Ryon College
Course Catalog

2018-2019

Rev. 7/24/2018

7028 Indiana Avenue, 2nd Floor
Riverside, CA 92506
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RYON COLLEGE

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GENERAL INFORMATION FOR RYON COLLEGE

MAIN CAMPUS AND ADMINISTRATIVE ADDRESS	**SATELLITE CAMPUS**
7028 Indiana Avenue, 2nd Floor	9631 Alondra Blvd., 2nd Floor
Riverside, CA 92506	Bellflower, CA 90706
(951) 534-0491	(562) 866-1587

APPROVAL DISCLOSURE STATEMENT

Ryon College is a private institution that has been granted approval to operate by the California Bureau for Private Postsecondary Education (BPPE), meaning it is in compliance with state standards as set forth in CEC and 5, CCR, and offers the following programs:

Program	**Clock Hours**
Building and Electrical Maintenance	510
Cake Decoration	480
Computer Office Applications	480
Childcare Provider	480
Computer Repair Technician	480
Digital Photography and Video Editing	450
Floral and Bridal Arrangement and Design	480
Professional Makeup Artist	80
Medical Assistant	480
Medical Billing and Insurance Coding	450
Property Management	510
Solar Energy Systems Installer	200

Proof of institutional eligibility, licenses and accreditation may be reviewed in the office of the School Director during normal business hours. Ryon College is in good standing and does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, and has not had a petition filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. 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. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the following:

Bureau for Private Postsecondary Education
Department of Consumer Affairs
2535 Capitol Oaks Drive, Suite 400
Sacramento CA 95833
www.bppe.ca.gov
Toll Free Number 888-370-7589 – Fax: (916) 263-1897

COLLEGE ADMINISTRATION

Oswaldo Forero - President, Chief Executive Officer
B.S., Industrial Engineering, Universidad De América, Bogotá, Colombia, SA
Melbe Zepeda - Vice President
General Education, Cerritos College, Cerritos, CA
Carol Hulse - Chief Academic Officer and C.O.O.
B.A. English Literature, University of California at Irvine, CA
Maryvonne Forero - Students Accounts/Finance
Attended Universite de Jussieu, Paris, France
Mariela Cardenas - Director of Admissions
Diploma, Bell Gardens HS, Bell Gardens, CA
Jacqueline Aguilar - Registrar/Student Services
A.A. Psychology Candidate, Fullerton Community College, Fullerton, CA
Natasha Casas – Academic Coordinator
B.S., Graphic Design, Art Institute of California, Orange County, CA
Will Licon - Admissions Representative
Certificate, Repair Technician, El Camino College, Torrance, CA
Jessica Gonzalez - Placement Services Coordinator
A.A. Early Childhood Studies, Santa Ana College
Nancy Rivera – Admissions Coordinator
A.A. Sociology Candidate, Fullerton Community College, Fullerton, CA

FACULTY

Norberto Alonso – PC Office Applications Instructor
Certified Office Specialist, T.I.D. Computer, Santa Ana, CA
Christina Bustillos - Medical Assistant and Medical Billing and Insurance Coding Instructor
Diploma, Medical Administrative Assistant, Bryman College, Alhambra, CA
Certified Medical Assistant Instructor, National Allied Health Credentialing Association / Instructional Methodology, UEI College
Karla Contreras – Professional Makeup Artist Instructor
Licensed Cosmetologist, Hacienda La Puente Adult Education, La Puente, CA
Raul Caicedo - PC Office Applications and PC Repair Technician Instructor
Computer Applications, TID Computer Institute, Santa Ana, CA
Elizabeth Cazares – Cake Decoration and Floral/Bridal Arrangement and Design Instructor
Certificate, Flower Arrangement Design / Certificate, Cake Decoration, Riverside Training Center
Margarita Chavez – Cake Decoration Instructor
Certificate, Cake Decoration, Riverside Training Center
Martin Chavez - Building Maintenance and Solar Energy Systems Instructor
Photovoltaic Design and Installation, Solar Training Institute, Anaheim, CA / Building Maintenance/Electricity, Sutech Institute, Riverside, CA
Maria Gomez – PC Office Applications Instructor
A.A. Social and Behavioral Sciences, Mt. San Antonio College / B.A. Criminology, University of La Verne, CA
Juan Carlos Leal - PC Office Applications and Property Management Instructor
B.S. Computer Science, University Piloto of Colombia
Rosaura Madrigal - Medical Assistant Instructor
Diploma, Medical Assistant, UEI College, San Bernardino, CA
Tania Margaryan – Professional Makeup Artist Instructor
A.A. Interior Design, Fashion Institute of Design and Merchandising, Los Angeles, CA
Brittany Moody – Professional Makeup Artist Instructor
A.A. Visual Communication, Fashion Institute of Design and Merchandising, Los Angeles, CA
Dante Ortiz – PC Office Applications
Diploma, Medical Assisting, American Career College, Los Angeles, CA
Jamie Pace - Medical Billing and Insurance Coding Instructor
Certified Medical Biller/Coder, Riverside City College, CA / Certified Medical Assistant, Kaplan College, CA
Michelle Tapia – PC Office Applications Instructor
B.A. Sociology, CSU San Bernardino, CA / A.A. Social and Behavioral Science, Moreno Valley Community College, CA
Alex Tovar - Digital Photography/Video Editing Instructor
A.A. Fine Art Photography and Commercial Art, Rio Hondo College, CA
Yolaina Urbina - Child Care Provider Instructor
MA Human Development, Pacific Oaks College / B.A. Child Development, University of LaVerne, CA
Marta Elena Uribe – Child Care Provider Instructor
ESL, Mt. San Antonio College, Walnut, CA / Certified Childcare Provider, Sutech School, Los Angeles, CA

All faculty members have a minimum of three years' experience in their field of instruction and take at least 3 hours of Continuing Education annually.

INSTITUTIONAL MISSION, INSTITUTIONAL OBJECTIVE, EDUCATIONAL OBJECTIVE AND POLICIES

MISSION STATEMENT

The mission of Ryon College is to provide access to quality, affordable education, so that students can obtain skills necessary to achieve success in their chosen field of study. Beginning with a commitment to excellence in education, the college focuses on each individual student and strives to provide training programs that promote values and ethical standards which prepare them to become a productive part of their community.

INSTITUTIONAL OBJECTIVE

Ryon College is committed to educating and preparing students with program specific training and technical skills, which include a blend of lecture and laboratory simulation assignments. Ryon College also places emphasis on developing the professional attributes of students by employing mature, industry professionals who create and teach in a work-like environment on campus. Students will receive a maximum amount of personal attention in classes that are limited in size, not to exceed twenty students per classroom.

EDUCATIONAL OBJECTIVE

Ryon College's educational objective is to provide students with basic, entry level knowledge and skills required by companies and agencies within the medical, computer and business industries. The education is intended for adults, high school graduates and non-high school graduates who are of compulsory age and can pass an approved “ability to benefit” exam. Ryon College uses the CELSA test, which is administered by an independent, third-party proctor. A required minimum passing score for the CELSA form 1 test = 97, and a passing score for the CELSA form 2 test = 97. The minimum passing score must be achieved for admission into the school.

All programs of study consist of a blend of theoretical and practical training, which include "hands on” laboratory simulations with materials and actual scenarios of the typical industry job assignments. This specific blend of training offers students valuable pre-employment experience. Each graduate will be prepared to enter the workforce and utilize their specialized training to perform their new job assignments and may also experience opportunities for career advancement due to enhanced skills obtained from their training.

HISTORY OF THE SCHOOL

Ryon College was founded in the year 2012 in the city of Riverside, CA. Since its inception, Ryon College has been providing vocational training to the residents of Riverside and surrounding areas of Orange County. To this present day, Ryon College continuously strives to provide quality education and continues its commitment to excellence and service to its students.

PHYSICAL DESCRIPTION OF INSTRUCTIONAL FACILITIES

Ryon College, occupies approximately 4,000 square feet in a traditional campus facility located at 7028 Indiana Ave. Riverside, CA 92506. Facilities include: one women’s and one men’s restroom, various computer systems, audio/visual equipment, one Student Resource Center with reference texts and manuals, 5 classrooms and one clinical laboratory, one student lounge, and other equipment aids frequently used in class and laboratory studies. The overall capacity of the facility is 100 students at any one time. The satellite facility in Bellflower includes 3 classrooms, 1 clinical laboratory, 2 bathrooms, one student lounge, various computer systems, and audio/visual equipment, and can accommodate up to 30 students at any one time.

ENTRANCE REQUIREMENTS AND ADMISSIONS POLICY

Each student admitted to Ryon College shall possess a high school diploma or its equivalent, or otherwise successfully take and pass an “Ability to Benefit” exam to demonstrate that they meet established “Ability to Benefit” criteria and will also benefit from the training offered. Ryon College uses an “Ability to Benefit” test, which is approved by the United States Department of Education, as an entrance exam for students who have not completed their high school diploma or a G.E.D. The school will only consider a non-high school graduate for enrollment if they exhibit an ability to benefit from the education and training that is offered; pass the United States Department of Education approved “Ability to Benefit” exam; and have met all other requirements for admission. Each high school/G.E.D. candidate accepted for training must provide a copy of their diploma and complete a “request for transcript form” to be sent to their high school or Postsecondary institutions.

STATEMENT OF NON-DISCRIMINATION

Ryon College does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the school's activities. Ryon College will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

ENROLLMENT POLICY AND PROCEDURES

All candidates for all programs will make an appointment to interview with an Admissions Representatives. Upon arrival at the school, the applicant will complete an application covering their personal, educational, and employment history, and indicate their program of interest. During the interview, they will discuss the program of study, the candidates' level of motivation and determination, and the process of enrollment. The Admissions Representative will also determine if the program of study meets the personal goals and career objectives of the candidate.

The candidate will then be given a tour of the campus and shown the facilities and equipment. The tour also includes an explanation of classroom instruction and a review of coursework and materials. The candidate will also be given a brochure that is specific to their program of interest and "School Performance Fact Sheet", and if the candidate determines that they wish to enroll, the representative will continue with the required testing, and will also ensure that the candidate meets all other admissions criteria. As our admissions reps and most instructors are fully bilingual/biliterate, Ryon College can offer recruitment interviews, as well as all discussions, enrollment agreements, disclosures, and statements, in either Spanish or English. If necessary, a language proficiency assessment will be administered at this time to determine eligibility for English or Spanish instruction.

A meeting with a Financial Assistance representative is also held to help the candidate determine how they may be able to afford their tuition and fees. Presuming all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward their chosen training program, an enrollment agreement between the school and the applicant is then completed and signed, and the registration fee is paid to the college.

When accepted into the college, each prospective new student must arrange their schedule to be at the campus location to attend a "new student orientation" conducted by college staff and faculty; they will be instructed as to the date and time of their orientation by their Admissions Representative. Ryon College will inform candidates of their acceptance or denial status after the entire admissions process has been completed. Ryon College retains the right to accept or reject an applicant based on the candidate's character reference, scholastic record and/or school financial record. Ryon College has not entered into any articulation agreement or transfer agreement with any other college or university.

RE-ENROLLMENT POLICY

Students who wish to re-enroll in the same or another program, should first submit in writing a letter to the School Director, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any student who re-enrolls (same program previously canceled or terminated from) must sign a new Enrollment Agreement at the current tuition rate. This procedure is for a "Seven Day Cancellation" as well as program cancellations or terminations. The Registration Fee must be paid prior to an applicant re-enrolling unless other approved arrangement has been made. All outstanding balance due to program cancellations/terminations must be paid in full, unless approved arrangements are made before they can re-enroll. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required, the student will incur the new textbook cost.

Any student, who re-enrolls from their last date of attendance, must sign a new enrollment agreement. Students re-entering may receive a partial or full credit for any prior Ryon College. School payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. Any increase in the books and/or supplies will be included on the enrollment agreement. The school at its sole discretion will determine the student's re-enrollment. Changes from one program to another are not considered re-enrollment and students must sign a new enrollment contract. Additional information on course changes can found in this catalog under "Changing or Switching Programs". Student's individual tuition and finance matters may differ; therefore, it is important that all financial obligations are discussed prior to re-enrolling.

CREDIT EVALUATION POLICY - ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION OR EXPERIENCE

Ryon College does not offer degree programs or accept transfer students, therefore no credit for prior training or education can be granted.

MAXIMUM ENROLLMENT AND CLASSROOM SIZE

Each course has a maximum class size of 20 students per classroom or laboratory study.

ENGLISH AS A SECOND LANGUAGE (ESL)

While Ryon College does not offer ESL Classes, faculty and staff are equipped to provide support and tutoring in Spanish as needed.

FOREIGN STUDENTS AND STUDENT VISAS

Ryon College does not admit foreign students and does not offer student visas.

STUDENT STATUS

Programs offered by Ryon College are considered as full-time programs; therefore, students enrolled in any programs offered by Ryon College are considered full time students.

DISTANCE EDUCATION

To accommodate students who are physically unable to attend classes on campus, some of the Ryon College courses have been adapted for distance education. These classes allow students to participate in live classroom sessions remotely, access all assignments and study materials, and receive assistance from an instructor via the Ryon College student web portal and a 3rd party videoconferencing and messaging software. The web portal platform and videoconferencing/messaging software together comprise the primary communication hub between students and faculty, used for synchronous visual and oral instruction as well as asynchronous voice calls and text messaging.

Ryon College transmits the first lesson and any course materials within seven days of course assignment to students enrolled in any distance education program where the instruction is not offered in real time. Coursework and projects are submitted online via the student web portal. Instructor evaluations of assignments, exams and questions are also delivered to students via the web portal no later than 1 working week after they are received.

Detailed information regarding course format and requirements can be found in the Distance Education addendum of this catalog for the following courses currently offered online: **Computer Office Applications**, **Medical Billing and Insurance Coding**, **Digital Photography and Video Editing**, **Professional Makeup Artist, and Property Management**.

SCHEDULE, CALENDAR AND HOURS OF OPERATION

Ryon College's administrative hours of operation are as follows:

Monday – Friday: 8:00am to 5:00pm.
Sat/Sun: Closed

The following holidays are observed:

	2018	2019
Martin Luther King Day	**Mon January 15**	**Mon January 21**
President's Day	**Mon February 19**	**Mon February 18**
Good Friday	**Fri March 30**	**Fri April 19**
Memorial Day	**Mon May 28**	**Mon May 27**
Independence Day	**Wed July 4**	**Wed July 4**
Labor Day	**Mon September 3**	**Mon September 2**
Columbus Day	**Mon October 8**	**Mon October 14**
Veteran's Day	**Mon November 12**	**Mon November 11**
Thanksgiving Day	**Thu November 27**	**Thu November 28**
Holiday Recess	**Mon December 24 – Sun January 6, 2019**	**Mon December 23 – Sun January 5, 2020**

Holiday recess begins Monday, December 24, 2018 through Sunday, January 6, 2019. Classes will resume on Monday, January 7, 2019. Ryon College reserves the right to modify this schedule with reasonable advance notice to students.

SCHEDULE FOR PROGRAMS

The vocational programs are structured modules, which include courses or sections of instruction. Subject matter is based on solid educational principles to assure that high standards are maintained. The design is flexible to provide for the integration of new technologies and techniques as they are developed.

The teaching, learning methods and materials are competency based and allow an individual to progress as they gain competency in specific subjects. Instructional techniques are employed so that students receive the attention required to reach their objective. This combination of technique and scheduling assures that diligent participants can attain their goal in an efficient and effective manner. Using this scheduling method and curriculum structure, along with competency-based learning and teaching methods, allows a student to commence classes every four (4) to five (5) weeks on a space availability basis and progress through their program to graduation.

STUDENT SERVICES

STUDENT PARKING

Free student parking is available in a parking facility and/or area adjacent to the school building. Ryon College is not responsible for parking violations, property theft, property damage, etc. Please keep your vehicle locked at all times.

STUDENT TRANSPORTATION

Ryon College does not offer student transportation.

STUDENT ADVISING

The staff of the school makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for academic, financial assistance, vocational and academic advising. Students experiencing personal problems which require professional counseling will be referred to the appropriate agencies, at the request of the student.

STUDENT LEARNING RESOURCES

If a student wishes to gain access to a library, the office will provide them with the addresses and hours of operation of public libraries near the school or their home. Ryon College also maintains a dedicated PC, located at the main campus in the PC classroom, with an organized library of links to online resources for supplemental study materials, core skill-building, enrichment, and job search. Access is available to all students on first-come, first-serve basis weekdays from 1-5pm.

STUDENT LOUNGE

The student lounge is available for the convenience of all students. Students are asked to use care when using the lounge facilities and to also practice cleanliness by disposing of all trash in the appropriate container located in the student lounge.

REFRESHER TRAINING

Graduates who desire refresher training within 2 years of graduation, in any of the courses, may be admitted to retake a desired module. The charge for such training, if any, will be determined at the time of enrollment. Admittance is based on space availability.

TUTORING

The school provides tutoring at no additional charge based on the individual needs of the student and the Instructor's schedule. The student must be in satisfactory attendance status to be eligible for tutoring. Students with a module grade lower than 70% or “D” automatically become eligible for tutoring pending a review of their attendance status. If this should occur, the student is to make an appointment with their instructor or the Education Director to arrange for a tutoring session(s).

CLASSROOM TEMPERATURES

Classroom temperatures may fluctuate slightly. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain a moderate/average temperature throughout all areas of the campus. It is recommended that students dress appropriately to accommodate outside temperatures.

REFERRAL SERVICES

HOUSING – Ryon College is a non-residential vocational training institution and, as such, dormitory housing is not offered, owned or maintained by Ryon College. The school has no responsibility to assist students in finding housing. House rentals exist within a one-mile radius of the school at an average monthly cost of $1370, however, availability of a rental is never guaranteed.

MEDICAL CARE

Ryon College does not have on campus medical care. In the case of a medical emergency, 911 will be called.

CAREER DEVELOPMENT AND EMPLOYMENT ASSISTANCE

Ryon College offers employment preparation and job placement assistance to all graduates in good standing. The process may be on-going throughout training and included in each subject or modules. Ryon College maintains a Placement Services department to assist graduates in contacting companies to secure employment. The Placement Services Coordinator acts as a liaison between the graduate and the employment community. Information on job search techniques is provided to soon-to-graduate students and graduates based on current needs of local businesses and industries.

Instruction may include areas such as: proper grooming for successful interviews, resume development, successful interviewing techniques and mock interviews. While it is not the intent to provide employment for the student during training, Ryon College does provide part time employment opportunity board which lists temporary employment opportunities for those students in need of a job while in college. This information is posted outside the Student Lounge and is updated periodically.

CAREER DEVELOPMENT AND EMPLOYMENT ASSISTANCE, cont'd

Ryon College does not guarantee employment upon completion of studies. Ryon College's Placement Services department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. All students will be required to meet with the Placement Services Coordinator to insure personal attention to the student's job seeking needs. Each student shall submit a typed resume to the Placement Services Coordinator.

NOTE: All graduates will be considered in need of placement assistance unless a signed waiver of placement assistance, with a written explanation, is in the student file. Graduates waiving placement assistance may still receive placement assistance by notifying Placement Services that they wish to be placed in an active, placement seeking status. A successful job search is dependent upon a self-confident, well prepared applicant with a pre-planned strategy. The entire staff as well as the Placement Services Coordinator will assist in this effort. While employment is not guaranteed, assuming cooperation on the part of the graduate, Placement Services will make every effort to assist a graduate with their job seeking tasks.

The Placement Services Coordinator helps graduates develop and/or locate positions which best match the student's capabilities and experiences. The Placement Services Coordinator is always available to assist in future years for Ryon College alumni contemplating a change in employment. Only graduates of Ryon College are eligible for placement services from Ryon College.

To effectively utilize Placement Services, the student must agree to the following policies regarding placement assistance:

1. An initial meeting with the Placement Services Coordinator.
2. Completion and submission of the Employment Questionnaire to the Placement Services Coordinator.
3. Completion and submission of a typed resume to the Placement Services Coordinator in an acceptable format.
4. Weekly communication with the Placement Services Coordinator. If an appointment with an employer or with the Placement Services Coordinator cannot be kept, prior to the appointment, a call must be made to the Placement Services department and/or employer to reschedule.
5. Notify the Placement Services department immediately of the results of each interview and when a job is offered and/or accepted.
6. Graduates must keep the Placement Services department advised on any changes in name (in case of marriage), address, telephone number, temporary absence from the area, and of course, employment status.
7. Adhere to dress standards when with the Placement Services office and/or prospective employer.
8. Full completion of externship (required for graduation).

Ryon College's primary objective is to provide its students with adequate training and assistance with employment in their chosen field and cooperation in the aforementioned process may assure a positive result.

RETENTION OF STUDENT RECORDS

All student records are retained by the institution for a minimum of five years and are maintained in fire retardant storage files. Permanent transcripts of the student's progress record are maintained by the school and are available upon written request by the student. There is a $5.00 charge for education transcripts. A fee of $10.00 will be charged if the last day of attendance was more than three years from the date of the request. Under state regulations, the college is required to maintain a student's educational record for a period of not less than 5 years from the students last date of attendance; all transcripts are permanently kept on campus.

DISCLOSURE OF EDUCATION RECORDS

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. Ryon College protects the privacy and confidentially of all student records. Students are guaranteed the right to access their own files, and inspect, review, and challenge information contained in their education records. Students under the compulsory age may not review the tax information of the parents.

Parents of students or parents of tax dependent students, with the student's written approval, may inspect, review and challenge information contained in the students' records.

Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the Institution. Written consent is required before education records may be disclosed to third parties except for regulatory education agencies. Student's wishing to review their file must make an appointment with the Student Services Coordinator or College Registrar. All appointments must be made during regular business hours.

DISCLOSURE OF EDUCATION RECORDS, cont'd

At no time may the student remove, destroy and or damage any documents or contents in the file. Certain documents may be photocopied, and a fee may be charged, depending on the specific documents to be photocopied.

Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files. Student records are retained by this institution for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

COLLECTION OF TUITION AND FINANCIAL ASSISTANCE

At the student's option, Ryon College may accept payment in full for tuition and fees; including funds received from a third party, after the student has been accepted and enrolled, and has an enrollment agreement that states the first date of the class session. Ryon College does not participate in federal and state financial aid programs. To assist students with their educational costs, the school provides a student the opportunity to make monthly tuition payments while attending school. Students may also apply for financial assistance through private lending institutions. For a student to remain eligible for financial assistance, the student must maintain satisfactory academic and attendance progress. Prior to graduation, each student must complete an "exit interview", so that they may review any remaining obligations and can discuss them with college administration.

Note: If you obtain a loan, you will have to repay the full amount of the loan plus interest, less the amount of any refund. If you receive federal financial aid funds, you will be entitled to a refund of the money not paid from the federal financial aid funds. Ryon College complies with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.

ATTENDANCE AND ACADEMIC POLICIES

ATTENDANCE

It is important that the school have a record of attendance for each student. Instructors will take daily attendance/roll call at any time during class hours. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

EXCUSED ABSENCES

Students are expected to be on time to class every day and complete the required work to the best of their ability. When students must be absent from class, the student should call Student Services prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return. Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. **All other absences will be considered unexcused.** Regulations will permit excused absences of up to 10% (clock hours) of a program. The 10% allowed is the total amount allowed throughout the entire program of study.

The following maximum excused absences are:

80 hour programs	1 school day/ 0.5 day in each payment period
120 hour programs	2 school days/ 1 day in each payment period
200 hour programs	3 school days/ 2 day in each payment period
254 hour programs	5 school days/2.5 day in each payment period
480 hour programs	8 school days/ 5 day in each payment period
510 hour programs	8.5 school days/ 5.5 day in each payment period

Communication must be made with your instructor or college administration for an absence to considered "excused". This information will be provided to the Student Services department, which will then be documented as excused. Leave of absences are not considered excused but are deemed a temporary leave. The excused absence policy was implemented for students who may experience unexpected or unforeseen problems. This time is not required to be made-up; however, you must still maintain the minimum cumulative grade point average for completion of your studies.

UNSATISFACTORY ATTENDANCE AND UNEXCUSED ABSENCES

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain a 70% attendance performance or better (Maximum program length) to be considered doing "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted. Due to the nature and scope of the training, the school does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. Unsatisfactory attendance occurs when a student misses more than 30% of the maximum time frame of the program.

ATTENDANCE AND ACADEMIC POLICIES, cont'd

Excessive unsatisfactory attendance will lead to "probation" status and could lead to more severe attendance matters. A student is removed off probation status whenever they have brought attendance to the required 70%, this would include any make-up hours and or make up assignments and any tests. Excessive absences may also result in suspension or termination of classes.

TARDINESS

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she **ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS**. A tardy student will be marked daily as being tardy. Any combination of four documented events of unexcused tardiness will be considered as one (1) absence.

CUTTING CLASSES – LEAVING EARLY

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she **LEAVES EARLIER THAN 30 MINUTES PRIOR TO THE CLOSE OF CLASS.** The Instructor should be notified prior for an early departure to be approved and considered an excused absence. Deliberate acts of cutting classes will be considered as unexcused absences.

MAKE-UP WORK AND ATTENDANCE

Make-up work must be requested from and scheduled with your instructor to assure proper credit. Students must make up work/attendance for proper credit towards graduation. All work and attendance must be completed on the school premises. Make-up assignments and/or tests will be administered by the appropriate instructor or appointed staff member for those who need to make up for academic grades/ credit units.

LEAVE OF ABSENCE POLICY

All "Leave of Absence" (LOA), requests must be submitted in writing to the Student Services Department. The request must include the reason for the leave of absence (in general), the expected return date and the student's signature. Submission of an LOA request does not automatically reflect the school's approval. An LOA may be limited to a specific amount of days (NOT TO EXCEED 60 DAYS). Only one LOA will be granted for a student during any 12-month enrollment period. If the student's leave of absence is not approved, the student should then discuss remaining options with college administration. If the LOA is approved, the student may return prior to or at the end of the LOA and resume training without paying any additional tuition. Students requesting LOAs must understand that upon return, a revised course completion date will be established, which will delay their graduation date.

At no time can the school back date a leave of absence. Therefore, it is important that you carefully plan any LOA prior to taking time off from college. Time taken on a leave of absence does not count in the satisfactory academic and attendance formula; unexcused absences do.

GRADING SYSTEM

All classes are graded based on the grading format noted below reflecting the performance evaluation by Ryon College. It is recommended that if a student receives an "I" (Incomplete), they complete the make-up coursework prior to completion of their program. Students should check with their Instructor to arrange any/or all make-up course work. Incomplete (I) grades are used in calculating the cumulative grade point average and carry a value of zero (0). If the incomplete grade is made up, the two grades will be averaged for a final grade. This grade will be used in calculating the cumulative grade point average. Weekly grades reflect attendance, class participation, quizzes and tests. Students must complete, at a minimum, 70% of the program and their cumulative grade point average must be at a minimum 70% or "D". The overall grading system is as follows:

A	EXCELLENT	93-100
B	ABOVE AVERAGE	85-92
C	AVERAGE	77-84
D	BELOW AVERAGE	70-76
F	UNSATISFACTORY	69- BELOW
I	INCOMPLETE	
W	WITHDRAWAL	

If a student withdraws from a course before the completion of a module, the student will receive a "W "for the module. If the student returns to school, all course work graded "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted. If the student returns to school, all course work graded "W" must be completed. Any grade of "Incomplete" and "Withdrawal" will be counted as 0 in the overall cumulative grade point average. It is important that the student makes up an Incomplete or Withdrawal as soon as possible so that it does not affect their graduation status.

Students will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given this opportunity at the discretion of the College, and is subject to the availability of space, to repeat, remediate or make up lost work. This work shall be given full credit with respect to the student maintaining of satisfactory progress.

SATISFACTORY ACADEMIC POLICY FOR CONTINUED ENROLLMENT AND GRADUATION

In addition to completion time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 70% = D or better. For determining satisfactory progress, each course is broken down into three (3) evaluation periods, 25%, 50% and 75% of the student's training period. A student achieving a cumulative grade point average below 70% or a "D" at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation until their cumulative grade point average reaches a minimum 70% or "D" however, may not exceed two evaluation periods (unless extenuating circumstances is established). At the end of this period of probation, the student must maintain, at a minimum, an academic grade point average of 70% or "D" or better.

If the student is unable to bring his or her grade up to 70% or "D" or better during the probation period, the Dismissal Policy will be in effect. Once a student is terminated from their training program, all appropriate agencies will be notified accordingly. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

GRADUATION REQUIREMENTS

Students must have at a minimum, an accumulative grade point average of 70% or "D" grade, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma verifying the fact. Ryon College awards its' graduates a diploma as an acknowledgment of their successful accomplishment and graduation from their program of study. Diplomas will be made available to graduates not later than 30 days from last day of attendance unless Student Services receives a written request for an earlier availability.

Early graduation: This policy is at the sole discretion of the school. The school encourages all students to complete the entire program. A student must request this option to the administrator. The school administrator will evaluate the student academic file and make a preliminary determination. A final decision will be made by school administrator in conjunction with all relevant departments.

UNSATISFACTORY PROGRESS AND DISMISSAL POLICY

Any student failing to maintain a minimum 70%, or "D" within any time of an evaluation period of the program hours shall be, at a minimum, placed on "Academic Probation" (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of grade of 70%, or "D" however, in no event shall exceed one evaluation period. Also, any student failing to maintain a minimum of 70% attendance at any time of an evaluation period shall be, at a minimum, placed on "Attendance Probation" (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of 70% of the scheduled class hours however, in no event shall exceed one evaluation period. The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory progress. The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation. No more than two probationary terms will be allowed per student.

Ryon College reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the school's standards, and/or, one who fails to abide by the rules and regulations. Also, if a student does not improve the attendance average to the required minimum by the end of their probationary period, the student will be terminated from the training program.

Students, who have been dismissed for lack of satisfactory academic progress from any program, may apply to the School Director, in writing, to be re-admitted to the school by following the "Reentrance and Reenrollment Policy" outlined in this catalog. A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the "Student Appeals Procedure" outlined in this catalog.

ATTENDANCE AND ACADEMIC POLICIES, cont'd

ACADEMIC PROBATION

As indicated under the section "Unsatisfactory Progress and Dismissal Policy", if a student fails to achieve a cumulative grade point average of 70% or "D", the student will be placed on academic probation until their cumulative grade point average reaches 70% or "D". At the end of the probationary period, the student must continue to maintain a minimum cumulative grade point average of 70% or "D" for completion of the program. If a student maintains a grade point average of 70% or "D" and/or achieves a cumulative grade point average of 70% or "D", probation will be removed. However, if the student has failed to maintain a 70% or "D" grade point average and/or will be unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

MAXIMUM TIME FRAME FOR COURSE COMPLETION

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as within 150% of the published program length, as illustrated below. Leave of Absences, holidays, excused non-attendance, winter break, in-service days, and school closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

MAXIMUM TIME FRAMES ALLOWED	Program Length	Maximum Time Frame
Medical Assistant	20 weeks	24.00 weeks
Medical Billing and Insurance Coding	15 weeks	22.50 weeks
Solar Energy Systems Installers	10 weeks	15.00 weeks
Building and Electrical Maintenance	17 weeks	25.50 weeks
Property Management	17 weeks	25.50 weeks
Digital Photography	15 weeks	22.50 weeks
Computer Office Applications	16 weeks	24.00 weeks
Computer Repair Technician	16 weeks	24.00 weeks
Child Care Provider	16 weeks	24.00 weeks
Cake Decoration	16 weeks	24.00 weeks
Floral & Bridal Arrangement and Design	16 weeks	24.00 weeks
Professional Makeup Artist	10 weeks	15.00 weeks

RE-ENTRANCE AND RE-ENROLLMENT POLICY

A prior student requesting to be reinstated as an active student should do so in writing. The request should be addressed to School Director and all supportive documentation and/or information concerning any extenuating circumstances should be noted in the request. The School Director will then chair a meeting with an Appeals Board which shall consist of School Administrator and also consist of, but not limited to, a representative from the Education Department, Financial Assistance Department, Admissions Department and/or Placement Department. The student will shall be notified of the board's decision within 48 hours following the meeting. The decision of the school shall be final.

CHANGING OR SWITCHING PROGRAMS

At times, a student may wish to change their career goals. The institution reserves the right to allow or disallowed a transfer from one program to another offered at this institution. If a change of programs is permitted, the student will sign a new enrollment agreement and an addendum may be added to their financial assistance contract. The student will still be obligated to pay for any balance remaining from the prior program and will incur the total charges for the new program. The student must first notify the Admissions office or Student Services of their request to change programs and await a determination from the college. College Instructors, alone, are not allowed to authorize such a transfer as these changes will affect the student's academic status, financial balances and graduation dates.

MEASUREMENT OF CLOCK HOURS

A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break. Attendance is considered critical and a student must attend a minimum of three (3) days to earn those clock hours assigned to that specific week's work. Any days missed beyond two (2), the work must be made up to earn clock hours. The instructor may give a progress report, verbal or written, to the Director/Student Services to monitor a student's progress. If the instructor indicates there are special needs, additional services such as tutoring or lab instruction may be scheduled to assist the student.

STUDENT CONDUCT POLICY

An important part of the training at Ryon College includes the development of professional attitudes and behaviors. Therefore, Ryon College has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

The effectiveness of any training program is dependent upon the full cooperation between students and school staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with instructors and administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct. Students are also encouraged to pursue the development of their personal characters and behaviors as it may serve in their best interest when seeking employment. **Those whose conduct reflects discredit upon themselves or the school may be subject to dismissal.** School administration reserves the right to dismiss a student on any of the following grounds, but not limited to:

1. Unsatisfactory academic performance
2. Unsatisfactory attendance
3. Unprofessional behavior and/or conduct that reflects unfavorably upon the school and/or its students
4. Use of drugs, narcotics, alcohol (or under the influence), gambling, profanity
5. Inappropriate clothing worn during training
6. Failure to abide by the Rules and Regulations of the school
7. Failure to pay tuition (or any other charges) when due
8. Breach of school enrollment agreement
9. Deliberate plagiarism and/or cheating
10. Falsifying school records
11. Carrying a concealed or potentially dangerous weapon
12. Disorderly conduct that interferes with any other student, instructor, or the general progress of the class
13. Instigation and/or participation in rebellious activities against the school and/or its student(s)
14. Solicitation that reflects unfavorably upon the school and/or its students
15. Vandalism of school property
16. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
17. Fighting (physical or verbal)
18. Verbal confrontation with any college staff and/or student
19. ***Harassment of any kind***, which is defined as (a) **unwelcome conduct** based on a legally protected class, including: race, color, religion, sex, national origin, gender identity/expression, sexual orientation, ethnicity, age, marital status, physical or mental disability, protected veteran status, or any other characteristic protected by law; and (b) that is **so severe or pervasive that it interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working environment.**

Disciplinary action may include, but not be limited to, a verbal or written warning, probation, suspension, or dismissal.
A student dismissed for unsatisfactory or unprofessional behavior or conduct may request re-admittance into their program by following the procedure set forth under "Reentrance and Reenrollment Policy" as noted in this catalog.

SCHOOL POLICIES AND REGULATIONS

CAMPUS SAFETY

Ryon College is committed to fostering a community of engaged adult learners in a safe and secure environment. To this end, several policies have been adopted to ensure the protection of our students, staff and faculty:

- All classrooms are equipped with cameras strictly for both monitoring and remote broadcasting purposes. Students should be aware and conduct themselves appropriately.
- Students, employees and visitors are strictly prohibited from bringing firearms on school property.
- For security and liability purposes, visitors, family members, friends or guests of any kind are not permitted in classrooms or beyond the front office without express approval from a school official, unless they are also enrolled in a class at Ryon College. This policy is enforced at all times. Authorized visitors must sign in at the front office and be accompanied by a Ryon College staff member at all times.
- Be aware of your surroundings, and alert staff of any suspicious activity, for example: people loitering in and around school premises (hallways, stairwells, entry areas, and parking lots).
- Students leaving personal belongings unsecured or unattended do so at their own risk - Ryon College cannot be held responsible for any theft or damage to personal property. Please secure your belongings when away from your desk for any extended period of time, and/or leave valuables and important personal belongings at home.

PROFESSIONAL DRESS POLICY

Professional dress is recommended at all times, and for some programs, specific uniforms are required. Ryon College's "Professional Dress Policy" was established to enable our students to become comfortable with the type of apparel expected by industry and employers who hire our graduates. In our Medical Assistant program, students are required by local and state ordinances to wear uniforms; failure to adhere to these regulations may result in dismissal or suspension from class or clinical externship studies.

Students should have discussions with their instructor and/or the Placement Office, to understand the typical type of clothing they should expect to wear in their proposed line of work. Ryon College reserves the right to interpret this policy and enforce it based upon the professional expectations of Administration, Staff, Faculty and employers who hire our graduates.

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PROFESSIONAL DRESS ATTIRE

FOR WOMEN		FOR MEN	
Recommended	**Not Recommended**	**Recommended**	**Not Recommended**
Dresses	Backless Attire	Dress Shirt/Tie	T-Shirts/Tank Tops
Skirt and Blouse	Bare Midriff/low cut tops	Dress Slacks	Shorts/Athletic Attire
Pant Suits	Tank Tops/Halters	Dress Jeans/Denims	Tattered Jeans/Denim
Dress Jeans/Denims	Tattered Jeans/Denims	Sport Shirt	Sandals
Dress Slacks and Blouse	Leggings	Sweater	Shoes without socks
Sandals with Stockings	Sandals without Stockings	Suit or Sport Coat	Hat/Cap/Hair Net
Dress Shoes/Boots	Hat/Cap/Hair Net	Clean Shaven/Trimmed Beard	Ragged, Frayed Clothes
Sweater	Shorts, Athletic Attire	Limited jewelry (watch, wedding ring)	
Limited jewelry (1 pair of earrings, wedding/engagement ring, watch)	Heels over 2"	Prescribed Uniforms (Medical Students Only)	
Prescribed Uniforms (Medical Students Only)	See through clothing	Athletic Shoes (clean/good condition)	
Athletic Shoes (clean/good condition)	Ragged, Frayed Clothing	Hair must be well groomed	
Hair must be well groomed	Spandex Pants		
	Half Leg Pants		
	Lack of appropriate under garments		

Students who are not dressed appropriately may be sent home with an unexcused absence, reducing their required attendance hours. Ryon College will not allow any students to wear attire which is known or recognized as gang attire, gang colors or gang related clothing. Any student who is dressed in such attire will be excused from their class; continued violation of the dress code may result in suspension and/or expulsion from college.

EATING, DRINKING AND SMOKING

Eating or drinking beverages is strictly prohibited in any classrooms. Smoking is not permitted anywhere inside the school facilities or building and is only allowed outside the premises in designated areas. Students must use the appropriate disposal containers for all used cigarettes.

TELEPHONES AND OFFICE EQUIPMENT

The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students. Students are not permitted to use any office telephones, copy machines, or other office equipment.

TECHNOLOGY USE GUIDELINES AND LAPTOP POLICY

Personal electronics such as cell phones, tablets or portable radios will not be allowed during class or at any time while a student is on school property, as this could interfere with the learning process and safety of others. Anyone in violation may have their property confiscated by a school official until class is over or the student leaves the class. The school is not responsible for any personal property that is lost, stolen or damaged.

Also, please carefully review laptop/technology use policy guidelines found on our website before using your laptop outside of the classroom. Your understanding and cooperation is crucial to keep technology glitches and setbacks from disrupting training.

STUDENT GRIEVANCE PROCEDURES

Students who encounter difficulties, problems, or have complaints should first bring the matter to the attention of their instructor. If the instructor is unable to resolve the situation, the student is to meet with the Student Services Coordinator or Student Services Director for resolution. If the matter is still not resolved, it will be brought to the attention of the school Director for final resolution.

COMPLAINT PROCEDURE

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance letter, addressed to the School Director, must be received from the student within 48 hours after the incident occurs.

The procedure is as follows: The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within 72 hours of receipt of the report.

All documentation must be submitted with the report which is to be signed and dated by the student. The School Director will chair a committee meeting which will consists of not less than 3 representatives, but not limited to, the following:

A. Associate Director
B. Education Department
C. Placement Services Department
D. Student Services Department
E. Admissions Department
F. Finance/Student Accounts Department
G. Security/Enforcement Personnel

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

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

STUDENT APPEAL PROCEDURES

A student, who wishes to appeal any disciplinary action and/or decision made by the college, must submit a written letter to the School Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any extenuating circumstances that may have existed. This Appeals Board shall not consist of less than three (3) attending members. The Appeals Board shall be chaired by a School Administrator and consist of, but not limited to, a representative from the Education Department, Financial Assistance Department, and Placement Department. The student will be notified of the Appeals Board decision within 48 hours following the receipt of the student's appeal. The decision of the school shall be final.

DRUG FREE SCHOOL AND COMMUNITY STATEMENT - CONTROLLED SUBSTANCE, ALCOHOL AND DRUG ABUSE POLICY

Ryon College complies with the Drug Free Schools and Communities Act Amendment of 1989, of section 1213, of the Higher Education Act of 1965, which states the following;

1. Any unlawful possession, use or distribution of non-prescription or illicit drugs or alcohol on school property or in connection with any school activity is strictly prohibited. This applies to all students and employees of the institution.

2. Any employee or student who is a drug or alcohol offender will have disciplinary action imposed by the school; refer to the student or employee handbook for specific disciplinary guidelines. The disciplinary action may include discharge from employment or expulsion from the school.

3. The following legal sanctions are applicable for the unlawful possession and distribution of illicit drugs and alcohol:

   LOCAL – Penalties vary based on the severity of the offence and the number of offenses committed. Sanctions for possession of an illegal substance for the first time range from a fine of up to $70.00, and up to one year in State Prison (Health and Safety Code 11350). For further offenses and/or larger quantities of illegal substances, penalties may include up to life imprisonment.

   STATE – Penalties vary based on the nature of the illegal substance, the offense and whether there is a prior offense. First time offenders may receive up to life imprisonment while repeat offenders could receive life imprisonment without the possibility of parole.

   FEDERAL – Penalties for unlawful manufacturing, distribution and dispensing of a controlled substance are provided under the Federal Controlled Substance Act. The penalties are determined by the nature of the drug or substance, the amount of drug or substance involved, and the number of offenses committed.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school attendance.

There are local agencies that aid our employees, students, and their families:

Drug Information Hot Lines	(800) 662-HELP
National Institute on Drug Abuse	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept. of Education, South West Regional	(213) 598-7661
U.S. Dept. of Education Task Force	(202) 7089069

As stated above, students and employees are subject to termination for violation of this policy. In addition, anyone distributing drugs to employees or students will be referred to the local authorities and risk legal action. All schools are required to have a program or plan of drug prevention in effect. This program must be available to students as well as to staff members.

STANDARDS FOR PROGRAM ADMISSION

All program candidates must: conduct an interview with a college representative; review college performance fact sheet and program brochure; and attend college orientation. The following requirements must also be met by all candidates prior to admission:

Proof of high school diploma, G.E.D, or its equivalent:

- Building and Electrical Maintenance
- Cake Decoration

Proof of high school diploma, or otherwise pass an "ATB" exam:

- PC Office Applications
- Medical Assistant
- Solar Energy Systems Installer
- Child Care Provider
- Medical Billing and Insurance Coding
- Digital Photography and Video Editing
- PC Repair Technician
- Property Management
- Floral and Bridal Arrangement and Design
- Professional Makeup Artist

LANGUAGE PROFICIENCY

General knowledge of English or Spanish, written and spoken is necessary to participate in our programs. While English is the primary language of instruction in the classroom*, students will receive instruction and tutoring support as needed in their language of preference (Spanish or English). Proficiency in language of preference is established in one of 3 ways*:

- An official copy of a high school diploma from their country of origin or GED;
- An equivalent passing score on the CELSA ATB test (designed for non-native speakers);
  Or,
- If native Spanish speaker, a rank of L4-L6 on US Foreign Service Language Rating System's ILR assessment tool

*Note: Medical Assistant, Medical Billing/Coding and Property Management courses are taught in English only

CATALOG CHANGES

Ryon College's policies and offerings are subject to change without notice. This catalog is updated annually, and any changes made before the issuance of the annually updated catalog shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Prospective students and the general public can obtain the school catalog electronically, via the RyonCollege.com website, or request a hard copy from the main office on the Riverside campus.

TUITION AND FEES

Students may pay tuition in full or establish a payment plan at the time of enrollment. It is not necessary for a student to pay for more than 4 months of tuition in advance, prior to entering into college. If the tuition is not paid full upon completion of studies, a continued payment plan must be approved and in place for a student to be classified as a graduate and be eligible to receive a diploma and placement assistance. However, the Medical Assistant and Child Care Provider programs require full payment prior to completion of the study.

Course Title	Tuition	Registration	Books & Supplies	STRF Fees	Total Fees*
Solar Energy Systems Installers	$4,990	$75	$500	$0	$5,565
Building and Electrical Maintenance	$4,990	$75	$500	$0	$5,565
Property Management	$4,790	$75	$700	$0	$5,565
Digital Photography/Video Editing	$4,490	$75	$1000	$0	$5,565
Computer Office Applications	$4,890	$75	$600	$0	$5,565
Computer Repair Technician	$4,990	$75	$500	$0	$5,565
Medical Assistant	$4,710	$75	$850	$0	$5,565
Child Care Provider	$4,990	$75	$500	$0	$5,565
Medical Billing and Insurance Coding	$4,890	$75	$600	$0	$5,565
Cake Decoration	$4,490	$75	$1000	$0	$5,565
Floral & Bridal Arrangement Design	$4,990	$75	$500	$0	$5,565
Professional Makeup Artist	$4,990	$75	$500	$0	$5,565

**The charges for a period of attendance are equal to the charges for the total period of attendance*

Job placement assistance is provided, which includes resume preparation, job seeking skills and employment support.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Ryon College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma and certificates you earn in our programs of study are also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 Ryon College to determine if your credits will transfer.

WITHDRAWAL AND CANCELLATION POLICY

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when a written notice of cancellation is delivered to the college campus. Students may deliver a notice by mail, email, in person or by fax or telegram. The notice of cancellation, if mailed, is effective when postmarked, properly addressed with postage prepaid. The notice does not have to be in any particular format; it only needs state the intention or desire to cancel. Any refunds owed to a student due to cancellation will be reimbursed within 45 days after the notice is received.

REFUND POLICY - (STUDENT'S RIGHT TO CANCEL)

Ryon College provides a 100% Pro-rata refund policy if a student decides to cancel the enrollment agreement or withdraws during a period of attendance and has completed 60% or less of the course term. The pro-rata refund shall be no less than the total amount owed by the student for the portion of the course provided, subtracted from the amount paid by the student or the paying entity, calculated as follows:

1) the amount owed equals the daily charge for program instruction (total institutional charge, divided by the number of days or hours in the program) multiplied by the number of days or hours student attended, or was scheduled to attend, prior to withdrawal.
2) Except as provided for in subdivision 3, all amounts paid for by the student in excess of what is owed as calculated in subdivision 1 shall be refunded
3) Except as provided herein, all amounts that the student or the paying entity has paid shall be subject to refund excluding the $75 registration fee, the Student Tuition Recovery Fee, and any unreturned/used books, supplies or equipment. This non-refundable amount shall not total more than $250. Books, supplies, and equipment are considered non-refundable once they have been opened or used.

If the student withdraws after attending more than 60% of their study program, Ryon College may retain 100% of the tuition charges.

If the school has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days after the date of the student's completion of, or withdrawal from, their educational program in which they were enrolled. For purposes of this section "day" means calendar day.

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

HYPOTHETICAL REFUND EXAMPLE:
Assume you, upon enrollment in a 400 hour course, pay $2,000 for tuition, $75.00 for registration, and $150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained.

$2075 ($2,000 Tuition + $75.00 Registration Fee) Amount Paid (minus) $75.00 Registration Fee Retained by the School. The calculation would be as follows: X = (.75) or 300 Hours of Instruction Paid for & Not Received (Divided by) 400 Hours of Instruction for which you have paid = $1,500.00 Actual Refund Amount.

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be ($1500.00+$150) = $1650.00.

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

(a) You notify School of your withdrawal or the actual date of withdrawal;

(b) School terminates your enrollment;

(c) You fail to attend classes for a three-week period (15 school days);

(d) You fail to return from a leave of absence - in this case, the last date of recorded attendance shall be deemed the date of withdrawal.

REFUNDS OF $10 OR LESS AND REPAYMENTS UNDER $100
The school is not required to pay a refund of $10 or less. However, because a refund returned to student loan program would reduce the amount of the loan that a student would have to repay, a college may not keep any portion of a refund that would be distributed to the student loan program, unless the school has written authorization from the student in the enrollment agreement to do so. The enrollment agreement must explain clearly that the student is permitting the school to keep the funds, rather than having the funds used to reduce the student's debt, should the student withdraw.

STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students 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 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 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 Student Tuition Recovery Fund may be directed to the Bureau for Private Postsecondary Education:

Bureau for Private Postsecondary Education
Department of Consumer Affairs
2535 Capitol Oaks Drive, Suite 400
Sacramento CA 95833
www.bppe.ca.gov
(916) 431-6959 or (888) 370-7589

To be eligible for protection from the STRF, you must be a California resident or be 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 the 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 the 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 of value of the program more than 120 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 proceeds 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 noncollection may, at any time, file a written application for recovery of 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.

Instructor: TBD
Course Date: TBD
Location: RIV / BF
Instructor Contacts: 951.534.0491/ instructor@ryoncollege.com

BUILDING AND ELECTRICAL MAINTENANCE

Program Description

This 510 clock hour program requires the completion of 17 weeks (days), or 17 weeks (evenings) of study. This program will familiarize the students with fundamentals of repair and maintenance of commercial, industrial and residential buildings. Students will learn basic fundamentals of how to repair and maintain plumbing, woodwork, painting and electrical switches of commercial, industrial and residential establishments such as factories, office buildings, apartments and homes. Emphasis is also placed on the proper usage of required hand tools and power tools.

Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform the functions of a Building and Electrical Maintenance worker including usage of structural and woodwork repair, painting, basic electrical repair and plumbing.

Occupational Objectives

Graduates of the program may qualify for entry-level residential or commercial Building and Electrical Maintenance positions.
Licensure Goal/Requirements: None

Program Length/Class Hours

6 hours a day, 5 days a week, 17 weeks, 510 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module ABM	Theory, Terminology and Safety	60	30	30
Module BBM	Usage of Power and Hand Tools	60	30	30
Module CBM	Basic Electricity	60	30	30
Module DBM	Electrical Switches	60	30	30
Module EBM	Structure Repair	90	40	50
Module FBM	Plumbing	60	20	40
Module GBM	Flooring	60	20	40
Module HBM	Basic Home Improvement	60	30	30
Total		**510**	**230**	**280**

Module Description:

Module ABM **Theory, Terminology and Safety -** Students will learn basic theory regarding building maintenance, including professional communication, positive attitude, honesty, self-confidence, work ethic, time management, as well as Cal/OSHA safety regulations that govern the workplace.

Module BBM **Usage of Power and Hand Tools -** Students will learn how to identify and use the correct tools when preparing perform maintenance or repair task. Students will also understand how to properly use the required hand tools or power tools with strict regard to Cal/OSHA regulations.

Module CBM **Basic Electricity** – Students will learn how to work with building electricity safely and learn basic items such as how to test a circuit breaker using a voltage tester, how to reset a breaker panel; students will also learn how to identify "hot wires" by use of colored wire. Emphasis will be placed on safety in accordance with Cal/OSHA safety guidelines.

Module DBM **Electrical Switches** – Students will learn how to safely replace a basic, a three-way and a four-way light switch in a building. Students will also learn how to replace an electrical outlet. Emphasis will be placed on Cal/OSHA safety guidelines.

Module EBM **Structure Repair** – Students will learn fundamental repair of wood work and drywall, and how to plaster and paint finished surfaces in a commercial and residential setting. Students will also learn how to use common hand and power tools when performing these types of repairs.

Module FBM **Plumbing** – Students will learn how to perform basic plumbing repairs in a commercial or residential building.

Module GBM **Flooring** – Students will learn how to lay tiling and install carpeting in a commercial or residential building.

Module HBM **Basic Home Improvement -** Students will learn how to perform basic home repairs including painting and decorating, plumbing, electrical and carpentry tasks. Students will also learn how to identify with hand or power tools are required to safely and successfully perform the maintenance.

Course Materials/Equipment: Ultimate Guide to Home Repair and Improvement / Reparaciones Y Mejoras En El Hogar (English or Spanish reference book), Electrician's Toolkit, and Toolbag

Requirements for Graduation: Students must pass a final exam with a score of 70%, "D" grade, or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

Instructor: TBD
Course Date: TBD
Location: RIV / BF
Instructor Contacts: 951.534.0491/ instructor@ryoncollege.com

CAKE DECORATION

Program Description
This 480-clock hour program requires the completion of 16 weeks (days), or 16 weeks (evenings) of study. This program will familiarize the students with fundamentals of cake baking, cake decorating and usage of decorating tools. Students also learn how to prepare a cake for decorating and how to create cake icings and fillings. Importance is placed on the texture and makeup of the icings and usage of icing tips.

Program Objectives
This program is designed to provide students with the fundamental skills and knowledge to perform cake decorations using various methods including usage of icing and fillings, hard candies and piping bags and spatulas in order to achieve the desired décor effect.

Occupational Objectives
Graduates of the program may qualify for entry-level positions as a Cake Decorator in a commercial or retail bakery setting.
Licensure Goal/Requirements: None

Program Length/Class Hours
6 hours a day, 5 days a week, 16 weeks, 480 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module ACD	Equipment, Utensils, Tools and Preparations	50	30	20
Module BCD	Decorating Techniques	40	10	30
Module CCD	Working with Icing, Glazes and Filling Choices	70	30	40
Module DCD	How to Make and Use a Piping Bag	70	30	40
Module ECD	Decorating with Sugar Flowers	40	10	30
Module FCD	Making and Decorating Wedding Cakes	70	30	40
Module GCD	Creating Decorative Children's Cakes	70	30	40
Module HCD	Holiday Cakes and Celebration Cakes	70	30	40
Total		**480**	**200**	**280**

Module Description:
Module ACD **Equipment, Utensils, Tools and Preparations -** Students will learn how to identify and properly select the correct equipment and utensils used for cake decorating. Students will also learn how to prepare cakes of various layers for decoration.
Module BCD **Decorating Techniques –** Students will demonstrate knowledge of various cake decorating techniques using icing offset spatulas to apply icing, glazes and powdered candies. Emphasis is place on usage of different shapes and sizes of icing tips to achieve the desired décor effect.
Module CCD **Working with Icing, Glazes and Filling Choices -** Students will learn how to correctly apply icing, glazes and fillings onto cakes of various layers. Students will also learn how to prepare various flavors and colors to achieve the desired décor effect.
Module DCD **How to Make and Use a Piping Bag -** Students will learn how to make and use a Piping Bag for cake décor purposes. Students will also learn how to use various icing tips which allow them to create lines, dots, flowers and scripting.
Module ECD **Decorating with Sugar Flowers -** Students will learn how to decorate a cake using sugar flowers. Students will also learn how to create basic sugar flowers from scratch and apply them onto cakes of various layers to achieve the desired décor effect.
Module FCD **Making and Decorating Wedding Cakes -** Students will learn how to make multi-tier wedding cakes and also learn common techniques and trends used for their decoration.
Module GCD **Creating Decorative Children's Cakes -** Students will learn how to decorate cakes that appeal to children by using common techniques and decorative styles.
Module HCD **Holiday Cakes and Celebration Cakes -** Students will learn how to prepare and decorate cakes for holiday themes and special events such as celebrations.

Course Materials/Equipment: Stand Mixer, Cake stand and pans, Baking/decorating tools and supplies

Requirements for Graduation: Students must pass a final exam with a score of 70%, "D" grade or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

Instructor: TBD
Course Date: TBD
Location: RIV / BF
Instructor Contacts: 951.534.0491/ instructor@ryoncollege.com

COMPUTER OFFICE APPLICATIONS

Program Description
This 480 Clock hour program requires the completion of 16 weeks (days) or 16 weeks (evenings) of study. This program familiarizes students with fundamental PC, MS Office and accounting skills for an entry level position as an office clerk/administrative assistant.

Program Objectives
This program is designed to provide students with the fundamental skills and knowledge to perform office administration duties utilizing a personal computer and various MS Office software programs including Word, Excel, and PowerPoint, and also prepare letters and emails via the Internet.

Occupational Objectives
Graduates of the program may qualify for entry-level positions as an Office Receptionist or Administrator in a business office setting.
Licensure Goal/Requirements: None

Program Length/Class Hours
6 hours a day, 5 days a week, 16 weeks, 480 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module ACA	Introduction to Computers	50	30	20
Module BCA	Word Processing and Keyboarding	50	20	30
Module CCA	Microsoft Windows Operating System	60	30	30
Module DCA	MS Word	90	30	60
Module ECA	MS Excel	90	40	50
Module FCA	MS Power Point	90	30	60
Module GCA	Introduction to the Internet	50	20	30
Total		**480**	**200**	**280**

Module Description:
Module ACA **Introduction to Computers** – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs.
Module BCA **Word Processing and Keyboarding** - Students will learn keyboarding skills and techniques to improve keyboarding speed.
Module CCA **Microsoft Windows Operating System** - Student will learn common MS Windows tasks, including managing files, applications, media, and how to access the Internet. Students will also learn how to navigate the Windows interface, customize the computers desktop, and work with the file system. Versions are updated as needed based on the needs of the marketplace and business office market penetration.
Module DCA **MS Word –** Students will learn how to use MS Word on a PC including how to create, store and mange documents. Students will also learn how to use various styles, formats and insert images onto a document.
Module ECA **MS Excel** – Student will learn how to create spreadsheets along with assigning particular functions to individual cells, including adding graphs, text and numerous data entry functions associated with spreadsheets.
Module FCA **MS Power Point –** Students will learn the basic functions of the Power Point software including how to create slides and insertion of text and graphics.
Module GCA **Introduction to the Internet –** Students will learn how to sign-on to an Internet connection on a PC, and will also learn search engine, email and upload/download protocols.

Course Materials/Equipment: Laptop computer, MS Office software, Learning Microsoft Office, Deluxe Edition (textbook available in English only)

Requirements for Graduation: Students must pass a final exam with a score of 70%, "D" grade or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

Instructor: TBD
Course Date: TBD
Location: RIV / BF
Instructor Contacts: 951.534.0491/ instructor@ryoncollege.com

CHILDCARE PROVIDER

Program Description

This 480 clock hour program requires the completion of 16 weeks (days), or 16 weeks (evenings) of study. This program will familiarize students with the fundamentals of childcare as a provider. Students will learn how to care for infants, young children, and older children, usually while the children's parents or guardians are at work or away for other reason. They learn to work individually with one child or with groups of children to create a safe, comfortable, and creative environment.

Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform duties of a Childcare Provider including providing care for infants and children of various ages. Emphasis is placed on social, physical, cognitive and creative development and learning.

Occupational Objectives

Graduates of the program may qualify for entry-level position as a Childcare Provider in a private scholastic setting.
Licensure Goal/Requirements: None

Program Length/Class Hours

6 hours a day, 5 days a week, 16 weeks, 480 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module ACP	Learning Development for Infants	30	20	10
Module BCP	Learning Development for 2 and 3 year olds	50	40	10
Module CCP	Learning Development for Preschool Children	50	30	20
Module DCP	Emotional and Self Development	20	15	05
Module ECP	Social, Physical and Cognitive Development	60	50	10
Module FCP	Language and Creative Development	50	40	10
Module GCP	Learning through Observation	20	15	05
Module HCP	Families and Communities	40	30	10
Module ICP	Guidance, Health, Safety and Nutrition	40	30	10
Module JCP	Program Management and Externship	120	00	00
Total		**480**	**270**	**90**

Module Description:

Module ACP **Learning Development for Infants -** Students will learn how to care for infants including handling feeding, bathing, and sleeping routines as well as how to provide the right stimuli for optimal progress in their development.

Module BCP **Learning Development for 2 and 3 Year Olds** - Students will learn to identify and understand the major motor, intellectual, social and emotional changes of a 2 or 3-year-old child. Students will also learn how to effectively communicate with children to help ease frustration and misbehavior.

Module CCP **Learning Development for Preschool Children** – Students will learn how to create a learning environment for preschool aged children which promotes educational learning and helps develop social skills.

Module DCP **Emotional and Self-Development** – Students will learn how provide development in physical, emotional, and social development areas of young children. Students will also learn how to assist in developing social awareness and communication skills in young children to relieve stressful situations and misbehavior.

Module ECP **Social, Physical and Cognitive Development** – Students will learn how to establish an environment to promotes social, physical and cognitive development in young children. This may include learning devices, toys and equipment that promotes child development.

Module FCP **Language and Creative Development** – Students will learn how to establish a learning environment that promotes learning of language and the creativity of a young child and how it aides in their cognitive development.

Module GCP **Learning Through Observation** – Students will learn how to create a learning environment that promotes positive learning by observation. Students will also learn how to use effective creativity through the use of visual aids and simple communication with young children.

Module HCP **Families and Communities** – Students will learn how to understand the needs of working families and communities, and also learn how to adapt to specific care needs such as scheduling, age specific diets, or other special care needs a family may require.

Module ICP **Guidance, Health, Safety and Nutrition** – Students will learn how to correctly provide guidance to those in their care, while also establishing a safe care environment. Students will also learn about nutrition and health needs of infants and young children.

Module JCP **Program Management and Internship** – Students will conduct a 120-hour internship at a childcare facility where they will apply their knowledge and skills learned. Upon completion of their internship, students will have satisfactorily completed their program.

Course Materials/Equipment: Caring For Your Baby and Young Child - Birth to Age 5 (textbook also available in Spanish), craft and classroom prep materials, pediatric first aid/CPR certification, Trustline registry, Livescan fingerprinting

Requirements for Graduation: Students must pass a final exam with a score of 70%, "D" grade or better, along with a minimum of 70% of the total scheduled program hours attended and complete a 120-hour Internship/externship to be considered for graduation.

Instructor: TBD
Course Date: TBD
Location: RIV / BF
Instructor Contacts: 951.534.0491/ instructor@ryoncollege.com

COMPUTER REPAIR TECHNICIAN

Program Description
This 480 clock hour program requires the completion of 16 weeks (days), or 16 weeks (evenings) of study. This program will familiarize the students with skills pertaining to DOS, Windows operating systems and utility programs (both current industry standard version and legacy versions commonly used in the marketplace).

Program Objectives
This program is designed to provide students with the fundamental skills and knowledge to perform basic repair and maintenance duties on a PC containing an MS Operating System, including performing maintenance on a single computer or a networked system of computers.

Occupational Objectives
Graduates of the program may qualify for entry-level positions as a Computer Repair Technician in a business office setting.
Licensure Goal/Requirements: None

Program Length/Class Hours
6 hours a day, 5 days a week, 16 weeks, 480 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module ACR	Introduction to Computers	60	20	40
Module BCR	Word Processing and Keyboarding	40	10	30
Module CCR	Microsoft Windows Operating System	80	30	50
Module DCR	Installation, Diagnostics and Configuration	160	60	100
Module ECR	Computer Troubleshooting and Repair	100	30	70
Module FCR	Internet and Browsing	40	10	30
Total		**480**	**160**	**320**

Module Description:
Module ACR **Introduction to Computers** – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs.
Module BCR **Word Processing and Keyboarding** - Students will learn keyboarding skills and techniques to improve keyboarding speed.
Module CCR **Microsoft Windows Operating System** - Student will learn common MS Windows tasks, including managing files, applications, media, and how to access the Internet. Students will also learn how to navigate the Windows interface, customize the computers desktop, and work with the file system. Versions are updated as needed based on the needs of the marketplace and business office market penetration.
Module DCR **Installation, Diagnostics and Configuration** – Students will learn the basic DOS operating system and commands for computer repair. Students will also learn advanced microprocessor troubleshooting. Students will also learn to replace power supplies, perform memory upgrades, and install drivers and basic PC assembly. Emphasis is placed on A+ certification.
Module ECR **Computer Troubleshooting and Repair** – Students will learn troubleshooting techniques in order to maintain a PC which is in a standalone or networked environment. Student will also learn how to optimize system performance in both the hardware and software functions of the PC.
Module FCR **Internet and Browsing –** Students will learn how to sign-on to an Internet connection on a PC, and will also learn search engine, email and upload/download protocols.

Course Materials/Equipment: Laptop computer and MS Office software, CompTIA A+ Certification All-in-One Exam Guide (textbook available in English only)

Requirements for Graduation: Students must pass a final exam with a score of 70%, "D" grade or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

Instructor: TBD
Course Date: TBD
Location: RIV / BF
Instructor Contacts: 951.534.0491/ instructor@ryoncollege.com

DIGITAL PHOTOGRAPHY AND VIDEO EDITING

Program Description
This 450 clock hour program requires the completion of 15 weeks (days), or 15 weeks (evenings) of study. This program prepares students with skills and knowledge in photographic digital imaging including the scanning of images, digital retouching, color manipulation, special effects and printing using computer output devices.

Program Objectives
This program is designed to provide students with the fundamental skills and knowledge to perform the duties of a Digital Photographer and Video Editor including how to use digital photography and video recording equipment and editing software to create digital imagery and videos.

Occupational Objectives
Graduates of the program may qualify for entry-level position as a Digital Photographer and Video Editor in a commercial setting.
Licensure Goal/Requirements: None

Program Length/Class Hours
6 hours a day, 5 days a week, 15 weeks, 450 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module ADP	DSLR Camera Basics	60	20	40
Module BDP	Photography Lighting and Composition	90	30	60
Module CDP	Working with Digital Image Files	30	10	20
Module DDP	Intro to Lightroom and Photoshop Image Editing	90	30	60
Module EDP	Image Editing, Retouching, and Color Manipulation Tools and Techniques	60	20	40
Module FDP	Special Effects of Images	30	10	20
Module GDP	Output Devices and Printing	30	10	20
Module HDP	Introduction to Video Editing and Mixing	30	10	20
Module IDP	Audio and Video Inserts	30	10	20
Total		**450**	**150**	**300**

Module Description:

Module ADP **DSLR Camera Basics** – Students will learn the principles and mechanics of the DSLR camera, its key features, and operation.

Module BDP **Photography Lighting and Composition** – Students learn about lighting and composition as the core elements of good photography.

Module CDP **Working with Digital Image Files** – Students learn the basics of working with image files and develop an understanding of storage formats for various purposes.

Module DDP **Intro to Lightroom and Photoshop Image Editing** – Students will learn full basic functions of Adobe Lightroom and Photoshop imaging editor including scanning images, basic image editing skills, changing the number of pixels in an image, defining colors using the Color Palette, blurring the edges of a selected area, and applying filer effects.

Module EDP **Image Editing, Retouching and Color Manipulation Tools and Techniques** – Students will learn how to: apply Photoshop editing tools, retouch photographs by applying various forms of filters, e.g. removing red eye, blurring edges and enhancing resolution; manipulate colors of an image using the color palette and painting tools; and, applying other custom filter settings onto an image.

Module FDP **Special Effects of Images –** Students will learn how to apply special effects onto images using the tools window including background textures, bevels, and text effects.

Module GDP **Output Devices and Printing –** Students will learn how to utilize devices for printing completed projects in high resolution format from a PC.

Module HDP **Introduction to Video Editing and Mixing –** Students will learn basic digital video editing techniques including the understanding of timecode, organizing and previewing clips, and assembling clips in Storyboard and Timeline. Additionally, they will learn how to mix video using various methods and editing software into the storyboard and timeline of a master video copy.

Module IDP **Audio and Video Inserts –** Students will learn how to perform video inserts, like inserting transitions, titles, and special effects, and audio inserts like narration, movie soundtracks, and other special effects.

Course Materials/Equipment: DSLR camera with lens, laptop computer, The Beginner's Photography Guide (textbook available in English only), Guia de Fotografia Digital study guide (available in Spanish only), Adobe Lightroom and Photoshop 1 yr. license

Requirements for Graduation: Students must pass a final exam with a score of 70%, "D" grade or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

Instructor: TBD
Course Date: TBD
Location: RIV / BF
Instructor Contacts: 951.534.0491/ instructor@ryoncollege.com

FLORAL AND BRIDAL ARRANGEMENT AND DESIGN

Program Description

This 480 clock hour requires the completion of 16 weeks (days), or 16 weeks (evenings) of study. This program will familiarize students with the fundamental skills to perform the duties of a Floral and Bridal Arrangement Designer in a flower shop working with various types of flowers and foliage. Students also learn to create arrangements using artificial plants and balloons.

Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to create floral decorations with live flowers and foliage or artificial flowers or balloons for special events such as birthdays, weddings, holidays or other types.

Occupational Objectives

Graduates of the program may qualify for entry-level positions as a Floral and Bridal Arrangement and Designer in flower shop setting. *Licensure Goal/Requirements: None*

Program Length/Class Hours

6 hours a day, 5 days a week, 16 weeks, 480 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module AFB	Introduction to Decorations	30	10	20
Module BFB	Natural Floral Arranging	60	10	50
Module CFB	Artificial Floral Arranging	60	10	50
Module DFB	Album Decoration	60	10	50
Module EFB	Balloon Decoration	60	10	50
Module FFB	Porcelain Decoration	60	10	50
Module GFB	Seasonal Decoration	60	10	50
Module HFB	Bridal Accessories and Arrangements	60	10	50
Module IFB	Career Development	30	10	20
Total		**480**	**90**	**390**

Module Description:

Module AFB **Introduction to Decorations -** Students will learn the fundamentals of decoration and the different types of material that are used to create decorations in the floral industry.

Module BFB **Natural Floral Arranging** - Students will learn to identify natural flowers and foliage commonly used when creating arrangements. Students will also learn how to properly care for and handle these types of flowers and foliage.

Module CFB **Artificial Floral Arranging** - Students will learn how to utilize artificial flowers and foliage that are commonly used to create arrangements.

Module DFB **Album Decoration** – Students will learn how to create arrangements that may be used as special décor or in photos for memoir albums.

Module EFB **Balloon Decoration** – Students will learn how to use Mylar and Latex balloon to create decorations that will accent floral arrangements. Students will also learn how to use helium gas to inflate the balloons in a safe manner.

Module FFB **Porcelain Decoration** – Students will learn how to decorate porcelain items used for accenting floral arrangements. Students will also learn how to paint and enhance porcelain items for décor purposes.

Module GFB **Seasonal Decoration** – Students will learn how to arrange various types of flowers and foliage to create arrangements that have a seasonal theme, including holidays and events.

Module HFB **Bridal Accessories and Arrangements** – Students will learn how to utilize bridal accessories in order to create a bridal arranged theme for wedding events. Students will also learn how to decorate rooms for wedding celebrations utilizing balloons and other accessories.

Module IFB **Career Development** – Students will apply their knowledge and skills learned in a practical hands-on environment and also seek entry level employment in the field related to their program of study.

Course Materials/Equipment: Scissors, wire, heat gun, natural and artificial flowers/foliage, baskets, vases, candles and decorating/ornamental supplies

Requirements for Graduation: Students must pass a final exam with a score of 70%, “D” grade or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

Instructor: TBD
Course Date: TBD
Location: RIV
Instructor Contacts: 951.534.0491 / instructor@ryoncollege.com

SOLAR ENERGY SYSTEMS INSTALLER

Program Description
This 200 clock hour program requires the completion of 10 weeks (days) of study. This program prepares students with skills and knowledge to install and repair solar-energy systems designed to collect and store energy from the sun for residential, commercial and industrial use.

Program Objectives
The program is designed to provide comprehensive training to become Solar Energy Installer in a residential or commercial building.

Occupational Objectives
Graduates from this program may obtain employment in the solar energy installer field working in residential or commercial building setting installing equipment that may enhance the conservation of energy in a building. *Licensure Goal/Requirements: None*

Program Length/Class Hours
4 hours a day, 5 days a week, 10 weeks, 200 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module ASE	ASE Terminology and Safety Basics	20	15	5
Module BSE	Electricity Basics	40	20	20
Module CSE	Electrical Circuits	40	20	20
Module DSE	Solar Energy Fundamentals	10	10	0
Module ESE	PV Modules and System Components	10	5	5
Module FSE	Maintenance and Troubleshooting	10	5	5
Module GSE	Site Assessment	10	5	5
Module HSE	Installation of PV System	60	30	30
Totals:		**200**	**110**	**90**

Module Description:

Module ASE **ASE Terminology and Safety Basics** – Students will learn basic theory regarding solar energy, including professional communication, positive attitude, honesty, self-confidence, work ethic, time management, as well as Cal/OSHA/ASE safety regulations that govern the workplace.

Module BSE **Electricity Basics** – Students will learn how to work safely with electricity, how to test a circuit breaker using a voltage tester, and how to reset a breaker panel; students will also learn how to identify "hot wires" by use of colored wire. Emphasis will be placed on Cal/OSHA/ASE safety guidelines.

Module CSE **Electrical Circuits** – Students will learn how to safely replace a basic three-way or four-way light switch. Students will also learn how to replace an electrical outlet. Emphasis will be placed on Cal/OSHA/ASE safety guidelines.

Module DSE **Solar Energy Fundamentals** - Students will learn basic knowledge of solar energy systems and how their use provides for efficient energy management in a residential or commercial building. Students will also learn of current federal, state, and local regulations, laws, and tax incentives that seek to make solar-power adoption more feasible.

Module ESE **PV Modules and System Components** - Student will learn the makeup of a PV module (Photovoltaic module), also known as a solar panel and their main function in a solar energy system. Students will also learn various types of PV modules including Crystalline Silicone, Thin-film, Rigid thin-film and Flexible thin-film panels, and mounting components used for ground or roof mounted systems.

Module FSE **Maintenance and Troubleshooting –** Students will learn how to conduct routine maintenance, evaluate performance output including correct pressure and non-leakage checks, and troubleshoot a solar energy and thermal energy system.

Module GSE **Site Assessment** – Students will learn how to conduct site assessments to properly evaluate the type of solar energy system that is suitable for installation in a residential or commercial building.

Module HSE **Installation of the PV System –** Students will learn how to properly install a full PV system in a residential and commercial building to exact specifications of the original plan.

Course Materials/Equipment: Photovoltaic Systems (reference book available in English only), Electrician's Toolset and Toolbag

Requirements for Graduation: Students must pass a final exam with a score of 70%, "D" grade or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

Instructor: TBD
Course Date: TBD
Location: RIV / BF / BREA
Instructor Contacts: 951.534.0491/ instructor@ryoncollege.com

PROFESSIONAL MAKEUP ARTIST

Program Description
This 80 clock hour program requires the completion of 10 weeks of study. This course is designed to equip students with the fundamental skills to perform the duties of a professional Makeup Artist or Consultant.

Program Objectives
This program provide students with the skills, techniques and training to confidently create different looks and enhance the features of a wide range of ages and skin types and for a variety of events and occasions, such as fashion and editorial photography, weddings and quinceañeras, theater, et.al.

Occupational Objectives
Graduates of the program may qualify for entry-level positions as a makeup artist in a department store, drug store, or beauty store, in a studio, or on-set for a photo shoot. *Licensure Goal/Requirements: None*

Program Length/Class Hours
4 hours a day, 2 days a week, 10 weeks, 80 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module MAA	Makeup Fundamentals	16	8	8
Module MAB	Skin Types, Eye Shapes, and Color Theory	16	8	8
Module MAC	Day, Night and Seasonal Looks	8	4	4
Module MAD	Bridal and Quinceañera Looks	8	4	4
Module MAE	Makeup for Editorial and High Fashion	8	4	4
Module MAF	Era/Period and Fantasy Makeup Looks	8	4	4
Module MAG	Age, Gender, and Ethnic Considerations	8	4	4
Module MAH	Portfolio and Career Development	8	4	4
Total		**80**	**40**	**40**

Module Description:

Module MAA **Makeup Fundamentals -** Students will gain product knowledge and learn what and how to use the tools, materials and techniques needed to create popular professional makeup looks, with an emphasis on safety/sanitation and hygiene.

Module MAB **Skin Types, Eye Shapes and Color Theory** - Students will learn how to: identify face shapes, skin types, and eye shapes; optimize/enhance natural features; and create symmetry through color correction, brow shaping, false lash application, and contouring and highlighting.

Module MAC **Day, Night and Seasonal Looks** - Students will learn the basics of creating natural looks for daytime occasions and dramatic looks for nighttime occasions. Students will also apply color theory to design seasonally appropriate looks.

Module MAD **Bridal and Quinceañera Looks** - Students will build skills and techniques well suited for special event makeup, with an emphasis on Bridal and quinceañera looks.

Module MAE **Makeup for Editorial and High Fashion Photography** - Students will develop expertise in makeup artistry for editorial and high fashion photography.

Module MAF **Era/Period and Fantasy Makeup Looks** - Students will learn how to apply makeup to achieve a period/era or fantasy look for stage, theater, or other special event.

Module MAG **Age, Gender and Ethnic Considerations** – Building on knowledge of skin types and color theory, students will develop expertise in makeup application and removal for age, gender and ethnic-specific populations.

Module MAH **Portfolio and Career Development** - Students will be trained in makeup chair etiquette and customer service considerations, identify an area of focus, explore the employment marketplace and develop a portfolio showcasing their mastery of a variety of looks to pursue employment or freelance business opportunities.

Course Materials/Equipment: Makeup case, brush set, mixing palette, tweezers, eyelash curler, disposable applicators, eyeshadow palettes, foundation palettes, primer, eyeliners, brow pencils, lip liners, primers, lip glosses, body paints, and face cards for practice application.

Requirements for Graduation: Students must pass a final exam with a score of 70%, “D” grade or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

Instructor: TBD
Course Date: TBD
Location: RIV / BF
Instructor Contacts: 951.534.0491/ instructor@ryoncollege.com

MEDICAL ASSISTANT

Program Description

This 480 Clock hour program requires the completion of 20 weeks (days), or 20 weeks (evenings) of study. This program familiarizes students with theory, practical and clinical knowledge so that they may obtain entry-level employment as a medical assistant or medical administrator.

Program Objectives

This program is designed to provide students with the knowledge, skills, and techniques needed to function in a medical front office or back office setting. Students will be introduced to medical procedures such as phlebotomy, venipuncture, EKG monitoring, minor surgical techniques, laboratory techniques, and emergency first aid. Students will also learn medical billing and insurance coding, medical law and ethics and medical office management procedures.

Occupational Objectives

Graduates of the program may qualify for entry-level positions in the Medical Assistant field performing duties such as, clinical medical assistants, medical administrative assistants, medical record clerks, medical office managers, medical insurance billing clerks, medical receptionists, and also work directly with physicians.

Licensure Goal/Requirements: None

Program Length/Class Hours

4 hours a day, 5 days a week for 16 weeks + 160 hr. externship, 480 total hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module AMA	Anatomy and Physiology	100	100	0
Module BMA	Clinical Procedures	80	40	40
Module CMA	Medical Office Procedures	40	20	20
Module DMA	Word Processing and Keyboarding	30	0	30
Module FMA	Medical Office Software	40	10	30
Module GMA	Healthcare Law and Ethics	30	30	0
Module HMA	Externship	160	0	160
Total		**480**	**200**	**280**

Module Description:

Module AMA **Anatomy and Physiology** - The student will learn the basic concepts of human anatomy, including the body as a whole, its functions, tissues and major organ systems. The student will also learn medical terminology including areas such as pronunciation, spelling origin and construction. Students will become CPR certified by the AHA upon completion of this module, learning emergency procedures for people in cardiac arrest and how to perform CPR.

Module BMA **Clinical Procedures** – Students will learn the fundamental principles of patient care, such as; patient assessment and charting, vital signs and EKG monitoring. Students will also learn basic protocols, including; assisting with primary physical examinations and emergency medical treatment in various scenarios, including the treatment of infants, children and adults.

Module CMA **Medical Office Procedures** – The student will learn how to make appointments, create and organize patient records, learn records management systems, and develop skills in alphabetic filing and indexing. Students will develop speed and accuracy in computer keyboarding and learn medical terminology.

Module DMA **Word Processing and Keyboarding** - Students will learn keyboarding skills and techniques to improve speed.

Module FMA **Medical Office Software** - Students will learn how medical office software is used to maintain electronic health records and process claims. They will also gain an overview of medical billing and coding practices.

Module GMA **Health Care Law and Ethics** – Students will learn current laws that regulate the health care industry including those pertaining to patients' rights and privacy. The student will also learn standard Cal/OSHA rules and regulations that pertain to the health care industry.

Module HMA **Externship** – Student will participate in a 160 hour externship position in a field related to their program of study. They will experience "on the job training" and perform duties using skills they have acquired from their training.

Course Materials/Equipment: Laptop computer, MS Office and billing/coding training software, Kinn's Medical Assistant handbook, Computers in the Medical Office (textbooks and study guides available in English only), blood pressure kit, uniforms, CPR/First Aid certification

Requirements for Graduation: Students must pass a final exam with a score of 70% "D" grade or better, along with a minimum of 70% of the total scheduled program hours attended, and complete a 120-hour Internship/externship, to be considered for graduation.

Instructor: TBD
Course Date: TBD
Location: RIV / BF
Instructor Contacts: 951.534.0491/ instructor@ryoncollege.com

MEDICAL BILLING AND INSURANCE CODING

Program Description
This 450-clock hour program requires the completion of 15 weeks (days), or 15 weeks (evenings) of study. This program familiarizes students with theory and hands-on skills necessary for entry-level positions in the Medical Billing and Insurance Coding field.

Program Objectives
The program is designed to provide comprehensive training in Medical Billing and Insurance Coding. The student will receive theory and practical training in processing payments for a medical facility. Students will gain knowledge of ICD-10 and CPT-Plus insurance coding and billing procedures. Students will also learn to use medical office software used to process billing claims and will practice medical administration procedures.

Occupational Objectives
These skills will enable graduates to qualify for entry level positions as administrative medical assistants, medical record clerks, medical office managers, medical insurance billing clerks, medical receptionists, and also work directly with physicians.
Licensure Goal/Requirements: None

Program Length/Class Hours
6 hours a day, 5 days a week, 15 weeks, 450 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module AMB	Word Processing and Keyboarding	30	10	20
Module BMB	Introduction to Computers	30	10	20
Module CMB	MS Word	40	10	30
Module DMB	MS Excel	40	10	30
Module EMB	Medical Terminology and Anatomy	120	60	60
Module FMB	Medical Billing Software	80	20	60
Module GMB	Medical Billing, Insurance Coding	100	50	50
Module HMB	Professional Development	10	5	5
Totals:		**450**	**175**	**275**

Module Description:
Module AMB **Word Processing and Keyboarding** - Students will learn keyboarding skills and techniques to improve speed.
Module BMB **Introduction to Computers** – Students will learn full working knowledge of a PC in a MS Windows environment and learn how to operate MS Office programs.
Module CMB **MS Word –** Students will learn how to use MS Word on a PC including how to create, store and mange documents. Students will also learn how to use various styles, formats and insert images onto a document.
Module DMB **MS Excel** – Student will learn how to create spreadsheets along with assigning particular functions to individual cells, including adding graphs, text and numerous data entry functions associated with spreadsheets.
Module EMB **Medical Terminology and Anatomy** - The student will learn the basic concepts of human anatomy, including the body as a whole, its functions, tissues and major organ systems. The student will also learn medical terminology including areas such as pronunciation, spelling origin and construction.
Module FMB **Medical Billing Software** – Students will learn about electronic health records, how to use medical billing software and how to initiate a patient record in a database. Students will also learn how to navigate through the software and use common functions of the software for medical billing purposes.
Module GMB **Medical Billing and Insurance Coding –** The student will learn the aspects of the collection process including collection-servicing agencies. The student will also learn insurance programs, including; HMO, PPOS and Workers' Compensation plans and the national coding systems used for claims processing. Students will develop speed and accuracy on the computer keyboard as well as the 10-key pad. The student will also learn how to use software to process claims.
Module HMB **Professional Development** – Student will participate in a class review and practice professional office etiquette regarding proper office attire, professional demeanor, motivation and customer service.

Course Materials/Equipment: Laptop computer, MS Office and billing/coding training software, ICD-10 code reference book, CPT Plus reference book, Insurance Handbook for the Medical Office textbook and workbook (books available in English only)

Requirements for Graduation: Students must pass a final exam with a score of 70%, "D" grade, or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

Instructor: TBD
Course Date: TBD
Location: RIV / BF
Instructor Contacts: 951.534.0491/ instructor@ryoncollege.com

PROPERTY MANAGEMENT

Program Description
This 510 clock hour program requires the completion of 17 weeks (days) of study. This program will familiarize students with the fundamentals of Property Management and how to perform these functions for residential or commercial buildings including multi-unit type properties.

Program Objectives
The program is designed to provide students with the knowledge to perform the duties of a property manager including collecting rents, conducting maintenance on properties using third party servicers or employees, and maintaining financial records of the property.

Occupational Objectives
Graduates of the program will be able to qualify for entry-level positions as Property Manager in a residential or commercial setting.
Licensure Goal/Requirements: None

Program length/Class hours
6 hours a day, 5 days a week, 17 weeks, 510 hours, 17 Semester Credit Hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module APM	Introduction to Computers	80	20	60
Module BPM	Accounting	150	80	70
Module CPM	Introduction to Landlord Max Software	95	45	50
Module DPM	Landlord and Tenant Rights and Responsibilities	95	45	50
Module EPM	Class Summary and Review	90	90	00
Total		**510**	**280**	**230**

Module Description:
Module APM **Introduction to Computers** – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs.

Module BPM **Accounting –** Students will learn basic accounting principles including manual accounting, terminologies to classify and record transactions, prepare adjusting and closing entries, and prepare financial statements. Students will also learn computerized accounting and methods of analyzing and controlling cash receipts and disbursements.

Module CPM **Introduction to Landlord Max Software** - Students will learn how to utilize Landlord Max software to perform accounting, tenant management, and lease management functions for a multi-unit rental building.

Module DPM **Landlord and Tenant; Rights and Responsibilities** – Students will learn basic rights of a tenant and the responsibilities of a landlord regarding property rental and leasing, Students will also learn basic laws that pertain to rental and lease agreements, how to serve eviction notices and resolving tenant complaints.

Module EPM **Class Summary and Review** – Students will summarize and review their skills and knowledge obtained by creating fictitious rental and lease agreements utilizing Landlord Max Software. Students will also practice resolving tenant complaints, accounting methods during rent collection and servicing properties utilizing third party service providers.

Course Materials/Equipment: Laptop computer, MS Office and Landlord Max training software

Requirements for Graduation: Students must pass a final exam with a score of 70%, “D” grade, or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

Ryon College Policies and Program Descriptions:
Distance Education

COURSE STRUCTURE

Ryon College currently offers 5 blended/hybrid online courses, which include a combination of live instructor-led lecture accessed remotely via videoconferencing, and self-guided lab hours accessing study materials and weekly assignments through the student web portal. Students may only be required to attend an initial online class orientation prior to the official start of their course.

TECHNICAL REQUIREMENTS

With the exception of Professional Makeup Artist, all online courses come with a laptop equipped with everything needed to participate remotely and complete the course: webcam, microphone, Windows operating system, Adobe Reader for PDFs, RingCentral videoconferencing and messaging app suite, and a web browser. Professional Makeup Artist students who wish to have the convenience of online training must supply their own PCs.

Online students must have reliable, high-speed Internet access. If you do not have access to internet off campus, local public libraries offer use of PCs with Internet access for free.

Lastly, an email address must be set up prior to start of class for use in communicating with your instructor. You can use your own personal email address or request to have a Ryon College email address created for you.

COURSE COMMUNICATION

Communication with instructors and peers takes place on the student web portal or via the RingCentral videoconferencing and messaging system. Instructors may post announcements daily regarding important news, upcoming assignments or class management issues. Students can use RingCentral's chat feature to participate in live lectures or ask questions during virtual office hours; or, they can call or message instructors after hours and expect a response within 24 hours. Links to Technical Support and Student Services are found throughout the student portal.

HOMEWORK POLICY

Students are expected to complete assignments for each lesson and submit homework online the week it is assigned. Students can expect feedback/grading from instructors within 1 working week of submittal. Students may be asked to submit documents, spreadsheets, or photos of work completed, generally sent via email, to receive credit.

ATTENDANCE AND PARTICIPATION POLICY

Online students are expected to participate just as if they were on-campus – daily attendance is extremely important to your success. You will be expected to participate in live lectures, login to the student portal on a daily basis, and complete your lesson assignments and quizzes the week in which they are assigned.

Attendance is based on completed and submitted work. A student receives full attendance credit as long as he or she attends and participates in live lecture sessions and submits weekly assignments (weekly assignments are geared to approximately 15-20 hours per week of concentrated study.) The supervising instructor will record attendance for every live lecture session and students will receive full or partial attendance credit each week based on completion of assignments and quizzes, if applicable. Consistent failure to attend and participate in class or submit completed assignments may result in being dropped from the course.

GRADING POLICY

Assignments are geared to provide practice and assist in identifying areas of improvement, so while not all assignments will be graded, instructors will provide feedback on all coursework submitted. Each lesson will include a lesson review quiz and at least one assignment.

Grades are accessible from the student portal and should be checked regularly to ensure all assignments have been received. A link to Grades is on your upper right of your home screen. If you have a question about a grade, use the 'Contact Instructor' button to send a private message via RingCentral.

ACADEMIC INTEGRITY POLICY

Students are Ryon College who engage in any of the following will face disciplinary action and risk jeopardizing their academic standing:

- Cheating
- Plagiarizing, that is, using another person's words or ideas as your own without proper attribution or credit
- Collaborating with others unless required by the instructor for assignment or discussion.
- Allowing another student to log into your student account

Please contact the instructor for additional information about plagiarism and how to avoid it.

ACCESSIBILITY

All aspects of the online learning experience are made accessible by design and by law. Please contact the instructor if you have or think you may need any software and hardware adaptations to assist you with taking this course or have any issues the instructor should be aware of.

ACADEMIC ASSISTANCE

Ryon College offers academic assistance based on staff availability and is subject to change without prior notice. Contact your instructor to discuss your needs and possible arrangements for assistance outside of class hours.

TECHNICAL SUPPORT

Ryon College offers Technical Support and PC Basics sessions to all students. Students can fill out a Laptop Service Request in person and leave their PCs at the main office during these hours. Student will be contacted after an initial inspection with an approximate pickup date.

Online students needing Technical Support should first call their instructor to explain the technical difficulty you are having for initial troubleshooting; if further assistance is needed, they will be directed to call the office and/or submit a service request via messaging from the online student portal. A tech support rep will respond within 24 hrs. to arrange a troubleshooting session and/or provide instructions for sending their laptop in for service.

PC Basics sessions and Distance Education Orientations are designed to prepare students with limited prior knowledge of computers and review their hardware/software setups for their course. PC Basics sessions are scheduled based on availability at any time for any students. Distance Education Orientation sessions will be scheduled by Student Services with new online students one week prior to their course start.

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COMPUTER OFFICE APPLICATIONS (ONLINE)

Instructor: TBD
Live Lecture Hours: TBD
Virtual Lab/Office Hours: TBD
Instructor Contacts: 951.534.0491 / instructor@ryoncollege.com

Program Description
This 480 Clock hour program requires the completion of 16 weeks of study. This program familiarizes students with fundamental PC, MS Office and accounting skills for an entry-level position as an office clerk/administrative assistant.

Program Objectives
This program is designed to provide students with the fundamental skills and knowledge to perform office administration duties utilizing a personal computer and various MS Office software programs including Word, Excel, PowerPoint, and also prepare letters and emails via the Internet.

Occupational Objectives
Graduates of the program may qualify for entry-level positions as an Office Receptionist or Administrator in a business office setting.
Licensure Goal/Requirements: None

Program Length/Class Hours
6 hours a day, 5 days a week, 16 weeks, 480 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module ACA	Introduction to Computers	50	30	20
Module BCA	Word Processing and Keyboarding	50	20	30
Module CCA	Microsoft Windows Operating System	60	30	30
Module DCA	MS Word	90	30	60
Module ECA	MS Excel	90	40	50
Module FCA	MS Power Point	90	30	60
Module GCA	Introduction to the Internet	50	20	30
Total		**480**	**200**	**280**

Module Description:

Module ACA **Introduction to Computers** – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs.

Module BCA **Word Processing and Keyboarding** - Students will learn keyboarding skills and techniques to improve speed.

Module CCA **Microsoft Windows Operating System** - Student will learn common MS Windows tasks, including managing files, applications, media, and how to access the Internet. Students will also learn how to navigate the Windows interface, customize the computers desktop, and work with the file system. Versions are updated as needed based on the needs of the marketplace and business office market penetration.

Module DCA **MS Word –** Students will learn how to use MS Word on a PC including how to create, store and mange documents. Students will also learn how to use various styles, formats and insert images onto a document.

Module ECA **MS Excel** – Student will learn how to create spreadsheets along with assigning particular functions to individual cells, including adding graphs, text and numerous data entry functions associated with spreadsheets.

Module FCA **MS Power Point –** Students will learn the basic functions of the Power Point software including how to create slides and insertion of text and graphics.

Module GCA **Introduction to the Internet –** Students will learn how to sign-on to an Internet connection on a PC, and will also learn search engine, email and upload/download protocols.

Textbooks/Equipment: Learning Microsoft Office, Deluxe Edition (textbook available in English only), MS Office 1 yr. license

Requirements for Graduation: Students must pass a final exam with an average score of 70%, "D" grade, or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

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PROFESSIONAL MAKEUP ARTIST (ONLINE)

Instructor: TBD
Live Lecture Hours: TBD
Virtual Lab/Office Hours: TBD
Instructor Contacts: 951.534.0491 / instructor@ryoncollege.com

Program Description
This 80 clock hour program requires the completion of 10 weeks (days) of study. This course is designed to equip students with the fundamental skills to perform the duties of a professional Makeup Artist.

Program Objectives
This program provide students with the skills, techniques and training to confidently create different looks and enhance the features of a wide range of ages and skin types and for a variety of events and occasions, such as fashion and editorial photography, weddings and quinceañeras, theater, et.al.

Occupational Objectives
Graduates of the program may qualify for entry-level positions as a makeup artist in a department or beauty store, in a studio, or on-set for a photo shoot. *Licensure Goal/Requirements: None*

Program Length/Class Hours
4 hours a day, 2 days a week, 10 weeks, 80 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module MAA	Makeup Fundamentals	16	8	8
Module MAB	Skin Types, Eye Shapes, and Color Theory	16	8	8
Module MAC	Day, Night and Seasonal Looks	8	4	4
Module MAD	Bridal and Quinceañera Looks	8	4	4
Module MAE	Makeup for Editorial and High Fashion	8	4	4
Module MAF	Era/Period and Fantasy Makeup Looks	8	4	4
Module MAG	Age, Gender, and Ethnic Considerations	8	4	4
Module MAH	Portfolio and Career Development	8	4	4
Total		**80**	**40**	**40**

Module Description:

Module MAA **Makeup Fundamentals -** Students will gain product knowledge and learn what and how to use the tools, materials and techniques needed to create popular professional makeup looks, with an emphasis on safety/sanitation and hygiene.

Module MAB **Skin Types, Eye Shapes and Color Theory** - Students will learn how to: identify face shapes, skin types, and eye shapes; optimize/enhance natural features; and create symmetry through color correction, brow shaping, false lash application, and contouring and highlighting.

Module MAC **Day, Night and Seasonal Looks** - Students will learn the basics of creating natural looks for daytime occasions and dramatic looks for nighttime occasions. Students will also apply color theory to design seasonally appropriate looks.

Module MAD **Bridal and Quinceañera Looks** - Students will build skills and techniques well suited for special event makeup, with an emphasis on Bridal and quinceañera looks.

Module MAE **Makeup for Editorial and High Fashion Photography** - Students will develop expertise in makeup artistry for editorial and high fashion photography.

Module MAF **Era/Period and Fantasy Makeup Looks** - Students will learn how to apply makeup to achieve a period/era or fantasy look for stage, theater, or other special event.

Module MAG **Age, Gender and Ethnic Considerations** – Building on knowledge of skin types and color theory, students will develop expertise in makeup application and removal for age, gender and ethnic-specific populations.

Module MAH **Portfolio and Career Development** - Students will be trained in makeup chair etiquette and customer service considerations, identify an area of focus, explore the employment marketplace and develop a portfolio showcasing their mastery of a variety of looks to pursue employment or freelance business opportunities.

Course Materials/Equipment: Makeup case, brush set, mixing palette, tweezers, eyelash curler, disposable applicators, eyeshadow palettes, foundation palettes, primer, eyeliners, brow pencils, lip liners, primers, lip glosses, body paints, and face cards for practice application.

Requirements for Graduation: Students must pass a final exam with a score of 70%, "D" grade or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

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MEDICAL BILLING AND INSURANCE CODING (ONLINE)

Instructor: TBD
Live Lecture Hours: TBD
Virtual Lab/Office Hours: TBD
Instructor Contacts: 951.534.0491 / instructor@ryoncollege.com

Program Description

This 450 Clock hour program requires the completion of 15 weeks of study. This program familiarizes students with theory and hands-on skills necessary for entry-level positions in the Medical Billing and Insurance Coding field.

Program Objectives

The program is designed to provide comprehensive training in Medical Billing and Insurance Coding. The student will receive theory and practical training in processing payments for a medical facility. Students will gain knowledge of ICD-10 and CPT-Plus insurance coding and billing procedures. Students will also learn to use medical office software used to process billing claims and will practice medical administration procedures.

Occupational Objectives

These skills will enable graduates to qualify for entry level positions as administrative medical assistants, medical record clerks, medical office managers, medical insurance billing clerks, medical receptionists, and also work directly with physicians. *Licensure Goal/Requirements: None*

Program Length/Class Hours

6 hours a day, 5 days a week, 15 weeks, 450 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module AMB	Word Processing and Keyboarding	30	10	20
Module BMB	Introduction to Computers	30	10	20
Module CMB	MS Word	40	10	30
Module DMB	MS Excel	40	10	30
Module EMB	Medical Terminology and Anatomy	120	60	60
Module FMB	Medical Billing Software	80	20	60
Module GMB	Medical Billing, Insurance Coding	100	50	50
Module HMB	Professional Development	10	5	5
Totals:		**450**	**175**	**275**

Module Description:

Module AMB **Word Processing and Keyboarding** - Students will learn keyboarding skills and techniques to improve keyboarding speed.

Module BMB **Introduction to Computers** – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs.

Module CMB **MS Word –** Students will learn how to use MS Word on a PC including how to create, store and mange documents. Students will also learn how to use various styles, formats and insert images onto a document.

Module DMB **MS Excel** – Student will learn how to create spreadsheets along with assigning particular functions to individual cells, including adding graphs, text and numerous data entry functions associated with spreadsheets.

Module EMB **Medical Terminology and Anatomy** - The student will learn the basic concepts of human anatomy, including the body as a whole, its functions, tissues and major organ systems. The student will also learn medical terminology including areas such as pronunciation, spelling origin and construction.

Module FMB **Medical Billing Software** – Students will learn how to use medical billing software and how to initiate a patient record in a database. Students will also learn how to navigate through the software and use common functions of the software for medical billing purposes.

Module GMB **Medical Billing and Insurance Coding –** The student will learn the aspects of the collection process including collection-servicing agencies. The student will also learn insurance programs, including; HMO, PPOS and Workers' Compensation plans and the national coding systems used for claims processing. Students will develop speed and accuracy on the computer keyboard as well as the 10-key pad. The student will also learn how to integrate MediSoft software to process claims.

Module HMB Professional Development – Student will participate in a class review and practice professional office etiquette regarding proper office attire, professional demeanor, motivation and customer service.

Textbooks/Equipment: MS Office 1 yr. license, Elsevier Sherpath for the (Administrative) Medical Assistant web-based software, Kinn's Medical Assistant e-book, ICD-10 code reference app, CPT Plus reference app, Billing/coding training packet

Requirements for Graduation: Students must pass a final exam with an average score of 70%, "D" grade, or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

RYON COLLEGE
7028 Indiana Ave. Riverside, CA 92506 + (951) 534-0491 + fax (951) 684-1896

DIGITAL PHOTOGRAPHY AND VIDEO EDITING (ONLINE)

Instructor: TBD
Live Lecture Hours: TBD
Virtual Lab/Office Hours: TBD
Instructor Contacts: 951.534.0491 / instructor@ryoncollege.com

Program Description

This 450 clock hour program requires the completion of 15 weeks (days or evenings) of study. This program prepares students with skills and knowledge in photographic digital imaging including the scanning of images, digital retouching, color manipulation, special effects and printing using computer output devices.

Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform the duties of a Digital Photographer and Video Editor including how to use digital photography and video recording equipment and editing software to create digital imagery and videos.

Occupational Objectives

Graduates of the program may qualify for entry-level position as a Digital Photographer and Video Editor in a commercial setting.
Licensure Goal/Requirements: None

Program Length/Class Hours

6 hours a day, 5 days a week, 15 weeks, 450 hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module ADP	DSLR Camera Basics	60	20	40
Module BDP	Photography Lighting and Composition	90	30	60
Module CDP	Working with Digital Image Files	30	10	20
Module DDP	Intro to Lightroom and Photoshop Image Editing	60	20	40
Module EDP	Image Editing, Retouching, and Color Manipulation Tools and Techniques	60	20	40
Module FDP	Special Effects of Images	30	10	20
Module GDP	Output Devices and Printing	30	10	20
Module HDP	Introduction to Video Editing and Mixing	30	10	20
Module IDP	Audio and Video Inserts	60	20	40
Total		**450**	**150**	**300**

Module Description:

Module ADP **DSLR Camera Basics** – Students will learn the principles and mechanics of the DSLR camera and its operation.

Module BDP **Photography Lighting and Composition** – Students learn about lighting and composition as the core elements of good photography.

Module CDP **Working with Digital Image Files** – Students learn the basics of working with image files and develop an understanding of storage formats for various purposes.

Module DDP **Intro to Lightroom and Photoshop Image Editing** – Students will learn full basic functions of Adobe Lightroom and Photoshop imaging editor including scanning images, basic image editing skills, changing the number of pixels in an image, defining colors using the Color Palette, blurring the edges of a selected area, and applying filer effects.

Module EDP **Image Editing, Retouching and Color Manipulation Tools and Techniques** – Students will learn how to: apply Photoshop editing tools, retouch photographs by applying various forms of filters, e.g. removing red eye, blurring edges and enhancing resolution; manipulate colors of an image using the color palette and painting tools; and, applying other custom filter settings onto an image.

Module FDP **Special Effects of Images –** Students will learn how to apply special effects onto images using the tools window including background textures, bevels, and text effects.

Module GDP **Output Devices and Printing –** Students will learn how to utilize devices for printing completed projects in high resolution format from a PC.

Module HDP **Introduction to Video Editing and Mixing –** Students will learn basic digital video editing techniques including the understanding of timecode, organizing and previewing clips, and assembling clips in Storyboard and Timeline. Additionally, they will learn how to mix video using various methods and editing software into the storyboard and timeline of a master video copy.

Module IDP **Audio and Video Inserts –** Students will learn how to perform video inserts, like inserting transitions, titles, and special effects, and audio inserts like narration, movie soundtracks, and other special effects.

Textbooks/Equipment: The Beginner's Photography Guide (textbook available in English only), Guia de Fotografia Digital (available in Spanish only), Adobe Photoshop and Lightroom (1 yr. license)

Requirements for Graduation: Students must pass a final exam with an average score of 70%, "D" grade, or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

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PROPERTY MANAGEMENT (ONLINE)

Instructor: TBD
Live Lecture Hours: TBD
Virtual Lab/Office Hours: TBD
Instructor Contacts: 951.534.0491 / instructor@ryoncollege.com

Program Description
This 510 clock hour program requires the completion of 17 weeks (days) of study. This program will familiarize students with the fundamentals of Property Management and how to perform these functions for residential or commercial buildings including multi-unit type properties.

Program Objectives
The program is designed to provide students with the knowledge to perform the duties of a property manager including collecting rents, conducting maintenance on properties using third party servicers or employees, and maintaining financial records of the property.

Occupational Objectives
Graduates of the program will be able to qualify for entry-level positions as Property Manager in a residential or commercial setting.
Licensure Goal/Requirements: None

Program length/Class hours
6 hours a day, 5 days a week, 17 weeks, 510 hours, 17 Semester Credit Hours

Module Title:		Total Hours	Lecture Hours	Clinical/Lab Hours
Module APM	Introduction to Computers	80	20	60
Module BPM	Accounting	150	80	70
Module CPM	Introduction to Landlord Max Software	95	45	50
Module DPM	Landlord and Tenant; Rights and Responsibilities	95	45	50
Module EPM	Class Summary and Review	90	90	00
Total		**510**	**280**	**230**

Module Description:
Module APM **Introduction to Computers** – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs.
Module BPM **Accounting –** Students will learn basic accounting principles including manual accounting, terminologies to classify and record transactions, prepare adjusting and closing entries, and prepare financial statements. Students will also learn computerized accounting and methods of analyzing and controlling cash receipts and disbursements.
Module CPM **Introduction to Landlord Max Software** - Students will learn how to utilize Landlord Max software to perform accounting, tenant management, and lease management functions for a multi-unit rental building.
Module DPM **Landlord and Tenant; Rights and Responsibilities** – Students will learn basic rights of a tenant and the responsibilities of a landlord regarding property rental and leasing, Students will also learn basic laws that pertain to rental and lease agreements, how to serve eviction notices and resolving tenant complaints.
Module EPM **Class Summary and Review** – Students will summarize and review their skills and knowledge obtained by creating fictitious rental and lease agreements utilizing Tenant Pro Software. Students will also practice resolving tenant complaints, accounting methods during rent collection and servicing properties utilizing 3rd party providers.

Textbooks/Equipment: MS Office 1 yr. license, Landlord Max training software

Requirements for Graduation: Students must pass a final exam with an average score of 70%, "D" grade, or better, along with a minimum of 70% of the total scheduled program hours attended, to be considered for graduation. Internship/externship not required.

GAINFUL EMPLOYMENT – STANDARD OCCUPATIONAL CLASSIFICATION CODES BY PROGRAM

BUILDING MAINTENANCE
47-2000 Construction Trades Workers
47-2031 Construction Carpenters
37-0000 Building and Grounds Cleaning and Maintenance Occupations
37-2010 Building Cleaning Workers
47-3012 Helpers - Carpenters
47-3013 Helpers - Electricians
47-3011 Helpers - Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters
47-2141 Painters, Construction and Maintenance

CAKE DECORATION
51-3011 Bakers/Pastry Chef
51-3000 Food Processing Workers
51-0000 Production Occupations

CHILDCARE PROVIDER
39-9010 Childcare Workers
39-0000 Personal Care and Service Occupations

COMPUTER REPAIR TECHNICIAN
15-1150 Computer Support Specialists
15-1199 Computer Occupations, All Other
49-2010 Computer, Automated Teller, and Office Machine Repairers
15-1190 Miscellaneous Computer Occupations

FLORAL AND BRIDAL
27-1020 Designers
27-1023 Floral Designers
27-1000 Art and Design Workers
27-0000 Arts, Design, Entertainment, Sports and Media Occupations
27-1022 Fashion Designers

MEDICAL ASSISTANT
31-9092 Medical Assistants
39-0000 Personal Care and Service Occupations
31-9093 Medical Equipment Preparers
31-9095 Pharmacy Aides
31-9099 Healthcare Support Workers, All Other

SOLAR PANEL INSTALLATION
47-2730 Solar Photovoltaic Installers
47-2000 Construction Trades Workers
47-0000 Construction and Extraction Occupations

COMPUTER OFFICE APPLICATIONS
43-6014 Secretaries and Admin. Assistants, Except Legal, Medical and Executive
43-9199 Office and Administrative Support Workers, All Other
43-4171 Receptionists and Information Clerks
43-4071 File Clerks
43-9022 Word Processors and Typists
43-9061 Office Clerks, General

DIGITAL PHOTOGRAPHY AND VIDEO EDITING
27-4020 Photographers
27-4032 Film and Video Editors
27-4090 Miscellaneous Media and Communication Equipment Workers
27-4099 Media and Communication Equipment Workers, All Other
27-4030 TV, Video, and Motion Picture Camera Operators and Editors
27-4031 Camera Operators, TV, Video and Motion Picture

MEDICAL BILLING AND INSURANCE CODING
29-2071 Medical Records and Health Information Technicians
43-3021 Billing, Cost and Rate Clerks
43-6013 Medical Secretaries
11-9111 Medical Records Administration
31-9094 Medical Transcriptionists
29-2012 Medical and Clinical Laboratory Technicians
43-2011 First-Line Supervisors of Office and Administrative Support Workers
29-2011 Medical and Clinical Laboratory Technologists
43-4171 Receptionists and Information Clerks
31-9092 Medical Assistants

MAKEUP ARTISTRY
39-5091 Makeup Artists, Theatrical and Performance
41-4012 Sales Reps, Except Technical
41-2031 Retail Salespersons
39-1021 Personal Service Worker Supervisors

PROPERTY MANAGEMENT
11-9140 Property, Real Estate, and Community Association Managers
43-3010 Bill and Account Collectors
43-3000 Financial Clerks
43-0000 Office and Administrative Support Occupations
11-0000 Management Occupations
11-9000 Other Management Occupations