

# ***LAGUNA***

## ***TECHNICAL COLLEGE***



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**(909) 623-6800**

[www.lagunatechcollege.com](http://www.lagunatechcollege.com)



260 South Garey Avenue  
Pomona, CA 91766  
Tel. (909) 623-6800  
[www.lagunatechcollege.com](http://www.lagunatechcollege.com)

Catalog valid from January 1, 2017 to December 31, 2017



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## *Who are we?*

### **Campus Address**

**Laguna Technical College  
260 South Garey Ave  
Pomona, CA 91766  
(909) 623-6800  
[www.lagunatechcollege.com](http://www.lagunatechcollege.com)**

Welcome to Laguna Technical College! Laguna Technical College is a private postsecondary institution organized under the Laws of the State of California. Laguna Technical College was founded to provide accessible, innovative, education to adult learners.

Managing in today's fast paced, complex society, along with increasing demands and challenges in technological advances have created an unprecedented need for expert workers in all fields. To this end, we work diligently to bridge the gap between the typical academic classroom experience and the day-to-day demands of business by:

- *Preparing courses of study where the learning is accomplished by studying courses in sequential order. The method of this learning is the exchange of lessons which have been prepared by the faculty with consultation from the business community.*
- *These courses proceed from less difficult to more difficult concepts and the faculty assesses student progress using the methods that are appropriate for each course.*

Our faculty is comprised of practicing business professionals who, in combination with solid educational credentials and a strong desire to teach, provide a unique education that is immediately useful on the job.

Laguna Technical College offers programs that keep up with the requirements of the business world. Our programs enable students to earn the diploma they need to advance their career in the shortest timeframe possible, consistent with quality education, without having to give up their present jobs.

Although the specific goals of every student are different, your decision to further your education will be the "defining moment" for you as you begin the rest of your life.

Remember, ***THE FUTURE BELONGS TO THOSE WHO PREPARE FOR IT.***

**---The time to start your future is NOW.**



### **Our Philosophy**

The field of Early Childhood Education and Allied Health has an exciting and encouraging future. Dramatic changes over the past ten years have made the Early Childhood Education and Allied Health, a billion-dollar business, thereby offering outstanding opportunities for both men and women choosing a career in this profession.

### **Mission Statement**

The mission of Laguna Technical College is to provide high quality and effective skill-specific educational programs and supportive services that are vital to the needs and career success of its students. The college offers a highly personalized learning environment focused on job-orientated training, and the development of practical technical skills required by today's employers. The College fosters the principle that individuals have the capacity to learn to direct their destinies so that they may exert their responsibilities to participate effectively in society. Laguna Technical College recognizes the changing needs of students for allied health occupational preparation and the needs of the community for occupation-specific trained students who have the necessary competencies and resources for career development and career ladder advancement.

The College programs are designed to provide students with the job intensive training to meet the growth dynamics and demands of the Allied Health Care Industry. According to the Bureau of Labor Statistics, US Department of Labor, 13 percent of all of all wage and salary jobs created between 2000 and 2010 will be in health services. Nine of the 20 occupations projected to grow the fastest are concentrated in health services. This area already produces 11 million jobs in the United States.

The College programs & Courses are designed to provide students with the job intensive training to meet the growth dynamics, demands and continuing education needs of the Allied Health Care and Early Childhood Education Industry.

Laguna Technical College is committed to needs and career success of its students by caring out the following:

- (1) Providing students the opportunity to achieve their optimum potential in today's diverse population.
- (2) Using modern equipment, state of the art technology and a comprehensive job-orientated curriculum to meet industry standards and employer requirements.
- (3) Providing competency based focused training methods, mentoring support, and modular scheduling systems, which result in employment readiness in the shortest possible time.
- (4) Selecting highly qualified instructors with professional experience and a commitment to continuing education and industry involvement.
- (5) Providing students with opportunities and vital support services to fulfill their academic goals, enrich the quality of their lives and develop the competencies needed to succeed in today's job market and to advance in their chosen career path.





## *What should I know?*

### **Approvals and Affiliations**

Laguna Technical College is a private institution located at 260 South Garey Ave., Pomona CA 91766. Laguna Technical College is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

### **Required Statements**

(A) *“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the”*

#### **Bureau for Private Postsecondary Education**

P.O. Box 980818  
 West Sacramento, CA 95798-0818  
 Phone: (916) 431-6959  
 Toll Free: (888) 370-7589  
 Main Fax: (916) 263-1897  
 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
 E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

(B) *“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.”*

(C) *“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 Web site [www.bppe.ca.gov](http://www.bppe.ca.gov). ” §94909(a)(3)*

### **Bankruptcy Status**

Laguna Technical College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.) §94909(a)(12)

### **Approved Programs**

Title	Credits	Clock Hours	Weeks
Medical Assistant	36	720	22
Clinical Medical Assistant	26	520	16
Administrative Medical Assistant	20	400	16
Professional Preschool Teacher	18	360	12
Preschool Administration & Management	3	90	3
Adult Supervision in Childcare Setting	3	90	3
Child Family and Community	3	90	3
Child Growth and Development	3	90	3
Child Health, Safety and Nutrition	3	90	3
Curriculum Theory, Methods & Materials	3	90	3
Infant/Toddler Development & Care	3	90	3
Infant/Toddler Development & Care 2 With Emphasis on Special Needs Care	3	90	3



## Average Class Size

Program	Average Class Size	Maximum Class Size
Medical Assistant	0	25
Clinical Medical Assistant	0	25
Administrative Medical Assistant	0	25
Professional Preschool Teacher	0	25
Preschool Administration & Management	0	25
Adult Supervision in Childcare Setting	0	25
Child Family and Community	0	25
Child Growth and Development	0	25
Child Health, Safety and Nutrition	0	25
Curriculum Theory, Methods & Materials	0	25
Infant/Toddler Development & Care	0	25
Infant/Toddler Development & Care 2 With Emphasis on Special Needs Care	0	25

## Catalog of Entry

Students are expected to become thoroughly familiar with the contents of the Laguna Technical College Catalog and to comply with the provisions pertaining to them. All statements in that publication are subject to change at any time without prior notice. They are not to be regarded as offers to contract. The Catalog outlines the minimum academic regulations, degree, and certificate requirements. Laguna Technical College may adopt additional and/or more stringent requirements for admission, retention and certificates that take priority over the Catalog's minimum provisions. It is the student's responsibility to become familiar with both the Catalog. All policies are reviewed annually. Policy changes become effective the fall following the approved change. Students will be notified if there are exceptions to the effective date.

If any program requirements are changed, students already enrolled will be protected from any hardship resulting from such changes. Consequently, the course and the unit hour requirements stated in the catalog at the time of the student's start date shall determine that student's graduation requirements.

Restarts however, will be required to meet new program requirements. Catalogs in force at the restart date will become the catalog of entry.

**Academic Year**      The academic year starts on January 1<sup>st</sup> and ends on December 31<sup>st</sup>

**Holidays**

- New Year's Day
- Martin Luther King Day (Observed)
- President's Day (Observed)
- Memorial Day (Observed)
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

## Office Hours

Laguna Technical College offices are closed on all above mentioned holidays. The offices are also closed from the week proceeding Christmas until the first business day after New Year's Day. Our office



hours are from 9:00 A.M. until 4:00 P.M. from Monday through Friday. For exact closure and holiday periods, see the calendar at the end of this catalog

**Hours of Operation**

Day classes are typically offered in 4-hour to 6-hour sessions between 9:00 AM and 4:00 PM, Monday through Friday. Schedules vary by program. To obtain exact times for classes offered, please check with the Admissions Department prior to enrollment.

Internship/Clinical Internships and clinical rotations are scheduled for various timeframes Monday through Sunday, according to the needs of the specific program. Internship and clinical hours are set by the host site and will vary.



### **Start Dates**

Laguna Technical College offers open enrollment. Students may enroll at any time. Classes begin every four (4) weeks. Upon enrollment, students will receive orientation instruction as to school policies rules and regulations required to comply with the school and health regulations, and outlining established tuition, fees and charges.

### **Affirmative Action Statement**

Laguna Technical College is firmly committed to providing educational programs for all eligible applicants without regard to race, creed, color, religion, national origin, sex, age, or medical condition, except where a medical condition constitutes an occupational limitation.

### **Non-Discrimination Policy**

As a learning institution, Laguna Technical College must continuously address issues of diversity and multiculturalism. Every member of Laguna Technical College community is expected to engage in action that leads towards the development of a more democratic and inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary in our Laguna Technical College.

In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, and all other applicable civil rights and nondiscrimination statutes, Laguna Technical College prohibits discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and veterans status.

### **Equal Opportunity Policy**

Laguna Technical College is also proud of its goal to help all individuals realize their potential. To this end, Laguna Technical College is committed to providing an equal opportunity for all qualified individuals to be considered for employment, benefits and conditions of employment, educational programs and activities, regardless of race, religion, color, sex, disability, national origin, ancestry, age, veteran status, sexual orientation, marital status or parental status. Laguna Technical College leaders and supervisory personnel shall recruit, hire, train and promote persons in all job titles utilizing only valid requirements related to the position functions. A school community that provides equal opportunity in hiring and all conditions of employment will make significant strides towards the elimination of discrimination. Thus, Laguna Technical College applauds every effort to create a positive working and learning environment for all individuals. For more information regarding non-discrimination or to resolve complaints contact the school's Executive Director.

### **Student Conduct**

Students are expected to dress and act properly while attending classes. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons or disrespectful behavior to other students, an administrator or faculty member or any other stated or determined infractions of conduct.



Students shall at all times, when on the school premises, conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violations of the school's conduct policy include, but are not limited to, the following:

- Destroying or damaging school property.
- Use any illegal drugs or alcohol while on school property or attending school while under the influence of illegal drugs or alcohol.
- Cheating on a school examination.
- Engaging in any unlawful action.
- Breach of or privacy or modesty
- Sexual overtures, explicit or implied
- Exhibiting violence, insubordination, or inappropriate language toward any school staff or another student.

### **Substance Abuse**

Laguna Technical College recognizes that individuals sometimes use substances such as alcohol and drugs to an extent that impairs their abilities. This policy is implemented because Laguna Technical College believes that any students' impairment due to the use of substances is likely to place that student, other students, clients, employees, and other personnel, at risk.

Our policy on substance abuse remains consistent whether alcohol, marijuana, illegal prescription, and/or controlled substances are at issue. For the purposes of this policy, "substance" refers to any of the above. "Impairment" or "being impaired" refers to a state in which normal physical or mental faculties in use at school have been detrimentally affected by a substance. A "substance abuser" is anyone who uses drugs for non-medical purposes, and this use detrimentally affects academic performance or interferes with normal social adjustment at school.

Any student attending school while impaired or who becomes impaired while at school will be found in violation of school policy and will be subject to severe disciplinary action. Such action can include suspension, dismissal, or other penalty appropriate to the circumstances. Likewise, the use, possession, transfer, or sale of any substance on school premises or in any Laguna Technical College parking space, storage area, or job site, is prohibited and subject to severe disciplinary action. Students using prescription drugs have a duty to report this to their instructors, and school officials in case an adverse reaction to the medication occurs while at school, and in case the student is falsely accused of using an illegal substance. When a student is involved in the use, possession, transfer, or sale of a substance in violation of this policy, Laguna Technical College may notify the appropriate authorities. Such notice will be given only after the incident is investigated and reviewed by the Executive Director.

Substance abuse is both a school and a medical problem. Laguna Technical College is aware that substance abuse is a complex public health issue that has both physical and emotional consequences for students, their families, and other social relationships. Any psychological or physical problem effecting students' academic performance is the concern of Laguna Technical College.

Any instructor suspecting a substance abuse case should discuss the matter with the Executive Director immediately. Because each case is different, the handling and referral of the case must be coordinated between the instructor and Executive Director. Laguna Technical College maintains a referral service for students with substance problems. Counseling and referrals are provided on a confidential basis. Voluntary, successful participation in a recovery or rehabilitation program may be a mitigating factor in disciplinary action depending on the particulars of each case. While Laguna Technical College does not require students to get help, he or she may ask the school for it. In some cases, disciplinary action may be suspended, or the student may be placed on probation, pending the successful completion of a recovery program. Students who enter a rehabilitation program due to performance or behavior problems resulting from substance abuse are subject to dismissal for failing to successfully complete the program.



Laguna Technical College is concerned with its students' privacy, especially when matters of a medical or personal nature are concerned. As long as such information is not required for police or security purposes, Laguna Technical College shall maintain student information in confidence, but subject to release to authorized school personnel on a "need to know" basis. An exception to this rule exists when the student signs a release for the transfer of such information to designated persons or agencies.

### **Drug Free School Policy**

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 require that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. All students and employees of the School are required to comply with the requirements of the School's Drug and Alcohol Abuse policy.

Under no circumstances will alcoholic beverages, controlled substances/illicit drugs, or persons under the influence of alcohol or controlled substances/illicit drugs be permitted on school premises. Compliance with the requirements of this policy is mandatory.

Any violation of this policy will result in the violator's expulsion from school. Law enforcement officials will be called for possible prosecution by appropriate federal, state, or local law enforcement agencies.

### **No Weapons Policy**

Under no circumstances will it be permissible for a student, faculty or staff to have a weapon of any type on the campus whether or not the person is licensed to carry the weapon or not.

Compliance with the requirements of this policy is mandatory.

Any violation of this policy will result in the violator's expulsion from school. Law enforcement officials will be called for possible prosecution by appropriate federal, state, or local law enforcement agencies.

### **Academic Freedom**

It is the policy of the school that teachers and students are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers and students are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their discussions controversial matter which has no relation to their subject.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Actions by faculty, staff, students or visitors which unnecessarily and unreasonably obstruct or interfere with the teaching, research or learning functions or other normal and necessary activities of the University, or which create an imminent threat of danger to persons or property, may constitute grounds for suspension, dismissal or termination, or permanent exclusion from the campus.



### **Physical Facilities**

Laguna Technical College is located at 260 South Garey Avenue, Pomona, CA 91766. The campus has large classrooms appropriately furnished with instructional furniture for the type of work performed. The facilities are readily accessible for handicapped students, are conveniently located near good public transportation and have easy freeway access.

**Location of Instruction**                      Classes are held at: 260 South Garey Avenue, Pomona, CA 91766.

**Transportation**                                Students have access to public transportation if needed

### **Emergency Telephone Numbers**

Each student must provide the school with one or more telephone numbers where a family member may be reached in an emergency. Only in the case of an emergency will a student be called out of class to take a telephone call.

### **Change of Personal Data**

Any change of name, address, or telephone number must be reported to the student's instructor and the Registrar as soon as the change occurs. Emergency information should be kept current at all times.

## *How do I enroll?*

### **Articulation Agreements**

Laguna Technical College has not entered into any articulation agreements with any other institution.

### **Admissions Policy and Procedure**

1. All applicants are required to complete an application for admission and an enrollment agreement prior to the start of any program.
2. Completion of a personal interview with an Admissions Representative is also a requirement for admission to the school. The interview enables administrators to determine the qualifications of a potential applicant. It is also designed to provide the candidate with a better understanding of career fields, program descriptions, school information, and a tour of campus.
3. All applicants must be at least 18 years old.
4. Applicants wishing to enroll in the diploma programs must have a high school diploma or GED certificate. Applicants without a high school diploma or GED certificate are required to take a Wonderlic admissions test.
5. Applicants wishing to enroll in the Early Education Courses are required to be working in a related field and complete a personal interview with an Admissions Representative. The interview enables administrators to determine the qualifications of a potential applicant.

You must complete all admissions requirements and procedures before being considered for acceptance to the school. After receiving the your application file, the Executive Director will formally accept or reject your application. You will be notified by phone , letter, phone, or email within 5 business days after completing the **ENROLLMENT AGREEMENT**.

### **Student Records**

Student records are confidential and are kept by the Registrar will permanently retain a transcript as required by section 94900(b) of the Code, the institution will maintain for a period of 5 years the pertinent student records scribed in Section 71920 from the student's date of completion or withdrawal. No one,



except appropriate school faculty and staff or, an authorized representative or an Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. WIA, VA) may review any educational records without the approval of the student.

Without the student's written consent and upon authorization of the President/ Executive Director or designee, Laguna Technical College may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

- a. College with a legitimate educational interest.
- b. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
- c. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- d. Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
- e. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
- f. Accrediting organizations in order to carry out their accrediting functions.

Laguna Technical College has a legal and professional responsibility to create, maintain, and dispose of the educational records of the students of Laguna Technical College properly, while at all times guarding the integrity and confidentiality of those records. Appropriate procedures shall be developed which conform with applicable laws and regulations and with principles of sound records management.

#### Definition of Education Records:

Education records consist of those files maintained by Admissions and Records, the Career/Job Placement, Scholarships and Financial Aids, and those files maintained for individual students by the Education Department.

#### Student Education Records Procedure:

The Registrar of Laguna Technical College is charged with the following:

- a. Laguna Technical College shall maintain a file for each student who enrolls in Laguna Technical College whether or not the student completes the educational program.
- b. The file shall contain all of the following applicable information:
  - (1) Written records and transcripts of any formal education or training, testing, or experience that is relevant to the student's qualifications for admission to Laguna Technical College. Laguna Technical College's award of credit or acceptance of transfer credits including the following:
    - (A) Evidence of high school completion or equivalency or other documentation establishing the student's ability to do the work of the program to which the student is enrolling.





- (B) Records documenting units of credit earned at other institutions that have been accepted and applied by Laguna Technical College as transfer credits toward the student's completion of an educational program.
  - (C) Grades or findings from any examination of academic ability or educational achievement used for admission or School placement purposes.
  - (D) All of the documents evidencing a student's prior experiential learning upon which Laguna Technical College and the faculty base the award of any credit.
  - (E) Record of attendance to include attendance and tardies for each course taken by the student.
  - (F) Records of student health records if required for enrollment.
  - (G) Record of student's background check if required for enrollment
- (2) Personal information regarding the student's age, gender, and ethnicity if that information has been voluntarily supplied by the student.
  - (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid.
  - (4) Records of the dates of enrollment and, if applicable, withdrawal from Laguna Technical College, leaves of absence, and graduation.
  - (5) A transcript showing all of the following:
    - (A) The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
    - (B) The final grades or evaluations given to the student.
    - (C) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit.
    - (D) Credit for courses earned at other institutions.
    - (E) Credit based on any examination of academic ability or educational achievement used for admission or School placement purposes.
    - (F) Degrees, certificates, and diplomas awarded the student.
  - (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course.
  - (7) The dissertations, theses, and other student projects submitted by graduate students.
  - (8) A copy of documents relating to student financial aid that is required to be maintained by law or by a loan guarantee agency.
  - (9) A document showing the total amount of money received from or on behalf of the student and date or dates on which the money was received.
  - (10) A document specifying the amount of refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
  - (11) Copies of any official advisory notices or warnings regarding the student's progress.
  - (12) Complaints received from the student.

### **Review of Records by Student:**

At the request of the student, he/she may at any time review his/her academic or financial record with the Chief Executive Officer.

- a. The right of students to inspect their individual records is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended.
- b. Expressly exempted from the right of review and inspection are the financial records of the parents of the students.
- c. Without the student's written consent and upon authorization of the Chief Executive Officer or his/her designee, Laguna Technical College may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:



- (1). School with a legitimate educational interest.
- (2). Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
- (3). Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- (4). Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
- (5). Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
- (6). Accrediting organizations in order to carry out their accrediting functions.
- (7). Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is collected.
- (8). Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Education.
- (9). Those who have obtained subpoena or judicial order. Laguna Technical College will make a reasonable effort to notify the student in advance of Laguna Technical College's compliance with the order.
- (10). Authorized representatives of the Bureau for Private Postsecondary Education, where such information is necessary to audit or evaluate a state supported education program or pursuant to a state law, except that when collection of personally identifiable information is specifically authorized by state law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of state legal requirements.

**Record of Access:**

The Registrar will maintain an access list which includes the identity of persons other than Laguna Technical College officials who have requested and have been denied or who have had access to student records, the dates of said requests, and the reasons for such access.

**Storage of Student Records:**

It is the policy of Laguna Technical College to provide proper storage and access as prescribed by the Act and the Regulations.

The registrar of Laguna Technical College is charged with the following:



- a. Laguna Technical College will permanently retain a transcript as required by section 94900(b) of the Code, the institution will maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal at Laguna Technical College's primary administrative location in California. Unless Laguna Technical College has applied for, and the Bureau has approved a change of Laguna Technical College's primary administrative location, the primary administrative location shall be deemed to be location identified in Laguna Technical College's most recent filed application for approval to operate.
- b. Laguna Technical College shall maintain for a period of not less than five years at its principal place of business in California accurate records that show all of the following:
  - (1) The names, telephone numbers, and home and local addresses of each student.
  - (2) The courses of instruction offered by the institution and the curriculum for each course.
  - (3) The name, address, and educational qualifications of each member of its faculty.
  - (4) The information required by §94900, 94900.5, and 94900.7 of the Act.
  - (5) All information and records required by this chapter or required by the Bureau.
- c. Laguna Technical College will maintain specific records for more than five years.
  - (1) Laguna Technical College shall maintain for a period of fifty (50) years a transcript as prescribed by accrediting commission standards.
  - (2) Laguna Technical College shall maintain records relating to federal financial aid programs as provided by federal law.
- d. A copy of each current record required by the Act or the Regulations shall be maintained.
- e. A record that is no longer current may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:
  - (1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
  - (2) Laguna Technical College maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at Laguna Technical College's primary administrative location in California.
  - (3) Laguna Technical College has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation to the devices to any person authorized by the Act to inspect and copy records.
  - (4) Any person authorized by the Act or the Regulations to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall upon request, reimburse Laguna Technical College for the reasonable cost of using Laguna Technical College's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.
- f. Laguna Technical College shall maintain a second set of all academic and financial records required by the Act and the Regulations at a different location unless the original records, including records stored pursuant to subdivision d. are maintained in a manner reasonably secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.
- g. All records that Laguna Technical College is required to maintain by the Act and the Regulations shall be made immediately available by Laguna Technical College for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.
- h. If Laguna Technical College closes, Laguna Technical College and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and the Regulations for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision d., during normal business hours by any entity authorized by law to inspect and copy records.



Laguna Technical College may dispose of records after they have passed the time limits imposed by the Act and the Regulations. Before disposing of any record, the Registrar must check with Title 5, California Code of Regulations, Division 7.5, section 71930(b) (I) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.

Student records are confidential and are kept by the Registrar Department for five years in accordance with Bureau for Private Postsecondary Education §94900, 94900.5, and 94900.7. No one, except appropriate school faculty and staff or an authorized representative or the Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. WIA, VA) may review any educational records without the approval of the student. The only exception to this is a parent or legal guardian of a minor student.

Without the student's written consent and upon authorization of the Chief Executive Officer or his designee, Laguna Technical College may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

**Student Privacy Rights:**

- a. School with a legitimate educational interest.
- b. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
- c. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- d. Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
- e. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
- f. Accrediting organizations in order to carry out their accrediting functions.

**Waiver of Privacy Right:**

Students may waive the right to review information about themselves including confidential recommendations associated with:

- Admission to any educational institution.
- Applications for employment.
- Documents filed and maintained at the student's request at Career Services.
- Faculty evaluation and other education records placed in departmental files when the department serves in a placement or referral capacity.

**Conditions for Waiver:**



A student's waiver of rights applies only if all of the following apply:

- The student can obtain the names of all persons making confidential statements concerning him or her.
- The confidential statements are used solely for the purpose for which they were originally intended.
- The waivers are not required as a condition for admission, receipt of financial aid or receipt of any other services or benefits from the school.

Student Change of Status: **STUDENT STATUS CHANGE** form is to be used as follows:

1. Each staff member who has student contact is to keep a supply of forms on hand.
2. Anyone can initiate an address or phone number change.
3. ONLY the Admissions Department can initiate a cancel. Any school staff member who receives a notice of cancellation from a student MUST give that notice to the Director of Admissions for generation of a **STUDENT STATUS CHANGE**.
4. The Education Department can initiate a Leave of Absence.
5. The Chief Executive Officer may initiate a Drop, Termination, or Leave of Absence.
6. **STUDENT STATUS CHANGE** form will go to the Registrar. The Registrar's copy is filed in the student's academic file.
7. A copy of the form should be sent to all departments to ensure ALL departments are aware of the change and can adjust their records.

### **Transfer Policy / Previous Education Evaluation**

#### ***Transfer of Credit***

Transfer of credit from other institutions is encouraged and available in all programs. Applicants may request an informal transfer of credit evaluation prior to admission. Official notification of credits that have been accepted for transfer to a program normally occurs at the time an offer of admission is made or during the student's first module of enrollment.

Evaluation of credits for transfer to a program will require the following documentation: a copy of the transcript that reflects the course being evaluated, a copy of the university/college/vocational catalog course description for non-U.S. institutions. Please be advised that evaluation of credits for transfer from non-U.S. institutions will normally require transcripts evaluated and certified by a National Association of Credential Evaluation Services (NACES) member agency. Transfer of credit documentation, when requested, should be submitted to the Office of Admission.

#### ***Minimum Requirements for the Evaluation of Transfer of Credit***

Credits evaluated for transfer from other educational institutions must have been:

- Earned and recorded on an official transcript at a school that was accredited by an agency recognized by either the U.S. Department of education or the Council for Higher Education Accreditation.
- Earned within 5 years prior to or after matriculation.
- Earned in courses posting a "C" (2.0 on a 4.0 scale) or higher.
- Earned in a course where the content is equivalent to the corresponding Laguna Technical College course or where the content is considered to enhance the student's education; and
- Approved prior to registering for the course
- The school also considers credits for transfer from educational accomplishments attained in extra-institutional settings that are recognized by the American Council on Education's (ACE) Center for Adult Learning and Educational Credentials.



### **Maximum Number of Credits Permitted for Transfer**

The maximum number of credits accepted for transfer to a Laguna Technical College program is one-fourth (25 percent) of the required number of credits to complete the particular program of study.

### **Reconsideration of a Transfer of Credit Evaluation**

Applicants may request a review of a transfer of credit evaluation by submitting a written request to the Office of Admission within 30 days of receiving an evaluation. Recognizing that transfer of credit evaluations are based on a number of important factors, written requests for their review should explain, in detail, the issues or circumstances that led the student to believe the evaluation was flawed or that an error was made during the evaluation process. The outcome of this review is final.

### **Test Out Evaluation**

Any applicant may request the opportunity to test out of a course, based on the student's previous experience. The applicant must take the final exam for the course not more than 30 days prior to the start of class. To receive course credit, the applicant must make a score of at least 70%. No letter grade will be given for any transfer or test out course.

### **Transferability of Credits and Credentials Earned**

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

*The transferability of credits you earn at Laguna Technical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma or credit or certificate) you earn is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or 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 Laguna Technical College to determine if your (credits, diploma or certificate) will transfer." §94909(a) (15)*

### **Acceptance**

You must complete all admissions requirements and procedures before being considered for acceptance to the school. After receiving your application file, the Chief Executive Officer will formally accept or reject your application. You will be notified by phone, letter, phone, or email within 5 business days after completing the **15 ENROLLMENT AGREEMENT**.

### **Ability to Benefit Students**

Per U.S. Department of Education Title IV requirements, all applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate are administered the Wonderlic Basic Skills Test™, a nationally recognized standardized test that measures an applicant's basic educational knowledge.

This test is administered by an independent third-party administrator. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview.

Testing must be completed prior to taking the Entrance Exam and signing the enrollment agreement. Applicants are notified of their test results via telephone. If the applicant receives a passing score, he/she will be asked to return to the school's administrative office to take the Entrance Exam and sign the enrollment agreement. If the student does not receive a passing score, the student may take the test again after 7 days.

Applicants must earn a minimum passing score in order to be eligible for admission. The minimum passing Wonderlic Basic Skills Test™ composite scores for each program are: 200 verbal and 210 math.



## *How do I pay for my education?*

### **Registration, Tuition and Other Fees**

Each program offered by Laguna Technical College has a schedule of fees and charges. You will find the detailed list of charges in the Program Fees section of the program descriptions later in this catalog. Laguna Technical College charges a \$75.00 non-refundable registration fee to all who enroll at the school. Tuition payment is due, or by an arranged delayed payment plan, on or before the first day of scheduled instruction.

### **Schedule of Fees**

Program	Tuition*	Registration Fee	STRF Fee	Total
Medical Assistant*	\$5,900.00	\$75.00	0	\$5,975.00
Clinical Medical Assistant	\$5,300.00	\$75.00	0	\$5,375.00
Administrative Medical Assistant	\$4,700.00	\$75.00	0	\$4,075.00
Professional Preschool Teacher	\$5,900.00	\$75.00	0	\$5,975.00
Preschool Administration & Management	\$325.00	\$75.00	0	\$400.00
Adult Supervision in Childcare Setting	\$325.00	\$75.00	0	\$400.00
Child Family and Community	\$325.00	\$75.00	0	\$400.00
Child Growth and Development	\$325.00	\$75.00	0	\$400.00
Child Health, Safety and Nutrition	\$325.00	\$75.00	0	\$400.00
Curriculum Theory, Methods & Materials	\$325.00	\$75.00	0	\$400.00
Infant/Toddler Development & Care	\$325.00	\$75.00	0	\$400.00
Infant/Toddler Development & Care 2 With Emphasis on Special Needs Care	\$325.00	\$75.00	0	\$400.00

### **Change in Tuition Rates**

If the School makes changes in the tuition rates during the enrollment period covered by the **15 ENROLLMENT AGREEMENT**, the School will honor the rates stated in the **15 ENROLLMENT AGREEMENT** and the student will not be subject to pay the difference in program cost. However, if you withdraw from the program and later re-enroll, you will be subject to the current program rates at the time of the subsequent re-enrollment.

### **Payment Methods**

Payments can be made with Cash, Checks. Local bank imprinted checks for the amount due only. No two party checks, post-dated, or altered checks are not accepted. A \$50 service charge is assessed on any item returned by the bank.

### **State Law**

*“For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.” §94899.5(b)*

*“The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.” §94899.5(c)*

*“An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance.” §94899.5(d)*



*“At the student’s option, an institution may accept payment in full for tuition and fees; including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.” §94899.5(e)*





### **Financial Assistance**

Laguna Technical College currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

Laguna Technical College offers a payment plan which allows the student to pay as they attend school. Talk to the Admissions Representative about this option.

Laguna Technical College does not participate in any federal and state financial aid programs.

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **Payment Default**

Student (and Co-buyer, if applicable) understands that payments are to be made to the School or assignee. If this Agreement is assigned, Student (and Co-Buyer, if applicable) will be bound by all of its terms and conditions. Payments 10 days delinquent may accrue a LATE CHARGE of \$25. If account is delinquent for over 30 days, the student will be dropped from the program of study. Students who have elected a Payment Plan may pay off the balance in advance.

### **Withdrawal and Cancellation Policy**

Students may withdraw from the program. Withdrawal may be effectuated by the student's written **NOTICE OF CANCELLATION** or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Students have the right to cancel the **ENROLLMENT AGREEMENT** that a students' signed for a program of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement. Laguna Technical College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. §94920(b) Cancellation shall occur when students gives written **NOTICE OF CANCELLATION** at the address of the school shown on the top of the front page of the **ENROLLMENT AGREEMENT**. Students can do this by mail, hand delivery, email, or telegram. The written **NOTICE OF CANCELLATION**, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written **NOTICE OF CANCELLATION** need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students' **ENROLLMENT AGREEMENT**. Students will be given a '**NOTICE OF CANCELLATION**' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes.

Laguna Technical College has a refund policy for the return of unearned institutional charges if the student cancels an **ENROLLMENT AGREEMENT** or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. §92940(d)

If the student has purchased any equipment from the school, including books or other materials, students shall return them to the school within 30 days following the date of student's **NOTICE OF CANCELLATION**. If student fails to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment including books from any refund that may be due student.



### **School Drop Policy**

Students may be dropped by the School from a program for any of the following: unsatisfactory academic performance (below a "C") after given a probationary period; insufficient lesson responses, failure to complete program within the maximum timeframe allowed; medical excuse from physician; failure to adhere to Student Code of Conduct; failure to pay charges when due; breach of the school's **15 ENROLLMENT AGREEMENT**. Students may be readmitted to their program of study only upon approval of the Executive Director.

### **Withdrawal / Termination, Appeal and Reinstatement**

Should a student find it necessary to discontinue their training, they should arrange to meet with a Admissions Representative to discuss their situation and submit written notification of their request. Students shall be terminated for failure to (1) meet minimum standards for academic progress, (2) meet the minimum conduct standards of the school, or (3) fulfill their financial obligations according to their agreement with the school.

Students not maintaining Satisfactory Academic Performance during the first 25% of the stated course period will be placed on academic probation for the next 25% of the course. Such students shall receive a written **ACADEMIC-ATTENDANCE PROBATION** form from the Director of Education outlining the procedure, and a copy will be kept in the student's academic file. Upon completion of the probationary period, students shall be advised in writing and a copy will be kept in the student's academic file.

Whether termination of enrollment is voluntary or involuntary, students should realize that they remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the Executive Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the Executive Director.

If, at the end of the probationary period, the student has not corrected the progress deficiencies, the students may be subject to withdrawn at the discretion of the Executive Director, and may be deemed ineligible for graduation.

If the student has corrected the progress deficiencies, then the Executive Director shall execute a **STUDENT NOTICE OF REINSTATEMENT** and a **STUDENT STATUS CHANGE** and send them to the Registrar.

### **Refund Policy**

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

- a. You notify the School in writing of your withdrawal or the actual date of withdrawal.
- b. The School terminates your enrollment.
- c. You have failed to attend classes for a three-week period. The date of your withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid. The student shall be deemed to have withdrawn at the end of the three-week period.

If the amount that you have paid is more than the amount that is owed for the time you attended. Then a refund will be made within 45 days of withdrawal. If the amount that you owed is more than the amount that you have already paid, they will have to make arrangements to pay it.

Assume a student enrolls in a 400-hour program, and pays \$5,700.00 for tuition, \$250.00 for registration fee, then withdraws after completing 125 hours of elapsed time without returning the equipment he/she obtained. The pro rata refund to the student would be \$3,918.75 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student. **See Payment Methods Page 17 for** further information.



**Sample Refund Calculation**

Based on the preceding example, the refund calculation would be made in the following way:

	Amount Paid (Total):	5,950.00	
	Less Equipment Costs:	0.00	
	Less Non Refundable & Registration Fees:	250.00	
	<b>Total Institutional Charge (Tuition):</b>		5,700.00
	Total Hours of Instruction Paid For:	400	
	Less Hours of Instruction Completed:	125	
	Hours of Instruction Paid For But Not Received:	275	
	Tuition divided by Total Hours=Cost Per Hour	14.25	
	Total Cost of Instruction Paid For		
		5,700.00	
	Less Tuition for Hours Received and Paid For (125 x \$14.25)		1,781.25
	Equipment Costs Charged as Part of Instruction:	0.00	
	Used Equipment:		
	<b>Plus Unused Equipment Charge</b>		0.00
<b>Total Refund:</b>			<b>\$3,918.75</b>

**Refund Time Limits**

In accordance with California State law, all refunds will be made within 45 days from the date of cancellation or withdrawal. If a Student does not return from an approved leave of absence period as stated in the School catalog, refunds will be made within 45 days from the end of the leave of absence period. (However, such leave of absence may never exceed 60 calendar days.) Within ten days of any refund, the Student will receive a **NOTICE OF REFUND** stating the amount of the refund and to whom refund was made. If you have any questions regarding these calculations, please contact the Office. §94920(e)

**Interruption of Program**

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School shall drop the student make a refund based on the refund policy.

**Discontinuation of Program**

*“An institution shall be considered in default of the **ENROLLMENT AGREEMENT** when an educational program is discontinued or canceled or the institution closes prior to completion of the educational program. When an institution is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original **ENROLLMENT AGREEMENT**. If the institution does not make that provision, a total refund of all institutional charges shall be made to students.” §94927*



### **Third Party Payors**

For students receiving tuition assistance, any tuition refunds will be made first to any lender up to the amount of such disbursement; any additional refunds will next be made to other funding sources accounts or any other sponsoring source up to the amount of such disbursement; any additional refunds due will be made to the Student or sponsor. Any overpayment of monies disbursed for non-tuition educational expenses will be based on the hours completed over the total time in that payment period. The Student will be responsible for the repayment of any such overpayment. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency account or individual.

### **Catalog Disclosure / Student Tuition Recovery Fund (STRF)**

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

It is important that you keep copies of the **ENROLLMENT AGREEMENT**, receipts, or any other information that documents the money paid to the school. Questions regarding the STRF may be directed to the:

**Bureau for Private Postsecondary Education**

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 574-7720

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

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)



## *What academic standards must I meet?*

**Language of Instruction** All instruction is conducted in English.

The policy of Laguna Technical College is that students must be proficient in English to be able to enroll. Students from an English speaking country with a high school diploma or equivalent will be deemed to have sufficient English skills to enroll in Laguna Technical College's educational programs.

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

Laguna Technical College does not offer ESL instruction. Student must be able to read, write, speak, understand and communicate in English. Any question as to the language proficiency of the student may require the student to take the TOEFL iBT<sup>®</sup> examination. Minimum scores are Reading 15, Writing 17, Listening 15 and Speaking 18 prior to signing the **ENROLLMENT AGREEMENT**.

## **Academic Progress Policy**

### **Maximum Time Frame**

Students must complete their programs within 1.5 times the scheduled program length. If the scheduled program length is 18 weeks the maximum time frame is 27 weeks.

### **Grading System**

The school maintains an academic **GRADE REPORT** for each student. Grades are issued upon the completion of each term, module or level.

The grading system is as follows:

<b>Rating</b>	<b>% Score</b>	<b>Letter Grade</b>	<b>Grade Point Average</b>
Excellent	100-90	A	4 point
Good	89-80	B	3 point
Average	79-70	C	2 point
Below Average	69-60	D	1 point
Fail	59-00	F	0 point

Passing grades are "A", "B", "C", and "D". All grades appear on the official transcripts and are used in calculating the grade point average. Student progress and **GRADE REPORTS** become part of the student's permanent record and all grades received are posted on the student's academic record.

### **Credit/Clock Hour Definition**

For completion of coursework students are awarded credit units. Credit units are awarded on the following basis:

Laguna Technical College courses measure academic progression in quarter units of credit. One-quarter unit of credit is equivalent to 10 clock hours of classroom instruction, 20 hours of laboratory, or 30 clock hours of externship/internship.

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.

### **Satisfactory Academic Progress**

Satisfactory Academic Progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated to the performance standards set by the institution.



The elements of satisfactory progress are as follows:

Satisfactory progress is evaluated at 50% and a 100% point of the program. The student is required to make **quantitative progress toward program completion**. Students maintaining an average grade of 70% (G.P.A of 2.0) or better meet the quantitative measure of Satisfactory Academic Progress. The student must also meet attendance policy and thereby maintaining an overall attendance rate of 80%.

The student's academic average is reviewed to determine **qualitative progress**. The minimum required is 70% at the conclusion of each evaluation period. Incomplete grades are not given, and students must repeat any classes in which they earn less than a 70% average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. Students who withdraw from the program will receive a grade of 0 in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

### ***Grade Reports***

Students will receive a **GRADE REPORT** after the mid-term examinations and the final examination.

### ***Grade Appeals***

In cases where a student believes that a grade has been assigned incorrectly, it is expected that the student will seek to resolve any concerns informally by speaking directly with the course instructor before beginning a formal appeal process. The formal appeals process should not be undertaken lightly, nor should it be undertaken merely because a student is unhappy with the grade received in a course.

A student who has questions regarding his/her course grade must speak with the instructor within two weeks from the date grades are posted. If, after speaking with the instructor in a good-faith effort to resolve a grade dispute, a student still believes that his/her course grade was assigned in a way that is arbitrary, prejudicial or in error, the student may make a formal grade appeal no later than two weeks after speaking with the instructor.

Student must fill out a **GRADE APPEAL FORM** and submit it to the Director of Education.

### ***Probation***

If a student fails to meet the cumulative 80% attendance or 70% grade average for any evaluation period, he or she will be placed on **ACADEMIC-ATTENDANCE PROBATION** for the next evaluation period. The student is eligible for financial aid while on probation. Failure to achieve an 80% attendance or a 70% grade average, or both, at the end of the probationary evaluation period will result with an administrative withdrawal of the student.

Students will be notified in writing when they are placed on **ACADEMIC-ATTENDANCE PROBATION** and the steps necessary to be removed from probationary status will be given. Students will also receive attendance or academic counseling, from the Executive Director or designee, as appropriate, when they are placed on probation. The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

### ***Appeal Process***

The academic appeal process is as follows:

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge.
2. The Director of Education in consultation with the instructor will review all requests, and a determination will be made to either maintain or change the extant record.
3. The student may meet with the Director of Education and anyone else he or she may designate to review the conclusions.



4. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings and make a recommendation to the Director of Education for final action.

A student placed on academic probation or deemed as failing to make Satisfactory Academic Progress may review the determination and may appeal the determination through the Executive Director whose judgment in this matter shall be final, conclusive, and binding.

### **Academic Difficulty**

Academic support is required for students on academic probation. Students must meet with their instructor or a designated academic advisor to discuss the factors interfering with their academic progress, determine an appropriate course selection before registering for the next term or module, and develop an individual plan/contract for academic success. The student must meet the terms of the probation plan including a 2.0 GPA during the following term or module and/or meet the minimum GPA for good standing. A copy of the **ACADEMIC DIFFICULTY ANALYSIS FORM** will be provided to the Registrar and placed in the student's academic file for follow-up.

### **Attendance**

Laguna Technical College programs are based on resident programs and examinations, thus class attendance is required for resident students. Attendance and punctuality is stressed for all the resident programs. A student consistently coming to class sessions late or failing to attend class sessions on a regular basis will be advised. Excessive absences and/or tardiness may be cause for dismissal.

If a student's attendance in the residence program during any course falls below 70%, continued enrollment is permitted only with the approval of the Education Director.

If a student is tardy for more that 30% of the time for a course, continued enrollment is permitted only with the approval of the Education Director.

### **Reporting Responsibilities**

Instructors in a residence program are required to fill in **DAILY ATTENDANCE REPORT**. The report should be forwarded to the Registrar at the end of the class session.

Attendance is an important aspect of professionalism. Being present in class is defined as being physically present and mentally alert in the classroom or lab. Sleeping in class is disruptive to other students and unprofessional. A student who is sleeping may be asked to leave class at the discretion of the instructor and will be counted absent. Arriving late or leaving early on a regular basis can result in attendance difficulties. Future Schools will be inquiring about attendance patterns while in school.

Any student who is seriously ill, who is hospitalized, or who has surgery (including a C-Section) must submit a written doctor's release on the day she/he returns to class. Students need to arrange for reliable childcare and to anticipate childcare needs during holidays and during the summer. It is school policy not to bring children of any age, other family members or friends into the classroom. In addition, students who anticipate being late or absent must notify the instructor prior to the start of class.

Classroom absences: Students are required to attend all classes as scheduled. Each class will keep an **DAILY ATTENDANCE RECORD** for each student and the instructor will mark absences and tardies on that roll. A minimum of 80% attendance in a course is required for completion. If a student misses three (3) consecutive days, unexcused, the student will be advised. If there is no improvement, then the Director of Education will place the student on **ACADEMIC-ATTENDANCE PROBATION** or may suspend or withdraw the student depending on the circumstances. Re-admittance will occur only when the conditions causing the reprimand or suspension have been resolved.



### **Tardiness**

Laguna Technical College encourages students to be "on time" for all activities, appointments and classes. Students who arrive more than twenty minutes late for class or who miss 20 minutes of class time during any given class hour are recorded as incomplete and considered absent for that class hour.

### **Outside Preparation**

The student is expected to have assignments that require preparation outside of regular class hours. The amount of time required to complete assignments will vary depending on the course and type of homework assigned. Students are required to read all study material and complete all assignments given by the instructors.

### **Make Up Classes**

The school does not require a student to make-up missed classes. Make up classes are not specifically scheduled and are never guaranteed. However, missed classes can be made up on a drop-in or space available basis within two weeks from the date the original class was missed. In no event will make-up classes be provided for students after the scheduled end of the module or level.

### **Academic Integrity**

Laguna Technical College is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources).

Plagiarism includes submitting a paper, report or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion or misrepresentation, a faculty member will take disciplinary action including but not limited to: requiring the student to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a student who violates the standards of academic integrity.

### **Leave of Absence**

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted on the **LEAVE OF ABSENCE** form to the Executive Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the Executive Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence.

The Executive Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum time frame.





Leave of absence (LOA) may be granted under special circumstances. Students may receive one leave of absence during the course of their training.

There are two categories of LOA:

1. General LOA for emergency or personal purposes, up to 60 days,
2. Medical LOA for medical situations.

Only Executive Director is authorized to grant a Leave of Absence.

All medical Leaves of Absence whether requested in advance or based on an emergency situation must be documented by a doctor's statement.

The student completes the request for **LEAVE OF ABSENCE** for approval by the Executive Director and the Registrar completes the **STUDENT STATUS CHANGE** and ensures their proper disbursement.

### **Restarts**

1. By definition, a restart is any student who has previously attended this school.
2. Any student who has dropped out or been terminated by the school for attendance or academic probation.
3. Any student who has dropped or has been terminated by the school shall be eligible to restart.
4. All restarts must have written permission from the Executive Director. The Executive Director will also complete the Education portion of the **RESTART APPLICATION**.
5. A new **ENROLLMENT AGREEMENT** cannot be signed or submitted until the following:
  - a. The Admissions Director has submitted a **APPROVAL/RESTART AUTHORIZATION FORM**;
  - b. All termination paperwork has been completed and the student has completed the three-week waiting period;
  - c. The \$250.00 registration fee has been paid to cover the processing of the student's new paperwork.
  - d. The Executive Director has signed the **APPROVAL/RESTART AUTHORIZATION FORM**.
6. Restarts are to be treated as new students but shall receive credit for all hours successfully completed and shall be charged only for hours yet to be completed. In the event that the student has paid for the course in full, the student will only be charged at the standard rate for any hours over the regularly scheduled hours, as indicated in the **ENROLLMENT AGREEMENT**.

The maximum number of times a student may restart at the school is two. The school understands that unforeseen circumstances can prohibit the student from completing studies but feels that the student should be able to successfully complete the schooling within three attempts. If a student wishes to be exempted from this policy, he or she must submit their request in writing to the Executive Director, detailing the reasons for the exemption. The decision to exempt the student must be approved by the Executive Director.

### **Uncompleted Subjects and Remediation**

Students will be given an opportunity, at the discretion of the Executive Director and subject to the availability of space, to repeat, remediate, or make up lost work. This work shall be given full standing and credit with respect to the student's Satisfactory Academic Progress.

### **Final Grade Report**

A final grade report (Transcript) is to be prepared for each student at the end of each grading period and provided to the student **no later than 10 days after the end of the grading period**. Entries on the final grade report for each grading period may be handwritten and must contain the following:

1. Student's name and Social Security Number
2. Grading period start and end dates
3. Program name
4. Course number and title



5. Final grade
6. Clock hours completed
7. Grade point average for the period
8. Cumulative grade point average
9. Absences (by course)

All this information will be in the student's record.

### **Grievance Resolution Procedure**

Students are encouraged, at all times, to communicate their concerns to instructors and the Executive Director for amicable solutions. Please use the following procedure to handle any and all complaints:

- a. First express concern in writing to primary instructor for resolution using the **GRIEVANCE RESOLUTION FORM**.
- b. If the instructor cannot solve the issue, then a written request should be submitted to the Director of Education for resolution.
- c. If the Director of Education cannot solve the student's concern, the student must submit in writing a letter of complaint to the Executive Director, which includes all pertinent information, any communications, and any written statements. It is recommended this written complaint be submitted within 48 hours of the initial incident prior to all parties being present.
- d. The Executive Director will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the Executive Director will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present.
- e. Any and all students or instructors involved must be present at the time of the grievance meeting. All parties will be allowed to present evidence or testimony concerning the incident. The Executive Director will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the Executive Director explaining why they believe the decision is unacceptable. All complaints will then be resolved within thirty days from the receipt of the initial incident report date.
- f. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.
- g. Continued unresolved complaints may be directed to:

#### **Bureau for Private Postsecondary Education**

P.O. Box 980818  
West Sacramento, CA 95798-0818  
Phone: (916) 574-7720  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

### **Family Right and Privacy Act**

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

1. The right to inspect and review their education records within 45 days of the day the school receives a request for access. Students should submit to the Registrar, Director or other appropriate school official, written requests that identify the record(s) they wish to inspect. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.
2. The right to request the amendment of their education records that the student believes is inaccurate or misleading. A student may request that the school amend his or her education records on the student's rights or privacy. The request should be submitted in writing to the school official responsible for the record, clearly identifying the part of the record that should be changed specifying



why the record is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent. Conditions which permit disclosure without prior consent are:

- Disclosure to school official with legitimate educational interests. A school official is a person employed by the educational institution in an administrative, supervisory, academic or support staff position;
- Disclosure to a person or company with whom the school has contracted (such as attorney, auditor or collection agency);
- Disclosure in connection with financial aid for which the student has applied or received;
- Disclosure to organizations conducting studies for or on behalf of, educational agencies or institutions;
- Disclosure to accrediting organizations to carry out their accrediting functions;
- Disclosure to comply with a judicial order or lawfully issued subpoena. In such cases, students will be notified when their records have been subpoenaed; or
- Disclosure in connection with a health or safety emergency.

A school official has a legitimate educational interest if the official needs to review on education record in order to fulfill his or her professional responsibility.

Upon request, Laguna Technical College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

1. Laguna Technical College may disclose in school publications student's name, program of study, month/day of birth and awards received as a result of attending . Laguna Technical College. Students have the right to refuse . Laguna Technical College's public disclosure of this information. Students must notify the Director in writing annually that he or she does not want any or all of this information disclosed.
2. A student has the right to file a complaint with the U.S. Department of Education if you believe your rights under FERPA have been violated and if efforts to resolve the situation through . Laguna Technical College appeal channels have proven unsatisfactory. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.



## *What services do we offer?*

### **Handicapped Facilities**

We are located in a modern building and is fully equipped to meet the ADA requirements including handicap accessible restrooms. The building itself and the parking structure have been designed for handicapped access.

### **Housing**

The school does not maintain housing for students. However, some accommodations are available in the community; the school can assist students in locating suitable housing off campus. Apartment buildings are within blocks of the school campus and tend to rent monthly (i.e. \$1,800-Studio, \$2,000-One bedroom). For a list of available housing, students should contact the School Directors office.

### **Transportation**

Public transportation is available with stops located close to the campus. It may also be possible for students to arrange for transportation by another student if schedules are compatible.

### **Parking**

Off street parking is provided at the school site.

### **Emergency Phone Numbers**

In case of emergency please call these phone numbers:

<b>Ambulance</b>	<b>911</b>
<b>Fire-Rescue</b>	<b>911</b>
<b>Police</b>	<b>911</b>

### **Library**

The school maintains a number of reference materials including books, magazines, and other pertinent trade publications as well as audio and visual instructional aides. Reference materials are kept for use on campus and/or arrangements can be made with the office for home use.

Monday through Thursday .....8:45am to 6:30pm  
Friday .....8:45am to 5:00pm

The library hours are listed in the school catalog and announced by the instructor as part of orientation at the beginning of each instructional program period. In addition, each currently enrolled student will be given a copy of the memo announcing the hours of accessibility of the Library. Library hours are posted on the library door.

### **Instructor Assistance**

Instructors are available during instruction periods and during their assigned office hours. Administrative and organizational staff is available during institutional operating hours. All are educated or experienced in the course offerings and in general instructional and learning processes so as to be able to provide tutoring, learning assistance, and academic advisement. Staff is trained to provide academic advisement for the purposes of program success and occupational career progress. Instructors are expected to devote sufficient time to instructional and learning preparation activities. Students are encouraged to request assistance they feel necessary to facilitate the program success and occupational development.



## **Tutoring**

Laguna Technical College offers tutorial assistance to students from 10am to 5pm Monday through Friday. This tutoring generally falls into three categories:

- Students who need assistance to maintain satisfactory academic progress.
- Students who need assistance with a particular element in the training program.
- Students who desire to obtain training, which exceeds the training curriculum in order to prepare for some higher-level goal.

## **Advising versus Counseling**

**Advisors** specialize in matters pertaining to your educational program: School policies, placement/assessment test interpretation, degree requirements, transferability, schedule planning, and graduation checks. Faculty performs ongoing advising. Every effort is made to match degree seeking students with faculty from areas of particular interest to the individual advisee.

**Counselors** are professionally trained to address personal issues, resolve academic anxieties; assist students in choosing career fields and majors, and problem solve other academic difficulties. With students on restricted academic or financial aid status, counselors work to develop individual success plans, which address the specific issues inhibiting academic success.

Although counselors often advise students, advisors are not trained to counsel. Please be sure to make clear what kind of assistance you need when requesting an appointment. If you're not sure, someone will be happy to help you decide.

Advisors help students

- Help you pick your classes
- Facilitate educational transactions; e.g., schedules, drop/adds, withdrawals, change of major, waivers, graduation requirements, etc.
- Clarify instructional policies, procedures and requirements
- Provide general information on special services including academic remediation, admission, placement testing, courses of study, and registration
- Explain course transfer differences between institutions
- Interpret placement scores and recommend appropriate classes.

Counselors help students

- Provide short term personal counseling for issues that may interfere with studies
- Facilitate decision making on educational and career goals
- Facilitate School adjustment for in-coming students (homesickness, time management, depression, anxiety)
- Facilitate School adjustment for returning adult students (balancing roles of student, parent, spouse, and/or employee).
- Mediate conflicts in student housing
- Teach coping skills and stress management
- Provide crisis counseling
- Develop individualized retention interventions
- Interpret career inventories

Teach Human Development Classes.

## **Student Advising**

Student advising is an integral part of the teaching process and the delivery of supportive services provided to students. Instructors, the student services department, and the administration are available to advice and, if possible, assist students overcome any difficulties they may encounter in the school. Students are encouraged to take advantage of this service, whenever difficulties arise.



Laguna Technical College does not provide individual counseling. Institution does provide academic advisement. In those cases where students may require services not provided by Institution, the student will be referred to local services in their area.

Academic advising is a relationship with mutual responsibilities between an advisor and student advisee, for timely consultation, sharing of accurate and complete information, careful listening, critical evaluation and respectful interchange. Academic advising can be facilitated by a professional staff person or a faculty member.

All students are entitled to a quality advising system to be provided by Laguna Technical College. The following factors are characteristic of a quality advising system:

- Accessibility to students;
- Amount of time spent in advising students;
- Familiarity with the requirements of various school programs;
- Ability to relate successfully to a wide variety of students for the purpose of advising;
- Knowledge of resources available for the meeting of students' needs and the keeping of adequate records.

Contact your instructor or admissions representative to make an appointment

#### **Local Rehabilitation and Treatment Centers**

If students feel that students or someone the students knows has an alcohol or other substance abuse problem or if students just want to learn more about these diseases, there are a number of local centers and agencies who can provide students with the help, information and support that students need. Some of the local rehabilitation and treatment centers are listed below:

#### **Referral to Community Resources**

Laguna Technical College does not provide classes to assist students in the life and general education skills some students may require. The absence of these skills may provide barriers to successful participation in learning activities. In these cases students are referred to community resources based on their needs.

Basic Coping Skills, General Education:

#### **Lost or Stolen Property**

Laguna Technical College takes every effort to assure that there are no missing personal items, but it is the student's responsibility to see that there are no valuable personal items left about for someone to take. Laguna Technical College cannot be responsible for any lost or stolen student property. All personal items of value should not be brought to school while students attend classes or labs.

## ***What placement services do we offer?***

#### **Job Placement Assistance**

The Placement Director is responsible for maintaining all job referral activities and for locating jobs within the local business community. The school will attempt to set up interviews for as many graduates as possible with local businesses and industries. It is the Placement Director's job to develop and maintain a job network in the area. Assist in job search and placement; provide readiness discussions and training in accordance with school policies and contract requirements; search for and develop employment opportunities through personal and media contact with Schools; seek out and develop potential business/industry training contracts that could be serviced by the school.



Additionally students can benefit from assistance in the following areas:

1. Preparing resumes
2. Developing job interviewing skills
3. Identifying job position openings
4. Following up with Schools after interviews
5. Securing opportunities for advancement once hired
6. Developing and utilizing a network of professional contacts who can aid the job search effort

### **Guarantee Disclaimer**

The Career Services Department is committed to assisting graduates find suitable employment. Laguna Technical College or its Career Services Department cannot, however, guarantee employment to any student, recent graduate, or alumni of this school.

### **Staff Interaction**

Instructional staff is always aware of the fact that they are to do more than "impart facts." Every part of their classroom function needs to be pointed toward a future job. In reality, sitting in that classroom or Hands On is that student's first job. It is "pre-on-the-job-training."

### **Placement Process**

Placement includes two elements: casual placement while the student is attending school and academic and professional career placement after the student graduates. The placement process does not start a month prior to graduation, but with the first contact the student has with the school.

Part of the "tour" of the school for prospective students should include a stop at the Career Services Department.

Student requests the Career Services Department for services needed. The student, when enrolled, signed a **FOLLOW UP AGREEMENT** which conveys the student's responsibility after graduation to report any employment they receive on the **VERIFICATION OF EMPLOYMENT FORM**.

Students will have access to a computer to do internet searches, there will be a "JOBS" board where listings will be posted. Career Services personnel will assist the student with contacts and setting up interviews.

### **School Performance Fact Sheet**

Each prospective student will receive a copy of the **SCHOOL PERFORMANCE FACT SHEET** for the program(s) of instruction they are interested in taking. As part of the enrollment process the student must sign on the **ENROLLMENT AGREEMENT** that they have received a copy of the **SCHOOL PERFORMANCE FACT SHEET** prior to signing the **ENROLLMENT AGREEMENT**.

Laguna Technical College annually reports to the Bureau for Private Postsecondary Education, as part of the annual report, and publish in our **SCHOOL PERFORMANCE FACT SHEET**, the completion rate for each program. The completion rate shall be calculated by dividing the number of graduates by the number of students available for graduation. §94929

Laguna Technical College annually reports to the Bureau for Private Postsecondary Education, as part of the annual report, and shall publish in our **SCHOOL PERFORMANCE FACT SHEET**, all of the following:

*(a) The job placement rate, calculated by dividing the number of graduates employed in the field by the number of graduates available for employment for each program that is either*

- (1) designed, or advertised, to lead to a particular career, or*
- (2) advertised or promoted with any claim regarding job placement*



- (b) *The license examination passage rates for the immediately preceding two years for programs leading to employment for which passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program. The institution shall use state agency licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the bureau*
- (c) *Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000) §94929.5*

## *What else should I know?*

### **Campus Security**

#### **General Information**

The program is administered in accordance with the Act. The physical facilities goes through periodic inspections as required by the State of California and the city and county agencies that are responsible to the users of the building.

- Students are provided with safety instructions at the time of enrollment.
- Fire department visits on a regular basis.
- CAL/OSHA requirements are followed.
- Fire escape routes are posted.
- Earthquake procedures are routinely reviewed with staff and students.

Health, safety, earthquake, security are handled by the Executive Director or designee.

#### **Security Policies**

If you should witness a crime or an emergency please do the following:

1. Immediately notify your supervisor/instructor or School Director and report the incident.
2. In case of an emergency, call 9-1-1 or the local police station.

The school has adopted and implemented Section 668.48 of Public Law 101-542, "The Student Right-to-Know and Campus Security Act" effective September 1, 1992.

The following policy will be implemented to ensure to the fullest extent possible that students, faculty and staff are informed all areas in the event they become victims of criminal actions or other emergencies occurring on campus. Each individual will receive immediate treatment off-campus and be provided with information regarding resource facilities for follow-up treatment and information regarding legal action.

Criminal offenses are defined as an unlawful attempt or threat to do physical injury to another or to do damage to another's personal property. These offenses include: murder, aggravated assault, rape, burglary, robbery and motor vehicle theft.

The following procedure will be followed to insure campus security:

1. The staff will be trained to be aware of any unusual occurrences/behaviors on or around the campus grounds. Also, they will be trained in notifying proper authorities.
2. Instructors who are in the classroom at all times monitor all classrooms.
3. The Executive Director, or designee, secures the building each evening and insures that all students, faculty and staff have properly exited out of the building.





Campus training/awareness is provided to each new student and to newly hired employees during their orientation session. During this orientation session, the following information regarding crime prevention is provided and discussed:

1. Each student and employee of the school is responsible for his or her personal belongings.
2. Proper security of all personal belongings is the responsibility of each student and employee.
3. Any infraction of the regulation relating to Public Law 101-542 must be reported to the proper school personnel immediately.
4. All students and employees of Laguna Technical College are responsible for conducting themselves as professionals at all times while on campus and/or while attending school functions.
5. Students are provided with school rules and regulations during orientation; employees receive an employee handbook.
6. Any student or employee who is found in possession of, using or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from school.
7. All students and employees are provided with information during orientation, regarding the 'Drug Free' status of all this school's campuses.

Students and employees sign a statement that they are aware of this policy and will abide by it. This documentation is found in the student's file and employee's personnel file and is included in the school catalog. The following steps will be taken in the event of a criminal action or other emergencies:

1. The Executive Director, or designated individual in his/her absence, is the first person to be notified in case of criminal action or other types of emergencies occurring on campus. The second contact person would be the designated department manager. The third contact person would be the next designated department manager.
2. The school will immediately notify the proper law authorities. A written statement from the victim will be obtained.
3. The school will abide by all legal requirements set forth by law enforcement.
4. Medical and follow-up treatment services will be made available to the victim if required.
5. The management of the school will be in contact with the victim regarding the status of medical treatment and law enforcement and/or necessary action taken regarding disciplinary proceedings and/or results of disciplinary action or appeal.
6. Confidentiality will be guaranteed.
7. Appropriate services that are available to the victim will be provided to each individual immediately.

**2009 Annual Campus Security Report**

Murder	Aggravated Assault	Rape	Burglary	Robbery	Motor Vehicle Theft
0	0	0	0	0	0



## Code of Conduct

Employees may be subject to discipline, including termination for misconduct, including, but not limited to, the following:

1. Repeated or intentional job performance issues as set forth above;
2. Insubordination, including improper conduct toward an President/Executive Director, supervisor, or refusal to perform tasks assigned by a supervisor in an appropriate manner;
3. Dishonesty, including falsifying or making a material omission on an employment application or other employment record;
4. Theft, including unauthorized removal or possession of property from the School, co-workers, members, or anyone on the School's property;
5. Discourtesy, including engaging in rude or discourteous conduct towards co-workers, President/Executive Director, staff and faculty members, and/or Laguna Technical College management.
6. Misusing or destroying the School's property, or the property of another on the School's premises;
7. Violating conflict of interest rules;
8. Disclosing or using confidential or proprietary information without authorization, including release of trade secrets or other confidential information about the School or any of its members;
9. Unauthorized possession or removal of the School's property, or employee property, records or other material;
10. Falsifying or altering School records, including falsifying or altering any timekeeping records, intentionally entering time on another employee's time card, allowing someone else to enter time on an employee's time card, removing any timekeeping record from a designated area without proper authorization, or destroying such a record;
11. Interfering with the work performance of others;
12. Altercations, including fighting on the School's property;
13. Harassing, including sexually harassing, employees or members;
14. Possession, distribution, sale, use or being under the influence of alcohol or illegal drugs on the School's property, on duty, or potentially dangerous equipment leased or owned by the School;
15. Gambling on the School's premises or while conducting School's business;
16. Leaving the job without authorization, or sleeping on the job;
17. Violating safety or health rules or practices or engaging in conduct that creates a safety or health hazard;
18. Bringing on the School's property dangerous or unauthorized materials, such as a firearm, explosives, or other dangerous weapons, or possession of dangerous or unauthorized materials while conducting School's business;
19. Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or wellbeing of the School, its employees, students, or property;
20. Violation of any of the School's safety rules;
21. Unauthorized posting of any literature, poster, handbills, petitions or any other notices on School's premises;
22. Engaging in any political activity or conduct during working hours;
23. Unauthorized personal use of the School's phone or other School property;
24. Engaging in personal attire or appearance or a mode of dress that is unconventional to the point of being detrimental to the professional business environment of the School; or,

The school does not have a form of progressive discipline policy regarding a set number of warning or counseling sessions. Instead, each case is considered based on its own facts. In the case of misconduct or a violation of the school's policies, immediate termination may be appropriate depending upon the facts.



## *Who are the Staff and Faculty?*

### **Staff Members**

Arturo Jimenez

President/Executive Director

### **Faculty Members**

#### ***Dr. Barbara Fragoso***

Dr. Fragoso graduated from the Universidad of Camaguey Medical School in Camaguey, Cuba in 1977. She has over 5 years of experience in both front and back office procedures.

#### ***Yvette Michell Flores, M.A***

Yvette has a B.A. from California State University Los Angeles in Child Development, with a minor in English and a Masters of Arts in Human Development with a specialization in infant/toddler development and a specialization in leadership and education and human services and a sub specialization in adult/college teaching from Pacific Oaks College in Pasadena. Yvette Michelle Flores M.A. has been a Child Development instructor for Laguna Technical College for over 4 years, teaching all the courses offered. She has over 24 years' experience working in the childcare field, in which she served as a preschool teacher, assistant director and director.

## *Additional Information*

### **Recruitment / Advertising / Promotional Practice Policies**

The responsibility to admit students rests solely with the Executive Director and Admissions Representatives staff. Recruitment and Admissions Representative of students are never delegated to an outside party. All applications need to be approved and signed by the Executive Director.

#### *Prohibited Activities*

§94897. *"An institution shall not do any of the following:*

- (a) Use, or allow the use of, any reproduction or facsimile of the Great Seal of the State of California on a diploma.*
- (b) Promise or guarantee employment, or otherwise overstate the availability of jobs upon graduation.*
- (c) Advertise concerning job availability, degree of skill, or length of time required to learn a trade or skill unless the information is accurate and not misleading.*
- (d) Advertise, or indicate in promotional material, without including the fact that the educational programs are delivered by means of distance education if the educational programs are so delivered.*
- (e) Advertise, or indicate in promotional material, that the institution is accredited, unless the institution has been accredited by an accrediting agency.*
- (f) Solicit students for enrollment by causing an advertisement to be published in "help wanted" columns in a magazine, newspaper, or publication, or use "blind" advertising that fails to identify the institution.*
- (g) Offer to compensate a student to act as an agent of the institution with regard to the solicitation, referral, or recruitment of any person for enrollment in the institution, except that an institution may award a token gift to a student for referring an individual, provided that the gift is not in the form of money, no more than one gift is provided annually to a student, and the gift's cost is not more than one hundred dollars (\$100).*
- (h) Pay any consideration to a person to induce that person to sign an **ENROLLMENT AGREEMENT** for an educational program.*
- (i) Use a name in any manner improperly implying any of the following:*
  - (1) The institution is affiliated with any government agency, public or private corporation, agency, or association if it is not, in fact, thus affiliated.*
  - (2) The institution is a public institution.*
  - (3) The institution grants degrees, if the institution does not grant degrees.*



- (j) *In any manner make an untrue or misleading change in, or untrue or misleading statement related to, a test score, grade or record of grades, attendance record, record indicating student completion, placement, employment, salaries, or financial information, including any of the following:*
  - (1) *A financial report filed with the bureau.*
  - (2) *Information or records relating to the student's eligibility for student financial aid at the institution.*
  - (3) *Any other record or document required by this chapter or by the bureau.*
- (k) *Willfully falsify, destroy, or conceal any document of record while that document of record is required to be maintained by this chapter.*
- (l) *Use the terms "approval," "approved," "approval to operate," or "approved to operate" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is "licensed" or "licensed to operate," but may not state or imply either of the following:*
  - (1) *The institution or its educational programs are endorsed or recommended by the state or by the bureau.*
  - (2) *The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.*
- (m) *Direct any individual to perform an act that violates this chapter, to refrain from reporting unlawful conduct to the bureau or another government agency, or to engage in any unfair act to persuade a student not to complain to the bureau or another government agency.*
- (n) *Compensate an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students on the basis of a commission, commission draw, bonus, quota, or other similar method related to the recruitment, enrollment, admissions, student attendance, or sales of educational materials to students, except as provided in paragraph (1) or (2):*
  - (1) *If the educational program is scheduled to be completed in 90 days or less, the institution shall pay compensation related to a particular student only if that student completes the educational program.*
  - (2) *For institutions participating in the federal student financial aid programs, this subdivision shall not prevent the payment of compensation to those involved in recruitment, admissions, or the award of financial aid if those payments are in conformity with federal regulations governing an institution's participation in the federal student financial aid programs.*
- (o) *Require a prospective student to provide personal contact information in order to obtain, from the institution's Internet Web site, educational program information that is required to be contained in the school catalog or any information required pursuant to the consumer information requirements of Title IV of the federal Higher Education Act of 1965, and any amendments thereto."*

### **Catalog Disclaimer**

This Catalog is not intended to be, and should not be construed as, a contract between the Laguna Technical College and its students, either individually or collectively. This catalog is updated annually. Any changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation and are implemented before the issuance of the annually updated catalog; those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

All information contained herein reflects as accurately as possible current curricula, policies, tuition, fees, and requirements for admission to, participation in, and graduation from the programs of the Laguna Technical College as of the date of printing.

The Laguna Technical College reserves the right, without notice, to modify fees, curricula, policies, and requirements for admission to, participation in, and graduation from the programs of the Laguna Technical College consistent with good educational practice and the requirements of the profession. Students will be officially informed of any changes that may affect them by the Administration.



Detailed information regarding the specific regulations, which govern the educational and extracurricular programs at Laguna Technical College, and the procedures by which they are enforced, are published in the Student Handbook.

In keeping with the school philosophy of an immediate response to the needs of students and Schools, the school reserves the right to make modifications in the program content and the structure of the curriculum and schedules without additional charges to the student and within regulatory guidelines. Information contained in the addendum of this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein. This catalog will be updated at least once a year in accordance with regulatory guidelines.

This publication must be prepared well in advance of the time period it covers; therefore, changes in some programs may occur. Programs as described are subject to change with reasonable notice. Some programs or programs that are offered may have to be canceled because of insufficient enrollment, elimination or reduction in programs, or for any other reason considered sufficient by the Laguna Technical College Executive Director or designee. Any questions about programs listed in this catalog should be directed to the Executive Director.

Policies and changes made by the Bureau for Private Postsecondary and Education issued prior to publishing a new catalog will be given to each student and staff member in the form of a memo describing the changes and the effect to the student and/or staff member. For additional information, please call (916) 574-7720

### **Catalog Revision**

Laguna Technical College revised the school catalog annually prior to 12/31



## **Students Rights**

While matriculated as a student at the Laguna Technical College, students shall have the following rights:

1. Laguna Technical College shall advise each student that a **NOTICE OF CANCELLATION** shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance
2. Laguna Technical College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if **NOTICE OF CANCELLATION** is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later
3. The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education
4. Laguna Technical College shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund
5. Laguna Technical College shall pay or credit refunds within 45 days of a student's cancellation or withdrawal See Refund Policy Page 20
6. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
7. To receive quality instruction provided by the faculty, meeting the educational and experiential requirements mandated by the state regulatory agency;
8. To obtain factual information concerning the school's educational programs;
9. To receive a fair and impartial hearing in accordance with the established grievance resolution procedure, if the disciplinary action taken against a student is not satisfactory to the student; See Grievance Resolution Policy Page 41
10. To examine the student's educational records during the normal business hours and if errors are detected, request correction thereof; and
11. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the

### **Bureau for Private Postsecondary Education**

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 574-7720

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

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)



# Addendum

## Medical Assistant

Program Description  
(D. O. T. 079.367-010)

This program is designed to prepare students for entry-level positions as a Medical Assistant in either clinical and/or administrative capacity. The course focuses on providing knowledge and understanding of basic human anatomy and common pathology. Students learn the use of Medical Terminology as it relates to the clinical environment. The instruction provides student with the skills for routine diagnostic laboratory procedures, understanding of the administration of parenteral medications, entry-level skill proficiency required for assisting in routine patient examinations and surgical procedures. In addition, students will gain knowledge of the legal as well as ethical responsibilities outlined in the Scope of Practice. Upon successful completion, students will have the knowledge and technical skills to obtain entry-level employment in hospitals, medical clinics, chiropractic offices, and rehabilitation centers. Graduates will receive a Medical Assistant Diploma upon graduation.

The program is divided into four separate modules. Students must complete all modules, starting with any module and continuing in sequence until all four modules are successfully completed. Students participate in an externship only upon successful completion of all four modules.

**SCHEDULE:** Day: Monday – Friday 9:00am to 3:30pm (22 weeks)

**Textbooks:** Medical Assisting, 5th Ed. by Keir \* Medical Terminology, A Programmed Text, 8th Ed. by Smith \* Dosage Calculations, 6<sup>th</sup> Ed. by Gloria D. Pickar.

**Equipment::**Exam tables, sphygmomanometer, stethoscope, otoscope, ophthalmoscope, bandage supplies, electrocardiograph equipment, various gowns and drapes, medical and surgical instruments, scales for weighing of infants and adults, syringes, needles, assorted laboratory and specimen collection supplies, centrifuge, culture media, incubator, glucometer, 10-key calculators, bookkeeping equipment, insurance claim forms, super-bills, assorted charting forms, TV/VCR, overhead projector, ledger card file system.

### Charges

Registration Fee .....	\$75.00
Tuition .....	\$5,900.00
STRF Fee (California residents only).....	\$0.00
Total Charges to School.....	\$5,975.00

Textbooks— approx. ....	\$350.00
Uniform—scrubs, goggles & school patch— approx. ....	\$60.00
Mal-Practice Insurance .....	\$35.00
Live Scan and Drug Screen .....	\$122.00
3 inch binder with dividers, preferably 7 tabs— approx. ....	\$7.50
Sharpie permanent marker - fine point, black or blue— approx. ....	\$2.00
Total Charges Purchased by Student .....	\$576.50

### Course Descriptions:

#### LTCMA01 Administrative Medical Assisting I 120 6

Students will attain knowledge of related terminology, medical-legal aspects, interpersonal communications, confidentiality, reception, appointment control, record management, professionalism, and telephone communications.



### **LTCMA02 Administrative Medical Assisting II 120 6**

Students will attain knowledge of related terminology, office management, equipment, the patient's medical record, medical care expenses, credit arrangements, bookkeeping procedures, collection on overdue accounts, health insurance, medical insurance claims (preparation and processing), medical billing procedures, banking, and general management duties.

### **LTCMA03 Specimen Collection, Laboratory Procedures**

#### **Pharmacology and Administration of Medications 120 6**

Students will attain knowledge of related terminology, anatomy and physiology, OSHA and CLIA regulations, laboratory safety, biohazard safety, basic diagnostic laboratory equipment. Students will attain competency in the collection and handling of capillary and venous blood samples, bacterial smears and cultures, urine, sputum, and stool specimens. Also, students will gain knowledge of related terminology, drug classifications, and pharmacology math. Students will also learn the use of the PDR, abbreviations and symbols, charting, pharmacy calls, and storing medications, conversion of orders to milligrams for injection, handling of and safety in using the syringe and needle, selecting correct size, anatomy-identifying correct site for injection, injection technique of intradermal, subcutaneous and intramuscular (deep and Z-track), anaphylactic reaction, considerations of drug action and interactions.

#### **LTCMA04 Exam Room Procedures 120 6**

Students will attain competency in: taking chief complaints, vital signs preparing the patient for various types of examinations in a medical clinic, chiropractic office and other related clinical settings, positioning and draping, assisting the physician, language of charting by use of abbreviations and symbols, instrument identification and usage, aseptic technique, diagnostic tests and procedures, EKG, minor surgical procedures, medical emergencies, CPR-health care provider level.

#### **Externship 240 12**

Students participate in a clinical externship that will provide actual hands-on training in a medical office, clinic, or a health maintenance organization. Students are required to be available days to attend the externship. The externship hours are similar to the schedules normally available in the health care industry.

## ***Administrative Medical Assistant***

### **Program Description (D. O. T. 079.367-010)**

This program is designed to prepare students for entry-level positions as a clinical medical assistant. Students will attain the clinical skills necessary for back office medical assisting positions in doctors' offices, hospitals (laboratories, EKG departments, and outpatient areas), medical clinics, chiropractic offices, and other medical institutions. This program includes extensive instruction in medical terminology, medical office procedures, medical insurance billing, basic healthcare math, as well as instruction in basic anatomy, physiology, and pharmacology. In addition to clinical procedures, students participate in a 160-hour externship. Graduates will receive a Clinical Medical Assistant Diploma, EKG Certificate, Injection Certificate, and CPR health care provider level.

The program is divided into three separate modules. Students must complete all modules, starting with any module and continuing in sequence until all four modules are successfully completed. Students participate in an externship only upon successful completion of all three modules.

**SCHEDULE:** Day: Monday – Friday 9:00am to 3:30pm (16 weeks)





**Textbooks:** Medical Assisting, 5th Ed. by Keir \* Medical Terminology, A Programmed Text, 8th Ed. by Smith \* Dosage Calculations, 6<sup>th</sup> Ed. by Gloria D. Pickar.

**Equipment:** Exam tables, sphygmomanometer, stethoscope, otoscope, ophthalmoscope, bandage supplies, electrocardiograph equipment, various gowns and drapes, medical and surgical instruments, scales for weighing of infants and adults, syringes, needles, assorted laboratory and specimen collection supplies, centrifuge, culture media, incubator, glucometer, 10-key calculators, bookkeeping equipment, insurance claim forms, super-bills, assorted charting forms, TV/VCR, overhead projector, ledger card file system.

**Charges**

Registration Fee .....	\$75.00
Tuition .....	\$4,700.00
STRF Fee (California residents only).....	\$0.00
Total Charges to School.....	\$4,775.00

Textbooks— approx. ....	\$350.00
Uniform—scrubs, goggles & school patch— approx. ....	\$60.00
Mal-Practice Insurance .....	\$35.00
Live Scan and Drug Screen .....	\$122.00
3 inch binder with dividers, preferably 7 tabs— approx. ....	\$7.50
Sharpie permanent marker - fine point, black or blue— approx. ....	\$2.00
Total Charges Purchased by Student	\$576.50

**LTCMA01 Administrative Medical Assisting I 120 6**

Students will attain knowledge of related terminology, medical-legal aspects, interpersonal communications, confidentiality, reception, appointment control, record management, professionalism, and telephone communications.

**LTCMA02 Administrative Medical Assisting II 120 6**

Students will attain knowledge of related terminology, office management, equipment, the patient's medical record, medical care expenses, credit arrangements, bookkeeping procedures, collection on overdue accounts, health insurance, medical insurance claims (preparation and processing), medical billing procedures, banking, and general management duties.

**Externship 160 8**

Students participate in a clinical externship that will provide actual hands-on training in a medical office, clinic, or a health maintenance organization. Students are required to be available days to attend the externship. The externship hours are similar to the schedules normally available in the health care industry.



# Clinical Medical Assistant

Program Description  
(D. O. T. 079.367-010)

This program is designed to prepare students for entry-level positions as a clinical medical assistant. Students will attain the clinical skills necessary for back office medical assisting positions in doctors' offices, hospitals (laboratories, EKG departments, and outpatient areas), medical clinics, chiropractic offices, and other medical institutions. This program includes extensive instruction in medical terminology, medical office procedures, medical insurance billing, basic healthcare math, as well as instruction in basic anatomy, physiology, and pharmacology. In addition to clinical procedures, students participate in a 160-hour externship. Graduates will receive a Clinical Medical Assistant Diploma, EKG Certificate, Injection Certificate, and CPR health care provider level.

The program is divided into three separate modules. Students must complete all modules, starting with any module and continuing in sequence until all four modules are successfully completed. Students participate in an externship only upon successful completion of all three modules.

**SCHEDULE:** Day: Monday – Friday 9:00am to 3:30pm (16 weeks)

**Textbooks:** Medical Assisting, 5th Ed. by Keir \* Medical Terminology, A Programmed Text, 8th Ed. by Smith \* Dosage Calculations, 6<sup>th</sup> Ed. by Gloria D. Pickar.

**Equipment:** Exam tables, sphygmomanometer, stethoscope, otoscope, ophthalmoscope, bandage supplies, electrocardiograph equipment, various gowns and drapes, medical and surgical instruments, scales for weighing of infants and adults, syringes, needles, assorted laboratory and specimen collection supplies, centrifuge, culture media, incubator, glucometer, 10-key calculators, bookkeeping equipment, insurance claim forms, super-bills, assorted charting forms, TV/VCR, overhead projector, ledger card file system.

### Charges

Registration Fee .....	\$75.00
Tuition .....	\$5,300.00
STRF Fee (California residents only).....	\$0.00
Total Charges to School.....	\$5,375.00

Textbooks— approx. ....	\$350.00
Uniform—scrubs, goggles & school patch— approx. ....	\$60.00
Mal-Practice Insurance .....	\$35.00
Live Scan and Drug Screen .....	\$122.00
3 inch binder with dividers, preferably 7 tabs— approx. ....	\$7.50
Sharpie permanent marker - fine point, black or blue— approx. ....	\$2.00
Total Charges Purchased by Student	\$576.50

### LTCMA01 Administrative Medical Assisting I 120 6

Students will attain knowledge of related terminology, medical-legal aspects, interpersonal communications, confidentiality, reception, appointment control, record management, professionalism, and telephone communications.

### LTCMA03 Specimen Collection, Laboratory Procedures, Pharmacology and Administration of Medications 120 6

Students will attain knowledge of related terminology, anatomy and physiology, OSHA and CLIA regulations, laboratory safety, biohazard safety, basic diagnostic laboratory equipment. Students will attain competency in the collection and handling of capillary and venous blood samples, bacterial smears and cultures, urine, sputum, and stool specimens. Also, students will gain knowledge of related terminology, drug classifications, and pharmacology math. Students will also learn the use of the PDR,



abbreviations and symbols, charting, pharmacy calls, and storing medications, conversion of orders to milligrams for injection, handling of and safety in using the syringe and needle, selecting correct size, anatomy-identifying correct site for injection, injection technique of intradermal, subcutaneous and intramuscular (deep and Z-track), anaphylactic reaction, considerations of drug action and interactions.

#### **LTCMA04 Exam Room Procedures 120 6**

Students will attain competency in: taking chief complaints, vital signs preparing the patient for various types of examinations in a medical clinic, chiropractic office and other related clinical settings, positioning and draping, assisting the physician, language of charting by use of abbreviations and symbols, instrument identification and usage, aseptic technique, diagnostic tests and procedures, EKG, minor surgical procedures, medical emergencies, CPR-health care provider level.

#### **Externship 160 8**

Students participate in a clinical externship that will provide actual hands-on training in a medical office, clinic, or a health maintenance organization. Students are required to be available days to attend the externship. The externship hours are similar to the schedules normally available in the health care industry.

#### **Requirements for all Medical Assistant Programs Proof of Immunity**

Each student enrolled in a certification training program or competency evaluation program shall have a health examination prior to participating in segments of the program which involve contact with patients in a dental facility.

1. This examination shall include:
  - (A) A medical history and physical examination.
  - (B) A purified protein derivative, intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated.
2. A report, signed by the physician, physician's assistant or nurse practitioner, shall be provided to the school. This report shall indicate that the student does not have any health condition that would create a hazard to himself, fellow employees, or patients.
3. Proof of Hepatitis-B Vaccine

#### **Insurance**

Each student must provide proof of the following:

Health Care Insurance

Medical Malpractice Insurance (paid at registration)

#### **State Licensure Certification**

Medical assistants are not licensed, certified, or registered by the State of California. However, the medical assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the medical assistant be certified by a national or private association.



### **oBackground Check and Drug Screen**

Laguna Technical College requires the applicant to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. Laguna Technical College considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for certification. Some convictions permanently disqualify individuals from certification. Go to [www.cdph.ca.gov/certlic/occupations/Documents/ATCS 98-4.pdf](http://www.cdph.ca.gov/certlic/occupations/Documents/ATCS_98-4.pdf) for a list of these crimes.

All applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these penal code violations.

In compliance with Health and Safety Code section 1338.5, subdivision (a)(3), (Chapter 74, statutes of 2006 (A.B. 1807) the student must submit Life Scan (electronic fingerprints) to the Department of Justice for criminal clearance prior to the student's first day of class. The student is responsible for the costs associated with Life Scan process. The Life Scan must be obtained from the any authorized Live Scan facilities office in the area using a transmittal form that will be provided to the student following completion of all other health and safety requirements.

#### **Criminal Background Check/Live Scan Procedure**

If there are concerns regarding criminal histories or background screening, the individual student should contact the Laguna Technical College for clarification regarding eligibility for licensure or certification.

For questions concerning eligibility to participate in clinical experiences at the local health facilities, the applicant may contact Laguna Technical College offices to schedule a meeting with the Director.

#### **Drug Screening**

All students are required to submit drug screening following course registration. This screening should not be done until specific information and directions are provided by the Director. Laguna Technical College maintains a no tolerance policy regarding substance abuse when participating in Allied Health programs. A student with a positive drug screen will be denied participation and placement at a clinical agency and withdrawal from the program will be necessary.

Additionally, students must agree at time of admission into the program to be drug tested at any time while in the program and any evidence of substance abuse will result in immediate administrative dismissal from the program. Drug screening must be done at lab in local area designated by the school. Students are responsible for the cost of all drug screenings.





- Students will develop an understanding by focusing on the dynamics between the young child, family, school and community, including cultural and social influences, and how they influence the child's social and emotional well being.
- Students will develop an awareness of their own personal history, experiences, views and expectations and how they shape individual perceptions and teaching styles.
- Students will compile a family resources menu by discussing the variety of community resources and social services including health care, welfare and counseling available to families within their communities.

### **INFANT/TODDLER**

#### **DEVELOPMENT & CARE: 90 Clock Hours 4.5 Units**

This combination of classroom (Lecture 15 hours) and hands-on experience (Lab 30 hours) provides education in the development and growth of the zygote to age two (2) years old. Special emphasis is placed on early language development and how caregivers facilitate this development. Practical application of theories helps to train students in developmental care and curriculum planning for the infant child care program. Students must have a current TB test and fingerprints to participate in the Practicum session (Externship 45hours). The externship allows students to work directly in the childcare center and gain experience. This gives students the opportunity to practice and apply classroom learning and develop and refine techniques for safe and appropriate early childhood education and care.

#### **Student Learning Outcomes:**

- Students will understand the values of Infant/Toddler care giving.
- Students will develop an understanding of the developing Infant/Toddler From birth – 3 years old.
- Students will demonstrate the knowledge of providing a safe, warm and inviting environment for infants and toddlers.
- Students will have an understanding of preparing a developmentally appropriate curriculum for infants and toddlers.
- Students will have an understanding for licensing policies and regulations under title 22 for infant/toddler programs.

### **FOUNDATIONS OF**

#### **EARLY CHILDHOOD EDUCATION: 60 Clock Hours 3 Units**

Investigation of the history and various philosophies of Early Childhood Education. Familiarity with techniques for discipline and behavior management; understanding individual assessment of developmental readiness and age-appropriate activities; and a basic understanding of the job and role of the Early Childhood Educator.

### **CHILD HEALTH,**

#### **SAFETY AND NUTRITION: 30 Clock Hours 1.5 Units**

Teaching of basic skills for keeping children healthy and safe in both a home and childcare center environment. Recognizing usual childhood diseases and illnesses and their treatment and prevention. State requirements for health within the childcare setting and coordination of nutritional snacks and meals and safe handling of foods. This class also includes being certified in Pediatric CPR and first aid.

#### **Student Learning Outcomes:**

Upon successful completion of this workshop, students will be able to:

- Know basic skills of health, safety and nutrition.
- Have Knowledge of Title 22 requirements concerning health, safety and nutrition
- Plan and prepare healthy snacks and meals according to Title 22 requirements and the Food Guide Pyramid
- Develop an Emergency/ Disaster plan.
- Receive a Pediatric CPR and First Aid card



## *Early Childhood Education Courses*

The below courses may be taken one at a time or several courses together. Students may enroll in each course separately. A transcript of completion will be issued at the completion of each course.

These seminar courses are taken as continuing education or skill improvement courses and cannot be taken separately to earn the diploma for Professional Preschool Teacher.

### **Child Growth and Development**

**90 Clock Hours, 3 Units**

**Lecture 15 Hours, Independent Study: 30 Hours, Externship: 45 Hours**

Participants are trained to instruct children (normally up to 5 years of age) in settings such as preschools, day care centers, or other child development facilities through activities designed to promote the needed social, physical, and intellectual growth in order to be better prepared to enter elementary school.

Participants explore the theories that are relevant to early childhood development from historical and contemporary points of view. Practical application of theories are made to help participants implement a developmentally appropriate curriculum that supports Psychosocial, Cognitive and Biosocial development during the child ages of birth to eleven (11) years old.

#### **Student Learning Outcomes:**

- Students will acquire knowledge in the foundations of Early Childhood Development.
- Students will demonstrate an understanding of Biosocial, Cognitive and Psychosocial Development in ages birth through adolescence.
- Students will acquire knowledge of observing and recording children's behavior from a developmental point of view.
- Student will learn how to apply theory in solving problems of growth and development.
- Student will create curriculum ideas that enhance various areas of development.

**Cost of the Course is \$400.00**

### **Child, Family and Community**

**90 Clock Hours, 3 Units**

**Teacher Contact: 15 Hours, Independent Study: 30 Hours, Externship: 45 Hours**

Participants are trained to instruct children (normally up to 5 years of age) in settings such as preschools, day care centers, or other child development facilities through activities designed to promote the needed social, physical, and intellectual growth in order to be better prepared to enter elementary school.

Participants study the dynamics between young children and the forces exerted on them by cultural and societal influences of family, school and community. Participants explore these influences through the exercise of self examination and classroom discussion of personal growth experiences of these same influences. Community resources and social services for healthcare welfare and counseling of families and children are highlighted.

**Student Learning Outcomes:**

- Students will develop an understanding by focusing on the dynamics between the young child, family, school and community, including cultural and social influences, and how they influence the child's social and emotional well being.
- Students will develop an awareness of their own personal history, experiences, views and expectations and how they shape individual perceptions and teaching styles.
- Students will compile a family resources menu by discussing the variety of community resources and social services including health care, welfare and counseling available to families within their communities.

**Cost of the Course is \$400.00**

## **Curriculum Theory, Methods and Materials**

**90 Clock Hours, 3 Units**

**Teacher Contact: 15 Hours, Independent Study: 30 Hours, Externship: 45 Hours**

Participants are trained to instruct children (normally up to 5 years of age) in settings such as preschools, day care centers, or other child development facilities through activities designed to promote the needed social, physical, and intellectual growth in order to be better prepared to enter elementary school.

Participants examine the various curriculum theories with a focus on developmentally appropriate practices. Students develop an understanding of language, cognitive, physical, creative and social emotional development and how E.C.E. curriculum and classroom design and routine meets these needs. The child-centered method of teaching is emphasized. The importance of children working and playing cooperatively and individually is incorporated into the planning of daily activities.

**Student Learning Outcomes:**

- Students will demonstrate knowledge of various curriculum theories for young children.
- Students will understand language, cognitive physical, creative and social/emotional development in young children.
- Students will develop lesson plans for learning in each of the developmental areas.
- Students will plan and implement developmentally appropriate experiences for young children.
- Students will learn the importance of children working and playing in a group and individually in a classroom setting.

**Cost of the Course is \$400.00**





## **Infant/Toddler Development and Care 1**

**90 Clock Hours, 3 Units**

**Teacher Contact: 15 Hours, Independent Study: 30, Hours Externship: 45 Hours**

This combination of classroom and hands-on experience provides participants a competency based practical education in the development and growth of children Zero (0) through age three (3) years old. Special emphasis is placed on early language development and how caregivers facilitate this development. A practical application of theories helps to train participants in developmental care and curriculum planning for the infant child care program. Participants must have a current TB test and fingerprints to participate in the practicum session. The externship allows participants to work directly in the childcare center and gain experience. The hands on experience of the externship gives participants the opportunity to practice by direct application of classroom learning through the development and refining of personal professional techniques for a safe and appropriate application of acquired knowledge of early childhood education and care.

### **Student Learning Outcomes:**

- Students will understand the values of Infant/Toddler care giving.
- Students will develop an understanding of the developing Infant/Toddler From birth – 3 years old.
- Students will demonstrate the knowledge of providing a safe, warm and inviting environment for infants and toddlers.
- Students will have an understanding of preparing a developmentally appropriate curriculum for infants and toddlers.
- Students will have an understanding for licensing policies and regulations under title 22 for infant/toddler programs.

**Cost of the Course is \$400.00**

## **Infant/Toddler Development & Care 2 With Emphasis on Special Needs Care**

**90 Clock Hours, 3 Units**

**Teacher Contact: 15 Hours, Independent Study: 30 Hours, Externship: 45 Hours**

More and more infants and toddlers with special needs are entering Pre-k programs. The purpose of this class is to highlight the critical need for child care and development staff to include children with disabilities in their care.

### **Student Learning Outcomes:**

- Students will know the foundations of infant/toddler intervention
- Neuromotor Development in Infants and Toddlers
- Cognitive Development in infants and toddlers
- Social and Communication in infants and toddlers
- Techniques for Neonatal Period
- Techniques for infants and toddlers who are at risk.
- Techniques for infants and toddlers with multiple or severe disabilities.
- Techniques for infants and toddlers with hearing loss/visual impairments.
- Collaborating with families.
- The Individualized Family Service Plan Process.

**Cost of the Course is \$400.00**



## **Preschool Administration and Management**

**90 Clock Hours, 3 Units**

**Teacher Contact: 15 Hours, Independent Study: 30 Hours, Externship: 45 Hours**

Participants will learn the principles, techniques and methods necessary for the efficient and legal operation and management of programs in early childhood education in private preschools, childcare centers, faith-based center programs, family childcare homes and a variety of other programs. Particular emphasis is placed on program and facility development, budgeting, resource management, staff relationships and policies, parent policies and participation, volunteers, governmental regulations, licensing, certification and accreditation.

### **Student Learning Outcomes:**

- Students will acquire knowledge regarding the principles of preschool administration, management & supervision in order to operate a childcare business.
- Students will develop policies, by laws and procedures from an early childhood education program.
- Students will demonstrate knowledge of hiring, staffing, evaluating, training, coaching and counseling personnel in an early childhood program.
- Students will demonstrate knowledge of basic accounting and budgeting skills in an early childhood education program.
- Students will demonstrate effective communications between staff and parents.
- Students will demonstrate knowledge of Community Care Licensing Policies, Title 22, Division 12.

**Cost of the Course is \$400.00**

## **Adult Supervision in Childcare Settings**

**90 Clock Hours, 3 Units**

**Teacher Contact: 15 Hours, Independent Study: 30 Hours, Externship: 45 Hours**

This course covers the methods and principles of supervision adults in the early childhood education setting. Emphasis is given to the role of experienced teachers and administrators who function as mentors to new early childhood education teachers while simultaneously addressing the needs of children, parents and other staff. After completion of this course, student will be able to: maintain a safe and developmentally appropriate environment for young children while fostering the growth of early childhood education teachers; understand the role of the mentor in leadership, guidance and evaluation in the field of early childhood education. Analyze the mentoring roles and responsibilities of supervisors and mentees; demonstrate clear, positive, effective communication skills with teachers, parents & children.

### **Student Learning Outcomes:**

After completion of this course, student will be able to:

- Maintain a safe and developmentally appropriate environment for young children while fostering the growth of early childhood education teachers.
- Understand the role of the mentor in leadership, guidance and evaluation in the field of early childhood education.
- Analyze the mentoring roles and responsibilities of supervisors and mentees.
- Demonstrate clear, positive, effective communication skills with teachers, parents & children.

**Cost of the Course is \$400.00**



## **Child Health, Safety and Nutrition**

**90 Clock Hours, 3 Units**

**Teacher Contact: 15 Hours, Independent Study: 30 Hours, Externship: 45 Hours**

Upon successful completion of this course, students will: demonstrate a fundamental knowledge in basic skills of child health, safety and nutrition; demonstrate a basic knowledge of Title 22 requirements concerning health, safety and nutrition; plan and prepare a menu of healthy snacks and meals according to Title 22 requirements and the Food Guide Pyramid; demonstrate the capacity to develop an Emergency/ Disaster plan.

### **Student Learning Outcomes:**

Upon successful completion of this workshop, students will be able to:

- Know basic skills of health, safety and nutrition.
- Have Knowledge of Title 22 requirements concerning health, safety and nutrition
- Plan and prepare healthy snacks and meals according to Title 22 requirements and the Food Guide Pyramid
- Develop an Emergency/ Disaster plan.
- Receive a Pediatric CPR and First Aid card

**Cost of the Course is \$400.00**

**The information contained in this catalog is true and correct in content and policy to the best of my knowledge.**

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**Signature of President/Executive Director**

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**Date**