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EAGLE ROCK
COLLEGE

School Catalog

January 2017 – December 2017



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AHIMA Foundation's PCAP



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Programs For Veterans



Dear Student,

On behalf of Eagle Rock College, it gives me great pleasure and honor to welcome you!

Eagle Rock College is a private postsecondary institution organized under the Laws of the State of California. Our mission is to educate the leaders of tomorrow by providing high quality educational programs.

The heart of our team effort is our “Career Services”. We will assure not only you receive the best career-based educational programs but also to experience the best career development and placement. Our dedicated faculties are passionate practicing professionals in their respective field of teaching. Classroom discussions are centered around real work experience. Eagle Rock College has a supportive environment since every staff member’s focus is on assisting students achieve their educational and career goals.

We are pleased you have chosen to join us; know that my team and I at Eagle Rock College are always here to support you!

Sincerely,

Al Moayeri

*Al Moayeri
President & CEO*

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APPROVAL DISCLOSURE STATEMENT

Eagle Rock College is a private institution and was granted approval to operate from the Bureau for Private Postsecondary Education ([BPPE](#)). The Bureau determined that the college complies with the minimum standards contained in California Education Code (CEC) Section 94897 (1).

Approval is a licensure category authorized by the California Education Code and performed by the Bureau for Private Postsecondary Education ([BPPE](#)) that provides the business entity permission to engage in contractual activity involving educational services. Eagle Rock College obtained re-approval through licensure until April 15, 2018.

The College was granted approval for a name change on September 6, 2016 from ACCET and on November 29, 2016 from the Bureau for Private Post-Secondary Education. The college officially began using the new name, Eagle Rock College, on January 3, 2017. Prior to that, the college operated under the name, Career College Consultants, Inc.

The main campus of the institution is located at 2607 Colorado Blvd., Los Angeles, California 90041 and operates a branch campus at 3450 Wilshire Boulevard, Suite 600, Los Angeles, California 90010. Classroom instruction is held on both campuses.

In April 2006, Eagle Rock College received its initial accreditation from the Accrediting Council for Continuing Education & Training (ACCET). On August 28, 2017 ACCET approved the Change of Ownership and extended the institution's accredited status until December 15, 2017. ACCET is a U.S. Department of Education nationally recognized accrediting agency. ACCET maintains certification as an ISO 9001 Quality Management System by Bureau Veritas Quality International (BVQI).

ACCET and [BPPE](#) have approved the degree, **Associate of Applied Science in Health Information Technology** program. The degree program has 1950 clock hours, 65 semester credit hours.

The following **Non-Degree/Degree** programs have been approved:

COURSE/PROGRAM TITLE	Number of Clock Hours	Semester Credit Hours
English as a Second Language	720	24
Medical Assistant*	900	24
Medical Billing & Coding*	900	24
Business Management*	900	24
Software Developer Essentials	900	24
Associate of Applied Science in Health Information Technology	1950	65

***Programs are approved for WIOA participants.**

ACCET approved a professional development (Avocational) program, **Certified Coding**

Specialist (CCS) Exam Preparation, for 96 Clock Hours.

On May 8, 2001, Eagle Rock College became a private postsecondary institution registered with the Bureau for Private Postsecondary and Vocational Education, State of California, pursuant to California Education Code Section 94931.

All instruction is provided in residence. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Students who graduate from the non-degree programs will be awarded a Diploma. Eagle Rock College will confer the Associate Degree to graduates of the Health Information Technology program.

Eagle Rock College is approved for training of veterans and eligible persons under the provisions of Title 38, United States Code.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; www.bppe.ca.gov; phone: (916) 431-6959 or toll free: (888) 370-7589; fax: (916) 263-1897.

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.

Prospective students are encouraged to visit the physical facilities of the school to discuss personal, educational and professional plans with school personnel prior to enrolling or signing the enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site, www.bppe.ca.gov.

Eagle Rock 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.)

Individuals seeking to resolve problems or complaints should first contact the instructor in charge of their classes. Request for further action may be made to the Registrar to the Executive Vice President for Student Affairs, or the President, CEO/School Director.

Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: (916) 431-6959
Toll Free: (888) 370-7589
Fax: (916) 263-1897
Website: www.bppe.ca.gov

Accrediting Council for Continuing Education & Training (ACCET)
1722 N Street, NW
Washington, DC 20036
Phone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Website: www.accet.org

Eagle Rock College is an authorized testing center for the Microsoft Office Specialist Certification. The College is approved to train Veterans and eligible persons, as well as participants from The Workforce Innovation and Opportunity Act (WIOA), and vocational rehabilitation program. In May 2006, the College became an Associate Member of the National Association for Health Professionals.

PHILOSOPHY OF THE COLLEGE

The philosophy of Eagle Rock College is to provide the best and up-to-date skills necessary for our graduates to achieve their professional, educational, financial, and personal goals.

MISSION STATEMENT

Eagle Rock College provides quality education and training that enable a diverse student population to achieve its educational and career goals.

Eagle Rock College is committed to:

1. Offer programs in higher education that will enable students to acquire advanced technical, communication, problem solving, and critical thinking skills.
2. Employ the most qualified faculty and staff in the industry.
3. Develop curricula that demonstrate the need of the professional communities served.
4. Update teaching techniques that communicate career theory and skills.
5. Offer programs in career fields with the best employment opportunities.
6. Maintain close relationships with potential and current employers of the college.
7. Offer continuing education for our graduates to meet the current demands of the industry.
8. Promote an environment for employees and students which fosters teamwork, professional and personal growth, and respect for the individual.

OWNERSHIP

Eagle Rock College is a California corporation, with principal ownership by Al Moayeri (33 1/3%), Shah Raza (33 1/3%), and Ellie Miraftabi (33 1/3%).

NON-DISCRIMINATION POLICY

Eagle Rock College does not discriminate in their admissions practices with regard to race, age, gender, gender identity, disability, religion, sexual orientation, or national and ethnic origin of the applicant. Each student is entitled to all rights, privileges, and access to programs and activities generally accorded or made available to students at the College. However, Eagle Rock College reserves the right to refuse admission to any applicant who does not meet the College's established criteria for admission as outlined above or, who, by their behavior in the enrollment process indicates disregard for the College's policies relating to student conduct, or any student who is deemed unable to benefit from the educational program, due to certain criminal convictions or related concerns.

HISTORY OF THE INSTITUTION

Eagle Rock College was founded in December 1999 and was incorporated in December 2000 as a California corporation. It started as a consulting company that provided admissions, student services, and placement services to vocational schools in the local area. The college became a registered institution in May 2001 and started its first class on May 15, 2001.

Short-term Seminar (STS), Continuing Education (CE), and Short-term Career (STC) courses in the computer and medical fields were offered. The Bureau for Private Postsecondary Education ([BPPE](#)) granted the institution license to operate on May 18, 2005.

In April 2006, Eagle Rock College received its initial accreditation from the Accrediting Council for Continuing Education & Training (ACCET). Subsequently, Eagle Rock College has been reaccredited for a period of five (3) years, until April 15, 2017. The Branch campus received its approval and operates effective March 12, 2015. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCET maintains certification as an ISO 9001 Quality Management System by Bureau Veritas Quality International (BVQI).

The degree program, Associate of Applied Science in Health Information Technology, was granted interim approval by ACCET and was approved by [BPPE](#) on July 1, 2013.

INSTRUCTIONAL FACILITIES

The main campus of the institution is located at 2607 Colorado Blvd., Los Angeles, California 90041. This campus accommodates students who are enrolled in the approved programs. The College is readily accessible by numerous freeways from the many surrounding areas. Classrooms for each program of study at Eagle Rock College contain equipment and supplies sufficient to meet the needs of the curriculum and the students.

Each classroom has learning resource center where they can check out manual, reference books, disks, tapes and other learning materials. All computer systems in the classrooms are internet accessible for students to utilize for research activities. The Library is located on the 2nd floor and opens from 8:30 a.m. to 9:30 p.m. and is available during the day and evening to accommodate students' study needs and offer reference materials related to the programs. The Library has reference books, magazines and periodicals. Students are provided instructions for accessing the Library during the classroom orientation process. Students are encouraged to use the Library during class time, as well as other times outside of their class. Available books, videos can only be used for a short period (3-days), to ensure accessibility to all students. Some books may not be checked out.

Specific equipment based on the demands of the job market is listed by program below:

Software Developer Essentials: Computers, printers, overhead projector, multi-media

Business Management: Computers, printers, overhead projector, multi-media

Medical Assistant: EKG, Auto Speed Clave, projector, microscope, centrifuge, HemoCue, blood drawing table/chair, examination table, adult and infant scale, assorted medical supplies.

Medical Billing & Coding: Computers, printers, overhead projector, multi-media

English as a Second Language: Computers, printers, overhead projector, multi-media

Associate of Applied Science in Health Information Technology: Computers, printers, overhead projector, multi-media

Eagle Rock College operates a branch campus at 3450 Wilshire Boulevard, Suite 600, Los Angeles, California 90010. The branch campus accommodates students who are enrolled in the approved (non degree) programs. It is also readily accessible by numerous freeways from the many surrounding areas. Classrooms for each program of study at the branch campus contain equipment and supplies sufficient to meet the needs of the curriculum and the students.

HOURS OF OPERATION

Administrative Offices
School Catalog, Page 5

Office hours for the Main campus is 8:00AM to 9:30PM Monday through Thursday and 8:00AM to 5:00PM on Friday, and 8:30AM to 3:00PM on Saturday

Wilshire Branch campus is 8:00AM to 9:30PM Monday through Thursday and 8:00AM to 5:00PM on Friday.

Day Classes

Day classes are offered in 6-hour sessions between 8:30am to 2:30pm from Monday through Friday.

Evening Classes

Evening classes are offered in 4-hour sessions between 5:30pm to 9:30pm Monday through Thursday and Monday through Friday.

Saturday Classes are typically offered in 6-hours sessions between 9:00am to 3:00pm.

Internship Hours

Internships are scheduled for various times Monday through Saturday, according to the needs of the specific program and the availability of the internship site. The schedule hours are set by the internship sites and will vary.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In accordance with the Family Educational Rights and Privacy Act (FERPA), Eagle Rock College protects the privacy of students' records, including social security number, home address, email address, phone number, grades, and financial information. FERPA affords students certain rights with respect to their educational records:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of a student's education record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may request that the College amend a record by requesting the amendment, in writing, submitted to the official responsible for the record, clearly identify the part of the record the student requests be amended, and specify why the amendment should be made. If the College decides not to amend the record as requested, the College will notify the student, in writing, of the decision and the student's 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 provide written consent before the College discloses personally identifiable information in the student's education record, except to the extent that FERPA Authorizes disclosure without consent. The College discloses an education record without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using institutional employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

FERPA gives parents certain rights with respect to their children's education records. "These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level."

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605 FERPA@ed.gov

Buckley Amendment

The Family Educational Rights and Privacy Act, otherwise referred to as the Buckley Amendment, is a federal law enacted in November 1984. Students, parents of minors, and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records for these students. Confidentiality of student is strictly protected. The provision to release financial data or related information to authorized state and federal agencies is not a violation of the Buckley Amendment.

Disclosure of Educational Records

The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by College in an administrative, supervisory, academic, or support staff position or company with whom College has contracted.

ADMISSIONS REQUIREMENTS

General College Admission Requirements

The Eagle Rock College recruits and admits those students who have the potential to successfully complete the educational programs. The College evaluates all students and makes admissions decisions on an individual basis following the admission policies set forth in this catalog. All applicants must be at least 18 years old and must have completed high school or its equivalent. Eagle Rock College accepts applicants of age 16 who have graduated from high school, passed the General Education Development (GED) or the California High School Proficiency Examination (CHSPE), and/or completed secondary school through home schooling as defined by California State law.

Applicants enrolling in the programs must provide a copy of their high school diploma, transcripts, or a copy of their GED within 30 days of starting the program.

All applicants must complete and sign an enrollment agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

Prospective students must take and pass the entrance examination. The College uses the Wonderlic Scholastic Level Exam (SLE) as its entrance test.

Minimum Score for Wonderlic Scholastic Level Exam (SLE)

Business Management	16
Software Developer Essentials	16
Medical Billing and Coding	18
Medical Assistant	13

ENTRANCE TESTING POLICY

All applicants must take a standardized entrance exam. Applicants who fail the entrance exam may reattempt according to the following plan:

1. 2nd attempt: a minimum of 1 - calendar day from 1st attempt

ADMISSION PROCESS

All Applicants are required to visit the College prior to enrollment to obtain a clear understanding of the College, view the facility and meet with faculty and staff.

Entrance Requirements for the Non-Degree Programs

- The applicant is required to complete an application form and engage in a personal interview with an Admissions Advisor;
- The applicant must take and pass a standardized entrance exam.
- The prospective student must provide or request official high school graduation or applicable equivalent documentation;
- Students enrolled in non-ESL classes must be proficient in English, pass a standardized exam and must provide official HS graduation or GED;
- Interview with a Financial Aid Advisor and Student Affairs prior to completing the enrollment process;
- Review the College's catalog and all required programmatic, state, and federal disclosures;
- The prospective student must complete all necessary paperwork for admission including an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age);
- Pay the \$75 Registration Fee (non-refundable);
- The prospective student must participate in a New Student Orientation.

Prior to enrolling, the applicant will be given the College catalog, completion and placement rate data, and the School Performance Fact Sheet. The applicant will also be given an opportunity to review the College's website containing additional disclosures and consumer information. Each publication should be reviewed by the applicant before deciding to enroll. The College makes changes to these disclosures and publications from time to time and publishes the most current version on the College's website.

Students with Non-US based, International Institution Transcripts

Applicants from countries where educational programs were not provided in the English language must submit Official transcripts from all prior education before the start date of the program and/or module.

Transcripts from international institutions of higher education that are not in English require an official translation and evaluation from a recognized Credential Evaluation Agency, a charter member of the National Association of Credential Evaluation Services (NACES). Eagle Rock College recommends that students send their transcripts to:

World Education Services (WES)

<http://www.wes.org>

P.O. Box 5087, Bowling Green Station, New York, New York 10274-5087

International Education Research Foundation, Inc. (IERF), Credential Evaluation

<http://www.ierf.org>

P.O. Box 66940, Los Angeles, CA 90066

The official evaluation must be completed and sent to Eagle Rock College prior to Start Date of the program and or module.

*Please note that ERC offers programs that are thought only in English language.

Entrance Requirements for the Associate's Degree

For admission to one of Eagle Rock College's Associate's degree programs, a potential student must complete all of the following:

- Submit an original high school diploma or original transcript indicating that the student graduated from an accredited high school or a GED Certificate;
- Students enrolled in non-ESL classes must be proficient in English, pass a standardized exam and must provide official HS graduation or GED;
- Evidence of previous academic work for transfer of credit: sealed official transcripts will be required to document the applicant's prior education (official transcripts are to be sent by the issuing institution directly to the Office of the Registrar prior to the start date);
- All non-English transcripts must be translated into English and be officially certified;
- Interview with a Financial Aid Advisor and Student Affairs prior to completing the enrollment process;
- Complete, sign and submit an Eagle Rock College Admissions Application Form;
- Pay the \$100 Registration Fee (non-refundable);
- Participate in a New Student Orientation.

Entrance Requirements for ESL Applicants

Eagle Rock College provides English – as-a Second Language instruction as a Stand – alone program.

- ESL program applicants who are non-native speakers of English need to take the written and oral English placements tests during the admissions process to be placed at a level corresponding to the scores achieved on the placement tests. ESL applicants must be at least 18 years old.

NONIMMIGRANT ALIEN STUDENTS

Eagle Rock College is authorized under Federal Law to enroll nonimmigrant alien students and issue Student Visa under M-1 Visa. Applicants seeking admission through Student Visa under M-1 visa should contact the Admission's Office for admissions criteria and for further information. A \$100.00 non-refundable fee will be required for processing of the Form I-20 (Certificate of Eligibility for Non-Immigrant Student). Alien students under student visa must maintain full-time status.

Requirements for M-1 Visa:

- Must have sufficient funds to cover the cost of attendance for the intended course of study
- Financial Support Document must be submitted*

The M-1 student visa applicants must have evidence by submitting a recent official financial statement or those sufficient funds are immediately available to pay all tuition and living costs for the entire period of intended stay.

As an M-1 student, you are also prohibited from working while in the United States. However, you may participate in Optional Practical Training (OPT) after you complete your studies. As an M-1 student you may only work one month for every four months of study you have completed and for no more than 6 months in total.

*The Financial Support Documents is available by contacting the Admission's Office.

STUDENT SERVICES

The College maintains a Student Services Department to keep students' records and assist students in their academic, personal, and professional goals. Academic advising and tutoring are available to all students at the College.

Bus pass application form, ride-share information and application forms, and names of nearby hospitals, restaurants and libraries may be obtained from the Student Services Department. All of the Eagle Rock College programs are "non-residential" and the College has no responsibility to assist a student in finding housing. Student advisors and other Team Members can provide students with information on community resources upon request. However, a list of apartment leasers is available near the institution facilities. The approximate cost/range of housing is between \$600-\$1800/month. It is approximately \$500-\$900 for shared housing or a studio, \$900-\$1400 for a one bedroom and \$1400-\$1800 for a two bedrooms.

Special Needs Students

Students with special needs will be addressed on a case-to-case basis. The students may be required to submit necessary documentation to support the special needs. Such request must be communicated to the Executive Vice President of Student Affairs. If the College is not able to provide such a request, the student will be referred to other educational institutes that have better resources to meet specific special needs of students.

COMPLAINT POLICY AND PROCEDURE

The College recognizes a student's right to make complaints and is committed to addressing complaints/grievances effectively and fairly. A student making a complaint or grievance is expected to treat staff with courtesy and respect.

Students with complaints related to classroom matters should first discuss them with their instructors. When the complaints have been discussed, it is important to keep documents and records that provide evidence of the concern. If the complaints remain unresolved after discussing with their instructor and/or Program Director, a student should submit the concerns in writing to the EVP of Student Affairs. If the concern still remains unresolved the student must meet with the President/School Director.

The complaint must be submitted in writing to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt

to resolve the concern with the instructor or other staff members. If the student has followed the above step, the School Director will call a Grievance Committee hearing within 72 hours of receipt of the report. All documentations must be submitted with the report, which is to be signed and dated by the student.

The School Director or his designee will chair the committee meeting, which will include the senior management:

- a) President/School Director
- b) Executive Vice President of Student Affairs
- c) Director of Operation
- d) Compliance Manager

All persons involved with the incident must be present at the time of the hearing. The committee will then meet to review the information and evidence presented and to vote on a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable to the student, the student must within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to ACCET as described below and to the Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Toll Free: (888) 370-7589, Phone: (916) 263-1897; Fax: (916) 263-1897; Website: www.bppe.ca.gov.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, and the complaint will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a. Name and location of the ACCET institution;
 - b. A detailed description of the alleged problem(s);
 - c. The approximate date(s) that the problem(s) occurred;
 - d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and

- g. The status of the complainant with the institution (e.g. current student, former student, etc.)
- 3. In addition to the letter of complaint, copies of relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
- 4. Send to: ACCET
Chair, Complaint Review Committee
1722 N Street, NW
Washington DC
20036
Phone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Email: complaints@accet.org;
Website: www.accet.org

Note: Complainants will receive an acknowledgment of receipt within 15 days.

GENERAL RULES AND REGULATIONS

Each prospective student receives a Catalog prior to enrollment. Students are individually responsible for knowledge of all College regulations (i.e., student conduct, attendance, make-up work, termination, etc.) that are published in this Catalog, or communicated by the Administration through written notices. Students should be aware that the criteria for admission and/or graduation may differ depending upon the individual program; some programs demand more stringent requirements than others.

Eagle Rock College, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of training. The provisions of this publication do, however, supersede any previously stated provisions either written or oral.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Eagle Rock College recognizes its obligation to ensure that enrolled students have the ability to successfully complete their program. Students must comply with the satisfactory academic progress requirements established in this catalog. The elements of satisfactory academic progress (SAP) include the Qualitative component—Grade Point Average (GPA), Quantitative component—Attendance, increments for evaluation, and maximum time frame.

Qualitative Standard—Grade Point Average or GPA

All students must have a minimum “C” grade point average (GPA) or equivalent by graduation. A “C” grade point average is equivalent to a minimum of 2.0 on a 4.0 scale, or a 70% on a 100% scale.

Quantitative Standard—Semester Credit Hour Completion Ratio

Students must achieve a minimum passing rate of 67% of all credit hours attempted at 100% of the program length. Grades of “F” (Fail), “I” (Incomplete), and “W” (Withdrawn) are calculated in the completion ratio and will result in a lower passing ratio. Transfer credits, if applicable, are also calculated in the completion ratio.

Increments for Evaluation

The student must progress toward completion of the program within a specified time frame. Students are required to complete the program within one and a half times the length of time normally scheduled for a program. Students’ grades are measured at the end of each course.

- At the end of the first 25% of the normal program length, students must maintain a grade point average of 2.0 and complete a minimum of 15% of the total program credits.
- At the end of the midpoint (50%) of the normal program length, students must maintain a grade point average of 2.0 and complete a minimum of 25% of the total program credits.
- At the end of 75% of the normal program length, students must maintain a grade point average of 2.0 and complete a minimum of 50% of the total program credits.
- At the end of 100% of the normal program length, students must maintain a grade point average of 2.0 and complete a minimum of 75% of the total program credits.

Maximum Time Frame

All students must complete their program of study within one and one-half time (or 150%) of the published length of the program. For example, a student attending the Medical Assistant program with 900 clock hours has a maximum time frame of 1350 clock hours to complete the program. Conversely, if the student attends 30 clock hours per week, the normal length of the program will be 30 weeks; the maximum time frame will be 45 weeks. Transfer credits are included in the maximum timeframe calculation. At the end of 150% of the normal program length, students must maintain a grade point average of 2.0 and complete 100% of the total program credits.

SAP Warning and Probation Periods

- Students not meeting SAP standards will be placed on academic warning status. Students will receive a written letter indicating their academic warning status. Once students are placed on academic warning status, they have until the next SAP evaluation point to raise their cumulative GPA and credits earned to the minimum standards. Students will be required to attend make-up classes or tutoring to assist them to attain the minimum GPA.

- Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of credits or hours in their program).
- If the student meets or exceeds the standards the following grading period, the student will be removed from Warning status and considered to be meeting the SAP standards. If not, the student will be moved to SAP probation at the next SAP evaluation point.
- A student that has progressed to SAP Probation will be removed from academic Probation status and considered to be making satisfactory academic progress. If not, the consequence for failure to meet the term of probation will be loss of Title IV financial aid eligibility, if applicable. The student will be withdrawn from school.
- The student who wishes to remain in school must successfully complete the appeal process.

SAP Appeal

Any student who has been placed on SAP Probation may appeal to the Academic Committee within five (5) business days following notification, if special or mitigating circumstances exist. Appeals based on extenuating circumstances, such as a serious illness, family emergency, or death in the family will be considered in support of an appeal. The student must present a letter in writing that explains the reason why the SAP requirements have not been met. How the situation is resolved that would allow the student to make the satisfactory progress according to a written Individual Education plan (IEP).

The student must meet all the standard requirements indicated in the IEP by the end of the probationary period. To be eligible for an appeal, the Academic Committee must determine that the student will be able to meet the SAP standards by the next SAP evaluation point and successfully adhere to an IEP. Appeals are considered on a case-by-case basis, to account for unusual or extenuating circumstances. Students who successfully appeal a SAP determination will be placed on SAP probation. If the student is meeting the requirements of the IEP, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

Termination due to SAP

Students must maintain a cumulative GPA of 2.0 (C or 70%) or better to maintain satisfactory progress. Otherwise, a student will be terminated for violating Satisfactory Academic Progress (SAP) standards.

Course Retake

All students must retake required courses in which an “F” grade was received in order to graduate. Students may retake/repeat a course once with no additional charge fees, to earn a passing grade and must comply with SAP and the maximum time frame requirements. The failing grade will be considered attempted credits or clock hours and recorded on the student’s transcript. The repeat course grade will be included in

calculation of CGPA. All credit hours and clock hours attempted will be counted toward maximum program length.

Transfer Credits

Transfer credits from other institutions that apply to a student’s program of study are not counted in the CGPA, but are counted as both attempted and earned credits for the purposes of SAP.

Program Changes

Students who desire to change their program of study must meet with the Director of Program/EVP Student Affairs or designee for approval and to complete a new Enrollment Agreement. The College will determine which courses transfer to the new program of study. Applicable courses transferred between programs of study will be included in all SAP evaluations.

Reinstatement/Re-entry

A student may appeal to return to the college if they were previously dismissed or not meeting SAP. Many factors will be reviewed by the Academic Advisory Committee, when determining whether or not a student should be readmitted. The final decision of the college will be made within three (3) business days with the final approval or disapproval and the student will be notified. Please refer to the reinstatement/re-entry policy for more details.

GRADING SYSTEM

Progress and quality of students’ work in the programs are measured by a system of letter grades and grade percentages as shown below. Progress reports are issued to students at the completion of each module for diploma programs or each course for degree programs. Grades are based on the quality of work by leaning deliverables as indicated on the module or course syllabus. Grade point average required for certifying completion of each program is a minimum cumulative grade of C, 2.0, or 70%.

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in GPA	Quality Points
A	90-100	Yes	Yes	Yes	4.00
B	80-89	Yes	Yes	Yes	3.00
C	70-79	Yes	Yes	Yes	2.00
D	65-69 (<i>Fail</i>)	No	Yes	Yes	0.00
F	0-64 (<i>Fail</i>)	No	Yes	Yes	0.00
INC	Incomplete	No	Yes	No	N/A
TC	Transfer	Yes	Yes	No	N/A

W	Withdraw	No	Yes	No	N/A
CE	Challenge Exam	Yes	Yes	No	N/A
P	PASS	Yes	Yes	No	N/A
F	FAIL	Yes	Yes	No	N/A

Grade Point Average (GPA) Calculation

GPA calculations will be based upon the following model:

Semester Credit Hours x Grade = Total Quality Points

Example:

Class/Subject	Clock Hours	Semester Credit Hours	Final Grade	Quality Points
Word Processing	60	1.60	x A (4)	= 6.40
Principles & Practices of Accounting	90	2.40	x B (3)	= 7.20
Electronic Spreadsheet	75	2.00	x C (2)	= 4.00
Data Base Management	45	1.20	x A (4)	= 4.80
Total	270	7.20		22.40

Cumulative Grade Point Average (GPA) = 22.40 Points / 7.20 Semester Credit Hours

$$\text{GPA} = 3.11$$

In this example, the student has completed and earned final grades in four classes/subjects. The number of Semester Credit Hours for the classes/subjects is multiplied by the equivalent number of quality points for each final grade earned. The total number of quality points is then divided by the total number of Credit Hours attempted to determine the current GPA.

Homework

Homework provides for reinforcement of work learned in the classroom. Homework is also valuable for instructors, as it helps them assess to the progress of the students. Homework varies according to the needs of the various subject areas being studied. In addition, to reading and study for tests, students should expect 5-8 hours per week of graded homework assignments. Homework is not completed by student during scheduled hours of instruction. Homework is also not included in total clock hours reported for each program and only instructional clock hours for lecture, lab and internship are listed in the catalog and included in the calculation of total clock hours for each program.

Course Incomplete

Students have 30 calendar days to complete the requirements of an Incomplete

(INC) grade; otherwise, they will receive an F (Fail) grade. Students whose programs require internships must clear their Incomplete grades prior to the commencement of their internship training.

Course Withdrawals

The College does not allow subject or class withdrawals within a program.

Course Repetitions

Both the original and the repeated classes are counted as classes attempted. In computing the grade point average, the average grade of the two classes will be used. Students are not allowed to repeat courses they have successfully completed.

Non-credit Remedial Courses

The College does not offer non-credit remedial courses.

ATTENDANCE POLICY

Attendance is an absolutely essential part of the education program and a requirement for graduation. All program attendance requirements are based on the belief that a student can profit from this program only if they attend regularly, actively participate in class/internship learning activities, and are adequately prepared for learning experiences. All absences are to be communicated directly by the student prior to class by contacting the Instructor and/or the Registrar. Students must attend classes according to their established schedules. To be considered for graduation, the student must complete a cumulative attendance of 90% of the required number of clock hours in the non-degree program.

Students in AAS-HIT Degree program require 80% cumulative attendance for graduation. A student whose cumulative attendance fall below acceptable standards for the program indicated above will be placed on probation and is allowed a maximum of 60 days to bring the cumulative attendance to acceptable standards. If the acceptable requirement for attendance is not achieved at the conclusion of the probationary period, students will be terminated, or, if mitigating circumstances are presented, they will be placed on active suspension for up to 30 days to be given the opportunity to either attain required attendance percentage or be terminated.

A student who is placed on probation will meet with the Academic Advisory Committee who is responsible for evaluation of the academic performance of students. Academic Advisory Committee goal is to ensure that students continue to make normal academic progress toward graduation. The committee works closely with students, in assisting them with the needed skills for academic success. Academic Advisory Committee consists of President/School Director, EVP Student Affairs, Program Director, Compliance Manager and Instructor.

Absences

Absences will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing.

Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences. Class cuts consider unexcused absences. Students are advised to call the school to inform their Instructors as well as the Registrar of their absence. Excused absences must be made up to meet the cumulative 90% attendance for non-degree and 80% for degree program requirements to maintain Satisfactory Academic Progress (SAP).

Tardiness and/or Leaving Early

Attendance is recorded for all programs in the student tracking system and is monitored by hourly/minute in the scheduled class, or internship session. This includes absence from the entire session, late arrival (tardy) and early departure.

Students arriving late for class or leaving early are considered tardy. Students arriving ten (10) minutes late or leave early will be noted in their attendance record. Excessive tardiness/leave early will lead to disciplinary action.

Students absent for 10 consecutive scheduled class days whether within a module or course or internship will be withdrawn from the program.

Students must make up all absences that occur during class and /or internship experiences to ensure that all required hours are completed prior to graduation.

Make-up Assignment/Time

Students are encouraged to be in class every day and on time. It is the student's responsibility to complete all required make-up time, assignments, exams or other work missed. Make-up work should be comparable to the content, time, and delivery of the classes missed.

- Missed assignments/time required to be made up within the module.
- Make-up hours must be done on campus and/or internship sites.
- All assigned make-up hours must be signed-off by the Instructor. A make-up slip should be obtained and returned to the Registrar after the completion of work.
- Internship hours must be completed at an assigned internship site, arranged through the Internship Coordinator. All assigned make-up hours must be signed-off by the Site Supervisor and returned to the Registrar after the completion of work.
- If Final Exam day is missed, student would need to take the final exam upon the student's return to class or within 5 days whichever is earlier. If the student's return date exceeds more than 5 days from the date the exam was given due to extenuating circumstance, the student must turn-in an appropriate documentation (e.g. doctor's note, funeral services schedule, court schedules, police report, etc.) before the student is allowed to take the final exam. If the student fails to present the appropriate documentation, the student will receive a failing grade and will be required to repeat the entire course. Student will be given a final exam different from what was originally given to the students on the scheduled exam day. The maximum grade that can be given to the student is 75%. A student who failed a prerequisite course and the said course is not immediately available; the student will be withdrawn from the program.

Termination due to Unsatisfactory Attendance

Students with 14 consecutive calendar days of absence will be automatically withdrawn from the College.

REINSTATEMENT/RE-ENTRY POLICY

A student withdrawn from the College wishes to re-enter to the program may apply for reinstatement or re-admission. To be considered for re-entry, a student must request in writing. The letter or personal statement should be long enough to express and give compelling argument whatever challenges the student had prior to Withdrawal. Demonstrate the evidence of the condition(s) which led to withdrawal, whether the issues have been rectified, lastly the reason for reinstatement.

Re-entry into the College is not guaranteed. The Academic Advisory Committee will review the letter and make the decision within three (3) days. The decision of approval or disapproval will be notified to the student by the Committee member. In addition, a student must complete a reinstatement form and may require signing a new Enrollment Agreement. Any student for being in non-compliance of financial obligations, the previous account balance must be settled first and/or payment arrangements should be made before the student is officially reinstated. A student may only re-enter into the original program of study.

LEAVE OF ABSENCE (LOA)

Eagle Rock College offers students the opportunity to request a Leave of Absence (LOA) to accommodate unforeseen circumstances. Taking a LOA extends the student's graduation date and does not count towards the diploma/degree completion time.

In order to request LOA, students must be in good standing and have completed a minimum of 30 calendar days of coursework or one (1) completed course/module.

- A student must request the leave of absence in writing unless an unforeseen circumstance prevents the student from doing so.
- A leave of absence must be limited to a maximum of 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.
- There must be a reasonable expectation that the student will return from the LOA in the period indicated, in order for a LOA to be granted. Prior to the beginning of a LOA, the student must meet with the Financial Department and Registrar to determine the academic and financial aid implications of taking a

LOA. The EVP Student Affairs will review the student's eligibility for a LOA and ensure that all information and documentations have been provided. If a LOA occurs anytime during a module or course in progress, students may be required to retake those courses completely.

- Students who make monthly payments are still responsible for the regularly scheduled payments while on LOA, if there is a balance on their account.
- If the student fails to return by the stated LOA return date will be withdrawn from the program and the College will apply its refund policy in accordance with state and federal guidelines. The College will not assess any additional charges as a result of the Leave of Absence. Students will be responsible for any outstanding balance resulting from the LOA request. If the student is absent for 14 consecutive calendar days he/she will be withdrawn from the program and may be eligible for re-entry at a later date.
- In the case of emergency, the Registrar will document the call or email that she received for the student, in the student academic file (e.g. illness, accident, family emergency).

Extension of Leave

- Under certain circumstances, and following the same procedure set forth above, the student may request an extension of the leave of absence. The student should state the desired length of extension, the new expected date of return and evidence of need. The letter and new LOA form should be sent to the Office of the Registrar.
- The number of days on an LOA is counted beginning with the first day of the student's initial LOA. If a student fails to return by the stated LOA return date will be withdrawn from the program. The student will not be charged any fee or additional tuition as a result of taking an LOA extension.

Program Updates

Eagle Rock College reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials and books necessary to remain current with industry standards and advancements in technology. Any changes in tuition will not affect those students already enrolled.

Clock-Hour/Semester Credit Hour System

A clock-hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work. Eagle Rock College adopts the conversion of clock hours to Semester Credit Hours. Thirty-seven and a half (37.5) clock hours is equivalent to one (1) semester credit unit/hour. Hence, 900 clock hours is converted to twenty-four (24) semester credit units/hours.

For Academic Purposes:

Lecture Hours: Instructional hours consisting of theory or new principles.

Lecture Credit Hours: Semester Credits – Must teach a minimum of 15 lecture hours to award 1 semester credit hour (divide lecture

hours by 15).

Quarter credits – Must teach a minimum of 10 lecture hours to award 1 quarter credit (divide lecture hours by 10).

Laboratory hours: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.

Laboratory Credit Hours: Semester Credits – Must teach a minimum of 30 laboratory hours to award 1 semester credit (divide laboratory hours by 30).

Quarter Credits – Must teach a minimum of 20 laboratory hours to award 1 quarter credit (divide laboratory hours by 20).

Externship/Internship Hours: Instructional hours consisting of supervised work experience activities related to skills/knowledge acquired during the training program.

Externship/Internship Credit: Hours: Semester Credits – Must teach a minimum of 45 internship hours to award 1 semester credit (divide Externship/Internship hours by 45).

Quarter credits – Must teach a minimum of 30 internship hours to award 1 quarter credit (divide externship/internship hours by 30).

For Purposes of Title IV Federal Financial Aid:

The US Department of Education (USDE) has added a definition of credit hour that measures credit hour in terms of the amount of time in which a student is engaged in academic activity, as follows:

Credit Hour:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester or trimester of credit, or 10 to 12 weeks for one quarter credit.
2. At least an equivalent amount of work as required in the #1 above for other academic activities including laboratory work, internships, practical, studio work, and other academic work leading to the award hours; or
3. Institutionally established reasonable equivalencies for the amount of work required in #1 above for the credit hours awarded, including as represented in intended learning outcomes and verified by evidence of student achievement and in accordance with accreditation standards.

Clock Hour to Credit Hour Conversion:

For financial aid purposes, except in certain cases specified by USDE, the method of converting clocks to credit hours for lecture, laboratory, and/or externship/internship is as follows:

1. One semester credit hour is based on 37.5 clock hours of direct faculty instruction and at minimum of two hours of out of class student work each week.
2. One quarter credit hour is based on 25 clock hours of direct faculty instruction and a minimum of two hours of out of class student work each week.

SUSPENSION AND DISMISSAL/TERMINATION POLICIES

Eagle Rock College reserves the right to dismiss any student violating College policies mentioned below:

- Failure to fulfill the Attendance Policy set forth by program.
- Failure to meet Satisfactory Academic Progress (SAP) standards.
- Failure to comply with the College’s Student Conduct Policy.
- Failure to satisfy all financial obligations to the College per the Financial Obligation.

Students who have been dismissed or terminated can submit an appeal in writing and the mitigating circumstances must be well documented. Please refer to the specific descriptions of each of the above policies in this Catalog for further clarification.

TRANSFER OF CREDIT POLICY

Upon admission, students are required to submit an official transcript and may also be required to submit college catalogs and course syllabi in order to determine equivalency in transfer credit. Academic credits documented on official transcripts and earned at other approved or accredited educational institutions will be evaluated by the Compliance Manager or Designee and be given transfer credit only upon a course-by-course evaluation for similar topic and content and for courses closely approximating the units or instructional hours as those offered by Eagle Rock College.

Credits allowed will be recorded on enrollment records and the length of the course shortened and the cost reduced proportionately. Only courses/classes taken during the last ten (10) years will be considered for transfer of credit, courses in computer science can be considered for transfer if completed in less than five (5) years. Students who have prior training and skills applicable to their program of study but without college credit may also apply for challenge credit or credit for previous learning based on a written exam, an oral exam, a practical, or a combination of two of these methods.

The college will only allow 30% of the total number of credits/clock hours to be credited toward the program.

Eagle Rock College grants credit as recommended by standard assessment guides, including ACE (The American Council on Education) and DAN TES (Defense Activity for Non- Traditional Educational Support). The College also grants credit for acceptable scores on national standardized examinations including CLEP (College-Level Examination Program); ACT- PEP (American College Testing-Proficiency Examination Program); and for professional certification exams in the ACE exam guide. The academic advisor will advise students, review the possibilities for credit recognition, and determine the best method for assessment.

Eagle Rock College will accept transfer credits from regionally/nationally accredited postsecondary institutions for courses in which the student earned a minimum grade of C (2.0 or 70%) and that are applicable to the student's program at Eagle Rock College.

Appropriately accredited postsecondary institutions are defined as those accredited by an accrediting agency recognized by the United States Department of Education, or by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) or, for non-United States institutions, an educational institution approved by an equivalent authority.

Transfer credits appear as "CE" on the student's Eagle Rock College's transcript and are not included in the GPA calculation. Transferability of credit is recorded on a student's Eagle Rock College's transcript upon receipt of an official transcript from the previous institution.

Foreign Transcripts: Foreign transcripts will be evaluated considering the relative strength of the foreign curriculum, applicability to the Eagle Rock College program in which the student seeks to enroll, and other factors. Prior to enrolling, students are advised of the number of transfer credits that will be applied. Acceptance of transfer credits is solely within the discretion of the College, the decisions of which shall be final. Applicants who have degrees from foreign institutions of higher education need to have these credentials evaluated by a transcript evaluation service of foreign academic credentials that is a member of the National Association of Credential Evaluation Services (NACES). Transfer credit may be given *only* for academic coursework completed during the last ten years; courses in Information Technology can be considered for transfer if completed in less than five (5) years, *no* transfer credit is awarded for life experience, portfolio assessment or any other non-academic achievements.

Credit by Challenge Examination: Advanced placement and appropriate academic credit will be granted to students passing challenge exams who demonstrate mastery of any course offered by Eagle Rock College. The administrative fee of \$50 applies for each course that is being challenged. The student must earn a "C" 70% to pass. Credit for such courses will appear as "CE" on the student's Eagle Rock College transcript and will not be included in the GPA calculation.

Students' financial aid eligibility through Title IV programs under the U.S. Department Education could be reduced proportionately depending on the number of credits

that will be accepted towards the chosen program of study. For further information, students may contact the Financial Aid Office.

Students who wish to receive veteran benefits MUST submit a statement of previous training to the school for consideration. If the evaluation determines that credit can be allowed, then, the student and the VA shall be notified. Any credit granted shall be indicated on the Enrollment Certification (VA Form 22-1999).

Credit by Advanced Placement Examination: Students who have taken college-level courses in high school and who have passed the Advanced Placement exams given by the College Board will receive credit for those courses if they are applicable to their program at Eagle Rock College. Credit for such courses will appear as "CR" on the student's Eagle Rock College transcript and will not be included in the GPA calculation.

Upper Division: To be admitted directly to an Upper Division program, students must have completed either (1) a relevant Associate's degree or (2) at least 60 semester/90 quarter credits in appropriate course work with a grade of C or better at Eagle Rock College or another nationally accredited institution.

Appeal Process—Transfer of Credit: Eagle Rock College has established an appeal process by which prospective students can request further review of courses that are not accepted for transfer. Prospective students will use a Student Request Form that can be obtained in the Registrar's Office. The request will be reviewed by the Academic Committee, along with appropriate Program Director/faculty. Prospective students will receive the outcome of the decision in writing after five (5) business days.

Experiential Learning – The College does not grant academic credit for experiential learning. As applicable, previous education and training for all Veterans and eligible persons is evaluated for transfer credit.

Articulation Agreements – The College does not currently have articulation agreements in place with other institutions.

Students Transferring to Other Institution – The College will assist students requesting transfer to other institution. EVP of Student Affairs will provide guidance and counseling to students requesting transfer. The Registrar will provide students with official transcript, course outlines or syllabi. Transfer of the institution's credits to other institution is not guaranteed.

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

"The transferability of credits you earn at Eagle Rock College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn at Eagle Rock College is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree,

diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Eagle Rock College to determine if your (credits or degree, diploma or certificate) will transfer." ERC doesn't have any transfer articulation agreements with other schools.

POLICY RELATING TO STUDENT CONDUCT

1. **Dress Code and Behavior**—Eagle Rock College is a professional career institute. It is expected that students will groom, attire and behave in a professional manner consistent with standards of the workplace. This includes cleanliness in dress and personal hygiene.

All students are expected to adhere to the general rules pertaining to dress codes, in addition to complying with specific dress codes regulated and administered by each department.

Students enrolled in all medical programs are expected to comply with the special dress codes set forth by the respective departments.

2. **Illegal drugs**—The use or sale of non-prescription, "controlled substance" drug(s), including, but not limited to marijuana, cocaine, stimulants, and depressants, will not be tolerated at Eagle Rock College and at any of its exterior locations or at any school sponsored function off the premises. Any student believed to be under the influence or in possession of a non-prescribed, "controlled substance" drug will be temporarily prohibited from attending classes pending investigation of the incident.

Should it be determined that the student was under the influence, in possession, or involved in the purchase and/or sale of controlled substances while on or off the premises at an Eagle Rock College sponsored event, the student will be dismissed. Should it later be determined that the student was not involved in the above activity, he or she will be reinstated and lost class time will be added to the normal completion date.

3. **Grounds for Disciplinary Action**—A student may be suspended, placed on probation, or dismissed/terminated for:
 - a. Falsification of previous educational status on the Enrollment Agreement.
 - b. Failure to obtain satisfactory academic and attendance progress as specified in this catalog.
 - c. Failure to fully pay the program costs as agreed in writing.
 - d. Destruction or damage to any property of the college (the student will also be liable for repair and/or replacement of any damaged property).
 - e. Any unlawful or improper conduct (including but not limited to the unlawful possession, use, or distribution of illicit drugs or alcohol),

- conduct contrary to the best interests of the Institute, or any conduct that discredits or mars the Institute or its reputation.
- f. Disruption of normal classroom discipline, inappropriate behavior or any act of insubordination.
- g. Breach of any term of the Enrollment Agreement or this catalog.
- h. Cheating or dishonesty, such as during examinations, etc.

4. **Disciplinary Procedures**—All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, dismissal of the student, probation, suspension for a particular length of time, or other appropriate action.
5. **Equipment and Instructional Devices**—Students are required to maintain cleanliness and orderliness in the classrooms. Students misusing the equipment and instructional devices may be subject to dismissal and may be billed for damaged equipment. Students must adhere to the safety devices/instructions on all equipment and instructional devices at all times. Accidents or breakdowns should be reported immediately to the Administration.

Computers-to-students ratio is 1:1; medical assistant lab equipment to student ratio is 7:1. Students are trained on software and equipment that are commonly used in actual practice.

TUITION AND OTHER SCHOOL FEES POLICY

Tuition is disclosed and agreed to at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. For cash-paying students, tuition and other charges are due and payable on or before the first day of class unless other agreements have been made with Financial Department. Payments must be made consistently and on time; otherwise, late payment penalties may be assessed. Unpaid tuition and other charges that are past due more than 90 days, may be forwarded to a collection agency.

***Please see below example of the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.**

Institutional charges by payment period and estimated payments **(From Aid and Non-Aid)**

Itemized Charges By Payment Period	1st Payment Period	2 nd Payment Period	3 rd Payment Period	4 th Payment Period	Total Course Institutional Charges
Tuition	\$ 8,487.50	\$ 8,487.50	----	----	\$ 16,975.00
Reg. Fees (Non-Refundable)	75.00	----	----	----	75.00
Supplies, Books & Uniforms (Refundable) if in good condition and within 7 th day, books may be refundable.	450.00	----	----	----	450.00

Other Charges (Non-Refundable)	-----	-----	-----	-----	-----
STRF (Non-Refundable)	-----	-----	-----	-----	-----
TOTAL CHARGE FOR THE CURRENT PERIOD OF ATTENDANCE				\$ 9,012.50	
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM				\$ 17,500.00	

Delinquent Accounts

Failure to meet financial obligations to the College may result in the dismissal/termination.

The College reserves the right to hold a graduate's diploma until the student's account is current.

Students making self-payments to the school or private financing institutions are responsible for keeping track of their own payment schedule. Courtesy notices will be sent out or phone calls will be made on the last day of the month for payments due on the fifteenth through the end of the new month. However, failure to receive a courtesy notice does not excuse a student from making payment or from paying a late fee. A Past Due Notice gives student's additional week in which to make a payment. A late fee of 6.0% of payment due maybe assessed on all Past Due accounts, unless arrangements has been made to extend the payment period. At the end of this-two week grace period, the student is no longer permitted in class and the account is generally turned over to an agency specializing in credit collections.

DISBURSEMENT POLICY/SCHEDULE OF PAYMENTS

Disbursement of loans and grants are made several times during the academic year. First-time borrowers received first loan disbursement until 30 days from the first day of class.

For Non-degree programs disbursement for loans and grants are made in two payments per academic year. First payment will be disbursed within 30 days from the first day of class. Second payment will be disbursed at midpoint. Prior to second disbursement, enrollment status, attendance and SAP will be reviewed and students will be required to have a minimum of 12.00 units of FA credits.

For ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION TECHNOLOGY program, disbursement for loans grants are made in two payments for academic year 1 and two payments for academic year 2. For academic year 1, first payment will be disbursed within 30 days from the first day of class. Second payment will be disbursed at midpoint. Prior to second disbursement, enrollment status, attendance and SAP will be reviewed and students will be required to have a minimum of 12.00 units of FA credits. For academic year 2, third payment will be disbursed when the student earned a minimum of 36.00 units of FA credits and fourth payment will be disbursed when

the student earned a minimum of 48.00 units of FA credits.

CANCELLATION POLICY

New students have the right to cancel the enrollment agreement including any equipment such as books, materials, and supplies offered in the enrollment agreement, if notice of cancellation is made within seven (7) calendar days (excluding holidays) of enrollment or by the seventh (7th) calendar day following the scheduled program start date, whichever is later. Students can submit this written notice by mail, hand delivery, or email.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement. If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable fees and may charge for equipment not returned in a timely manner or in new condition.

- a. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the College cancels prior to the start of scheduled classes or never attends class (no-show), the College will refund all monies paid. The College retains the nonrefundable application and registration fees (\$160) when students are recruited from outside the United States or its territories and possess a visa or the equivalent to enter the country for study.
- b. Cancellation After the Start of Class: If the student withdraws from the program after the period allowed for cancellation of the agreement the College will calculate whether a refund of tuition, fees, books, or supplies is due for period of enrollment. Earned charges are calculated by dividing the number of calendar days completed by the total number of calendar days in the payment period. The College will remit any required refund within 45 days following the withdrawal. For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the lenders in the order required under Federal Law. For non-federal student financial aid program funds, the institutional/California state refund policy shall be a pro-rata refund of funds paid for institutional charges.
- c. Rejection of Applicant: If an applicant is rejected for enrollment, or if a prospective international student has his or her visa application rejected, a full refund of all tuition monies paid will be made to the applicant except nonrefundable application fee.

WITHDRAWAL POLICY

Students who wish to withdraw from the College are required to seek counsel from a Program Director, and/or Director of Education and/or Vice President of Student Affairs. A student must notify the Registrar of his/her withdrawal in writing by completing the Withdrawal form, or by mail, and/or via email. Students using Title IV or other financial aid programs to help pay for school must speak to Financial Aid or Student Accounts to review their financial obligations. Students withdrawn from the College for more than one (1) year will be required to sign a new Enrollment Agreement upon return. For purposes of processing student withdrawals and calculating refunds or balances owed, the College uses the student's last day of attendance in school in the refund calculations described in the Refund Policy section of this catalog.

The student is not entitled to receive a refund if: a) all of the student's tuition and fees are paid by a third-party organization, such as The Workforce Innovation and Opportunity Act (WIOA), Veterans Administration, Workmen's Compensation, or a vocational rehabilitation program. If the student is not obligated to repay the third party organization or does not lose time-limited educational benefits, and b) the third-party organization and the institution have a written agreement, entered into on or before the date the student enrolls, that no refund will be due to the student if the student withdraws prior to completion.

REFUND POLICY

Refund Policy for Programs After Class Commences:

Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

The refund policy for students attending who incur a financial obligation for a period of 12-months or less shall be as follows:

- Refund amounts must be based on a students' last date of attendance (LDA). During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- After the first 25% of the period of financial obligation and until the end of the first 60% of the period of obligation the institution shall refund at least 25% of the tuition.
- After the first 60% of the period of financial obligation the institution may retain all of the tuition.

Refund Policy for Programs Obligating Students for Periods beyond 12 Months

Programs longer than 12-months that financially obligate the student for any period of time beyond 12-months shall release the student of the obligation to pay beyond the 12-months if the student withdraws during the first 12-months. The calculation of the refund for the unused portion of the first 12-months shall be based on above mentioned section.

Refund Due Dates:

For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the

documented date of determination (DOD). The date of determination is the date the student gives written notice of withdrawal to the institution or the date the College terminates the student, by applying the College's attendance, conduct, or Satisfactory Academic Progress policy.

Refund Computation Example

(Avocational Programs More than 300 Clock Hours and All Vocational Programs)

900 Clock Hours of Training Scheduled Start on January 7, Scheduled Completion on August 2. Student is financially obligated for the entire program, 900 Clock Hours of Training Registration Fee is \$75 for non-degree programs, \$100 for the degree program, which is non-refundable.

Tuition Fee is \$15,975.

Last Date of Attendance is March 27.

Date of Determination based on the Institution's Attendance Policy is March 27.

Cost of Equipment Provided: \$300

<u>Number of Days Student Attended</u>	<u>348 Hours (58 Days)</u>	=	38.67%
Number of Days Financially Obligated	900 Hours (150 Days)		
Pro-rata Portion Based on 348 Hours (58 Days)		=	38.67%
38.67% of \$15,975 tuition		=	\$6,177
Owed to Institution (Total Income Earned)		=	\$6,177
Refunded to student by May 11		=	\$9,798

If the equipment provided is returned within 10-days in good condition, the amount refunded is \$10,098 (\$9,798 + \$300).

For the purpose of determining the amount the student owes for the time he or she attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

1. The student notifies the school of his or her withdrawal or the actual date of withdrawal,
2. The school terminates his or her enrollment,
3. The student fails to attend classes for 14 consecutive days, (In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.), and
4. The student fails to return from a leave of absence (LOA).

RETURN OF TITLE IV FUNDS POLICY

Recipients of Federal Title IV financial aid who withdrew from enrollment at Eagle Rock College, or have their enrollment terminated will have their financial aid eligibility recalculated under the Return to Title IV (R2T4) formula prescribed by the U.S. Department of Education.

Refunds are calculated based on the payment period the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program.

Effective October 7, 2000, all financial aid (Title IV) recipients who withdraw or are terminated and who have completed 60% or less of the payment period for which they have been charged are subject to the new federal refund regulations per 34 CFR 668, 682, and 685, published on November 1, 1999.

Federal regulations state that the amount of the Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title funds must be returned, the School must calculate the following:

1. The percentage of the payment period completed, which is determined by the number of days* attended in the payment period divided by the total number of days* in the payment period. (*Note: *days = calendar days for purposes of this formula and therefore include weekends and holidays. Only scheduled breaks of five (5) days or more and approved leaves of absence (LOAs) are excluded.*)

The amount earned Title IV aid, which is determined by the net amount of Title IV funds disbursed and that could have been disbursed for the payment period multiplied by the percentage of the payment period completed.

2. The amount of Title IV to be returned, which is determined by subtracting the earned aid from the aid that was actually disbursed to, or on behalf of, the student.

The institution will return the lesser of the total earned aid or the unearned institutional charge for the payment period. Unearned aid is allocated back to the Title IV programs in the following order, as specified by law:

- a. Federal Direct Unsubsidized Loan
- b. Federal Direct Subsidized Loan
- c. Federal Direct PLUS Loan

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

- a. Federal Pell Grant Program
- b. Federal SEOG Program

- c. Other assistance awarded under this title for which return of funds is required.

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owe by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

“Once the refund has been calculated according to the State of California, ACCET and Department of Education (if Federal Financial Aid was used) the calculation most beneficial to the student will be used.”

EAGLE ROCK COLLEGE SCHOLARSHIP POLICY

Eagle Rock College is dedicated to the recruitment of qualified students. Entering students must apply and adhere to the Eagle Rock College Scholarship application process. Scholarships are subject to continued available funding and the amounts differ (ranges from \$100 - \$2,000), however will not exceed \$2,000. Eligibility for this scholarship will be determined by the Scholarship Advising Committee taking into consideration the Scholarship requirements, Application and the Essay written by the applicant. Scholarship awards are only applies to tuition charges and will be disbursed at the second payment period. There is no cash value for this scholarship. If student leaves the program prior to completion, subsequent disbursements will be forfeited. Funds are limited each year not all applicants will receive an award.

All scholarship funds must be awarded through the Office of Financial Aid, approved by the President of the College prior to any award or disbursement of funds.

The following Policy statement is the guiding document for the Eagle Rock College Scholarship deliberations. The fiscal base from which the Eagle Rock College

Scholarship awarding process operates will be updated each year to reflect the reality of the awarding/funding activity within the account.

Eligibility for scholarship aid will be based upon the following

- Applicant must be a U.S. citizen or legal permanent resident
- Evidence of High School diploma or GED
- Enroll in an ERC diploma/degree program for the first time
- Achieve minimum SLE Score of 20
- Submit an Essay in as concise and compelling manner how this scholarship will help you to achieve your career goal
- Complete Free Application for Federal Student Aid (FAFSA)

Obligation of the Eagle Rock Scholarship Student

- Maintain cumulative GPA of 2.2
- Maintain minimum attendance requirement for the program
- Maintain satisfactory completion status of curricular course work for each module/course
- Satisfactory completion of internship.
- In compliance with the College's "Code of Student Conduct"

EAGLE ROCK SCHOLARSHIP REVIEW & AWARDS

All Eagle Rock College Scholarships will be reviewed and awarded by the Eagle Rock Scholarship Committee and the recipients and/or alternates they select will be approved by a quorum of at least 3 required.

A student, who withdraws, cancels, or is suspended or dismissed from the College, will lose his/her scholarship eligibility. A student who is classified under one of the above categories due to medical reason and/or any unforeseeable extenuating circumstances may appeal in writing to the Committee to have his/her scholarship reinstated. The appeal must be submitted in writing with supporting documentation. The Committee will meet and make the decision within 48-hours. The Committee will inform the student in writing of the final decision.

CAREER SERVICES

Mission

The Career Services at Eagle Rock College are dedicated to empowering students with the knowledge and skills they need to confidently pursue their career goals and find gainful employment. Although employment cannot be guaranteed, the purpose of the department is to actively assist students and graduates in obtaining desirable employment. We are effective in helping students overcome their barriers through individual counseling, and motivational programs.

The Career Services Department is committed to assisting students and alumni in exploring, developing and implementing career goals that reflect their unique roles in

the work world and their commitment to a life of service to others. In everything we do, the highly dedicated and experienced staff of Counseling and Career Services strives to:

Educate: Offer services, resources and learning-based programs that support the integration of academic and career interests and the development of lifelong career management skills.

Engage: Establish and maintain relationships first and foremost with our students, but also with employers, staffing agencies and alumni to facilitate their connection to our students.

Empower: Collaborate with our many constituents and stakeholders to provide a broad range of meaningful opportunities and experiences for students that build confidence and clarity, and ultimately begin careers.

Responsibility: The Career Services department is responsible for all placement and follow-up activities, including coordination and communication with faculty, employers and students.

The Career Specialist maintains student resumes, the Job Board, and enters and evaluates reporting of placement and follow-up data. The Executive Vice President of Student Affairs is responsible for department overall operation including individual career counseling, seminars, workshops, and customized programs designed to assist students in the exploration and development of their future career plans.

The Career Specialist coordinates placement services between faculty, students, staffing agencies and industries by meeting with them on a regular basis. In addition, the Career Specialist discusses employment opportunities, notification of students available for employment, and provides guidance to students who are looking for employment. The collection of placement and follow-up data is a collective effort between students (both graduates and non-graduates), faculty, and staffing agencies. The evaluations and resulting reports provide valuable information that can be used to improve quality in each program as well as student outcomes.

INTERNSHIP POLICIES AND PROCEDURES

Internships provide students with practical and hands-on training, they allow students to explore their professional objectives and offer them the opportunity to gain a deeper knowledge of an area by integrating classroom work with real world experience. Some Internship sites require the student to travel a certain distance for their internships. The College is not responsible for arranging student transportation to sites. The students must have reliable transportation, whether it is their own car, or public transportation.

Students are train to work in a variety of health care setting including clinics, hospitals and physician practices.

- a. Internship experiences are typically completed during the day, including students enrolled in evening/weekend programs. Students are encouraged to be at internship sites every day and on time. Students are required to begin Internship on the dates and times scheduled at the time of enrollment and must complete 100% of all Internship hours required for their program. It is the student's responsibility to complete any make-up time missed.
- b. All absences are to be communicated directly by the student prior to their scheduled start time by contacting, the site manager and career services. Internship hours must be completed at an assigned internship site, arranged through the Internship Coordinator.
- c. The College uses a passing grade system of A-C (100%-70%).
- d. All students must follow the sites dress code, while attending Internship.
- e. Students are required to devote a minimum of twenty (20) hours per week for internship and must submit a weekly time sheet via fax that confirms the student's participation and generally describes the nature of the work performed. Timesheets are due on Friday's.
- f. In the event a student is removed from an Internship site due to unprofessional conduct. The site Supervisor will submit a written summary of the occurrence to the Internship Coordinator. The student will meet with the EVP and the Internship Coordinator

Internship clearance process is prior to successful completion of all required courses in the program. A student cannot start internship without obtaining clearance from the relevant departments and the Director of Education confirming that the student has successfully completed all the required courses in the program.

Students may obtain the Internship Clearance form from the Registrar's Department.

The prompt submission of departmental clearance is a vital step in students' Internship process.

For detailed instructions on how to complete the Internship Clearance form, please contact the Registrar.

PLACEMENT

- a. A graduate is considered placed when employed for 30 days in a paid training-related position. Training-related is defined by the vocational objectives of the program for which the graduate was enrolled, consistent with that program length, job title, and responsibilities.
- b. Supporting documentation, including the job description of a program graduate, must demonstrate that the placement is training-related and description of a program graduate, must demonstrate that the placement is training-related and consistent with the vocational objectives, content, and length of the graduates' program.

DELIVERY METHODOLOGY

All programs at Eagle Rock College are conducted face-to-face engagements with students in a classroom setting. Program hours are divided into lecture, laboratory (lab), and/or externship/internship/professional practical experience (PPE). Instructors will utilize a variety of teaching methodologies to include lecture, illustration, demonstration, project/exercise, homework/assignment, research/term papers, case studies, problem solving, experimentation, unit-mastery, report, guest speakers, group/panel discussion, and inductive/deductive reasoning.

Students will be evaluated or assessed on their performance through quizzes, projects/exercises, homework/assignments, performance evaluations (practical), midterm examinations, and final examinations.

GRADUATION REQUIREMENTS

The anticipated graduation date is based on the length of the program.

Completing the Required Courses

Students are advised and individually guided through courses by direct contact with their instructors. With assistance from their Program Directors, students proceed from course to course in a steady, organized manner.

Graduation Clearance process is after the successful completion of internship training. No Eagle Rock College student can graduate without obtaining clearance from the relevant departments and the Director of Education confirming that the student has successfully completed all the requirements for the program.

Students may obtain the Graduation Clearance form from the Registrar's Department. The prompt submission of departmental clearance is a vital step in students' graduation process.

Graduation requirements for the non-degree and degree programs

To be eligible for graduation, a student must:

- Pass all modules or courses;
- Complete all required internship hours and meet all objectives evidenced by satisfactory evaluations;
- Maintained cumulative attendance of 90% for non-degree and 80% for degree or better throughout the program;
- Maintained a cumulative grade point average of 2.0 or 70% (C) or better;
- Have satisfied all financial obligations to the College.

A student, who successfully completes a program of study, will be awarded an

appropriate diploma or degree. Diplomas/degrees are issued within 1-2 weeks of the completion date. Transcript requests will NOT be processed until the financial obligations are met. **Official Transcript** takes up to two (2) business days for processing. Students will receive the first copy of their transcript free; there is a \$5.00 fee for each transcript beyond one. Transcripts are not released to a third party without signed authorization of the student.

STUDENT RECORDS

Official school records are maintained for each student from the date of enrollment. All students, parents of minor students, and parents of tax-dependent students have the right to inspect information contained in their records. Students are advised that State law requires the college to maintain institutional and student records for a five-year period only. However, students' transcripts of records will be kept indefinitely.

DRUG AND ALCOHOL ABUSE PREVENTION

Eagle Rock College has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The program includes the annual distribution to each student and employee of: a) standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities, b) a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol, c) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol, d) a description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students, and e) a clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by item a.

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance. The chart below illustrates the period of ineligibility for FSA funds;

	<u>Possession of Illegal Drugs</u>	<u>Sale of Illegal Drugs</u>
1 st offense	1 year from date of conviction	2 years from date of conviction

2 nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

If the student was convicted of both possession and selling illegal drugs, and the period of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.

PEER-TO-PEER FILE SHARING/COPYRIGHTED MATERIAL

Effective August 14, 2008, the HEOA adds a new requirement to section 487 of the (Program Participation Agreement) under which an institution must certify that it develops plans to effectively combat the unauthorized distribution of copyrighted material (including through the use of a variety of technology-based deterrents).

This institution in compliance with HEOA, subparagraph (p) to section 485 (a) (1) will impose disciplinary actions to the students and employees to the extend allowed by federal laws, who are engaged in unauthorized distribution of copyrighted materials using the institution’s information technology system.

STATE OF CALIFORNIA Student Tuition Recovery Fund (STRF) Disclosures

“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.”

“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 programs attending certain schools regulated by the Bureau for Private Postsecondary 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."

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

To qualify for STRF reimbursement, a student must file an STRF application within two years of receiving notice from the Bureau that the College is closed. If the notice is not received from the Bureau, the student has four years from the date of closure to file an STRF application. If a judgment is obtained, the student must file the STRF application within two years of the final judgment. It is important that the student keeps copies of the enrollment agreement, financial aid papers, receipts and any other information which documents monies paid to the College. Questions regarding STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; www.bppe.ca.gov; Phone: (916) 431-6959.

ACADEMIC CALENDAR

Eagle Rock College has changed his policy from open enrollment to cohort system effective March 2017.

COLLEGE HOLIDAYS FOR ALL PROGRAMS

Eagle Rock College observes the following holidays during which the school is closed and there are no classes held:

HOLIDAYS	
Martin Luther King, Jr. Day	January 16, 2017
President's Day	February 20, 2017
Good Friday	April 14, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Veterans Day	November 11, 2017
Thanksgiving Day	November 23, 2017
Day after Thanksgiving	November 24, 2017
Winter Vacation (December 25, 2017 to January 2, 2018)	

Classes will resume on January 3, 2018

Students who are on their internship are exempt from winter vacation unless otherwise specified by the internship site.

CONSTITUTION DAY AND CITIZENSHIP DAY

Eagle Rock College is observing Constitution and Citizenship Day on September 17 of each year as mandated by the U.S. Department of Education for educational institutions receiving Federal Funding. If it falls on weekend, Eagle Rock College will observe it on the Friday before the 17th.

CLASS SIZE

Lecture classes will not exceed a ratio of one (1) instructor/lecturer to 30 students. Laboratory classes will not exceed a ratio of one (1) instructor to 25 students.

METHODS OF PAYMENT

Students may pay for tuition using the following:

- Cash, Check, Credit Card and ACH Payment
- Payment Plan
- Third Party
- Financial Assistance

FINANCIAL ASSISTANCE

The following federal (financing available through Title IV Programs under the U.S. Department of Education) and state financial aid programs are available to eligible students at Eagle Rock College subject to individual qualifications:

- PELL – Federal Pell Grant
- FSEOG – Federal Supplemental Educational Opportunity Grant
- PLUS – Federal Parent Loan for Undergraduate Students
- LOAN – Federal Subsidized and Unsubsidized Loan Programs
- WIOA -- The Workforce Innovation and Opportunity Act
- REHAB – Private Rehabilitation Benefits
- GAIN – Greater Avenues for Independence
- VETERANS – Veterans Affairs

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. The student is not entitled to a refund if the tuition and fees were paid by a third-party payer. Any amount in excess of the total charges incurred shall be returned to the third-party payer.

Schedule an Appointment with the Financial Aid Office prior to enrollment so that eligibility for financial assistance can be determined. This practice enables applicants to evaluate their options for tuition financing.

PROGRAMS OF STUDY

DEGREE

ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION TECHNOLOGY

CIP:51.0706

The Associate of Applied Science in Health Information Technology prepares students to become Health Information Technicians. Graduates will compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Students will receive both lecture and lab/practical skills in a computer-based program. Through group projects and interactions, students develop critical thinking, analytical, and problem-solving skills.

The Associate of Applied Science in Health Information Technology requires 65 Semester Credit Hours: 47 Semester Credit Hours of Specialty Core Courses and 18 Semester Credit Hours of General Education. Upon completion, students will have completed a total of 1950 GRADING of study, 1410 hours in specialty core courses and 540 in general education.

COURSE OUTLINE

Course Number	Course Name/Title	Lecture/Lab	Clock Hours	Academic Credit Hours	Semester Credit Hours
HIM 110	Medical Terminology	60/30	90	5	3
HIM 120	Anatomy & Physiology	75/45	120	6.5	4
HIM 130	Pathophysiology	45/15	60	3.5	2
HIM 140	Introduction to Health Information Management	60/30	90	5	3
HIM 150	Healthcare Delivery Systems	60/30	90	5	3
HIT 155	Legal Aspects of Healthcare Information	60/30	90	5	3
HIT 160	Computer Applications in Health Information Management	60/30	90	5	3
HIT 200	Electronic Health Records	20/10	30	1.66	1
HIT 205	Pharmacology for Allied Health	45/15	60	3.5	2
HIT 210	Basic and Intermediate ICD-10 Coding	75/45	120	6.5	4
HIT 215	Basic and Intermediate CPT Coding	75/45	120	6.5	4
HIT 220	Medical Insurance and Reimbursement Methodologies	60/30	90	5	3
HIT 235	Healthcare Statistics and Reporting	60/30	90	5	3
HIT 250	Healthcare Quality Management	60/30	90	5	3
HIT 260	RHIT Review	45/15	60	3.5	2
HIT 275	Professional Practice Experience	120	120	4	4
TOTAL UNITS IN SPECIALTY EDUCATION/CORE COURSES		860/550	1410	75.66	47
TOTAL UNITS IN GENERAL EDUCATION		420/120	540	32	18
TOTAL PROGRAM UNITS		1280/670	1950	107.66	65

General Education Requirements:

Course Number	Course Name/Title	Lecture/Lab	Clock Hours	Academic Clock Hours	Semester Credit Hours
ENG 110	Business English	75/15	90	5.5	3
MATH 11	College Algebra	75/15	90	5.5	3
PSY 101	General Psychology	75/15	90	5.5	3
ENG 210	Business Communication	75/15	90	5.5	3
MRCB 21	Microbiology	60/30	90	5	3
CHEM 11	Inorganic Chemistry	60/30	90	5	3
TOTALS		420/120	540	32	18

-Six (6) Semester Credit Hours of Communication Skills: ENG 100 and ENG 101, ENG 102, ENG 201, ENG 202, ENG 210

-Three (3) Semester Credit Hours of Mathematics: MATH 11 and MATH 12, MATH 13, MATH 14, MATH 15, MATH 21, MATH 22, MATH 23, or MATH 24

-Six (6) Semester Credit Hours of Natural or Physical Sciences: CHEM 11, CHEM 12, MCRB 21, PHYS 11, PHYS 12, SCN 110, or SCN 120

-Three (3) Semester Credit Hours of Behavioral or Social Sciences: HIS 100, HIS 150, HIS 200, PSY 101, PSY 201, SCO 201, or SCO 202

COURSE DESCRIPTIONS—HEALTH INFORMATION TECHNOLOGY

HIM 110 *Medical Terminology* **3 Sem. Credit Hours
Prerequisite: None**

This course will provide a detailed study of the meaning of medical terms that relate to medical science and human anatomy. Medical specialties including pathology, radiology, and pharmacology, as well as abbreviations used in the health care field, will be covered. In addition to definitions, pronunciation and spelling will be emphasized.

HIM 120 *Anatomy & Physiology* **4 Sem. Credit Hours
Prerequisite: None**

This class provides students with the study of the structure and function of the human body utilizing a system approach. Emphasis is placed on the gross and microscopic anatomy as well as the physiology of the cell, skeletal system, muscular system, nervous system, cardiovascular, respiratory, urinary, reproductive, endocrine, and digestive systems. A full body system review is required.

HIM 130 *Pathophysiology* **4 Sem. Credit Hours
Prerequisite: HIM 120**

Students study specific diseases on each human body system. Emphasis placed on the disease processes affecting the human body via an integrated approach to specific disease entities, including the study of causes, diagnosis, and treatment of disease.

HIM 140 *Healthcare Delivery Systems* **3 Sem. Credit Hours
Prerequisite: None**

This course is designed to introduce the student to the patterns and modes of health care delivery in settings other than that of the acute general hospital. Specialized agencies in ambulatory care, home care, emergency care, long term care, rehabilitation, mental health and mental retardation services, hospice programs, health maintenance organizations and occupational health systems will be covered. The work of accrediting, licensing, and certifying agencies, such as that of the JCAHO, the AOA, Medicare, and Medicaid will be discussed in detail for each health care area. The principles of health information systems, quality care appraisal, and risk management will be discussed. The role of the Health Information Manager as a consultant in each of the health care settings will be emphasized throughout the course.

HIM 150 *Introduction to Health Information Management* **3 Sem. Credit Hours
Prerequisite: None**

This course introduces the student to record-keeping practices in hospitals and physician offices. Emphasis will be placed on information management functions, including both manual and electronic record systems. Students will also study the history of the profession and professional ethics. Hospital and medical staff organization, patient record content, forms control and design, and regulatory and accrediting standards will also be covered. Students are expected to possess some basic computer skills.

HIT 155 *Legal Aspects of Health Information* **3 Sem. Credit Hours
Prerequisite: None**

This course is designed to provide the student with an overview of the legal and regulatory

requirements for the maintenance, retention, and dissemination of health information and the role of medical documentation in legal proceedings. Major topics include: federal, state and JCAHO regulations; facility bylaws rules and regulations; the federal and state legal system; authorizations and consents, release of information, concepts of liability; civil procedures; and the role of risk management.

HIT 160 **Computer Applications in Health Information Management**

3 Sem. Credit Hours

Prerequisite: None

This course is designed to familiarize the student with computer applications use in health information. Emphasis will be placed on the development, use, and maintenance of electronic health records. Other topics covered include the various applications used in health information management. Importance and methods for confidentiality and security systems will also be addressed.

HIT 200 **Electronic Health Records**

1 Sem. Credit Hour

Prerequisite: None

This course will prepare students to work in an electronic health record environment. Topics include an in-depth study of the electronic health record. The course will cover clinical terminologies, clinical vocabularies, e-health, health information exchange, security, and other current issues.

HIT 205 **Pharmacology for Allied Health**

2 Sem. Credit Hours

Prerequisites: HIM 120 & HIM 130

This class provides an understanding of drug classifications and actions of drugs such as absorption, distribution, metabolism, and excretion of drugs by the body. Students will also learn about matching drugs to common conditions and matching drugs to lab findings.

HIT 210 **Basic and Intermediate ICD-10 Coding**

4 Sem. Credit Hours

Prerequisites: HIM 120 & HIM 130

This course will introduce the student to the principles of taxonomy. The course will include purposes of classifying diseases and operations using ICD-10-CM, clinical vocabularies, and terminologies/nomenclatures. The interaction of different Prospective Payment Systems with classification systems will be emphasized. Data quality, the Uniform Hospital Discharge Data Set as well as coding/sequencing guidelines will be examined. The laboratory will provide students with "hands-on" experience in ICD-10-CM Coding, proper application of UHDDS guidelines (including sequencing of diagnoses and procedures), DRG assignment, and APC assignment reporting and interpreting statistical data, and utilizing automated systems for encoding, grouping and data entry. Laboratory practice exercises, utilizing actual medical records, will provide the principal method of instruction. The impact of coding accuracy and its relationship to reimbursement will be stressed.

HIT 215 **Basic and Intermediate CPT Coding**

4 Sem. Credit Hours

Prerequisite: HIM 120 & HIM 130

This course will introduce the student to the principles of taxonomy, clinical vocabularies, and terminologies/nomenclature. The course will include purposes of coding for professional services, ambulatory service and operations. The course will properly instruct the student on the proper usage of CPT and HCPCS code books. The interaction of different code systems such as the Prospective Payment Systems (PPS) with classification systems will be emphasized. Data

quality, the UACDS as well as coding/sequencing guidelines will be examined including coding and indexing of procedures and operations using various classification systems and nomenclatures. The laboratory will provide students with "hands-on" experience in HCPCS, CPT-4 coding, APC assignment reporting and interpreting statistical data, and utilizing automated systems for encoding, grouping and data entry. Laboratory practice exercises, utilizing actual medical records, will provide the principal method of instruction. The impact of coding accuracy and its relationship to reimbursement will be stressed.

HIT 220 *Medical Insurance and Reimbursement* 3 Sem. Credit Hours
Prerequisites: HIT 210 & HIT 215

This course is the study of the principles and practice of insurance and reimbursement processing. It includes the assignment and reporting of codes for diagnoses and procedures/services. The completion of UB-04 and CMS-1500 claims for inpatient, outpatient, emergency department, and physician office encounters will be covered. Inpatient and outpatient cases will be reviewed to identify issues of fraud and abuse. Prospective payment systems and revenue cycle management will be included.

HIT 235 *Healthcare Statistics and Reporting* 3 Sem. Credit Hours
Prerequisites: HIT 210, HIT 215 & HIT 220

The course reviews descriptive and vital statistics, reporting requirements, definitions and formulas for computing hospital and public health statistics. It will include the management of health information in relation to data collection, analysis and presentation. Topics will include the collection, analysis and display of data for quality assurance, utilization review, risk management and reimbursement.

HIT 250 *Healthcare Quality Management* 3 Sem. Credit Hours
Prerequisite: HIM 150

This course focuses on the principles and approaches to the assessment of quality in health care and how this impacts the role of the health information manager. Theoretical and pragmatic issues related to quality management, utilization review, and risk management will be addressed. The responsibilities of the governing board, medical staff, as well as other health care personnel in relation to quality management and improvement will be examined. Requirements of accrediting and licensing agencies relating to quality management will also be presented. Students will concentrate on areas related to JCAHO's emphasis on continuous quality improvement and the modified process of monitoring and evaluation. Students will design, implement and present a quality management study related to the above areas. Data sources will include the Medical Archival System (MAR), laboratory records, databases designed and developed by the student, and clinical site databases.

HIT 260 *RHIT Review* 2 Sem. Credit Hours
Prerequisite: Completion of all HIT & HIM Courses in AS HIT

Students will review for the Registered Health Information Technician certification examination. Topics include data analysis and management, coding, compliance, information technology, quality management, legal issues, and revenue cycle.

HIT 275 *Professional Practical Experience (Internship)* Sem. Credit Hours
School Catalog, Page 47

Prerequisite: Completion of all HIT & HIM Courses in AS HIT

This course is designed to give students the opportunity to observe health information departments and systems in non-hospital settings. Students are assigned on a rotating basis to a variety of health-related sites, including health regulatory agencies, ambulatory care, long-term care and other non-hospital facilities.

LIST OF GENERAL EDUCATION COURSES
Applicable towards the Associate's Degree

Course Number	Course Name/Title/Title	Semester Credit Hours
CHEM 11	Inorganic Chemistry (with Lab)	4
CHEM 12	Organic Chemistry (with Lab)	4
ECO 201	Principles of Economics	4
ECO 301	Introduction to Macro Economics	3
ECO 302	Micro Economics	3
ENG 101	English Grammar and Composition I	3
ENG 102	English Grammar and Composition II	3
ENG 110	Business English	3
ENG 201	Speech and Public Speaking	3
ENG 202	Reports and Technical Writing	3
ENG 210	Business Communication	3
ETH 101	Ethics	3
GEOG 11	Geography	3
GEOL 11	Geology I	3
GOV 101	U.S. Government	3
HIS 100	U.S. History	3
HIS 120	World History	3
HIS 200	Asian Studies	3
LIT 101	English and American Literature	3
LIT 202	Western World Literature	3
MATH 11	College Algebra	3
MATH 12	Advanced College Algebra	3
MATH 13	Business Mathematics	3
MATH 15	Linear Algebra	3
MATH 21	Analytic Geometry	3
MATH 22	Differential Calculus	3
MATH 23	Integral Calculus	3
MATH 24	Statistics	3
MCRB 21	Microbiology (with Lab)	4
MUS 101	Fundamentals of Music	3
PHL 101	Introduction to Philosophy	3
PHL 102	Logic and Critical Thinking	3
PHYS 11	College Physics I (with Lab)	4
PHYS 12	College Physics II (with Lab)	4
POL 101	Political Science I	3
PSY 101	General Psychology	3
PSY 201	Educational Psychology	3
SCN 110	Biology	3
SCN120	Zoology	3
SOC 201	Introduction to Sociology	3
SOC 202	Cultural Diversity in the Workplace	3
SPN 101	Fundamentals of Spanish	3
SPN 102	Spanish Literature	3

GENERAL EDUCATION COURSES- COURSE DESCRIPTION

CHEM 11 *Inorganic Chemistry (with Lab)* **4 Sem. Credit Hours
Prerequisite: None**

This course provides students with the systematic description of the properties and chemical transformations of matter. Using the periodic table as a guide, reaction types will be studied so that the large body of chemical facts will be put in perspective. Laboratory experience is required for the course.

CHEM 12 *Organic Chemistry (with Lab)* **4 Sem. Credit Hours
Prerequisite: CHEM 11**

This is a course that deals with a systematized study of the nomenclature, structure, reactions and synthesis of organic compounds, including qualitative organic analysis and organic reaction mechanisms. Laboratory experience is required in this course.

ENG 101 *English Grammar and Composition I* **3 Sem. Credit Hours
Prerequisite: None**

This course deals with the parts of speech, grammar and writing. It focuses on the practice of the fundamentals of the writing process in personal and expository writing. Emphasis is on writing for a particular audience, sentence structure, and revising and editing.

ENG 102 *English Grammar and Composition II* **3 Sem. Credit Hours
Prerequisite: ENG 101**

The course deals with the mechanics of punctuation, clauses, and compound sentences. Students continue to learn the elements of academic writing such as term papers, with emphasis on technique and style. It includes a research component and refining of skills.

ENG 110 *Business English* **3 Sem. Credit Hours
Prerequisite: None**

This course deals with the elements of grammar and writing as used in the business world. It focuses on the parts of speech, sentence structure, and the mechanics of punctuation, clauses, and compound sentences.

ENG 201 *Speech and Public Speaking* **3 Sem. Credit Hours
Prerequisite: ENG 102**

This course discusses the basic elements of Speech. Public Speaking meets the needs of people who wish to improve their ability to prepare and deliver effective oral presentations before an audience. This fundamental speech course emphasizes creation of ideas, audience analysis, organization skills and delivery techniques. Aside from writing speeches for different occasions, students will extemporaneously deliver a variety of speeches including informative and persuasive type speeches.

ENG 202 *Reports and Technical Writing* **3 Sem. Credit Hours
Prerequisite: ENG 101 and ENG 102; or ENG 110**

Students learn the elements of technical writing, ranging from the simple memorandum to the long, complex technical research report. The course is designed for students in professional, business, technical, and scientific programs.

ENG 210 *Business Communication* **3 Sem. Credit Hours**

Prerequisites: ENG 110

Good communications is universal and essential in all business. In this module, students will learn the forms of business communications, verbal and non-verbal communications and the challenging need for excellence in communication. The newest forms of sending messages via e-mail, the Internet, fax, long distance- as well as more common forms of communicating messages from point A to point B, such as the typewritten word and the US mail system- are covered. The course covers writing letters, proposals, resumes, application letters, memos, intercultural messages and more. Communicating good news as well as bad news is covered. The fundamentals of proper business writing, usage of grammar, format, style and layout of business documents are presented. The student will be graded on how well he/she uses correct grammar to solve today's multi-faceted business problems using varied forms of communication.

ETH 101 Ethics

3 Sem. Credit Hours

Prerequisite: None

This course provides an introduction to those problems of philosophy that are problems of moral philosophy, or ethics. It examines certain problems that arise such as cultural relativism, subjectivism, and the role of values and character in society. The course will consider several historically important and still-prominent theoretical approaches to ethics that purport to provide systematic procedures for answering questions about right and wrong; likewise for a variety of important moral issues such as famine relief, euthanasia, abortion, and genetic engineering. Throughout, the course will seek not so much to form judgments about specific moral issues but to improve our thinking about the considerations that may count as reasons for and against the moral judgments we are tempted to make.

GEOG 11 Geography

3 Sem. Credit Hours

Prerequisite: None

This course contains a focus on several concepts throughout the curriculum of geography. World Geography includes studies in the economic, physical, cultural, and thematic areas. Students will be expected to do presentations, research various topics, and participate in daily activities and assignments. The focus throughout the course will be from the National Geography Standards.

GEOL 11 Geology

3 Sem. Credit Hours

Prerequisite: None

Students will study the geologic materials and processes that shape our earth and environment as they relate to our everyday lives. Topics include: global tectonics; earthquakes and other geologic hazards; glacial, river and coastal processes that form our landscapes; water, mineral and energy resources; and waste disposal and pollution.

GOV 101 U.S. Government

3 Sem. Credit Hours

Prerequisite: None

This course analyzes the organizational structure and operational dynamics of the U.S. national and local government and an examination of the U.S. Constitution, including principles and theories supporting it. The course examines the three branches of the government and become familiar with the different agencies that support them.

HIS 100 U.S. History

3 Sem. Credit Hours

Prerequisite: None

This course introduces major themes in the social, cultural, political and economic history of the United States from the European discovery of the New World to the Civil War. Students will learn how early Americans created, defined, and organized their nation. Students will examine topics such as regionalism, the creation of state and federal governments, the impact of industrialization, westward expansion, sectionalism and slavery, and the role that race, class, and gender play in U.S. History. When reading about the past, students should keep an

open mind and realize that America's history was not foreordained; the early history of the United States enables students to evaluate the changing meaning and obligations of citizenship and the relevance of history to their everyday life.

HIS 120 *World History*

3 Sem. Credit Hours

Prerequisite: None

The course emphasizes relevant factual knowledge used in conjunction with leading interpretive issues, types of historical evidence, and appropriate analytical skills. Focused primarily on the past 1,000 years of the global experience, the course builds on an understanding of cultural, institutional, and technological precedents that, along with geography, set the human stage prior to 1000 CE. Rather than focusing on continents or states, the course studies cultural regions or civilizations. Periodization or how past eras were structured forms the organizing principal for dealing with change and continuity. Themes provide further organization to the course, along with constant attention to contacts among societies that form the core of world history.

HIS 200 *Asian Studies*

3 Sem. Credit Hour

Prerequisite: None

This course introduces students to the geography, history, and cultures of Asia while also familiarizing students with various approaches and methods for the study of this region in the humanities and social sciences. We will examine the area stretching region in the humanities and social sciences. We will examine the area stretching from Pakistan in the west to Japan in the east, and from the steppes north of the Great Wall to the southern tip of the Indian subcontinent. The goal of this course is to give students a foundation in the subject matter and approaches of Asian studies.

LIT 101 *English and American Literature*

3 Sem. Credit Hours

Prerequisite: None

This course introduces students to English and American Literature, their history and development and their rich variety of forms and techniques. It surveys English and American literature from its beginning to the present. Through a critical examination of these literary works, students will develop a deeper understanding of some of the main issues and movements that shape English and American culture as we see it today.

LIT 202 *Western World Literature*

3 Sem. Credit Hours

Prerequisite: None

This course studies the representative works of world literature from Antiquity, the Middle Ages, and the Renaissance. The course emphasizes the study and consideration of the literary, cultural, and human significance of selected great works of the Western and non-Western literary traditions. An important goal of the class is to promote an understanding of the

works in their cultural/historical contexts and of the enduring human values which unite the different literary traditions. The course's pedagogy gives special attention to critical thinking and writing within a framework of cultural diversity as well as comparative and interdisciplinary analysis.

MATH 11 *College Algebra*

3 Sem. Credit Hours

Prerequisite: None

The design of this course is to provide a solid foundation in algebra for students who have moderate to no previous experience with algebra, as well as to help students succeed with non-mathematical courses that require an understanding of algebraic fundamentals. The concepts examined in this course will include a review of mathematical principles, equations, problem solving, graphing, real world applications, critical thinking, decision making and geometrical functions.

MATH 12 *Advanced College Algebra*

3 Sem. Credit Hours

Prerequisite: MATH 11

A student in this course will analyze and graph functions, including constant, linear, absolute value, square root, polynomial, rational, exponential, and logarithmic functions and non-functions; solve equations and inequalities, including polynomial equations, exponential equations, logarithmic equations, systems of linear equations and systems of linear inequalities; and analyze and create algebraic and numerical patterns.

MATH 13 *Business Mathematics*

3 Sem. Credit Hours

Prerequisite: None

A course in business mathematics teaches basic math skills for financial situations. A student will learn how to calculate payroll, asset valuation, interest and retail evaluations. This course is usually a requirement for students interested in pursuing a degree in finance, business administration, marketing or accounting.

MATH 15 *Linear Algebra*

3 Sem. Credit Hours

Prerequisite: MATH 12

Students study systems of linear equations, matrices, and determinants, as well as finite dimensional vector spaces, inner product spaces, linear transformations, eigenvalues, and eigenvectors. Applications include curve fitting, network analysis, Cramer's rule and differential equations.

MATH 21 *Analytic Geometry*

3 Sem. Credit Hours

Prerequisite: MATH 12

Emphasis is on the study of analytic geometry and calculus in three dimensions. Topics include solid analytic geometry, partial derivatives, multiple integrals, and topics in vector analysis such as Green's theorem, the divergence theorem, surface integrals and Stokes theorem.

MATH 22 *Differential Calculus*

3 Sem. Credit Hours

Prerequisite: MATH 21

The course deals with the applications of techniques include extreme value problems, motion, graphing, and other topics as time allows. Topics include derivatives and applications, differentiation of transcendental functions, and introduction to integration and applications.

MATH 23 *Integral Calculus*

3 Sem. Credit Hours
Prerequisite: MATH 22

Topics in this course include definite integrals and areas, the Fundamental Theorems of Calculus, substitution, integration by parts, other methods of integration, numerical techniques, computation of volumes, arc length, average of a function, applications (to physics, engineering, and probability), separable differential equations, exponential growth, infinite series, and Taylor series.

MATH 24 *Statistics*

3 Sem. Credit Hours
Prerequisite: None

The course covers the organization and analysis of data, frequency distribution, average, measures of variability, probability, counting techniques, normal distributions, sampling methods, estimation, confidence intervals, hypothesis tests, significance levels, z-scores, t-scores, x² test, regression and correlation, and analysis of variance. This course includes the use of computers (Excel) to analyze statistical data.

MCRB 21 *Microbiology (with Lab)*

4 Sem. Credit Hours
Prerequisite: HIM 120

This course provides the basic concepts of microbiology with emphasis on microbial pathogenesis and immunity. Microorganisms including bacteria, fungi, viruses, rickettsia, protozoa, and the diseases which they produce will be stressed. Laboratory exercises develop fundamental skills in aseptic technique, microscopy, pure culture study, and the isolation and identification of pathogenic microorganisms. Students will also engage in microbiological laboratory procedures including sterile technique, microscopy, enrichment and isolation, and preservation. They will also have extensive experience in the cultivation of microorganisms.

MUS 101 *Fundamentals of Music*

3 Sem. Credit Hours
Prerequisite: None

This course introduces students to music theory and application: rhythm, meter, scales, intervals, triads and musical terminology; development of aural and keyboard skills.

PHL 101 *Introduction to Philosophy*

3 Sem. Credit Hours
Prerequisite: None

This course serves as an introduction to philosophy. It has two aims. First, it will introduce you to a number of topics such as the existence of God, skepticism, and free will that have attracted serious attention from great philosophers. The second goal of the course is to learn clear and precise thinking. Learning how to write philosophically will develop skills useful in any academic context.

PHL 102 *Logic and Critical Thinking*

3 Sem. Credit Hours
Prerequisite: ENG 101

The perspective of this course is that logic and critical thinking are essential components of any degree program. Students will examine the characteristics of highly logical people and

explore the importance of creativity for individual growth and development as well as for the overall health of our society. The course will examine ways to encourage logic and critical thinking and ways to create challenging and nurturing learning environments. Clinical components of the course involve observation, analysis, and reflection in an authentic setting. The creative writing part builds on the writing and language arts skills the students have acquired through the years. Creative writing focuses both on the writing process and the elements of the short story. All students will be given the opportunity through a variety of types of writing to develop their voice by exploring various genres of writing including short stories, poetry, and journal keeping. Skills in proof reading, peer, editing, and revising are stressed. Critical thinking skills will be enhanced through patterns of language usage and reading.

PHYS 11 **College Physics I (with Lab)** **3 Sem. Credit Hours**
Prerequisites: None

Students explore kinematics, dynamics, work, energy and power, thermal energy, the study of fluids, circular motion and gravitation. Laboratory experience is required.

PHYS 12 **College Physics II (with Lab)** **3 Sem. Credit Hours**
Prerequisites: None

Topics for this course include properties of electric and magnetic fields and simple DC circuits. Laboratory experience is required.

POL 101 **Introduction to Political Science** **3 Sem. Credit Hours**
Prerequisite: None

This course will serve as an introduction to the American political system. The three branches of the national government and the roles of political parties, elections, public opinion, interest groups, and other political actors will be addressed.

PSY 101 **General Psychology** **3 Sem. Credit Hours**
Prerequisite: None

General psychology is a course that provides the biological basis of behavior, sensation, perception, learning, memory, motivation, emotion, personality, stress, as well as abnormal, developmental and social psychology. Students will review and discuss the scientific nature of contemporary psychological investigation.

PSY 201 **Educational Psychology** **3 Sem. Credit Hours**
Prerequisite: None

This course will explore theory and research in the field of educational psychology with an emphasis on child development, learning, motivation, at risk students, and classroom management. Students will learn (1) how students differ, (2) how students learn, (3) what motivates student's behavior, and (4) how to best assess student progress.

SCN 110 **Biology** **3 Sem. Credit Hours**
Prerequisite: None

The course covers the study of life and matter that makes up living organisms. The first part puts emphasis on cellular biology: how matter is organized into cells, how cells function,

nucleic acids, and the genetic laws that govern, how characteristics are passed from generation to generation. The next part involves the study of the five kingdoms of living organisms: Monera (bacteria), Prostista (protozoans), Fungi (mushrooms and molds), Plantae (plants), and Animalia (animals). Microscope and dissection laboratory experiences supplement their studies.

SCN 120 *Zoology*

3 Sem. Credit Hours

Prerequisite: None

This course presents a panorama of animal life and low animals functions, live, reproduce and interact with their environment and man. The zoological principles discussed will convey a conceptual unity to the knowledge about animals and their relationship in a dynamic world.

SCO 201 *Introduction to Sociology*

3 Sem. Credit Hours

Prerequisite: None

In this course students will learn about the concepts, theories, and methods that sociologists use in their struggle to understand social groups, culture, social control, crime, social stratification, and social institutions. At the conclusion of this course you should be able to (1) define important sociological concepts; (2) describe major sociological perspective and theories; (3) explain the importance of social class, race/ethnicity, gender, age, and religion in structures and social interaction create, maintain, and change social behavior. The sociological insight gained from this course will help students choose the best course of action when faced with complex and difficult social and political decision in this rapidly changing world.

SCO 202 *Cultural Diversity in the Work Place*

3 Sem. Credit Hours

Prerequisite: None

This course is designed to make the student think about diverse individuals in the workplace to include race, religion, male/females, and country of origin. Each of us brings to the workplace a uniqueness that is not replicable. A depth of exploration is essential to success. The course will also examine the leadership skills and abilities needed to manage a multicultural workforce. A primary focus is placed upon the workplace impact of various historical, social, and cultural experience/ perspectives related to gender, age, ethnicity, and disability. Workforce issues related to the diversity of the American consumer and global consumer impact on the United States are analyzed.

SPN 10 *Fundamentals of Spanish*

3 Sem. Credit Hours

Prerequisite: None

This course provides an introduction to the Spanish language through the development of listening, speaking, reading, and writing skills. It also examines the cultures of Spanish-speaking people throughout the world. Classroom instruction includes the study of the parts of speech in Spanish.

SPN 102 *Spanish Literature*

3 Sem. Credit Hours

Prerequisite: None

This course explores the literary works of selected authors as well as selected books and manuscripts written in Spanish.

PROGRAMS OF STUDY

NON-DEGREE

ENGLISH AS A SECOND LANGUAGE

A Diploma Program

**720 Total Clock Hours
24 Semester Credit Hours**

Program Schedule: **Students complete 18 Clock Hours/Week for 40 Weeks**
Day/Morning Schedule: Monday to Friday, 9:00 a.m. to 1:00 p.m.
Day/Afternoon Schedule: Monday to Friday, 1:00 p.m. to 5:00 p.m.
Evening Schedule: Monday to Friday, 5:30 p.m. to 9:30 p.m.

PROGRAM OBJECTIVES:

Beginner: Students at beginner proficiency have virtually no functional ability in listening, speaking, reading, and writing English. They are often new arrivals. Beginner level students may go through a “silent period” as a stage of normal second language acquisition development. These are literacy skills.

High Beginner: Students at high beginner proficiency and beginning to understand language and use it in a limited capacity. Typically, they memorize words and phrases and can comprehend and utilize language that they have been taught. The curriculum focuses on applying literacy skills to the development of new knowledge. In second language acquisition, keep in mind that social language precedes academic language development.

Intermediate: Students at intermediate proficiency and beginning to understand most oral language pertaining to familiar topics but have difficulty comprehending and using academic vocabulary. Their speech and writing are basic and contain errors. Social language ability can be misinterpreted for more advanced ability in academic English. Grade level academic content skills are still development. The curricular focus is on advancing applications of literacy skills for the development of new knowledge.

High Intermediate: Students at high intermediate proficiency are able to function well in most everyday situations but still require academic language support. They may have difficulty understanding text beyond the literal level. They often make errors in structure and idiomatic language. The curricular focus is on more advanced applications of literacy skills.

Advanced: Students are expected to handle most personal, social, and academic language. This course will utilize all the previous English skills and build on more advanced idioms and structure. Students will utilize the dictionary to deal with complicated literacy and academic texts that may seem unfamiliar with the student. The ESL curricular focus is based on literacy skills necessary for success in a chosen career/profession. Specialized topics include Medical English/Terminology or Business English.

PROGRAM OUTLINE

Course Number	Course Name/Title	Lecture/Lab	Clock Hours	Academic Credit Hours	Semester Credit Hours
ESL-100	ESL I – Beginner	108/36	144	8.4	4.8
ESL-200	ESL II – High Beginner	108/36	144	8.4	4.8
ESL-300	ESL III – Intermediate	108/36	144	8.4	4.8
ESL-400	ESL IV – High Intermediate	108/36	144	8.4	4.8
ESL-500	ESL V – Advanced	108/36	144	8.4	4.8
TOTALS		540/180	720	42	2

MEDICAL ASSISTANT
CIP: 51.0801; O*NET: 31-9092.00
Medical Assistant

A Diploma Program

900 Total Clock Hours
24 Semester Credit Hours

Program Schedule: **30 Weeks, 30 Clock Hours per Week, Monday to Friday**
56 Weeks, 16 Clock Hours per Week, Monday to Thursday (Evening)

Educational Objective:

The Medical Assistant program provides both entry-level clinical and administrative job skills necessary to work in medical clinics, medical centers, or specialized care centers. The student will receive instruction in the classroom, lab and internship sites. Students learn to prepare patients for examinations, take vital signs, and record medical histories. They will also set up the examination room, give immunizations, take EKGs, and perform various lab tests. Students will be instructed on their administrative duties, which may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes.

PROGRAM OUTLINE

Course Number	Course Name/Title	Lect/Lab/Internship	Clock Hours	Academic Credit	Semester Credit
COM 150	Basic Keyboarding Introduction to Computers, Windows & Internet	10/20	30	1.32	0.80
COM 530	Word Processing/Electronic Spreadsheet	15/15	30	1.5	0.80
MA 110	Medical Law & Ethics	20/10	30	1.66	0.80
MA 120	Medical Terminology/Anatomy & Physiology I	45/30	75	4	2.00
MA 210	Medical Terminology/Anatomy Physiology II	45/30	75	4	2.00
MA 220	Vital Signs, First Aid, CPR	30/30	60	3	1.60
MA 230	Venipuncture & Phlebotomy	30/30	60	3	1.60
MA 240	Lab & Surgical Procedures	15/30	45	2	1.20
MA 250	Pharmacology	30/15	45	2.5	1.20
HIM 210	Basic Coding of Diagnoses	30/15	45	2.5	1.20
HIM 220	Basic Coding of Procedures	30/15	45	2.5	1.20
MA 310	EKG	10/20	30	1.33	0.80
MA 320	Administrative Duties/Medical Records Management	10/20	30	1.33	0.80
MA 330	Medical Insurance Procedures	20/20	40	2	1.07
MA 340	Computerized Medical Billing	10/30	40	1.67	1.07
MA 410	Certified Medical Assistant (CMA) Exam Review	30/10	40	2.33	1.07
CDJP 55	Career Development & Job Placement	10/10	20	1	0.53
MA 420	Internship	160	160	3.55	4.27
TOTALS		395/345/160	900	41.37	24

COURSE DESCRIPTIONS—MEDICAL ASSISTANT

COM 150 *Basic Keyboarding Intro to Computers, Windows & Internet*

30 Clock hours, 0.80 Sem. Credit Hour

Prerequisite: None

This class focuses on the development of the student's ability to operate a standard keyboard rapidly and accurately with major emphasis on basic skill building and the form of evaluation that monitors its continued development. The student must attempt to obtain a minimum keyboarding speed of 35 words per minute. This class also prepares the students to acquire skills in computer terminology, Operating Systems, an introduction to Windows, and the fundamental elements of the Internet. Students will receive lecture and hands-on instruction.

COM 530 *Word Processing/Electronic Spreadsheet* 30 Clock Hours, 0.80 Sem. Credit Hour

Prerequisite: COM 150

This class prepares students to be proficient in computer applications using Microsoft Word and Microsoft Excel. Students will create and edit documents and spreadsheets, format texts, merge documents, create and edit tables and columns, and complete projects in desktop publishing. Students will also create charts using Excel.

HIM 210 *Basic Coding of Diagnoses*

45 Clock Hours, 1.20 Sem. Credit Hours

Prerequisite: HIM 120

This class prepares students with the basic principles and conventions of ICD10-CM coding and illustrates the application of coding principles with examples and exercises based on actual case documents. Students will assign diagnosis codes using the ICD10-CM coding system as applied to different diseases of the human body systems. Students will be using the ICD10-CM manuals. They will receive instruction to ICD-10 CM/PCS and other diagnosis coding systems or code sets such as DSM-IV.

HIM 220 *Basic Coding of Procedures*

45 Clock Hours, 1.20 Sem. Credit Hours

Prerequisite: HIM 120

This class prepares students with the basic training and practice in the application of procedural codes used by several health care providers. The Current Procedural Terminology (CPT-4) and the Healthcare Procedural Coding System (HCPCS II) manuals will be used in this class. Students will be trained to both hospital-based and office-based coding. The exercises provide hands-on experience in coding some of the more common procedures and services performed by physicians and other healthcare professionals.

MA 110 *Medical Law and Ethics*

30 Clock Hours, 0.80 Sem. Credit Hour

Prerequisite: None

The course provides a solid foundation of the duties and responsibilities of a medical assistant as well as the personal qualifications to work in this specialized field. Medical Law and Ethics and how to maintain professionalism are discussed. The class also prepares students to interpret verbal and nonverbal messages, both from patients and coworkers. Defense mechanisms are explained. Nutrition, exercise, and weight control are essential parts of the class. Students are informed of the effects of habit-forming substances.

MA 120 *Anatomy & Physiology/Medical Terminology I*

75 Clock Hours, 2.00 Sem. Credit Hours; Prerequisite: None

The class in Anatomy & Physiology/Medical Terminology I provide a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: nervous, senses, integumentary, skeletal and muscular systems. The course focuses on the recognition, definition, spelling, and pronunciation of these medical

terms and at the same time learning the structures and functions of the body systems.

MA 210 *Anatomy & Physiology/Medical Terminology II*

75 Clock Hours, 2.00 Sem. Credit Hours; Prerequisite: None

The class in Anatomy & Physiology/Medical Terminology II provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: respiratory, cardiovascular, immune, digestive, endocrine, urinary and reproductive systems. This class focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems.

MA 220 *Vital Signs, First Aid, CPR*

60 Clock Hours, 1.60 Sem. Credit Hours

Prerequisite: MA 120, MA 210

One of the skills a Medical Assistant has to master is the taking of vital signs of a patient. Students learn through hands-on, practical procedures. Medical emergencies occur anywhere— near a physician’s office, at home, or at a recreational area. Medical Assistants must learn how to evaluate the situation and respond in the manner expected from a member of a health-care team. This course presents guidelines for preventing accidents and describes emergency procedures and first aid care of accident victims. Life-saving skills are best learned through practical activities that are conducted in administering first aid, bandaging, and CPR. Students follow step-by-step procedures through the guidance of a certified instructor.

MA 230 *Venipuncture & Phlebotomy*

45 Clock Hours, 1.50 Sem. Credit Hours

Prerequisite: MA 120, MA 210

This class prepares students to perform a series of practical skills. Students perform hand-washing techniques and Venipuncture procedures. Students perform blood withdrawal and learn the standard procedures in the collection, storage, and labeling of blood specimen.

MA 240 *Lab & Surgical Procedures*

30 Clock Hours, 0.80 Sem. Credit Hour

Prerequisites: MA 120, MA 210

This class prepares students to perform a series of practical skills. Students perform hand-washing techniques as well as sanitizing, disinfecting, and sterilizing the work area and medical instruments. Students perform different laboratory and surgical procedures including urinalysis and hematocrit.

MA 250 *Pharmacology*

30 Clock Hours, 0.80 Sem. Credit Hour

Prerequisites: MA 120, MA 210

The class introduces the administration of prescription and nonprescription medications including the use of the PDR. Students learn how to write prescriptions, record and store medications.

MA 310 *EKG*

30 Clock Hours, 0.80 Sem. Credit Hour

Prerequisite: MA 120, MA 210

This class prepares students to perform job skills in EKG. Students will observe a series of procedures during the demonstration, and the instructor will closely monitor the student’s progress in administering the EKG.

MA 320 *Medical Records Management/Administrative Duties*

30 Clock Hours, 0.80 Sem. Credit Hour; Prerequisite:

None The course discusses the importance of accurate medical records, the identification of

equipment and supplies, and the basic rules of filing medical records. The course also includes the steps for filing medical documentation in patient files, filing techniques, and common filing systems and terminal-digit filing.

MA 330 *Medical Insurance Procedures* 40 Clock Hours, 1.07 Sem. Credit Hours
Prerequisite: None

This class prepares students with skills related to medical health insurance packages. They will be introduced to the coding manuals and become familiar with the different sections and subsections of the manuals. Students will be thoroughly instructed on the diagnoses and procedure codes. Students will become proficient in completing the HCFA 1500 and the UB 92 forms.

MA 340 *Computerized Medical Billing* 40 Clock Hours, 1.07 Sem. Credit Hours
Prerequisite: None

A computerized job-simulated billing exercise using MediSoft will provide the student with a complete learning package in this course. Students will have hands-on experience on scheduling appointments on appointment sheets and on the computer; perform pegboard bookkeeping systems. Students will perform billing operations including the preparation of superbills. Proper collection procedures will be discussed.

MA 410 *Certified Medical Assistant (CMA) Exam Review*
40 Clock Hours, 1.07 Sem. Credit Hours
Prerequisites: Students must complete all the required classes and have achieved a GPA of 2.0 (C or 70%) and a cumulative attendance of 90%.

This course prepares students to pass the certification examination for medical assistant. Students will review both the administrative and clinical competencies in the medical assistant curriculum. They will meet certain standards knowledge and skills. Through this review class, students will be able to attain the proficiency and competencies of a Medical Assistant.

MA 420 *Internship (Medical Assistant)* 160 Clock Hours, 4.27 Sem. Credit Hours
Prerequisites: Students must complete all the required classes and have achieved a GPA of 2.0 (C or 70%) and a cumulative attendance of 90%.

The purpose of an internship assignment is to provide the student upon successful completion of the "classroom" portion of the Medical Assistant program the opportunity to work within a medical environment. This work allows the student to continue the learning process about the profession as well as the opportunity to apply the knowledge and skills they have gained from the classroom. The internship work also serves as a job experience when the time comes to begin the search for regular employment. The internship site for Medical Assistant students shall be a clinic under the supervision of a medical practitioner.

CDJP 55 *Career Development & Job Placement* 20 Clock Hours, 0.153 Sem. Credit Hours
Prerequisites: Students must complete all the required classes and have achieved a GPA of 2.0 (C or 70%) and a cumulative attendance of 90%.

Class deals with planning of a student's career and the preparation for actual employment that includes the creation of a Cover Letter, Resume, and Thank you letter, Social Media Professional Profiles, Interviewing techniques, Mock interviews, Professional Dress and Telephone Interviews. The student will be able to align their skills to the employers needs and present their candidacy to hiring professional.

MEDICAL BILLING & CODING
CIP: 51.0714; O*NET: 29-2071.00

Medical Records and Health Information Technicians

A Diploma Program

900 Total Clock Hours

24 Semester Credit Hours

Program Schedule: 30 Weeks, 30 Clock Hours per Week, Monday to Friday

56 Weeks, 16 Clock Hours per Week, Monday to Thursday (Evening)

Educational Objective:

The Medical Billing & Coding program prepares students in acquiring job skills in entry-level jobs in physicians' offices, hospital billing, outpatient departments, and insurance companies. Students work with cases that pertain to billing for Medicare, Medicaid/Medi-Cal and other billing procedures for TRICARE, Blue Shield/Blue Cross, and Worker's Compensation. Students learn Medical Terminology, Anatomy & Physiology, Pathophysiology, and Pharmacotherapy & Lab Findings. The use of the ICD-10 CM, CPT, and HCPCS books will be stressed. Students learn to code for procedures and diagnoses. Billing simulated practice scenarios will be done in the Virtual Lab. Students perform intermediate coding from more complex case studies and medical charts before they are assigned to an internship site.

Course Number	Course Name/Title	Lect/Lab/ Internship	Clock Hours	Academic Clock Hours	Semester Credit Hours
COM 150	Basic Keyboarding Introduction to Computers, Windows & Internet	10/20	30	1.32	0.80
COM 530	Word Processing/Electronic Spreadsheet	15/15	30	1.5	0.80
HIM 110	Medical Terminology	30/15	45	2.5	1.20
HIM 120	Anatomy & Physiology	30/15	45	2.5	1.00
HIM 130	Pathophysiology	60/15	75	4.5	2.20
HIM 140	Healthcare Delivery Systems	30/15	45	2.5	1.20
HIM 150	Introduction to Health Information Management	45/15	60	3.5	1.60
HIM 200	Pharmacotherapy & Lab Findings	20/10	30	1.66	0.80
HIM 210	Basic Coding of Diagnoses	30/15	45	2.5	1.20
HIM 220	Basic Coding of Procedures	30/15	45	2.5	1.20
HIM 230	Intermediate Coding of Diagnoses	30/30	60	3.0	1.60
HIM 240	Intermediate Coding of Procedures	30/30	60	3.0	1.60
HIM 250	Reimbursement/Billing Methodologies	30/15	45	2.5	1.20
HIM 310	Computer Applications in Healthcare	15/15	30	1.5	0.80
HIM 320	Computerized Medical Billing	15/15	30	1.5	0.80
HIM 400	Virtual Lab PPE (Practicum)	45	45	1.5	1.20
COM 630	QuickBooks	15/15	30	1.5	0.80
HIM 510	Certified Coding Associate Review	15/29	44	1.96	1.17
CDJP 55	Career Development & Job Placement	3/3	6	0.3	0.16
HIM 410	Internship	100	100	2.22	2.67
TOTALS		498/302/100	900	43.71	24

COURSE DESCRIPTIONS—MEDICAL BILLING & CODING

COM 150 *Basic Keyboarding Intro to Computers, Windows & Internet*

30 Clock hours, 0.80 Sem. Credit Hour

Prerequisite: None

This class focuses on the development of the student's ability to operate a standard keyboard rapidly and accurately with major emphasis on basic skill building and the form of evaluation that monitors its continued development. The student must attempt to obtain a minimum keyboarding speed of 35 words per minute. This class also prepares the students to acquire skills in computer terminology, Operating Systems, an introduction to Windows, and the fundamental elements of the Internet. Students will receive lecture and hands-on instruction.

COM 530 *Word Processing/Electronic Spreadsheet* **30 Clock Hours, 0.80 Sem. Credit Hour**

Prerequisite: COM 150

This class prepares students to be proficient in computer applications using Microsoft Word and Microsoft Excel. Students will create and edit documents and spreadsheets, format texts, merge documents, create and edit tables and columns, and complete projects in desktop publishing. Students will also create charts using Excel.

COM 630 *QuickBooks*

30 Clock Hours, 0.80 Sem. Credit Hour

Prerequisite: COM 150

Computer-Aided Accounting will follow Windows standards to open menu, select icons, and commands to perform various tasks. Students will perform practical, hands-on exercises using the accounting software, QuickBooks Pro. Exercises will include planning the accounting systems, periods, charts, aging, forms, and reports. Students will work on Accounts Receivable, Accounts Payable, and Financial Statements.

HIM 110 *Medical Terminology*

45 Clock Hours, 1.20 Sem. Credit Hours

Prerequisite: None

Students learn to spell, define, and pronounce medical terms as well as understanding the concepts of root words, prefixes, and suffixes. They will also study the common medical terms of major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

HIM 120 *Anatomy & Physiology*

45 Clock Hours, 1.00 Sem. Credit Hours

Prerequisite: HIM 110

This class provides students with the study of the structure and function of the human body utilizing a system approach. Emphasis is placed on the gross and microscopic anatomy as well as the physiology of the cell, skeletal system, muscular system, nervous system, cardiovascular, respiratory, urinary, reproductive, endocrine, and digestive systems. A full body system review is required.

HIM 130 *Pathophysiology*

75 Clock Hours, 2.20 Sem. Credit Hours

Prerequisite: HIM 120

Students study specific diseases on each human body system. Emphasis placed on the disease processes affecting the human body via an integrated approach to specific disease entities, including the study of causes, diagnosis, and treatment of disease.

- HIM 140 *Healthcare Delivery System* **45 Clock Hours, 1.20 Sem. Credit Hours**
Prerequisite: None**
- This course prepares students with a thorough understanding of the types and levels of healthcare delivery systems in the U.S. and of the governing bodies that regulate the health information management processes. The course also describes the organization, financing, regulatory and delivery of different healthcare services, and the “continuum of care” concept.
- HIM 150 *Introduction to Health Information Management* **60 Clock Hours, 1.60 Sem. Credit Hours;**
Prerequisite: None**
- This class prepares students to the components of the content, use and structure of healthcare data and data sets and how these components relate to primary and secondary record systems and to introduce legal, ethical, privacy, security and confidentiality issues and practices applicable to health information.
- HIM 200 *Pharmacotherapy & Lab Findings* **30 Clock Hours, 0.80 Sem. Credit Hour**
Prerequisite: HIM 120**
- This class provides an understanding of drug classifications and actions of drugs such as absorption, distribution, metabolism, and excretion of drugs by the body. Students will also learn about matching drugs to common conditions and matching drugs to lab findings.
- HIM 210 *Basic Coding of Diagnoses* **45 Clock Hours, 1.20 Sem. Credit Hours**
Prerequisite: HIM 120**
- This class prepares students with the basic principles and conventions of ICD10-CM coding and illustrates the application of coding principles with examples and exercises based on actual case documents. Students will assign diagnosis codes using the ICD10-CM coding system as applied to different diseases of the human body systems. Students will be using the ICD10-CM manuals. They will receive instruction to ICD-10 CM/PCS and other diagnosis coding systems or code sets such as DSM-IV.
- HIM 220 *Basic Coding of Procedures* **45 Clock Hours, 1.20 Sem. Credit Hours**
Prerequisite: HIM 120**
- This class prepares students with the basic training and practice in the application of procedural codes used by several health care providers. The Current Procedural Terminology (CPT-4) and the Healthcare Procedural Coding System (HCPCS II) manuals will be used in this class. Students will be trained to both hospital-based and office-based coding. The exercises provide hands-on experience in coding some of the more common procedures and services performed by physicians and other healthcare professionals.
- HIM 230 *Intermediate Coding of Diagnoses* **60 Clock Hours, 1.60 Sem. Credit Hours**
Prerequisite: HIM 210**
- Students continue to code case studies that are more complex and do authentic coding. Students will be introduced to diagnostic-based prospective groupers, to ICD-10-CM/PCS, and other coding systems such as DSM-IV. They will also be introduced to Systematized Nomenclature of Medicine.
- HIM 240 *Intermediate Coding of Procedures* **60 Clock Hours, 1.60 Sem. Credit Hours****

Prerequisite: HIM 220

Students will assign codes on more complex procedures on case studies and authentic coding. Students will be introduced to procedure-based payment systems such as RBRVS, E & M codes, and APC assignments. Students will also learn the impact of coding and sequencing has on reimbursement.

HIM 250 Reimbursement/Billing Methodologies 45 Clock Hours, 1.20 Sem. Credit Hours
Prerequisites: HIM 230, HIM 240

This course provides students the opportunity to study the use of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. The course includes learning contemporary prospective payment systems and key health plans, completion of the CMS 1500, charge master maintenance, and evaluation of fraudulent billing practices.

HIM 310 Computer Applications in Healthcare 45 Clock Hours, 1.20 Sem. Credit Hours
Prerequisite: COM 120

In this class, students will be introduced to the different commonly used software tools used in healthcare and by major vendors, including the use of encoding tools. Students will be able to perform laboratory assignments using AHIMA CourseShare.

HIM 320 Computerized Medical Billing 45 Clock Hours, 1.20 Sem. Credit Hours
Prerequisites: HIM 230, HIM 240

This class prepares students with computerized job-simulated billing exercises using MediSoft. Students will input patient information, enter transactions, print the CMS 1500 and walkout receipts, print the bills as well as aging reports, and complete appointment schedules. Students will also perform Hospital Billing.

HIM 400 Professional Practice Experience (Practicum)
45 Clock Hours, 1.20 Sem. Credit Hours;
Prerequisite: HIM 230, HIM 240

The Virtual Lab PPE course is designed to provide students with authentic coding (coding from real charts) experiences using a variety of patient types/encounters. They will also be using a logic-based encoder system on line through the AHIMA Course Share system. Guest speakers will be invited to present relevant topics about their jobs in the coding field. Copies of actual clinical documentation and de-identified medical records and reports will be used to provide skill practice.

HIM 510 Certified Coding Associate Review 44 Clock Hours, 1.17 Sem. Credit Hour
Prerequisites: Students must complete all the required courses

This course prepares students to take the American Health Information Management Association's (AHIMA) official certification exam to become a Certified Coding Associate (CCA). This program covers advanced ICD-10 coding procedures and is designed to help students meet the challenge of today's changing standards while learning and improving their coding skills. Students will take mock examinations to prepare them to pass the examination.

CDJP 55 Career Development & Job Placement 6 Clock Hours, 0.16 Sem. Credit Hours

Prerequisites: Students must complete all the required classes

Class deals with planning of a student's career and the preparation for actual employment that includes the creation of a Cover Letter, Resume, and Thank you letter, Social Media Professional Profiles, Interviewing techniques, Mock interviews, Professional Dress and Telephone Interviews. The student will be able to align their skills to the employers needs and present their candidacy to hiring professional.

HIM 410 Internship

100 Clock Hours, 2.67 Sem. Credit Hours

Prerequisites: Students must complete all the required classes

The purpose of an internship assignment is to provide the student an opportunity to apply the skills learned in the classroom in an actual work environment. Internship also serves as a job experience, which enables the student to get a positive reference. The internship site for Medical Billing & Coding students shall be at a medical coding/billing office, an insurance company, a hospital, or HMO under the supervision of a Medical Coding Supervisor.

BUSINESS MANAGEMENT
CIP:52.0201; O*NET: 11-1021.00
Business Administration and Management

A Diploma Program

900 Total Clock Hours
24 Semester Credit Hours

Program Schedule: 30 Weeks, 30 Clock Hours per Week, Monday to Friday
56 Weeks, 16 Clock Hours per Week, Monday to Thursday (Evening)

Educational Objective:

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business, Management, and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business, Management, and Administration career cluster. The content includes but is not limited to instruction to individuals in the areas of planning, organizing, directing and controlling of a business, with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

PROGRAM OUTLINE

Course Number	Course Name/Title	Lec/Lab/ Internship	Clock Hours	Academic Clock Hours	Semester Credit Hours
BUS 201	Psychology of Success	40/40	80	4	2
BUS 202	Project Management	50/50	100	5	2.66
BUS 203	Business Analysis	50/50	100	5	2.66
BUS 204	Six Sigma Methodology	50/50	100	5	2.66
BUS 205	Agile Methodology	50/50	100	5	2.66
BUS 206	Digital Marketing (Beginning)	40/40	80	4	2
BUS 207	Digital Marketing (Intermediate)	50/50	100	5	2.66
CDJP 65	Career Preparedness	40/40	80	4	2
BUS 208	Internship	160	160	3.56	4.27
Total		370/370/160	900	40.56	24

COURSE DESCRIPTIONS—BUSINESS MANAGEMENT

BUS 201 *Psychology of Success* 80 Clock Hours, 2 Sem. Credit Hours
Prerequisite: None

This course is a comprehensive study of Understanding Success, Self-Awareness, Discovering Your Strengths Setting and Achieving Goals and taking control of one's life. Student The course covers, Disciplining Your Thinking, Recharging Your Motivation, Managing Your Resources as well as Time Management, Money Management, Communication and Relationships and Effective Communication.

BUS 202 *Project Management* 100 Clock Hours, 2.66 Sem. Credit Hours
Prerequisite: None

This course is a comprehensive study of Project Management principals and the body of knowledge. Students will learn about the five Process Groups and ten Knowledge Areas.

BUS 203 *Business Analysis* 100 Clock Hours, 2.66 Sem. Credit Hours
Prerequisite: None

This course trains the student to identify the business needs of an organization in order to determine business solutions and facilitates transaction among the client, stakeholders, and the solution team.

BUS 204 *Six Sigma Methodology* 100 Clock Hours, 2.66 Sem. Credit Hours
Prerequisite: None

This training provides students with enhanced problem-solving skills, with an emphasis on the DMAIC (Define, Measure, Analyze, Improve and Control) model.

BUS 205 *Agile Methodology* 100 Clock Hours, 2.66 Sem. Credit Hours
Prerequisite: None

This training provides students a deeper understanding of the Agile Charter, Agile Project Methodologies, Agile and Scrum, Agile estimating and planning, Agile project execution, Release and sprint planning, Agile Risk Management, Agile tools and techniques, Value-Driven Delivery, Task and Kanban boards, Time boxing, User stories and Agile personas.

BUS 206 *Digital Marketing Beginning* 80 Clock Hours, 2 Sem. Credit Hours
Prerequisite: None

The course covers the concepts, skills, best practices and trends of the new digital marketing world which began with the advent of the World Wide Web, but now includes mobile devices, email and new forms of digital marketing and advertising like digital displays, email, ebooks and games. It will enable students to incorporate digital platforms and devices being used by customers - as they increasingly abandon physical shops and traditional marketing, PR and advertising outlets - into marketing plans and strategies.

BUS 207 *Digital Marketing Intermediate* 100 Clock Hours, 2.66 Sem. Credit Hours

Prerequisite: None

The course provides students a debt understanding of the concepts, skills, best practices and trends of the new digital marketing world and advertising like digital displays, email, eBooks and games. It will enable students to incorporate digital platforms and devices being used by customers - as they increasingly abandon physical shops and traditional marketing, PR and advertising outlets - into marketing plans and strategies.

CDJP 65 Career Preparedness

80 Clock Hours, 2 Sem. Credit Hours

Prerequisite: BUS201,BUS202,BUS203,BUS204,BUS205,BUS206,BUS 207

Students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a changing technological world given current economic circumstances.

BUS 208 Internship

160 Clock Hours 4.27 Sem. Credit Hours

Prerequisite: BUS201,BUS202,BUS203,BUS204,BUS205,BUS206,BUS 207,CDJP

The value of an internship is to develop the knowledge and skills of the students obtained and to help them gain the initial experience in their chosen field of study. The internship allows the graduates to obtain the practical skills to excel in the job market. It also instills professionalism in the graduate and establishes the criteria of how to perform a job in a professional manner. An internship also increases the chances of the students getting hired after graduation. The school adheres to the Federal and California's Department of Labor Standards legal requirements for unpaid Internships.

SOFTWARE DEVELOPER ESSENTIALS

CIP:11.0899: O*NET: 15-1132.00

Computer Software and Media, Software Developers

A Diploma Program

900 Total Clock Hours

24 Semester Credit Hours

**Program Schedule: 30 Weeks, 30 Clock Hours per Week, Monday to Friday
56 Weeks, 16 Clock Hours per Week, Monday to Thursday (Evening)**

Educational Objective:

Software Developer Essentials offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for database and web related careers. This program provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills and technical skills related to database and Internet technologies skills using the latest industry tools.

PROGRAM OUTLINE

Course Number	Course Name/Title	Lec/Lab/ Internship	Clock Hours	Academic Clock Hours	Semester Credit Hours
BUS 201	Psychology of Success	40/40	80	4	2
SDE 201	Structure Query Language SQL	40/40	80	4	2
SDE 202	Visual Basic Programming for .net	50/50	100	5	2.66
SDE 203	Auto CAD	50/50	100	5	2.66
SDE 204	ASP.Net	50/50	100	5	2.66
SDE 205	C# Programming	50/50	100	5	2.66
SDE 206	Java Training	50/50	100	5	2.66
CDJP 65	Career Preparedness	40/40	80	4	2
DPE 207	Internship	160	160	3.56	4.27
TOTALS		370/370/160	900	40.56	24

COURSE DESCRIPTIONS—SOFTWARE DEVELOPER ESSENTIALS

BUS 201 *Psychology of Success* 80 Clock Hours, 2.13 Sem. Credit Hours
Prerequisite: None

This course is a comprehensive study of Understanding Success, Self-Awareness, Discovering Your Strengths Setting and Achieving Goals and taking control of one's life. Student The course covers, Disciplining Your Thinking, Recharging Your Motivation, Managing Your Resources as well as Time Management, Money Management, Communication and Relationships and Effective Communication.

SDE 201 *Structured Query Language (SQL)* 80 Clock Hours, 2.13 Sem. Credit Hours
Prerequisite: None

Students learn the concepts of relational databases and the powerful SQL programming language. The students also learn to use single row functions to customize output, use conversion functions and conditional expressions and use group functions to report aggregated data. Students can also learn to control privileges at the object and system level. This program covers creating indexes and constraints, and altering existing schema objects. Students also learn to create and query external tables and use the advanced features of SQL to query and manipulate data within the database, use the dictionary views to retrieve metadata and create reports about their schema objects.

SDE 202 *Visual Basic Programming for.NET* 100 Clock Hours, 2.66 Sem. Credit Hours
Prerequisite: None

This course will teach the learner about creating projects in VB.NET. The learner will be able to define classes and declare objects and methods. In addition, this course will also discuss arrays and collections. It will also orient the learner on the commonly used programming constructs, such as comparison operators, loops, and if-then statements.

SDE 203 *Auto CAD* 100 Clock Hours, 2.66 Sem. Credit Hours
Prerequisite: None

This course is designed to train students for employment as operators of computer-aided drafting (CAD) systems. It provides instruction in drawing construction with CAD for architectural drafting based on conventional drafting techniques (basic, intermediate, and advanced levels), a review of basic math skills applicable to CAD, architectural terminology, drafting standards and methods, computer fundamentals, employment literacy, as well as occupational safety guidelines. Participants will learn the basics of CAD geometry creation and manipulation using a variety of computer command inputs including keyboard shortcuts, toolbox icons and mouse menu selection. Geometry created will include points, lines, circles, arcs, and basic polygons. Geometry is edited or manipulated using commands such as zoom, pan, trim, extend, copy, rotate and by the use of geometry "grips".

SDE 204 *ASP. Net* 100 Clock Hours, 2.66 Sem. Credit Hours
Prerequisite: None

Students will learn the Microsoft Platform as a Web Server, Internet Information Services, Internet Services Application Programming, Interface DLLs, Internet Information Services, Classic ASP (Putting ASP.NET into Perspective), Web Development Concepts, and ASP.NET

SDE 205 C# Programming 100 Clock Hours, 2.66 Sem. Credit Hours
Prerequisite: None

In this program, student gain the skills to exploit the capabilities of C# and of the .NET Framework to develop programs useful for a broad range of desktop and Web applications.

SDE 205 Java Training 100 Clock Hours, 2.66 Sem. Credit Hours
Prerequisite: None

This training teaches the necessary Java skills needed to successfully write basic applications in Java using composition and delegation to create objects from other objects; use packages to organize and understand interfaces, their importance and their uses.

CDJP 65 Career Preparedness 80 Clock Hours, 2.13 Sem. Credit Hours
Prerequisite: BUS201,SDE201,SDE202,SDE203,SDE204,SDE205,SDE206

In this course, students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a changing technological world given current economic circumstances.

DPE 207 Internship 160 Clock Hours 4.27 Sem. Credit Hours
Prerequisite: BUS201,SDE201,SDE202,SDE203,SDE204,SDE205,SDE206,CDJP

This course intends to develop the knowledge and skills of the students obtained and to help them gain the initial experience in their chosen field of study. The internship allows the graduates to obtain the practical skills to excel in the job market. It also instills professionalism in the graduate and establishes the criteria of how to perform a job in a professional manner. An internship also increases the chances of the students getting hired after graduation. The school adheres to the Federal and California's Department of Labor Standards legal requirements for unpaid Internships.

CERTIFIED CODING SPECIALIST (CCS) EXAM PREPARATION

96 - Clock Hours

Program Description:

Medical Coding professionals who pass the certified coding specialist (CCS) exam that is administered by the American Health Information Management Association (AHIMA) demonstrate skills, compliance, and validation of their proficiency, integrity, and knowledge of medical terminology, anatomy and physiology, disease processes, and pharmacology. Coding practitioners review patients' records, classify medical data, and assign numeric codes for each diagnosis and procedure. The CCS credential holder demonstrates his or her expertise in the ICD-10-CM and CPT coding systems. Coding accuracy is highly important to healthcare organizations because of its impact on revenues and in describing health outcomes, thus, certification is becoming an implicit industry standard.

PROGRAM OUTLINE

Course Number	Course Name/Title
DOMAIN I	Health Information Documentation
DOMAIN II	Diagnosis Coding
DOMAIN III	Procedure Coding
DOMAIN IV	Regulatory Guidelines and Reporting Requirements for Acute-Care (Inpatient) Service
DOMAIN V	Regulatory Guidelines and Reporting Requirements for Outpatient (Ambulatory) Services
DOMAIN VI	Data Quality and Management
DOMAIN VII	Information and Communication Techniques
DOMAIN VIII	Privacy, Confidentiality, Legal, and Ethical Issues
DOMAIN IX	Compliance
	Exercise/Practice Session
TOTAL - 96 HOURS	

SCHEDULE OF TUITION AND FEES

Certified Coding Specialist (CCS) Exam Preparation

PROGRAM	Clock Hours	Class Schedule	Registration Fee	Tuition Fee	Books/Supplies	TOTAL COST*
Certified Coding Specialist (CCS) Exam Preparation	96	13weeks Every Saturday	75.00	\$2,725.00	Included in Tuition	\$2,800.00

SCHEDULE OF TUITION AND FEES

DEGREE PROGRAM Effective April 3, 2017

ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION TECHNOLOGY

REGISTRATION FEE	\$100.00
BOOKS	\$1,784.50
TUITION FEE	\$500.00/Unit
TOTAL TUITION FEE (\$500 * 65 Units)	\$32,500.00
GRADUATION FEE	\$100.00

SCHEDULE OF TUITION AND FEES
NON-DEGREE PROGRAMS Effective
April 3, 2017

PROGRAMS	Clock Hours	Semester Credit Hours	Class Schedules	Registration Fee	Tuition Fee	Books/Supplies	TOTAL COST*
English as a Second Language	720	24	40 Wks@18 Clk Hrs/Wk	\$75.00	\$5,175.00	\$250.00	\$5,500.00
Medical Assistant	900	24	30 Wks@30 Clk Hrs/Wk 36 Weeks@25 Clk Hrs/Wk 45 Wks@20 Clk Hrs/Wk	\$75.00	\$15,075.00	\$350.00	\$15,500.00
Medical Billing & Coding	900	24	30 Wks@30 Clk Hrs/Wk 36 Weeks@25 Clk Hrs/Wk 45 Wks@20 Clk Hrs/Wk	\$75.00	\$16,975.00	\$450.00	\$17,500.00
Business Management	900	24	30 Wks@30 Clk Hrs/Wk 36 Weeks@25 Clk Hrs/Wk 45 Wks@20 Clk Hrs/Wk	\$75.00	\$16,975.00	\$450.00	\$17,500.00
Software Developer Essentials	900	24	30 Wks@30 Clk Hrs/Wk 36 Weeks@25 Clk Hrs/Wk 45 Wks@20 Clk Hrs/Wk	\$75.00	\$16,975.00	\$450.00	\$17,500.00

*TOTAL COST does not include the STRF Assessment Fee, which is computed as follows: Total Institutional Charges (after rounding the institutional charges to the nearest \$1,000 times 0.0000).

ADMINISTRATION

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Robert Babayan, BA	Director of Student Accounts
Odetta Ayvazyan, BS, MBA	Compliance Manager/VA Certifying Officer
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Rosette Mariano, BA, CPC.....	Registrar
Blanca Camilo, BS, MCP, MOS.....	Accounting Manager/Instructor
Teri Weller, AA.....	Career Services Specialist
Manuel Garcia, ICDM1, CCENT	Network Administrator

FACULTY

Maria Emerita Toves

Program Director/Medical Billing & Coding Instructor

Education: B.S., AHIMA Approved ICD 10 CM/PCS Trainer; Certified Coding Specialist Certification (CCS); Certified Professional Coder (CPC).

Work Experience: 12 years as Medical Biller Coder and Consultant, 8 years of experience in lecturer/teacher.

Maria Rios

Medical Billing & Coding Instructor

Education/Certification: Certified Coding Specialist (CCS); Certified Coding Associate (CCA); Associate Degree in Commercial Science (ACS)

Work Experience: 5 years of experience in teaching and over 5 years as Medical Coder.

Irene Pan

Medical Billing & Coding Instructor

Education/Certification: B.S. Health Information Management; Registered Health Information Administrator (RHIA); Certified Coding Specialist (CCS), AHIMA

Work Experience: 15 years of experience leading day-to-day operations in fast-paced hospital and Medical Center.

Christine Tumangan

Student Academic Advisor, Medical Billing & Coding Instructor

Education/Certification: Certified Coding Specialist (CCS); Certified Coding Associate (CCA)

Work Experience: Medical Coder and Instructor for 4 Years.

Gianina Echevarria

AASHIT/Medical Billing & Coding Instructor

Education/Certification: Bachelor of Science in Obstetrics; ICD9-ICD10 AHIMA Certified Coding Specialist (CCS). ICD-10 approved trainer; CCS-CDIP, CPC-CFPC-COBGC-CHONC

Work Experience: Over four years working as a Compliance auditor for Kaiser Permanente and various Healthcare facilities.

Ghulame H. Raza

Computer Instructor

Education/Certification: Bachelors in Commerce; Certificate in MS Office; Certificate in Six Sigma Green Belt; Certified Islamic Finance Executive; Certificate in Loan Documentation, Cash flow based Financing, AML (Anti money laundering) and KYC (Know your Customer), BSA (Banker's Secrecy Act)

Work Experience: 22 years' experience working with different Banks in Corporate financing. Over 15 years' experience in Corporate Finance Documentation Department in Risk Management Group using MS Office extensively for day to day job functions.

Steve Veenstra

Business Management Instructor

Education/Certification: BSC (Organic Chemistry); MBA Business Canadian School of Management; PhD Business – Quality Program for Manufacturing

Work Experience: Over 15 years' Medical device experience in several management positions in USA; 20 years in Business Management Consulting through North America.

Max Nawaz

Software Developer Essentials Instructor

Education/Certification: B.S. Computer Science Information Technology-C#, SQL, Microsoft Office, .Net

Work Experience: More than 8 years of extensive experience in the analysis, design, and test of software, including Education, Insurance, Telecom Software, NLP, Inference, Code Generation, Search Technology, Information Retrieval, DBMS, Compiler Technology, Algorithms, OCR, OMR and Distributed Processing.

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