment, medical records (Medisoft) and customer service/communications skills as well as terminology and ethical issues of the medical field. Great emphasis is placed on safety procedures protecting both the technician the patient. Students will also be trained to properly record and handle patient information, prepare patient files for billing and collections, and more. Graduates will be able to work in doctor's offices, hospitals, labs, outpatient clinics, chiropractic offices, acupuncture offices, physical therapy clinics, and in a one-on-one home care setting. .

The units listed below are each 24 clock hours in length. This, along with the required outside preparation, represents .80 semester credits for each unit.

**Medical Terminology** - Students learn the meaning of most commonly used prefixes, suffixes, and word roots used in medical language thus developing ability to learn and understand medical terms.

**Office Procedures** – Students learn the different filing systems used in the medical field, methods of documenting patient's visits, and various aspects of proper documentation.

**Law and Ethics** – Students learn about different types of legal issues that might arise in everyday medical practices; the module develops avoiding wrongful actions while performing day-to-day responsibilities

**Microbiology** – The course delivers basic knowledge on categories of different disease causing microorganisms and human defense mechanisms against microbial infections (immunology)

**Windows/Word** – Students obtain basic skills to be able to operate Windows and Microsoft Word programs. Particularly, they learn to enter and format text according to given requirements using different tools of the program.

**Excel/Internet** – Students learn how to operate basic Microsoft Excel and Internet for various needs in medical practice; they gain skills to create tables, apply different styles and formulas for basic calculations, represents data in the form of charts.

**Anatomy I** – Introduces basic bone structure and skeletal system; bone physiology and nomenclature; muscular physiology as it relates to connecting bones, muscles and joints.

**Anatomy II** –Introduces the basic anatomy and physiology of integumentary and digestive system. Students learn correct spelling and pronunciation of terms related to the subject.

**Anatomy III** –Provides the fundamental knowledge on structure and function of heart, blood vessels and blood circulation.

**Physical Examination** –Student Familiarizes with the tools used in the exam room and the protocol that is followed. Student also learn how to prepare a patient based on the type of examination to be performed. Assisting the doctor during physical examinations; preparing the patient, gathering medical history and taking vital signs.

**Dermatology/Neurology/Gastro Assisting** –Medical Terminology, diseases, and disorders associated with these specialties; examination protocol.

**Hematology/venipuncture** – How blood labs are performed and the responsibilities of the medical assistant. How blood cells are used in diagnosis diseases. Drawing blood.

**Urology/Urinalysis** – Anatomy and Physiology of the urinary system; diagnostic uses of urinalysis.

**Pharmacology** – History and background leading to drug sources, names and regulations; mathematical calculations in drug administration; generic/trade names; drug interactions; recognizing drug emergencies.

**Orthopedics/Diagnostics** – Diagnostic tests and examination protocol.

**OB/GYN & Male Reproduction** –Parts and functions of the male and female reproductive system; assisting the doctor in examination.

**Heart Anatomy and ECG Configuration** –. Introducing the ECG environment and ECG machine.

**CPR**- Cardiopulmonary resuscitation of the patient. This module follows the guidelines set forth by the American Heart Association.

**Pediatrics**-This module deals with child development.

**Emergency Procedures** – Recognizing emergencies; commonly accepted protocols and emergency procedures used in the medical field.

**Geriatric**- Recognizing medical compliance in the older adult, mental health, coping with aging, long-term care, older adult abuse, medication, systemic changes, and diseases of the older adult.

**Asepsis/ Surgeries & Blood Borne Pathogens** –Disinfection and sanitation of the surgical room and clinical environments.

**Receptionist and Medical Billing I** -- Students will learn real world work skills in answering telephones, taking messages, routing and screening calls, greeting visitors and handling in-company mail and packages. Students will gain knowledge of the basic fundamentals of medical billing.

**Healthcare Insurance** –Types of health insurance; health insurance basics and reporting.

**Office Management & HIPAA** – Basic managerial skills, basic accounting and bookkeeping procedures widely used in doctor's office; employee responsibilities. Students will learn the basic rules of HIPAA (Health Insurance Portability and Accountability Act of 1996).

**Customer Service/Communications** – Students will learn to identify the principles of good customer service skills in a health care facility and how to communicate with sensitivity and empathy.

**Electronic Medical Records (Medisoft) I & II** -- This introduces the students to common financial and administrative procedures necessary in family practice, medical specialty offices, and large medical facilities. Students will learn to input various patient information, submit insurance claims to various companies, schedule office visits, laboratory appointments, and specific diagnostic and procedural testing appointments. The students will be able to run common reports associated with the medical practice.

**Career Development and Career Readiness** – This course is designed to prepare students for the workforce in the field of study. Students are taught skills that are necessary to prepare them for the job search process. Through various exercises and the use of electronic and traditional media, students are taught how to develop career goals. They are also challenged to realize their potential in their chosen fields and how to use this knowledge in the job-hunting process. Students are required to write a resume, cover letter, job application, interview techniques, and other related assignments. Students will polish their resumes with action verbs, tailor them to specific job advertisements, create a portfolio and research companies in the field of training. They will practice applying for positions online, scheduling interviews and conducting follow-ups.

Applicants must be high school graduates or in possession of a G.E.D. Certificate and be over the age of compulsory high school attendance (18 or over).



**Class schedules**

Classes are held Monday through Friday. Morning, afternoon and evening schedules are available. See the 'Class Hours' heading under general information for times. A schedule showing the dates classes begin will be found at the end of this catalog.

**Graduation Requirements**

Please see Graduation requirements on page 13.

**Tuition & Fees & Terms of Enrollment**

The Enrollment Agreement covers the entire length of the course. Tuition is charged separately for each semester consisting of 15 weeks each. Tuition includes the cost of books and supplies and uniforms used in class.

Registration Fee (Non-refundable)	\$75.00
First semester tuition	\$8,462.50
2nd semester tuition	\$8,462.50
STRF Fee (Non-refundable)	\$0.00
Total tuition and registration fee	\$17,000.00

All textbooks and equipment are maintained on campus and are available for classroom instruction and textbooks are handed out at the beginning of each subject matter.

**NOTE: For health reasons, stethoscopes may not be returned once they have been used.**

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## TELECOMMUNICATIONS PROGRAM

24 Semester Credits ~ 720 Clock Hours plus approximately 180 hours outside preparation

30 Weeks ~ CIP: 11.0901/SOC: 49-2022

**The Telecommunications Industry.** In the final two decades of the twentieth century a revolution in communications took place, and the pace continues today and into the foreseeable future. Our day-to-day life is surrounded by electronic and computerized equipment that is used for communications and for conducting business; from life-saving medical devices to communications in space. Fiber optics, cabling, computer hardware and software, computer networking, paging, security systems and cellular telephones are but a few of the areas that are continuing to enjoy rapid growth. **Qualified Technicians** are needed to install, program and maintain the equipment needed.

**Employment Opportunities/Job Titles.** Successful graduates may pursue employment as entry level technicians with residential telephone companies, in the cable television industry, as a field or service technician with electronic or computer companies, as a cable installer, a fiber optics splicer and terminator, in security and surveillance, even as owner of your own telephone installation and repair company.

Hands on, practical training gives you the skills you need to enter the job market, while our experienced instructional staff regularly updates and broadens course content and training methods to ensure that the skills you learn are up-to-date and meet the current needs of the real-world job market.

Applicants must be high school graduates or in possession of a G.E.D. Certificate, or be over the age of compulsory high school attendance (18 or over).

### Driver's License Requirement

Employers in California usually require that an employee in this field have a valid California driver's license.

### Color Blind Test

Applicants must pass the Ishihara Test for Color Blindness, which will be administered by the School.

### Class Schedules

Classes are held Monday through Friday. Morning, afternoon and evening schedules are available. See the 'Class Hours' heading under general information for times.

A calendar showing starting and ending dates is found at the end of this catalog.

### Diploma Requirement

Students completing the course with a scholastic grade point average of 70% (C) and attendance of 80% or better will be awarded a Diploma in Telecommunications.

### Course Content

Each week of classwork and homework is assigned 0.8 semester hours

**CABLING.** (3 WEEKS-72 HOURS) Cabling methods, types and applications. Cabling categories, and connecting blocks. Cable handling & termination. Cabling topology and applications.

**FIBER OPTICS.** (2 WEEKS, 48 HOURS) Fundamentals of fiber optic technology. Handling fiber optic cables. Basic and advanced splicing and termination process using various methods and test equipment. Installation process to premises.

**ELECTRONIC KEY SYSTEMS,** (4 WEEKS, 96 HOURS) Understanding the operation and features of EKTS systems. Installation and programming procedure of EKTS systems. Proper troubleshooting procedures.

**SATELLITE SYSTEMS,** (1 WEEK, 24 HOURS) Installation and trouble-shooting of digital Satellite systems.

**CUSTOMER SERVICE SKILLS & SOLDERING.** (1 WEEK, 24 HOURS) Problem solving and customer satisfaction strategies. Soldering and electronic assembly techniques.

**ELECTRICITY AND ELECTRONICS.** (5 WEEKS, 120 HOURS) Theory and practical applications of electricity, motors, generators and commonly used electronic components. Basic reading and drawing of electronic schematic symbols. Trouble-shooting and repair of analog circuitry and understanding their applications utilizing test equipment.

**GREEN TECHNOLOGY.** (2 WEEKS, 48 HOURS) Theory and practical applications of green technology utilizing solar cells and other renewable energy sources and their conversion to usable electricity. Understanding complex circuitry and test equipment for troubleshooting.

**P C OPERATION.** (1 WEEK, 24 HOURS) PCs and operating systems. Introduction to software applications in Microsoft Office.

**P C HARDWARE.** (4 WEEKS, 96 HOURS) Computer components, computer assembly. Understanding and performing PC upgrades such as hard drives, SCSI adapters, modems, CD drives, tape backups and multimedia. Understanding and performing software upgrades such as Windows and Windows based programs, defragmenting, and troubleshooting computers using software diagnostic programs.

**NETWORKING.** (3 WEEKS, 72 HOURS) Basic computer networking, installation and hardware requirements to set up peer to peer, Windows and Servers.

**SMART SYSTEM AUTOMATION.** (1 WEEK, 24 HOURS) Understanding the use and setup of "Smart Devices" such as; appliances, security, heating and air conditioning, home entertainment and voice control systems. Installation and programming of Smart Devices and their applications

HOME THEATRE. (1 WEEK, 24 HOURS).

**CAREER READINESS.** (1 WEEK, 24 HOURS) Students will polish their resumes with action verbs, tailor them to specific job advertisements, create a portfolio and research companies in the field of training. They will practice applying for positions online, scheduling interviews and conducting follow-ups.

**Tuition & Fees and Terms of Enrollment**

The Enrollment Agreement covers the entire length of the course. Tuition is charged by the semester of 15 weeks each. Tuition includes the cost of books and supplies used in class.

Registration Fee (Non-refundable)	\$75.00
First semester tuition	\$8,462.50
2nd semester tuition	\$8,462.50
STRF Fee (Non-refundable)	\$0.00
Total tuition and registration fee	\$17,000.00

All texts and materials used in class are maintained on campus and are available for classroom instruction. The equipment is checked in and out during class hours and textbooks are handed out at the beginning of each subject matter. All of these activities are processed through the school tool room Clerk.

EQUIPMENT USED IN COURSES

**ALLIED HEALTH COURSES**

- ECG Machines
- Echocardiograph
- Examination Tables
- Sphygmomanometers
- Stethoscopes
- Height and Weight Scales
- Centrifuges
- Autoclaves
- Computers
- Syringes and related supplies

**TELECOMMUNICATIONS COURSE**

**STANDARD HAND TOOLS**

- Standard Screwdrivers
- Standard Cross-tip (Phillips) Screwdrivers
- Diagonal Wire Cutters
- Long-nosed Pliers

**SPECIALIZED TOOLS Automatic**

- Impact Tools Wire-
- Connecting Tools Hand
- Held Connector Tools Tone
- Test Tools
- Line and Induction Amplifiers
- Lineman's Telephone Test Sets

**TELEPHONE EQUIPMENT**

- Single Line Telephone Sets
- Connecting Devices
- Types of Multi-Conductor Wires
- Line Lighting Protection Devices
- Multi-Line Telephone Sets
- Connecting Devices
- EKTS units
- Data Center Setup

**Server/Patch Panel/Switch/Ladder Racks**

- Pathway Setups
- MPOE/Telco Room Setup
- 66/100 Blocks
- Phone Key Systems
- Fiber Kits

**COMPUTER EQUIPMENT**

- IBM Compatible Personal Computers with up-to-date Operating System
- Application Software
- Symmetrical Internet Connection

**NETWORKING EQUIPMENT**

- WAN/LAN/VLAN simulations

**ALL CLASS EQUIPMENT**

- Projector and screen to accommodate videos as part of class lecture

## DISCLOSURES

**The following information is provided in compliance with various state and federal regulations.  
Family Educational Rights and Privacy Act (FERPA)**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. Students to whom the rights have transferred are "eligible students". Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: a) School officials with legitimate educational interest; b) Other schools to which a student is transferring; c) Specified officials for audit or evaluation purposes; d) Appropriate parties in connection with financial aid to a student; e) Organizations conducting certain studies for or on behalf of the school; f) Accrediting organizations; g) to comply with a judicial order or lawfully issued subpoena; h) Appropriate officials in cases of health and safety emergencies; and i) State and local authorities within a juvenile justice system, pursuant to specific State law. ATC follows the above procedures

Students may request to review records in person at the ATC Records Office. Giving a 2-4 day advanced notice is desirable to avoid having to wait while files are retrieved from storage.

Associated Technical College does not maintain a student directory. Further information, or complaints on adherence to this policy may be obtained by calling (202) 260-3887.

### **Review of the School's Accreditation, Approval and/or Licensing**

Examination of the school's accreditation documents and state approval may be had by making an appointment with the School Director during regular daytime business hours Monday-Friday, except holidays.

### **Unlawful copying or sharing of Copyright Material**

The downloading or copying of copyright material, including computer programs for personal use or distribution is prohibited both by ATC and by federal law. Persons found to be violating this prohibition are subject to dismissal as well as criminal penalties. A person who violates federal copyright law under Chapter 12, Section 1201 or 1201 shall be fined not more than \$500,000 or be imprisoned for not more than five years, or both for a first offense and not more than \$1,000,000 or be imprisoned for not more than 10 years, or both for each subsequent offense.

### **National Student Loan Data System (NSLDS)**

The borrower or recipient of federal financial aid (Grants and Loans) will be submitted to the National Student Loan Data System which is accessible to all guarantee agencies, lenders and institutions authorized to be users of the system. In other words, the type and amount of financial aid which you receive here will be known to anyone having legitimate access to the system.

### **Vaccinations**

ATC does not have a policy requiring vaccinations of any kind. However, we advise students in attendance during fall and winter months to obtain the current flu vaccine.

### **Prior Experiential Learning**

Associated Technical College does not grant credit for prior experiential learning.

### **Student Visas**

The school does not enroll students from other countries.



### **Learning Resource Center**

The school's Learning Resource Center, is located in the administrative offices. The library houses books, magazines and other literature relating to the programs offered by the school. The school also subscribes to an online library system that the students can access. The library also has several computers sufficient in number to serve the student population. Students have access to any of the in-house materials by showing their Student ID. The hours of operation are 9 a.m. to 2 p.m.

### **Student Services**

Our student services department provides information for you in such areas as housing, transportation, baby-sitting, tutoring, financial planning, and other general life coping needs. Student services is part of the Job Placement Assistance Department. Admissions Advisors also have access to this information. While the school provides information on housing, it does not own or have a dormitory under its control. There are many housing facilities available within a five mile radius of the school with varying range of cost options varying from \$300 and up per month. The school is not responsible for securing housing for its students. The extent of our service is to provide very limited information assistance only.

### **Financial Stability Statement**

Diversified Education Company, parent company of Associated Technical College, has never filed a petition in bankruptcy and is not operating as a debtor in possession. The Company has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

### **Bankruptcy Statement**

The school is not operating under bankruptcy or other financial insolvency protection of law.

### **Prior to Signing the Enrollment Agreement**

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.

### **Have Additional Questions?**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), or by fax (916) 263-1897.

### **Public Complaints**

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 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))

### **Financial Aid Programs**

The school currently has programs available to help pay for portions of a student's tuition and fees, for those who qualify. Applications are available at the Financial Aid Office and assistance will be provided in filing the applications, if needed. All need-based programs require the student to file an official application. Programs currently available will be found on Page 6-7.

### **Campus Security and Drug and Alcohol Policy**

Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics and the school's Drug and Alcohol Policy booklets are distributed during Financial Aid Clearance or may be obtained on request during regular office hours from any Financial Aid Officer.

### **Title IX Non Discrimination Policy**

Title IX originated in 1972 as part of the educational amendments of the U.S. Department of Education, since updated to now include barring discrimination on the basis of sex, gender, identity, or failure to conform to stereotypical notions of masculinity or femininity, race, disability, full or part-time status, or national origin in all activities. The non-discriminatory policy applies to both students and employees in education and all other activities that take place on campus. Also barred are all forms of sexual harassment, abuse, or assault. Discrimination is also barred because of parental status, nor can parental status be required as a requirement for enrollment.

Any student, or employee who feels that he/she has been subjected to discrimination, harassment or assault should report the incident(s) to Lorraine Bauchiero, Title IX Coordinator. Telephone (213) 235-9046, email: TitleIXCoordinator @atcla.edu. The Coordinator recommends appropriate action to the school administration and records the outcome of any action taken, or reasons for rejecting the complaint, and maintains a record of complaints, action recommended, and resolution of the conflict. All information given is confidential and can only be accessed by persons with a need to know or by government order.

Associated Technical College has no athletic programs, nor does it provide school owned residential facilities.

Information provided in this catalog is accurate as of the date of publication. Revisions are made throughout the year, as needed.

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## FACULTY AND STAFF,

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### ALLIED HEALTH INSTRUCTORS

**YERWANT BOGHOS, M.D.**, 16 years teaching experience, Yerevan State Medical Institute,  
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### TELECOMMUNICATIONS INSTRUCTORS

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**Associated Technical College  
2019 Calendar Start and End Dates**

<b>Start Date</b>	<b>End Date</b>	<b>Start Date</b>	<b>End Date</b>
1/4/2019	8/6/2019	7/2/2019	2/5/2020
1/11/2019	8/13/2019	7/10/2019	2/12/2020
1/18/2019	8/20/2019	7/17/2019	2/19/2020
1/28/2019	8/27/2019	7/24/2019	2/26/2020
2/4/2019	9/4/2019	7/31/2019	3/4/2020
2/11/2019	9/11/2019	8/7/2019	3/11/2020
2/18/2019	9/18/2019	8/14/2019	3/18/2020
2/25/2019	9/25/2019	8/21/2019	3/25/2020
3/4/2019	10/2/2019	8/28/2019	4/1/2020
3/11/2019	10/9/2019	9/5/2019	4/8/2020
3/18/2019	10/16/2019	9/12/2019	4/15/2020
3/25/2019	10/23/2019	9/19/2019	4/22/2020
4/1/2019	10/30/2019	9/26/2019	4/29/2020
4/8/2019	11/6/2019	10/3/2019	5/6/2020
4/15/2019	11/13/2019	10/10/2019	5/13/2020
4/22/2019	11/20/2019	10/17/2019	5/20/2020
4/29/2019	11/27/2019	10/24/2019	5/28/2020
5/6/2019	12/6/2019	10/31/2019	6/4/2020
5/13/2019	12/13/2019	11/7/2019	6/11/2020
5/20/2019	12/20/2019	11/14/2019	6/18/2020
5/28/2019	12/30/2019	11/21/2019	6/25/2020
6/4/2019	1/7/2020	12/2/2019	7/2/2020
6/11/2019	1/14/2020	12/9/2019	7/10/2020
6/18/2019	1/22/2020	12/16/2019	7/17/2020
6/25/2019	1/29/2020	12/23/2019	7/24/2020
		12/31/2019	7/31/2020

**Holidays:**  
**1/1/19 1/21/19**  
**5/27/19 7/4/19**  
**9/2/19**  
**11/28-29/19**  
**12/25/19**

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