



INSTITUTE *of* TECHNOLOGY

COURSE CATALOG

2018 Volume 7





## Disclaimer

This catalog is certified to be true and correct to the best of my knowledge.

Contents and policies included in this catalog are intended to remain in effect for a period of one year from the date of publication. However, Institute of Technology reserves the right to make changes when required by institutional policy, federal, state, or accrediting agency regulation. Where required, the school will provide advance notice of changes to the information contained in this catalog to certain states where the school is licensed.

This catalog is provided to prospective students in hard-copy or electronic format while visiting the school. It is also available to the general public on our website [www.iot.edu](http://www.iot.edu).

Sincerely,

Rick Wood  
President/CEO  
Institute of Technology

*All photos on cover and throughout this catalog were either taken at IOT California campuses, or printed with permission from*



## Welcome

### MESSAGE FROM THE OWNERS

It is our pleasure to have this opportunity to welcome you to Institute of Technology

This institution was strategically planned and developed with your career and educational goals in mind. As an educational institution, we are committed to your success. Fulfilling our commitment to you begins by offering programs of instruction that allow for entry-level career opportunities – programs that provide a career-focused education.

In addition, to help ensure you receive the education you need, we employ an instructional staff that is experienced and knowledgeable in the various professions that correspond to our educational programs. At Institute of Technology you will gain knowledge and practical experience in all aspects of professionalism and personal growth development.

Our goal is that, ultimately, you will become not only employable, but also promotable...successful! Come and discover the varied career options available to you through Institute of Technology and begin today developing your career for tomorrow.

### MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

### INSTITUTIONAL PHILOSOPHY

Institute of Technology is a private postsecondary vocational institution dedicated to the training and development of professional skills for those who seek quality training in the shortest time possible. The staff and faculty are experienced in their fields, and have the desire to train others in their newly chosen careers. All courses have been designed to provide students with hands-on instruction.

### ACCREDITATION & LICENSING

Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and offers degree programs approved by ACCSC. The Accrediting Commission of Career Schools and Colleges is recognized by the U.S. Department of Education as a nationally recognized accrediting agency.

In addition, IOT is recognized by the following organizations:

- United States Department of Education to offer qualified students federal grants and loans.
- California State Department of Vocational Rehabilitation.
- California Student Aid Commission

- American Culinary Federation

IOT is approved for the training of veterans by the California State Approving Agency for Veterans Education.

### MESSAGE FROM YOUR COLLEGE PRESIDENT

Our goal at Institute of Technology is to equip students to become productive, contributing employees within specific career paths. Upon graduation from Institute of Technology, students may begin a new career where they will contribute positively to the needs of the employer. Students can learn, grow, and adapt to the trends of their profession so that they can further advance and be successful in the years to come.

At Institute of Technology our entire staff is trained to support our students through an educational process that understands the importance of technical skills training. We ask each of our students to take advantage of our experience and knowledge. We encourage them to learn as much as they can, to ask questions, to ask for help and assistance from our instructors, and staff. We truly enjoy working with students and are committed to each student's success.



Clovis Main Campus



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Revised June 2018

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### Campus Addresses

**Clovis Main Campus**  
 564 W. Herndon  
 Clovis, CA. 93612  
 (559) 297-4500  
 Fax: (559) 297-5822

**Modesto Branch Campus**  
 5601 Stoddard Road  
 Modesto, CA. 95356  
 (209) 545-3100  
 Fax: (209) 545-1804

**Redding Branch Campus**  
 1755 Hilltop Drive  
 Redding, CA 96002  
 (530) 224-1000  
 Fax: (530) 224-1002

**All classes are held at the addresses above.**

**All instruction is provided in English only.**

**Institute of Technology does not admit students from other countries.**

[WWW.IOT.EDU](http://WWW.IOT.EDU)



**Modesto Branch Campus**



## History and Objectives

### HISTORY

Institute of Technology was originally founded and operated by Mr. and Mrs. Appleby in 1986, under the name of Central California Schools. Instructional activities were focused primarily on self-directed business administration programs. In 1989 the Appleby's elected to sell Central California Schools to their close business associates, Mr. and Mrs. Dages. Subsequent to the sale, the National Association of Trade and Technical Schools (NATTS) first accredited the school under the Dages ownership in June of 1991. NATTS later became the Accrediting Commission on Career Schools and Colleges which continues to accredit the Institute of Technology today.

In 1992, Central California Schools was sold to Jim and Laura Hines and Fred and Tami Freedman. At that time, the new owners conducted an in-depth labor market survey, the results of which initiated an intense review and evaluation of each instructional program. A decision was made to continue to provide "in demand" training opportunities for the communities served by the school.

Jim and Laura Hines subsequently acquired the school in 1994 becoming the sole owners of Fresno Institute of Technology. In June of 2001, Fresno Institute of Technology changed its name to Institute of Technology as it began to branch throughout Northern California.

On October 1, 2004, Institute of Technology incorporated and was purchased by the BrightStar Education Group, a Denver based company. The College continued its long history of providing relevant and accessible career oriented educational services to the communities it served.

In 2009, the Redding, CA campus opened as a new branch campus. In 2010, the Stockton, CA branch campus was opened.

In August, 2014 the Institute of Technology was acquired by Select Education Group, LLC an Arvada, Colorado company. Through its parent company, the National Holistic Institute, the Institute of Technology continues to be operated as a family owned school under the leadership of Mason Myers and Tim Veitzer.



Institute of Technology has been in continuous operation since its original opening in 1986 and has maintained its reputation for providing relevant, professional, and highly personalized career oriented educational services to the communities it serves.

### OBJECTIVES

Institute of Technology contributes to fulfilling its mission through the attainment of these objectives:

- To seek out and employ qualified instructors who are effective in the classroom and experienced in the practices of the related industry.
- To offer programs of instruction which provide a positive career path for our graduates.
- To develop in each student a confident, competent and professional attitude and an awareness of contemporary business practices through exposure to pragmatic course content.
- To graduate students who are competent in their chosen job skills.
- To assist graduates in finding entry-to-intermediate level employment in satisfying positions.
- To provide professional and individualized career development services.



## Accounting - AAS

### COURSE OBJECTIVE

The Accounting program provides training for students in bookkeeping, office procedures and computer software that will equip them to seek positions in any general office environment. Students in this program will receive training in basic and advanced accounting principles, involving proprietorship, partnership and corporate environments.

Graduates from this program will be able to perform beginning and intermediate word-processing tasks, satisfy entry-level spreadsheets and bookkeeping requirements, including accounting skills for bank reconciliation, payroll, management of accounts payable and accounts receivable. The student will also attend classes in English, Math, Keyboarding, Ten-Key and communications that will prepare them to succeed in any work environment. The program's curriculum supports professional certifications and encourages the student to pursue certifications for the Microsoft Office User Specialist in Microsoft Word and Excel.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive an **ASSOCIATE OF APPLIED SCIENCE DEGREE**.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in business organizations including Bookkeeper, Accounts Payable/Receivable Clerk, Account Information Clerk, Payroll Clerk, Collections Clerk, Order Clerk, Billing Clerk, Data Entry Clerk, Shipping Clerk, Auditor, and Office Manager.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

112 Quarter Credit Units, 1500 Clock Hours

Classes are held Monday through Thursday for 75 weeks. See your Admissions Representative for available class times.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability.



### AC100 Basic Foundations: Business Survival Skills

(7 Qtr. Credit Units, 100 hours)

This module sets the stage for a solid foundation from which students will build their competencies and business work ethics. Students will develop Keyboarding skills and become familiar with the changing and challenging automated office. Students develop communication skills and practice creating a variety of business communications documents. Experiential learning of various methods of business writing for presentation are developed and polished. These skills will continue to be developed and challenged with further experience in each module.

### AC110 Applications of Business Math and Communications in Accounting

(7 Qtr. Credit Units, 100 hours)

Foundation applications continue with computational skill development and an on-going implementation of mathematical and communication skills, developing a knowledge base and feel for communication of both accounting and other information through written documents. Applications of basic and business math concepts are applied in a foundational application of spreadsheet competencies — the computer can do the math.

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## Accounting - AAS (continued)

(Continued from page 6)

### **AC120 Application of Spreadsheet Competencies: Computerized Accounting Plus**

(7 Qtr. Credit Units, 100 hours)

Students will build on the basic understanding of computational analysis and learn to identify and apply accounting strategies using spreadsheet application software. They further polish skills for analytical evaluations and presentations within a spreadsheet environment. Students will experience and build skills using spreadsheet software, developing a comfort level of proficiency with applications used in accounting procedures, and implementing and further developing their accounting acumen.

### **AC130 Accounting Records Management: Keeping Track of the Details**

(7 Qtr. Credit Units, 100 hours)

Students incorporate basic skills for managing business records and files. They will practice record keeping and management skills and strategies imperative for success in an accounting environment. Students assimilate these into application of simple rules for maintaining complex filing systems.

Additionally, students will develop a more comprehensive understanding of the accounting cycle and procedures, with the study and practice of partnership accounting and intermediate accounting concepts.

### **AC140 Computerized Accounting Software: Bringing It All Together with Ease**

(7 Qtr. Credit Units, 100 hours)

Students implement their practical accounting knowledge with introduction to computerized accounting software application packages. Complex accounting procedures and reporting are facilitated with development of proficiency with software. Students develop hands-on familiarity with popular software applications packages.

### **AC150 Hands-on Presentation of Real-World Accounting**

(7 Qtr. Credit Units, 100 hours)

Students integrate previously learned skills honed to presentation and production levels within a real-world office lab environment. Student confidence is improved with practical hands-on office situations that require integrated accounting knowledge, analytical skill, critical thinking and integration of all software applications studied. Students prepare to market and propel themselves into careers.

### **PD100 Professional Development**

(6.5 Qtr. Credit Units, 100 hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job.

The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

### **AC200 Basic Money Management**

(7 Qtr. Credit Units, 100 hours)

Students will review basic math principles and learn foundational skills involving management of money, both personal and career-related, fostering a general understanding of banking, interest, checkbook maintenance and reconciliation of bank accounts. Interest rates on loans and credit cards will be addressed. Simple procedures for accurately maintaining a petty cash fund, as well as costs and ordering office supplies will be focused on. Also, developing a fundamental understanding of costs related to employee benefits packages will be covered.

Students will apply general concepts of business math using calculators and developing simple to more complex spreadsheets.

### **AC210 Business Law & Ethics**

(3.5 Qtr. Credit Units, 50 Hours)

This course introduces fundamentals of the legal system as they apply to business. Students will examine the different types of business organizations from small proprietorship to large international conglomerates. The course also evaluates the importance of business ethics, and current events that impact the community, especially the rapid advancement of technology in the business world and the impact it has on the law.

### **AC220 Fiscal Basics**

(7 Qtr. Credit Units, 100 hours)

Students experience the accounting cycle with hands-on practical experience of basic bookkeeping and accounting principles in a fiscal cycle for a proprietorship. They will apply basic accounting principles into manual and automated accounting practice, using manual forms, as well as formatting & calculating the forms in a spreadsheet environment. Students develop an understanding of basic accounting terminology and generally accepted accounting procedures for a complete fiscal cycle.

(Continued on page 8)





## Accounting - AAS (continued)

(Continued from page 7)

### **AC230 Payroll Applications**

(7 Qtr. Credit Units, 100 hours)

In this module, students will develop skill using the more complex spreadsheet formulas and tasks, with the goal of certification as Microsoft Office Specialists. There is discussion and application of payroll laws with respect to hourly, exempt, regular, overtime, double time, benefits, payroll tax calculations, payroll tax deposits, and employer payroll tax returns.

Both Federal and State laws are addressed and applied into projects fostering a solid understanding of payroll practices and procedures.

### **AC240 Partnership Accounting**

(7 Qtr. Credit Units, 100 hours)

Students will build on the basic understanding of computational analysis and polish skills for analytical evaluations and presentations within a spreadsheet environment. Students will develop a more comprehensive understanding of the accounting cycle and procedures, with the study and practice of partnership accounting and intermediate accounting concepts using an expanded journal and applying concepts for a merchandising business organized as a partnership.

### **AC250 Corporate Accounting**

(7 Qtr. Credit Units, 100 hours)

Students further develop and apply skills for the more complex accounting principles applied in a corporate environment. Students develop an experiential understanding of special journals and ledgers, stockholders' equity and profits & loss financials for a merchandising business organized as a corporation. Students complete a fiscal cycle and apply their understanding through to end of period procedures and applications.

### **PSY-100 Psychology**

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

### **PHIL100 Introduction to Ethics**

(5 Qtr. Credit Units, 50 contact hours)

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

### **MAT-100 Algebra**

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

### **SPE-100 Speech**

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. Students will be able to apply effective communication skills into oral presentations, with or without the support of presentation software.

### **ENG-100 English**

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization, and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

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## Baking & Pastry Specialist

### COURSE OBJECTIVE

The Baking and Pastry Specialist (BPS) program is designed to prepare students for the specific skills needed to excel in a career in the foodservice industry.

Students learn the culinary skills that are foundational to Baking and Patisserie including breads, cakes, specialty breads and desserts, chocolates, tarts and torts. Students who complete the program and pass the appropriate ServSafe Exams will have met the American Culinary Federation Certification standards for Food Safety and Sanitation. Our BPS program at the Clovis Main Campus has been recognized as an American Culinary Federation Education Foundation Quality Program.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a *DIPLOMA*.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Bread and Pastry Baker, Dessert Specialist, Catering Specialist, Institutional and Cafeteria Baker, Bakery Chef, and Gourmet Specialty Baker.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Uniforms and a Pastry Tool Kit are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

890 Hours / 48 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks, or Saturdays and Sundays for 48 weeks in the Weekend Course, and include an Independent Study component. See your Admissions Representative for available class times.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

#### Yeast Raised Breads

(6 Qtr. Credit Units, 105 Hours)

This module will focus on culinary concepts and the pro-



duction of a variety of yeast-raised breads and sweet doughs. Students will study the following topics: breads, rolls, specialty breads, hearth breads, laminated dough, dough mixing and fermentation.

#### Quick Breads

(6 Qtr. Credit Units, 105 Hours)

Students will focus on culinary concepts and the production of a variety of breakfast items, including cookies, muffins, danishes, croissants, puff pastry, pate choux, and quick breads. Students will practice techniques central to foaming, creaming, and blending.

#### Patisserie

(6 Qtr. Credit Units, 105 Hours)

Students will review culinary concepts and create a variety of French pastries including; pies, pastries, unfilled cakes, tarts, and tortes.

#### Cake Decorating

(6 Qtr. Credit Units, 105 Hours)

In this module, students will review culinary concepts and become proficient at designing and decorating a variety of cakes including special event items such as wedding cakes.

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## Baking & Pastry Specialist (continued)

(Continued from page 9)

### Hot and Cold Plated Desserts

(6 Qtr. Credit Units, 105 Hours)

Students will explore the design and presentation of hot, warm, and cold plated desserts. Students will practice a variety of techniques using colors and textures to present exquisitely displayed creations. Students will also review culinary concepts.

### Advanced Patisserie

(6 Qtr. Credit Units, 105 Hours)

Students will experiment with sugar work and chocolate. Students will create a variety of candies and confections and learn to creatively display items for presentation. A final review of culinary concepts is also explored.

### Concepts of Food Service Industry

(7 Qtr. Credit Units, 100 Hours)

This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

### Externship

(5 Qtr. Credit Units, 160 Hours)

Students will spend 160 academic hours on-the-job in an externship. Students can choose a local externship in the kitchens of restaurants, hotels, institutions and/or clubs. It is designed to give the student industry experience in an approved kitchen where they will rotate through various stations of production. Additionally, it will reinforce skills previously learned at the Institute and prepare them for the workforce.

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## Barbering

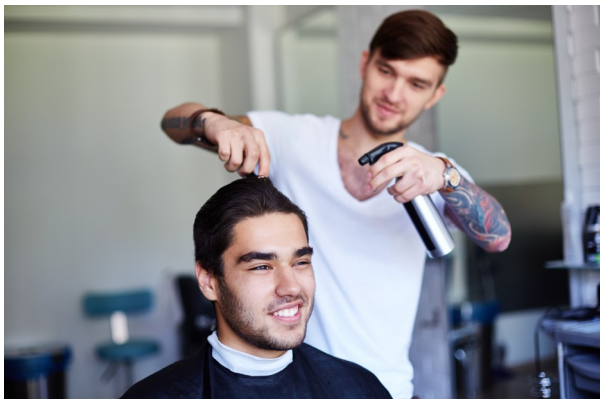
### COURSE OBJECTIVE

The objective of the Barbering program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in the field of Barbering. In addition to learning the basics of safety and sanitation, students will explore their creative side by performing a variety of barbershop facials, straight razor shaving, and hair services on mannequins and clients. Classroom instruction will prepare students with the basic knowledge necessary to perform various services such as cutting, coloring, and styling hair. Salon floor practical hours provide the opportunity to gain real life experience by utilizing the skills learned in the classroom.

Students will be introduced to the fundamentals of hair-dressing, which include haircutting, chemical processes, hair color, and finish work. Additionally, they will be introduced to skin care, facials, straight razor techniques and shaving processes. Students will also receive a basic knowledge of laws pertaining to the field of Barbering. Throughout their training students will learn about professionalism in the industry, basic business practices, media marketing, and will be encouraged to build a professional portfolio.

This program builds upon entry-level training towards an exciting career path as a licensed barber. Graduates of the Barbering program will receive training that will prepare them to:

- Demonstrate the skills and knowledge to successfully provide hair services in a broad range of settings.
- Demonstrate ability to provide hair and skin services in a safe manner.
- Utilize critical thinking, information management, communication skills, respect and responsibility.
- Demonstrate professional behavior.
- Take the Board of Barbering and Cosmetology written and practical exam.



Students who successfully complete the program will receive a **DIPLOMA**.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment in a variety of jobs in the barbering industry including the salon and barbershop environments.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

A mobile tablet, e-textbook, instructional material, student kit, and uniforms are required and available for purchase.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

1680 Clock Hours

Classes are held Monday through Friday for 41 weeks. See your Admissions Representative for available class times.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the field of Barbering.

#### BARB 100 Disinfection & Sanitation

(102.5 Clock Hours)

Disinfection and sanitation applying to the cosmetology and barbering industries will be introduced. Procedures to protect the health of the client and student will be discussed. Proper disinfection techniques for equipment used in salons and barber shops will be identified.

#### BARB 105 Haircutting

(102.5 Clock Hours)

Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

#### BARB 110 Hairstyling

(102.5 Clock Hours)

Development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, roller placement, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified.

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## Barbering cont.

(Continued from page 11)

### **BARB 115 Barbershop Facials**

(102.5 Clock Hours)

Students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients. Hot towel barbershop facials will be introduced. Preparation for the Barber State Board facials will be practiced.

### **BARB 120 Chemical Processes**

(102.5 Clock Hours)

This module will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications.

### **BARB 125 Laws & Regulations**

(102.5 Clock Hours)

Students will be introduced to the Board of Cosmetology and Barbering Laws and Regulations including the Barbering and Cosmetology Act. Students will practice salon and/or barber shop procedures while adhering to these guidelines.

### **BARB 130 Hair Color**

(102.5 Clock Hours)

Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

### **BARB 135 Shaving**

(205 Clock Hours)

Students will be introduced to the fundamentals of straight razor shaving. The shaving module will cover sanitation and safety precautions associated with straight razor shaving. Students will focus on proper razor positions and strokes. Students will practice hot towel shave steps to prepare for the State Board exam.

### **BARB 150 Chemistry & Electricity**

(205 Clock Hours)

Students will be introduced to basic chemistry and electricity pertaining to the cosmetology and barbering industries. Discussion and lab applications will include safe

and professional use of salon and barber shop equipment, product knowledge, and troubleshooting problems that may arise during a chemical service.

### **BARB 160 Cosmetology Anatomy & Physiology**

(205 Clock Hours)

Students will become familiar with the anatomy and physiology of the human body as it pertains to cosmetology and barbering. Reference points of the body will be used for haircutting, styling, and coloring.

### **BARB 170 Advanced Barber Services**

(205 Clock Hours)

Students will express their artistic side by applying knowledge of advanced barbering services. They will be challenged to be expressive while adhering to the basic rules of barbering.

### **BARB 180 Portfolio**

(205 Clock Hours)

Students will build a professional portfolio designed to introduce their skills and abilities to clients, industry professionals, and potential employers. The basics of business, marketing, professionalism, and soft skills relating to the cosmetology and barbering industry will be covered. State Board drills will prepare students for the licensing exam and will be practiced with an emphasis on efficiency and timing.

### **BARB 190 State Board Exam Preparation**

(40 Clock Hours)

To prepare for examination day students will participate in mock State Board practical and written exams. Students will practice the State Board practical exam from beginning to end, including how to enter the exam room and how to exit after the practical exam is concluded.

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# Cosmetology

## COURSE OBJECTIVE

The objective of the Cosmetology program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in the field of Cosmetology. In addition to learning the basics of safety and sanitation, students will explore their creative side by performing a variety of hair, skin, and nail treatments on mannequins and clients. Classroom instruction will prepare students with the basic knowledge necessary to perform various services such as cutting, coloring, and styling hair. Salon floor practical hours provide the opportunity to gain real life experience by utilizing the skills learned in the classroom.

Students will be introduced to the fundamentals of hair-dressing, which include haircutting, chemical processes, hair color, and finish work. Additionally, they will be introduced to skin care, facials, hair removal, make-up application and basic nail processes. Students will also receive a basic knowledge of laws pertaining to the field of Cosmetology. Throughout their training students will learn about professionalism in the industry, basic business practices, media marketing, and will be encouraged to build a professional portfolio.

This program builds upon entry-level training towards an exciting career path as a licensed cosmetologist. Graduates of the Cosmetology program will receive training that will prepare them to:

- Demonstrate the skills and knowledge to successfully provide hair, nail and skin services in a broad range of cosmetology settings.
- Demonstrate ability to provide hair, nail and skin services in a safe manner.
- Achieve adequate academic preparedness to take the Board of Barbering and Cosmetology written and practical exams.
- Demonstrate proficiency in critical thinking, information management, communication skills, respect and responsibility.
- Demonstrate professional behavior.



Students who successfully complete the program will receive a **DIPLOMA**.

## CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment in a variety of jobs in the cosmetology industry including the salon and spa environments.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

## STUDENT SUPPLIES

A mobile tablet, e-textbook, instructional material, student kit, and uniforms are required and available for purchase.

## HOURS OF INSTRUCTION/PROGRAM LENGTH

1680 Clock Hours

Classes are held Monday through Friday for 41 weeks. See your Admissions Representative for available class times.

## THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the field of Cosmetology.

### COS 100 Disinfection & Sanitation

(102.5 Clock Hours)

Disinfection and sanitation applying to the cosmetology and barbering industries will be introduced. Procedures to protect the health of the client and student will be discussed. Proper disinfection techniques for equipment used in salons and barber shops will be identified.

### COS 105 Haircutting

(102.5 Clock Hours)

Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

### COS 110 Hairstyling

(102.5 Clock Hours)

Development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, roller place-

*(Continued on page 14)*



## Cosmetology cont.

(Continued from page 13)

ment, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified.

### **COS 115 Esthetics**

(102.5 Clock Hours)

Students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients. The latest developments in state of the art delivery systems and ingredients to persevere, nourish, and protect skin will be discussed. Students will practice facials, make-up application and hair removal; these skills will enhance the range of services students will be able to provide to clients.

### **COS 120 Chemical Processes**

(102.5 Clock Hours)

This module will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications.

### **COS 125 Laws & Regulations**

(102.5 Clock Hours)

Students will be introduced to the Board of Cosmetology and Barbering Laws and Regulations including the Barbering and Cosmetology Act. Students will practice salon and/or barber shop procedures while adhering to these guidelines.

### **COS 130 Hair Color**

(102.5 Clock Hours)

Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

### **COS 135 Nail Processes**

(205 Clock Hours)

In this module the structure of the natural nail, nail anatomy, and nail growth will be discussed. Students will learn to effectively recognize diseases of the nails that should not be treated in a salon. The steps of a State Board manicure service as well as State Board required nail enhancements will be demonstrated. Gel polish application, and pedicures ranging from basic to spa will also be

conducted.

### **COS 150 Chemistry & Electricity**

(205 Clock Hours)

Students will be introduced to basic chemistry and electricity pertaining to the cosmetology and barbering industries. Discussion and lab applications will include safe and professional use of salon and barber shop equipment, product knowledge, and troubleshooting problems that may arise during a chemical service.

### **COS 160 Cosmetology Anatomy & Physiology**

(205 Clock Hours)

Students will become familiar with the anatomy and physiology of the human body as it pertains to cosmetology and barbering. Reference points of the body will be used for haircutting, styling, and coloring.

### **COS 170 Advanced Hair Services**

(205 Clock Hours)

Students will express their artistic side by applying knowledge of advanced salon services. They will be challenged to be expressive while adhering to the basic rules of cosmetology.

### **COS 180 Portfolio**

(205 Clock Hours)

Students will build a professional portfolio designed to introduce their skills and abilities to clients, industry professionals, and potential employers. The basics of business, marketing, professionalism, and soft skills relating to the cosmetology and barbering industry will be covered. State Board drills will prepare students for the licensing exam and will be practiced with an emphasis on efficiency and timing.

### **COS 190 State Board Exam Preparation**

(40 Clock Hours)

To prepare for examination day students will participate in mock State Board practical and written exams. Students will practice the State Board practical exam from beginning to end, including how to enter the exam room and how to exit after the practical exam is concluded.

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## Criminology & Emergency Response Management - AAS

### COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will receive an **ASSOCIATE OF APPLIED SCIENCE DEGREE**.

### CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ150, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

### CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer\*, Peace Officer\*, Reserve Peace Officer\*, Deputy Sheriff\*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer, Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification



(SOC) Codes available to graduates of this program.

\*An academy will be required after graduation from IOT.

### STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. *See your admissions representative for available class times.*

### REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.

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# Criminology & Emergency Response Management - AAS (cont.)

(Continued from page 15)

## **CJ100 Laws & Regulations**

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

## **CJ110 Criminal Procedures**

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices. Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

## **CJ120 Citizen Interaction and Suspect Control**

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices. The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

## **CJ130 Report Writing**

(50 Hours / 3.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

## **CJ140 Corrections**

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

## **CJ150 Correctional Institutions**

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

## **EM120 Emergency Management and Security Services**

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

## **CJ160 Applied Criminal Justice Concepts**

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

## **CJ170 Crime Scene Technician I**

(100 Hours / 6.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.

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## Criminology & Emergency Response Management - AAS (cont.)

(Continued from page 16)

### **CJ171 Crime Scene Technician II**

(40 Hours / 2.5 Credit Units)

Prerequisite – CJ170

This course provides the student with an understanding of basic crime scene investigation. Topics include processing a crime scene, various types of physical evidence, laws of evidence and a field trip. The student that successfully completes CJ 170 and 171 will receive a certificate as a Crime Scene Technician.



### **EM133 – First Responder**

(60 Hours / 4 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). **Responder Certifi-**

**cation outcomes for this course are dependent upon your campus location.** The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

### **PD100 Professional Development**

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

### **PHIL100 Introduction to Ethics**

(50 Hours / 5 Quarter Credit Units)

#### **General Education Component**

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

### **MAT100 Algebra**

(50 Hours / 5 Quarter Credit Units)

#### **General Education Component**

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

### **SPE100 Speech**

(50 Hours / 5 Quarter Credit Units)

#### **General Education Component**

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

(Continued on page 18)



## Criminology & Emergency Response Management - AAS (cont.)

(Continued from page 17)

### **PSY100 Psychology**

(50 Hours / 5 Quarter Credit Units)

#### **General Education Component**

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

### **ENG100 English**

(50 Hours / 5 Quarter Credit Units)

#### **General Education Component**

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

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## Culinary Arts Diploma

### COURSE OBJECTIVE

There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.

Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a Culinary Arts Diploma.

### CAREER PATHS/JOB TITLES

Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

880 Hours / 52 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.

*See your Admissions Representative for available class times.*

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).



### Concepts of Food Service Industry - Culinary Foundations 1

*(7 Qtr. Credit Units, 100 hours)*

This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

### Foundations of Baking and Patisserie

*(6.5 Qtr. Credit Units, 100 Hours)*

Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

*(Continued on page 20)*



# Culinary Arts Diploma

(Continued from page 19)

## **Kitchen Skills Development - Culinary Foundations 2**

(6.5 Qtr. Credit Units, 100 Hours)

Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

## **Buffet Catering and Garde Manger**

(6.5 Qtr. Credit Units, 100 Hours)

This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

## **Advanced Kitchen Skills - Culinary Foundations 3**

(6.5 Qtr. Credit Units, 100 Hours)

This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

## **American Regional Cuisine**

(6.5 Qtr. Credit Units, 100 Hours)

This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

## **Latin & Mediterranean Cuisine**

(6.5 Qtr. Credit Units, 100 Hours)

Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

## **Externship**

(6 Qtr. Credit Units, 180 Hours)

Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

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## Culinary Arts Professional - AOS

### COURSE OBJECTIVE

There's never been a better time to turn your passion for food into an exciting career.

The **Culinary Arts Professional (CAP)** program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a **degree** from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.

Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in an 180 hour externship in a professional kitchen either locally or in a destination city in the U.S.

This program has been granted a programmatic accreditation by the American Culinary Federation's Educational Foundation (ACFEF) and is recognized by the ACFEF Accrediting Commission as an "Exemplary" program having received a seven year grant of accreditation with no areas of non-compliance to the ACFEF National Standards. Graduates of this accredited degree program will receive the "Certified Culinarian" credential from the ACF.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive an **ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE**.

### CAREER PATHS/JOB TITLES

Graduates from the Culinary Arts Professional program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

1480 Hours / 92 Quarter Credit Hours

Classes are held Monday through Thursday for 70 weeks and include an Independent Study component.

*See your Admissions Representative for available class*



*times.*

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

#### **CUL100: Concepts of Food Service Industry**

*(7 Qtr. Credit Units, 100 hours)*

This module will focus on foundational concepts that reflect the structure in which a professional kitchen is operated. Included will be culinary concepts, organizational structure, safety and sanitation, product identification & culinary cost management. Culinary supervision, staffing and leadership skills will also be explored. This module meets the standards for the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management.

#### **CUL110: Baking and Patisserie**

*(6.5 Qtr. Credit Units, 100 Hours)*

Students concentrate on the fundamental concepts, skills, and techniques involved in baking. Focus is placed on terminology, technology, equipment, measurements, formula conversions, standard recipes, and sanitation in the bakeshop. Included is production of a variety of pastries, breads, cakes, pies and restaurant deserts.

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## Culinary Arts Professional - AOS (continued)

(Continued from page 21)

### **CUL120: Culinary Skills Development**

(6.5 Qtr. Credit Units, 100 Hours)

Basic cooking and skill development is the basis for the Skill Development Series. Each skill taught will prerequisite the next course in order for the student to build a foundation of skills necessary to progress through the program. Special emphasis is given to the study of ingredients, applied kitchen mathematics, cooking theories, and the preparation of stocks, broths, glazes, soups, thickening agents, the grand sauces, and emulsion sauces.

Lectures and demonstration teach organization skills in the kitchen, work-coordination, and knife skills. The basics of vegetable and starch cookery are covered. Stress is given to basic cooking techniques such as sautéing, roasting, poaching, braising, and frying.

### **CUL130: Garde Manger and Buffet Catering**

(6.5 Qtr. Credit Units, 100 Hours)

This course covers the use and preparation of cold cuisine. The fundamentals of preparing salads, dressings, cold appetizers, basic forcemeats, vegetable carvings, garnishes, and food presentations will be explored. Emphasis will be placed on plate and platter presentation of cold foods. Students will also work on breakfast, lunch, and dinner buffet arrangements, presentation and organization as they prepare international fair.

### **CUL140: Advanced Kitchen Skills**

(6.5 Qtr. Credit Units, 100 Hours)

This class provides an in-depth study of a variety of cuisines of the Worlds. Advanced hands-on techniques will be utilized in the production of international cuisine menus. Studies will be required for products and ingredients that are indigenous to the regions of emphasis. A historical approach with hands-on application will be emphasized and cultural implications in the presentation of foods and the selection of menus will be stressed.

The skills of plate presentation, mise-en-place, organization, and utilizing the fundamental techniques of cooking will be reinforced at all times. This module meets the American Culinary Federation certification standards for Nutrition.

### **HM200: Restaurant Hospitality Management**

(7 Qtr. Credit Units, 100 Hours)

This course will focus on the key concepts of development, operation and success of a hospitality-based business. Emphasis will be placed on menu engineering and

development, management of direct and indirect costs, employee relations, elements of marketing.

Included will be an in-depth study into the development of a business plan. Emphasis will be placed on menu pricing and strategy, food production systems, restaurant themes and ambiance, kitchen design, equipment needs, dining room layout, and various service styles. Within the business plan, general marketing techniques will be incorporated including "up selling" and positive cash flow strategies. This module fulfills the General Education component of the program.

### **HM210: Culinary Hospitality Communications**

(7 Qtr. Credit Units, 100 Hours)

This course is designed to prepare students in the culinary field to meet the demands of workplace communication. Students will examine and practice work-related writing and presentation. Students will also learn basic computer skills and programs including Microsoft Office and hospitality software. This module fulfills the General Education component of the program.

### **CUL200: Restaurant Desserts, Plating and Presentation**

(6.5 Qtr. Credit Units, 100 Hours)

In this course, students prepare a variety of desserts, including crêpes, cobblers, soufflés, ice creams, and sorbets. Students concentrate on the proper use of chocolates and learn decorating techniques for traditional modern plate presentation, table, and buffet presentations.

### **CUL210: American Regional Cuisine**

(6.5 Qtr. Credit Units, 100 Hours)

This class provides an in-depth study of the cuisine of the United States. Advanced hands-on techniques will be utilized in the production of regional cuisine menus. Studies will be required for products and ingredients that are indigenous to the regions of the United States. An historical approach with hands-on application will be emphasized and cultural implications in the presentation of foods and the selection of menus will be stressed. The skills of plate presentation, mise-en-place, organization, and utilizing the fundamental techniques of cooking will be reinforced.

### **CUL220: Fundamentals of Asian Cuisine**

(6.5 Qtr. Credit Units, 100 Hours)

This class will explore the many different territories and regions of Asia, with an in depth study into its diverse cuisines and the cultures from which they derive. Advanced hands-on techniques will be utilized in the production of

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## Culinary Arts Professional - AOS (continued)

(Continued from page 22)

the many various cuisines found throughout the Asian continent. Studies will take a historical approach into the world's largest and most populace continent, with a focus on the implementation of old world techniques into a modern kitchen. Emphasis will be placed on the domestic products, ingredients and flavors that are found within the various regional menus, which have for centuries tantalized the taste buds of the culinary world.

### **CUL230: Culinary Artistry and Presentation**

(6.5 Qtr. Credit Units, 100 Hours)

Students will hone their knife skills for speed and accuracy through regular drill. Advanced culinary techniques and presentations will be explored. Current trends in international presentation methods will be addressed. Accelerated learning will be facilitated through student competitions. Positive critique of student progress will be utilized. Strategies for professional development and growth will be discussed.

### **CUL 240: Mediterranean Cuisine**

(6.5 Qtr. Credit Hours, 100 Hours)

Mediterranean cuisine continues to gain influence in many day-to-day restaurant operations. As an introduction to Mediterranean ingredients and cooking, students will be introduced to the essential elements of this healthy and flavorful cuisine. Through lectures and kitchen labs students will explore cooking techniques, seasonal purchasing strategies, herb and spice combinations. Areas of study will include Southern France, Southern Italy, Greece, Turkey, Spain, Tunisia and Morocco.

### **CUL 250: Latin American Cuisine**

(6.5 Qtr. Credit Hours, 100 Hours)

Latin American cuisine continues to be a popular and profitable segment of the food service industry. This area is the origin of ingredients such as chilies, potatoes, chocolate, corn and tomatoes. Native peoples and settlers from around the world have shaped the techniques and flavor profiles. The culinary region includes Mexico, Central America, South America and the Caribbean Islands. With climates ranging from tropical to temperate and a wide range of geography there is a great deal of diversity in the Latin American Cuisines.

### **CUL150: Externship**

(6 Qtr. Credit Units, 180 Hours)

Students spend 180 academic hours on-the-job in an externship. Students can choose a local externship in the kitchens of restaurants, hotels, institutions and/or clubs. It is designed to give the student industry experience in

an approved kitchen where they will rotate through various stations of production. Additionally, it will reinforce skills previously learned at the Institute and prepare them for the workforce.

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## Culinary Arts Specialist

### COURSE OBJECTIVE

The Culinary Arts Specialist (CAS) program is designed to prepare students for the specific skills needed to excel in a career in the foodservice industry.

Students will learn the concepts of the food service industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations and participate in a 180 hour externship in a professional kitchen.

Students who complete the program and pass the appropriate ServSafe Exams will have met the American Culinary Certification standards for Safety and Sanitation, Supervisory Management, and Nutrition.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a *DIPLOMA*.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

680 Hours / 39 Quarter Credit Hours

Classes are held Monday through Thursday for 30 weeks and include an Independent Study component. *See your Admissions Representative for available class times.*

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.



### Concepts of Food Service Industry

(7 Qtr. Credit Units, 100 Hours)

This module will focus on foundational concepts that reflect the structure in which a professional kitchen is operated. Included will be culinary concepts, organizational structure, safety and sanitation, product identification & culinary cost management. Culinary supervision, staffing and leadership skills will also be explored. This module meets the standards for the American Culinary Federation certification for Safety and Sanitation.

### Baking and Patisserie

(6.5 Qtr. Credit Units, 100 Hours)

Students concentrate on the fundamental concepts, skills, and techniques involved in baking. Focus is placed on terminology, technology, equipment, measurements, formula conversions, standard recipes, and sanitation in the bakeshop. Production of a variety of pastries, breads, cakes, pies, and restaurant deserts will be taught.

### Culinary Skills Development

(6.5 Qtr. Credit Units, 100 Hours)

Basic cooking and skill development is the basis for the Skill Development Series. Each skill taught will prerequisite the next course in order for the student to build a foundation of skills necessary to progress through the program.

### Garde Manger and Buffet Catering

(6.5 Qtr. Credit Units, 100 Hours)

This module will cover the use and preparation of cold cuisine. The fundamentals of preparing salads, dressings, cold appetizers, basic forcemeats, vegetable carvings, garnishes, and food presentations will be explored.

*(Continued on page 25)*



## Culinary Arts Specialist (continued)

(Continued from page 24)

Emphasis will be placed on plate and platter presentation of cold foods. Students will also work on breakfast, lunch, and dinner buffet arrangements, presentation, and organization as they prepare an international fair.

### Advanced Kitchen Skills

(6.5 Qtr. Credit Units, 100 Hours)

Further exploration of principles of nutrition and their relationship to food preparation and health is presented. Students will also concentrate on International cuisine using contemporary cooking methods and concepts.

### Externship

(6 Qtr. Credit Units, 180 Hours)

Students spend 180 academic hours on-the-job in an externship in the kitchens of restaurants, hotel, institutions and/or clubs. It is designed to give student industry experience in an approved kitchen where they will rotate through various stations of production. Additionally, it will reinforce skills previously learned at the Institute and prepare them for the workforce.

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## Heating, Ventilation & Air Conditioning

### COURSE OBJECTIVE

The Heating, Ventilation & Air Conditioning (HVAC) program provides training for students in the theories, techniques, and practices involved in the HVAC field.

Students will learn to install, maintain, and troubleshoot HVAC systems installations and will be conversant with industry standards. Students must successfully complete the EPA Universal certification process in order to graduate.

Students who successfully complete the program will be documented as “Graduate” and as proof of such accomplishment will receive a *DIPLOMA*.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the HVAC field including Refrigeration Technician, Heating Technician, Air Conditioning Technician, and Systems Engineer.

See the “Occupational Outcomes” section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Uniforms and a toolkit are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

800 Hours / 48.5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. See *your Admissions Representative for available class times*.

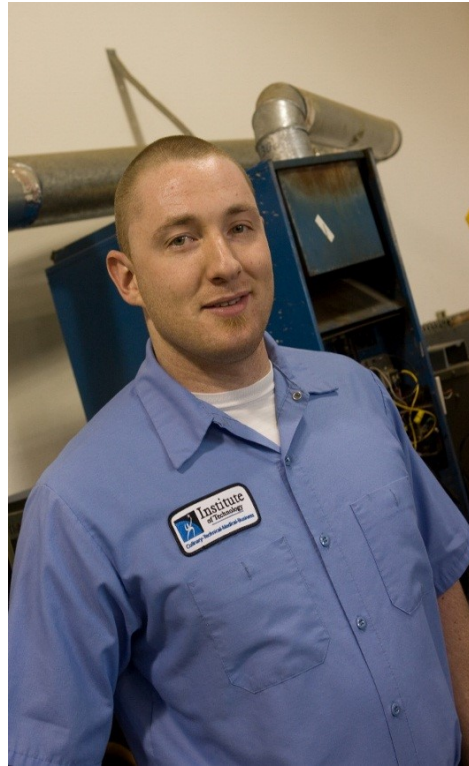
### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

### HVAC Fundamentals

*(6 Qtr. Credit Units, 100 Hours)*

This module will introduce basic electricity including AC and DC, Ohms Law, magnetism, components, electrical quantities, and measurement. Students will be introduced to power distribution and various types of electric motors, including how the motors are used, and various



types of motor controls. Additionally students will analyze, construct, and troubleshoot electrical circuits using ladder diagrams.

### Introduction to HVAC

*(6 Qtr. Credit Units, 100 Hours)*

Students will gain a solid understanding of safely handling and using refrigerants and will study EPA 608 regulations to obtain their Universal license. Students will explore the theory of the HVAC system and learn the four major components including; the compressor, condenser, evaporator, and metering device. Students will also learn gas laws including Boyle’s Law, Charles Law, and the universal gas laws and how they pertain to the foundations of refrigeration, heating and air conditioning.

### Basic Refrigeration, Heating and Air Conditioning

*(6 Qtr. Credit Units, 100 Hours)*

This module will include concepts of physical properties of air and air distribution, theories of heat, matter and energy, and heat load calculation. Students will expand knowledge of Boyles Law, Charles’ Law and universal gas laws and how they apply to the foundations of refrigeration, heating, and air conditioning. Students will practice reading blue prints. Students will continue to improve their troubleshooting skills.

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## Heating, Ventilation & Air Conditioning (continued)

(Continued from page 26)

### Advanced Refrigeration

(6 Qtr. Credit Units, 100 Hours)

In this module, commercial refrigeration concepts will be discussed to include types of evaporators, condensers (including draft towers) and functions of compressors. Special refrigeration systems, including various components and expansion devices, with their applications will be covered. Students will continue to improve their troubleshooting skills.

### Advanced Heating

(6 Qtr. Credit Units, 100 Hours)

In this module, heating will be explored in more detail including electric heat and gas heat. Students will have practice working with electrical schematics and wiring diagrams. Principles of forced air and types of furnace pilot lights will be discussed. Indoor air quality indicators will also be discussed. Students will continue to improve their troubleshooting skills.

### Advanced Air Conditioning

(6 Qtr. Credit Units, 100 Hours)

Content of this module includes history of air conditioning including comfort charts and psychometrics. Air conditioning principles and their applications will be discussed and demonstrated. Air distribution and balance will be explained as well as installation of air conditioning units. Installation of various types of ducting will be explored. Students will continue to improve their troubleshooting skills.

### EPA Regulations and Refrigerant Handling

(6 Qtr. Credit Units, 100 Hours)

Students will be reintroduced to EPA regulations, Boyle's law, Charles Law, and the universal gas laws, and how they pertain to the foundations of refrigeration, heating, and air conditioning. In this module safe system evacuation techniques will be demonstrated along with various types of tubing and piping including hands on skills in soldering and brazing. Students will continue to use proper methods of recovery and reclaiming refrigerant handling and learn proper techniques for evacuating and recharging the system.

### Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

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## Human Resource Administrator - AAS

### COURSE OBJECTIVE

The Human Resource Administrator (HRA-AAS) program provides training for students in the software, business and HR procedures that will equip them to seek positions in both small and large companies. The Human Resource Administrator program focuses on the organization, supervision and training of a personnel department and the implementation of proper testing and assessments for job recruitment. The administration of a job evaluation and employee standards and procedures will be discussed as well as the administration of employee files including Federal and State laws relating to labor law; health, safety, security, and worker's compensation regulations. Fiscal basics including the accounting cycle and basic bookkeeping will be developed.

The program will also focus on the education and counseling of employees on employee benefits and the training of front line supervisors regarding personnel problems within their departments. Marketing, print and advertising skills are emphasized. Conflict resolution skills will be discussed and the development of a formal employee grievance procedure will be reviewed. Emphasis is placed on communication and ethics throughout the program.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive an **ASSOCIATE OF APPLIED SCIENCES DEGREE**.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to work as an entry-level HR Personnel Administrator, Director or Analyst. Position titles may also include Human Resource Generalist, Human Resource Manager, Human Resource Specialist, Assistant Director, Project Manager, Recruiter, Training & Development Specialist, Marketing Assistant, Compensation Specialist, Payroll Administrator, Employment Clerk, Benefits Clerk II, Personnel Clerk, and Office Manager.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

91 Quarter Credit Hours, 1200 Clock Hours

Classes are held Monday through Thursday for 60 weeks. See your Admissions Representative for available class times.



### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability.

#### HR100 Business Ethics and Labor Laws/Office Applications

(7 Qtr. Credit Units, 100 hours)

This module will focus on issues related to business ethics. Focus will be placed on equal employment, discrimination and sexual harassment and ethnic diversity in the workforce. Federal and State labor laws will also be introduced. Students will also be introduced to office application software and computer concepts.

#### HR110 Personnel and Employee Conduct/Office Applications

(7 Qtr. Credit Units, 100 hours)

This module will focus on issues related to personnel and employee conduct issues. Discussion will be on recruiting, testing and interviewing assessments. Also discussed will be hiring and termination issues, job descriptions and duties, performance evaluations and proper and compliant employee record keeping. Employee conduct will be reinforced through the development of an employee handbook project and discussion on communication and conflict resolution. Students will further explore various business office software applications and concepts.

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## Human Resource Administrator - AAS (continued)

(Continued from page 28)

### **HR120 Compensation & Benefits Administration**

(7 Qtr. Credit Units, 100 hours)

This module will focus on issues related to the health, safety and security of a business. Topics will include; health insurance and benefits, safety laws and regulations, worker's compensation and personnel reports. This module will also review and discuss payroll fundamentals and payroll software systems. Students will further explore various business office software applications and concepts.

### **HR130 Fundamentals of Management and Labor Laws 2**

(7 Qtr. Credit Units, 100 hours)

This module will focus on the Human Resource Department's Role in the organizational chart. Included will be styles of management, communication training, and leadership and team building concepts. This module will further explore federal and state labor laws and practices. Students will further explore various business office software applications and concepts.

### **HR140 Employee Conduct 2**

(7 Qtr. Credit Units, 100 hours)

This module will focus on the training and development of a personnel staff. Topics will include employee job satisfaction, coaching and counseling, investigation and documentation. Students will further explore business office applications and software and complete advanced HR projects as assigned by the instructor.

### **HR150 Health/Safety/Security 2**

(7 Qtr. Credit Units, 100 hours)

This module will further explore HR issues as they relate to compliance of labor laws, regulations and standards. Analysis of health, safety and security reports will be discussed and a final auditing project of HR issues will be given. Grievance procedures and unfair labor practices will be reviewed as well as special issues and concerns involving the formation of labor unions and organizations. A final project based on office applications software will be given.

### **AC200 Fiscal Management**

(7 Qtr. Credit Units, 100 hours)

Students learn foundational skills involving management of money including banking, interest, checkbook maintenance and reconciliation of bank accounts. Interest rates on loans and credit cards will be addressed.

Simple procedures for accurately maintaining a petty cash fund, as well as costs and ordering office supplies and focus on developing a fundamental understanding of costs related to employee benefits packages. Basic bookkeeping and accounting principles in a fiscal cycle for a proprietorship will be applied using manual forms, as well as formatting & calculating the forms in a spreadsheet environment. Students develop an understanding of generally accepted accounting procedures for a complete fiscal cycle.

### **HR200 Human Resources Information System**

(7 Qtr. Credit Units, 100 hours)

Students will gain familiarity with the use of human resources software, and learn to use and apply HR theory using an appropriate HRIS application. Students will manage HR issues of a mock company utilizing the software, and develop applicable reporting documents from software printouts and downloads.

### **HR210 Advertising and Print**

(3.5 Qtr. Credit Units, 50 Hours)

Students learn employment advertising and promotion including print, media, and internet platforms creating employment ads using various software. Students will also learn to create employee handbooks and flyers using various software.

### **PD100 Professional Development**

(6.5 Qtr. Credit Units, 100 hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job.

### **ENG100 English**

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization, and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

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## Human Resource Administrator - AAS (continued)

(Continued from page 29)

### **PSY100 Psychology**

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, identify their own strengths, weakness, and growth areas.

### **PHIL100 Introduction to Ethics**

(5 Qtr. Credit Units, 50 contact hours)

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

### **MAT100 Algebra**

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

### **SPE100 Speech**

(5 Qtr. Credit Units, 50 contact hours)

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. Students will be able to apply effective communication skills into oral presentations, with or without the support of presentation software.

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## Industrial Maintenance and Automated Technology

### COURSE OBJECTIVES

This course is designed to introduce a potential industrial maintenance technician to inspecting, servicing, and maintaining complex mechanical systems. The course will lean aggressively towards the implementation and knowledge of Programmable Logic Controllers (PLCs). There will also be a strong focus in troubleshooting techniques and procedures for mechanical and/or electrical applications, including cooling towers, heat pumps, and chillers. The course will take a student into load calculations, liquid piping, pneumatics, plumbing, wiring, drives, and much more. In addition, you can learn about vital safety considerations, including electrical, maintenance, building, OSHA and health codes.

Students who successfully complete the program will receive an **Associate in Occupational Studies** degree.

### EMPLOYMENT OPPORTUNITIES

The industrial maintenance and automated technology field is a dynamic and hands-on career. In this rewarding and broad skilled trade industry there are many options when it comes to career paths. The industrial maintenance field involves everything from mechanical and electric repair to welding and preventative maintenance within industrial or commercial settings. Opportunities stretch out from manufacturing/processing plants to sales and marking within the Industrial Maintenance field.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT EQUIPMENT AND SUPPLIES

Uniforms and a toolkit are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

92.5 Quarter Credit Units, 1400 clock hours

Classes are held Monday through Thursday for 70 weeks. See your admissions representative for available class times.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Industrial Maintenance and Automated industry.



### IMAT100: Safety, Code Compliance & General Manufacturing Practices

*100 hours / 7 Quarter Credit Units*

The course focuses on workplace safety, general manufacturing practices and OSHA compliance. In addition; it will focus on laws governing workplace safety and environmental concerns. Students will study basic principles of interpreting engineering drawings and schematics. Through interpretation and sketching, students will develop a visualization of the part, section or assembly. This course will use drawings pertinent to Industrial Maintenance along with examples and discussions of manufacturing processes.

### IMAT110: Industrial Mathematics and Business Office Communications

*100 hours / 7 Quarter Credit Units*

Applied General Education Component

This module is designed to review and develop fundamental concepts of mathematics pertinent to the field of Industrial Maintenance and electricity. Students will be introduced to business office software applications additionally; students will improve critical thinking, speaking, listening, conflict management and writing skills. Where possible, the course will be tailored to specific employment and maintenance situations.

### IMAT120: Introduction to Electricity

*100 hours / 6.50 Quarter Credit Units*

This module will introduce basic electricity including AC and DC, Ohms Law, magnetism, components, electrical quantities, and measurement. Students will be introduced to power distribution and various types of electric motors, including how the motors are used, and various types of motor controls. Additionally students will analyze, construct, and troubleshoot electrical circuits using

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## Industrial Maintenance and Automated Technology (continued)

(Continued from page 31)

ladder diagrams. *IMAT students will also explore AC and DC Motors, single phase and 3 phase motors , and variable frequencies drives.*

### **IMAT130: Metal Process**

*100 hours / 6.50 Quarter Credit Units*

This module will cover basic metalworking and is designed to provide students with instruction in metalworking processes. Instruction units will include safety, layout and measuring, machining, oxy-acetylene, MIG welding, brazing, cutting and properties of metal.

### **IMAT140: Industrial Fluid Distribution Systems**

*100 hours / 6.50 Quarter Credit Units*

This Module will cover installation and repair of fluidic systems. Will include fittings, thread cutting, pipe sweating, roll grooving, solder, plastic cementing, repair equipment and tools. The course will also include pumps, valves, water supply systems and fire protection distribution systems.

### **IMAT150: Industrial Equipment Mechanisms, Electricity and Controls**

*100 hours / 6.50 Quarter Credit Units*

This module will cover basic principles of physics specific to electro-mechanical systems. Students will learn how to emphasize measurement, lubrication, energy, power, machines and fluid, and chemical properties. Introduce installation, timing & synchronization of machine drive components. Introduce motors, transformers and various electro-mechanical devices to enhance AC power distribution and control topics. Introduce PLCs in the on/off mode.

### **IMAT160: Introduction to Programmable Logic Controllers (PLCs)**

*100 Hours / 6.50 Quarter Credit Units*

Students will build off fundamental knowledge and training of Industry standard PLCs programming language from earlier modules. Students will build on the installation, interfacing, operation and programming. Study discrete analog input and output; hardware sensor interfacing and troubleshooting techniques; fundamentals of digital systems and will program PLCs using timer, counter, latch, data movement, sequencing, integer arithmetic and other instructions.



### **IMAT170: Industrial Fluid Power, Hydraulics & Pneumatics**

*100 Hours / 6.50 Quarter Credit Units*

This module will study the fundamentals of fluid power (hydraulics and pneumatics) and its components as well as principles, functions and terminology. Will cover the application of fluid power systems to various machines along with maintenance and troubleshooting

### **IMAT180: Heating, Ventilation, Air Conditioning & Refrigeration**

*100 Hours / 6.50 Quarter Credit Units*

Students will gain a solid understanding of safely handling and using refrigerants and will study EPA 608 regulations to obtain their Universal license. Students will explore the theory of the HVAC system and learn the four major components including; the compressor, condenser, evaporator, and metering device. Students will also learn gas laws including Boyle's Law, Charles Law, and the universal gas laws and how they pertain to the foundations of refrigeration, heating and air conditioning. *IMAT Students will explore heating and cooling systems relevant to industrial maintenance facilities.*

### **IMAT190: Advance Electrical**

*100 Hours / 6.50 Quarter Credit Units*

This module will introduce semiconductor devices with an emphasis on their practical use. Students will construct and troubleshoot power supplies, amplifiers, elec-

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## Industrial Maintenance and Automated Technology (continued)

(Continued from page 32)

tronic switches, relay drivers, photo-optical isolators and power control electronics. Students will learn to identify and troubleshoot diodes, bipolar transistors, silicon controlled rectifiers, light emitting diodes and other components found in industrial electronics.

### **IMAT200: Industrial Maintenance Mechanic & Manufacturing Systems (Applications & Controls)**

*100 contact hours / 6.50 Quarter Credit Units*

This module will place an emphasis on the tools used for maintenance. Presents review of lock out / tag out, confined space and safe rigging practices, manufacturing types and operations, torque, metal properties and hardness, gaskets, pumps, gears, motors, pulleys and alignments.

### **IMAT210: Advance Programmable Logic Controllers (PLCs)**

*100 contact hours / 6.50 Quarter Credit Units*

In this course, students will learn the advanced inner workings of automated systems. This course will also introduce other programming languages in PLC.

### **IMAT220: Industrial Mathematics 2 and Business Office Communications 2**

*100 contact hours / 7.00 Quarter Credit Units*

*Applied General Education Component*

Students will continue to review concepts of mathematics introduced in IMAT110. Higher levels of mathematics will be explored and applied to operational procedures conducted in the field of Industrial Maintenance and electricity. Additionally, students will integrate computer skills to track and compile manufacturing data, analyze, and interpret the data collected to improve the manufacturing process. A continuation of computer office application software skills introduced in IMAT110 will be further explored in this course.

### **Professional Development**

*100 hours / 6.5 Quarter Credit Units*

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

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## Medical Billing and Office Administration

### COURSE OBJECTIVE

The objective of the Medical Billing and Office Administration (MBOA) program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in a medical office setting with the potential to advance. IOT instructors provide quality education in general medical office procedures; including scheduling appointments, patient records, and filing. Students are taught coding procedures, and the proper management and execution of various medical insurance plans and programs.

Students also receive a basic knowledge of anatomy and physiology, a strong foundation of medical and pharmaceutical terminology, instruction in medical billing and collections, along with the study of medical ethics and public relations. In all classes, students practice keyboarding, 10-key calculator, and transcription for increased accuracy and speed.

An efficient medical office professional must use medical terminology in transcribing dictation, preparing correspondence, and assisting the physician or medical scientist with reports, speeches, articles, and conference proceedings. Therefore, students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations.

Recent legislation regarding privacy of patient files has made it necessary for physicians and medical facilities to rely on, and have complete confidence in, the abilities of those who manage their practices included but not limited to Affordable Health Care, Health Insurance Portability

and Accountability Act (HIPAA) and medical law and ethics considerations. Students will also be introduced to Electronic Medical Records (EMR) and office applications used in the medical office environment. Students who successfully complete the program will receive a DIPLOMA and will have the abilities that employers are seeking.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical office setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

1060 Hours / 59.5 Quarter Credit Hours

Classes are held Monday through Thursday for 50 weeks and include an Independent Study component. See your Admissions Representative for available class times.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

### CERTIFICATION

As a graduate of IOT, you may be eligible to sit for and obtain national certification. Please check with your campus for specific exam availability.

### Medical Office Procedures

*(6 Qtr. Credit Units, 100 Hours)*

This module is designed to introduce the student to the administrative duties and procedures required in a medical office/hospital setting. Insurance terminology will be introduced as well as the basics of health insurance and the collection procedures. Students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations. Students will study brands and generics in preparation for the CCA exam. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.



*(Continued on page 35)*



## Medical Billing and Office Administration (continued)

(Continued from page 34)

### Office Applications

(6 Qtr. Credit Units, 100 Hours)

Students will develop keyboarding and computer application skills to create source documents, collection letters, and spreadsheet for tracking/analysis purposes. Students will also gain knowledge in using the Excel program to calculate for accounting purposes, as well as the fundamentals of electronic billing. Students will study brands and generics in preparation for the CCA exam. Students will develop an understanding of medical and dental terminology as well as basic anatomy and physiology. Keyboarding and ten-key calculator are practiced for increased accuracy and speed. Additionally, students will be able to present their findings, billing and coding updates in their Power Point presentations.

### Medical Law and Ethics

(6 Qtr. Credit Units, 100 Hours)

Students will develop an understanding of medical laws and ethics that have been established in the medical insurance industry along with the penalties associated with non-compliance. Medical law, ethics, and HIPAA regulations will be discussed. Students will develop an understanding of medical terminology with skills built on word parts for each major body system. Students will study brands and generics in preparation for the CCA exam. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### Electronic Medical Records

(6 Qtr. Credit Units, 100 Hours)

This module will instruct the students in software that assists in all aspects of the medical front office. This includes scheduling, service charges, payment processing, billing and various reports. Understanding the fundamentals of computer data entry and how the computer makes daily tasks more accurate and efficient is covered. Hands-on training utilizing government claim forms. Students will build comprehensive math skills in benefit contracts along with the ability to identify different provisions and exclusions that are a part of these contracts. Students will study brands and generics in preparation for the CCA exam. Students will develop an understanding of medical terminology as well as basic anatomy and physiology. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### Basic Insurance Forms

(6 Qtr. Credit Units, 100 Hours)

This module prepare the students for medical billing with emphasis placed on using the CMS-1500 claim form.

Topics covered will include appointment scheduling, telephone systems, screening calls, taking messages, physician referrals, authorizations, and handling prescriptions. Students will develop an understanding of medical terminology with skills built on word parts for each major body system. Students will study brands and generics in preparation for the CCA exam. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### Medical Coding

(6 Qtr. Credit Units, 100 Hours)

This module will develop the student's basic diagnostic and procedural coding skills utilizing the ICD-10, CPT-4, and HCPCS coding books. The student will be able to explain the importance of the codes and how these codes are used in the medical billing environment. Hands-on application of coding introduces the students to various types of medical specialties and the standards for accuracy and compliance. A review of written and oral communications will be discussed with topics including: letters, reports, and memorandums, listening skills, nonverbal communication, and communication through computers. Students will study brands and generics in preparation for the CCA exam. Students will develop an understanding of medical terminology with skill built on word parts for each major body system. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### Medical Billing and Affordable Care

(6 Qtr. Credit Units, 100 Hours)

This module will instruct the students in insurance billing terminology associated with hospital usage of the UB-04/ CMS-1450 as well as the flow of billing in the hospital environment. Students will be introduced to the affordable care act which was created to support a near- universal system of health coverage for the country. Additionally, students will be taught CPR and emergency procedures will be discussed. Students will study brands and generics in preparation for the CCA exam. Students will develop an understanding of medical terminology as well as basic anatomy and physiology. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### Coordination of Benefits

(6 Qtr. Credit Units, 100 Hours)

Students will build skills in various types of contracts and how these contracts impact billing accuracy. Coordination of these benefits will be a developing skill the students will learn with hands-on practice and they will additionally learn to understand insurance terminology used in the medical environment. Topics covered will include prescriptions, and the paperless office. Students will study

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## Medical Billing and Office Administration (continued)

(Continued from page 35)

brands and generics in preparation for the CCA exam. Students will develop an understanding of medical terminology as well as basic anatomy and physiology. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

### Medical Office Externship

(5 Qtr. Credit Units, 160 Hours)

This module enables the student, during a 5-week practicum, to apply and develop knowledge and skills in a medical office, clinic environment. Students must earn a minimum of 160 extern hours to meet the graduation requirements of the Medical Billing and Office Administration Program.



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## Medical Billing and Office Administration - 2018

### COURSE OBJECTIVE

The objective of the Medical Billing and Office Administration (MBOA) program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in a medical office setting with the potential to advance. IOT instructors provide quality education in general medical office procedures; including scheduling appointments, patient records, and filing. Students are taught coding procedures, and the proper management and execution of various medical insurance plans and programs.

Students also receive a basic knowledge of anatomy and physiology, a strong foundation of medical and pharmaceutical terminology, instruction in medical billing and collections, along with the study of medical ethics and public relations. In all classes, students practice keyboarding, 10-key calculator, and transcription for increased accuracy and speed.

An efficient medical office professional must use medical terminology in transcribing dictation, preparing correspondence, and assisting the physician or medical scientist with reports, speeches, articles, and conference proceedings. Therefore, students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations.

Recent legislation regarding privacy of patient files has made it necessary for physicians and medical facilities to rely on, and have complete confidence in, the abilities of those who manage their practices included but not limited to Health Insurance Portability and Accountability Act (HIPAA) and medical law and ethics considerations. Students will also be introduced to Electronic Medical Records (EMR) and office applications used in the medical office environment. Students who successfully complete the program will receive a DIPLOMA and will have the abilities that employers are seeking.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical office setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 47.5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. See your

Admissions Representative for available class times.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

### CERTIFICATION

As a graduate of IOT, you may be eligible to sit for and obtain national certification. Please check with your campus for specific exam availability.

### Medical Records Management

*(6 Qtr. Credit Units, 100 Hours)*

This module introduces students to administrative duties and procedures required in a medical office setting to include an understanding of medical law, ethics, and HIPAA regulations. Insurance terminology is addressed as well as the basics of health insurance, billing and coding practices. Students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.





## Medical Billing and Office Administration - 2018 (continued)

### Medical Office Communication

(6 Qtr. Credit Units, 100 Hours)

This module focuses on student development in keyboarding and computer application skills to create source documents, collection letters, and spreadsheet for tracking/analysis purposes. Students will also learn how to build skills in various types of contracts and how these contracts impact billing accuracy. Coordination of these benefits will be a continual developing skill. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### Office Applications and Insurance Billing

(6 Qtr. Credit Units, 100 Hours)

This module focuses on preparing the students for medical billing and basic computer software applications. Students will learn the importance of phone etiquette, completing referrals, and authorizations. Students will continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### Medical Coding

(6 Qtr. Credit Units, 100 Hours)

This module develops the student's basic diagnostic and procedural coding skills utilizing the ICD, CPT, and HCPCs coding books. The student will be able to explain the importance of the codes and how these codes are used in the medical billing environment. Hands-on application of coding introduces the students to various types of medical specialties and the standards for accuracy and compliance. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### Medical Billing

(6 Qtr. Credit Units, 100 Hours)

This module focuses on instruction to the students in medical billing terminology. Additionally, students will develop an understanding of medical and dental terminology as well as basic anatomy and physiology. Keyboarding and ten-key calculator are practiced for increased accuracy and speed. Students will receive certification upon successful completion of training and examination of CPR and emergency procedures.

### Electronic Medical Records

(6 Qtr. Credit Units, 100 Hours)

This module focuses on instructing the students in software that assists in all aspects of the medical office. This includes scheduling, service charges, payment processing, billing and various reports. Understanding the fundamentals of computer data entry and how the computer makes daily tasks more accurate and efficient are covered. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

### Medical Office Externship

(5 Qtr. Credit Units, 160 Hours)

This module enables the student, during a 5-week practicum, to apply and develop knowledge and skills in a medical office, clinic environment. Students must earn a minimum of 160 extern hours to meet the graduation requirements of the Medical Billing and Office Administration Program.

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## Pharmacy Technician

### COURSE OBJECTIVE

Pharmacy Technicians assist and support licensed pharmacists in providing healthcare and medications to patients. They must have a broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, and prepare medications. Having a sound education in pharmacy technology and law, pharmacy calculations, drug distribution, and the preparation of sterile dosages will prepare participants to compete in the job market.

Because the staff at IOT is dedicated to your success, you will be provided with a comprehensive education that teaches technical skills along with the professional skills you will need to succeed. Students will receive instruction in all aspects of retail and institutional pharmacy positions, while communication and interpersonal training will prepare them for a successful life in this rewarding profession. Customer service skills are essential for the pharmacy technician who must interact with pharmacy coworkers, patients, and other healthcare professionals on a daily basis. Students will acquire skills in computer applications, interpretation of prescriptions, and pharmaceutical calculations. Students who successfully complete the program will receive a DIPLOMA.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment in a pharmacy, hospital, or other health care facilities as a Pharmacy Aid, Pharmacy Clerk, or Registered Pharmacy Technician.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### REGISTRATION

In order to obtain a Pharmacy Technician (PT) position in the State of California, all Pharmacy Technicians must be registered with the State. All enrolled PT students will be given a Pharmacy Technician Registration Application and Requirement Package prior to the 3rd module of instruction. All applicants, prior to enrollment, must sign a Pharmacy Technician Disclosure Statement signifying understanding of the requirements.

### STUDENT SUPPLIES

A lab coat and supplies are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 47.5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. The Phar-



macy Technician program total clock hours exceeds the minimum requirements for State Licensure by 620 hours. The material required for registration as well as additional professional development and office management outcomes specific to both retail and clinical sites is covered throughout the current program. See your admissions representative for available class times.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

### CERTIFICATIONS

As a graduate of IOT, you may be eligible to sit for and obtain national certification. Please check with your campus for specific exam availability.

### Principles of Pharmacy Practice

(6 Qtr. Credit Units, 100 Hours)

In this module, students will become familiar with the uses of antidepressants, anticonvulsants, and medications used to treat gastrointestinal disorders. Topics of discussion will also include practices in a community pharmacy setting, including typing and filling prescriptions. Students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

(Continued on page 40)





## Pharmacy Technician (continued)

(Continued from page 39)

### Overview of Drug Effects

(6 Qtr. Credit Units, 100 Hours)

Students will become familiar with the appropriate use of cough medications and respiratory drugs, antihistamines, topical (skin) and, ophthalmic drugs. The principles of compounding will be discussed. Students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

### Hormonal Therapies

(6 Qtr. Credit Units, 100 Hours)

Students will learn the different hormones for the male and female, as well as their relationship to the medications used to treat various hormonal disorders. Drugs to treat urological problems will also be explored. Topics of discussion will include drug delivery processes and actions, side effects such as allergic responses, medication errors, and drug interactions. The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

### Pharmacological Management

(6 Qtr. Credit Units, 100 Hours)

The students will be able to distinguish between antibiotic, antifungal, and antiviral medications. Vitamins and herbal supplements will be discussed. Also included will be discussions and activities to familiarize the students with financial issues and inventory management in the pharmacy.

The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations. In addition, muscle relaxants and drugs for arthritis will be discussed. The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

### Cardiac and Cancer

(6 Qtr. Credit Units, 100 Hours)

The students will be able to identify and categorize medications used to treat cardiac disorders. The students will also become familiar with cancer medications and treatments. The students will become familiar with the practices in an institutional pharmacy setting, including aseptic technique and the preparation of injectable products. The students will acquire skills in computer applications, medication order interpretation, and pharmaceutical

### Pharmacy Law and Ethics

(6 Qtr. Credit Units, 100 Hours)

The students will become familiar with the history of pharmacology, be able to discuss current practices and legalities of drug testing and approval, the role of the FDA and regulatory standards, and legislation related to drug use.

The students will be able to distinguish between narcotic and non-narcotic medications including anesthetics and analgesics. In addition, muscle relaxants and drugs for arthritis will be discussed. The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

### Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

### Externship

(5 Qtr. Credit Units, 160 Hours)

In this final module, arrangements will be made to place students in an externship site in the business community. To graduate, students must successfully complete 160 hours in the externship. The externship is designed to allow the students to acquire practical experience and mentorship as they transition into the pharmacy business.

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# Physical Therapist Assistant

## COURSE OBJECTIVE

There is a high demand for physical therapist assistants in the workforce despite the economic downturn. According to the Bureau of Labor Statistics, employment of physical therapists is expected to grow by 35 percent from 2008 to 2018, much faster than the average for all occupations. The need for PTAs is expected to increase into the foreseeable future as the U.S. population ages and the demand for physical therapy services grows. This program builds upon entry-level training towards an exciting career path as a licensed or certified physical therapist assistant.

Upon completion of the Physical Therapist Assistant program, graduates will be able to:

- Demonstrate the skills and knowledge to successfully provide physical therapy interventions across a broad range of clinical settings under the guidance of a physical therapist.
- Achieve adequate academic preparedness to sit for the National Physical Therapy Exam for PTAs.
- Demonstrate ability to use technology and electronic communication.
- Demonstrate proficiency in critical thinking, information management, communication skills, respect and responsibility.
- Demonstrate professional behavior.

Students who successfully complete the program will receive an **Associate in Applied Science** degree as a Physical Therapist Assistant.



## CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment as a Physical Therapist Assistant, Home Health Physical Therapist Assistant, Skilled Nursing Facility Physical Therapist Assistant, Outpatient Physical Therapist Assistant, and Acute Care Physical Therapist Assistant.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

## STUDENT SUPPLIES

Textbooks are provided to the student either as classroom resource or are purchased by the student. A gait belt, goniometer, and a student uniform are required and are available for purchase.

## HOURS OF INSTRUCTION/PROGRAM LENGTH

1,573 Hours / 65.5 Semester Credit Hours

Classes are held Monday through Thursday for 75 weeks. *See your Admissions Representative for available class times.*

## THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology, Inc. reserves the right to change the content of the courses due to modifications in content by the field of Physical Therapist Assistant.

## SEMESTER 1

### **BIO-105 Anatomy & Physiology**

*75 hours/4.5 Semester Credit Units*

This course addresses the structures and function of components of the human body including homeostasis, regions of the body, anatomical directions and planes, chemical level of organization, cellular level of organization, tissue level of organization, and body systems. Body systems discussed are integumentary, skeletal, articular, muscular, nervous, endocrine, cardiovascular/hematologic, lymphatic/immune, respiratory, digestive/hepatic and biliary, nutrition/metabolism, urinary/renal, and reproductive.

### **PSY-101 Introduction to Psychology**

*45 hours/3.0 Semester Credit Units*

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

### **PHYS-125 General Algebra and Physics**

*45 hours/3.0 Semester Credit Units*

This course addresses general Algebra and Physics concepts. The first weeks of the class are dedicated to quantitative principles including solving and graphing linear

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## Physical Therapist Assistant (continued)

(Continued from page 41)

equations and inequalities, algebraic formulas, geometric applications, and scientific notation. The remaining weeks incorporates Physics concepts including Newton's Laws of Motion, momentum, rotational motion, gravity, properties of matter, kinetic energy, heat, thermodynamics, sound, electricity, and light. Principles of Algebra introduced earlier are applied to facilitate critical thinking, reasoning, and strategies to solve physics problems.

### ENG-101 English

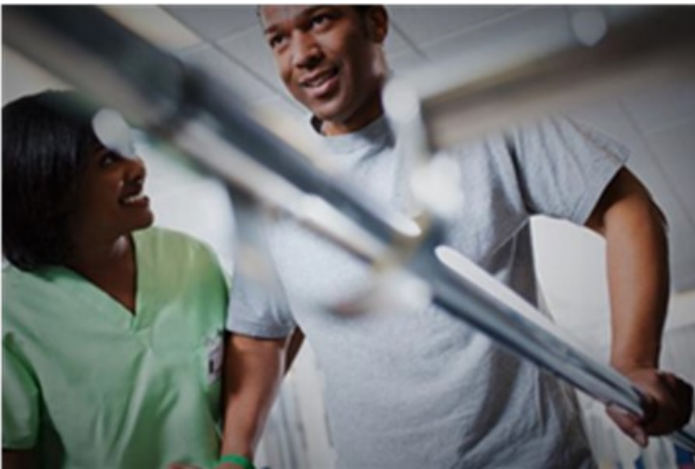
45 hours/3.0 Semester Credit Units

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization, and word usage rules within a variety of writing and oral assignments. Written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. The preparation and format of a research paper is included. Oral communication is included focusing on organizing and delivering various types of presentations, listening skills, and interpersonal responses.

### PTA-101 Introduction to Physical Therapy

30 hours/2.0 Semester Credit Units

This course introduces the student physical therapist assistant to the physical therapy profession including history of the profession, scope of practice/work, jurisdictional practice act, practice environments, overview of therapeutic interventions, professional organizations, cultural awareness regarding colleague/client/patient interactions, documentation, and obligation for lifelong learning. The course includes medical terminology commonly used in physical therapy.



## SEMESTER 2

### PTA-150 Clinical Science I

45 hours/3.0 Semester Credit Units

This course addresses the pathophysiology of diseases commonly seen in physical therapy involving the skeletal, muscular, integumentary, immune, cardiovascular, respiratory, endocrine, gastrointestinal, urinary and reproductive systems. The course material focuses on the implications for physical therapy relative to the disease process. Basic principles of pharmacology and common drugs for the disease processes are included.

### PTA-107 Functional Anatomy

30 hours/1.5 Semester Credit Units

This course addresses biomechanics, normal movement of the musculoskeletal system, coaction of the nervous system with the muscular and integumentary systems, surface anatomy, palpations, normal gait, and posture. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

### COM-101 Communication

45 hours/3.0 Semester Credit Units

Upon successful completion of this course, students will demonstrate confidence and credibility in communicating in a range of situations. Students will explore theories and models of communication while participating in a series of oral presentations to help build verbal and non-verbal communication skills.

### PTA-108 Kinesiology

30 hours/1.5 Semester Credit Units

This course addresses manual muscle testing, goniometry, and special tests and measurements commonly used in physical therapy. Assessment data gathered is applied to normal and abnormal movement patterns. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

### PTA-110 Patient Care

30 hours/1.5 Semester Credit Units

This course addresses principles of patient management, infection control, assessment of vital signs, positioning and draping, wheelchair management, transfer activities, gait training with assistive devices, and introduction of special equipment. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and

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## Physical Therapist Assistant (continued)

(Continued from page 42)

laboratory practical exams to pass the class.

### **PTA-115 Therapeutic Interventions**

*60 hours/2.5 Semester Credit Units*

This course addresses the theoretical principles, application, and physiological responses to superficial thermal agents, deep thermal agents, athermal agents, cryotherapy, electrotherapeutic agents, hydrotherapy, and mechanical traction. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and



laboratory practical exams to pass the class.

### **SEMESTER 3**

### **PTA-215 Therapeutic Exercise I: Introduction to LE**

*75 hours/3.5 Semester Credit Units*

This course addresses the fundamental principles of therapeutic exercise including indications and physiological responses. Aerobic conditioning and health promotion through exercise is incorporated into the theoretical principles. Anthropometric measurements are covered relative to health. The specific exercise focus is for orthopedic conditions involving the lower extremities and pelvis. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

### **PTA-201 Physical Therapy for the Pediatric Population**

*45 hours/2.5 Semester Credit Units*

This course addresses fine and gross motor milestones, infant reflexes, righting responses, normal and delayed development patterns, conditions affecting children and the application of interventions. The focus is development of the person from prenatal through early adulthood.

### **PTA-202 Physical Therapy for the Geriatric Population**

*30 hours/1.5 Semester Credit Units*

This course addresses the effects of aging on the various body systems and the implications for physical therapy. Cardiac rehabilitation is included in the course topics. Common assessments used to determine patient safety and functional level are presented.

### **PTA-250 Clinical Science II**

*15 hours/1.0 Semester Credit Units*

This course addresses abnormal conditions of the nervous system including common pharmacology. It is designed as a companion course to PTA 251.

### **PTA-251 Neuromuscular Rehabilitation**

*60 hours/2.5 Semester Credit Units*

This course addresses assessment and interventional techniques for neurological conditions. It is designed as a companion course to PTA 250. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

### **PTA-220 Professional Issues & Ethics I**

*15 hours/1.0 Semester Credit Units*

This course addresses HIPAA, OSHA, FERPA, patient safety, emergency management, jurisdictional regulations, supervision, Code of Conduct, risk management, healthcare models, payment for physical therapy services, and health and wellness. Students will complete a certified CPR class.

### **SEMESTER 4**

### **PTA-225 Therapeutic Exercise II: UE, Spine, and Pelvis**

*63 hours/3.0 Semester Credit Units*

This course addresses therapeutic exercises for orthopedic conditions involving the upper extremities, spine, and pelvis. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

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## Physical Therapist Assistant (continued)

(Continued from page 43)

### **PTA-210 Clinical Simulations**

30 hours/1.0 Semester Credit Units

This course allows the student to perform integrated treatments based on mock clinical scenarios. Emphasis is placed on the ability to follow an established plan of care, make appropriate adjustments and progressions within the plan of care, and to determine when to contact the physical therapist. The treatment must be completed correctly, safely, professionally, and within an appropriate timeframe. The student will prepare and instruct another person in a home exercise program. The course includes the components of documentation with emphasis on the SOAP note. The training for the electronic CPI is included and the student must demonstrate proof of completion.

### **PTA-205 Manual Therapy**

30 hours/1.5 Semester Credit Units

This course addresses the principles and practical application of physical therapy massage and soft tissue mobilization techniques currently used in clinical practice. Grade 1 and 2 peripheral joint mobilizations and compression therapies are included in the course material. Principles of wound care and management are presented including mock scenarios to apply/remove dressings and maintain a sterile field. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

### **PTA-260 Clinical Practicum I**

320 hours/7.0 Semester Credit Units

This course is an eight-week full-time clinical experience. It provides students with an opportunity to apply theory and skills learned in the classroom and laboratory to a clinical setting under the supervision of a licensed physical therapist or licensed physical therapist assistant. Emphasis is placed on principles of patient management, written and oral communication, safety, and correctly and efficiently performing skills taught in the program. The Director of Clinical Education and the clinical instructor monitor the student's progress. The student is expected to obtain entry level in critical performance areas and rate 75% entry level in other graded skill/intervention areas. The student must pass this clinical experience to proceed to PTA 270.

## **SEMESTER 5**

### **PTA-230 Physical Therapy for Special Populations**

45 hours/2.5 Semester Credit Units

This course addresses special considerations, management, and physical therapy interventions for the patient

with an amputation including fitting/use/care/gait training with prosthetics, patient with respiratory condition, patient with an oncology diagnosis, the pregnant patient, and patient with a urogenital diagnosis. Indications, fit, and care of commonly used orthotic devices are presented. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

### **PTA-235 Preparation for the National Exam**

15 hours/1.0 Semester Credit Units

This course addresses standardized test taking strategies and review of material from technical courses. Student will have the opportunity to take mock board exams and analyze performance based on knowledge or test taking strategy. Students must successfully pass a mock exam to graduate from the PTA program.

### **PTA-240 Professional Issues & Ethics II**

30 hours/2.0 Semester Credit Units

This course addresses current professional issues in physical therapy, administrative policies and procedures, clinical management, use of outcome measurements, and career preparation and development.

### **PTA-270 Clinical Practicum II**

320 hours/7.0 Semester Credit Units

This course is an eight-week full-time clinical experience. It provides students with an opportunity to apply theory and skills learned in the classroom and laboratory to a clinical setting under the supervision of a licensed physical therapist or licensed physical therapist assistant. The student is expected to obtain entry level in all graded performance/skill/intervention areas. The student must pass this clinical experience to graduate from the PTA program.

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# Professional Medical Assistant

## COURSE OBJECTIVE

The goal of the Professional Medical Assistant (PMA) program is to introduce students to the specialized training needed for entry-level employment in medical offices, clinics, laboratories, and hospitals. The course content includes theory and practical applications in both administrative and clinical procedures.

The content and applications taught include anatomy and physiology, clinical procedures such as vital signs, injections, venipuncture, urinalysis, hematocrits, electrocardiographs, emergency and surgical procedures, patient preparation, patient medical records, accounting and insurance claims processing utilizing Electronic Medical Records (EMR) Software Applications, appointment scheduling, and effective telephone communications. Students will also be taught to manage a medical office or healthcare facility.

Successful graduates will receive a DIPLOMA and be armed with the skills and knowledge to succeed in their new career.

## CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the medical field including Clinical Medical Assistant, Laboratory Assistant, EKG Assistant, Pharmacy Clerk, Hospital Unit Secretary, Radiology Secretary, Medical Biller, Admitting Representative, Medical Receptionist, and Medical Records Clerk.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

## STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

## HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 47.5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. See your Admissions Representative for available class times.

## CERTIFICATIONS

As a graduate of IOT, you may be eligible to sit for and obtain national certification as a medical assistant.

## THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change



based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

## Anatomy & Physiology

(6 Qtr. Credit Units, 100 Hours)

This module will provide an overview of the basic principles of the human body, along with an introduction to clinical assisting. This module will also assist with the development of a medical vocabulary utilizing word construction and analysis. The students will be introduced to both OSHA and CLIA regulations. The students will also learn to obtain vital signs, prepare patients, obtain patient histories, and proper documentation of patient charts. Students will be able to identify and properly apply a 12-lead EKG unit to a patient, along with an introduction to PQRST analysis and EKG strip mounting. This module will include an introduction to Radiology safety, contrast medias, and patient education.

## Introduction to Microbiology

(6 Qtr. Credit Units, 100 Hours)

This module will introduce students to bacterial cell structures, microscope usage, and various types of equipment used in the microbiology laboratory. In this module, students will also learn how to safely handle all specimens and identify the types of media used to collect specimens.

Students will be introduced to the importance of and steps involved in quality control in the microbiology laboratory, as well as sterilization procedures utilizing the autoclave, instrument identification, and various surgical tray set-ups for minor surgical assisting.

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## Professional Medical Assistant (continued)

(Continued from page 45)

### Pharmacology & Hematology

(6 Qtr. Credit Units, 100 Hours)

The focus of this module will include pharmacology, administration of both parenteral and nonparenteral medications, interpretation of medication orders and abbreviations, as well as patient preparation and assessment. Injection locations and techniques and a variety of other clinical procedures will be introduced in this module. Students will be given an introduction to hematology, chemistry lab values, venipuncture, microhematocrits, differential cell counts, standard precautions, screenings and follow-ups, and proper documentation of records.

### Medical Law & Ethics

(6 Qtr. Credit Units, 100 Hours)

The focus of this module will include strategies to manage both the medical office and personnel. Following federal, state and local guidelines, students will learn methods to develop and maintain personnel, prepare policy and procedure manuals, supervise and train personnel, and maintain facility finances.

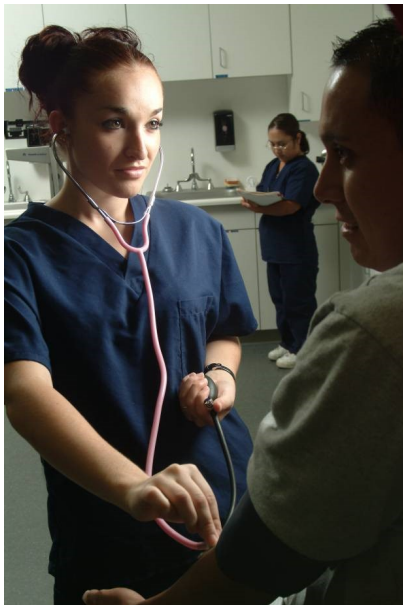
Students will gain an understanding of ethical principles, the promotion of the RMA credential legal concepts, confidentiality expectations, preparation and maintenance of confidential records, and appropriate guidelines to follow when releasing information.

Additionally, students will be taught emergency procedures and CPR & First Aid. Students will also be introduced to nutrition in health and disease.

### Computerized Medical Office/ Insurance Processing

(6 Qtr. Credit Units, 100 Hours)

Students will learn computerized management of the medical front office in this module. Fee for service, insurance billing, medical manager and coding procedures will be also be discussed. Students will learn patient file management, appointment management and telephone procedures.



### Administrative Applications

(6 Qtr. Credit Units, 100 Hours)

Students will be introduced to beginning computer concepts along with the paperless office. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) will be discussed. The Privacy Rule will be discussed to provide strong privacy protections that do not interfere with patient access to, or the quality of health care delivery.

Students will also learn to obtain vital signs and will learn proper documentation of patient charts. The course will assist with the development of a medical vocabulary utilizing word construction and analysis.

### Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job.

The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

### Externship

(5 Qtr. Credit Units, 160 Hours)

Upon classroom completion, the students will enter into an externship program with an affiliated medical office, clinic or hospital. Students will receive practical experience in all phases of medical assisting. Students must earn a minimum of 160 extern hours to meet the graduation requirements of the Professional Medical Assisting Program.

*Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.*



## Vocational Nursing

### COURSE OBJECTIVE

Nursing careers offer a wide variety of roles and a broad scope of responsibility. There are many different types of nurses, and several different ways to obtain nursing careers.

Many procedures once performed only in hospitals are being performed in physicians' offices and in outpatient care centers such as ambulatory surgical and emergency medical centers, largely because of advances in technology. LVNs care for patients who undergo these and other procedures, so employment of LVNs is projected to decline in traditional hospitals, but is projected to grow faster than average in most settings outside of hospitals. However, some hospitals are assigning a larger share of nursing duties to LVNs, which will temper the employment decline in the industry.

### CAREER PATHS/JOB TITLES

Successful completion of our Vocational Nursing program qualifies graduates to take the state licensing examination, the NCLEX-PN. The state license allows graduates to practice as a **Licensed Vocational Nurse (LVN)**.

Vocational Nurses can expect a professional nursing position, under the direction of a physician or a registered nurse, entailing: providing basic nursing care, patient data collection and health-related patient teaching, performing medical treatments as prescribed, administering prescribed medications, continuous monitoring of patient health in long-term care and acute care settings.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.



### STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

1575 Clock Hours

62.5 Semester Units

#### Full Time

3 Semesters, 51 Weeks

Classes are held Monday through Friday with occasional weekends possible; various shift schedules may be required for clinical rotations.

#### Part Time

5 Semesters, 81 Weeks

Classes are held 3 evenings per week with all day Saturday clinicals. Various shift schedules and week day clinical rotations may be required.

*See your Admissions Representative for available class times.*

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability.

### FULL TIME

#### PREREQUISITE (completed prior to VN courses)

#### **BIO100 Introduction to Human Anatomy and Physiology**

*(90 Contact Hours/4 Credit Units)*

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.





## Vocational Nursing (continued)

### **CORE VN COURSES**

#### **VN-F1 Introduction to Client Centered Care**

*(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 18.33 Credit Hours*

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Culture; Collaboration and Patient Education; Nutrition; Elimination; Sleep and Fatigue; Pain; Safety; Fluid and Chemical Balance; and Palliative Care. Dorothea Orem's Theory of Self Care is the framework applied to all concepts. The students will begin to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance.

#### **VN-F2 Care of the Client with Self Care Deficits I**

*(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 18.33 Credit Hours*

This term is based on Dorothea Orem's theoretical framework, Care of the Client with Self-Care Deficits. The course builds on the competencies learned in Semester 1 while further developing learned fundamental nursing concepts as they apply to nursing care. Health and illness concepts will be presented with a focus on acute and chronic conditions across the lifespan. This semester an emphasis will be placed on the concepts of: acid-base, thermoregulation, intracranial, hormonal, and glucose regulation, nutrition, elimination, perfusion, gas exchange, immunity, inflammation, infection, tissue integrity, and sensory perception. Exemplars will provide further understanding for concepts covered.

Common threads integrated throughout the semester are: critical thinking, nutrition, psychology, communication, nursing care throughout the life span, and the role of the vocational nurse. Other topics to be covered with each concept/exemplar include, focused assessment, common therapeutic measures, diagnostic test/procedures, and drug, diet or other therapies. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual

health to the client in the clinical setting. Students will take an active role in assisting the client in health promotion and maintenance.



#### **VN-F3 Care of the client with Self Care Deficits II**

*(165 Didactic/Theory Hours/306 Supervised Skills Lab Clinical Hours) 17.54 Credit Hours*

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: the reproductive system, basic obstetric care, the stages of life development from infant to adulthood, family dynamics, and the care of the infant and child at various stages of development; the musculoskeletal system and disorders, the nervous system and the sensory system, care of clients with mental illness or substance abuse, emergency care, and leadership and supervision principles.

The students will continue to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance. For the last 5 weeks, the student will have the



## Vocational Nursing (continued)

opportunity to participate in a preceptorship program designed to assist the student into entering the nursing profession.

### **NCLEX Prep**

*(24 Didactic/Theory Hours) 0.8 Credit Hours*

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.



### **PART TIME**

### **PREREQUISITES (completed prior to VN courses)**

#### **BIO011 Human Biology**

*(45 Contact Hours/ 2 Credit Units)*

This is a study of the organic systems of the human body. Topics include the digestive, urinary, reproductive, nervous, cardiovascular, respiratory, hematologic, lymphatic, immune, musculoskeletal, integumentary, endocrine, and sensory systems. This course does not have a laboratory component.

#### **MED011 Medical Terminology**

*(45 Contact Hours/ 2 Credit Units)*

This is a course designed to introduce the Vocational Student to medical terminology. The goal is to focus on understanding the language of medicine, basic word structures, prefixes, suffixes, and diagnostic terms using a body systems approach: digestive, urinary, reproductive, nervous, cardiovascular, respiratory, hematologic, lymphatic, immune, musculoskeletal, integumentary, endocrine, and sensory systems will be covered in this course.

### **CORE VN COURSES**

#### **VN-P1 Introduction to Client Centered Care**

*(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11 Credit Hours*

This course presents basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children. Common threads integrated throughout the program are initiated: nursing process, pharmacology, nutrition, psychology, communication, Nursing throughout the life span, and the vocational nursing role.

The student will learn how to enter a person's intimate space, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client. Students will take an active role in assisting the client in health maintenance.

Critical thinking concepts are included and all aspects of the fundamentals of nursing are addressed. This term is the first step of a student seeking knowledge and skills to prepare for a career in Vocational Nursing. The successful student is an active participant in the learning process and practices needed for the role as a Vocational Nurse.

Semester I offers introductory subjects, which will then be applied to the systems in the following terms.

The program is based on a simple to complex philosophy, which means each term is the building block for the next term. The curriculum is based on *Dorothea Orem's Theory of Self Care* and is based on a client's ability to perform self-care activities. Students will use *Dorothea Orem's Theory of Self Care* theoretical framework along with the nursing process for their basic care.

#### **VN-P2 Care of the Client with Self Care Deficits I**

*(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11 Credit Hours*

This course is a continuation of VN-P1; basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children.

Common threads integrated throughout the program are initiated: common deficits, diagnostic testing, medication administration, pain management, medical/surgical management, pathophysiology, pharmacology, nutrition and



## Vocational Nursing (continued)

psychosocial aspects utilizing the nursing system approach. The curriculum introduces the material through a body systems approach. The systems are introduced from the simple to the most complex.

Anatomy and physiology will be the first objective in each body system of the curriculum. Critical thinking concepts are included and all aspects of Fundamentals of Nursing are addressed, and a focus of medication administration is addressed throughout the semester. The respiratory and cardiovascular systems will be introduced. The curriculum is based on *Dorothea Orem's Theory of Self Care* and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use *Dorothea Orem's Theory of Self Care* theoretical framework along with the nursing process for their basic care.

### **VN-P3 Care of the Client with Self Care Deficits II**

*(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11 Credit Hours*

This term will further the student's knowledge in the care of the medical/surgical client. Common threads integrated throughout the program are initiated: Common deficits, diagnostic testing, medication administration, pain management, medical/surgical management, pathophysiology, pharmacology, nutrition and psychosocial aspects utilizing the nursing system approach.

The curriculum introduces the material through a body systems approach. The following systems will be introduced: Integumentary, musculoskeletal, gastrointestinal, endocrine, neurological, urinary, and sensory. The curriculum is based on *Dorothea Orem's Theory of Self Care* and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use *Dorothea Orem's Theory of Self Care* theoretical framework along with the nursing process for their basic care.

### **VN-P4 Care of the Client with Self Care Deficits III**

*(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11 Credit Hours*

This term will further the student's knowledge in the care of the medical/surgical client, including the nursing care of the client during childbearing and childrearing. Common threads integrated throughout the program are initiated: Common deficits, diagnostic testing, medication administration, medical/surgical management, pathophysiology, pharmacology, nutrition and psychosocial aspects utilizing the nursing system approach.

The curriculum introduces the material through a body-systems approach. The following systems will be introduced: Oncology; immune system; hematologic; lymphatic systems; reproductive system; sexually transmitted diseases; prenatal care; complications of pregnancy; the

birth process; postpartum care; newborn care; basics of pediatric care; infants with special needs (birth to 12 months); and common pediatric problems (1-18 years). The curriculum is based on *Dorothea Orem's Theory of Self Care* and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use *Dorothea Orem's Theory of Self Care* theoretical framework along with the nursing process for their basic care.

### **VN-P5 Care of the Client with Self Care Deficits IV**

*(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11 Credit Hours*

More advanced deviations are introduced and Self-Care concepts continue to be the basis for the care of the client. Anatomy and Physiology will be addressed as it applies to each body system. Common deficits and limitations, diagnostic exams, medical/surgical management, pathophysiology, nutritional needs, pharmacologic agents and psychosocial needs will be discussed.

The student will be introduced to the client with mental deficits. Theories on leadership and supervision are introduced and followed by a clinical preceptorship. The curriculum is based on *Dorothea Orem's Theory of Self Care* and is based on a client's ability to perform Self-Care activities. Students will use *Dorothea Orem's Theory of Self Care* theoretical framework along with the nursing process for their basic care.

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## Welding Technician

### COURSE OBJECTIVE

The Welding Technician program provides training for students in the theories, techniques, and practices involved in the Welding field.

Students will be taught the basics of the welding trade including safety, and methods for various forms of welding. Additionally, soldering and brazing will be explored.

Students who successfully complete the program will be documented as “Graduate” and as proof of such accomplishment will receive a **DIPLOMA**.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the Welding field including Welders, Cutters, Welder Fitters, Solderers and Brazers in addition to associated fields such as Metal Workers and in Production Occupations.

See the “Occupational Outcomes” section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

900 Hours / 51 Quarter Credit Hours

Classes are held Monday through Thursday for 45 weeks and include an Independent Study component. *See your Admissions Representative for available class time.*



### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

#### Introduction to Welding Technician

(6 Qtr. Credit Units, 100 Hours)

This course introduces the student to basic safety skills in the welding field. Basic math skills needed in the construction environment are addressed. Identification, use, and care of hand tools is introduced as well as descriptions of some of the power tools used by construction workers. The student will also identify and describe various types of construction drawings. Methods and procedures of oxyfuel cutting processes are introduced along with plasma arc cutting. Additionally, soldering and brazing are explored. Finally, welding symbols are introduced.

#### Introduction to Weld Quality and Preparation

(5.5 Qtr. Credit Units, 100 Hours)

This course introduces the student to the methods and procedures related to preparing base metal for welding. The student will learn the basics of weld quality, SMAW equipment and setup, SMAW electrodes, joint fit-up and alignment, and SMAW groove welds with backing.

#### Introduction to SMAW

(5.5 Qtr. Credit Units, 100 Hours)

This course introduces the student to the methods and procedures related to SMAW beads and fillet welding. Students will learn safety procedures, equipment setup, how to strike an arc, and how to produce weave beads and stringer beads. Hands-on practice and the completion of welding-related performance tasks complete this learning process.

#### Introduction to Metals, Filler Metals, and Equipment

(5.5 Qtr. Credit Units, 100 Hours)

This course introduces the student to various physical and mechanical characteristics of ferrous and nonferrous metals. The student will learn how to safely control heating during each stage of a welding operation. Additionally, this course covers methods and procedures related to

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## Welding Technician (continued)

(Continued from page 51)

GMAW and FCAW processes, along with GTAW welding techniques and provides them with sufficient practice to master those techniques.

### Basic Weld Beads

(5.5 Qtr. Credit Units, 100 Hours)

This course provides the student with methods and procedures related to GMAW. Students will learn safety procedures and the techniques used to produce various basic weld beads.

### SMAW Open-Root Pipe Welds

(5.5 Qtr. Credit Units, 100 Hours)

This course focuses on shielded metal arc welding (SMAW) of open-root pipe joints. Students will learn how to prepare and perform open-root V-groove welds on pipe in all positions using SMAW equipment and electrodes.

### SMAW - Stainless Steel Plate and Pipe Groove Welds

(5.5 Qtr. Credit Units, 100 Hours)

This course focuses on shielded metal arc welding (SMAW) of open-root pipe joints. Students will learn how to prepare and perform open-root V-groove welds on pipe in all positions using SMAW equipment and electrodes.

### GMAW and GTAW Welding Processes

(5.5 Qtr. Credit Units, 100 Hours)

This course provides introduces the student to gas metal arc welding (GMAW) welding processes. It covers some basic concepts of open-root GMAW of pipe and describes how to prepare and perform open-root V-groove welds on medium and thick walled pipe in all positions. Additionally, the course provides instruction in the use of GTAW for carbon steel pipe welding, including guided practice. The student will also learn the use of GTAW for low alloy and stainless steel pipe.

### Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to contin-

uously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

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## Approval/Licensure Disclosure Statement

Institute of Technology was granted final course licensure from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. The Bureau's licensure means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every year and is subject to continuing review. The following programs are licensed:

- Accounting (AAS Degree)
- Baking and Pastry Specialist
- Barbering
- Cosmetology
- Culinary Arts Diploma
- Culinary Arts Professional (AOS Degree)
- Culinary Arts Specialist
- Criminology and Emergency Response Management (AAS Degree)
- Emergency Medical Technician (EMT) Certification Course
- Heating, Ventilation, and Air Conditioning
- Human Resource Administrator (AAS Degree)
- Industrial Maintenance and Automated Technology
- Medical Billing and Office Administration
- Microsoft Systems & Security Analyst
- Pharmacy Technician
- Physical Therapist Assistant
- Professional Medical Assistant
- Vocational Nursing
- Welding Technician

**Note: Programs are not offered on every campus. See Catalog Addendum for Start Dates of available programs, and for campus specific programs.**

California statute requires that students who successfully complete a course of study, be awarded an appropriate diploma or certificate verifying the fact. Upon successful completion of their course work, Institute of Technology graduates will be awarded a diploma, or Associate's degree for selected programs.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees: Federal Pell Grants, Federal Direct Student Loans, Federal Supplemental Opportunity Grant, and Federal Work Study.

### **BANKRUPTCY DISCLOSURE**

The Institute of Technology has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.





## Student Complaint/Grievance Procedure

Persons seeking to resolve problems or complaints can contact the Bureau for Private Postsecondary Education, Accrediting Commission of Career Schools and Colleges, or school personnel.

Although not a requirement, please give us the opportunity to address your problem or complaint by contacting:

- 1) Director of Student Services, Director of Education and the College President
- 2) Rick Wood, Chief Executive Officer  
Select Education Group  
564 W. Herndon Ave.  
Clovis, CA 93612  
rwood@selecteducationgroup.com

### Bureau for Private Postsecondary Education

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

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](http://www.bppe.ca.gov), phone: (916) 431-6959, 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.

### Accrediting Commission of Career Schools and Colleges

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

Accrediting Commission of Career Schools  
and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

[www.accsc.org](http://www.accsc.org)

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





## How to Enroll

### ADMISSIONS PROCESS

Students may inquire about the program via the telephone, internet, through the mail, or on a walk-in basis. An appointment is then made with an Admissions Representative at the campus. All students interested in applying must first meet with an admissions representative and successfully pass a 12-minute assessment test. All ability to benefit applicants (students without a high school diploma or GED) who qualify to enter, or re-enter the College will be required to demonstrate eligibility by providing documentation that they have successfully passed an approved ATB test preceding their application to the College and enrolled in a Title IV program, or provide documentation that they have successfully completed 6 units of study in a course, or courses, that are part of a Title IV eligible program and demonstrate that they have passed an approved ATB test prior to applying to the College.

Those students who wish to acquire their General Education Development Certificate (GED) should contact one of the following agencies for information:

#### Clovis Campus:

Fresno Adult School  
2500 Stanislaus  
Fresno, CA  
(559) 457-6000

Clovis Adult School  
1452 David E. Cook Way  
Clovis, CA  
(559) 327-2800

#### Modesto Campus:

Modesto Jr. College  
435 College Avenue  
Modesto, CA  
(209) 575-6550

#### Redding Campus:

Shasta Adult School  
590 Mary Street, Building 70  
Redding CA 96001  
Phone: (530) 245-2626

Institute of Technology accepts, as regular students, those who are being vocationally rehabilitated, whether it is through a private rehabilitation agency or a state agency. An Admissions Representative will assist in the application process. Students are encouraged to contact Student Services about GED preparation courses.

### ADMISSION REQUIREMENTS

Students interested in attending the Institute of Technology must be a minimum of 18 years of age, or 17 years of age and possess one of the following, or have the written

consent of a parent or guardian:

- High school diploma or equivalent (documented through the presentation of a high school diploma, a transcript provide by the high school, or an official statement from the high school showing verification of high school graduation signed by an authorized school official), or
- Valid government or state issued GED; or
- Successful completion of an official recognized and accredited home schooling program. Students who apply and present a diploma or certificate evidencing completion of home schooling or an approved and accredited online high school program will be required to pass an entrance examination.

Foreign education documents from outside the United States or its territories that cannot be immediately confirmed as valid proof of high school completion by a college official must be submitted for assessment with a third-party evaluation agency at the prospective student's expense.

Assessment of prior education, motivation, work experience, employment potential and general aptitude for training is made at this time. Each applicant is assessed individually. The Campus President may be called upon to make appropriate determinations in special cases.

- Students enrolling in degree programs at the Institute of Technology must possess evidence of high school graduation or the equivalent as stipulated on the previous page and achieve the appropriate passing score on the required entrance examination.
- Students who have delinquent student loans from this or any other institution, must resolve the delinquent status of those loans in order to be considered for enrollment. Students who have previously defaulted on a student loan will not be considered for admission. For more on student loan repayment policy, please see page 59.

### Pharmacy Technician Admissions Requirements

Applicants to the Pharmacy Technician program receive a copy of the California State Board of Pharmacy "Pharmacy Technician Registration Application Requirements."

Applicants are responsible to read its contents. Applicants must be a high school graduate or possess a valid general education development (GED) equivalent AND meet all requirements listed on the "Pharmacy Technician Registration Application and Requirements." Applicants must submit to and pass a Department of Justice background check to be considered for enrollment at the Institute of Technology in the Pharmacy Technician program and to become a registered Pharmacy Technician.

If an applicant does not pass the Department of Justice

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## How to Enroll

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background check they are not eligible to enroll in the Pharmacy Technician program and cannot become a Pharmacy Technician. Applicants need to be approved for licensing by the State of California Board of Pharmacy in order to obtain employment as a Pharmacy Technician.

Applicants are responsible to maintain a clean criminal record and avoid any conduct that might disqualify them from obtaining licensing by the State of California Board of Pharmacy during enrollment in the program.

### Pharmacy Technician Licensure Requirements from the Business and Ethics Code Chapter 9, Division 2

4202. Pharmacy Technician: License Requirements for Education, Experience; Board Regulations; Criminal Background Check; Discipline

- (a) The board may issue a pharmacy technician license to an individual if he or she is a high school graduate or possesses a general educational development certificate equivalent, and meets any one of the following requirements:
- (1) Has obtained an associate's degree in pharmacy technology.
  - (2) Has completed a course of training specified by the board.
  - (3) Has graduated from a school of pharmacy recognized by the board.
  - (4) Is certified by the Pharmacy Technician Certification Board.
- (b) The board shall adopt regulations pursuant to this section for the licensure of pharmacy technicians and for the specification of training courses as set out in paragraph (2) of subdivision (a). Proof of the qualifications of any applicant for licensure as a pharmacy technician shall be made to the satisfaction of the board and shall be substantiated by any evidence required by the board.
- (c) The board shall conduct a criminal background check of the applicant to determine if an applicant has committed acts that would constitute grounds for denial of licensure, pursuant to this chapter or Chapter 2 (commencing with Section 480) of Division 1.5.
- (d) The board may suspend or revoke a license issued pursuant to this section on any ground specified in Section 4301.
- (e) Once licensed as a pharmacist, the pharmacy technician registration is no longer valid and the pharmacy technician license shall be returned to the board within 15 days.

### Heating, Ventilation and Air Conditioning (HVAC) Admissions Requirements

In order to obtain employment as an HVAC Technician, graduates **may** be required by future employers to have a clean driving record and **may find it difficult** to obtain employment in the HVAC industry if there are blemishes on their driving record. Furthermore, applicants to this program are personally responsible to maintain a clean driving record during their enrollment and failure to do so may create obstacles to future employment in the HVAC industry when you graduate.

### Criminology and Emergency Response Management (CERM) Admissions Requirements

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check. Applicants cannot have any felony convictions, misdemeanor convictions or any legal conditions that would prohibit the applicant from possessing a firearm. Applicants must pass a health screening to be eligible for admissions.

### Industrial Maintenance & Automated Technology (IMAT) Admissions Requirements

In order to obtain employment as an IMAT Technician, graduates **may** be required by future employers to have a clean driving record and **may find it difficult** to obtain employment in the IMAT industry if there are blemishes on their driving record. Furthermore, applicants to this program are personally responsible to maintain a clean driving record during their enrollment and failure to do so may create obstacles to future employment in the IMAT industry when you graduate.

### Microsoft Security & Systems Analyst (MSSA) Admissions Requirements

Applicants must be a high school graduate or possess a general education development (GED) equivalent. Applicants must pass a Criminal History background check. Applicants cannot have any felony convictions, misdemeanor convictions or any legal conditions that would prohibit the applicant from obtaining employment in the industry.

### ADMISSIONS STANDARDS FOR PREVIOUSLY QUALIFIED ATB APPLICANTS

A Student who does not, at the time of enrollment, meet the entrance requirements listed previously, may qualify for the ATB exception option to enroll as an ability to benefit student.

1. If a student is beyond compulsory age for high school attendance as outlined under their residence state

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## How to Enroll

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law, presents a certificate of completion from their high school, in lieu of a diploma, solely because the student did not pass the state required high school exit exam, he/she can be admitted under the following conditions. All ability to benefit applicants (students without a high school diploma or GED) who qualify to enter, or re-enter, the College will be required to demonstrate eligibility by providing documentation that they have successfully passed an approved ATB test in the 12 months immediately preceding their application to the College and enrolled in a Title IV eligible program; or provide documentation that they have successfully completed 6 units of study in a course, or courses, that are part of a Title IV eligible program. ATB applicants that have taken an approved ATB more than 12 months immediately preceding their application to the College and meet all other requirements for admissions will be required to take and pass an approved ATB test as a component of enrollment, or re-enrollment.

**An ATB applicant may request to have 6 credit hours of course work from an eligible Title IV program at another college considered to qualify as an ATB student. These 6 credit hours are defined as, six semester, trimester or quarter hours or 225 clock hours.**

The applicant student must make the request in writing and if requesting to have 6 credits from another college considered as proof of Ability to Benefit, the applicant must provide an official transcript in a sealed envelope at the time of the request for evaluation.

The credits must be determined to be part of a Title IV eligible program for ATB admissions to be granted under this provision. The evaluation will be conducted by the Director of Education and the Registrar.

These units if accepted are not “transfer units” unless they are determined to be transferable to a program of study at the Institute of Technology. This evaluation is separate from the ATB admission evaluation.

## ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: WBST
- Minimum Score Required: All ATB (Ability-to-Benefit) applicants seeking admission, or re-admission, to Institute of Technology must have previously passed the WBST (Wonderlic) with individual scores meeting the published minimum testing standards of 200 verbal and 210 quantitative.
- Non-ATB applicants taking the 12-minute Scholastic Level Exam (Wonderlic) for admission to a diploma program will be required to pass with a minimum score of 10 for all programs except degree programs.

*Applicants applying for admissions to a degree program must achieve the passing score indicated below for each degree program:*

Culinary AOS Program: 14

MSSA Diploma Program: 16

IMAT AOS Program: 14

All AAS Degree programs: 16





## College Rules

### CONDUCT

**Students must act with courtesy and consideration toward instructors, staff, and other students.**

Prospective employers seek people who have the proper attitude and behavior. Students must observe rules regarding safety, dress code, classroom behavior, homework, satisfactory progress, attendance, absences, tardiness, and make-up work. Institute of Technology reserves the right to suspend or terminate any student whose behavior disrupts Institute of Technology activities, fellow students, or the reputation of the school.

**Smoking** is not allowed in or within 25 feet of the buildings. Smokers and Vapers must smoke in designated smoking areas.

**Sexual Harassment** will not be allowed. Students or applicants who feel they are victims of sexual harassment should report any such incident to a college staff member of their choice. Reports of incidents received by Institute of Technology will be investigated in a completely confidential manner. Students receiving independent government agency funding (such as WIA) may also report the incident to their agency representative.

**Safety** is important! Deliberate disregard of safety instructions will not be tolerated. Horseplay is unsafe!

Students are not permitted to bring their children on campus during school hours.

This institution, the facility it occupies, and the equipment it utilizes, complies with all federal, state and local ordinances and regulations, including those requirements specific to safety and health.

**Alcoholic Beverages, Narcotics or Dangerous Drugs** are not permitted on school property under any circumstances. Proven possession or use is grounds for immediate dismissal.

**Firearms and Explosives** are not permitted on campus (authorized peace officers who are required to carry firearms are excluded). Therefore, unauthorized possession of firearms or explosives on Institute's premises will result in disciplinary action and/or dismissal.

**Speed Limit** anywhere on school property and surrounding parking area is 10 miles per hour.

**Auto Parking** is provided at the school. Students are to park in designated parking slots only.

**Theft, Willful Destruction, Misappropriation or Defacing** of school property are grounds for immediate dismissal.

### FOOD SERVICE

Students may use the Snack Area. Food and drinks are allowed only in designated eating areas of the facility to prevent accidental damage to computers and other elec-

trical equipment. It also keeps accidental spills from leaving stains and damage that do not reflect pride in our school. For this reason, chewing gum is not allowed anywhere on campus.

### SATISFACTORY ACADEMIC PROGRESS

#### (SAP) POLICY DEFINITION (ALL STUDENTS)

In order to remain eligible for continuous enrollment under regular student status and to retain eligibility for Federal Student Aid, all students must be making satisfactory Academic Progress (SAP). Satisfactory Academic Progress is a measure of the student's qualitative (GPA) and quantitative (rate of progression towards completion) performance, both of which must be at or above minimum standards.

#### Academic SAP Review

Grades are given at the end of each mod/term or as designated by the program requirements. Evaluation of grade-point average (GPA) takes place at the end of each period of instruction. A period of instruction has been defined as an academic term for nursing programs and as a module for mod based programs.

#### Financial Aid SAP Review

A student will be evaluated for compliance with the Financial Aid Satisfactory Academic Progress (SAP) policy at the end of each payment period.

### SATISFACTORY ACADEMIC PROGRESS - APPLICATION TO PRIVATE PAY AND AGENCY FUNDED STUDENTS

All Satisfactory Academic Progress requirements, standards, consequences and other covered information contained in this section, applies equally, in the same manner, force and effect, to students choosing to participate in the Federal Grant and/or Direct Loan program, as well as to those who do not, including, but not limited to, students covering tuition by private payments (examples: cash, non-TIV or non-agency), and/or agency funding (some examples: VA benefits, Trade Act, Tribal Funding, Voc. Rehab).

### QUALITATIVE EVALUATION

Students must complete each class in the program within a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a minimum of a 2.0 grade point average. Students not maintaining at least a 2.0 GPA (70%) when measured at the end of the module will be placed on academic probation until the end of the next module. Students on probation are eligible for financial aid during the probation period.

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## College Rules

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od. Students who do not achieve a 2.0 grade point average (70%) at the end of the probation period will be terminated by Institute of Technology. Because nursing program content is presented in a sequential manner, Vocational Nursing students must maintain a 2.5 GPA (75%) at the end of each semester in order to proceed to the next semester. Cumulative grades are assessed throughout the semester. If a student's GPA falls below 2.5 (75%), they may be placed "At Risk" or on "VN Academic Probation".



### QUANTITATIVE EVALUATION

Students are expected to complete the program within 100% of the normal time frame and may not exceed 150% of the normal projected time frame in any defined academic year, and may not exceed one and one half times the length of the program. Therefore, students may attempt a maximum of 86-quarter credit hours in a 57-quarter credit hour program. Students who have failed four modules (three modules in the Culinary Arts Specialist program) may be terminated from enrollment, as they may be unable to complete the program within the maximum time frame

Students must also successfully complete 67% of their attempted units. At each evaluation point, each student's cumulative grade point average and completion rate is reviewed to determine if she/he is meeting the standards. The "SAP at a Glance Chart" defines the unit completion requirements. Successful progression toward program completion is one aspect of satisfactory progress. While it is recognized that individual programs vary in length, typical program requirements are as follows: Students enrolled in a diploma program are required to complete 48.5 quarter units; 92 quarter units must be completed for an AOS degree program; and students enrolled in an AAS degree program must complete 91 units. Please refer to program descriptions for specific unit requirements.

A successful completion of a credit attempted is defined as a student enrolling in the course, and successfully passing the course based upon the grading criteria. Classes that a student has repeated, withdrawn from, or has been discharged from will count towards the attempted credits.

### SAP at a Glance Chart

#### Unit Completion Requirements (SAP)

Undergraduate	Total Units	Minimum Completion of Credits Attempted
Academic Year One	39	26
Academic Year One and One Half	60	40
Academic Year Two	90	60

### CONSEQUENCES OF FAILURE TO MEET SAP STANDARDS

#### Satisfactory Academic Progress (SAP) "Warning"

A student, who has failed to meet SAP standards, will be notified by the Academic Review Committee. The student will be required to sign a "Change of Status" form indicating that they have been placed on Satisfactory Academic Progress (SAP) "Warning" for failure to maintain SAP. A re-evaluation of the student's academic progress will be scheduled at the end of the following enrollment period (or payment period for financial aid review).

While a student is placed on Satisfactory Academic Progress (SAP) "Warning," a student will continue to have all rights and privileges afforded to all students. Students who are not successful during the Satisfactory Academic Progress (SAP) "Warning" period can follow the institution's SAP appeal process.

#### SAP Appeal Process—Submitting an SAP Appeal

Students have the right to appeal a SAP determination. The appeal must be filed within fourteen (14) days in writing. The student shall make the appeal in writing, with all supporting documentation for consideration. All appeals shall be submitted to the Director of Student Services, Director of Education or Campus President.

The student must clearly identify the particular reason for the appeal such as; the death of a relative, an injury

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or illness of the student, or other special circumstance related to the appeal.

The letter must describe the reason why the student failed to make Satisfactory Academic Progress (SAP) and what has changed that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation period.

### **Satisfactory Academic Progress (SAP) “Probation”**

If a SAP appeal is granted the student may remain in school for one additional grading period as the Satisfactory Academic Progress (SAP) “Probation” period. A student receiving financial aid may still be eligible for financial aid while on SAP “Probation”. A student who cannot meet the SAP standard at the end of the SAP “Probation” period, will be terminated from the program, unless an appeal has been submitted and approved, or the student is determined to be complying with the signed “Academic Action Plan.” The student will be notified in writing by the Financial Aid office.

### **Satisfactory Academic Progress (SAP) “Suspension”**

Upon the determination that the student was not successful during the Satisfactory Academic Progress (SAP) “Warning” period, the student will be placed on Satisfactory Academic Progress (SAP) “Suspension”, pending an appeal determination. While on SAP “Suspension,” the student will not be eligible for Title IV Funds or Agency funds, including VA Benefits

### **ACADEMIC “ACTION PLAN”**

Before an SAP appeal may be granted, a written Academic “Action Plan” must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. If it is determined after an initial appeal is granted that the student cannot complete the program within the maximum timeframe, a supplemental appeal may be submitted for consideration. If the supplemental appeal is not granted, the student will be terminated.

At the end of the Satisfactory Academic Progress (SAP) “Probation” period, the student must be meeting SAP. If the student is not meeting SAP, but is successfully following an established Academic “Action Plan”, the student would continue to be eligible and remain in school. The student must agree to the Academic “Action Plan” established jointly with the college. A student must also appeal to change their Academic “Action Plan”. The student must explain what has happened to make the change neces-

sary and how they will be able to make academic progress.

A student will be evaluated for compliance with the SAP standards while on an Academic “Action Plan” and will be evaluated as to whether the student is successfully following the Academic “Action Plan” at the end of each enrollment period. If at the end of an enrollment period, a SAP appeal is not granted, or a student is determined to not be complying with an SAP “Action Plan,” the student will be terminated from the school.

### **REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

Students who have lost their eligibility for financial aid due to lack of satisfactory progress during the probation period, may regain eligibility by remaining in school and meeting the school’s satisfactory progress policy for one module. Students may be paid for the payment period in which they regain satisfactory progress, but not for any payment periods in which they did not meet the standards. Students may be reinstated to receive financial aid in one of two ways:

1. By appeal to and approval of the Academic Review Committee.
2. By remaining in school and re-establishing compliance with the minimum cumulative GPA and Institute of Technology standards.

### **RE-ADMITTED STUDENTS**

When a student who has been placed on Satisfactory Academic Progress (SAP) “Warning,” “Suspension,” or “Probation,” for failure to meet SAP standards withdraws from a program and later re-enters, the Satisfactory Academic Progress (SAP) status must be resumed. A SAP Appeal must be submitted and approved, and an Academic “Action Plan” must be developed and signed prior to resuming classes

A student cannot choose to withdraw from a program to satisfy SAP standards. Upon re-entering, all previous SAP restrictions, according to the SAP status will be enforced.

### **TRANSFER STUDENTS**

A student who transfers from one program to another will not be subject to qualitative and quantitative standards for courses not accepted for credit in the new program.

### **UNABLE TO ACHIEVE SAP STANDARDS**

If at any point in the program, the college has determined that a student cannot achieve the minimum SAP standards required for graduation, the college will withdraw the student from the program and notify the student immedi-

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ately. (E.g. In evaluating a student, IOT determines a student who continues in the program will exceed the Maximum Time to Complete). A student may follow the SAP Appeal process.

IOT allows for an appeal of the Maximum Time to Complete; however, a student who is given notification that the college has determined that if he/she continues in the program he/she will exceed the Maximum Time to Complete, and must be withdrawn, may submit an appeal as outlined above, to be permitted to continue in the program beyond the Maximum Time to Complete and continue to receive Title IV aid, if otherwise eligible.

A student who is successfully following an established Academic "Action Plan" taking the student through to completion of their program, even beyond the Maximum Time to Complete, is not required to submit a new appeal, unless a change to the academic plan is requested.

- Example: A student could continue to receive Title IV aid, if otherwise eligible, if the student's academic plan includes the possibility of successfully completing their program within 59 credits, instead of the required 57 credits (150% of their program) in the student's final term of the program.
- If the student fails to complete the program within the permitted 59 credits according to their plan, the student would be withdrawn by the college as set forth above— subject to any appeal

### **ACADEMIC REVIEW AT EACH "GRADING PERIOD"/"ARC PLAN" (NON-TERM BASED PROGRAMS)**

Satisfactory Academic Progress (SAP) is reviewed at the end of each "payment period" for non-term programs; however, in the interim, if at the end any "5 week class period," a student is not meeting the required academic standards to be successful in their program, the student will be placed on "Academic Review."

The student then must meet and work with a member of the "Academic Review Committee," usually the Student Success Leader (SSL). They will work to develop and sign an "Academic Review plan (ARC plan)" designed to permit the student to meet the required academic standards within the next "5 week class period."

The period can be extended in the "ARC Plan" if the student requires more than one "5 week class period" to meet the requirements.

Students who have failed four (4) non-term based classes may be terminated from enrollment, as they may be unable to complete the program within the maximum time frame to complete—MTFC. Students may follow the Appeal Process.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) "PROBATION" FOLLOWING ACADEMIC REVIEW**

If at the end of the non-term based "payment period" a student is determined to have failed to meet the Satisfactory Academic Progress (SAP) standards, the student will be placed on Financial Aid Warning

The student may remain in school for one additional "payment Period" defined as the Satisfactory Academic Progress (SAP) "Probation" period. A student receiving financial aid may still be eligible for financial aid while on Financial Aid Warning.

A student placed on Financial Aid Warning will be reviewed at the end of the next "payment period" for Satisfactory Academic Progress (SAP). The student will be reviewed again at the end of each class period by the Academic Review Committee (ARC) to determine if the student is complying with the signed SAP Academic "Action Plan."

The plan is designed to permit the student to again meet SAP standards so that the student may continue to receive Federal Aid and Agency funding for the remainder of the "Payment Period."

### **Impact on Satisfactory Academic Progress, Course Repetitions, Withdrawals, Incompletes, and Pass/Fails**

- Students who need to repeat a module should be aware that all credits count as credit hours attempted for the quantitative evaluation (time frame) and are used in the GPA calculation.
- Students will be given a grade of "I" (Incomplete) in a module if they do not fulfill the assignments or objectives of a module within the first five weeks of the module or if they choose to withdraw from the module. The number of credits attempted for that module would not be computed in the cumulative grade point average until the student has completed the coursework.
- Students granted an "I" are expected to complete the required work within the next week, with supervision from the instructor of record. Upon completion of the coursework, the instructor will replace the "I" with the earned letter grade.
- Students who do not complete the terms of the incomplete by the first week of the subsequent module, will have the "I" grade replaced by the earned grade indicated by the instructor. Taking an incomplete could alter a student's schedule of classes, the student's eligibility to continue required course work in sequence, and may result in dismissal from the academic program.

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- Students may request a special extension up to, but not exceeding 5 weeks to turn in incomplete work. All extensions must be approved by the Director of Education.
- Pass/No Pass grades receive no “grade points” and are not calculated in the grade point average. If the grade is a pass grade, then the credits count as completed. If the grade is a no pass or fail grade, then the credits do not count as completed. **All credits count as credit hours attempted for the quantitative evaluation (time frame) and are used in the GPA calculation.**
- Module Failure. In order to pass a module, students must achieve at least a 2.0 GPA (70%, the equivalent of a letter grade of C) in each module within the program enrolled. Students not passing a module must retake that module at the earliest possible scheduling opportunity. Withdrawal “W” entries on a student transcript will receive no grade points and will not be considered when calculating grade point average. If the student was seated in the class and recorded attendance, “W” entries will be counted in the quantitative evaluation as attempted credits. If the student was not seated in the class, “W” entries will not count in the quantitative evaluation.

### TERMINATION OR SUSPENSION

Students may be terminated from the school or suspended because of unsatisfactory grades, failure to achieve the appropriate proficiency level within the prescribed time-frame, use of controlled substances on campus, conduct detrimental to the school, insubordination, failure to comply with financial aid regulations, failure to make required payments or non-observance of other student regulations.

### PETITIONING FOR RE-ENTRY

Students who have been dismissed, or voluntarily terminated enrollment, are required to petition in writing for re-entry into the school. These individuals may request an appointment for re-enrollment. An Academic Representative shall review all requests on a case-by-case basis. Appointment, denials and reinstatements shall be resolved on a case-by-case basis. Extenuating circumstances will be taken into consideration; however, Institute of Technology reserves the right to refuse readmittance to any student who does not meet the school's academic, student conduct, or financial requirements. Re-entry applicants returning within one (1) year from their last day of attendance, or entering into a new program, are considered returning students.

Applicants returning after one (1) year, or graduates enrolling in an advanced degree program, will be enrolled as a new student. Any module price increases will be handled on a case by case basis for any student returning within 180 days from LDA into the same program. All other students will be subject to any new price increases. All students will be subject to any curriculum changes.

### ATTENDANCE POLICY

***Students shall attend scheduled classes, as they would be expected to be present for work.***

For students to successfully complete coursework, regular attendance is required. When possible, students should contact the instructors to discuss reasons for any absences. Students who fail to attend 12 consecutive scheduled class days will be terminated from the program. Furthermore, if a student is absent more than 14 consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

### ABSENTEEISM

Institute of Technology discourages absenteeism, tardiness, and leaving early. Institute of Technology acknowledges that illness or personal situations may cause a student to be absent occasionally. However, students who have a poor attendance record are unlikely to acquire the knowledge, attain satisfactory progress, and complete the curriculum as scheduled. Additionally, prospective employers often look upon a student's attendance as an indicator of reliability and dependability.

In our participatory learning environment, absences will have a negative impact on grades and learning. Grading includes a daily participation component.

Previously absent students are expected to resume their individualized study of the curriculum at the point they had achieved prior to their absence and to proceed with the new course material in their originally scheduled sequence. Students may attend additional unscheduled hours and/or use personal time to make up for missed course work to comply with the college's satisfactory progress standards.

Students must make special arrangements with their instructors for tutoring other than during their normal scheduled hours. Students are charged tuition for all absences. Students are encouraged to notify Institute of Technology if they will be absent and must give a valid reason. Any student absent without notification will be contacted to ascertain the reason for the absence. Additional documentation concerning the absence may be requested. All students who fail to attend twelve consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than 14 consecutive calendar

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## College Rules

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days and has not contacted the school indicating an intent to return, they will be terminated from the program.

Students dropped for absences shall receive a refund of tuition in keeping with the college refund policy. Re-admission of such students shall be made at the discretion of the College President and/or the Academic Review Committee.

### LEAVE OF ABSENCE

The College recognizes that certain situations may arise during the course of a student's education that would require a leave of absence. Students should plan carefully prior to taking a leave of absence and the following process must be completed prior to the beginning of the requested leave date:

- Submit a leave of absence petition form to the Director of Student Services which states the reason and the amount of time needed for the leave of absence. The request must be signed and dated prior to the requested leave date.
- Acceptable reasons for requesting a leave of absence include medical, employment, legal, military deployment and personal family emergencies, or other circumstances beyond the student's control.
- Appropriate documentation must be turned in with the leave of absence petition form.

The Director of Student Services will meet with the student to discuss possible alternatives to taking a leave of absence. If it is determined that a leave of absence is in the best interest of the student, he/she, if receiving financial aid, will be required to meet with a Financial Aid Officer to discuss possible financial aid ramifications.

After these steps have been completed, the student will meet with the Registrar to discuss issues such as changes to his/her academic schedule, graduation date, etc.

Leave of Absences are not granted for students that are on academic probation.

The total combined leave time cannot exceed 180 days in any 12 month period (the 12 month period begins with the first day of the leave of absence). Exceptions include leaves granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act.

Students who do not return as scheduled from a leave of absence will be withdrawn from the College, effective immediately.

An unapproved leave of absence may be granted by the Institute of Technology and treated as a withdrawal for financial aid purposes. A financial aid refund calculation will be made based on the beginning of the leave of absence.

### INDEPENDENT STUDY

Students in all programs, with the exception of Vocational Nursing, will be required to complete a self-study project every 5 weeks (6 weeks for Weekend Courses). Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

Aside from the introduction to independent study and specific assignments on the first day of the module, students will be expected to work independently, or in groups outside of scheduled class hours to complete the Independent Study (IS) project.

Students will record their hours spent in independent study on a log that will be submitted as documentation at the end of the module. In all cases, the instructor will get a verbal update from each student when the weekly grade sheets are reviewed with the students.

Independent Study can represent no more than 10% of the total course. Grades for the independent study projects cannot represent more than 10% of the final grade. Students who fail the IS component or elect not to complete the IS project will have their grade adjusted accordingly.



### HOMEWORK AND OUT OF CLASS PROJECTS

Depending on the specific course module within the program, students can expect at least 1 to 2 hours of assigned homework or outside projects for every four hours of class instructions—excluding the externship module where applicable.

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# College Rules

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As such, homework is an integral part of the module and grading criteria and should be completed as assigned.

## GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or below	F

## GRADING

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points per Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

## INCOMPLETE/MAKE-UP WORK

All assignments, including quizzes and examinations, must be made up within one (1) calendar week of the original due date as scheduled by the instructor and will be reduced by 10% per class day. A grade of zero will be given for assignments not taken on the day of return. Any extensions past the one (1) calendar week will be at the discretion of the instructor and Director of Education. Students absent the day of the final examination must make

arrangements prior with the instructor for an alternative testing date. With proper documentation of circumstances beyond a student's control, the score reduction may be waived due to jury duty, military obligations, death of an immediate family member, or birth of a son or daughter.

## CLASS FAILURE

In order to pass a module, students must achieve an overall module grade of 70%\* (see addenda for grading policy for semester programs), which is the equivalent of a letter grade of C. Students not passing a module must retake that module at the earliest possible scheduling opportunity.

\* See the catalog addenda for more information about grading policies for the Vocational Nursing and Physical Therapist Assistant programs.

## GRADE AMENDMENTS

Grade amendments for module not passed must be completed within one module of the failed module. Students who wish to amend their grade to pass the module must receive approval from the Director of Education, to retake any unfinished work.

## REPEAT OF CLASSES

When any module is repeated, the higher of the grades will be used in Cumulative Grade Point Average (CGPA) computations.

## STUDENT RECORDS

The information in student files is confidential. Students may view the information contained in their files at any time by making an appointment with the Director of Education. IOT requires a signed release from all students who wish information released to anyone other than appropriate governmental or funding agencies. IOT maintains these files for not less than five years as per section 94900.5 of the California State Private Post-secondary Education Act. The official transcript with the grades, courses and units earned and the degree or certificate granted and the date it was granted must be maintained indefinitely in the student record.

## LIABILITY

Institute of Technology is not responsible for loss or damage to personal property or for personal injury which may occur while on the school grounds, or on field trips, or on extern assignment.

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## College Rules

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### TRANSFER STUDENTS

Students who transfer from another institute will be accepted with an academic "clear slate". If they owe refunds of TITLE IV funds or are in default on a loan, they are ineligible for financial aid. Students who transfer to Institute of Technology should be aware that the aid that they have already received will be calculated into the amount for which they will qualify while they attend Institute of Technology during the same financial aid year.

### FINANCIAL AID CONSUMER INFORMATION PACKET

IOT publishes a Financial Aid Consumer Information Packet that discloses the Financial Aid processes and discusses consumer information. It reflects current regulations affecting refund repayments and other important issues. The Financial Aid Consumer Information Packet is handed out to each enrolling student.

### STUDENT REPAYMENT RESPONSIBILITY

It is the sole responsibility of our students for the repayment of all debts incurred from their education.

Students who obtain a loan to pay for the course of instruction will have the sole responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Convenient monthly payments may be available.

The following sanctions may result if students default on a loan that is guaranteed or insured by the State or Federal Government:

- You can be sued for the entire amount of your loan.
- Your credit rating can be severely damaged, making it difficult to borrow money for a car or home, or to receive credit cards. The default status can remain on your credit report for several years after you pay the loan in full.
- Your Federal Treasury payments (including federal tax refunds) and state income tax refunds may be withheld.
- Your disposable income can be garnished (administrative wage garnishment) without a court order.
- You won't be eligible to receive any more federal financial aid (and possibly state aid) unless you make acceptable arrangements to repay what you already owe.
- You may be ineligible for assistance under most federal benefit programs.
- You'll be ineligible for deferments or forbearance.

- You may be liable for the costs associated with collecting your loan (could be as much as 25 percent of your principal and interest balance), plus court costs and attorney fees.
- You may not be able to renew a professional license you hold or may jeopardize your chances for certain types of employment.
- Your loan may be assigned to a professional collection agency.

### SCHOOL WITHDRAWAL POLICY / BUYER'S RIGHT TO CANCEL

A student has the right to cancel the enrollment agreement without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. Cancellation occurs when you give written notice of cancellation at the School address shown on the front page of the enrollment agreement. You can do this by mail or in person, to the Campus President of the school. A notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two Notice of Cancellation forms on the first day of class. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150, within 45 days after your notice is received.

1. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask the school for a description of the refund policy.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address printed below for information.
3. If you have any complaints, questions, or problems which you cannot work out with the school, write to:  
Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Phone: (916) 431-6959

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## College Rules

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

You have the right to cancel this agreement until \_\_\_\_\_.

### WITHDRAWAL PROCEDURES

A student who wishes to withdraw from the institution should provide official notification, in person, to the Student Services Office. In cases of emergency or serious illness a student may withdraw by phone, email, or postal mail. Failure to provide the school with official notification of withdrawal may delay the processing of applicable refund and negatively impact a student's academic record. All students receiving financial aid/assistance should also meet with the Financial Aid Office to complete an exit interview upon withdrawal. This meeting will provide students with information regarding remaining financial obligations to the institution and/or student loan lender.

When a student withdraws from class (or the Institution determines that the student has withdrawn but did not begin the official withdrawal process), the last date of attendance will be used to calculate the refund amounts, in accordance with Federal and State regulations.

### WITHDRAWAL FROM THE PROGRAM

Students who withdraw (or are withdrawn from their program) after the cancellation period will receive a pro-rata refund for tuition (see Refund Policy) if they have completed 60% or less of the period of attendance. Students who wish to withdraw from their program must submit a signed Withdraw Authorization form to the Student Services Office.

The amount of that refund is to be "pro-rated" according to the not completed portion of the program less the cost of any equipment returned in good condition and a registration fee not to exceed \$150. The refund is to be paid within 45 days of withdrawal.

### REFUNDS (FOR REFUND TABLE SEE CATALOG ADDENDA)

Institute of Technology is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA) as amended. When a student withdraws, the institution must complete two separate calculations.

The federal Return to Title IV Funds calculation - Though student aid is posted to a student's account at the start of each payment period, a student earns the funds as they complete the period. If a student withdraws during a payment period, the school must apply a specific formula to

determine the amount of aid the student has earned. If the student (or their parent or school on behalf of the student) receives LESS assistance than the student has earned, the student may be eligible to receive those additional funds via post withdrawal disbursement. If the student/school received MORE assistance than was earned, those funds excess funds must be returned by the school and/or the student to the Federal program(s) or lender, as applicable. Any unpaid balance that remains after the Return to Title IV and the refund under the state policy has been applied to the student's account, must be paid by the student to the institution. For full calculation details, please see "Federal Return of Title IV Funds Policy". The State Refund Policy/Calculation-The student earns tuition on a pro-rata basis up through the 60% point, after which 100% of the tuition earned. Please see "State Refund Policy" below.

### REFUND POLICIES

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 45 days of the date of cancellation, termination, or date of determination of withdrawal. For students who received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be returned to the student. Any amounts due from the student, in the event of termination, are immediately payable in full, to the school.

***IF YOU RECEIVE A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE FULL LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.***

### WITHDRAWAL FROM THE SCHOOL— DETERMINATION

For the purpose of determining the amount students may owe, these students shall be deemed to have withdrawn from the course when any of the following occurs: [a] they notify the School of their withdrawal or the actual date of withdrawal; [b] School terminates the student's enrollment; [c] students fail to attend twelve consecutive scheduled class days.

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which the school has 45 days to issue a refund, is the earlier of the date the student officially withdraws or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date the school determines the student has

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## College Rules

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violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied.

If any portion of a student's tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will be paid in the following order to the extent that the benefit was received: any student financial aid programs, third party agencies, the student. The student is also entitled to a refund of money not paid from federal student financial aid program funds in accordance with refund policies stated in this catalog and addenda.

### FEDERAL RETURN OF TITLE IV FUNDS POLICY

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of the SFA Program withdraws from the institution during a payment period in which the recipient began attendance, the school must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

### Credit Hour Programs

The percentage of the payment period (or period of enrollment) completed is determined by: the total number of calendar days\* in the payment period or (period of enrollment) for which the assistance is awarded divided into the number of calendar days\* completed in that period as of the last date of attendance.

For programs beyond the current "payment period", if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

*\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).*

### Clock Hour Programs

The percentage of the payment period (or period of enrollment) completed is determined by: the total number of clock hours in the payment period or (period of enrollment) for which the assistance is awarded divided into the number of clock hours completed in that period as of the last date of attendance.

For programs beyond the current "payment period", if you withdraw prior to the next payment period, all charges

collected for the next period will be refunded.

If you have any questions regarding your FSA funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243) (TTY 1-800-730-8913). You may also access information on the Student Aid on the Web site at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### FEDERAL OR STATE STUDENT LOAN REPAYMENT

If a 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:

- The federal or state government, or loan guarantee agency, may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 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.

### STATE REFUND POLICY

#### Bureau for Private Postsecondary Education

Institute of Technology will remit a refund less a registration fee (not to exceed \$150.00) within 45 days following your withdrawal. Students who pay their tuition with non-Title IV monies are also entitled to a refund based on the California State Refund Policy.

The school will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

For Credit Hour Programs:

1. Determine the total number of calendar days the student attended during current payment period (up to the last date of attendance).
2. Divide this figure by the total number of calendar days in the current payment period.
3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the percentage of the payment period completed by the cost of the payment period and adding any book/equipment/registration/STRF charges.
4. If the student attends 60% of the payment period or greater, 100% of the charges for the payment period are retained.

For Clock Hour Programs:

1. Determine the total number of clock hours the student attended during current payment period (up to the last date of attendance).
2. Divide this figure by the total number of clock hours in the current payment period.

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3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the percentage of the payment period completed by the cost of the payment period and adding any book/equipment/registration/STRF charges.
4. If the student attends 60% of the payment period or greater, 100% of the charges for the payment period are retained.

### RETURN OF UNEARNED SFA PROGRAM FUNDS

The school must return the lesser of

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.
- Unpaid institutional charges will be the sole responsibility of the student (or parent, if a Federal PLUS loan).
- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists.

The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.

### DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits for the Physical Therapist Assistant and Nursing programs, while all other programs measure progress by quarter credits.

One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One quarter credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

**Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds.**

**For a semester credit hour, non-standard term program the conversion is 1 credit per 37.5 hours of instruction.**

**For a quarter credit hour, non-term program the conversion is 1 credit per 25 hours of instruction.**

**Minimum standards for Full-time enrollment for Undergraduate.**

In a standard quarter or semester, training time is defined as follows:

- 12 credits or more are full-time
- 9-11 credits are 3/4 time
- 6-8 credits are 1/2 time
- 1-5 credits are less than 1/2 time

All programs of study are considered "Full-time", with the exception of the Part-time Vocational Nursing program, which is considered 3/4 time.

### THIRD PARTY AGENCY STUDENTS

All third party agencies contracted with the Institute of Technology follow the refund guidelines established by State and Federal government. Refund amounts are to be paid in the following order to the extent that the benefit was received: any student financial aid programs, third party agencies, the student. Agency sponsored students who wish to obtain further information regarding tuition refunds should refer to the refund policy as outlined in the catalog. A copy of the refund policy guidelines can also be obtained from a Financial Aid Officer at the school.



## General Information

### PROGRAM TRANSFERS

Students enrolled in Institute of Technology programs occasionally request to “transfer” to a program of study different than the one they originally enrolled in (e.g. HVAC transfer to PMA). It is important for students to contact Student Services and Financial Aid for all information relating to the transfer.

Students wanting to transfer into another program must request the transfer in writing from the Student Services office. The Student Services office will advise the student of their decision within 5 days of receipt of the request.

All students requesting a transfer are required to speak with a financial aid representative prior to transfer approval and must have advance approval from the Campus President for the transfer.

- Culinary Arts Specialist Program Transfers to Culinary Arts Diploma (CAD)
- Culinary Arts Professional AOS (Modules 1-5 transfer to Culinary Arts Diploma)
- Certain AAS general education courses transfer among the AAS degree programs
- The Professional Development class, required for most courses, may also transfer to another course of study.
- Transfers within Institute of Technology Schools-Students who are currently enrolled and wish to change or “transfer programs”
- Returning Institute of Technology Students-Former IOT students that had ceased enrollment (greater than 180 days ago) and are now re-enrolling and transferring IOT units into a new program of study

No other currently approved IOT program contains units that are transferable to another IOT program.

### GRADUATION REQUIREMENTS

Institute of Technology, in compliance with the State of California, will grant diplomas to students who successfully complete programs of study in, Baking and Pastry Specialist, Culinary Arts Specialist, Heating, Ventilation and Air Conditioning, Medical Billing and Coding Specialist, Medical Billing and Office Administration, Medical Office Administration, Microsoft Systems & Security Analyst, Network Support Technician, Pharmacy Technician, Professional Medical Assistant, and Vocational Nursing.

The College will grant an Associate of Occupational Science (AOS) degree to students who successfully complete the requirements for the Culinary Arts Professional AOS Degree program and the Industrial Maintenance and Automation Technology. The college will grant an AAS degree to students who successfully complete the HRA (AAS), Accounting (AAS), and the Criminology and Emergency Response Management (AAS) degree programs.

In order to graduate, a student must have completed each module of instruction with a minimum passing grade of 2.0 or better, 2.5 for VN students. In addition, students must have passed each class within the module. \*See “Grading” on page 58 of this catalog for the college’s grading policy. A student with an outstanding balance that is delinquent after program completion will not be issued a diploma or certificate of completion until that balance is brought current.

### EXTERNSHIPS

The final module of study for some programs includes an externship experience that allows students to apply the skills acquired during the program training within the context of a real world employment setting. Although employees at the externship sites will supervise the students during externship, the students must continue to maintain contact with the school’s Externship Coordinator on a weekly basis. The students must meet all academic and financial obligations including meeting Satisfactory Academic Progress requirements prior to the externship. Students not meeting these standards will meet with the Director of Education to discuss options. Students must have any required health examinations, tests, and immunizations completed prior to beginning their externship, or clinical training. Students in their last scheduled class on campus must attend a workshop, orientation session, or meeting with the Extern Coordinator before the end of the module. This meeting will detail the rules, regulations, expectations, and outcomes of the externship for the students before they are granted a site assignment.

#### Externship Site Locations

All externship or clinical sites are selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided. IOT maintains externship agreements with a variety of facilities. Students should be aware that some facilities might have special requirements or conditions. Students are encouraged to seek out externship, clinical, or other sites under the guidance of the Externship Coordinator or the school’s Career Services department. Students who have a particular interest in a facility with which IOT is not affiliated, may bring this to the attention of the Externship Coordinator so the site may be evaluated and the affiliation agreement can be put into effect.

#### Externship Coordinator

A designated school employee within the field of experiential education will supervise students in their Externship module. The Externship Coordinator is responsible for the scheduling and assignments of all externs, as well as the management and monitoring of all externs and site loca-

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tions.

### Externship Assessments

The externship facilities will submit evaluations for the performance all students based on the standards set by the college. Students must satisfactorily complete the externship assignment and submit an approved verification of time completed in order to graduate. In order to appropriately document the time spent in externship, students must submit all time sheets to the Externship Coordinator by Friday of each week. To complete the externship in the time allowed, students may have to increase the number of hours spent on externship beyond those normally required during classroom training. Externships are graded on a pass/fail-grading outcome.

While at externship sites, students will conduct themselves in a professional manner, much like a job. Students will not walk off the site without first talking to, and obtaining, the approval of the Externship Coordinator and/or Lead Instructor or Program Director. Failure to abide by this may cause the extern to prolong their externship due to the loss of the site and in trying to locate another site.

### TEXTBOOK LOANER PROGRAM

While students may purchase and retain selected textbooks within their program of study, some textbooks are assigned to students as “classroom issue” and must be returned within three business days following the last exam, or immediately upon withdrawal from the course or separation from the school, whichever comes first. Classroom Issue textbooks must be returned in good condition and not exhibit obvious damage such as missing pages, water damage, or excessive notation on the pages. Students who do not return textbooks by the deadline or return textbooks that are not in a satisfactory condition, must pay the full replacement cost, plus a \$50.00 restocking fee.

Students who choose to purchase the textbook will be given information on how to do so from a vendor outside of the school.

### ACADEMIC INTEGRITY

Academic honesty on the part of all students at Institute of Technology is essential to individual growth and development. Upon admission to the IOT, students are obligated to uphold the highest ethical standards in academic endeavors. Failure to do so can seriously undermine and impede the educational process. Thus, any form of academic dishonesty is a serious concern to IOT and is therefore unacceptable. The following is a list of unacceptable types of behavior in relation to academic honest-

ty. Since no listing can define all possible types of academic dishonesty, the following should be viewed as examples of infractions rather than an all-inclusive list:

### Plagiarism

Plagiarism is the misrepresentation of any part of another’s work as one’s own. While it is expected that students who are engaged in writing will utilize information from sources other than personal experience, acknowledgement of such sources is necessary. Examples of plagiarism include using a direct quotation without citing the source, paraphrasing the ideas or expressions of another without giving credit, and representing the thoughts of others as one’s own by failing to acknowledge or document sources. Additionally, plagiarism includes the submission as one’s own work, any work that has been borrowed, stolen, or purchased from someone else.

### Copyright Infringement Information

Copyright laws protect original works of authorship. The owner of a copyright has the exclusive right to the original work, including the right to copy the work, distribute the work, display or perform the work publicly, and create derivative works. A copyright interest attaches to an original work that is “fixed in any tangible medium of expression,” including traditional works like books, photographs, architectural drawings, music, drama and sculpture, as well as works affected by new technologies, like movies, electronic media, web pages, software, multimedia works and databases. The use of file-sharing networks to download and share copyrighted works without permission from the copyright owner, like software, music, movies, TV shows, games and images, violates copyright laws. In most instances, a student must obtain permission from the copyright owner in order to copy, distribute, display or perform a copyrighted



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work in any medium for any purpose. Any copyright infringement, including, without limitation, distribution of copyrighted material through unauthorized peer-to-peer file sharing, in connection with a student's enrollment in a program of study at the school or conducted by a student through the use of the school's equipment or information systems is prohibited and violates both the Conduct section of the school catalog and the law. Any student who engages in copyright infringement will be subject to discipline by the school, which may include, without limitation, the suspension or termination from one or more courses the student is taking or the student's entire program of study at the school and the referral to the proper authorities. Copyright infringement may also subject the student to civil and criminal liabilities. A summary of the penalties for violating federal copyright laws include:

- Unlimited actual damages proven for each act of copyright infringement.
- Up to \$30,000 for each act of copyright infringement that is determined not to be willful.
- Up to \$150,000 for each act of copyright infringement that is determined to be willful.
- Criminal penalties.

### Cheating

Cheating implies conducting matters fraudulently so as to profit oneself. Some examples of cheating include the copying of an examination, assignment or other work to be evaluated, unauthorized collaboration on work to be evaluated, "cribbing" and submitting work for which previous credit has already been received in another course without the express consent of the instructor.

### Theft

Theft includes the stealing of another's work or work materials such as laboratory endeavors, computer programs, class projects, and library materials.

Disciplinary action against those who have violated the IOT's Academic Honesty Policy may include:

- Grade reduction on the assignment in question.
- A failing grade in the course.
- Suspension or dismissal from IOT.

The instructor will document any act of academic dishonesty and a report will be filed in the office of the Director of Education. Students who believe that the penalty assigned by the instructor is inappropriate or unfair may appeal the penalty by scheduling an appointment

with the Director of Education requesting an Academic Review of the grievance.

### ADVISING

Students are encouraged to bring school and personal problems to the attention of their Instructors, Student Success Leaders, or the College President. Institute of Technology staff will attempt to assist all students in resolving those problems interfering with the successful completion of their program. Academic and/or attendance problems may be addressed in Academic Review Committee (ARC) meetings. For those students who seek help in other areas (i.e. housing, budgeting, or are in need of counseling agencies), IOT maintains an extensive referral list in the Student Success Center.

### FINANCIAL AID

Institute of Technology offers a variety of financial assistance to eligible students. Aid in the form of jobs, grants, loans and scholarships help offset the rising costs of educational expenses.

Financial aid is administered in accordance with established State and Federal policies and philosophies. The basis of these policies is the belief that financing the education of all students is the responsibility of the students and their families. If combined resources are not sufficient to cover expenses, students could be eligible for financial aid.

Students are granted financial aid awards based on a demonstrated financial need. Need is determined from analysis of the Free Application for Federal Student Aid form (FAFSA) and the Institutional Student Information Record (ISIR) or the Student Aid Report (SAR). These forms are analyzed to determine the expected contribution for educational expenses from the students and their families. Financial need is the difference between total educational expenses for an academic year and the student/family contribution. The FAFSA is the only form required for consideration for student assistance from any Title IV, HEA programs.

### NOTICE OF NONDISCRIMINATORY POLICY (SECTION 504/ADA POLICY)

The College does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Campus President. You may request academic adjustments or auxiliary aids at any time. The Campus President is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicant students, who are persons with disabilities, as

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defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The College will work with the applicant student or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Campus ADA Compliance Coordinator in writing of the type of accommodation needed, the date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date the accommodation is needed. You may contact the Campus ADA Compliance Coordinator by telephone at the following phone numbers for each campus.

Clovis Campus	(559) 297-4500
Modesto Campus	(209) 545-3100
Redding Campus	(530) 224-1000
Ask for the Campus ADA Compliance Coordinator.	

2. The Campus ADA Compliance Coordinator will respond within two weeks of receiving the request.

### GRADE TRANSCRIPTS

Students are entitled to receive one transcript at the time of graduation without charge. Additional transcripts are available for \$10.00 each, payable in advance. Institute of Technology does not issue transcripts for students who have defaulted on student loans. Students who have unpaid tuition and fees with Institute of Technology may have only a portion of their transcripts released.

Upon written request from the students, Institute of Technology will provide a copy of their transcript to authorized, designated recipients. Institute of Technology adheres strictly to the Family Education Rights and Privacy Act of 1974, Federal Law 93-380 and does not release grade information regarding any student without the student's signed authorization. As allowed under such law, student records/information will be released and made available to properly designated representatives of the State and Federal Government for routine inspection.

### LIBRARY

The library is located in the Student Success Center. It consists of the Jones e-global library and Atrium Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and ca-

reer development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has Internet access and computers with CD-ROM drives that is available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library.

### TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom instructors (**before and after school or on Fridays**). Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

### TEST VOUCHERS — A+, NET+, AND MOUS

Students interested in testing with the Institute of Technology to obtain their A+, Net+, or MOUS certifications must obtain a voucher and test with the school within thirty days of their graduation date. After this date students will be required to pay for the voucher to take the exam. Students who desire to take these exams must pre-qualify by taking the practice exam in the specific discipline in which they desire to test, and pass it in 3 out of 4 attempts to obtain a voucher.

### HOUSING ASSISTANCE

Institute of Technology does not provide student housing, does not assist the student in locating housing, nor does it provide dormitory facilities. Please see the catalog addenda for the campus to which you are applying or enrolling for estimates of rent for housing near each campus.

### EMERGENCY

Students are expected to become familiar with all fire and other emergency routes and procedures. Evacuation routes are diagrammed and posted in the classrooms and on bulletin boards. The locations of fire extinguishers are also shown. First-aid kits are accessible from the front

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desk. A description of emergency procedures is presented during orientation.

All cases of illness or injury on campus should be reported promptly to an available staff member. Should an emergency, accident, or illness occur during attendance, Institute of Technology reserves the right to call a physician for medical assistance or refer the student for medical assistance.

Any expense incurred shall be the sole responsibility of the student and/or parent or guardian.



### PRIVACY OF EDUCATIONAL RECORDS

The Family Educational Rights Act of 1974 gives students the right to inspect their educational records upon reasonable notice. The Act also guarantees the privacy of student educational records and sets forth the conditions and circumstances under which a student's educational records may be shown to others. Students who feel their rights under the Act have been violated are entitled to request a hearing with a school official in an effort to resolve the problem.

### COMPLAINT RESOLUTION

A student with a grievance must first make a reasonable effort to resolve the issue on an informal basis with the person(s) involved. If the issue is not resolved satisfactorily, the student should meet with the Student Success Leader and complete a written statement. If the grievance is not yet resolved, the College President will review the grievance with all parties concerned.

If this does not result in a resolution satisfactory to both parties, please refer to page 48 for more information.

### ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

English language proficiency is assessed by the administration of the Wonderlic SLE 12-minute Admissions Examination. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation rights in his or her primary language at his or her own time and expense.

### ENGLISH AS A SECOND LANGUAGE

Institute of Technology does not offer an English As a Second Language course. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation rights in his or her primary language at his or her own time and expense.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT INSTITUTE OUR INSTITUTION

The transferability of credits you earn at Institute of Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Institute of Technology to determine if your degree, diploma, or certificate will transfer.

### Evaluation of Credit from Accredited Institutions Prior to Attending Institute of Technology

Institute of Technology may accept prior coursework completed at other accredited colleges or universities for courses required for diploma or degree programs. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. General education credit will be evaluated individually prior to approval for transfer. The Institute of Technology does not award credit for experiential learning.

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The following terms and conditions apply:

1. You must request the transfer of previous credit by notifying the Director of Education.
2. You must provide official transcripts from the college or university where the previous training occurred.
3. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher.
4. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.
5. Students with Credits from Outside Institutions- New students who wish to apply units earned at another institution toward their current program of study. Any veteran receiving GI Bill benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools and submit them to the College for review of prior credit.
6. Four (4) years is the maximum amount of time that the student can receive transfer credit for a passed course from any institution. Courses with dates exceeding four (4) years are ineligible for transfer; the student will need to re-take these courses upon enrolling or re-enrolling in his/her IOT program.

For module-based programs, the tuition credit of academic units/modules transferred from a prior college will be calculated as follows:

$$\frac{\text{Total Tuition Cost of Program}}{\text{Number of Modules in Program}} = \text{Tuition Credit per Module}$$

For Term-based programs, the tuition credit of academic units transferred from a prior college will be calculated as follows:

$$\frac{\text{Total Tuition Cost of Program}}{\text{Number of Units in Program}} = \text{Tuition Credit per Unit}$$

### CAMPUS CRIME

Pursuant to the requirements of the United States Department of Education, IOT publishes all known occurrences of crime committed on campus in the FINANCIAL AID CONSUMER INFORMATION PACKET. In the event of a crime, an incident report must be completed and a police report may be filed. Any and all occurrences of crime should be reported immediately to the Receptionist who will obtain an administrator for assistance. In addition to the above information, the State of California requires that the institution print its policy pertaining to sexual assault.

In the event a sexual assault should occur while on campus, the victim and any witnesses are to report the crime to campus officials immediately. All precautions will be

taken to ensure the comfort, support, and dignity of the victim.

In order that the crime be fully and properly investigated, the police will be contacted. It is the policy of this institution to summon a medical emergency team to ensure the health and well being of the

### STUDENT SERVICES SUPPORT & RESOURCES

Institute of Technology offers all of our students support, services, coaching and resources to help them meet their educational goals. The Student Services Department is here to help our students overcome life challenges that may get in the way of those goals and serves as an advocate to our students.

With the students' success being at the heart of what we do, the Student Services department strives to create and maintain a healthy and safe environment that supports and provides internal and external resources to students helping them to overcome academic and personal obstacles that may keep them from graduating. IOT is dedicated to helping our students succeed throughout the lifecycle of their education and ensures that the support, recognition and resources are available to help our students achieve their goals.

### Our Mission

The Student Services Department strives to build a campus environment where all students feel welcomed, supported and celebrated while providing the resources to help every student achieve success.

### How Student Services Helps

- Continuously provide a Student First attitude
- Serve as an advocate on behalf of students
- Conduct Academic Review Meetings to help struggling students
- Coordinate tutoring sessions
- Provide external counseling options
- Coordinate transportation assistance
- On and off campus food pantry resources
- Maintain clothing closets
- On campus student recognition activities
- Conduct award ceremonies for Dean's List, Perfect Attendance and Professionalism
- May serve as a liaison to address survey concerns, resolve student issues and complaints

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## General Information

(Continued from page 74)

Please contact the local campus Director of Student Services to find out what services, support and resources are available as it varies by campus.

### MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at <https://myiot.it-colleges.com> on the World Wide Web. Students can view and print their classes and grades, view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Institute of Technology is not approved by AC-CSC or the BPPE to offer Online Education.

Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

### CAREER SERVICES

Institute of Technology offers placement support and assistance to all graduates regardless of how long they have been out of school. If you are a recent graduate or graduated years ago, our Career Services Team is here to help you!

The Career Services Teams are here to help our students and graduates reach their goal of starting a new career. Institute of Technology believes that learning how to job search is an extension of the education process teaching our graduates valuable, life-long skills and the importance of becoming active participants in their job search and career development. These job seeking skills help facilitate a smooth transition from student, to graduate, to job seeker, to employee.



### Our Mission

The primary purpose of Institute of Technology's Career Services Department is to educate, support, engage, inspire and provide the necessary tools and resources that will help our students and graduates with finding employment in their chosen career path.

### Building Community Relationships

Our objective is to partner and develop long-lasting relationships with employers by delivering educated and motivated graduates to the workforce in the communities our campuses serve. Institute of Technology strives to be known as the "go-to" College when employers have hiring needs that meet the outcomes of the programs offered at our campuses.

### How Career Services Helps

- Guidance through cover letter, resume and thank you letter preparation
- How to interview and gain confidence in the interview process
- How do develop job search strategies
- Assist with portfolio development
- Provide career coaching
- How to follow up after submitting applications, resumes and interviews
- Learning how to network and build industry contacts
- Complete career workshops and classroom presentations
- Provides computer and fax access
- Submittal of resumes of qualified graduates to employers for open positions
- Assist in identifying appropriate job leads
- Coordinate interviews at an employer site or on campus
- Host on campus career fairs and attend community hiring events
- Maintain and update job postings

Although Institute of Technology cannot guarantee employment, our Career Services Teams have extensive experience in assisting motivated graduates with finding employment. As an Institute of Technology alumni, you will have access to the Career Services teams throughout your career.

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## General Information

(Continued from page 75)

### STUDENT TUITION RECOVERY FUND

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse pro-

ceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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



## Alumni

### ALUMNI

At IOT, we value our graduates, and wish to continue our relationship with them after they graduate. Because of this dedication to our alumni, we have employed Alumni Service Representatives who are here to stay in touch with you and serve you through your career life cycle as you change jobs, consider new careers, or seek positions at higher levels in your current occupational status.

As a graduate of IOT:

- You will be invited to participate in career fairs on campus.
- You can return to your college for refresher courses...all at no cost to you.
- You are eligible for assistance if you are behind on your student loans.
- You have access to personalized job search assistance.

Please contact an IOT Representative (phone numbers located on page 4 of this catalog) for more information on graduate services.



### LINKEDIN

LinkedIn is an interconnected network of experienced professionals from around the world, representing 170 industries and over 43 million members. You can find, be introduced to, and collaborate with qualified professionals that you might need to work with to accomplish your goals. When you join, you create a profile that summarizes your professional expertise and accomplishments. With LinkedIn you can:

- Gain free access to new job listings/openings through our employer network.
- Discover inside connections that can help you land jobs and close deals.
- Gain new insights from discussions with like minded professionals in private group settings.

#### How to Join

1. Go to [www.linkedin.com](http://www.linkedin.com)
2. Fill in your full name, email address, and choose a password.
3. Confirm your email address.
4. Follow the steps on LinkedIn to build your profile, including: Add your picture (optional); Add education history; Add employment history.

### WEBSITE

Please visit your MyIOT Student Web account to access job request forms or to update your contact information. Please let us know when you move, change jobs, or change contact information. We want to keep up with you!

### STUDENT LOANS

Please refer to the Financial Aid Consumer Information Packet for more information on student loan repayment.



## Student Dress Code

### STUDENT DRESS CODE

#### Professionalism in the Classroom

Students who enter Institute of Technology do so to change their lives. Many are choosing a new path, and the first step is education. We here at Institute of Technology want to support the success of all of our students in every way possible. From the day students enter our doors, our intention is to prepare them for the work environment they will be entering upon graduation.

Our students have made a conscious decision towards becoming professionals. Professionals know that appearance in a job interview is crucial. Professionals also know that every day they have a chance to make a first impression with a potential employer. Professionals choose to dress and act as though every day is an interview.

Every Wednesday is Professional Dress Day. *We strongly encourage all students to dress professionally on this day.* Suits, slacks, coat and tie, and dresses are considered appropriate attire for interviews. Wednesdays are the preferred day for Employment Services to give school tours to potential employers. What a wonderful opportunity to impress a future boss!

Throughout each module, professionalism is discussed in the classroom. Students who exemplify the traits of a professional may be nominated by their peers for making the right choices in their attire, conduct, attitude, participation, and cooperation.

IOT staff will review the student nominees for attendance, grades, classroom participation, etc. to determine the winner from each session. Each winner will receive a Certificate of Recognition and be publicized on the Professionalism Recognition Board.

All students who enter Institute of Technology are acknowledged as adults with the right to make their own decisions about dress. Because we wish to encourage success, Institute of Technology staff members will counsel students who make decisions that may hamper success.

Habits take from three weeks to three months to form. Why not start your Professional Dress habits today?

**Uniform Policy** - Students enrolled in programs requiring uniforms must be properly attired when in attendance.

#### Standards of Dress, Grooming, and Personal Hygiene

The standards of dress, grooming, and personal hygiene for Institute of Technology students are patterned after those in the professional business/industry environment. In contacting a number of businesses, we found most of them continue to require conservative business attire plus a high degree of personal grooming and hygiene standards.

Therefore, students at Institute of Technology are required to maintain a conservative, suitable standard of

dress when on campus, in addition to maintaining a desired grooming and hygiene standard. These become factors in the job placement.

Our staff is committed to preparing all students for the job market. Any recommendation from our staff to students on appropriate attire is meant as a professional courtesy to the students. Students should not perceive this as a negative judgment on their appearance or character.

**STUDENTS WILL BE ADVISED AND/OR MAY BE ASKED TO LEAVE THE CAMPUS IF THEY WEAR THE FOLLOWING:**

- No Shoes
- Bare Midriffs
- No Undergarments
- Slides (open toe/open heel shoe wear)
- Visible body piercing (with the exception of earrings)
- Printed T-shirts with offensive verbiage
- Other non-professional attire
- Halter Tops
- Tube Tops
- Tank Tops
- Mini Skirts
- Dirty Clothing
- Hats





## Medical Student Dress Code

### MEDICAL BILLING AND OFFICE ADMINISTRATION, PHARMACY TECHNICIAN, PROFESSIONAL MEDICAL ASSISTANT, VOCATIONAL NURSING, PHYSICAL THERAPIST ASSISTANT DRESS CODE

Retail pharmacies, health facilities, and hospitals maintain a conservative environment. The doctors, patients, and customers will evaluate our professionalism by our appearance.

Students in medical courses must observe the following policy:

#### Jewelry

- One pair of earrings (Small to medium in size—no large hoops)
- One (set) ring on each hand (Wedding rings are considered one ring)
- Necklaces/chains (Should wear only one at a time) *Necklace or chain should not be of such a length to cause a health or safety issue.*
- No tongue or facial piercing

#### Nails

- Length/polish (Nails should be short and polished clear or neutral colors)

#### Hair

- Length/cut (Hair should be clean, out of the face, and off the collar. The cut and style should be conservative with appropriate accessories)

#### Makeup and Perfume/After Shave

- Makeup can be worn, but moderate to light. Perfume/after shave should be limited to very little due to possible allergic reactions from patients

#### Dress

- Uniforms should be clean and wrinkle free.
- Do not mix uniforms with street clothes, such as scrub top with jeans.\*
- Shoes are to be solid white tennis shoes or nursing shoes—not canvas.
- Appropriate undergarments and hosiery. Lab coats are optional.)

Medical Billing and Office Administration, Pharmacy Technician, and Professional Medical Assistant students are highly encouraged to follow professional dress day on Wednesdays.

\*Pharmacy Technician students are allowed to wear their lab coats with street clothes.

\*Medical Billing and Office Administration students are allowed to wear street clothes or uniforms.







## CERM Student Dress Code

The professional image required of the students enrolled in the CERM program at the Institute of Technology requires that each student assume responsibility for adopting high standards of personal hygiene and grooming. Grooming must not interfere with any CERM student's ability to hear, see, or to utilize safety equipment such as gas masks and breathing apparatus.

The following will apply to all CERM students while they are in the uniformed phase modules of the CERM Program.

CERM Students are expected to adhere to the dress code and grooming standards found in the Institute of Technology Catalog (Medical Student Dress Code). In addition the following CERM standards shall apply and take precedence where they may conflict with the Medical Dress Code:

**SIDEBURNS** - Side burns will not extend below the bottom of the earlobe, and width shall be even to the base and will end with a clean-shaven, horizontal line, while standing in an erect position. The maximum width of the bottom of the sideburns shall not exceed 1 1/2 inches and will not be flared or pointed.

**BEARDS, MUSTACHES AND GOATEES** - Beards, mustaches, goatees or other facial hair are not permitted. Male students should be clean shaven at the beginning of class each day.

**HAIR** - Students will keep their hair in a clean, neat style that presents a well-groomed and professional appearance and image. Hairstyles should not detract from the professional image of the CERM Program. No designs are to be cut into the hair, nor is hair to be an unnatural "two-toned" effect. Hair is to be worn short and for females it is to be worn, if long, in a "bun" or "ponytail" and secured with hair ties or rubber band or clip.

### DAILY UNIFORM WEAR

Students are required to wear a CERM uniform on a daily basis unless otherwise directed by their CERM Instructor or CERM Program Director.

Students will be directed on how to wear the uniform by their Instructor / Program Director when their uniform is issued.

### EXERCISE UNIFORM

Students may be required to wear an exercise uniform or asked to wear appropriate exercise attire. The exercise uniform/attire will be worn at the direction of their CERM Instructor / Program Director and proper uniform wear will be discussed by the Instructor.





## Drug-Free Campus Policy

1. This policy applies to all students and employees of Institute of Technology while attending school or any school function. Please refer to the Financial Aid Consumer Information packet for additional information on IOT's drug free program.



As stated in California Health and Safety Code 1135.5, adults preparing for the sale or gift of a controlled substance to minors upon school grounds or public playgrounds may be punished by imprisonment in the state prison for five, seven or nine years.

As stated in California Health and Safety Code 11353.6, Juvenile Drug Trafficking and Schoolyard Act of 1988, any such acts shall receive an additional punishment of three, four or five years at the court's discretion.

2. All students attending Institute of Technology are considered adults and are in an adult situation. For this reason, there will be **no warnings** if the use of alcohol or illicit drugs is found on campus or at campus functions.

Notification of the police will be left to the judgment of the attending instructor or school personnel. The student's instructor will be notified of the dismissal within 24 hours of the situation.

3. There are certain drugs that cause or create physical and emotional problems. Following is a list of the most common drugs and their side effects:

**Marijuana** contains THC, a psychoactive chemical that alters the sensory activities of the brain, including long-term damage to memory capabilities. The inhalation of marijuana smoke may cause lung cancer and chronic use may adversely affect reproductive ability in women.

**Alcohol** alters judgment, vision, speech and coordination and can cause long-term damage to the liver. It severely impairs one's ability to function and is a primary cause for vehicular accidents.

**Cocaine and Crack** provide a user with a temporary feeling of energy, increased heart rate, blood pressure, body temperature and can cause a false sense of exhilaration. They are highly addictive and may lead to heart attacks, strokes and long-term brain damage.

4. There are several local agencies that can assist you with referrals to organizations that specialize in alcohol or drug abuse. They are as follows:

Alcohol and Drug Abuse Council  
4411 North Cedar, #108  
Fresno, CA 93726  
(559) 248-1548

Alcoholics Anonymous  
2812 North Blackstone  
Fresno, CA 93703  
(559) 221-6907

Center for Human Services  
1700 McHenry Village Way, #14  
Modesto, CA 95350  
(209) 526-1440

New Hope Recovery House  
823 E Orangeburg Ave.  
Modesto, CA 95350  
(209) 527-9797

Substance Abuse Services  
800 Scenic Dr.  
Modesto, CA 95350  
(209) 558-7460

Empire Recovery Center  
1237 California Street  
Redding, CA 96001  
(530) 243-7470

Nationwide Addiction Assistance Helpline  
1-800-559-9503



## Daily Schedule, Tuition Policy/Schedule

**FOR DAILY SCHEDULE PLEASE SEE ADDENDA.**

### **TUITION POLICY**

For all programs, students must make decisions regarding financial aid and/or payment arrangements in advance with the Financial Aid staff. Costs for textbooks, supplies, uniforms, and certification/licensure fees are disclosed to students on individual program Supply Fee disclosures and students may discuss payment arrangements for these items with the Financial Aid Office.

For those students who are eligible for financial aid, payments are due on the date the funds are processed from the government and/or the date outlined in the student's payment arrangement with the college.

There is no tuition credit for absences. Cash payments are to be made at the front desk.

Upon leaving, students are interviewed as part of the exit interview process. If an amount is due, a payment schedule may be arranged. If the student does not follow payment guidelines after 90 days, his/her account may be turned over to a collection agency.

**FOR PROGRAM COSTS, PLEASE SEE ADDENDA.  
FOR TUITION SCHEDULE, PLEASE SEE ADDENDA.**





## Occupational Outcomes

Graduates of the following programs are trained for employment in any of the listed Standard Occupational Classification (SOC) Codes.

### ACCOUNTING (AAS)

SOC Code	Occupation
13-2011	Accountants and Auditors
13-2081	Tax Examiners and Collectors, and Revenue Agents
43-3011	Bill and Account Collectors
43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks
43-3051	Payroll and Timekeeping Clerks
43-3099	Financial Clerks, All Other
43-4021	Correspondence Clerks
43-4041	Credit Authorizers, Checkers, and Clerks
43-4051	Customer Service Representatives
43-4071	File Clerks
43-4141	New Accounts Clerks
43-4151	Order Clerks
43-4171	Receptionists and Information Clerks
43-4199	Information and Record Clerks, All Other
43-9061	Office Clerks, General
43-9111	Statistical Assistants
43-9199	Office and Administrative Support Workers, All Other

### BAKING AND PASTRY SPECIALIST

SOC Code	Occupation
35-1011	Chefs and Head Cooks
35-2014	Cooks, Restaurant
35-2019	Cooks, All Other
35-2021	Food Preparation Workers
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food
35-9099	Food Preparation and Serving Related Workers, All Other
51-3092	Food Batchmakers
51-3093	Food Cooking Machine Operators and Tenders

### BARBERING

SOC Code	Occupation
39-5000	Personal Appearance Workers

39-5010	Barbers, Hairdressers, Hairstylists and Cosmetologists
39-5011	Barbers
39-5012	Hairdressers, Hairstylists, and Cosmetologists
395090	Miscellaneous Personal Appearance Workers
39-5091	Makeup Artists, Theatrical and Performance
39-5092	Manicurists and Pedicurists
51-3011	Bakers
39-5093	Shampooers
39-5094	Skincare Specialists

### COSMETOLOGY

SOC Code	Occupation
39-5000	Personal Appearance Workers
39-5010	Barbers, Hairdressers, Hairstylists and Cosmetologists
39-5011	Barbers
39-5012	Hairdressers, Hairstylists, and Cosmetologists
395090	Miscellaneous Personal Appearance Workers
39-5091	Makeup Artists, Theatrical and Performance
39-5092	Manicurists and Pedicurists
39-5093	Shampooers
39-5094	Skincare Specialists

### CRIMINOLOGY AND EMERGENCY RESPONSE MANAGEMENT

SOC Code	Occupation
13-1041	Compliance Officers
19-4092	Forensic Science Technicians
21-1092	Probation Officers and Correctional Treatment Specialists
23-2099	Legal Support Workers, All Other
25-1111	Criminal Justice and Law Enforcement Teachers, Postsecondary
33-1011	First-Line Supervisors of Correctional Officers
33-1012	First-Line Supervisors of Police and Detectives

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## Occupational Outcomes

(Continued from page 83)

33-1099	First-Line Supervisors of Protective Service Workers, All Other
33-2021	Fire Inspectors and Investigators
33-2022	Forest Fire Inspectors and Prevention Specialists
33-3011	Bailiffs
33-3012	Correctional Officers and Jailers
33-3021	Detectives and Criminal Investigators
33-3031	Fish and Game Wardens
33-3041	Parking Enforcement Workers
33-3051	Police and Sheriff's Patrol Officers
33-3052	Transit and Railroad Police
33-9011	Animal Control Workers
33-9021	Private Detectives and Investigators
33-9031	Gaming Surveillance Officers and Gaming Investigators
33-9032	Security Guards
33-9091	Crossing Guards
33-9092	Lifeguards, Ski Patrol, and Other Recreational Protective Service
33-9093	Transportation Security Screeners
33-9099	Protective Service Workers, All Other
39-3099	Entertainment Attendants and Related Workers, All Other
39-9011	Childcare Workers
43-4061	Eligibility Interviewers, Government Programs
43-4199	Information and Record Clerks, All Other
43-5031	Police, Fire, and Ambulance Dispatchers
43-5032	Dispatchers, Except Police, Fire, and Ambulance
43-9199	Office and Administrative Support Workers, All Other
45-2011	Agricultural Inspectors
53-3011	Ambulance Drivers and Attendants, Except Emergency Medical Technicians
53-6099	Transportation Workers, All Other

### CULINARY ARTS DIPLOMA

### CULINARY ARTS PROFESSIONAL (AOS)

### CULINARY ARTS SPECIALIST

SOC Code	Occupation
11-9051	Food Service Managers
35-1011	Chefs and Head Cooks

35-1012	First-Line Supervisors of Food Preparation and Serving Workers
35-2011	Cooks, Fast Food
35-2012	Cooks, Institution and Cafeteria
35-2013	Cooks, Private Household
35-2014	Cooks, Restaurant
35-2015	Cooks, Short Order
35-2019	Cooks, All Other
35-2021	Food Preparation Workers
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
35-9099	Food Preparation and Serving Related Workers, All Other
39-9021	Personal Care Aides
51-3011	Bakers
51-3021	Butchers and Meat Cutters
51-3022	Meat, Poultry, and Fish Cutters and Trimmers
51-3091	Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders
51-3092	Food Batchmakers
51-3093	Food Cooking Machine Operators and Tenders

### HEATING, VENTILATION AND AIR CONDITIONING

SOC Code	Occupation
47-2152	Plumbers, Pipefitters, and Steamfitters
47-2211	Sheet Metal Workers
47-4099	Construction and Related Workers, All Other
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9031	Home Appliance Repairers
49-9043	Maintenance Workers, Machinery
49-9071	Maintenance and Repair Workers, General
49-9091	Coin, Vending, and Amusement Machine Servicers and Repairers

(Continued on page 85)



## Occupational Outcomes

(Continued from page 84)

49-9098	Helpers--Installation, Maintenance, and Repair Workers
49-9099	Installation, Maintenance, and Repair Workers, All Other
51-4121	Welders, Cutters, Solderers, and Brazers

43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
43-9022	Word Processors and Typists
43-9061	Office Clerks, General
43-9199	Office and Administrative Support Workers, All Other

### HUMAN RESOURCE ADMINISTRATOR (AAS)

SOC Code	Occupation
11-1021	General and Operations Managers
11-2011	Advertising and Promotions Managers
11-3011	Administrative Services Managers
11-3061	Purchasing Managers
11-3111	Compensation and Benefits Managers
11-3121	Human Resources Managers
11-3131	Training and Development Managers
11-9199	Managers, All Other
13-1071	Human Resources Specialists
13-1075	Labor Relations Specialists
13-1111	Management Analysts
13-1141	Compensation, Benefits, and Job Analysis Specialists
13-1151	Training and Development Specialists
25-1011	Business Teachers, Postsecondary
41-1011	First-Line Supervisors of Retail Sales Workers
41-1012	First-Line Supervisors of Non-Retail Sales Workers
41-2022	Parts Salespersons
41-2031	Retail Salespersons
43-3011	Bill and Account Collectors
43-3051	Payroll and Timekeeping Clerks
43-3099	Financial Clerks, All Other
43-4051	Customer Service Representatives
43-4061	Eligibility Interviewers, Government Programs
43-4071	File Clerks
43-4111	Interviewers, Except Eligibility and Loan
43-4161	Human Resources Assistants, Except Payroll and Timekeeping
43-4171	Receptionists and Information Clerks
43-4199	Information and Record Clerks, All Other
43-6011	Executive Secretaries and Executive Administrative Assistants

### INDUSTRIAL MAINTENANCE AND AUTOMATED TECHNOLOGY

SOC Code	Occupation
17-3024	Electro-Mechanical Technicians
17-3026	Industrial Engineering Technicians
47-2111	Electricians
47-3013	Helpers--Electricians
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment
49-9012	Control and Valve Installers and Repairers, Except Mechanical Door
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9041	Industrial Machinery Mechanics
49-9043	Maintenance Workers, Machinery
49-9071	Maintenance and Repair Workers, General
49-9098	Helpers--Installation, Maintenance, and Repair Workers
49-9099	Installation, Maintenance, and Repair Workers, All Other
51-2022	Electrical and Electronic Equipment Assemblers
51-2023	Electromechanical Equipment Assemblers

### MEDICAL BILLING AND OFFICE ADMINISTRATION

SOC Code	Occupation
11-9111	Medical and Health Services Managers
29-2071	Medical Records and Health Information Technicians
31-9093	Medical Equipment Preparers
31-9094	Medical Transcriptionists
43-2011	Switchboard Operators, Including Answering Service
43-2021	Telephone Operators
43-3011	Bill and Account Collectors

(Continued on page 86)



## Occupational Outcomes

(Continued from page 85)

43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks
43-6013	Medical Secretaries
43-9021	Data Entry Keyers
43-9022	Word Processors and Typists
43-9041	Insurance Claims and Policy Processing Clerks

### PHARMACY TECHNICIAN

SOC Code	Occupation
25-1071	Health Specialties Teachers, Postsecondary
29-2052	Pharmacy Technicians
31-9095	Pharmacy Aides

### PHYSICAL THERAPIST ASSISTANT

SOC Code	Occupation
31-2021	Physical Therapist Assistants

### PROFESSIONAL MEDICAL ASSISTANT

SOC Code	Occupation
11-9111	Medical and Health Services Managers
29-2012	Medical and Clinical Laboratory Technicians
29-2057	Ophthalmic Medical Technicians
29-2071	Medical Records and Health Information Technicians
31-1011	Home Health Aides
31-9092	Medical Assistants
31-9093	Medical Equipment Preparers
31-9094	Medical Transcriptionists
31-9099	Healthcare Support Workers, All Other
39-9021	Personal Care Aides
43-6013	Medical Secretaries

### VOCATIONAL NURSING

SOC Code	Occupation
29-2061	Licensed Practical and Licensed Vocational Nurses

### WELDING TECHNICIAN

SOC Code	Occupation
51-0000	Production Occupations
51-4000	Metal Workers and Plastic Workers
51-4120	Welding, Soldering, and Brazing Workers
51-4121.00	Welders, Cutters, Solderers, and Brazers
51-4121.06	Welders, Cutters, and Welder Fitters



### State of California Notice of Student Rights

#### **SCHOOL WITHDRAWAL POLICY / BUYER'S RIGHT TO CANCEL**

A student has the right to cancel the enrollment agreement without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. Cancellation occurs when you give written notice of cancellation at the School address shown on the front page of the enrollment agreement. You can do this by mail or in person, to the Campus President of the school. A notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two Notice of Cancellation forms on the first day of class. If you cancel the agreement, the School will refund any money that you paid, less the Registration Fee (not to exceed \$150) within 45 days after your notice is received.

1. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask the school for a description of the refund policy.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address printed below for information.
3. If you have any complaints, questions, or problems which you cannot work out with the school, write to:

**Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Phone: (916) 431-6959  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges. Students who are unable to first resolve issues with the school, may contact ACCSC for assistance, in addition to the organization listed above.

**Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212**





## Executive Management Staff

**Corporate Office**  
**Select Education Group**  
**5601 Stoddard Road**  
**Modesto, CA. 95356**

**Phone: 209-572-7800**  
**Fax: 209-545-1804**

<b>Rick Wood</b>	President/Chief Executive Officer
<b>Laura Bouche</b>	Director of Title IV Administration & Compliance
<b>Larry Toone</b>	Controller
<b>Mark Brown</b>	IT Manager
<b>Sharon Walker</b>	Human Resource Administrator
<b>Marisa Maron</b>	Corporate Operations Manager



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