



**INTERCOAST**

**InterCoast Colleges**  
School Catalog

**Effective January 1, 2017 to December 31, 2019**

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**Website: [www.intercoast.edu](http://www.intercoast.edu)**

This catalog is updated annually. Addendums will be published as needed and will supplement the catalog. Applicants are provided with a copy of this catalog in person or via the link on the institution's website, <http://intercoast.edu> where it is also available to the general public.

# INTERCOAST COLLEGES

## CALIFORNIA CAMPUSES

### **ANAHEIM**

#### **MAIN CAMPUS**

388 W. Cerritos Ave. Bldg 7, Anaheim, CA 92805  
(714) 712-7900

### **FAIRFIELD**

#### **BRANCH CAMPUS**

2480 Hilborn Road, Fairfield, CA 94534  
(707) 421-9700

### **RANCHO CORDOVA**

#### **BRANCH CAMPUS**

9738 Lincoln Village Dr. Suite 120, Rancho Cordova, CA 95827  
(916) 714-5402

### **RIVERSIDE**

#### **BRANCH CAMPUS**

1989 Atlanta Avenue Riverside, California 92507  
(951) 779-1300

### **WEST COVINA**

#### **BRANCH CAMPUS**

2235-B East Garvey Avenue North, W. Covina, CA 91791  
(626) 337-6800

Instruction is held at the campus of enrollment or, for online students, through the online student portal.

Otherwise, unless noted in the enrollment agreement, or subsequent enrollment agreement addendum, students will not be required to attend different locations in order to meet their course requirements.

### **Required Federal Disclosure Information**

For graduation rates, median debt of graduates completing programs, gainful employment disclosures, and other important information, please visit <http://www.intercoast.edu>

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# APPROVAL DISCLOSURE STATEMENT

InterCoast Colleges, a private institution, was granted institutional approval to operate by the BPPE, Bureau for Private Postsecondary Education pursuant to California Education Code, Title 3, Division 10, Part 59, Chapter 8. The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply endorsement or recommendation. 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 website [www.bppe.ca.gov](http://www.bppe.ca.gov)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free telephone number (888) 370-7589, or (916) 431-6959, or by fax: (916) 263-1897 As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Approved Program Offerings	Clock Hours	Academic Semester Credits**	Financial Aid Credits
ASSOCIATE OF APPLIED SCIENCE DEGREE SUBSTANCE USE DISORDER COUNSELING	1295	67	-
ALCOHOL AND DRUG COUNSELING STUDIES	905	41	-
ASSOCIATE OF APPLIED SCIENCE DEGREE BUSINESS ADMINISTRATION	1080	64	-
BUSINESS OFFICE ADMINISTRATION	720	40	24
COMPUTERIZED ACCOUNTING	720	40	24
DENTAL ASSISTANT	800	35	26
ELECTRICAL TRAINING PROGRAM	900	50	30
FITNESS SPECIALIST	900	40	30
HEALTHCARE OFFICE SPECIALIST	900	42	28
HVAC TECHNICIAN	720	39	24
MENTAL HEALTH REHABILITATION TECHNICIAN	720	42	24
MEDICAL ASSISTANT	900	42	28
MULTIMEDIA SPECIALIST	900	40	28
PARALEGAL SPECIALIST	900	53	30
PHARMACY TECHNICIAN	900	42	28

\*\*Additional Information located on each Program's page details the breakdown of Academic Credits. The institution does not provide English-as-a-Second Language instruction.

Instruction is in residence with facility occupancy levels accommodating approximately 200-300 students, depending on campus location. Some courses are also available online. Graduates of InterCoast who successfully complete the course of study, are awarded an appropriate diploma (AAS Degree) or certificate (all other programs).

Prospective enrollees for on-campus programs are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Persons seeking to resolve problems or complaints should first contact the instructor or Student Services Coordinator. Requests for further action may be made to the Campus President. Unresolved problems at the campus level may contact the President by email at [president@intercoast.edu](mailto:president@intercoast.edu) or by calling (818) 334-6425.

## History of InterCoast

InterCoast was originally founded as a travel school in South Orange County. The first class started in May 1985. InterCoast received its initial accreditation from CNCE (now known as ACCET) in 1987. InterCoast is committed to optimum entry level training to meet the needs of the medical, , technical and business communities, and continues to improve all aspects of the training programs as needed.

## Library

Resource materials consisting of reference books and other texts are located on campus and are available to students to help provide information which may aid them in their course of study, or which can further enhance their understanding and technological knowledge of their chosen field of study. Many resources can be accessed on the internet. Students are encouraged to go to the local library to further assist in research projects or homework. The online student library for AAS Degree students is accessed through Google Scholar.

## Housing

InterCoast does not maintain housing accommodations for students and assumes no responsibility to find or assist a student in finding housing. Each campus is located in an area where housing is readily available in a variety of cost options.

# MISSION STATEMENT & OBJECTIVES

## Mission Statement

The central mission of InterCoast Colleges is to provide associates degrees and certificate programs for careers in allied health, business, and skilled trade industries and prepare students to meet employer expectations for entry level employment. InterCoast strives to support a culturally diverse learning environment for its students.

## Goals and Objectives

The goals and objectives of InterCoast is to provide the following to its graduates:

The necessary technical skills, soft skills, and knowledge, and an understanding of how to apply the acquired preparedness to the workforce;

- The development of job-preparedness skills, including higher level thinking, in order to prepare graduates for entry-level employment.
- The professional attitudes and behaviors related to good work habits, interpersonal communication skills, self-discipline, confidence, and the cultural sensitivity and awareness necessary for workforce readiness.
- Effective student support and motivation by staff for its students in an effort to encourage successful completion and training related employment.
- Education through community involvement and participation in activities that promote the practice of giving, while developing transferable skills to the workplace.

# GENERAL INFORMATION

## Approvals

InterCoast Colleges, a private institution, was granted institutional approval to operate by the BPPE, Bureau for Private Postsecondary Education pursuant to California Education Code, Title 3, Division 10, Part 59, Chapter 8. The Bureau's approval means that the institution and its operations comply with the minimum standards established under the law for occupational instruction by private Postsecondary educational institutions and does not imply endorsement or recommendation.

The BPPE has authorized the AAS Degree.

Most of the InterCoast locations are approved for training through WIA, VA, TRA, EDD, State and Private Vocational Rehabilitation. The school has no pending petition in bankruptcy and has not filed a petition within the last five years.

## OTHER LICENSE AND CERTIFICATION INFORMATION

Pharmacy Technician graduates must become licensed by the California Board of Pharmacy to practice as a Pharmacy Technician in the state of California. Students will need to fill out an application, complete a Live Scan, provide a current picture, produce official high school transcripts, and submit to a background check and drug screen.

## Accreditation

InterCoast Colleges is nationally accredited by the Accrediting Council for Continuing Education and Training. InterCoast Colleges has been accredited by ACCET since 1987. Accreditation is the process whereby an association or agency, recognized by the U.S. Secretary of Education, grants public recognition to a school, institute, college, or university, which meets certain qualifications and educational standards, as determined through initial and periodic evaluations. The essential purpose of the accreditation process is to provide a professional judgment as to the quality of the educational institution or programs offered.

## Records Retention

InterCoast maintains student records for each for a period of at least five years from the date of student withdrawal or graduation. Student transcripts are held indefinitely (effective January 1, 2010). Any records involved in any claim or expenditure which has been questioned by federal, state or accreditation audit are retained until the question is resolved or for five years.

## Administration of Branches

The administrative staffing at each branch location shall reflect the purpose, size, and educational operations at that location. All InterCoast branches operate under the same policies and procedures of the main campus. The staff of the main and branch campus work closely with the corporate office staff in all operational areas.

## Compensation

InterCoast Colleges will not compensate an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students on the basis of a commission, commission draw, bonus, quota, or other similar method.

## Facilities

Each campus includes student classrooms, learning labs, a computer laboratory, a student resource center, restrooms, offices, reception area, audiovisual equipment, and other teaching aids. The lecture classrooms are normally designed to accommodate approximately 24 students at any given time. The computer laboratory classes are designed to accommodate up to 18 students depending on the campus. The average student/teacher ratio for lecture classes is 24:1 (Lecture) and for lab classes is an average of 18:1. The institutions provide facilities for the handicapped, and comply with those requirements relating to fire safety, building safety and health required by applicable law. A student break area is located adjacent to, or near the classroom areas for the convenience of all students. Vending machines are available for student use.

## CRITERIA FOR ADMISSION

To enhance the success of its graduates and to ensure that only qualified applicants are accepted, the following factors are carefully considered prior to acceptance:

### 1. Results of Aptitude Testing

The test is designed to measure one's scholastic level. It is used as the required entrance exam and given to those candidates who express a desire to enroll in any of the programs being offered. Candidates for admission must meet or exceed the recommended minimum score levels for admissions consideration. The institution complies with the testing procedures outlined by the test publisher. Students will be given the Wonderlic entrance exam. The minimum passing scores for the Wonderlic is a minimum of 13 for most certificate programs offered by the institution. A minimum of 18 is required for admission to the Paralegal Specialist program. A minimum score of 15 on the Wonderlic entrance exam is required for admission to an AAS Degree.

Ability to benefit is defined as the demonstrated aptitude to successfully complete the educational program to which the applicant has applied and to subsequently be employed in a training-related field. For students who will not receive Title IV federal financial aid, the institution must document the ability of applicants without completion of high school/GED equivalency (ATB) to benefit from training offered a nationally recognized, standardized test. No enrollment agreement may be signed prior to the applicant's demonstration of the aptitude to successfully complete the program to which he or she is applying (e.g. obtaining a passing score on the ability-to-benefit test or completing high school/GED equivalency). Ability to Benefit student who previously attended an accredited postsecondary educational institution must meet admissions guidelines as required under the U.S. Department of Education. Institutions that participate in the Federal Title IV programs must adhere to all policies and guidelines of the U.S. Department of Education, including the ineligibility of new ability-to-benefit students to participate in Title IV federal financial aid programs after July 1, 2012, except as permitted by regulation. InterCoast will refer students without completion of high school or GED equivalency to independently operated GED training programs or to GED programs conducted by InterCoast provided that: (1) the final GED testing is conducted by independent organizations and (2) any tuition charged for the institution's GED training is consistently applied to all students.

### 2. Prior Educational Background

Students must be at least 18 years of age, or have earned a valid High School Diploma or GED equivalent for admissions. AAS students must provide proof of graduation.

Candidates who do not possess a high school diploma or GED equivalent shall also be considered for admission to programs that do not require a proof of graduation for employment, provided that they take and pass an independently administered "ability-to-benefit" examination. Effective 7/1/2012, only ATB students who previously attended an accredited postsecondary institution are eligible for enrollment. Individuals admitted as ability-to benefit students will receive GED testing locations and will be encouraged to obtain this certificate before graduating from InterCoast Colleges. ATB students are not accepted in the following programs: AAS Degree, Pharmacy Technician, and Dental Assistant.

### 3. Placement Potential

During the admissions interview, each applicant is evaluated to determine his/her potential for graduate employment in his or her chosen field. Factors considered are job history, educational background, legal history, appearance, attitude, and communication skills.

### 4. Interest and Motivation

Of prime importance is the student's desire to succeed. Evidence of a willingness to make sacrifices is necessary to successfully complete their career program. A proper attitude is essential if the student is to gain the maximum from the learning experience in order to prepare for a new career.

### 5. Availability of Time

Availability of Time: Of equal importance to the student's success is the availability of time to attend classes, and additional time to complete classroom projects or homework as assigned.

### 6. Interactive Distance Learning (Online):

*Availability of Time:* Of equal importance to the student's success is the availability of time to participate in online classes, and additional time to complete classroom projects or homework as assigned. The more time spent on preparation and studying, the better the opportunity for achieving success. It is strongly suggested that a student should plan to log in and participate in a forum, submit an assignment, or take a quiz at least 5 out of 7 days a week. There will be other hours that the student spends offline reading and studying. That time is managed by the student.

*Access to a computer and internet:* Online students **MUST** have access to a computer and internet in order to effectively participate in courses. Cell phone apps will not facilitate full participation and cannot be relied upon for completing assignments. In addition, prior computer experience, including word processing knowledge, is required for success.

*Access to a local library:* Online students **MUST** have access to a local library and certify that they have an active library card and/or privileges. While the online Google Scholar site contains sufficient resources to complete all assignments, a local library enhances the student's research capabilities.

## HOW TO APPLY FOR ADMISSION

All applicants are required to have an interview with an admissions representative, successfully pass the entrance examination, and successfully complete all other admissions requirements before being accepted into the training program. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of training, programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to take a tour of the facility and observe classes if they desire. Applicants require the approval of the Director of Admissions, Campus President, and/or Program Director as applicable.

## ADMISSIONS DEPARTMENT SCHEDULE AND CONTACT

The Admissions Offices are normally open from 9:00 a.m. until 8:00 p.m., Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Fridays; and from 9:00 a.m. until 1:00 p.m. on Saturday by advance appointment only. The campus admission representatives can be contacted by calling the admissions department at **1-877-CAREERS**. Personal interviews for admission may be arranged by appointment during any of the normal admission hours.

## PROGRAM SCHEDULES

InterCoast conducts classes throughout the year. These classes consist of structured modules, courses, or sections of instruction. Subject matter is based on strong educational principles to assure that education standards are maintained. The design is flexible to provide for the integration of new materials and techniques as they are developed. Some classes may be offered online. Class schedules are printed on the Enrollment Agreement. Break schedules are posted in the classroom. Changes in program schedules require student notification and completion of a "Change of Status" form.

InterCoast's system of scheduling modules allows participants of most programs to commence training at the beginning of each module, term, or course of training, on a space available basis. Instructional techniques are employed so students receive the attention required to reach their objective. This combination of method, technique, and scheduling assure that diligent participants are able to attain their goal in an efficient and effective manner.

**INTERCOAST DOES NOT DISCRIMINATE ON THE BASIS OF SEX, AGE, PHYSICAL OR MENTAL HANDICAP, RACE, COLOR, NATURAL ORIGIN, SEXUAL ORIENTATION, GENDER IDENTIFICATION, MARITAL STATUS, POLITICAL AFFILIATION, CREED OR RELIGION IN ITS ADMISSION TO OR TREATMENT IN ITS PROGRAMS AND ACTIVITIES, INCLUDING ADVERTISING, TRAINING, PLACEMENT ASSISTANCE, AND EMPLOYMENT.**

## DISABILITIES ACCOMMODATIONS

InterCoast is committed to providing reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. The Campus President is responsible for developing an Accommodations Plan for all students. All discussions will remain confidential. Accommodations are not provided retroactively so it is required that prospective students discuss needs upon enrollment into the program.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), InterCoast Colleges does not exclude handicapped individuals from participation in the programs offered by the college, solely by reason of the handicap. All students must meet all admissions requirements and have the ability to work in the field, based on the job duties for which the student is trained. A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the Campus President has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services. InterCoast is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden to the institution or fundamentally alter the nature of the relevant program, benefit, or service provided by the institution, taking into account the job requirements of the field of study and/or potential barriers to graduate employment. To request auxiliary aid or service, prospective students should contact the Campus President and provide supporting documentation prior to enrollment and at least two weeks prior to the beginning of the first day of classes or as soon as practical. The Campus President will render a decision within 7-10 days.

If there are questions regarding this policy please contact the President (818) 672-2100. Complaints and Appeals regarding this policy should be filed in accordance with the Appeals Procedures in the school catalog.

## HOLIDAY SCHEDULE

InterCoast Colleges will not offer instruction on the following days/holidays:

*New Year's Day	*Martin Luther King Day	*President's Day	*Memorial Day	*Independence Day
*Labor Day	*Veterans Day	*Thanksgiving Day/Day After	*Christmas Day	

Holidays of all religious beliefs are respected and allowed. Students will not be charged for breaks longer than five school days. The school may close up to three days per year for Faculty and Staff In-Service Training. InterCoast reserves the right to modify this schedule with reasonable advance notice.



## CREDIT FOR PREVIOUS TRAINING

Credit for previous applicable educational training is accomplished by waiving courses, which are prerequisites to the satisfactory completion of the program. If course(s) for which the waiver is requested was taken at a postsecondary institution other than InterCoast, a postsecondary school or college transcript and course syllabi, course outline, or catalog or equivalent are required, the student must have earned a “C” grade or better, and the course must have been taken at an accredited school. InterCoast will determine the credit assigned for prior course work completed and reserves the right to reject all or a portion of any requests if course content is not compatible to the course that will be taken at InterCoast. Additionally, the student must have completed the coursework within five years from his/her enrollment date at InterCoast. In the case of credits earned from a “closed school”, you may apply to transfer the credits you’ve earned at a closed school toward a comparable program at InterCoast Colleges provided you have not received a closed school loan discharge. There is a fee of \$100 per unit charged for transfer credit outside of InterCoast and \$50 per unit charge for transfer fee credit for courses taken at InterCoast. All transfer fees are due and payable upon enrollment unless other arrangements are made and are non-refundable.

There is no charge to the student for college evaluation of previous credit or proficiency testing. Except in a formal teach-out agreement, or transfer from a closed institution, the institution accepts a maximum of 50% of the program's credits for transfer. **Requests for transfer must be made in writing by the enrollee and submitted to the Campus President prior to enrollment.** The school maintains a written record of all credit for previous training granted to the student. The institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the student accordingly. Notification will be given to all agencies, including the VA as required. Tuition will be prorated accordingly. Transfer Credits are counted as both attempted and completed hours in the measurement of Satisfactory Academic Progress. Financial aid awards may be adjusted if credits are transferred as acceptable. If the student does not agree with the Campus President’s decision, the student can appeal the decision to the “School’s Appeal Committee”. See appeals section for more information.

## TRANSFER OF CREDIT

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

The transferability of credits you earn at InterCoast is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in your program is also at the complete discretion of the institution to which you 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 InterCoast to determine if your credits will transfer. Credits students earn at InterCoast in most cases will not be transferable to any other college or university. For example, if students entered InterCoast as freshmen, they will still be freshmen if they enter another college or university at some time in the future even though they earned credits at InterCoast. In addition, if students earn a degree, diploma, or certificate in our programs, in most cases it will not serve as a basis for obtaining a higher level degree at another college or university. In addition, the student must meet all financial obligations to the College for their transcript to be released and there may be a fee charged by the receiving institution for the evaluation and transfer of credit, if applicable. This fee is the responsibility of the student

InterCoast Colleges has entered into a Corporate Articulation Agreement with the University of Phoenix. The list of transferrable courses can be viewed at [http://www.phoenix.edu/content/dam/altcloud/admissions/corporate\\_alliances/i/InterCoast-Colleges.pdf](http://www.phoenix.edu/content/dam/altcloud/admissions/corporate_alliances/i/InterCoast-Colleges.pdf).

The Credit Recognition Guide (CRG) executed by the organizations includes course-by-course transfer categories for courses that are designated to fulfill general education credits. It is the responsibility of the student to submit a request for prior learning assessment of their training to the University of Phoenix. Students must submit a certificate specifying the number of classroom hours and date of completion, official training record, or other verification of course completion. All submitted coursework contained in the Credit Recognition Guide (CRG) and used by the University of Phoenix for credit evaluation will be subject to all University of Phoenix policies, procedures and fees in effect at the time of submission. Students who submit coursework for credit evaluation that does not appear in the CRG may be subject to additional evaluation fees. It is the responsibility of the student to pay any and all fees incurred in the evaluation process. Specifically, the University of Phoenix will charge a fee to transfer InterCoast credits to the University of Phoenix. Any and all fees, including transfer and evaluation fees are the responsibility of the student. There is no guarantee that University of Phoenix will accept InterCoast credits. There is no guarantee that any credits awarded to students through University of Phoenix’s Prior Learning Assessment process will transfer to other colleges or universities. In addition, certain states may have restrictions on the amount of credit that can be awarded to students.

The articulation agreement with the University of Phoenix does not apply to the AAS degree as the University of Phoenix will evaluate degree transfer credits in a manner detailed on their website [http://www.phoenix.edu/admissions/transfer\\_information/previous\\_college\\_education.html](http://www.phoenix.edu/admissions/transfer_information/previous_college_education.html).

## TUITION

Specific tuition and fees charged for each program may be found in the Catalog. Tuition is due on the first class session unless other arrangements have been made with the School and documented in the student's file. Private tuition payments must be made upon enrollment and approved in writing by the Campus President. Tuition payments may be made through the school's Business Office in the form of personal check, cashier's check, money order, credit or debit card, private financing company, or through various alternative loan programs. Per ACCET standard, students are not financially obligated for greater than a one year period at any time.

Failure to meet financial obligations may result in termination from the program. If a student falls behind in tuition payments by more than 60 days the institution has the right to suspend and/or terminate him/her from the program of study. A student must be up to date on tuition payment in order to attend his/her next term or class. If a student falls behind by more than 60 days, the student may not return to his or her studies without bringing all tuition and fee payments current. Transcripts will not be released until a student has paid tuition and fees in full. Delinquent tuition beyond 90 days may be turned over for collection efforts and may prevent the student from graduating. InterCoast participates in various tuition assistance programs, including but not limited to Veteran's Educational Benefits (VA), WIA, NAFTA, PAN, TRA, Vocational and State Rehabilitation, tribal programs, alternative loan programs, and employer-sponsored programs. Financial Aid is also available through the Title IV Programs under the U.S. Department of Education for those who qualify.

## VOCATIONAL REHABILITATION APPLICANTS OR WIA APPLICANTS

Prospective students wishing to attend InterCoast Colleges under Veteran's Educational Benefits (VA), Vocational Rehabilitation Benefits (either through a state agency or a private rehabilitation agency), WIA or other programs such as NATFA or TRA, should apply for these benefits through the appropriate agency. The Admissions Office will assist in the application process. When approval is received a student from a given agency, it should be submitted to the school's Business Office, who then bills the appropriate agency for the amount approved. It is the student's responsibility to obtain appropriate approvals and submit proper documentation to the school. Failure to obtain proper approvals from these agencies could result in the student being 100% financially responsible for the tuition and fees at the published rate.

Pursuant to Section 188 of WIOA and 29 CFR Part 38, InterCoast Colleges prohibits the exclusion of an individual from participation in, discrimination, or denial of employment in the administration of or in connection with any programs and activities funded or otherwise financially assisted in whole or in part under Title I of WIOA because of race, color, religion, sex, national origin, age, disability, political affiliation or belief. Beneficiaries may not be discriminated against because of citizenship status or participation in a program or activity that receives financial assistance under Title I of WIOA. The equal opportunity officer can be reached by email [president@intercoast.edu](mailto:president@intercoast.edu)

## SPONSORED STUDENTS

Information concerning employer sponsorship should be obtained directly from the student's employer. Questions concerning tuition payment arrangements for sponsored students should be referred to the Business Office or Campus President.

## VETERANS AND ELIGIBLE PERSONS

Some of InterCoast's programs are approved for Veterans benefits, including Chapter 33, Post 9/11 benefits, effective October 1, 2011. Eligibility for benefits is determined by the VA. Detailed information concerning eligibility requirements and education benefits for veterans, eligible spouses or dependents, how to apply, programs covered and payment rate information is available on the Department of Veterans Affairs website [www.gibill.va.gov](http://www.gibill.va.gov), by calling 888-442-4551, or contacting the nearest Veterans Regional Office. Veterans eligible for VA benefits must be certified by InterCoast's designated certifying official in order to receive VA educational benefits. Submission of VA documentation and evaluation of prior credits is required in order to initiate the process for VA enrollment certification, as follows:

- Copy of the DD-214 or Statement of Service (recommended but not required)
  - Certificate of Eligibility or other documentation specifying chapter for certification (required)
  - Transcripts for any prior college/university attended regardless of subject. Students are responsible for requesting academic transcripts from all schools attended before, during or after military service—whether or not benefits were received. (required)
- Submission of VA documentation and evaluation of prior credit is required in order to initiate the process for VA enrollment certification and MUST be completed prior to class start.

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.gov/gibill>.

**Reimbursement to Veterans and eligible persons:** For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-888-442-4551.

## FINANCIAL AID

InterCoast Colleges is an eligible institution under the Pell Grant, SEOG, Direct Loans, Subsidized Stafford Loans, Unsubsidized Stafford Loans, Additional Unsubsidized Stafford Loans, and Parent Loans for Undergraduate Students (PLUS) Programs. The institution also participates in the College Work Study Program. Students may also qualify for various alternative loan programs. For more information regarding eligibility for any of the programs, contact the InterCoast Financial Aid Office. Students will be asked to complete the Free Application for Federal Student Aid (FAFSA) and applications for all available loan programs, including alternative and institutional loans will be discussed. The student will be notified of his/her financial award. Students who default on Title IV loans received while attending the institution may be terminated and not eligible for re-enrollment, refresher courses, or career services. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds according to the refund policy. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: 1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. 2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If Student's financial aid is not disbursed because file is incomplete or student is determined to be ineligible due to documents submitted or failure to submit documents, the student understands that she/he is responsible for tuition. The Student must follow up on any missing documents to ensure that eligibility for aid and disbursements are complete.

### **Payment Period**

All programs have a defined academic year of 24 credits and 30 weeks.

## CANCELLATION POLICY

Cancellation will occur

1. When a student does not attend the first day of class – “No Show”, OR
2. When the student gives written notice of cancellation to the school at the address specified in the agreement by the first class session, or the seventh day after enrollment, whichever is later. A cancellation request can be initiated by the student or the school. If the institution cancels a program, a full refund will be issued to the enrolled student(s) at the time of the cancellation. The institution will refund any consideration paid by the student. Any refunds then due will be made within 45 days following the date of determination. The institution has the unilateral right to cancel a student who is determined to have not met admissions eligibility or who has not been truthful in his or her application for admission and the institution shall be relieved of any and all obligations to the student.

## WITHDRAWAL REFUND POLICY

A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If a student withdraws or is dismissed from the course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund, less the allowable registration fee, within 45 days following the student's withdrawal. The student is obligated to pay only for the educational services rendered. If the student obtains a loan to pay for the program, the student will have the responsibility to repay the fully amount of the loan plus interest, less the amount of any refund. If the student withdraws after the period allowed for cancellation and prior to completion of the course he/she is enrolled in and prior to the completion of 60% of the period of attendance, a pro-rata refund will be made of the unused portion of the tuition. The amount charged to the student shall not exceed the pro rata portion of the total charges for academic year tuition. The calculation is based on the length of the completed portion of the course relative to its total length.

If the student withdraws after 60% of the period of attendance, there will be no refund due to or on behalf of the student. Withdrawal will be considered to have occurred not more than 14 days from the last date of actual attendance. Dismissal will be considered to have occurred on the date that action is taken by the school. Refund calculations are based upon sessions held as of the last date of attendance. This refund policy will be modified to conform to applicable state or federal statutes.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## TRIAL PERIOD

Any new student enrolling at InterCoast Colleges for the first time (has never enrolled at InterCoast previously) will receive a trial period of 35 calendar days beginning from the first day of the contracted start date. Any new student may cancel during the 35 day trial period without any financial obligations outside of the registration fee. In addition, during the 35 day trial period the student will not be considered a regular enrolled student and will not be eligible for any financial aid. If the trial date expires and the new student does not cancel his/her trial period enrollment, the student will be a regular student and may continue his/her contracted program after acknowledgment of becoming a regular student. Once considered a regular student, the student is responsible for all program charges commencing the first day of the contracted date and if otherwise eligible, will become eligible for financial aid. The student has the right to opt out of the trial period. If the student chooses to opt out of the trial period, the student will immediately become a regular student and if otherwise eligible, will be eligible for financial aid. The student will be responsible for all charges beginning the first day of the scheduled class, unless the student cancels within the seven day cancellation period. Charges will commence from the first day of the contracted date.

## RETURN OF TITLE IV POLICY

Return of Title IV Funds requirements apply to a grant and/or loan recipient who withdraws from school before completing the payment period of enrollment. In this case, the institution is required to determine the percentage of aid earned by a Title IV recipient by calculating the percentage of the period that the student completed, and determining the amount of earned aid by applying the earned percentage to the total Title IV aid that was or could have been disbursed to the student. If the refund to the Title IV program is greater than the school's refund amount under the pro-rata calculation, the institution will make such refund(s) to the Title IV program and bill the student for any unpaid tuition. The institution will perform a "Return to Title IV Calculation" after 14 calendar days of absences, which is determined to be the student's withdrawal date.

## STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse 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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

# ACADEMIC INFORMATION

## METHOD OF INSTRUCTION

Classes are structured so that the student receives homework, practice problems, reviews, and regular examinations as a part of each course. InterCoast utilizes equipment and industry related software programs. This equipment is located on the premises. Training on the equipment provides students with the skills required to further enhance their understanding and application of industry skills and techniques.

Some classes may meet online. AAS degree students will take required General Education and AAS courses online and must have daily access to a computer and the internet in order to complete their assignments. Students are expected to log in frequently when taking class online. The school shall transmit the first lesson and any materials to the student within seven days after the school accepts the student for admission. The school will transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If this occurs, the school shall remain obligated to provide the educational services it agreed to provide, but shall not be obligated to pay any refund after all the lessons and materials are transmitted.

## CURRICULUM STRUCTURE

Students must be qualified and prepared to take advantage of the training program by dedication to a specific task, perseverance, self-discipline and hard work. Students must be prepared to make a full commitment to the training program. Each student is expected to spend whatever time is necessary after the class session studying, preparing for the next day's class, and/or working on homework assignments.

## HOMEWORK

The purpose of homework is to reinforce the classroom learning. Homework is important as it helps the student build on what they have already learned in the classroom and prepares them for the next stage in their learning. Homework is also valuable for teachers, as it helps them assess the progress of their students. Research shows a clear link between the time spent by students on out-of-class study and student achievement. Homework activities may vary according to the needs of the various subject areas being studied. While some homework will consist of completing work begun in class and preparing for future lessons, students will also be given work to consolidate what they have learned and to help them progress to the next stage of their learning.

In addition to reading and studying for tests, students should expect to spend approximately 5-8 hours per week on graded homework assignments. Students are encouraged to seek assistance from their instructor in planning and completing any task that has been set.

## COURSE CRITIQUES

Periodically, students are asked to evaluate various aspects of their education including the instructor's methods in the classroom. The instructor being evaluated may receive a summary of any comments, but does not have access to the individual student evaluations.

## SATISFACTORY ACADEMIC & ATTENDANCE POLICIES

### SATISFACTORY ACADEMIC PROGRESS POLICY

**Satisfactory Academic Progress Policy** requires students to maintain a 2.0 GPA and complete at a pace of at least 67% of all Financial Aid equivalent units attempted. Academic performance is based on three standards: grade point average (GPA), pace, and maximum time.

**Grade Point Average:** The minimum GPA requirement is 2.0

**Pace:** A student must earn at least 67% of their attempted hours. This calculation is performed by dividing the number of financial aid equivalent credit hours earned by the number of financial aid equivalent credit hours attempted.

Required Completion Rate Sample Chart:

Financial Aid Equivalent Units Attempted	Financial Aid Equivalent Units Minimum Earned
3	2
9	6
12	8
15	10
18	12
24	16

**Maximum Time:** Students are expected to complete their program within a Maximum Time Frame of 150% of the required number of hours to graduate. A student may not receive financial aid for more than 150% of the attempted hours.

## MAXIMUM TIME FRAME FOR COURSE COMPLETION

All enrolled students must satisfactorily complete their programs of study within a maximum time frame, defined as 150% of the students' scheduled program length, as noted on the enrollment agreement, readmission forms, and/or transfer forms. All attempted credits and scheduled attendance up to the student's last date of attendance are computed in the maximum time frame.

If at any time it is determined that students cannot complete their courses of study within the 150% time frame, they will be immediately terminated from the program.

If a student is a Transfer Student, the accepted transfer course work will be counted in the Maximum Time Frame. Transfer credits are counted as both attempted and completed credits for the purpose of calculating Satisfactory Academic Progress.

Courses may not be repeated more than once, and any repeated modules will be applied toward the maximum time frame.

## SEMESTER CREDIT HOUR MEASUREMENT

A Financial Aid Semester Credit Hour (Unit) equals 1 (one) or any combination of 30 (thirty) hours in Theory, Lecture, Demonstration, Supervised Practice, Laboratory, Internship, and/or Externship. A clock hour equals 60 minutes of training, of which 10 minutes are allowed for a student break.

For Academic Semester Credit, 1 unit equals the equivalent of either 15 hours of Lecture, 30 hours of Laboratory or Supervised Practice, or 45 hours of Internship/Externship, or a combination thereof.

## Incomplete

A temporary grade issued for a course in which a student has not completed the necessary course work. Incompletes count in the evaluation of pace and maximum time, but not in the GPA calculation. Incomplete grades will revert to a letter grade, calculating what the student earned to date, ten days after the end of the module if not otherwise changed by the instructor.

## Withdrawal

When a student withdraws from a program, this terminates his/her enrollment. A withdrawal results in a grade of "W" on the student's transcript. All withdrawn hours count as attempts in evaluating pace and maximum time, but not GPA.

## Transfer

Hours and/or credits completed at another school and accepted for credit at InterCoast are considered transfer credits. All transfer credits count in the SAP evaluation.

## Module Repeat and "F" grades

All repeat attempts count in the SAP evaluation of pace and maximum time. A student who fails a module must repeat that module and pass with a minimum grade of 70%. When repeating a module, the highest achieved grade for that module becomes the official grade and it is averaged in the cumulative GPA. A repeat fee will be charged to the student's account for each repeat attempt. When a student repeats a course or module, all attempted hours count in the SAP evaluation. A student's Satisfactory Academic Progress will be evaluated upon completion of every module when the final grade for that completed module is entered into the student's academic records. Any student who receives an F grade any time during enrollment will be assessed for potential at-risk SAP failure.

## ACADEMIC PROBATION POLICY

Grades are monitored monthly. A student earning a cumulative grade point average below a 2.0 will, at the time that grades are reviewed, be placed on academic probation for one full module. A letter will be delivered in person when possible, electronically, or by regular mail. If the grade point average is not brought up to a 2.0 or better at the end of the probation period, the student will be terminated from his/her training program. Probation status can be removed early if the student achieves the 2.0 grade point average prior to the expiration of the probationary period. VA benefits for VA students will be terminated upon failure to achieve satisfactory academic progress. Students who wish to challenge a decision relative to academic probation may appeal to the School's Appeal Committee. Please see section under "Student Appeal Procedures Policy" for further information.

**Financial Aid Participants ONLY:**

Financial aid is disbursed after 35 days of enrollment, at midpoint of the academic year, and after the student earns the academic credits of one academic year.

**Financial Aid Warning:**

Failure to meet Satisfactory Academic Progress will result in the implementation of the Financial Aid Warning. A student will be placed on Financial Aid Warning for the next Payment Period. The student can still receive aid during the Warning period. The student's progress will be assessed after the payment period is over. If the student does not meet the SAP standards the student is ineligible to receive any additional financial aid.

**Financial Aid Appeal/Probation:**

If a student is denied his or her financial aid due to failure to meet SAP in a subsequent payment period after notification of financial aid warning, a student can appeal the institution's decision by submitting a written appeal. The student must have extenuating circumstances that prevented him/her meeting SAP standards. Students may not base their appeal on their need for financial aid or their lack of knowledge that their financial aid was at risk. An appeal can only be approved if the student is able to meet all standard requirements by the end of an additional payment period or the student strictly follows an *academic plan* that ensures the student will be meeting all standards again by a specific point in time. A student will be notified via email or letter on the approval/denial within 72 hours after the submission of a completed appeal form. If a student's appeal is approved, the student will be given an academic plan and is placed on financial aid probation. Financial aid is reinstated during the probation period.

**Limit on Reinstatement Appeals**

Financial Aid Students who have become disqualified due to lack of satisfactory progress may only have one appeal consideration. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are documented, extenuating circumstances presented.

## GRADING POLICY

Grade	%	Grade Point	Interpretation
A	90.0 to 100%	4.0	Excellent
B	80.0 to 89.99%	3.0	Very Good
C	70.0 to 79.99%	2.0	Average
D	60.0 to 69.99%	1.0	Poor
F	00.0 to 59.99%	0.0	Failure
CR	60.0% or better	n/a	Credit
NC	Less than 60.0%	n/a	No Credit

Grade scale is effective with modules ending after February 1, 2017 or later.

## Credit/No Credit

The student must make-up assignments and tests in order to achieve a grade and credit for the module(s) before the due date of grades, otherwise, the instructor will calculate the student's final module grade based upon work submitted and grades earned for completed tests, assignments, and homework.

The credit/no credit grade is issued for Externship and Clinical Internship coursework, and for courses for which credit for previous training was granted. Students may not petition for a Credit/No credit grade in any other courses/modules. Students earning a 70% or better will receive credit in a credit/no credit courses.

## Module Incomplete

An incomplete grade is given under extenuating circumstances, and will not count in the calculation of the overall grade point average. Students who are unable to complete module coursework due to extenuating circumstances may petition for an incomplete grade. All petitions will be reviewed by the Campus President, and, if the student is granted an "incomplete", the student is allowed an extension for the completion of assignments projects and/or test for a given module. All incomplete work must be submitted within 10 days following the end of the module, unless other arrangements have been approved. If the work is only partially submitted or incomplete, the grade will be calculated with the completed points already earned.

## Module Failure

A grade of F (Failure) is counted as hours attempted but not achieved and has a 0.00 value toward the grade point average (GPA). A student earning an F must repeat the module and/or work satisfactorily prior to graduation, or sooner if the cumulative GPA is less than 2.0. A student may be eligible to receive financial aid to repeat a previously attempted and completed module or term only once in their program.

## Module Withdrawal

A grade of W (Withdrawal) will not be considered as credits successfully completed and will not count in the calculation of the overall grade point average. A student must complete the module in its entirety upon readmission to the program.

## Module Repetition

Repetitions of course work are counted as hours attempted. Students who received an “F” grade are eligible for module repetition. Alcohol and Drug Counseling students are advised that they must achieve a “C” or higher in all courses in order to apply for certification with CCAPP. Therefore, students attending the Alcohol and Drug Counseling Studies program are eligible for module repetition if they receive a “D” in a course. The student may not be eligible for additional Title IV funding to repeat a course for which they previously received a “D”. Eligibility for other module repetitions is made by the Campus President. A student can repeat a module once, but the credits attempted will be applied toward the maximum time frame whether complete or not. A student may not repeat more than four modules in his or her program. A student who fails a module must repeat that module and pass with a minimum grade of 70%. When repeating a module, the highest achieved grade for that module becomes the official grade and is averaged in the cumulative GPA. A repeat fee will be charged to the student's account for each repeat attempt.

## REINSTATEMENT AFTER TERMINATION OR WITHDRAWAL

A student terminated or withdrawn from the program must submit a request for reinstatement to the Campus President. The student will be informed of the President's decision within 30 days following the receipt of the request. A student who is denied reinstatement may appeal the decision as described under “Student Appeal Procedures”.

## STUDENT APPEAL PROCEDURES

A student who wishes to appeal decisions pertaining to satisfactory academic progress, probation, suspension, termination, graduation requirements, attendance requirements, or any decision relating to matters pertaining to disciplinary action must write a letter to the School Appeals Committee, which must be received within 14 calendar days following receipt of the school's decision. The School Appeals Committee consists of the Campus President and any four of the following departments: Student Services, Financial Aid, Career Services, Education, and/or Administration. A student must provide written documentation to support his/her position and any mitigating circumstances. The student will be informed of the decision in writing within 30 days following the receipt of the appeal. The committee's decision is final. Students who wish to appeal financial aid decisions should refer to the Financial Aid appeal process in the Catalog.

## RE-ENROLLMENT/RESTART POLICY

Any prior student who wishes to reenroll or restart at InterCoast must make the request in writing and obtain approval from the Campus President. Credit may be given for classes already completed, provided that they were taken within five years from the date the student is requesting to return. Exceptions may be made by the Vice President of Academics. A student who has been authorized to restart may be required to sign a new Enrollment Agreement at the current tuition rate and meet with the Financial Aid Office to complete additional forms. Any prior tuition balances must be paid in full before the re-enrollment or re-start will be processed, unless other arrangements have been made by the Campus President. Students will incur additional charges for repeating modules. All re-enrollments/restarts are processed in accordance with all regulations, including financial aid, if applicable.

## ATTENDANCE POLICY

**On Campus Students:** Students are expected to attend classes regularly and follow the schedules outlined in the enrollment agreements. Through consistent, uninterrupted attendance a student can gain the knowledge and expertise necessary to be successful. Students are required to sign in each day for credit to be given. Failure to do so may result in no credit being given for that day's attendance. Students should keep in mind that this is an occupational course and attendance is just as important at the institution as it will be in the employment for which this course is preparing them. Any tardy or leave early of more than 15 minutes may result in a loss of professionalism points. Attendance is monitored daily. Students may contact the Student Services Coordinator to review their progress in meeting the standards for attendance.

All students must make up absences that occur during the externship or clinical internship component of the training program to ensure that all required extern hours are completed prior to graduation. If a module(s) is repeated, the attendance from the original module(s) will count toward the attendance requirements for graduation.

To achieve attendance reliability standards for graduation students must be present for a minimum of 80% of the total program length. Under no circumstances is a student permitted to continue training if it is determined that the documented attendance probation stipulations have been violated. Veteran students will be terminated from the program and benefits discontinued if attendance requirements are not met.

**Attendance Probation:** Attendance is recorded daily and satisfactory attendance progress is monitored at the end of each full module. Students that fail to maintain a minimum of 80% attendance will be placed on attendance probation for one module, or five weeks, whichever is later, to provide an opportunity to achieve satisfactory attendance progress. Student progress toward achieving 80% is monitored monthly during the probationary period.

Students who achieve the cumulative 80% attendance in less than the probationary period may be removed early from attendance probation and returned to good attendance standing. If satisfactory attendance progress is not achieved at the conclusion of the probationary period, the student may be terminated. A decision can be made by the Campus President at the end of the attendance probationary period to extend the probationary period if it is determined that the student, with improved attendance, has the ability to achieve the 80% attendance requirement. If at any time during the probation extension it is determined the student will not achieve the 80% attendance requirement (ie: student's absences



are so excessive), or, if the institution believes that the student's attendance and academic progress does not indicate that successful completion can occur, the student may be terminated from the program.

**Attendance Policy for Online Students:** Regular and substantive active participation online is required to achieve the minimum 80% attendance standard for graduation. A student attends online courses by participating actively in classes or otherwise engaging in academically related activities. Examples of such activities that demonstrate "regular and substantive interaction" include but are not limited to: contributing to an online discussions or text chat sessions; submitting assignments or working drafts; working through exercises; taking quizzes or exams; student participation in interactive tutorials or computer-assisted instructions, participation in an online study group, initiating contact with a faculty member to ask course-related questions. Students should be sure to meet online deadlines for submitting their work as late work will not receive full credit.

*Note: Logging into class without active participation as defined above does not count as weekly attendance.*

## TARDINESS / EARLY DEPARTURE POLICY

Students are expected to be on time for each session of instruction, and are expected to attend for the entire session of class. A student is considered tardy for class if he/she arrives later than 15 minutes after the scheduled start of class. Students who miss more than 50% of the daily scheduled class hours are considered absent from school and marked absent on the official attendance record.

- o Tardy definition: Student arrives more than 15 minutes late to class.
- o Leave early definition: Student leaves class or lab more than 15 minutes before the end of the class or lab.
- o Consequences of Tardy or Leave Early
  - The tardy student may not be admitted to class during an active testing activity.
  - If a test, quiz, or skills evaluation has been given, the student will be required to take the test, quiz, or evaluation on the student's first day back in class by making arrangements with the instructor

## ABSENTEEISM POLICY

If for any reason, a student must be absent from class, the student must contact the Student Services Coordinator immediately. Reoccurring absences may result in disciplinary action, just as it may on a job. Excessive absences may also lead to program interruption and/or dismissal. To meet graduation requirements, a student must achieve, at a minimum, **80% cumulative attendance** reliability standards, and failure to achieve the attendance standard will result in the student being placed on attendance probation, as outlined under the section titled "Attendance Policy" in this catalog.

## Excused Absences

Assignments and quizzes/exams may be made up with excused absences. Late work/testing must be taken/turned in on the student's first day back in class. For an absence to be considered excusable, students must provide written notification or documentation for the reason for the absence to the Student Services Coordinator at the school. The Campus President or designee approves the excused absences. Failure to provide written notification will categorize the absence as unexcused. Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences. Only the following reasons will be considered as "**excused**":

1. Personal illness/injury (verified by a physician's statement or hospital report when possible.)
2. Illness of immediate family member (verified by a physician's statement or hospital report when possible.)
3. Death in the family (verified by obituary or other official document when possible.)
4. Court appearance (verified by a legal court document when possible.)
5. Medical/Business appointment (unable to be scheduled at any other time of the day.)
6. Military obligation (verified by official notification when possible.)

Students absent more than 14 calendar days will be dropped. Termination can occur earlier if the school determines the student has exceeded the allowable number of absences, is not showing that he/she is benefiting from the program, or as required by regulation.

**50 Points available for professionalism each 90-hour module taken on campus**

**25 Points available for professionalism each 45-hour module taken on campus**

**10 Points available for professionalism each module taken online**

**Professional Behaviors are outlined in the Student Professionalism Rubric posted in the classroom**

### **Professionalism Grading Criteria for On Ground Attendance**

LE	Leave Early	(Student leaves early before the end of class)
T	Tardy	(Student arrives late to class)
A	Absent	(Student is not present class, non-excused absence)
E	Absent (excused)	(Student is not present in class; approved excused absence)
P	Present	(Student shows up to class and leaves on time)

## LATE ASSIGNMENT POLICY

Students must communicate the absence to the instructor and devise a plan to complete the assignments and exams.

To receive full credit, a student must turn in their assignment on the day and time that it is due. Exceptions to the policy may be made by the Campus President. Assignments submitted late are subject to the following grade deductions for work not turned in by the due date:

### 1. Homework

Each homework assignment is graded according to the points on the progress report (to total 70 points for a 90 hour course; 20 points for a 45 hour course):

- a. 10% of the earned grade will be deducted for one day late, 20% of the earned grade will be deducted for two days late, and 30% of the earned grade will be deducted for three days late. After three days, the homework assignment will not be accepted and the student will receive a zero for that assignment.
- b. Homework grade is recorded on the student's progress report.

### 2. Tests and Quizzes

- a. All tests must be taken during the scheduled test day in order to receive full credit.
- b. Each test is graded on 100 point scale
- c. The score is recorded on the student progress report
- d. If the student is absent on the test day, he or she will have the opportunity to take the test on the next test day. However, the student will lose 10% of the earned grade.
- e. If the student is absent on the next test day, the student will receive zero for the test.

### 3. Lab/Performance Objectives

- a. Each Lab/Performance Objective is graded either
- b. All Lab/Performance Objective points are typically on a 100 point scale or with points as stated in the syllabus, and are recorded on the student progress report
- c. Safety equipment must be worn in the lab at all time in the lab. The student will lose 10% of the earned grade for the lab performance if the student is not wearing his / her safety equipment
- d. Lab assignments must be completed on the due date. If the student is absent during lab day, he or she will have the opportunity to complete the lab assignment on the next lab day, but will lose 10% of the earned grade for that lab objective once completed. If the student is absent on the next lab day, the student will receive zero for the missed lab.

## LEAVE OF ABSENCE POLICY

If a student needs a brief interruption in his/her training program, but intends to return, the student may request a leave of absence from the institution. The request must be in writing. Leave of absences must not exceed 180 calendar days, or one half the program length, whatever period is a shorter duration. The student must submit a written, signed, and dated request and must provide documentation.

If a leave of absence is approved, the student is expected to return where he/she left off. The institution, when issuing the leave, will not grant a leave if there is no reasonable expectation that the student will return to school at the end of the leave of absence period. All Title IV loan recipients who request a leave must be notified by the financial aid department prior to the leave that if he or she fails to return from the leave, it will impact the student's loan repayment terms, including the exhaustion of some or all of the student's grace period. During a leave of absence, a student is ineligible for disbursement of direct student loans. The institution's leave of absence policy allows the student to take multiple leaves, provided that the total number of days for the leave does not exceed the maximum allowed. Leave of absences can be consecutive. In other words, a student can take a month off, and then apply for another leave that begins when the original leave ends. If the student's Leave of Absence is not approved, the student will be counted as absent, and if absences are excessive, the student may be withdrawn from the program. If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence, and resume training where the student left off, and without paying any additional tuition for the time taken during the Leave of Absence. Where possible, students are encouraged to begin their leave of absence after module completion, so that, when they return from an approved leave of absence, they may resume training in the next module or course. If a student takes an approved leave of absence and does not return or extend the leave, the expected return date is used to determine the student's withdrawal date.

## CLINICAL INTERNSHIP AND EXTERNSHIP TRAINING

Students are expected to begin the clinical internship or program externship component of their program as scheduled, and must follow the schedule outlined on the Enrollment Agreement. Hours must be completed before the student's maximum program completion time. Clinical and Externship Sites are assigned, on the behalf of the student, by the Clinical Coordinator or the Career Services Coordinator. All clinical site must be approved by the Career Services Coordinator and the site must meet all school requirements prior to the student's first day on site. Should the student be terminated or leave voluntarily from a site, the school will assign one additional site at which the student must complete the remaining hours. The student may be required to repeat some or all clinical internship or externship hours as deemed appropriate by institution. If the student fails to complete externship or clinical internship experience or is terminated at the second site, the student may be terminated. Students are responsible for parking and transportation to and from the sites. Students may only attend an approved site and must complete all necessary documents prior to the start of any externship and/or clinical training. Externships and clinical internship are scheduled up to 40 hours weekly, regardless of the session the students attend. Any change in the schedule noted in the enrollment agreement requires approval. Any student who interrupts externship or clinical internship training for more than 14 calendar days will be terminated. If a student has been officially dropped by the school, and is permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time. Students who do not complete the stated clinical internship or externship hours or objectives may be required to repeat these hours/training. Students must submit to the school various required clinical internship and externship documents within 14 days following this component of the training, in order to be eligible for graduation. Failure to do so will result in termination from the program.

## SUSPENSION AND DISMISSAL POLICY

InterCoast Colleges reserves the right to suspend or dismiss any student whose attendance, conduct, (see Student Conduct Policy) or academic standing does not meet the school's standards, or who fails to abide by the school's rules and regulations. Students are marked with an "unexcused" absent during any suspension period.

## GRADUATION REQUIREMENTS

In order to graduate, students must:

1. Earn the required total number of credits for the program, pass all required courses with a minimum grade as prescribed in the catalog, and complete required coursework within the maximum time frame permitted.
2. Earn a minimum cumulative grade point average of 2.0 or above.
3. Achieve a minimum 80% cumulative attendance.

## STUDENT AWARDS

Graduate awards for outstanding achievement are assets to the graduates who earn them, particularly to present to employers when seeking training related employment. Awards are presented to deserving graduates based on performance and faculty recommendations. The following awards are issued to deserving students at the time of formal graduation:

- **Perfect Attendance Award:**

Given to students who have missed no school days

- **President's Honor Award:**

Given to students with 3.85 GPA and a minimum of 95% attendance

- **Achievement Award:**

Given to students who have shown significant improvement in school

## STUDENT TRANSCRIPTS

School transcripts will be issued by the institution's Office of Student Affairs, provided that certain conditions are met. Financial obligations to the institution must be fully satisfied and the student must complete his/her campus exit process, including student loan exit interviews if applicable. InterCoast will not release official transcripts to a student (active, drop, or graduate), institution, company, or employer if there is a balance owing on the student account, regardless of whose obligation it is to pay the account in full. It is the student's responsibility to satisfy financial obligations before submitting a transcript request. If a transcript was not released due to outstanding balances on the student's account, it is the student's responsibility to then resend the transcript request once the student's balance has been paid.

In order to ensure that the student's records are confidential, InterCoast will issue official transcripts only upon receiving written authorization from the student. In accordance with federal law pertaining to the Family Educational Rights & Privacy Act, transcripts and/or verification of attendance or graduation will not be released to a third party without the student's written consent. InterCoast may, as a courtesy, provide an unofficial transcript to the student, upon written request, provided that the student is current on any and all monthly institutional loan payment obligations, if applicable. The cost to order an official transcript is \$10 per transcript. If a tracking number is requested, the additional fee is \$6.95 per transcript. To order a transcript, students are to submit a completed Transcript Request Form and money order or cashier's check made payable to InterCoast and mailed to the following address:

**InterCoast Colleges Office of Student Affairs, Attn: Transcript Request  
P.O. Box 3585, Granada Hills, CA 91394-3585**

Student may also complete the transcript request online and pay the transcript fee with a credit or debit card by completing that information on the transcript request form found on the InterCoast.edu website. The completed Transcript Request Form can be scanned and emailed to: transcripts@intercoast.edu or submitted by secure eFax to (818) 717-7945, but will not be processed until payment is received/processed. Transcripts are mailed to the address as designated on the completed Transcript Request Form. All requests are processed in the order received. Requester should allow 10 business days in addition to postal mail time for records to arrive to the requested destination.

## COMPLETION CERTIFICATE / DEGREE

Students will not receive their completion certificate and/or AAS diploma until all financial obligations owed to the institution are paid in full, an exit interview has been completed, including a petition for graduation, and the student has submitted any missing documentation.

# STUDENT SERVICES/CONDUCT

## STUDENT ADVISING POLICY

The staff at InterCoast is dedicated to aiding students in successfully completing their career program and their fulfillment of their career objectives. To enhance the academic program, the following advising services are available by appointment:

*Academic	Instructor or Campus President
*Career Guidance	Career Services Coordinator
*Financial Aid	Student Affairs Department
*Substance Abuse	ADC Instructor
*Campus Crime/Clery Act	Campus Security Authority
	Campus President

## STUDENT CONDUCT AND BEHAVIOR POLICY

Students are always expected to observe the standards of professional conduct, courtesy, and appearance. An important part of the training at InterCoast includes the development of professional attitudes and behaviors to assist students to meet the highest expectations of employment. InterCoast attempts to maintain a “work-like” environment in which students can grow and develop according to the professional expectations of employers. Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining oneself and dressing professionally are just a few of the ingredients that go into the makeup of a professional employee.

InterCoast students are encouraged to pursue the development of these positive attitudes and behaviors. Improper conduct and/or unprofessional behaviors are grounds for immediate dismissal. Students are asked to work in harmony with the institution, its administration and faculty and other students, to aid them to be as fully prepared as possible to succeed in the competitive job market.

Students are expected to treat others with respect. Students are to keep facilities neat and clean for the benefit of other students. A student may be dismissed for possession or use of drugs or alcohol, possession of weapons on school premises, and for behavior that creates a safety hazard to other persons at school, or for disrespectful behavior to others, or for use of profanity and/or derogatory language. In addition, the following behaviors may also result in dismissal from InterCoast: Defacing, stealing, or mutilation of school property (computers, furniture, restroom facilities, etc.), the inappropriate downloading of material from the internet, use of chat rooms or instant messengers on any school computer, inappropriate use of emails, falsification or misrepresentation of material information in any records, financial aid documents, or attendance sheets, whether inadvertent or deliberate, and activities that create a safety hazard to other persons at InterCoast. Observance of rules and regulations and maintenance of a professional manner are required at all times. Unruly conduct or any conduct that interferes with the progress of others and operation of the school is cause for dismissal, whether that behavior is explicitly outlined in the school catalog or not.

As of January 1, 2009, all JCAHO accredited facilities (which include many of InterCoast’s clinical and externship sites) were required to take action to create a code of conduct and establish a process for educating staff as well as identifying and managing unacceptable behaviors with a “zero tolerance” policy. InterCoast students should respect and adhere to these policies.

Accredited organizations need to establish an education process to help health care professionals understand that, although historically there has been a culture of tolerance of intimidating and disruptive behavior. This can no longer occur. According to JCAHO, these “intimidating and disruptive behaviors can foster medical errors, contribute to poor patient satisfaction and to preventable adverse outcomes, increase the cost of care, and cause qualified clinicians, administrators and managers to seek new positions in more professional environments.” In order to promote a professional practice and work environment, all InterCoast students must follow and maintain professional behaviors in compliance with the Student Conduct Code. Neither exclusively nor inclusively binding. The intent of this policy is to provide students with a framework that can assist them in making their own decisions regarding their own behaviors and those of their peers.

### Definition of Disruptive Behavior

Disruptive behavior is a style of interaction with students, faculty, staff or others that interferes with student learning and causes distress among other students and faculty and affects overall morale within the learning environment. Disruptive behavior undermines the teaching-learning process and can lead to student and/or faculty dissatisfaction.

### Disruptive Behavior, regardless of who initiates it, consists of the following:

- Rude language and/or sarcasm (written or verbal)
- Threatening mannerisms (verbal or non-verbal)
- Physical threats and abuse

### What are examples of disruptive behavior?

- Raised voices or yelling or shouting in a hostile manner.
- Throwing things.
- Bullying or demeaning behavior.
- Abusive treatment of others.

- Sexual comments/ innuendo, seductive, aggressive or assaulting behavior, whether in person or online.
- Racial, ethnic or socioeconomic slurs.
- Disruption or disrespectful language.
- Insulting and verbal attacks, in person or online, that are personal in nature and go beyond the bounds of fair professional content.
- Uncooperative and/or defiant approach to problems.
- Refusal to complete tasks or carry out clinical internship or externship duties.
- Leaving the externship site or clinical site without reporting off to site supervisor.
- Repeated violation of policies or rules.
- Physical attacks, pinching, patting the gluteus of another, slapping or unwanted touching.
- Inappropriate comments.
- Non-Constructive criticism, addressed to its recipient in such a way as to intimidate, undermine confidence, belittle or to imply stupidity or incompetence.
- Persistent hostility toward another.
- Abusive behavior such as patterns of malcontent and frequent outbursts of anger.
- Blames or shames others.
- Threatening to “*get someone*” in any way.
- Belittling or berating statements.
- Tirades in the classroom, labs, externship or clinical site.
- Unnecessary or consistent sarcasm or cynicism.
- Threats of violence, retribution or litigation.
- Behavior that disparages or undermines confidence in the faculty or school and/or its leaders.
- Public derogatory comments about another student, faculty or staff, or the institution.

Behavior that is perceived as disruptive, offensive, and/or threatening interferes with the learning of other students and impedes the delivery of our program of learning. This behavior may include speech or action that is not part of the learning process but is perceived to create an atmosphere of hostility, intimidation, ridicule or anxiety among other students, instructors or staff.

#### **Documentation:**

The instructor will document both the observation or report of disruptive behavior and the discussion with student, and bring the issue to the Campus President. The Campus President will decide the necessary response on a case-by-case basis may impose disciplinary actions that may include formal warning, probation, suspension and/or termination.

## DRESS CODE POLICY

Dressing the part of a successful professional raises an individual’s self-esteem and confidence. InterCoast promotes professional dress at school in order to enable students to become comfortable with the type of apparel expected by a majority of employers. Employers occasionally visit the campus, sometimes unannounced; therefore all students are asked to always look their best.

#### **The following is a list for women and men of inappropriate attire while a student at InterCoast.**

- **Women:** Backless attire, bare midriff, halters, sleeveless or low-cut tops, baggy jeans/denims or slacks, tattered jeans/denims, headgear of any type other than religious, shorts, athletic attire, ragged or frayed clothing, flip-flops or heels higher than 3 inches. Dresses or skirts over 3 inches above the knee are unacceptable.
- **Men:** Shorts, athletic attire, baggy jeans/denims or pants, tattered jeans/denims, closed toed shoes without socks, ragged or frayed clothing, flip-flops and sandals, headgear of any type other than religious.

Allied Health students must be in uniform at all times. Hairstyle must be above the collar. For the purpose of infection control, fingernail length must be kept short and clean, no acrylic nails, and minimal jewelry. Only stud earrings are allowed. Students may wear a short sleeve white crew t-shirt under their uniform top. Pants must be hemmed to a length that rests on the shoes without extending past the back bottom of the shoe. Pants must be of heavy enough material and with a waist-rise high enough that no undergarments are observable. A Hijab may be worn at shoulder length, tucked into scrubs, or worn up. Cigarette smokers *must* take care for any lingering smell of smoke on clothing, hands, nails and breath.

Alcohol and Drug Counseling, HVAC Technician, and Electrician students must wear their designated polo shirts at all times. School ID badges must be worn at all times at school and at externship and clinical sites.

#### **Policy for Online Student Pictures**

InterCoast Colleges believes that online profile pictures can bring community to the online classroom and enhance the online learning environment. It is important that the profile pictures do not distract from the learning environment. Students are required to post a profile picture for identification purposes and it must adhere to the following guidelines:

- Picture must be of the student only (may not include other individuals) and should be “headshots” (taken from the shoulders up)
- No images, clipart, or symbols
- Backgrounds and foregrounds of profile pictures should be neutral and non-distracting (no symbols, images or clipart)
- Profile pictures must present the student in appropriate attire. Students are expected to dress in a manner conducive to an educational environment. A student’s attire should not be lewd, indecent, or distracting to the educational process as pictures are displayed for identification purposes in the classroom.

InterCoast Colleges reserves the right to remove any profile picture that violates the above policy and take appropriate actions as outlined by the student code of professional behavior.

# ANTI-DISCRIMINATION POLICY

## I. Policy

InterCoast desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. Discrimination on the basis of gender, gender identification, religion, disability, race, color or descent, or national or ethnic origin, marital status, sexual orientation, or age is unacceptable behavior and InterCoast is committed to an environment free of discrimination. Full details of the policy, offenses, complaint procedure, and remedies are published in the school policy that all students and employees receive upon enrollment/hire.

InterCoast will achieve this through:

- A. Education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability.
- B. InterCoast will provide training at least twice per year to its staff and faculty strategies aimed at preventing racial or other forms of discrimination. Faculty, through the direction of the Campus President, will incorporate educational strategies in their curricula and classes as fully as possible that provides sensitivity training and anti-discrimination training in their classrooms, at least once while the student is in school.

## II. Offenses

Offenses of discrimination, both individual and institutional, by anyone enrolled at or employed by InterCoast, are behaviors that are not acceptable. Behaviors that are considered offensive, while certainly not an all-inclusive list, are as follows:

A. Verbal, physical, or written communication relating to gender, race, ethnicity, color, sexual preference, or age which has the purpose or effect of unreasonable interference with an individual's performance, or which creates a hostile, offensive or intimidating atmosphere for members of the target group is considered offensive and is subject to disciplinary action. InterCoast will not tolerate any acts of intimidation, or any behaviors that demean, slur or stereotype an individual or group on the basis of gender, religion, race, disability, color or descent, or national or ethnic origin, sexual preference or age.

B. While some examples of harassment, such as physical and verbal assaults, are easily identified, some other examples—including epithets and “humor” or “tagging”—often go unacknowledged. All of the above instances are equally demeaning and are in violation of this policy.

## III. Complaint Procedure

No employee or student shall be subjected to discharge, suspension, discipline, harassment, or any form of discrimination having in good faith utilized or assisted others in using the racial discrimination complaint procedures. A complaint may be withdrawn or resolved before the procedure is completed. Every complaint, whether formal or informal, will be treated confidentially, unless disclosure is necessary to protect the legal rights or safety of others or the institution, and will be documented.

A) Complaint Procedures: Procedures may include but are not limited to:

- 1) Directly address the alleged offender.
- 2) Participate in appropriate mediation with the alleged offender.
- 3) File a grievance to remain on file (no immediate action required).
- 4) Have the appropriate staff address the issue with the alleged offender as directed.
- 5) File a police report through the President's Office if the alleged offense is a criminal offense.
- 7) File a formal written complaint.

When a formal complaint has been submitted, the President is responsible for deciding the appropriate offices and/or staff to review the complaint. The incident must have already occurred (cannot be speculative) and the primary witness must file the complaint within 90 days of the time the alleged discrimination occurred.

## IV. Remedies

If the person charged in the complaint is found to have violated this policy, remedies may range from prescribed educational trainings to various levels of disciplinary action by the appropriate person or office, depending on whether the person is a student or employee, and depending on the extent of the violation.

# ANTI-HARASSMENT POLICY

## I. Policy:

InterCoast Colleges (InterCoast) is committed to providing a workplace free of sexual harassment (including harassment based on gender, pregnancy, childbirth or related medical conditions), as well as harassment based on such factors as race, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, gender identification, family care leave status or veteran status.

## II. Offenses:

Employees, Students, and Non-Employees: InterCoast prohibits harassment of employees and students by supervisors, co-workers, students, faculty, and staff. Similarly, all employees and students are prohibited from harassing any non-employees. InterCoast will also attempt to protect employees and students from harassment by non-employees in the workplace. In a school setting, the role between the school employee or contractor, including faculty, are multifaceted, including serving as a guide, mentor, and advisor. The influence and authority of many of the school's personnel extend far beyond the school. Consequently, and as a general proposition, InterCoast believes that a sexual or romantic relationship between a representative of the school and a student, even where consensual and whether or not the student would otherwise be subject to supervision or evaluation, is inconsistent with the proper role of the employee, and must be avoided. InterCoast therefore does not allow such relationships.

## III. Required Training:

All Supervisors and Faculty are required to participate in a minimum 2-hour sexual harassment training at least every two years. All non-supervisory staff and students will be provided Harassment Prevention Training generally within 60 days of hire or starting school.

#### **IV: Examples of Harassment:**

Harassment includes verbal, written, physical, or visual conduct that creates an intimidating, offensive, or hostile working or learning environment or that interferes with work or school performance. Harassing conduct may take many forms such as slurs, jokes, statements, letters, notes, gestures, pictures, or cartoons regarding an employee's sex, race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care leave status, or veteran status. Sexual harassment includes all these sorts of conduct and unwanted sexual advances. Examples of sexual harassment include:

- requests for sexual favors;
- conversations containing offensive sexual comments;
- offering employment benefits (employees) or other benefits (students/employees) in exchange for sexual favors;
- making or threatening reprisals in response to refusals to give sexual favors;
- leering, sexual gestures, displaying sexually suggestive objects or pictures;
- comments, epithets, slurs, and jokes of a sexual nature or about an individual's body; and
- touching, assaulting, impeding, or blocking another individual.

#### **V. Reporting:**

Any incident of harassment should be reported promptly to your supervisor, the Campus President, to any other manager, or to [president@intercoast.edu](mailto:president@intercoast.edu). You are not required to complain to your supervisor or teacher if that person is the one harassing you or if you are uncomfortable doing so.

Investigation and Retaliation: Every reported complaint of harassment will be investigated thoroughly, promptly, and with as much confidentiality as possible. Also, InterCoast prohibits retaliation against any employee or student for cooperating in an investigation or for making a complaint.

#### **VI. Discipline:**

If an employee or student harasses another person, the harassing employee or student will be disciplined. Disciplinary action may range from warnings to immediate termination, depending on the circumstances. If a non-employee harasses an employee or student, corrective action will be taken after the appropriate management personnel are consulted.

#### **VII. Sexual Harassment and Retaliation are Illegal:**

Sexual harassment and retaliation for opposing sexual harassment or for participating in investigations of sexual harassment are illegal. This is also true for the other types of harassment prohibited by this policy. However, intentionally making a false report or providing false information is grounds for discipline. California: In addition to notifying InterCoast about any harassment or retaliation, California employees may complain to the California Department of Fair Employment and Housing (DFEH). All employees may complain to the Equal Employment Opportunity Commission (EEOC). In California, the deadline for filing complaints with the DFEH is one year from the date of the unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (FEHC) or file a lawsuit in court. All States: The EEOC will review your complaint and determine whether to file a lawsuit in court. The deadline for filing complaints with the EEOC is usually 180 days after the unlawful conduct. However, in California, the deadline may be extended if you first file a complaint with the DFEH. Both the FEHC and the courts can award monetary and other relief in valid cases. For information about contacting the DFEH, the FEHC, or the EEOC please see the posted notice regarding harassment located in the staff break area and/or student break area or check the state government listings in the local telephone directory.

## CULTURAL DIVERSITY

InterCoast strives to achieve an inclusive environment and increasing diversity in our educational program with cultural diversity as a core value. The school aspires to include the development of a culture where individuals move beyond mere tolerance, but also embrace and celebrate the richness of debate and dialogue based upon cultural differences. The school supports the development of a richly diverse student body as well as faculty and staff. The commitment to diversity means the institution as a whole challenges itself and creates opportunities for a culturally diverse learning environment. The school is and shall be supportive of cultural humility and that is incorporated into the educational experience and practiced at the institution.

## CELL PHONE USE

Cell phones must be turned off or muted during class sessions, as the ringing may interfere with class activities. Cell phone usage is prohibited inside the classroom.

## EATING / DRINKING / SMOKING POLICY

In order to maintain a clean, healthy, and professional learning environment, eating, drinking and smoking (including, but not limited to cigars, cigarettes, e-cigarettes, vapor cigarettes) are restricted to defined areas and smoking is never allowed inside the building.

## PARKING POLICY

InterCoast has reserved parking areas available for student parking. Free parking is available at all campus sites. Students may not park in undesignated student parking areas. InterCoast is not responsible for parking violations, tow away fees, property theft, or property damage to vehicles. Vehicles should be kept locked at all times. Student parking decals, if required, must be placed in student vehicles before parking at the school premises.

## STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Family Rights & Privacy Act prohibits an institution from releasing school records or any other information about a student to any third party without the student's written consent. InterCoast protects the privacy of all students. Students are guaranteed right to access to their own files. Student files are maintained for five years from the date of graduation or withdrawal. Effective January 1, 2010, student transcripts are maintained indefinitely.

Education records are defined as records which are comprised of materials and documents containing information directly related to a student and their education that are maintained by the College. Records are supervised by the Campus President and access is afforded to the College's staff for the purposes of recording grades and attendance, documenting career services and advising notes, and admissions and financial aid information. Student information is also reviewed by the financial aid department for purposes of determining financial aid eligibility. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within forty-five (45) days of the day that the College receives a request for access. Students may request a review of their records, in writing and submitted to the Campus President. Students will be allowed to review the education record under appropriate supervision, during regular business hours.
2. The right to request the amendment of a student's education record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may request that the College amend a record by requesting the amendment, in writing, submitted to the official responsible for the record, clearly identify the part of the record the student requests be amended, and specify why the amendment should be made. If the College decides not to amend the record as requested, the College will notify the student, in writing, of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information in the student's education record, except to the extent that FERPA Authorizes disclosure without consent. The College discloses an education record without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using institutional employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901 [FERPA@ed.gov](mailto:FERPA@ed.gov)

A charge of \$0.10 per page will be made for copying the student's education record or any portion thereof.

## HONOR SYSTEM POLICY (Academic Integrity)

True learning occurs only with the spirit and practice of integrity and honesty and ethical principles are necessary to guide professional development. InterCoast has adopted selected Codes of Conduct and Ethics for each Program. These codes form the basis for InterCoast's Academic Integrity Policy. All InterCoast students must adhere to the tenets of their Program Code of Conduct and Ethics while enrolled in their InterCoast program of study.

If it is determined, upon investigation, that a student received unauthorized assistance in accomplishing assignments, quizzes and/or examinations, that student will be disciplined, up to and including dismissal. If applicable, any students who provided the unauthorized assistance may also be disciplined.

Any incident of academic dishonesty is considered a serious breach of School Policy and will result in immediate action, up to and including suspension or termination from the Program. Consequences may include, but are not limited to, a failing grade on an assignment, test, course, term, or module, suspension, or expulsion from the college. A consequence can be accelerated at the sole discretion of the institution, based upon the circumstances, as determined by the Program Director and the Campus President in consultation with the instructor.

In accordance with the School Catalog, a student who wishes to appeal decisions pertaining to satisfactory academic progress, probation, suspension, termination, graduation requirements, attendance requirements or any decision relating to matters pertaining to disciplinary action must write a letter to the School Appeals Committee which must be received within 14 calendar days of receiving the school's decision. A student must provide written documentation to support his/her position and any mitigating circumstances. The student will be informed of the decision within 30 days following the receipt of the appeal. The committee's decision is final.

### **Below is a list of offenses (not all-inclusive) that constitute academic dishonesty:**

- Looking on another person's test paper for answers
- Giving another student answers on tests, homework, or lab projects
- Sharing exam content with a student who will take a make-up exam is considered cheating by both parties
- Using any kind of "cheat sheets" on a test or project including texting or cell phone pictures
- Using a computer, calculator, dictionary, or notes when not allowed
- Discussing exam questions with students who are taking the same class at another time
- Plagiarism, or using the words or works of others without giving proper credit.
- Taking another student's class notes without permission



- Using an annotated instructor's edition of a text
- Having others do your homework for you
- Submitting the same paper for more than one class during your enrollment.
- Submitting the same assignment as another student has submitted is considered cheating by both parties
- Copying files from a lab computer or borrowing someone else's disk with the work on it
- Bribing a student for answers or academic work such as papers or projects
- Buying or acquiring papers or test banks from any source
- Assisting others with dishonest acts
- Inaccurate recording, falsifying or altering records
- Breaches in confidentiality rules

## TOP 10 QUESTIONS YOU SHOULD ASK YOURSELF ABOUT ACADEMIC INTEGRITY

10. If other people found out about your actions, could you defend what you did?
9. Is the action you are taking worth the risk and the stress?
8. Is it worth failing the course (or worse) if the instructor knew you cheated?
7. How would you feel about being expelled from school for this action?
6. Is your decision fair to all people concerned?
5. Does your decision make you proud of whom you are as a person?
4. Have you made a carefully thought-out, responsible, mature decision regardless of what everyone else is doing?
3. Is it the right thing to do?
2. If this action were to appear in the headlines of the newspaper tomorrow morning, would you feel proud?
1. If your family knew about your decision, would they be proud of you?

### Forms of Academic Dishonesty

There are several other kinds of actions that are considered offenses against the standards of academic honesty, and among these are plagiarism, cheating, impersonation, aiding and abetting, collusion and falsification and fabrication, defined as follows:

#### Cheating

Cheating is **any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.**

<sup>1</sup> Some forms of cheating include getting a copy of an exam or finding out an exam question before it is officially available; copying another person's answer to an exam question; consulting an unauthorized source during an exam (i.e. cell phone, calculator, cheat sheet, hand signals, color codes); submitting the work one has done for one class or project in a second class; submitting work prepared in collaboration with other members of a class without authorization from the instructor; submitting work prepared in whole or in part by another person and representing that work as one's own.

#### Plagiarism

InterCoast practices a ZERO TOLERANCE policy regarding Plagiarism but at the same time, we understand that sometimes such instances may be inadvertent or unintentional, especially with the ease of access to information via the Internet.

Definition of Plagiarism...

*Plagiarism is the adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment, and is a form of academic dishonesty. Any use of the work of others, whether published, unpublished or posted electronically (e.g., on web sites), attributed or anonymous, must include proper acknowledgement.*

Students must adhere to this policy to remain in Good Academic Standing. Therefore, it is highly encouraged that students check their work before submitting assignments. This can easily be accomplished through FREE plagiarism sites such as the following:

<https://www.grammarly.com/plagiarism-checker> - free and requires email signup for further detail

<https://edubirdie.com/plagiarism-checker> - free and no signup required

Additional free resources may be available per your Instructor, Academic Tutor, and/or Student Services. If the instructor recognizes the submitted work as the work of another student, even if the website checker does not recognize or score the infraction, the instructor may apply this policy to the submission.

A student may not submit a written assignment where the plagiarism check exceeds a score of 25%.

To uphold the institution's Academic Integrity, the following details the ICC policy:

**First Offense** - Score exceeds 25% as determined by the instructor's check

1. Faculty will notify student in writing upon discovery.
2. Student will not receive grade on the assignment but an opportunity to redo/resubmit for an official grade without penalty.
3. Faculty will provide guidance in proper citation/s and formatting, to include a recommendation for tutoring.
4. Incident will be documented by faculty and submitted to the Student Services department who will enter the incident into the student database and file the incident report in the student file.

**Second Offense** - Score on second submission OR on a subsequent assignment in the course exceeds 25% as determined by the instructor's check

1. Faculty will notify student in writing upon discovery.
2. Student will receive "0" grade on the assignment, with an opportunity to redo/resubmit for a grade no higher than 70%.
3. Incident will be reported to Academics and Student Services with a recommendation and mandatory meeting for tutoring.
4. Student will be warned of possible Academic Probation if Third/Final Offense encountered.

**Third and Final Offense** Score on third submission OR on a subsequent assignment in the course exceeds 25% as determined by the instructor's check

1. Faculty will notify student in writing upon discovery.
2. Student will receive "0" grade for both the work.
3. Incident will be reported to Academics and Student Services with a recommendation for tutoring.
4. Student will be placed on Academic Probation for 30 days.
5. Student may be dismissed from the program if the student submits subsequent plagiarized work exceeding the 25% threshold.

### **Impersonation**

It is a breach of academic honesty to **have someone else impersonate one's self** in class, in a test or examination, or in connection with any other type of assignment or presentation in a course. Both the impersonator and the individual impersonated may be charged.

### **Aiding and Abetting**

It is academic misconduct to **encourage, enable, or cause others to commit a breach of academic honesty**. Anyone who helps or enables another in cheating, impersonation, plagiarism, or any other breach of academic honesty will be subject to the penalties outlined in InterCoast's policy. The giver need not be aware of the fact that the receiver will misuse the academic work. Simply providing it enables the receiver to misuse it and thus maybe considered aiding and abetting. Examples of aiding and abetting include sharing a care plan/lab report/formula/assignment/old exam/computer program with another student in person or electronically by email, text, camera, or on a social networking site such as Facebook. Both the owner of the lab care plan/report/formula/assignment/old exam/computer program and the person who copied maybe disciplined.

### **Collusion**

There is a significant difference between collaboration and collusion. Collaboration is working jointly with others and is often encouraged by course instructors. Collusion is working jointly with others when **it is not permissible or when the instructor does not authorize working in a group**.<sup>1</sup> Permissible Collaboration includes:

- Group work that clearly follows the course director's instructions
- Sharing research findings or discussing course materials with other students when these contributions are fully acknowledged in one's individual work

In contrast, collusion includes:

- Working with another student on an assignment when working in groups has not been approved by the instructor.
- Dividing sections of an assignment or project among a group and then presenting it as work having been completed individually.
- Splitting the tasks for group assignments unevenly where some students do most of the work while others do very little.

### **Fabrication and Falsification**

It is a **breach of academic honesty to fabricate (make-up) research or results**.<sup>1</sup> **This includes:** statistics, experimental results or data, research methodology, facts, quotations, references or bibliographic material and research and the ideas of others.

It is also a **violation of academic honesty to falsify information**. This includes:

- "Massaging" or dishonest reporting of research, lab results or data
- Starting from expected results and working backwards
- Misrepresenting the research and ideas of others
- Falsely reporting having met the responsibilities for a course, internship or externship.
- Falsifying one's attendance in a course or fieldwork
- Falsifying letters of support or letters of reference
- Falsifying academic records and/or transcripts
- Misrepresenting the amount of work one has contributed to group assignments and activities
- Falsifying doctors' notes or other documentation related to petitions or missed work
- Modifying graded, returned material then submitting it for re-grading

<sup>1</sup>Wikipedia: The Free Encyclopedia URL: [http://en.wikipedia.org/wiki/Academic\\_dishonesty](http://en.wikipedia.org/wiki/Academic_dishonesty), retrieved November 23, 2012.

### **Testing procedures**

During exams, each student must follow these prescribed rules:

- No hats or outerwear are allowed in the testing area
- No talking is allowed during exams
- There will be several versions of each test distributed randomly for each exam session
- Only school calculators may be used for testing
- Seating will be arranged to physically separate desks as much as possible
- Students will move to another seat if requested by the instructor or proctor
- No cell phones are allowed in the testing area
- No backpacks, bags, or purses are allowed in the testing area
- No soda or drink containers are allowed in the testing area
- Students will return completed answer sheets and test questions to the instructor individually

## COPYRIGHT POLICY

InterCoast prohibits the illegal copying of copyrighted texts, publication, documents, and computer software or peer to peer file sharing. Instructors may only copy portions of texts for single use as handouts to illustrate lesson plans, as permitted by federal copyright law. Students may not illegally copy texts or software for distribution, use, or sale. If this policy is violated, the person responsible will be subject to disciplinary action, up to and including termination. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).

## DRUG AND ALCOHOL ABUSE PREVENTION POLICY

### Purpose and Goal

In an effort to adhere to 34 C.F.R. 86.100 of section 22 of the Drug-Free Schools and Communities Act Amendment of 1989 and section 1213 of the Higher Education Act, InterCoast Colleges is committed to protecting the safety, health, and well-being of all employees, students, and other individuals in our workplace. We recognize that alcohol abuse and drug abuse pose a significant threat to our goals. We have established an Alcohol and Drug Use Abuse Prevention Policy that balances our respect for individuals with the need to maintain a zero tolerance alcohol and drug-free environment. This organization encourages employees and students to voluntarily seek help with drug and alcohol problems.

### Covered Students

Any student, prospective student, or former student who is on campus or on the organization's property, at school sponsored events, or on an extern site, is covered by our Alcohol and Drug Abuse Prevention Policy.

### Applicability

Our Alcohol and Drug Abuse Prevention Policy is intended to apply whenever anyone is representing or conducting business for the organization and to all students, whether on campus, at a campus sponsored event, or on an extern site. Therefore, this policy applies during all school hours.

### Prohibited Behavior

It is a violation of our Alcohol and Drug Abuse Prevention Policy to be impaired by use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, controlled substances, or intoxicants. The term “controlled substance” as used in the policy means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined by regulation 21C.F.R.1208.01 et seq. The possession or use of marijuana is illegal under federal law, notwithstanding the provisions of the Compassionate Use Act (California Health & Safety Code 11362.5) or California Proposition 64 (Marijuana Legalization). These state laws have no legal effect under federal law.

### Notification of Convictions

Any student who is convicted of a criminal drug violation for possession or sale of illegal drugs or controlled substances while receiving federal student aid may jeopardize future federal financial aid eligibility. In the event that any student is convicted for such an offense, the completion of an acceptable drug rehabilitation program is required for future federal financial aid eligibility. Any student who is convicted of a criminal drug violation must notify the institution in writing within ten calendar days of the conviction. **Students may additionally limit their potential for employment based on industry standards.**

### Searches

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the Alcohol and Drug Abuse Prevention Policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of backpacks, purses, bags, desks, and work stations.

### Consequences

**Students:** InterCoast Colleges prohibit the unlawful possession, use or distribution of illicit drugs, alcohol, and controlled substances by students and employees on its property or as part of any of its activities. One of the goals of our Alcohol and Drug Abuse Prevention Policy is to encourage students to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. In the case of students, if the student violates the Alcohol and Drug Abuse Prevention Policy, the student will be subject to disciplinary action such as removing the student from class, suspension, and/or termination, and may be required to enter appropriate counseling. Student may be required to submit letters of reflection (assignments or assigned research based on their topic of offense, or written responses to questions asked, and/or apology statements/letter). While on suspension or expulsion, students will not be allowed on campus or clinical sites and will not be allowed to attend school events. Nothing in this policy prohibits the student from being disciplined or discharged for other policy violations. Students who wish to appeal a decision made under this policy can follow the appeals procedure outlined in the school catalog.

Any student who is involved with the unlawful possession, use or distribution of illicit drugs, alcohol, or controlled substances may be subject to referral for prosecution for violations of applicable local, State, or Federal laws. Federal and state sanctions for illegal possession of controlled substances can range from up to four year’s imprisonment and up to \$20,000 in fines for each offense. Under federal laws, possession of illegal drugs may result in sanctions of not less than five years and up to life imprisonment.

### Return-to-School Agreements

Following a violation of the Alcohol and Drug Abuse Prevention Policy, a student may be offered an opportunity to participate in appropriate counseling. In such cases, the student must sign and abide by the terms set forth in a Return-to-School Agreement (RTS) and clearance from the counseling professional as a condition of continued education.

### **Assistance**

InterCoast Colleges recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages students to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
  - Encourages students to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
  - Ensures the availability of a current list of qualified community professionals.
- The ultimate financial responsibility for recommended treatment belongs to the student.

### **Confidentiality**

All information received by the organization through the Alcohol and Drug Abuse Prevention Policy is **confidential** communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **Shared Responsibility**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and students have important roles to play. All employees and students are required to not report to work/school or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, students are encouraged to:

- Report dangerous behavior to the Campus President.

It is the Campus President's responsibility to:

- Inform students of the drug-free workplace policy.
- Observe student performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel students as to expected performance improvement.
- Clearly state consequences of policy violations.

### **Communication**

Communicating our Alcohol and Drug Abuse Prevention Policy to employees and students is critical to our success. To ensure all students are aware of their role in supporting our Alcohol and Drug Abuse Prevention Policy:

- All students will receive a written copy of the policy in the student catalog.
- All students will review the policy in the admissions process.
- The policy will be reviewed in orientation sessions with new students.
- All students will receive an update of the policy.
- Student education about the dangers of alcohol and drug use and the availability of help will be provided to all students.
- Every staff and faculty member will receive training to help him/her recognize and manage students with alcohol and other drug problems.

### **Policy Review and Effectiveness**

In an effort to maintain biennial review materials effectively, InterCoast Colleges will keep such materials at a centralized location via the Corporate Administrative Office. Materials may include, but not limited to, departmental trainings on alcohol and drug education, annual notifications, biennial policies review and updates, and employee/student disciplinary sanctions.

### **Potential Health and Behavioral Risks**

**ALCOHOL:** Inattentive, accident prone, undependable, excessive drinking at meetings or lunches, absenteeism, tardiness.

**AMPHETAMINES:** Erratic production, interpersonal problems, excessive use of medical benefits, absenteeism, tardiness.

**COCAINE:** Mood swings that cause problems with other employees, inconsistent performance, possibly selling drugs at work and/or stealing from employer, absenteeism, tardiness.

**MARIJUANA:** Loss of short-term memory, slowed responses, sleepiness, difficulty concentrating, erratic production, frequent trips to isolated areas.

**OPIATES:** Unable to think clearly, loss of interest in physical appearance, possibly selling drugs at work and/or, stealing from employer, and low motivation.

**PCP:** Bizarre behavior, disoriented, impaired speech, accident-prone. Unable to perform functionality.

### **Facts on Drug Abuse**

Substance abuse can cause very serious health and behavioral problems, including short-and long-term effects upon both the body (physiological) and mind (psychological), as well as impairment of learning ability, memory, and performance. Chronic health problems may arise from long-term abuse, and acute, traumatic reactions may arise even from one-time or moderate use.

In addition to the toxicity of specific drugs, mixing drugs can compound toxic effects. Illegal, "counterfeit" or "designer" drugs may be toxic, contaminated, or have impurities causing poisoning, and can be lethal. Acute health problems may include heart attack, stroke, and sudden death (even first-time use of cocaine or GHB). Long-term effects include heart and/or lung damage, high blood pressure, blood vessel leaks in brain, brain cell destruction, permanent memory loss, infertility, impotency, immune system impairment, kidney failure, and cirrhosis of the liver.

Human Immunodeficiency Virus (HIV or AIDS), sexually transmitted disease, rape, unwanted pregnancy, injury, accidents, and violence can result from substance abuse. Using alcohol or other drugs while pregnant can cause fetal damage, birth defects, miscarriage and infant death.

For additional information on health risks of substance abuse, see the website of the National Institute on Drug Abuse,

<http://www.drugabuse.gov/consequences/>

### **Addiction HELP Phone Numbers**

If a person would like to talk to someone outside of the school, they can call one of the numbers listed on this page, or call a hospital or treatment center in their area by dialing information (411).

Independent Twelve Step Programs:

- Alcoholics Anonymous (AA) 800-970-9040 <http://www.alcoholics-anonymous.org/>
- Marijuana Anonymous 800-766-6779 <http://www.marijuana-anonymous.org>
- Narcotics Anonymous (NA) 916-732-2299 <http://www.na.org/>
- Al-Anon/Alateen 1-888-425-2666 <http://www.al-anon.alateen.org>

# SAFETY POLICIES

InterCoast is strongly committed to crime prevention and the safety of our school communities. Information has been prepared to increase awareness of the current programs and procedures that exist to protect the safety and well-being of students, employees, and guests. As members of the school community, students are encouraged to take personal responsibility for his or her conduct and safety. Adopting a posture of individual responsibility will enhance the quality of life for all on-campus students. The cooperation and involvement of all students and staff members in crime prevention programs and by reporting all suspected criminal actions and emergencies is essential to minimize criminal activity. Victims or witnesses can report crimes confidentially to the anonymous link on the school website titled **Silent Witness**. **In an emergency, Dial 911**. All members of the campus community are encouraged to report crimes that occur on the campus to the Campus President, and as soon as possible following discovery of the offense. The Campus President will ask questions to gain as much information as possible. It's important for the Campus President to determine the following: What happened? Where it happened? When it happened? Is/was a weapon involved? Is/was a vehicle involved? What did the suspect look like? Is the suspect still there? Was anyone injured?

Campus crime, arrest and referral statistics include those reported to designated campus officials (including but not limited to directors, department heads, designated staff, student services coordinators and advocates), and local law enforcement agencies. Each year, enrolled students are provided with access to this report, either in the financial aid office or by e-mail notification. Faculty and staff receive similar notification with their paycheck, email or hand delivery. Copies of the report may also be obtained at the Campus President's Office, website: [www.intercoast.edu](http://www.intercoast.edu) or by calling the Corporate Office at (818) 672-2100. All prospective employees may obtain a copy from the Business Office, website: [www.intercoast.edu](http://www.intercoast.edu) or by calling (818) 672-2100. The information is provided with the employment applications, if requested.

## **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the College President, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, letters may be issued to active students, staff and faculty. This will allow for a more immediate notification. In such instances, a copy of the notice is posted in the student lounge. Anyone with information warranting a timely warning should report the circumstances to the President office, by phone (818-334-6425) or by email at [president@intercoast.edu](mailto:president@intercoast.edu). Telephone notification is preferred, as it allows immediate response time from the President's Office.

**To report a crime** Contact the Campus President's Office or President's Office (non-emergencies), or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Campus should be reported immediately to the Campus President or manager on duty or the local police department. In emergency situations after hours, call the local police department. In response to a call, the appropriate personnel will take the required action, asking the victim to report to the Campus President's office to file an incident report.

All incident reports are followed by the Campus President for review and potential action. The Campus President, after consultation with the President, will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the President. If assistance is required from the Police Department or the Fire Department, the appropriate unit will be contacted. If a sexual assault or rape should occur, staff on the scene, will offer the victim a wide variety of services.

## **Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the School System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus President or a designee of InterCoast Colleges can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the School can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **Crime Reporting Procedures**

All members of the campus community are encouraged to report crimes which occur on the campus to the Campus President; ideally as soon as possible following discovery of the offense. The Campus President will ask questions to gain as much information as possible. It's important for the Campus President to determine; What happened? Where it happened? When it happened? Is/was a weapon involved? Is/was a vehicle involved? What did the suspect look like? Is the suspect still there? Was anyone injured? In the case of a reported crime, a local Police Officer will then respond, investigate and may complete a written report. He or she may completely investigate the incident, including the arrest of the responsible party, or may conduct an initial investigation and forward the case to Detectives/investigators for further action. Criminal charges, if warranted, are either filed directly with the courts or through the District Attorney's Office.

## **Working Relationship with Other Law Enforcement Agencies**

InterCoast enjoys an excellent rapport and effective relationship with allied law enforcement agencies. Should a major crime occur on campus that exhausts the resources of InterCoast's Campus Security Authority, the local Police Department shall be asked to assist with their resources.

## **Emergency Response and Evacuation Procedures**

Notification of Campus Emergencies: InterCoast will, without delay and upon confirmation of a significant emergency or other dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or affecting the campus, use any one or a combination of several methods to notify as many people as possible in a timely manner. InterCoast students, faculty and staff may use the institution's internal intercom system or opt to receive text and/or e-mail emergency notifications.

InterCoast Authorities may delay notification in cases in which, in the professional judgment of responsible authorities, immediate notification would compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. InterCoast will evaluate the circumstances of an event and will assign the appropriate priority based on safety considerations for life, property and environment, in that order. In-progress events will generally take priority over events that have just occurred or that have occurred at some earlier point in time.

Actual, occurring events will generally take priority over similar events that may potentially occur in the future. The content and scope of the notification will be determined at the earliest possible point in an event, and the notification may be initiated by the Campus President, Staff or Faculty, as determined by the particular circumstances. The scope of the notification – who/which segments of the community will be notified – will be determined by the same people, and will reflect the nature and scope of the event. An event contained in a small area or a single room will likely dictate a smaller scope of notification than would an uncontained or dynamic event. Subsequent notifications to the larger community will generally be made by the Campus President.

### **Access Policy**

During business hours, the School will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all facilities is by key, if issued. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Resource Room and Conference Rooms. In these cases, the facilities will be secured according to schedules developed by the Campus President. Emergencies may necessitate changes or alterations to any posted schedules.

### **Law Enforcement**

InterCoast employees on duty have the authority to ask persons for identification and to determine whether individuals have lawful business at the School. Designated Employees have the authority to ask persons without lawful business at the School to leave the premises. These employees have the authority to contact the police should individuals who have no business at the School refuse to leave the premises. Criminal incidents are referred to the local police. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Authorities and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

### **Security Awareness Programs and Crime Prevention Programs**

InterCoast strives to emphasize proactive measures in order to minimize the need for reactive responses. We must all take responsibility for our own safety and the safety of others. Promptly and accurately reporting any and all criminal acts, dangerous situations and suspicious behaviors greatly assists in the provision of a safe campus community.

The following are descriptions of InterCoast's security awareness programs provided to InterCoast students during enrollment and faculty/staff upon hire on an annual basis distributed no later than October 1<sup>st</sup> of each year:

- During enrollment, students are informed of the campus crime statistics, security and where to report crimes. Students are given information crime on-campus and in the immediate surrounding neighborhood. Similar information is presented to new employees.
- Student Orientation & Faculty Orientation: Through the use of flyers, brochures, pamphlets and other initiatives, tips on personal safety while on campus and in the surrounding community, information on registering bicycles and computers at local police department, and information regarding local laws and regulations.
- Clery Act Campus Security Authority training: In-person and online training provided to all Campus Presidents and/or other appropriate staff regarding responsibilities under the Clery Act and mechanisms in place to report Clery-related offenses. This training is provided in compliance with the mandatory training provisions of the Clery Act.
- Crime Prevention Programs and Sexual Assault Prevention Programs are offered periodically. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

### **Sex Offenses, Domestic and Dating Violence, and Stalking**

The following information is InterCoast's policy on Preventing and Addressing Sexual Assault, Domestic Violence, Dating Violence, and Stalking. In accordance with federal law, InterCoast does not discriminate on the basis of sex/gender in its educational programs and employment. Sexual assault, dating violence, domestic violence, and stalking are forms of sex/gender discrimination and are violations of criminal law in addition to prohibited offenses by InterCoast.

InterCoast will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate internal investigative processes, disciplinary action, and/or criminal proceedings. InterCoast utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training. Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking. In these situations, InterCoast is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. InterCoast prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law.

InterCoast's intent is to promote an environment at InterCoast's campus which is free of sexual assaults, domestic violence, dating violence, and stalking. To accomplish this, InterCoast provides comprehensive education and prevention programs that inform the students/faculty and staff about the risks and myths that contribute to sexual assaults, domestic violence, dating violence, and stalking. Procedures sensitive to victims in responding to reports of alleged sexual assault, domestic violence, dating violence, or stalking, including informing victims about their right to file criminal charges as well as the availability of medical, counseling, and support services, and alternative remedies such as housing and academic accommodation, if reasonably available; and InterCoast disciplinary sanctions for those who commit sexual assault, domestic violence, dating violence, and stalking.

Training is provided to selected InterCoast personnel to provide support, education, and counseling referrals to victim-survivors. InterCoast continually evaluates trainings and education offered to ensure that all processes continue to meet required standards.

### **Reporting Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

Victims of sexual assault, domestic violence, dating violence, and stalking should get to a place of safety immediately and should obtain necessary medical treatment at once. Victims should report the incident as soon as possible, since time is a critical factor for evidence collection and preservation.

Victims should report incidents of sexual assault, domestic violence, dating violence, and stalking occurring on Campus immediately to the Campus President or calling 911. Sexual assaults, domestic violence, dating violence, and stalking occurring off-campus should be reported to

local law enforcement by calling 911. InterCoast personnel will assist the victim in notifying local authorities and receiving the necessary medical treatments and tests, if the victim so requests. Filing a police report provides the opportunity for the collection of evidence and assures the victim access to confidential counseling. Reporting an incident of sexual assault, domestic violence, dating violence, and stalking does not require prosecution of a crime, nor will it subject the victim to judgment or scrutiny.

Persons wishing to file a complaints of sexual assault, domestic violence, dating violence, or stalking will be directed (and, whenever possible, escorted) to the office of the Campus President which is primarily responsible for supervising the Campus's investigations of these complaints. In cases involving sexual assault, the Local Police Departments will be contacted upon the accuser's request and generally will lead any criminal investigation. All complaints will be treated confidentially consistent with applicable legal requirements and customary law enforcement practices.

InterCoast recognizes that sexual assault, domestic violence, dating violence, and stalking may also be considered sexual harassment. In order to remedy any hostile environment, sexual harassment complaints will be investigated by the Campus President. All conduct proceedings against students, however, will be resolved through the VP of Student Affairs. All discipline for employees will be addressed through the appropriate disciplinary process.

InterCoast will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Bystanders play a critical role in the prevention of sexual and relationship violence. If you are an individual, who witnesses violence or conditions that perpetuate violence. Immediately dial 911.

### **Affirmative Consent Law**

InterCoast acknowledges affirmative consent as a standard in the determination of whether consent was given by both parties to sexual activity. In regard to the Violence Against Women Act and the categories of Domestic Violence, Dating Violence, Stalking, and Cyber Stalking, InterCoast has adopted the following affirmative consent standard in the determination of whether consent was given by both parties to sexual activity.

- "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.
- It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity.
- Lack of protest or resistance does not mean consent, nor does silence mean consent.
- Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time.
- The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

### **Sexual Assault Prevention and Response**

The College provides education through community resources about sexual assaults and date rape. Students and employees of the Campus can call the **California Coalition on Domestic Violence at 1-800-524-4765** for additional referrals, or **RAINN at 1-800-656-HOPE** to find a rape crisis center in their area. This organization also offers sexual assault education and information programs to College students and employees upon request. Literature on date rape education and sexual assault materials are available through the President's Office at 818-334-6425.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Administration strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a school official or the police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers or school staff. Filing a police report will 1. Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim 2. Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam) 3. Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts a school official, the City Police will be notified. A representative from the President's office will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system. A representative from the President's office will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the school through the Campus President's Office. Counseling and support services outside the school system can be obtained through **RAINN at 1-800-656-HOPE** or through the **California Coalition on Domestic Violence at toll free 1-800-524-4765** or other resources available at the school. Ask for the Resource Directory. School disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Catalog.

### **Sex Offender Registration**

Information is provided to students upon request of where to find information on a Sex Offender list or registry. The State establishes a website as the official internet public access to the sex offender registration computerized database. In California, the website is [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov) or the national registry at <http://www.nsopr.gov>. Registry information provided under this section shall be used only for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general.

### **Definitions of Criminal Offenses**

Crime definitions from the uniform Crime Reporting Handbook and the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook and terms used in the Campus SaVE Act:

#### **Murder**

The willful (non-negligent) killing of a human being by another.

#### **Manslaughter**

The killing of another person through gross negligence.

#### **Sex Offense (Forcible)**

Any sexual act directed against another person without the other person's consent. (Includes attempts)

- a. Sexual intercourse (penetration--however slight)
- b. Sodomy (penetration, however slight)
- c. Oral copulation (vaginal, anal)

- d. Rape with a foreign object (penetration vaginal or anal--however slight)
- e. Sexual battery (the touching of the intimate parts [sexual organ, anus, groin, or buttocks of any person, or the breast of a female] of another person for the purpose of sexual gratification) **Sex Offense (Non-forcible)** Any unlawful, but consensual sex act with another person. (Includes attempts)
- a. Incest (sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited)
- b. Statutory rape (intercourse with a person who is under the age of consent--18yrs).

**Robbery**

The taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear. (Includes attempts)

**Aggravated Assault**

An unlawful assault upon the person of another for the purpose of inflicting severe or aggravated bodily injury. (Includes attempts, and whether or not an injury occurred.)

**Burglary**

The unlawful entry (or attempt to enter) into a defined structure with the intent to commit a theft or any felony. (Excludes vehicle burglary)

**Motor Vehicle Theft**

The taking of a motor vehicle (as defined) without the consent of the owner with the intent to either permanently or temporarily deprive the owner of the vehicle. (Includes attempts)

**Arson**

The willful or malicious burning or attempt to burn (w/o the intent to defraud) a dwelling, house, public building, motor vehicle or aircraft, or personal property of another. (Includes attempts)

**Drug/Narcotic Violations**

The unlawful possession, sale, use, transportation, cultivation, manufacturing, maintaining an unlawful place. (Drug/narcotic violations referred for campus disciplinary action under the Student Conduct Code need not be reported to the police department.)

**Alcohol Violations**

The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under 21 years), or maintaining an unlawful drinking place. **CLERY does not require the reporting of public drunkenness or driving while under the influence offenses.** (Alcohol violations referred for campus disciplinary action under the Student Conduct Code need not be reported to the police department.)

**Weapons Violation**

The unlawful possession or control of any firearm, deadly weapon, (including nunchakus or billy club) illegal knife or explosive device while on the property of the InterCoast Colleges.

**Domestic Violence**

Felony or Misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction.

**Dating Violence**

Violence committed by a person A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and B) where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, the type of relationship, the frequency of interactions between the persons involved in the relationship.

**Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to A) fear for his or her safety or the safety of others; or B) suffer substantial emotional distress.

**Sexual Assault**

Same as Sex Offense (Forcible and Non-Forcible)

**Hate Crime**

A criminal act involving one/more of the listed crimes which was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

**Hate Incident**

Any noncriminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

**Simple Assault**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property (Except "Arson")**

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Larceny/Theft**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.



## PERSONAL PROPERTY

Students are asked to monitor all of their own personal property such as backpacks, books, wallets, purses and other personal items, as the school is not responsible for lost or stolen property.

## GUESTS POLICY

Students are welcome to bring guests over the age of 18 to tour the school during the school's normal hours of operation with approval of the Campus President.

## COMPUTER LABORATORY USE

InterCoast Colleges maintains a computer laboratory and is available to all students during non-scheduled class usage hours. Students are expected to demonstrate proper use of the computer equipment at all times. Any inappropriate uses of computer equipment including, but not limited to the inappropriate downloading of programs or materials from the internet, use of social networking sites, chat rooms or instant messengers on any school computer, and/or other mistreatment and unauthorized use of equipment may result in dismissal from the program. No smoking, eating, or drinking is permitted at any time in the computer laboratory.

# STUDENT GRIEVANCE PROCEDURES

Adherence by all parties to the Code of Professional Behavior is required at all times during the grievance process.

**First Step** - Students who encounter difficulties, problems, or have complaints should, either orally or in writing, request an individual conference with the instructor or staff member to discuss the matter within 48 hours of the incident.

**Second Step** - If a satisfactory resolution to the problem is not reached, the aggrieved party should make an appointment to speak with the Program Director. If there is no Program Director the aggrieved party should meet with the Campus President.

**Third Step** - If the second step has not resolved the grievance within 3 days of the first step, the aggrieved party may present to the corporate office, in writing, all facts of the grievance using the available link on the school website. <http://intercoast.edu> or by sending an email to [president@intercoast.edu](mailto:president@intercoast.edu)

Within 14 calendar days upon receipt of the written information, the Campus President will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the Campus President, a member of the corporate staff, and three staff or faculty members not involved with the incident in question.

All persons, or their representatives, involved with the incident must be present at the time of the meeting. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 14 days. The Committee's decision is final.

No retaliation of any kind shall be taken against a student for participating in the complaint or grievance process. These procedures shall also protect data privacy rights. The college maintains a record of all complaints and grievances filed and are collected and archived in the Vice President of Compliance and Academics Office.

Complainants who have exhausted all complaint and grievance procedures provided under this policy and who seek further resolution may contact the School President in writing by email [president@intercoast.edu](mailto:president@intercoast.edu).

Students who are still unable to resolve their complaint with the school may file a formal complaint with:

State Agency:

Bureau for Private Postsecondary Education (BPPE)  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Fax: 616-263-1897  
Phone: toll free (888) 370-7589

Accrediting Agency:

Accrediting Council for Continuing Education and Training (ACCET)  
1722 N St., NW  
Washington, D.C. 20036  
(202) 955-1113

# GRADUATE EMPLOYMENT ASSISTANCE SERVICES

## InterCoast Career Services – Student’s Commitment to Employment Assistance

### InterCoast does not guarantee Employment

InterCoast employs a Career Services Coordinator to assist graduates in contacting companies in order to secure employment. The Career Services Coordinator acts as a liaison between students and the employment community. Employment assistance efforts require both the graduate and institution to work hand in hand in the efforts. The graduate is expected to work diligently to secure employment, utilizing the career development training, soft skills training, and technical skills training received. Graduates are encouraged to begin their employment search activities during externship and/or clinical internship training or within the last six weeks of schooling if applicable.

Many students obtain employment without the assistance of the Career Services staff; however, the institution is available to assist eligible graduates at any time. All graduates will be provided placement assistance unless they are not eligible (as noted below) and/or if the graduate has submitted a valid student waiver of placement assistance. Graduates waiving placement assistance may later resume placement assistance by notifying the Career Services Department that they again wish to be placed in an active job seeking status.

Successful job search is dependent upon a self-confident and well-prepared applicant with a well-planned strategy, and the Career Services Coordinator will assist in this effort. The Career Services Coordinator will work with each graduate until he/ she is placed, assuming cooperation on the part of the graduate. The Career Services Department staff provides employment assistance to graduates to find employment opportunities in their career fields, matching their training, capabilities, and experience.

In order for graduates to be eligible for employment assistance, and in order to effectively utilize career services, graduates must:

1. Search for employment in a job that utilizes the skills and knowledge learned in their program of study, (Training Related Employment) or maintain a position with their current employer that results in a training-related increase in responsibility, increase in pay, or promotion with that current employer.
2. Graduates must submit a completed and acceptable resume to the Career Services Coordinator. This resume must be submitted in electronic form to the campus career services coordinator’s email address.
3. The Career Services Department must receive timely updates from graduates on any change in name, address, telephone number, email, and social media. Additionally, the institution must be advised in writing of any changes in employment status or if graduate is temporarily unavailable for interview activity due to vacation or other activity.
4. Graduates must maintain email and telephone contact with the Career Services Department at least twice weekly during the active job search period. If an appointment is made with an employer or with the Career Services Coordinator and it cannot be kept, an immediate call to the employer and/or institution must be made.
5. Graduates should maintain a log of all job search activity and it is recommended that they keep the log current and suggested that they submit the activity weekly to the email noted above to receive feedback on their job search.
6. Graduates must notify the Career Services Coordinator of the results of all interviews. Graduates agree to inform the school of any job acceptances, regardless of how the employment was secured.

Graduates must complete an exit interview with all departments, including financial aid (if applicable), student services, career services, education, and must meet with the Campus President. It is suggested that the student schedule the appointment to meet with the various department staff so that the exit is completed within one week following the last date of attendance.



**INTERCOAST**

**INTERCOAST  
COLLEGES**

**Programs**

For more information about graduation rates, the median debt of students who completed the program and other important information, visit [www.intercoast.edu](http://www.intercoast.edu).

Not all programs are available at all locations.

# AAS DEGREE SUBSTANCE USE DISORDER COUNSELING

**High School Diploma or GED Required**

## Program Description

This Program is designed for students seeking employment immediately upon graduation rather than providing credits to transfer to a four-year degree. Emphasis is placed on courses which enable the student to gain theoretical knowledge important for working in the field and to apply concepts to meet their occupational objectives. Upon completion of all requirements the student will be awarded an AAS (Associates in Applied Sciences) Degree.

This program provides the necessary knowledge, skill and attitude development needed to be effective in the treatment of alcohol and other drug dependency and abuse. The program is designed to provide students that do not have prior experience in the field of Alcohol and Drug Counseling with a competency based educational program that meets the requirements for becoming an addiction counselor and provides the foundation for continuing education in counseling. Offered online with all General Education courses offered online.

## Program Objectives

The program's goal is to provide the alcohol and drug treatment field with knowledgeable and skilled counselors.

## Occupational Objectives

The objective is to meet the requirement and demand for certified counselors, secure employment, and provide the student with possible advancement opportunities. Although field experience is required before becoming certified, this course exceeds the didactic and supervised fieldwork internship requirement standards of the California Consortium of Addiction Programs and Professionals (CCAPP) for future certification. For further details in receiving certification in the field of recovery and obtaining field credentials through CCAPP please visit their web-site at <https://www.ccapp.us> Graduates applying for future CADC-I credentials must achieve a grade of "C" or better in all Core courses.

**67 SEMESTER CREDIT HOURS**

**CIP CODE: 51.1501**

**SOC - O\*NET: 21-1011**

**MAXIMUM STUDENT/TEACHER RATIO**

**LECTURE-45:1 LAB-24:1**

**70 Weeks to Complete**

**Classroom Supplies and Equipment – Same as Alcohol & Drug Counseling Studies – No Program-Specific Equipment Required.**

## Degree Requirements

Course Title/Number	Lecture Hours		Laboratory Hours		Internship Hours		Total Hours & Academic Credits	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
AD122 Intro & Overview of AOD	30	2	15	0.5	0	0	45	2.5
AD123 Law & Ethics for SUD Counselors	30	2	15	0.5	0	0	45	2.5
AD124 Physiological Effects of AOD	30	2	15	0.5	0	0	45	2.5
AD125 Pharmacology	30	2	15	0.5	0	0	45	2.5
AD126 Counseling Competencies	30	2	15	0.5	0	0	45	2.5
AD127 Case Management	30	2	15	0.5	0	0	45	2.5
AD128 Personal Counseling Skills	30	2	15	0.5	0	0	45	2.5
AD129 Counseling Theories & Applications	30	2	15	0.5	0	0	45	2.5
AD130 12 Steps, Relapse, and Recovery	30	2	15	0.5	0	0	45	2.5
AD131 Family Dynamics	30	2	15	0.5	0	0	45	2.5
AD132 Co-Occurring Disorders	30	2	15	0.5	0	0	45	2.5
AD133 Culture, Race & Gender Considerations	30	2	15	0.5	0	0	45	2.5
AD134 Professional & Personal Growth for Counselors	30	2	15	0.5	0	0	45	2.5
AD135 Clinical Practicum	30	2	15	0.5	0	0	45	2.5
MHR101 Community Mental Health	45	3	0	0	0	0	45	3
AD221 Intervention and Prevention	30	2	0	0	0	0	30	2
MHR102 Sexual Abuse, Trauma, Crisis Prevention & Intervention	45	3	0	0	0	0	45	3
AD120A Clinical Internship I w/ Supervision	0	0	0	0	90	2	90	2
AD120B Clinical Internship II w/Supervision	0	0	0	0	90	2	90	2
AD120C Clinical Internship III w/Supervision	0	0	0	0	95	2	95	2
<b>General Education Courses 6 Required (18 Credits)</b>	<i>See list of General Education Courses / Categories in the school catalog.</i>							
Natural and Physical Sciences	45	3	0	0	0	0	45	3
Humanities and Fine Arts	45	3	0	0	0	0	45	3
Social and Behavioral Sciences	45	3	0	0	0	0	45	3
Social and Behavioral Sciences	45	3	0	0	0	0	45	3
General Education Elective	45	3	0	0	0	0	45	3
General Education Elective	45	3	0	0	0	0	45	3
<b>TOTALS</b>	<b>810</b>	<b>54</b>	<b>210</b>	<b>7</b>	<b>275</b>	<b>6</b>	<b>1295</b>	<b>67</b>

# ALCOHOL AND DRUG COUNSELING STUDIES

## Program Description

This program provides the necessary knowledge, skill and attitude development needed to be effective in the treatment of alcohol and other drug dependency and abuse. The program is designed to provide students that do not have prior experience in the field of Alcohol and Drug Counseling with a competency based educational program that meets certification standards in California. Offered online or on ground.

## Program Objectives

This program will provide the needed education and training for those seeking a new and fulfilling career as a Drug and Alcohol Counselor.

## Occupational Objectives

The objective is to meet the requirement and demand for certified counselors, secure employment, and provide the student with possible advancement opportunities. Although field experience is required before becoming certified, this course exceeds the didactic and supervised fieldwork internship requirement standards of the California Consortium of Addiction Programs and Professionals (CCAPP) for future certification. For further details in receiving certification in the field of recovery and obtaining field credentials through CCAPP please visit their web-site at <https://www.ccapp.us> Graduates applying for future CADC-I credentials must achieve a grade of "C" or better in all Core courses.

## Educational Requirements

Course Title/Number	Lecture Hours		Laboratory Hours		Externship/ Internship Hours		Total Hours ACADEMIC CREDITS	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
AD122 Intro & Overview of AOD	30	2	15	0.5	0	0	45	2.5
AD123 Law & Ethics for SUD Counselors	30	2	15	0.5	0	0	45	2.5
AD124 Physiological Effects of AOD	30	2	15	0.5	0	0	45	2.5
AD125 Pharmacology	30	2	15	0.5	0	0	45	2.5
AD126 Counseling Competencies	30	2	15	0.5	0	0	45	2.5
AD127 Case Management	30	2	15	0.5	0	0	45	2.5
AD128 Personal Counseling Skills	30	2	15	0.5	0	0	45	2.5
AD129 Counseling Theories & Applications	30	2	15	0.5	0	0	45	2.5
AD130 12 Steps, Relapse, and Recovery	30	2	15	0.5	0	0	45	2.5
AD131 Family Dynamics	30	2	15	0.5	0	0	45	2.5
AD132 Co-Occurring Disorders	30	2	15	0.5	0	0	45	2.5
AD133 Culture, Race & Gender Considerations	30	2	15	0.5	0	0	45	2.5
AD134 Professional & Personal Growth for Counselors	30	2	15	0.5	0	0	45	2.5
AD135 Clinical Practicum	30	2	15	0.5	0	0	45	2.5
AD120A Clinical Internship I w/Supervision	0	0	0	0	90	2	90	2
AD120B Clinical Internship II w/Supervision	0	0	0	0	90	2	90	2
AD120C Clinical Internship III w/Supervision	0	0	0	0	95	2	95	2
<b>TOTALS</b>	<b>420</b>	<b>28</b>	<b>210</b>	<b>7</b>	<b>275</b>	<b>6</b>	<b>905</b>	<b>41</b>

**905 HOURS**

**CIP CODE: 51.1501**

**O\*NET: 21-1011**

**SOC CODE: 21-1011**

**MAXIMUM STUDENT/TEACHER RATIO**

**LECTURE-45:1 LAB-24:1**

50 Weeks to Complete

This program prepares graduates to be an Alcohol & Drug Counselor: <http://www.onetonline.org/link/summary/21-1093.00>

**Credits earned upon graduating from this certificate program are**

**100% transferrable to the AAS Degree in Substance Use Disorder Counseling at InterCoast Colleges.**

### Classroom/Lab Equipment and Supplies

Tables and chairs  
White Boards  
Projector  
Appropriate posters, charts and handouts

### Program-Specific Equipment and Supplies

No specialized laboratory equipment required  
Computer lab with computers and printer available to all programs

# AAS DEGREE BUSINESS ADMINISTRATION

## High School Diploma or GED Required

### Program Description

This Program is designed for students seeking employment immediately upon graduation rather than providing credits to transfer to a four-year degree. Emphasis is placed on courses which enable the student to gain theoretical knowledge important for working in the field and to apply concepts to meet their occupational objectives. Upon completion of all requirements the student will be awarded an AAS (Associates in Applied Sciences) Degree.

The Associate in Applied Science Business Administration program provides graduates with the necessary skills to succeed in today's business world. Areas of study include accounting, economics, finance, human resource management, marketing, basic computer operations and business law.

### Program Objectives

The program prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, marketing, and business decision-making

### Occupational Objectives

The program provides graduates with both entrepreneurial skills for those who prefer to run their own businesses and organizational skills for those who wish to work in larger corporate organizations. The program's goal is to prepare students to pursue supervisory and managerial positions in financial institutions, government, transportation, small businesses, manufacturing, insurance, and retailing.

**64 SEMESTER CREDIT HOURS**  
**MAXIMUM STUDENT/TEACHER RATIO**

**CIP CODE: 52.0201**  
**LECTURE-45:1 LAB-24:1**

**SOC - O\*NET: 13-1199**  
**60 WEEKS TO COMPLETE**

### Degree Requirements

Course Title/Number  Core Courses	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours ACADEMIC CREDITS	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
PD100A Professional Development	30	2	15	1	0	0	45	2.5
PD100B Career Development	30	2	15	1	0	0	45	2.5
BUS100 Intro to Computer Applications	60	4	30	1	0	0	90	5
BUS103 Business Law	60	4	30	1	0	0	90	5
BUS102 Business Communications	60	4	30	1	0	0	90	5
BTA115 Introduction to Information Technology	60	4	30	1	0	0	90	5
BTA113 Human Resources Fundamentals	60	4	30	1	0	0	90	5
BTA114 Human Resources Management	60	4	30	1	0	0	90	5
CA112 Introduction to Accounting	60	4	30	1	0	0	90	5
BUS106 Accounting II	45	3	0	0	0	0	45	3
BUS108 Small Business Management & Entrepreneurship	45	3	0	0	0	0	45	3
BUS110 Marketing Principles	45	3	0	0	0	0	45	3
<b>General Education Courses 5 Required (15 Credits)</b>	<i>See list of General Education Courses / Categories in the "Course Description" pages of the school catalog.</i>							
General Education: MAT101 College Mathematics	45	3	0	0	0	0	45	3
General Education: BUS109 Leadership	45	3	0	0	0	0	45	3
General Education: BUS107 Microeconomics	45	3	0	0	0	0	45	3
Humanities and Fine Arts Elective	45	3	0	0	0	0	45	3
Social and Behavioral Sciences Elective	45	3	0	0	0	0	45	3
<b>TOTALS</b>	840	56	240	8	0	0	1080	64

#### Classroom/Lab Equipment and Supplies

Tables and chairs  
White Boards  
Projector  
Appropriate posters, charts and handouts

#### Program-Specific Equipment and Supplies

No specialized laboratory equipment required  
Computer lab with computers and printer available to all programs

# BUSINESS OFFICE ADMINISTRATION

## Program Description

This certificate program provides the necessary knowledge and skills to compete in today's business environment. The program is designed to provide extensive "hands-on" training with today's most popular software programs included in Microsoft Office programs. Basic office administration skills are also incorporated into the program including business communication, general office, customer service, human resources, and business law. Offered online.

## Program Objectives

This program is designed to teach students the necessary skills in mastering Microsoft Office programs such as Word, Excel, Access, PowerPoint, and Outlook. Business specialty skills such as typing, business communications, general office, customer service, and human resources are of primary focus.

## Occupational Objectives

Graduates will be qualified for entry-level positions in a wide variety of business, technical, industrial, professional, and government positions that require these computer skills. Graduates will be qualified to seek employment in occupational titles or job descriptions that include; Administrative Assistant, Office Manager, Administrative Manager, Administrative Specialist, Administrator, Director of Operations, Administrative Coordinator, Administrative Director, Administrative Officer.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/ Internship Hours		Total	
	Hours		Hours		Hours		Hours	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
PD100A Professional Development	30	2	15	.5	0	0	45	2.5
PD100B Career Development	30	2	15	.5	0	0	45	2.5
BUS100 Intro to Computer Applications	60	4	30	1	0	0	90	5
BUS103 Business Law	60	4	30	1	0	0	90	5
BUS102 Business Communications	60	4	30	1	0	0	90	5
CA112 Introduction to Accounting	60	4	30	1	0	0	90	5
BTA115 Intro to Information Technology	60	4	30	1	0	0	90	5
BTA113 Human Resources Fundamentals	60	4	30	1	0	0	90	5
BTA114 Human Resources Management	60	4	30	1	0	0	90	5
<b>TOTALS</b>	<b>480</b>	<b>32</b>	<b>240</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>720</b>	<b>40</b>

**720 HOURS**

**CIP CODE: 52.0401**

**O\*NET: 43-6011.00**

**SOC CODE: 43-4160**

**MAXIMUM STUDENT/TEACHER RATIO**

**LECTURE-45:1 LAB-24:1**

40 Weeks to Complete

This program prepares graduates for the following occupation:

Administrative Assistant: <http://www.onetonline.org/link/summary/43-6011.00>

### Classroom/Lab Equipment and Supplies

Tables and chairs  
White Boards  
Projector  
Appropriate posters, charts and handouts

### Program-Specific Equipment and Supplies

No specialized laboratory equipment required  
Computer lab with computers and printer available to all programs



# COMPUTERIZED ACCOUNTING

## Program Description

This certificate program provides the necessary knowledge and skills to compete in today's accounting industry. The program is designed to provide "hands-on" training with today's most popular office software Microsoft Office, along with the accounting computer program, QuickBooks, are used to teach computerized accounting. Students will have the skills and knowledge to meet the hiring standards of an entry-level bookkeeping professional. Offered Online.

## Program Objectives

The program is designed to provide students with training in Microsoft Office with Word, Excel, and Access, PowerPoint, and is specially designed to teach bookkeeping; therefore, preparing students for a more specialized career in accounts receivable/payables, payroll, or other areas of accounting. Students also learn the fundamentals of preparing State and Federal income tax returns.

## Occupational Objectives

Graduates will be qualified for entry-level positions in a wide variety of positions as Bookkeepers, Jr. Accountants, Accounting Clerks, Payroll Clerks, and other entry level accounting professionals in today's accounting job market. Business, Government and private individuals need accurate financial information to make important decisions and conduct their business affairs efficiently. Professional bookkeepers/accountants using computers and the related software programs provide the figures, facts, interpretation and advice that are needed in most businesses.

## Educational Requirements

Course Title/Number	Lecture Hours		Laboratory Hours		Externship/ Internship Hours		Total Hours	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
PD100A Professional Development	30	2	15	.5	0	0	45	2.5
PD100B Career Development	30	2	15	.5	0	0	45	2.5
BUS100 Intro to Computer Applications	60	4	30	1	0	0	90	5
BUS103 Business Law	60	4	30	1	0	0	90	5
BUS102 Business Communications	60	4	30	1	0	0	90	5
CA110 Business Math	45	3	45	1	0	0	90	4
CA112 Introduction to Accounting	60	4	30	1	0	0	90	5
CA113 Computerized Accounting	15	1	75	2.5	0	0	90	3.5
CA114 Tax Preparation	15	1	75	2.5	0	0	90	3.5
<b>TOTALS</b>	<b>375</b>	<b>25</b>	<b>345</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>720</b>	<b>36</b>

**720 HOURS**

**CIP CODE: 52.0302**

**O\*NET: 43-3031.00**

**SOC CODE: 43-3031**

**MAXIMUM STUDENT/TEACHER RATIO**

**LECTURE-45:1 LAB-24:1**

40 Weeks to Complete

This program prepares graduates for the following occupation:

Bookkeeper: <http://www.onetonline.org/link/summary/43-3031.00>

### Classroom/Lab Equipment and Supplies

Tables and chairs

White Boards

Projector

Appropriate posters, charts and handouts

### Program-Specific Equipment and Supplies

No specialized laboratory equipment required

Computer lab with computers and printer available to all programs

# DENTAL ASSISTANT

## High School Diploma or GED Required

### Program Description

This program is designed for those students who desire knowledge and skills for employment in area of Dental Assisting. Offered on ground.

### Program Objectives and Delivery Methodology

The Dental Assistant program prepares students for an entry level position as a Dental Assistant. Skills taught include dental anatomy and physiology, histology and tooth morphology, dental pharmacology, chair side assisting, dental specialties and restorative techniques, radiography, dental imaging, matrix and wedge, suture removal and ethical and legal consideration of dental assisting. Students learn dental front office skills including insurance billing, scheduling patients, and maintaining records and patient confidentiality. The total clock hours in this program includes in-class instruction (640), out-of-class activities incorporating readings, written assignments, and research, and the externship (160) hours. Upon successful completion of the program, (including all academic, attendance, and financial requirements) students receive a Dental Assistant diploma. Graduation from this program does not automatically qualify all individuals for Dental Assistant licensing. Graduates from the Riverside, California campus are eligible to apply to the Dental Board of California to become a Registered Dental Assistant (RDA).

### Occupational Objectives

Graduates will be qualified for entry-level positions assisting dentist, setting up equipment, preparing patient for treatment, and keeping records with job titles such as a Certified Dental Assistant (CDA), Dental Assistant (DA), Expanded Duty Dental Assistant (EDDA), Expanded Function Dental Assistant, Oral Surgery Assistant, Orthodontic Assistant (Ortho Assistant), Orthodontic Technician, Surgical Dental Assistant

### Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/ Internship		Total	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
DA11 Dental Science	40	2.63	40	1.32	0	0	80	4
DA12 Restorative Dentistry	40	2.63	40	1.32	0	0	80	4
DA13 Radiography & Radiation Safety	40	2.63	40	1.31	0	0	80	4
DA14 Dental Specialties	40	2.63	40	1.31	0	0	80	4
DA15 Pharmacology	40	2.62	40	1.31	0	0	80	4
DA16 Preventative Dentistry	40	2.62	40	1.31	0	0	80	4
DA17 Dental Administration	40	2.62	40	1.31	0	0	80	4
DA18 Dental Law & Ergonomics	40	2.62	40	1.31	0	0	80	4
DA19 Externship	0	0	0	0	160	3.5	160	3
<b>TOTALS</b>	<b>320</b>	<b>21</b>	<b>320</b>	<b>10.5</b>	<b>160</b>	<b>3.5</b>	<b>800</b>	<b>35</b>

800 HOURS

CIP CODE: 51.0601

O\*NET: 31-9091.00

SOC CODE: 31-9091

MAXIMUM STUDENT/TEACHER RATIO Lecture 24:1; Laboratory 12:1; Pre-Clinical and Clinical 6:1 30 Weeks to Complete

This program prepares graduates for the following occupation:

Dental Assistant: <http://www.onetonline.org/link/summary/31-9091.00>

#### Classroom/Lab Equipment and Supplies

Tables and chairs  
White Boards  
Projector  
Appropriate posters, charts and handouts  
Computer lab with computers and printer available to all programs

#### Program-Specific Equipment and Supplies

Laboratory Set-Ups  
Sterilizers  
Complete Dental Operatories  
X-Ray Machines/ X- Ray Viewboxes  
Typodonts for Dental Procedures  
Business Administration front office procedures area  
Instruments in Operatories for Proper Set-up with Separated Tray

# ELECTRICAL TRAINING PROGRAM

## Program Description

The Electrical Training Program is designed to provide related training in the electrical trade that will give students the proper course work in safety, Electrical Code, equipment, and knowledge of the trade. Instruction includes fundamentals of electricity and power distribution; basic trade mathematics; national electrical code requirements; commercial, industrial, and residential wiring requirements, and other control theory and fundamentals. Offered on ground.

## Program Objectives

This program will provide an overview of electrical occupations, including the training and the employment options available electrical industry. The training will allow students the opportunity to train in a variety of settings in electrical trades and to develop leadership skills necessary for managerial positions in the construction trades.

## Occupational Objectives

The goal of this program is to prepare students for employment in any of the related areas of the electrical trade as an electrical trainee. This program will provide an overview of electrical occupations, including training and employment options available in the following areas: Safety and OSHA Standards, Electrical wiring, Residential wiring, Commercial and industrial wiring. Graduates will be qualified for entry-level positions in a wide variety of trade positions such as Electrical Helper, Wirer, journeyman.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/ Internship Hours		Total Academic	
	Hours		Hours		Hours		Hours	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
ATP114 Intro to Trades Professions	30	2	15	0.5	0	0	45	2.5
ATP115 Construction Math, OSHA Safety & NEC	30	2	15	0.5	0	0	45	2.5
ATP116 Electrical Safety & Theory	30	2	15	0.5	0	0	45	2.5
ATP117 Construction Drawings	30	2	15	0.5	0	0	45	2.5
ATP118 Conductors & AC Current	30	2	15	0.5	0	0	45	2.5
ATP119 Motor Theory & Application	30	2	15	0.5	0	0	45	2.5
ETP101 Conduit Bending, Conductors, Circuit Breakers & Fuses	30	2	15	0.5	0	0	45	5
ETP102 Electronics Theory, Control Systems, Conductor Calculations	30	2	15	0.5	0	0	45	5
ETP103 Hazardous Locations & Systems	30	2	15	0.5	0	0	45	5
ETP104 Transformers & Distribution	30	2	15	0.5	0	0	45	5
ETP105 Photovoltaics/Voice-Data-Video	30	2	15	0.5	0	0	45	5
ETP106 Digital Logic/Motor Control	30	2	15	0.5	0	0	45	5
PD100A Professional Development	15	1	30	1	0	0	45	2
PD100B Career Development	15	1	30	1	0	0	45	2
<b>TOTALS</b>	<b>570</b>	<b>38</b>	<b>330</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>49</b>

**900 HOURS**

**CIP CODE: 46.0302**

**O\*NET: 47-2111.00**

**SOC CODE: 47-2111**

**MAXIMUM STUDENT/TEACHER RATIO**

**LECTURE-45:1 LAB-24:1**

**50 Weeks to Complete**

This program prepares graduates for the following occupation: Electrical Trainee: <http://www.onetonline.org/link/summary/47-2111.00>

**Classroom/Lab Equipment and Supplies:** Tables and chairs, White Boards, Projector, Appropriate posters, charts and handouts, Computer lab with computers and printer available to all programs

**Program-Specific Equipment and Supplies**

Residential Application: 100A/1P/3W Load Center, Commercial Application: 200A/208V/3P/4W Panel Board, FACP Application: Fire Alarm Control Panel, Smoke detectors, Safety Disconnect Switch, Toggle Switches, Pull Station • Strobe • Audible horn • Horn/strobe, Fractional Horsepower AC Motor Fractional Horsepower DC Motor, AC Inverter Drive, Motor Starters, External Switches, Remote “Start/Stop” pushbutton station, Control Circuit Transformer, Hack saws, Safety glasses, 120 Volt Power Duplex Receptacle, Supplies and tools required for student laboratory assignments, Motor Kits, Wire strippers, Voltage Testers, multi-meters, Pliers, Screwdrivers, wrenches, clamps, levels, tape measures, Conduit pipe and benders, Solar panel set ups

# FITNESS SPECIALIST

## Program Description

This program will prepare students to work one-on-one or with two or three clients, either in a gym or in the clients' homes. They help clients assess their level of physical fitness and set and reach fitness goals. Trainers also demonstrate various exercises and help clients improve their exercise techniques. They may keep records of their clients' exercise sessions to monitor the clients' progress toward physical fitness. They also may advise their clients on how to modify their lifestyles outside of the gym to improve their fitness. Offered on ground.

## Program Objectives

The program is designed to provide students with extensive and comprehensive training to prepare for employment. Students will learn basic principles and theories, and applications of different exercise activities. Students will learn and develop administrative skills such as client scheduling, obtaining and maintaining client data, and bookkeeping, necessary to work in a gym or private setting. Students will be certified in CPR and first aid.

## Occupational Objectives

Fitness trainers and instructors work in health clubs, country clubs, fitness or recreation centers, gyms, hospitals, universities, yoga and Pilates studios, resorts, and clients' homes. Graduates will be qualified to work in entry level positions as a Fitness Trainer, Fitness Worker, Personal Trainer, Group Exercise instructor, and/or Fitness Director.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/ Internship		Total	
	Hours		Hours		Hours		Hours	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
PD100A Professional Development	15	1	30	1	0	0	45	2
PD100B Career Development	15	1	30	1	0	0	45	2
FTS200 Dissecting the Personal Training Session	30	2	60	2	0	0	90	4
FTS201 Anatomy & Physiology of Exercise	30	2	60	2	0	0	90	4
FTS203 Client Assessments	30	2	60	2	0	0	90	4
FTS204 Human Movement	30	2	60	2	0	0	90	4
FTS205 Programming – Flexibility, Endurance & Strength	30	2	60	2	0	0	90	4
FTS206 Basic Nutrition	30	2	60	2	0	0	90	4
FTS207 Lifestyle Modification	30	2	60	2	0	0	90	4
FTS208 Programming – Hypertrophy & Power	30	2	60	2	0	0	90	4
FTS209 Portfolio Development & Certification Preparation	30	2	60	2	0	0	90	4
<b>TOTALS</b>	<b>300</b>	<b>20</b>	<b>600</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>40</b>

**900 HOURS**

**CIP CODE: 31.0501**

**O\*NET: 39-9031.00**

**SOC CODE: 39-9031.00**

**MAXIMUM STUDENT/TEACHER RATIO**

**LECTURE-45:1 LAB-24:1**

50 Weeks to Complete

This program prepares graduates for the following occupation: Fitness Trainer: <http://www.onetonline.org/link/summary/310507.00>

This program prepares graduates to work in traditional workplace settings as well as in freelance employment or as self-employed individuals. A defining characteristic of these two work-styles is that they are often comprised of projects or short-term job opportunities. This type of work may not be consistent; depending on the job, project, or budget, periods of employment can range from one day to weeks to several months. In addition, the hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week. Additionally, during periods when individuals are not working on a specific job or project, they can expect to spend time on expanding their networks, advertising or promoting their services, or honing their skills. Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records. Students enrolling in this program will initial a disclosure that they understand that some or all of this program's graduates are employed in this manner and understand what comprises this work-style.

### Classroom/Lab Equipment and Supplies

Tables and chairs

White Boards

Projector

Appropriate posters, charts and handouts

Computer lab with computers and printer available to all programs

### Program-Specific Equipment and Supplies

Dumbbells with rack

Medicine balls

Stability balls

Foam rollers

Exercise bands

Exercise tubing with handles

Therabands

Steps

Kettle balls

Weight bench

Yoga mats

Myotape

Calipers

# HEALTHCARE OFFICE SPECIALIST

## Program Description

This program is designed for those students who desire knowledge and skills for employment in area of administrative medical front office. Students will also develop an understanding of Microsoft Word. Offered online.

## Program Objectives

The program is designed to provide students with extensive and comprehensive training in body structure and the functions of the various body systems. Students will be certified in CPR, as well as administer first aid care of accidents and injuries. Students will develop administrative skills such as patient scheduling, obtaining and maintaining patient data, office bookkeeping, insurance billing and coding, and automated office information management, including typing, Microsoft Word, and computerized patient billing.

## Occupational Objectives

Graduates will be qualified for entry-level positions in doctor's offices, clinics, hospitals, or any other health care facility such as: Medical Front Office Assistant, Insurance Billing, Medical Office Receptionist, Medical Office Bookkeeping Clerk, etc.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/ Internship Hours		Total	
	Hours		Hours		Hours		Hours	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
MA100 Healthcare Fundamentals	90	6	0	0	0	0	90	6
AH102 Anatomy & Physiology	90	6	0	0	0	0	90	6
PD100B Career Development	15	1	30	1	0	0	45	2
MA115 Administrative Medical Assisting	30	2	60	2	0	0	90	4
AMA206 ICD-10CM Coding	30	2	60	2	0	0	90	4
AMA207 CPT & HCPCS Coding	30	2	60	2	0	0	90	4
AMA208 Advanced Billing, Reimbursement & Compliance	60	4	30	1	0	0	90	5
HOS212 Electronic Medical Billing	15	1	30	1	0	0	45	2
HOS213 Excel – Word – 10Key	15	1	30	1	0	0	45	2
HOS215 Clinical & Human Resources Management	45	3	0	0	0	0	45	3
HOS216 Externship	0	0	0	0	180	4	180	4
<b>TOTALS</b>	<b>420</b>	<b>28</b>	<b>300</b>	<b>10</b>	<b>180</b>	<b>4</b>	<b>900</b>	<b>42</b>

900 HOURS

CIP CODE: 51.0713

O\*NET: 29-2071.00

SOC CODE: 43-6013

MAXIMUM STUDENT/TEACHER RATIO LECTURE-45:1 LAB-24:1

45 Weeks to Complete

This program prepares graduates for the following occupation:

Administrative Medical Assistant: <http://www.onetonline.org/link/summary/29-2071.00>

### Classroom/Lab Equipment and Supplies

Tables and chairs  
White Boards  
Projector  
Appropriate posters, charts and handouts

### Program-Specific Equipment and Supplies

Insurance Coding References  
Office Productivity Software  
Appropriate Files  
Computer lab with computers and printer available to all programs

# HVAC TECHNICIAN

## Program Description

The HVAC Technician Program is designed to prepare individuals to specialize in installing and maintaining heating and air-conditioning units in residential homes, retail stores, and other buildings. Offered on ground.

## Program Objectives

This program will prepare students to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. The program includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems.

## Occupational Objectives

The goal of this program is to prepare students for entry level employment in any of the related areas of the trade such as Service Technician, Heating, Ventilation, Air Conditioning Service Technician (HVAC Service Technician), Heating, Ventilation, Air Conditioning Technician (HVAC Technician), Heating, Ventilation, Air Conditioning Installer (HVAC Installer), HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist), HVAC Technician (Heating, Ventilation, and Air Conditioning Technician), Air Conditioning Technician (AC Tech), Heating, Ventilation, Air Conditioning Mechanic (HVAC Mechanic), HVAC Installer (Heating, Ventilation, and Air Conditioning Installer).

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/		Total Academic	
	Hours		Hours		Internship		Hours	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
ATP114 Intro to Trades Professions	30	2	15	0.5	0	0	45	2.5
ATP115 Construction Math, OSHA Safety & NEC	30	2	15	0.5	0	0	45	2.5
ATP116 Electrical Safety & Theory	30	2	15	0.5	0	0	45	2.5
ATP117 Construction Drawings	30	2	15	0.5	0	0	45	2.5
ATP118 Conductors & AC Current	30	2	15	0.5	0	0	45	2.5
ATP119 Motor Theory & Application	30	2	15	0.5	0	0	45	2.5
HVAC 101 Intro to HVAC and Refrigeration	60	4	30	1	0	0	90	5
HVAC 102 Piping Fundamentals and Installation	60	4	30	1	0	0	90	5
HVAC 103 Heating Systems	60	4	30	1	0	0	90	5
HVAC 104 Air Conditioning and Heat Pump Systems	60	4	30	1	0	0	90	5
PD100A Professional Development	15	1	30	1	0	0	45	2
PD100B Career Development	15	1	30	1	0	0	45	2
<b>TOTALS</b>	<b>450</b>	<b>30</b>	<b>270</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>720</b>	<b>39</b>

**720 HOURS**

**CIP CODE: 47.0201**

**O\*NET: 49-9021.01**

**SOC CODE: 49.9021**

**MAXIMUM STUDENT/TEACHER RATIO**

**LECTURE-45:1 LAB-24:1**

**40 Weeks to Complete**

This program prepares graduates for the following occupation:

Heating, Air Conditioning, and Refrigeration Mechanics and Installers: <http://bls.gov/soc/2010/soc499021.htm>

### Classroom/Lab Equipment and Supplies

Tables and chairs  
White Boards  
Projector  
Appropriate posters, charts and handouts  
Computer lab with computers and printer available to all programs  
**Program-Specific Equipment and Supplies**  
HVAC type machines  
Condensing units

Furnaces, Coils, Multimeters  
Air acetylene and  
OXY/acetylene torches  
Various refrigerants  
Welding materials  
Recovery units  
Soldering guns/copper tubing  
Socket Sets  
Combo Wrench Sets  
Screwdrivers  
Various Pliers  
Adjustable Wrenches  
Cold Chisels

Ball Peen Hammers  
Slim Tapered Files  
Putty Knives, Wire Strippers  
Flaring / Swaging Kits  
Mini Tube Cutters  
Manifold gauges, w/ hoses  
Valve Core Removers  
Pocket Thermometers  
Inspection Mirrors  
Service Valve Wrenches  
Safety Glasses  
T/P Chart, Temperature & Pressure

# MEDICAL ASSISTANT

## Program Description

This program is designed for those students who desire knowledge and skills in both administrative front office and clinical back office. The program includes 180 hours of training in a medical facility.

### Program Objectives

The program is designed to provide students with extensive and comprehensive training in body structure and the functions of the various body systems. Students will develop a working knowledge of specimen collection and various laboratory procedures to include infection control, EKG, injections, and sterilization. Students will also learn proper techniques in assisting in minor surgical procedures and preparation of patients for diagnostic tests. Students will also be certified in CPR. Students will develop administrative skills such as patient scheduling, obtaining and maintaining patient data, medical office bookkeeping, and insurance billing.

### Occupational Objectives

Graduates will be qualified for entry-level positions in the medical field such as: Medical Assistant, front office and/or back office, Insurance Billing, EKG Technician, Medical Office Manager, Medical Office Bookkeeping Clerk, etc. (*Program not approved for California Phlebotomy Certification*)

### Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/ Internship		Total	
	Hours		Hours		Hours		Hours	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
MA200 Medical Terminology / Law & Ethics	45	3	0	0	0	0	45	3
MA201 Healthcare Communication	45	3	0	0	0	0	45	3
MA202 Anatomy & Physiology I	45	3	0	0	0	0	45	3
MA203 Anatomy & Physiology II	45	3	0	0	0	0	45	3
MA204 Anatomy & Physiology III	15	1	30	1	0	0	45	2
MA205 Career Development in Healthcare	15	1	30	1	0	0	45	2
MA120 Pharmacology	45	3	0	0	0	0	45	3
MA121 Administration of Medication	15	1	30	1	0	0	45	2
MA122 Phlebotomy	15	1	30	1	0	0	45	2
MA123 Radiology, EKG & Pulmonary Testing	15	1	30	1	0	0	45	2
MA124 Clinical Procedures	15	1	30	1	0	0	45	2
MA125 Clinical Laboratory Skills	15	1	30	1	0	0	45	2
MA126 Administrative Medical Assisting	15	1	30	1	0	0	45	2
MA127 Health Insurance	45	3	0	0	0	0	45	3
MA128 Managing Medical Records	15	1	30	1	0	0	45	2
MA129 Specialty Exams and Procedures	15	1	30	1	0	0	45	2
MA117 Medical Assistant Externship	0	0	0	0	180	4	180	4
<b>TOTALS</b>	<b>420</b>	<b>28</b>	<b>300</b>	<b>10</b>	<b>180</b>	<b>4</b>	<b>900</b>	<b>42</b>

**900 HOURS**

**CIP CODE: 51.0801**

**O\*NET: 31.9092**

**SOC CODE: 31-9092**

**MAXIMUM STUDENT/TEACHER RATIO**

**LECTURE-45:1 LAB-24:1**

**45 Weeks to Complete**

This program prepares graduates for the following occupation:

Medical Assistant: <http://www.onetonline.org/link/summary/31-9092.00>

**Classroom/Lab Equipment and Supplies**

Tables and chairs, White Boards, Projector Appropriate posters, charts and handouts, Computer lab with computers and printer available to all programs

**Program-Specific Equipment and Supplies**

Anatomical Models, Skeleton  
Weight/Height Scale, Baby Scale  
Digital Thermometer, Otoscope/Ophthalmoscope  
Blood Pressure Cuffs  
EKG Machine(s), Centrifuge

Laboratory equipment for urine and blood collection and testing, Supplies for injection practice, Sharps disposal containers  
Hazardous waste disposal container  
Examination table  
Sterilization Unit (Autoclave)  
Instruments for minor office procedures  
Disposable supplies commonly found in a doctor's office  
Office Productivity Software  
Doctor's office exam room equipment, furnishing

# MENTAL HEALTH REHABILITATION TECHNICIAN

## Program Description

This program provides the necessary knowledge, skill and attitude development needed to be effective in providing specific mental health rehabilitation services. Those services include community integration, intensive case management, assertive community treatment, skills development, and family psycho-education. The program is designed to provide students that do not have prior experience in the field of Mental Health with a competency based educational program in the most time effective manner available today. Offered online.

## Program Objectives

This program will provide the needed education and training for those seeking a new and fulfilling career as a mental health rehabilitation support assistant.

## Occupational Objectives

The program's goal is to provide the mental health field with entry level, knowledgeable, and skilled assistants. The objective is to meet the requirement and demand for co-occurring disorder specialists, secure employment, and provide the student with advancement opportunities.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/		Total	
	Hours		Hours		Internship Hours		Hours	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
AD122 Intro & Overview of AOD	30	2	15	0.5	0	0	45	2.5
AD123 Law & Ethics for SUD Counselors	30	2	15	0.5	0	0	45	2.5
AD124 Physiological Effects of AOD	30	2	15	0.5	0	0	45	2.5
AD125 Pharmacology	30	2	15	0.5	0	0	45	2.5
AD126 Counseling Competencies	30	2	15	0.5	0	0	45	2.5
AD127 Case Management	30	2	15	0.5	0	0	45	2.5
AD128 Personal Counseling Skills	30	2	15	0.5	0	0	45	2.5
AD129 Counseling Theories & Applications	30	2	15	0.5	0	0	45	2.5
AD130 12 Steps, Relapse, and Recovery	30	2	15	0.5	0	0	45	2.5
AD131 Family Dynamics	30	2	15	0.5	0	0	45	2.5
AD132 Co-Occurring Disorders	30	2	15	0.5	0	0	45	2.5
AD133 Culture, Race & Gender Considerations	30	2	15	0.5	0	0	45	2.5
MHR101 Community Mental Health	45	3	0	0	0	0	45	3
MHR102 Sexual Abuse, Trauma, Crisis Prevention	45	3	0	0	0	0	45	3
MHR105 Psychiatric Rehabilitation Principles & Methodology	45	3	0	0	0	0	45	3
MHR106 Applications of Psychiatric Rehabilitation	45	3	0	0	0	0	45	3
<b>TOTALS</b>	540	36	180	6	0	0	720	42

**720 HOURS**

**CIP CODE: 51.1502**

**O\*NET: 21-1093.00**

**SOC CODE: 29-2053**

**MAXIMUM STUDENT/TEACHER RATIO**

**LECTURE-45:1 LAB-24:1**

**40 Weeks to Complete**

This program prepares graduates for the following occupation:

Mental Health Rehabilitation Technician: <http://www.onetonline.org/link/summary/21-1093.00>

### Classroom/Lab Equipment and Supplies

Tables and chairs

White Boards

Projector

Appropriate posters, charts and handouts

### Program-Specific Equipment and Supplies

No specialized laboratory equipment required

Computer lab with computers and printer available to all programs



# MULTIMEDIA SPECIALIST

## Program Description

This program is designed for those students who desire knowledge and skills in graphic design and production in order to become an entry level multimedia artist and animator. Students will also develop proficiency skills in Microsoft Office. Offered online and on ground.

## Program Objectives

This program prepares individuals to apply HTML, XML, Javascript, graphics applications, and other authoring tools to the design, editing, and publishing (launching) of documents, images, graphics, sound, and multimedia products on the World Wide Web. Includes instruction in Internet theory; web page standards and policies; elements of web page design; user interfaces; vector tools; special effects; interactive and multimedia components; search engines; navigation; morphing; e-commerce tools; and emerging web technologies. Students will develop design skills using the Adobe Creative Suite 5 software including Photoshop, Flash, Dreamweaver, InDesign, Acrobat 9, Premiere Pro, After Effects, Illustrator, Fireworks, and Audition.

## Occupational Objectives

Graduates will be qualified for entry-level positions in the digital design field such as: Animator, Creative Director, Art Director, Artist, Graphic Artist, Graphic Designer, Illustrator, and Animation Director.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/ Internship Hours		Total	
	Hours		Hours		Hours		Hours	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
MMS100 Graphic Design-Illustrator	60	4	30	1	0	0	90	5
MMS101 Photographic Design-Photoshop	30	2	60	2	0	0	90	4
MMS102 Print Layout & Production-InDesign/Acrobat	30	2	60	2	0	0	90	4
MMS111 Digital Video Production	60	4	30	1	0	0	90	5
MMS112 Sound Production & Editing-Audition	60	4	30	1	0	0	90	5
MMS113 Digital Video Editing-Premiere Pro/AfterEffects	30	2	60	2	0	0	90	4
MMS114 2D Animation-Flash/ActionScript	30	2	60	2	0	0	90	4
MMS115 Web Page Theory, Design & Development-Dreamweaver/Fireworks	60	4	30	1	0	0	90	5
MMS116 Externship	0	0	0	0	180	4	180	4
<b>TOTALS</b>	<b>360</b>	<b>24</b>	<b>360</b>	<b>12</b>	<b>180</b>	<b>4</b>	<b>900</b>	<b>40</b>

**900 HOURS**

**CIP CODE: 11.0801**

**O\*NET: 27-1014**

**SOC CODE: 27-1014**

**MAXIMUM STUDENT/TEACHER RATIO**

**LECTURE-45:1 LAB-24:1**

**45 Weeks to Complete**

This program prepares graduates for the following occupation: Multimedia Artists and Animators: <http://www.bls.gov/soc/2010/soc271014.htm>

This program prepares graduates to work in traditional workplace settings as well as in freelance employment or as self-employed individuals. A defining characteristic of these two work-styles is that they are often comprised of projects or short-term job opportunities. This type of work may not be consistent; depending on the job, project, or budget, periods of employment can range from one day to weeks to several months. In addition, the hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week. Additionally, during periods when individuals are not working on a specific job or project, they can expect to spend time on expanding their networks, advertising or promoting their services, or honing their skills. Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records. Students enrolling in this program will initial a disclosure that they understand that some or all of this program's graduates are employed in this manner and understand what comprises this work-style.

### Classroom/Lab Equipment and Supplies

Tables and chairs  
White Boards  
Projector

Appropriate posters, charts and handouts

Computer lab with computers and printer available to all programs

### Program-Specific Equipment and Supplies

Digital cameras  
Lighting equipment  
Audio equipment  
Video recording equipment  
Specialized software

# PARALEGAL SPECIALIST

## Program Description

This program concentrates on developing familiarity with the major aspects of the legal profession as a Paralegal. The student will be given study in specialized areas of the law, with those designated areas pertinent to Paralegals.

## Program Objectives

The program is designed to provide students in the Paralegal Specialist Program with a complete understanding of the legal system from the law office through the State and Federal Court Systems and local agencies. Students will also develop an extensive knowledge in interviewing, investigation and trial preparation from the initial client interview through post trial procedures. Students will also be thoroughly trained in legal research through classroom and hands-on training at the Law Library.

## Occupational Objectives

Graduates will be qualified for entry-level positions in the law field as a Paralegal.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/ Internship Hours		Total	
	Hours		Hours		Hours		Hours	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
PD100A Professional Development	30	2	15	.5	0	0	45	2.5
PD100B Career Development	30	2	15	.5	0	0	45	2.5
BUS100 Intro to Computer Applications	60	4	30	1	0	0	90	5
BUS103 Business Law	60	4	30	1	0	0	90	5
BUS102 Business Communications	60	4	30	1	0	0	90	5
PS211 Wills & Trusts / Bankruptcy Law	75	5	15	0	0	0	90	5
PS212 Civil Procedures & Litigation / Torts	75	5	15	0	0	0	90	5
PS213 Property Law	75	5	15	0	0	0	90	5
PS214 Legal Research & Writing	75	5	15	0	0	0	90	5
PS215 Immigration Law / Family Law	75	5	15	0	0	0	90	5
PS216 Criminal Law & Procedure	75	5	15	0	0	0	90	5
<b>TOTALS</b>	690	46	210	4	0	0	900	50

**900 HOURS**

**CIP CODE: 22.0302**

**O\*NET: 23-2011.00**

**SOC CODE: 23-2011**

**MAXIMUM STUDENT/TEACHER RATIO**

**LECTURE-45:1 LAB-24:1**

50 Weeks to Complete

This program prepares graduates for the following occupation:

Paralegal: <http://www.onetonline.org/link/summary/23-2011.00>

### Classroom/Lab Equipment and Supplies

Tables and chairs

White Boards

Projector

Appropriate posters, charts and handouts

### Program-Specific Equipment and Supplies

No specialized laboratory equipment required

Computer lab with computers and printer available to all programs

# PHARMACY TECHNICIAN

**\*\*High School Diploma or GED Required for Admission**

## Program Description

This program is designed for those students who desire knowledge and skills in the career as a Pharmacy Technician or related position.

## Program Objectives

This is an instructional program that prepares individuals to support pharmacists by providing assistance during patient consultation, counter dispensing operations, and prescription preparation: keeping patient and related health record information; and by performing a wide range of practice-related duties.

## Occupational Objectives

Pharmacy Technician graduates must become licensed by the California Board of Pharmacy to qualify to work as a Pharmacy Technician in the state of California. Students will need to fill out an application, complete a Live Scan, provide a current picture, produce official high school transcripts, and submit to a drug screen and background check. Licensed graduates will qualify to work as an entry level Pharmacy Technician in both hospital and retail drug store pharmacies. Licensed or unlicensed graduates will be qualified for employment as a pharmacy clerk.

## Educational Requirements

Course Title/Number	Lecture Hours		Laboratory Hours		Externship/ Internship Hours		Total Hours	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
PT200 Medical Terminology	45	3	0	0	0	0	45	3
PT201 Healthcare Law & Ethics	45	3	0	0	0	0	45	3
PT202 Anatomy & Physiology I	45	3	0	0	0	0	45	3
PT203 Anatomy & Physiology II	45	3	0	0	0	0	45	3
PT204 Career Development	15	1	30	1	0	0	45	2
PT205 Professional Development	15	1	30	1	0	0	45	2
PT231 Pharmacology I	45	3	0	0	0	0	45	3
PT232 Pharmacology II	45	3	0	0	0	0	45	3
PT233 Pharmacy Compounding I	15	1	30	1	0	0	45	2
PT234 Pharmacy Compounding II	15	1	30	1	0	0	45	2
PT235 Pharmacy Calculations I	15	1	30	1	0	0	45	2
PT236 Pharmacy Calculations II	15	1	30	1	0	0	45	2
PT237 Sterile Product Preparation	15	1	30	1	0	0	45	2
PT238 Chemotherapy/Hazardous Products	15	1	30	1	0	0	45	2
PT239 Procurement and Pharmacy Informatics	15	1	30	1	0	0	45	2
PT240 Inventory Control & Insurance Billing	15	1	30	1	0	0	45	2
PT226 Pharmacy Technician Externship I	0	0	0	0	90	2	90	2
PT227 Pharmacy Technician Externship II	0	0	0	0	90	2	90	2
<b>TOTALS</b>	<b>420</b>	<b>28</b>	<b>300</b>	<b>10</b>	<b>180</b>	<b>4</b>	<b>900</b>	<b>42</b>

**900 HOURS**

**CIP CODE: 51.0805**

**O\*NET: 29-2052.00**

**SOC CODE: 29-2052**

**MAXIMUM STUDENT/TEACHER RATIO**

**LECTURE-45:1 LAB-24:1**

**45 Weeks to Complete**

This program prepares graduates for the following occupation: Pharmacy Technician: <http://www.onetonline.org/link/summary/29-2052.00>

To work as a pharmacy technician in California, you must possess and keep current a license as a pharmacy technician. To apply for licensure you must complete at least 240 hours of instruction as specified in section 1793.6 (c) of Title 16 of the California Code of Regulations.

### Classroom/Lab Equipment and Supplies

Tables and chairs  
White Boards/ Projector  
Appropriate posters,  
Computer lab with computers and printer available to all programs

### Program-Specific Equipment and Supplies

Pill Counter, Oral Syringes  
Mortar and Pestle, Conical Cylinders  
Graduated Cylinders, Spatulas  
Pipettes, Beakers, Sterile Gloves  
Torsion Balance and Weights

Bottles with Child-Resistant Caps  
Hypodermic Needles and Syringes  
Sharps Containers, Sterile Water for Injection, Demo Dose Powder  
Intravenous Bags, Laminar Flow Hood

# 2017 - 2019 HOLIDAYS

## DURING THE PERIOD (NO SCHOOL DAYS)

New Year's Day	January 2, 2017	January 1, 2018	January 1, 2019
Martin Luther King Day	January 16, 2017	January 15, 2018	January 21, 2019
President's Day	February 20, 2017	February 19, 2018	February 18, 2019
Memorial Day	May 29, 2017	May 28, 2018	May 27, 2019
Independence Day	July 4, 2017	July 4, 2018	July 4, 2019
Labor Day	September 4, 2017	September 3, 2018	September 2, 2019
Veterans' Day	November 11, 2017	November 12, 2018	November 11, 2019
Thanksgiving Day and the Day After	November 23 & 24, 2017	November 22 & 23, 2018	November 28 & 29, 2019
Christmas Day	December 25, 2017	December 25, 2018	December 25, 2019

## OWNERSHIP

**CORPORATION:** Inter-Coast International Training, Inc.  
Dr. Geeta Brown, 100% Stockholder/President

## CORPORATE STAFF LISTING

**PRESIDENT**  
**EXECUTIVE DIRECTOR**

Dr. Geeta Brown  
Christopher Brown

**REGIONAL VICE PRESIDENT OF OPERATIONS – ANAHEIM & RIVERSIDE**  
**VICE PRESIDENT OF ADMISSIONS and**  
**REGIONAL VICE PRESIDENT OF OPERATIONS**  
**VICE PRESIDENT OF COMPLIANCE AND ACADEMICS**

Christine Sanchez

Betty Carpenter Gross  
Kelly Michaud

**DENTAL PROGRAM DIRECTOR**  
**DIRECTOR OF ONLINE EDUCATION**

Lisa Whitehead, RDA  
James Cheeks

**VA CERTIFYING OFFICIALS**

Geeta Brown, Alma Cuevas,  
Alicia Ayala

## 2018-2019 START SCHEDULES

### Start/End Date Calendar Dental Assistant

<b>Mod Start</b>	<b>Mod End</b>	<b>Expected Grad Date</b>
1/2/2018	1/19/2018	7/31/2018
1/22/2018	2/9/2018	8/20/2018
2/12/2018	3/2/2018	9/10/2018
3/5/2018	3/23/2018	10/1/2018
3/26/2018	4/13/2018	10/22/2018
4/16/2018	5/4/2018	11/12/2018
5/7/2018	5/25/2018	12/3/2018
5/29/2018	6/15/2018	12/25/2018
6/18/2018	7/6/2018	1/14/2019
7/9/2018	7/27/2018	2/4/2019
7/30/2018	8/17/2018	2/25/2019
8/20/2018	9/7/2018	3/18/2019
9/10/2018	9/28/2018	4/8/2019
10/1/2018	10/19/2018	4/29/2019
10/22/2018	11/9/2018	5/20/2019
11/12/2018	11/30/2018	6/10/2019
12/3/2018	12/21/2018	7/1/2019
12/24/2018	1/11/2019	7/22/2019
1/14/2019	2/1/2019	8/12/2019
2/4/2019	2/22/2019	9/2/2019
2/25/2019	3/15/2019	9/23/2019
3/18/2019	4/5/2019	10/14/2019
4/8/2019	4/26/2019	11/4/2019
4/29/2019	5/17/2019	11/25/2019
5/20/2019	6/7/2019	12/16/2019
6/10/2019	6/28/2019	1/6/2020
7/1/2019	7/19/2019	1/27/2020
7/22/2019	8/9/2019	2/17/2020
8/12/2019	8/30/2019	3/9/2020
9/3/2019	9/20/2019	3/31/2020
9/23/2019	10/11/2019	4/20/2020
10/14/2019	11/1/2019	5/11/2020
11/4/2019	11/22/2019	6/1/2020
11/25/2019	12/13/2019	6/22/2020
12/16/2019	1/3/2020	7/13/2020

**Start/End Date Calendar**

**Day Schedule**

		<b>ADCS, ETP MMS, FTS</b>	<b>MA, PT, HOS</b>	<b>HVAC</b>
<b>Mod Start</b>	<b>Mod End</b>	<b>Expected Grad Date</b>	<b>Expected Grad Date</b>	<b>Expected Grad Date</b>
1/2/2018	1/17/2018	12/18/2018	11/20/2018	10/9/2018
1/17/2018	2/1/2018	1/2/2019	12/5/2018	10/24/2018
2/5/2018	2/20/2018	1/21/2019	12/24/2018	11/12/2018
2/21/2018	3/8/2018	2/6/2019	1/9/2019	11/28/2018
3/12/2018	3/27/2018	2/25/2019	1/28/2019	12/17/2018
3/28/2018	4/12/2018	3/13/2019	2/13/2019	1/2/2019
4/16/2018	5/1/2018	4/1/2019	3/4/2019	1/21/2019
5/2/2018	5/17/2018	4/17/2019	3/20/2019	2/6/2019
5/21/2018	6/5/2018	5/6/2019	4/8/2019	2/25/2019
6/6/2018	6/21/2018	5/22/2019	4/24/2019	3/13/2019
6/25/2018	7/10/2018	6/10/2019	5/13/2019	4/1/2019
7/11/2018	7/26/2018	6/26/2019	5/29/2019	4/17/2019
7/30/2018	8/14/2018	7/15/2019	6/17/2019	5/6/2019
8/15/2018	8/30/2018	7/31/2019	7/3/2019	5/22/2019
9/4/2018	9/19/2018	8/20/2019	7/23/2019	6/11/2019
9/19/2018	10/4/2018	9/4/2019	8/7/2019	6/26/2019
10/8/2018	10/23/2018	9/23/2019	8/26/2019	7/15/2019
10/24/2018	11/8/2018	10/9/2019	9/11/2019	7/31/2019
11/12/2018	11/27/2018	10/28/2019	9/30/2019	8/19/2019
11/28/2018	12/13/2018	11/13/2019	10/16/2019	9/4/2019
12/17/2018	1/1/2019	12/2/2019	11/4/2019	9/23/2019
1/5/2019	1/20/2019	12/21/2019	11/23/2019	10/12/2019
1/24/2019	2/8/2019	1/9/2020	12/12/2019	10/31/2019
2/12/2019	2/27/2019	12/20/2019	11/15/2019	1/24/2020
3/3/2019	3/18/2019	1/8/2020	12/4/2019	2/12/2020
3/22/2019	4/6/2019	1/27/2020	12/23/2019	3/2/2020
4/10/2019	4/25/2019	2/15/2020	1/11/2020	3/21/2020
4/29/2019	5/14/2019	3/5/2020	1/30/2020	4/9/2020
5/18/2019	6/2/2019	3/24/2020	2/18/2020	4/28/2020
6/6/2019	6/21/2019	4/12/2020	3/8/2020	5/17/2020
6/25/2019	7/10/2019	5/1/2020	3/27/2020	6/5/2020
7/14/2019	7/29/2019	5/20/2020	4/15/2020	6/24/2020
8/2/2019	8/17/2019	6/8/2020	5/4/2020	7/13/2020
8/21/2019	9/5/2019	6/27/2020	5/23/2020	8/1/2020
9/9/2019	9/24/2019	7/16/2020	6/11/2020	8/20/2020
9/28/2019	10/13/2019	8/4/2020	6/30/2020	9/8/2020
10/17/2019	11/1/2019	8/23/2020	7/19/2020	9/27/2020
11/5/2019	11/20/2019	9/11/2020	8/7/2020	10/16/2020
11/24/2019	12/9/2019	9/30/2020	8/26/2020	11/4/2020
12/13/2019	12/28/2019	10/19/2020	9/14/2020	11/23/2020

**Start/End Date Calendar  
Evening Schedule**

		<b>ADCS, ETP</b>	<b>MA, PT</b>	<b>HVAC</b>
<b>Mod Start</b>	<b>Mod End</b>	<b>Expected Grad Date</b>	<b>Expected Grad Date</b>	<b>Expected Grad Date</b>
1/10/2018	1/25/2018	12/26/2018	11/28/2018	10/17/2018
1/29/2018	2/13/2018	1/14/2019	12/17/2018	11/5/2018
2/14/2018	3/1/2018	1/30/2019	1/2/2019	11/21/2018
3/5/2018	3/20/2018	2/18/2019	1/21/2019	12/10/2018
3/21/2018	4/5/2018	3/6/2019	2/6/2019	12/26/2018
4/9/2018	4/24/2018	3/25/2019	2/25/2019	1/14/2019
4/25/2018	5/10/2018	4/10/2019	3/13/2019	1/30/2019
5/14/2018	5/29/2018	4/29/2019	4/1/2019	2/18/2019
5/30/2018	6/14/2018	5/15/2019	4/17/2019	3/6/2019
6/18/2018	7/3/2018	6/3/2019	5/6/2019	3/25/2019
7/5/2017	7/20/2017	6/20/2018	5/23/2018	4/11/2018
7/23/2018	8/7/2018	7/8/2019	6/10/2019	4/29/2019
8/8/2018	8/23/2018	7/24/2019	6/26/2019	5/15/2019
8/27/2018	9/11/2018	8/12/2019	7/15/2019	6/3/2019
9/5/2018	9/20/2018	8/21/2019	7/24/2019	6/12/2019
9/24/2018	10/9/2018	9/9/2019	8/12/2019	7/1/2019
10/10/2018	10/25/2018	9/25/2019	8/28/2019	7/17/2019
10/29/2018	11/13/2018	10/14/2019	9/16/2019	8/5/2019
11/14/2018	11/29/2018	10/30/2019	10/2/2019	8/21/2019
12/3/2018	12/18/2018	11/18/2019	10/21/2019	9/9/2019
12/19/2018	1/3/2019	12/4/2019	11/6/2019	9/25/2019
1/10/2018	1/25/2018	12/26/2018	11/28/2018	10/17/2018
1/29/2018	2/13/2018	1/14/2019	12/17/2018	11/5/2018

**Online Start Dates  
Start/End Date Calendar**

**Online Schedule**

		<b>ADCS</b>	<b>SUDC &amp; BUS- AAS Degrees</b>	<b>HOS, MHRT, BOA, CA</b>	<b>PS</b>
<b>Mod Start</b>	<b>Mod End</b>	<b>Expected Grad Date</b>	<b>Expected Grad Date</b>	<b>Expected Grad Date</b>	<b>Expected Grad Date</b>
1/2/2018	2/3/2018	12/18/2018	5/21/2019	10/9/2018	12/18/2018
1/8/2018	2/9/2018	12/24/2018	5/27/2019	10/15/2018	12/24/2018
1/16/2018	2/17/2018	1/1/2019	6/4/2019	10/23/2018	1/1/2019
1/29/2018	3/2/2018	1/14/2019	6/17/2019	11/5/2018	1/14/2019
2/5/2018	3/9/2018	1/21/2019	6/24/2019	11/12/2018	1/21/2019
2/12/2018	3/16/2018	1/28/2019	7/1/2019	11/19/2018	1/28/2019
2/19/2018	3/23/2018	2/4/2019	7/8/2019	11/26/2018	2/4/2019
3/5/2018	4/6/2018	2/18/2019	7/22/2019	12/10/2018	2/18/2019
3/12/2018	4/13/2018	2/25/2019	7/29/2019	12/17/2018	2/25/2019
3/19/2018	4/20/2018	3/4/2019	8/5/2019	12/24/2018	3/4/2019
3/26/2018	4/27/2018	3/11/2019	8/12/2019	12/31/2018	3/11/2019
4/9/2018	5/11/2018	3/25/2019	8/26/2019	1/14/2019	3/25/2019
4/16/2018	5/18/2018	4/1/2019	9/2/2019	1/21/2019	4/1/2019
4/23/2018	5/25/2018	4/8/2019	9/9/2019	1/28/2019	4/8/2019
4/30/2018	6/1/2018	4/15/2019	9/16/2019	2/4/2019	4/15/2019
5/14/2018	6/15/2018	4/29/2019	9/30/2019	2/18/2019	4/29/2019
5/21/2018	6/22/2018	5/6/2019	10/7/2019	2/25/2019	5/6/2019
5/28/2018	6/29/2018	5/13/2019	10/14/2019	3/4/2019	5/13/2019
6/4/2018	7/6/2018	5/20/2019	10/21/2019	3/11/2019	5/20/2019
6/18/2018	7/20/2018	6/3/2019	11/4/2019	3/25/2019	6/3/2019
6/25/2018	7/27/2018	6/10/2019	11/11/2019	4/1/2019	6/10/2019
7/2/2018	8/3/2018	6/17/2019	11/18/2019	4/8/2019	6/17/2019
7/9/2018	8/10/2018	6/24/2019	11/25/2019	4/15/2019	6/24/2019
7/23/2018	8/24/2018	7/8/2019	12/9/2019	4/29/2019	7/8/2019
7/30/2018	8/31/2018	7/15/2019	12/16/2019	5/6/2019	7/15/2019
8/6/2018	9/7/2018	7/22/2019	12/23/2019	5/13/2019	7/22/2019
8/13/2018	9/14/2018	7/29/2019	12/30/2019	5/20/2019	7/29/2019
8/27/2018	9/28/2018	8/12/2019	1/13/2020	6/3/2019	8/12/2019
9/3/2018	10/5/2018	8/19/2019	1/20/2020	6/10/2019	8/19/2019
9/10/2018	10/12/2018	8/26/2019	1/27/2020	6/17/2019	8/26/2019
9/17/2018	10/19/2018	9/2/2019	2/3/2020	6/24/2019	9/2/2019
10/1/2018	11/2/2018	9/16/2019	2/17/2020	7/8/2019	9/16/2019
10/8/2018	11/9/2018	9/23/2019	2/24/2020	7/15/2019	9/23/2019
10/15/2018	11/16/2018	9/30/2019	3/2/2020	7/22/2019	9/30/2019
10/22/2018	11/23/2018	10/7/2019	3/9/2020	7/29/2019	10/7/2019
11/5/2018	12/7/2018	10/21/2019	3/23/2020	8/12/2019	10/21/2019
11/12/2018	12/14/2018	10/28/2019	3/30/2020	8/19/2019	10/28/2019
11/19/2018	12/21/2018	11/4/2019	4/6/2020	8/26/2019	11/4/2019
11/26/2018	12/28/2018	11/11/2019	4/13/2020	9/2/2019	11/11/2019



## SCHEDULE OF TUITION CHARGES

<b>PROGRAM</b>	<b>TUITION – INCLUDES BOOKS, SUPPLIES, EQUIPMENT, &amp; UNIFORMS, IF ANY</b>	<b>REGISTRATION FEE (NON-REFUNDABLE)</b>	<b>CALIFORNIA STRF FEE (NON-REFUNDABLE)</b>	<b>TOTAL PROGRAM CHARGES</b>
<b>AAS Degree Substance Use Disorder Counseling</b>	\$35,510.00	35.00	0.00	\$35,545.00
<b>AAS Degree Business Administration</b>	\$33,920.00	35.00	0.00	\$33,955.00
<b>Alcohol &amp; Drug Counseling Studies</b>	\$21,730.00	35.00	0.00	\$21,765.00
<b>Business Office Administration</b>	\$15,600.00	35.00	0.00	\$15,635.00
<b>Computerized Accounting</b>	\$15,600.00	35.00	0.00	\$15,635.00
<b>Dental Assistant</b>	\$16,900.00	35.00	0.00	\$16,935.00
<b>Electrical Training Program</b>	\$19,500.00	35.00	0.00	\$19,535.00
<b>Fitness Specialist</b>	\$19,500.00	35.00	0.00	\$19,535.00
<b>Healthcare Office Specialist</b>	\$18,200.00	35.00	0.00	\$18,235.00
<b>HVAC Technician</b>	\$15,600.00	35.00	0.00	\$15,635.00
<b>Medical Assistant</b>	\$18,200.00	35.00	0.00	\$18,235.00
<b>Mental Health Rehabilitation Technician</b>	\$15,600.00	35.00	0.00	\$15,635.00
<b>Multimedia Specialist</b>	\$18,200.00	35.00	0.00	\$18,235.00
<b>Paralegal Specialist</b>	\$19,500.00	35.00	0.00	\$19,535.00
<b>Pharmacy Technician</b>	\$18,200.00	35.00	0.00	\$18,235.00

## CAMPUS STAFF LISTINGS

### ANAHEIM CAMPUS

### STAFF AND FACULTY

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<b>CAMPUS PRESIDENT</b>	Christine Sanchez
<b>DIRECTOR OF ADMISSIONS:</b>	Robert Magana
<b>ADMISSIONS REPRESENTATIVE:</b>	Enjoli Smith
<b>ADMINISTRATIVE ASSISTANT:</b>	Cody Lewis
<b>CAREER SERVICES COORDINATOR:</b>	Shirley Green
<b>STUDENT SERVICES COORDINATOR:</b>	Sandra Pulido
<b>DIRECTOR OF STUDENT AFFAIRS:</b>	Jason Monzon
<b>FACULTY:</b>	Alex Glowacki, MS, CAADE, ADCS Faculty Fabien Fernandez, James Martin, ATP/ETP Faculty Flanzie Thomas, HVAC Faculty Vincent Herrera, MA Faculty

### ANAHEIM CAMPUS

### PROGRAMS OFFERED

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Alcohol and Drug Counseling Studies  
Electrical Training Program  
HVAC Technician  
Medical Assistant

AAS Degree Substance Use Disorder Counseling	Online
AAS Degree Business Administration	Online
Healthcare Office Specialist	Online
Alcohol and Drug Counseling Studies	Online
Business Office Administration	Online
Computerized Accounting	Online
Mental Health Rehabilitation Technician	Online
Paralegal Specialist	Online

The Anaheim campus is approximately 8,000 square feet and located on W. Cerritos Ave. with access to shopping, restaurants, major freeways and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student break room, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheel chair accessible. A fully equipped computer lab provides students hands-on training and include computers and printers. The student-to-computer ratio is one-to-one for each program. The Electrical and HVAC labs are fully equipped for demonstration and safe hands on practice of skills taught in the curriculum.

## RANCHO CORDOVA CAMPUS

<b>CAMPUS PRESIDENT:</b>	Abraham Cicchetti
<b>ADMINISTRATIVE ASSISTANT:</b>	Kathryn Baganz, Audrey Sanders
<b>ADMISSIONS:</b>	Tom Fay, Joelle Dias-Barba, Amber Hobbs
<b>DIRECTOR OF STUDENT AFFAIRS:</b>	Kathleen Toburen
<b>RECORDS CLERK:</b>	Oliver Silva
<b>STUDENT AFFAIRS COORDINATOR:</b>	John Lopez
<b>DIRECTOR OF CAREER SERVICES:</b>	Lisa LeDee
<b>CAREER SERVICES COORDINATOR:</b>	Matthew Vincent
<b>FACULTY:</b>	Elita Robinson, California CMAC, Medical Assistant Faculty/Director Myra Sanders, CPT, Pharmacy Technician Faculty Dr. Anthony Scuderi, DD, PsyD, Dmin, LAADC, ICAADC, CCJP, ICCJP, CCDP, ICCDP, Certified Life Coach, ADCS Faculty Margot Dakan, MS, ADCS Faculty Ginger Shepherd, AAS, Journeyman Electrician, ETP Faculty Terry Gardner, AAS, Certified General Electrician, Photovoltaic Certified, ETP Faculty Ronald Cox ATP/HVAC Faculty Daniel Overmyer, AAS, HVAC Technician, HVAC Faculty Azar Brown, BS, Professional Development Faculty

## RANCHO CORDOVA CAMPUS

## PROGRAMS OFFERED

Alcohol and Drug Counseling Studies	Pharmacy Technician
Electrical Training Program	HVAC Technician
Medical Assistant	

The Rancho Cordova campus is approximately 7,870 square feet and located near the city of Sacramento with access to major freeways and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student break area, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheel chair accessible. A fully equipped computer provides students hands-on training and include computers and printers. The student-to-computer ratio is one-to-one for each program. The Medical Lab contains the medical equipment necessary to practice procedures taught in the program. Teaching labs for medical programs, including Medical Assistant, Dental Assistant and Pharmacy Technician, contain equipment to augment the student's acclimation to patient/client care and other such needs that will be encountered in the professional setting. The Electrical and HVAC labs are equipped for demonstration and safe practice of skills taught in the curriculum.

## FAIRFIELD CAMPUS

<b>CAMPUS PRESIDENT:</b>	Justin Preston
<b>ASST. DIRECTOR OF ADMISSIONS:</b>	Linelle Paclibare
<b>ADMISSIONS REPRESENTATIVE:</b>	Allen Douglas, Nicole Allen, Tabetha Shaw
<b>ADMINISTRATIVE ASSISTANT:</b>	Shontel Akins
<b>RECORDS CLERK:</b>	Nicole Jacildo
<b>TUITION COORDINATOR:</b>	John Lopez
<b>DIRECTOR OF STUDENT AFFAIRS:</b>	Tina Davis
<b>CAREER SERVICES COORDINATOR:</b>	Shantell Lea, Jennifer Simmons
<b>FACULTY:</b>	Beverly Sandhu, Certified Clinical Medical Assistant, Certified Phlebotomy Tech, MA Faculty Kristian Raynor, MA, CPT, Pharmacy Technician Faculty Dorothy Maddox, MA, PhD, ADC Faculty Todd Battle, MA, Phyllis Flemings, PhD, PD100 Faculty Michael Bertel, AA Engineering Tech, Gen. Contractor, ETP Faculty Roger Smith, C-10 licensed contractor, ETP Faculty Craig Weinberg, NATE Certified, HVAC Instructor Lucian Blake, MA, Journeyman Refrigeration, Oil Burner Licensed, HVAC Faculty

## FAIRFIELD CAMPUS

## PROGRAMS OFFERED

Alcohol and Drug Counseling Studies	Electrical Training Program	HVAC Technician
Pharmacy Technician	Medical Assistant	

The Fairfield campus is approximately 11,375 square feet and located with access to restaurants, major freeways, and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student break area, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheel chair accessible. A fully equipped computer provides students hands-on training and include computers and printers. The student-to-computer ratio is one-to-one for each program. The Electrical and HVAC labs are equipped for demonstration and safe hands on practice of skills taught in the curriculum. The Medical Assisting Lab contains the medical equipment necessary to practice procedures taught in the program. Teaching labs for medical programs, including Medical Assistant and Pharmacy Technician, contain equipment to augment the student's acclimation to patient/client care and other such needs that will be encountered in the professional setting.

## RIVERSIDE CAMPUS

<b>SR. CAMPUS PRESIDENT:</b>	Jim Feist, MS, CADCII
<b>ADMINISTRATIVE ASSISTANT</b>	Caridad Correa
<b>SR. ADMISSIONS REPRESENTATIVE:</b>	Jose Guardado
<b>ADMISSIONS REPRESENTATIVE:</b>	Pilar Guzman
<b>DIRECTOR OF STUDENT AFFAIRS:</b>	Juanita Adams
<b>TUITION COORDINATOR:</b>	Lisa Lawrence
<b>STUDENT SERVICES COORDINATOR:</b>	Raul Hidalgo
<b>CAREER SERVICES COORDINATORS:</b>	Michele Spaurwe, Roberta Pridemore-Ortiz
<b>DENTAL PROGRAM DIRECTOR:</b>	Lisa Whitehead, RDA
<b>FACULTY:</b>	ADC Faculty: Michael Smith, BS, CPSS, CHTh, Russ Arnett, BS, CADCII, ICADC ETP Faculty: Jason Ashbaugh, Certified Journeyman Electrician ATP/HVAC Faculty: Bradley Sterling, NATE Certified HVAC Faculty: Mark Wynne, Trane Certified Universal HVAC, Type II HVAC, EPA Certified PD100 Faculty: Alan Gohary, BA, Finley Martell FTS Faculty: Edmund Estrelon, NASM Certified Dental Assistant Faculty: Lisa Whitehead, RDA

## RIVERSIDE CAMPUS

## PROGRAMS OFFERED

Alcohol and Drug Counseling Studies	HVAC Technician
Electrical Training Program	Dental Assistant

The Riverside campus is approximately 17,000 square feet and located with access to major freeways, and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student break area, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheel chair accessible. A fully equipped computer provides students hands-on training and include computers and printers. The student-to-computer ratio is one-to-one for each program. The Electrical and HVAC labs are equipped for demonstration and safe hands on practice of skills taught in the curriculum.

## WEST COVINA CAMPUS

**CAMPUS PRESIDENT:** Giery Mijangos  
**ADMINISTRATIVE ASSISTANT:** Fatima Carrillo  
**EXECUTIVE DIRECTOR OF ADMISSION:** Christopher Rush  
**ADMISSIONS REPRESENTATIVES:** Joel Medrano, Michael Morales  
**STUDENT SERVICES COORDINATOR:** Shavonne Torres  
**STUDENT AFFAIRS COORDINATOR:** Robert Aguilar  
**FACULTY:** ADC Faculty: Oswaldo Escalante, BS, CATC, RAS III,  
PD100 Faculty: Marion Galindo, BS  
ETP Faculty: Terry Carver, BS, C-10 License  
ETP Faculty: Dino Hildago, Fred Massia, BS, Licensed Electrician  
ATP/HVAC Faculty: Magdy Rezk, MA

**DIRECTOR OF ONLINE EDUCATION:** James Cheeks, PhD abd, MBA  
**ADMISSIONS – IDL:** Christopher Rush, Executive Director of Admissions  
Steven Martinez, Mayra Deleon, Representatives  
**TUITION COORDINATOR – IDL:** Julie Curiel, Joanna Caballero  
**DIRECTOR OF STUDENT SUCCESS – IDL:** Dianne Mason  
**LIFELINE LIAISON - IDL:** Candy Lozano  
**IDL TECHNICAL SUPPORT:** Breanna Ghelli

**ONLINE FACULTY:** James Cheeks, Theresa Bader, Sharyl Canahuati, Fernando Mallory,  
Annette Thomas, Judy Redman, John White, Christa Chiriaco, Erin Franco  
Gregory Gooden, Adam Brown

## WEST COVINA CAMPUS

## PROGRAMS OFFERED

Alcohol and Drug Counseling Studies      Electrical Training Program      HVAC Technician

The West Covina campus is approximately 15,125 square feet and located with access to restaurants, major freeways, and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student break area, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheel chair accessible. A fully equipped computer provides students hands-on training and include computers and printers. The student-to-computer ratio is one-to-one for each program. The Electrical and HVAC labs are equipped for demonstration and safe hands on practice of skills taught in the curriculum.

# COURSE DESCRIPTIONS

**COURSE NUMBER:** AD122

**COURSE NAME:** Intro & Overview of AOD

**PREREQUISITES:** NONE

At the completion of this course the student will gain applicable knowledge of historical uses of alcohol and the exploration/etiology of alcoholism. In addition, discussions will explore the history, current approaches, and controversies involved in the treatment of alcoholism and narcotic addiction/abuse.

**COURSE HOURS:** 30 LECTURE/15 LAB

**COURSE CREDITS:** 2.5

**COURSE NUMBER:** AD123

**COURSE NAME:** Law & Ethics for SUD Counselors

**PREREQUISITES:** NONE

Student will gain an understanding of state and national regulatory processes relevant to ethical conduct and practices within the industry/profession

**COURSE HOURS:** 30 LECTURE/15 LAB

**COURSE CREDITS:** 2.5

**COURSE NUMBER:** AD124

**COURSE NAME:** Physiological Effects of AOD

**PREREQUISITES:** NONE

At the completion of this course the student will be able to distinguish the body systems affected by alcohol use, abuse, and dependence as well as identify illnesses and diseases primarily caused by or exacerbated by alcohol.

**COURSE HOURS:** 30 LECTURE/ 15 LAB

**COURSE CREDITS:** 2.5

**COURSE NUMBER:** AD125

**COURSE NAME:** Pharmacology

**PREREQUISITES:** NONE

At the completion of this course the student will be able to identify and classify various illicit and prescription drugs.

**COURSE HOURS:** 30 LECTURE/ 15 LAB

**COURSE CREDITS:** 2.5

**COURSE NUMBER:** AD126

**COURSE NAME:** Counseling Competencies

**PREREQUISITES:** NONE

This course is designed to provide a practical integrative approach to counseling. Students will learn both a theoretical and practical knowledge base for the entry-level AOD counselor. In addition to didactic lecture, each class will explore the basic counseling micro skills via role-playing activities which involve active listening, paraphrasing and reflection of feelings, probing, summarizing, confrontation, reframing, and normalizing. The student will also gain knowledge of the fundamental principles of counseling and the counseling relationship.

**COURSE HOURS:** 30 LECTURE/15 LAB

**COURSE CREDITS:** 2.5

**COURSE NUMBER:** AD127

**COURSE NAME:** Case Management

**PREREQUISITES:** NONE

The student will gain knowledge of the fundamental principles of counseling and the counseling relationship. The student will learn case management documentation requirements, reports and recordkeeping.

**COURSE HOURS:** 30 LECTURE/15 LAB

**COURSE CREDITS:** 2.5

**COURSE NUMBER:** AD128

**COURSE NAME:** Personal Counseling Skills

**PREREQUISITES:** NONE

At the completion of this course the student will gain applicable knowledge of counseling skills training, becoming a counselor, an overview of skills training, understanding the counseling relationship, and attending to the client.

**COURSE HOURS:** 15 LECTURE/30 LAB

**COURSE CREDITS:** 2.5

**COURSE NUMBER:** AD129

**COURSE NAME:** Counseling Theories & Applications

**PREREQUISITES:** NONE

At the completion of this course the student will gain applicable knowledge of counseling theories, an overview of skills training, understanding the counseling relationship, and attending to the client.

**COURSE HOURS:** 15 LECTURE/30 LAB

**COURSE CREDITS:** 2.5

**COURSE NUMBER:** AD130

**COURSE NAME:** 12 Steps, Relapse, and Recovery

**PREREQUISITES:** NONE

This course will cover a variety of topics: Group Therapy, Co-Occurring Disorders, Recovery Process, Relapse Prevention, and Support Groups (12-Step Approach). In addition, the student will identify the various types of group counseling utilized in different modalities of treatment.

**COURSE HOURS:** 15 LECTURE/30 LAB

**COURSE CREDITS:** 2.5

**COURSE NUMBER:** AD131

**COURSE NAME:** Family Dynamics

**PREREQUISITES:** NONE

This course provides an understanding of the family dynamics in a chemically dependent family and the interventions which may lead to recovery for family members. It provides a clear understanding of healthy functional families.

**COURSE HOURS:** 15 LECTURE/30 LAB

**COURSE CREDITS:** 2.5

**COURSE NUMBER:** AD132  
**COURSE NAME:** Co-Occurring Disorders  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.5

This course provides students with an understanding of co-occurring psychiatric and substance abuse disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness.

**COURSE NUMBER:** AD133  
**COURSE NAME:** Culture, Race & Gender Considerations  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.5

This course will provide the student with skills toward the development of culturally responsive clinical skills that are vital to the effectiveness of behavioral health services.

**COURSE NUMBER:** AD134  
**COURSE NAME:** Personal and Professional Growth for Counselors  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/15 LAB  
**COURSE CREDITS:** 2.5

In this course students will have a working knowledge of counselors Scope of Practice for their chosen field. In this course students will have a working knowledge of the Stages of Change and Motivational Interviewing. Students will learn to become more effective communicators and counselors using motivational interventions and approaches to move clients toward positive change. Students will become certified in CPR/First Aid.

**COURSE NUMBER:** AD135  
**COURSE NAME:** Clinical Practicum  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/15 LAB  
**COURSE CREDITS:** 2.5

In this course students will prepare for the Clinical application of their education; students will assess their life areas for the potential of burnout within the field of Alcohol/Drug Counseling and learn to recognize what causes them to be subject to conditions that can lead to depletion or impairment in the workplace. Student will identify effective strategies to maintain self-care and wellness, including Clinical Supervision, 12 Step Support Groups, psychotherapy, exercise, healthy diet, relaxation techniques and time management.

**COURSE NUMBER:** AD120A  
**COURSE NAME:** Clinical Internship I w/Supervision  
**PREREQUISITES:** Completion of AD109, AD110, AD111, AD112, AD113, AD114, AD115

**COURSE HOURS:** 0 LECTURE/ 0 LAB/90 Internship  
**COURSE CREDITS:** 2.0

The clinical opportunity provides real world vocational experience to student counselors while they continue to participate in counseling supervision.

**COURSE NUMBER:** AD120B  
**COURSE NAME:** Clinical Internship II w/Supervision  
**PREREQUISITES:** Completion of AD120A

**COURSE HOURS:** 0 LECTURE/ 0 LAB/90 Internship  
**COURSE CREDITS:** 2.0

The clinical opportunity provides real world vocational experience to student counselors while they continue to participate in counseling supervision.

**COURSE NUMBER:** AD120C  
**COURSE NAME:** Clinical Internship III w/Supervision  
**PREREQUISITES:** Completion of AD120B

**COURSE HOURS:** 0 LECTURE/ 0 LAB/95 Internship  
**COURSE CREDITS:** 2.0

The clinical opportunity provides real world vocational experience to student counselors while they continue to participate in counseling supervision.

**COURSE NUMBER:** AH102  
**COURSE NAME:** Anatomy & Physiology  
**PREREQUISITES:** NONE

**COURSE HOURS:** 90 LECTURE/ 0 LAB  
**COURSE CREDITS:** 6.0

This course instructs the students in the principles of pharmacology in the ambulatory setting, calculating dosages for non-parenteral and parenteral medications, and common medications used in each body system.

**COURSE NUMBER:** AMA206  
**COURSE NAME:** ICD-10CM Coding  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 4.0

The focus of this class is learning the coding rules for the ICD-10-CM coding systems and then applying the rules to code patient services. In addition, a variety of payment systems is presented.

**COURSE NUMBER:** AMA207  
**COURSE NAME:** CPT & HCPCS Coding  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 4.0

This course provides the student with a basic understanding of CPT and HCPCS coding in health care.

**COURSE NUMBER:** AMA208  
**COURSE NAME:** Advanced Billing, Reimbursement & Compliance  
**PREREQUISITES:** NONE

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course provides the student with a basic understanding of the field of medical insurance billing and its impact on the U.S. healthcare system and the economics of healthcare delivery. Students will also learn coding Radiology, Pathology, Medicine, and Rehabilitation services as well as compliance and reimbursement.

**COURSE NUMBER:** ATP114  
**COURSE NAME:** Intro to Trades Professions  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/15 LAB  
**COURSE CREDITS:** 2.5

This course provides a basic overview of construction trade, basic safety measures, and standards of conduct related to customer service.

**COURSE NUMBER:** ATP115  
**COURSE NAME:** Construction Math, OSHA Safety & NEC  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/15 LAB  
**COURSE CREDITS:** 2.5

This course provides a basic overview of basic safety measures, OSHA 10, and the National Electrical Code.

**COURSE NUMBER:** ATP116  
**COURSE NAME:** Electrical Safety & Theory  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/15 LAB  
**COURSE CREDITS:** 2.5

This course provides a general introduction to electrical concepts and theories and basic safety measures.

**COURSE NUMBER:** ATP117  
**COURSE NAME:** Construction Drawings  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/15 LAB  
**COURSE CREDITS:** 2.5

This course provides a general introduction to math and construction drawings

**COURSE NUMBER:** ATP118  
**COURSE NAME:** Conductors & AC Current  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/15 LAB  
**COURSE CREDITS:** 2.5

This course provides an introduction to conductors and AC theory.

**COURSE NUMBER:** ATP119  
**COURSE NAME:** Motor Theory & Application  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/15 LAB  
**COURSE CREDITS:** 2.5

This course provides an introduction to motor theory, using electrical test equipment, and managing electrical hazard.

**COURSE NUMBER:** BTA111  
**COURSE NAME:** Administrative Office Procedures  
**PREREQUISITES:** NONE

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course will introduce the student to the topics and issues in today's workplace. Students will learn to effectively lead teams and communicate with coworkers. Basic office skills such as filing, records management, arranging meetings, and making travel arrangements will be taught. They will learn to manage the work environment and technology.

**COURSE NUMBER:** BTA112  
**COURSE NAME:** Intro to Information Technology  
**PREREQUISITES:** NONE

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course will introduce the student to the topics and issues in today's workplace. Students will learn to manage the work environment and technology including basic network administration, network security, and computer troubleshooting.

**COURSE NUMBER:** BTA113  
**COURSE NAME:** Human Resources Fundamentals  
**PREREQUISITES:** NONE

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course will provide the student with a complete, comprehensive review of essential personnel management concepts and techniques. Students will explore how Human Resources play a key role in helping companies meet the challenges of global competition. Strategic objectives to lower costs, improve productivity, and increase organizational effectiveness are changing the way every part of the organization, including the HR department, does business.

**COURSE NUMBER:** BTA114  
**COURSE NAME:** Human Resources Management  
**PREREQUISITES:** NONE

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course will provide the student with a review of essential personnel management concepts and techniques. Students will explore how Human Resources play a key role in helping companies meet the challenges of global competition. Strategic objectives to lower costs, improve productivity, and increase organizational effectiveness are changing the way every part of the organization, including the HR department, does business.



**COURSE NUMBER:** BUS100  
**COURSE NAME:** Intro to Computer Applications  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 4.0

This course will teach the student the fundamentals of Microsoft Excel, Word, Access, PowerPoint, and Outlook. Students will become acquainted with the proper procedures to create spreadsheets, documents, databases and presentations suitable for coursework, professional purposes, and personal use.

**COURSE NUMBER:** BUS101  
**COURSE NAME:** Business Law  
**PREREQUISITES:** NONE

**COURSE HOURS:** 90 LECTURE/ 0.0 LAB  
**COURSE CREDITS:** 4.0

Students will learn the basic legal concepts of contract law. Students will learn more specialized concepts such as business formation, agency law, commercial paper, secured transactions, and employment law as they relate to common business activities.

**COURSE NUMBER:** BUS102  
**COURSE NAME:** Business Communications  
**PREREQUISITES:** NONE

**COURSE HOURS:** 75 LECTURE/15 LAB  
**COURSE CREDITS:** 5.0

Students will be taught effective verbal and nonverbal communication skills. They will learn to write effective business communications, including letters, memos and email messages. This course also covers leadership communication skills related to motivating employees and problem solving, teamwork, group dynamics and conflict resolution. This course will help the student develop an increased knowledge of key concepts in customer service. Students will study customer service from a customer satisfaction perspective and learn how to provide excellent customer experiences for their company.

**COURSE NUMBER:** CA111  
**COURSE NAME:** Business Math  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/45 LAB  
**COURSE CREDITS:** 4.0

This course is designed to introduce the fundamental concepts of a business math course. Topics such as whole numbers, fractions, decimals and integers, order of operations, percents, measurements and probability are covered.

**COURSE NUMBER:** CA112  
**COURSE NAME:** Introduction to Accounting  
**PREREQUISITES:** NONE

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships.

**COURSE NUMBER:** CA113  
**COURSE NAME:** Computerized Accounting  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/75 LAB  
**COURSE CREDITS:** 3.0

Students will be introduced to the accounting cycle and learn double entry accounting through an automated process. They will see the critical role that accounting plays in making business decisions and develops skills that will enable them to succeed in the workforce. The course will familiarize the student with using QuickBooks accounting software to automate the full accounting cycle.

**COURSE NUMBER:** CA114  
**COURSE NAME:** Tax Preparation  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/75 LAB  
**COURSE CREDITS:** 3.0

In recent years, the role of the third party assistance in tax return preparation within the United States has become more significant. To acknowledge this trend, the IRS is strengthening partnerships with tax practitioners, tax return preparers, and other third parties in order to ensure effective tax administration that adheres to professional standards and follows the law.

**COURSE NUMBER:** DA11  
**COURSE NAME:** Dental Science  
**PREREQUISITES:** NONE

**COURSE HOURS:** 40 LECTURE/40 LAB  
**COURSE CREDITS:** 4.0

This course provides the student with knowledge of the anatomy and physiology of the human body systems with special emphasis in those areas related to the practice of dentistry including: morphology, histology, and embryology. Dental charting is an integral part of this course. The course addresses the terms and abbreviations required for charting, the numbering system, and cavity classifications.

**COURSE NUMBER:** DA12  
**COURSE NAME:** Restorative Dentistry  
**PREREQUISITES:** Completion of DA11

**COURSE HOURS:** 40 LECTURE/40 LAB  
**COURSE CREDITS:** 4.0

This course provides the student with an introduction to the dental office and basic chairside assisting, instrument transfers and maintaining a sterile field, and basic chairside instruments and tray systems. Additionally, the course provides students with an introduction to the names, properties, and characteristics of materials commonly used in the restoration of teeth. Students gain knowledge about the various materials and specific techniques that are frequently used in the dental office.

**COURSE NUMBER:** DA13  
**COURSE NAME:** Radiography & Radiation  
**PREREQUISITES:** Completion of DA11

**COURSE HOURS:** 40 LECTURE/40 LAB  
**COURSE CREDITS:** 4.0

This course provides the students with the techniques of radiation safety; the production, processing, and proper storage of dental x-rays; and the legal implications of dental radiography. The course also provides students with digital radiography, intra-and extra-oral imaging. Upon successful completion of this course and Externship, students receive their X-ray Certificate.

**COURSE NUMBER:** DA14  
**COURSE NAME:** Dental Specialties  
**PREREQUISITES:** Completion of DA11

**COURSE HOURS:** 40 LECTURE/40 LAB  
**COURSE CREDITS:** 4.0

This course introduces the student to the following specialty areas of dentistry: dental public health, endodontics, oral & maxillofacial surgery, oral pathology, orthodontics, Pedodontics, periodontics, and fixed and removable prosthodontics. Students gain knowledge about each of the dental practices and the treatments that are available within them.

**COURSE NUMBER:** DA15  
**COURSE NAME:** Pharmacology  
**PREREQUISITES:** Completion of DA11

**COURSE HOURS:** 40 LECTURE/40 LAB  
**COURSE CREDITS:** 4.0

This course provides the student with an overview of pharmacology with a special emphasis on the various drugs that are encountered in dentistry. Focus is on drug laws, prescriptions, routes of administration, and the management of pain and anxiety in the dental environment. Sedation and preparing anesthetics for the dentist will also be taught. Students will gain knowledge regarding the management of medical emergency situations including cardiopulmonary resuscitation. Students will take a CPR course that will include a written and practical exam. CPR certification is a requirement of the Dental Assisting program. Finally, students will learn about electrocardiography and pulse oximetry to fulfill the requirements of new laws governing dental assisting.

**COURSE NUMBER:** DA16  
**COURSE NAME:** Preventative Dentistry  
**PREREQUISITES:** Completion of DA11

**COURSE HOURS:** 40 LECTURE/40 LAB  
**COURSE CREDITS:** 4.0

This course provides the students with knowledge regarding overall nutrition and preventative dentistry to include: coronal polishing and pit & fissure sealants. Students are the proper oral hygiene techniques, such as: tooth brushing, flossing, and administering fluoride treatments. Upon successful completion of this course students receive their coronal polishing and sealant cards.

**COURSE NUMBER:** DA17  
**COURSE NAME:** Dental Administration  
**PREREQUISITES:** Completion of DA11

**COURSE HOURS:** 40 LECTURE/40 LAB  
**COURSE CREDITS:** 4.0

This course provides the student with knowledge of information management, patient clinical records, electronic appointment scheduling and insurance processing, effective communication skills and telephone techniques. Upon completion of this course, the student will have a professional cover letter and resume and gain the necessary professional skills to find successful employment in a professional environment.

**COURSE NUMBER:** DA18  
**COURSE NAME:** Dental Law & Ergonomics  
**PREREQUISITES:** Completion of DA11

**COURSE HOURS:** 40 LECTURE/40 LAB  
**COURSE CREDITS:** 4.0

This course provides the student with the necessary guidelines and standards required to become a Registered Dental Assistant. Topics covered include: dental law and ethics, ergonomics in the dental operator and the laboratory materials and techniques, as well as the California Dental Practice Acts.

**COURSE NUMBER:** DA19  
**COURSE NAME:** Dental Externship  
**PREREQUISITES:** Completion of DA11, DA12, DA13, DA14, DA15, DA16, DA17, DA18

**COURSE HOURS:** 0 LECTURE / 0 LAB / 160 EXTERNSHIP  
**COURSE CREDITS:** 3.0

The externship opportunity provides real world vocational experience to participants.

**COURSE NUMBER:** ETP101  
**COURSE NAME:** Conduit Bending, Conductors, Circuit Breakers & Fuses  
**PREREQUISITES:** Completion of ATP114, ATP115, ATP116, ATP117, ATP117, ATP118

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course provides an introductions to conduit bending and installation, Conductor Installations, Conductor Terminations, fuses and circuit breakers, electrical devices and wiring techniques common to residential electrical services.

**COURSE NUMBER:** ETP102  
**COURSE NAME:** Electronics Theory, Control Systems, Conductor Calculations  
**PREREQUISITES:** Completion of ATP114, ATP115, ATP116, ATP117, ATP117, ATP118

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course introduces the basic descriptions of various types of contactors and relays along with their practical applications. The course covers installation consideration and NEC requirements, explains the function and operation of basic electronic devices, conductor selections & calculations and explains how to size/ select circuit breakers, fuses for various applications.

**COURSE NUMBER:** ETP103  
**COURSE NAME:** Hazardous Locations & Systems  
**PREREQUISITES:** Completion of ATP114, ATP115, ATP116, ATP117, ATP117, ATP118

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course introduces the basic principles of human vision and the characteristics of light, conduit bending, installation of electrical circuits in health care, NEC requirements for Hazardous Locations and Fire Alarm Systems.

**COURSE NUMBER:** ETP104

**COURSE HOURS:** 60 LECTURE/30 LAB

**COURSE NAME:** Transformers & Distribution

**COURSE CREDITS:** 5.0

**PREREQUISITES:** Completion of ATP114, ATP115, ATP116, ATP117, ATP117, ATP118

This course introduces the basic descriptions of various types of contactors and relays along with their practical applications, covers installation consideration and NEC requirements, explains the function and operation of basic electronic devices, conductor selections and calculations and explains how to size/ select circuit breakers, fuses for various applications.

**COURSE NUMBER:** ETP105

**COURSE HOURS:** 60 LECTURE/30 LAB

**COURSE NAME:** Photovoltaics / Voice-Data-Video

**COURSE CREDITS:** 5.0

**PREREQUISITES:** Completion of ATP111, ATP112, ATP113

This course discusses basic solar theory and applications, provides a basic overview of HVAC systems and their controls, teaches the basic leadership skills required to supervise personnel. The course explains the NEC requirements for electrical generators and covers various heat tracing systems along with their applications and installation requirements.

**COURSE NUMBER:** ETP106

**COURSE HOURS:** 60 LECTURE/30 LAB

**COURSE NAME:** Digital Logic / Motor Control

**COURSE CREDITS:** 5.0

**PREREQUISITES:** Completion of ATP114, ATP115, ATP116, ATP117, ATP117, ATP118

This course provides information on selecting, sizing, and installing motor controllers, also covers basic relay logic, covers motor calculation required to size conductor and over current protection. The course discusses application and operating principles of solid state controls used in advanced motor control and describes the various electronic circuits and gates used in digital control circuits. The course introduces the application of PLCs in industrial process control.

**COURSE NUMBER:** FTS200

**COURSE HOURS:** 30 LECTURE/60 LAB

**COURSE NAME:** Dissecting the Personal Training Session

**COURSE CREDITS:** 4.0

**PREREQUISITES:** NONE

This course is designed to introduce the roles and responsibilities of a personal trainer. Topics include, but are not limited to, sales and marketing, law and ethics, client care, customer service, proper planning, charting, professional conduct, personal training criteria, motivation, and phases of a personal training session.

**COURSE NUMBER:** FTS201

**COURSE HOURS:** 30 LECTURE/60 LAB

**COURSE NAME:** Anatomy & Physiology of Exercise

**COURSE CREDITS:** 4.0

**PREREQUISITES:** NONE

This course is designed to provide an overview of the anatomical structures of the musculoskeletal system and introduce anatomical terminology and principles of exercise physiology. Topics include, but are not limited to, skeletal system, joints, muscular system, anatomical terminology, body position, joint movement, cardiovascular system, respiratory system, exercise metabolism, bioenergetics and acute and chronic adaptations to exercise.

**COURSE NUMBER:** FTS203

**COURSE HOURS:** 30 LECTURE/60 LAB

**COURSE NAME:** Client Assessments

**COURSE CREDITS:** 4.0

**PREREQUISITES:** NONE

This course is designed to breakdown the components of the initial client consultation. Topics include, but are not limited to, Client Interview, PAR-Q, Heart Rate, Blood Pressure, Risk stratification, Body Composition Testing, Cardiovascular Testing, Posture and Movement Analysis, and Basic Performance Assessments.

**COURSE NUMBER:** FTS204

**COURSE HOURS:** 30 LECTURE/60 LAB

**COURSE NAME:** Human Movement

**COURSE CREDITS:** 4.0

**PREREQUISITES:** NONE

A review of biomechanical concepts necessary for personal trainer to properly design programs, implement techniques and choose appropriate exercise. Topics will include, but are not limited to, planes of motion, axes of rotations, muscle function, length-tension relationships, force-velocity relationships, the stretch shortening cycle, lifting mechanics, and biomechanical principle as they relate to the gym.

**COURSE NUMBER:** FTS205

**COURSE HOURS:** 30 LECTURE/60 LAB

**COURSE NAME:** Programming – Flexibility, Endurance & Strength

**COURSE CREDITS:** 4.0

**PREREQUISITES:** NONE

This course is designed to teach the aspiring personal trainer how to manipulate acute training variables in order to achieve various levels of improvement in Flexibility, Cardiorespiratory Fitness, Stabilization and Endurance. Students will be required to demonstrate proper use of Reps, Sets, Intensity, Rest intervals, Frequency, Duration and Exercise selection in order to achieve the desired outcomes.

**COURSE NUMBER:** FTS206

**COURSE HOURS:** 30 LECTURE/60 LAB

**COURSE NAME:** Basic Nutrition

**COURSE CREDITS:** 4.0

**PREREQUISITES:** NONE

This course is designed to introduce the fundamentals of nutrition. Topics include, but are not limited to, Scope of practice, body composition, Calorie Balance, Digestion, Absorption and Utilization, Carbohydrates, Fats, Proteins, Water, Vitamins and Minerals, Supplements, ergogenic aids, and exercise considerations.

**COURSE NUMBER:** FTS207  
**COURSE NAME:** Lifestyle Modification  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 4.0

This course is designed to introduce the principles of client coaching, motivation, and behavior modification. Topics included, but not limited to, Coaching, behavior change, stages of change, the client-trainer relationship, and motivational tools.

**COURSE NUMBER:** FTS208  
**COURSE NAME:** Programming – Hypertrophy & Power  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 4.0

This course is designed to teach the aspiring personal trainer how to manipulate acute training variables in order to achieve various levels of improvement in Strength, Hypertrophy and Power. Students will be required to demonstrate proper use of Reps, Sets, Intensity, Rest intervals, Frequency, Duration and Exercise selection in order to achieve the desired outcomes.

**COURSE NUMBER:** FTS209  
**COURSE NAME:** Portfolio Development & Certification Preparation  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 4.0

This course is designed to reinforce concepts presented throughout the entire curriculum. Students are to apply knowledge of training concepts until mastery level is achieved. During this course students will develop a professional portfolio as well as, prepare to sit for their national CPT exam.

**COURSE NUMBER:** HOS212  
**COURSE NAME:** Electronic Medical Billing  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course provides the student with training in the administrative medical software, Medisoft.

**COURSE NUMBER:** HOS213  
**COURSE NAME:** Excel – Word – 10 Key  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course provides the student with training in Microsoft Excel and Word. The student will build skill in 10 Key data entry.

**COURSE NUMBER:** HOS215  
**COURSE NAME:** Clinical and Human Resource Management  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE CREDITS:** 3.0

This course provides the student with training in the role of the human resources manager in the medical office or clinic. Students will learn to develop a policy manual, recruit, interview, hire, evaluate, and terminate employees.

**COURSE NUMBER:** HOS216  
**COURSE NAME:** Externship  
**PREREQUISITES:** Completion of all core Healthcare Office Specialist program courses

**COURSE HOURS:** 0 LECTURE/ 0 LAB / 180 Externship  
**COURSE CREDITS:** 4.0

The externship opportunity provides real world vocational experience to participants

**COURSE NUMBER:** HVAC101  
**COURSE NAME:** Intro to HVAC and Refrigeration  
**PREREQUISITES:** Completion of ATP114, ATP115, ATP116, ATP117, ATP118

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course covers the basic principles of heating, ventilating, and air conditioning, career opportunities in HVAC, and apprenticeship programs. This course will provide instruction on thermodynamics, heat transfer, pressure and temperature relationships, and the fundamentals of refrigeration. The student will learn the major components and accessories of the sealed system including metering devices, evaporators, compressors and condensers. In this course the student will also learn the core section of EPA regulatory under section 608 of the Clean Air Act, as they relate to refrigerants and refrigerant handling. Emphasis is placed on principles of safety practices handling refrigerant.

**COURSE NUMBER:** HVAC102  
**COURSE NAME:** Piping Fundamentals and Installation  
**PREREQUISITES:** Completion of ATP114, ATP115, ATP116, ATP117, ATP118

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course is designed to provide the students with the safety practices and the identification and purpose of the hand and power tools utilized in the field by HVAC technicians. The practices for oxy-acetylene torch safety are emphasized along with different techniques for connecting tubing such as brazing and soldering copper refrigerant lines and the proper procedures for cutting, bending, swaging and flaring in the air conditioning field during installation procedures.

**COURSE NUMBER:** HVAC103  
**COURSE NAME:** Heating Systems  
**PREREQUISITES:** Completion of ATP114, ATP115, ATP116, ATP117, ATP118

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

The purpose of this course is to provide students with the basics of gas fired heating. The topics covered in this course are geared toward the residential and commercial package unit forced air heating systems. The student will be exposed to the central heating system mechanical and electrical safety, types of gas and fuel used, function of controls, combustion efficiency tests, gas pressure adjustment and proper ventilation. The class will familiarize the student with different boiler room design and hydronic heating systems, focusing on controls and the safe operation of support equipment. Extensive hands on troubleshooting and electrical wiring diagrams are used to prepare the student for field service.

<p><b>COURSE NUMBER:</b> HVAC104  <b>COURSE NAME:</b> Air Conditioning and Heat Pump Systems  <b>PREREQUISITES:</b> Completion of ATP114, ATP115, ATP116, ATP117, ATP118</p> <p>This course covers Air Conditioning and Heat Pumps split systems and roof top package units. It will teach the students the normal refrigeration cycle for air conditioning units and the reverse cycle for heat pump units and their various components. C.O.P., E.E.R., S.E.E.R rating and design point psychometric chart plotting. Charging methods will be covered which include superheat, sub-cooling, weigh-in the charge. It will teach the students the various defrost methods including time, temperature &amp; demand, air switch and other defrost integrated circuit board controls. This course will also include service and repair of air conditioning and heat pump systems using mechanical and electrical troubleshooting techniques and electrical wiring diagrams interpretation.</p>	<p><b>COURSE HOURS:</b> 60 LECTURE/30 LAB  <b>COURSE CREDITS:</b> 5.0</p>
<p><b>COURSE NUMBER:</b> MA100  <b>COURSE NAME:</b> Health Care Fundamentals  <b>PREREQUISITES:</b> NONE</p> <p>This course instructs the students in the core skills required of all health care workers. Students will learn Medical Terminology and cover the topics of communication, health care systems, legal and ethical responsibilities, and teamwork. Students will also participate in CPR and First Aid training and receive their CPR/First Aid certification.</p>	<p><b>COURSE HOURS:</b> 90 LECTURE/ 0 LAB  <b>COURSE CREDITS:</b> 6.0</p>
<p><b>COURSE NUMBER:</b> MA115  <b>COURSE NAME:</b> Administrative Medical Assisting  <b>PREREQUISITES:</b> NONE</p> <p>This course instructs the student in the basic principles of medical insurance coverage and billing procedures, medical records management, which includes the use of medical records, accounts receivable, and collection procedures.</p>	<p><b>COURSE HOURS:</b> 30 LECTURE/60 LAB  <b>COURSE CREDITS:</b> 4</p>
<p><b>COURSE NUMBER:</b> MA200  <b>COURSE NAME:</b> Medical Terminology / Law &amp; Ethics  <b>PREREQUISITES:</b> NONE</p> <p>This course instructs the students in the core skills required of all health care workers. Students will learn Medical Terminology basic structure and cover the topics of health care systems, legal and ethical responsibilities, and teamwork.</p>	<p><b>COURSE HOURS:</b> 45 LECTURE/ 0 LAB  <b>COURSE CREDITS:</b> 3.0</p>
<p><b>COURSE NUMBER:</b> MA201  <b>COURSE NAME:</b> Healthcare Communication  <b>PREREQUISITES:</b> NONE</p> <p>This course instructs the students in the core skills required of all health care workers. Students will learn effective communication, safety, phone, scheduling and appointment setting.</p>	<p><b>COURSE HOURS:</b> 45 LECTURE/ 0 LAB  <b>COURSE CREDITS:</b> 3.0</p>
<p><b>COURSE NUMBER:</b> MA202  <b>COURSE NAME:</b> Anatomy &amp; Physiology I  <b>PREREQUISITES:</b> NONE</p> <p>This course provides insight into basic human body structure and functions, including fundamentals needed to understand and evaluate health practices related to each system and the body as a whole. Students will study the Integumentary, Muscular, and Skeletal systems.</p>	<p><b>COURSE HOURS:</b> 45 LECTURE/ 0 LAB  <b>COURSE CREDITS:</b> 3.0</p>
<p><b>COURSE NUMBER:</b> MA203  <b>COURSE NAME:</b> Anatomy &amp; Physiology II  <b>PREREQUISITES:</b> NONE</p> <p>This course provides insight into basic human body structure and functions, including fundamentals needed to understand and evaluate health practices related to each system and the body as a whole. Students will study the Sensory, Cardiovascular, Immune, and Respiratory systems.</p>	<p><b>COURSE HOURS:</b> 45 LECTURE/ 0 LAB  <b>COURSE CREDITS:</b> 3.0</p>
<p><b>COURSE NUMBER:</b> MA204  <b>COURSE NAME:</b> Anatomy &amp; Physiology III  <b>PREREQUISITES:</b> NONE</p> <p>This course provides insight into basic human body structure and functions, including fundamentals needed to understand and evaluate health practices related to each system and the body as a whole. Students will study the Digestive, Urinary, Endocrine, and Reproductive systems.</p>	<p><b>COURSE HOURS:</b> 45 LECTURE/ 0 LAB  <b>COURSE CREDITS:</b> 3.0</p>
<p><b>COURSE NUMBER:</b> MA205  <b>COURSE NAME:</b> Career Development in Healthcare  <b>PREREQUISITES:</b> NONE</p> <p>Students learn the essential work / life and career development skills needed for success as a medical assistant.</p>	<p><b>COURSE HOURS:</b> 15 LECTURE/30 LAB  <b>COURSE CREDITS:</b> 2.0</p>
<p><b>COURSE NUMBER:</b> MA120  <b>COURSE NAME:</b> Pharmacology  <b>PREREQUISITES:</b> NONE</p> <p>This course instructs the students in the principles of pharmacology in the ambulatory setting, and common medications used in each body system. Students will study nutrition and learn guidelines for a healthy diet and diet modifications.</p>	<p><b>COURSE HOURS:</b> 45 LECTURE/ 0 LAB  <b>COURSE CREDITS:</b> 3.0</p>

**COURSE NUMBER:** MA121  
**COURSE NAME:** Administration of Medication  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/ 30 LAB  
**COURSE CREDITS:** 2.0

This course instructs the students in calculating dosages and administering medications for non-parenteral and parenteral medications, Students will learn to provide patient-centered education regarding health and wellness.

**COURSE NUMBER:** MA122  
**COURSE NAME:** Phlebotomy  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course instructs the student in hematology and the procedures of venipuncture/skin puncture for the purpose of blood specimen collection.

**COURSE NUMBER:** MA123  
**COURSE NAME:** Radiology, EKG & Pulmonary Testing  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course instructs the student in the purpose and technique for recording an electrocardiogram (EKG). Students learn the concepts of radiology and study pulmonary function tests.

**COURSE NUMBER:** MA124  
**COURSE NAME:** Clinical Procedures  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This module gives the student an introduction to practices, procedures and routines of the medical office, and the medical assistant's role in preparation for examination and treatment of the patient. This course prepares the student for basic clinical office practice including: taking vital signs; assisting with mobility; identification, asepsis and OSHA Standards; bandaging and wound care. The student will become certified in adult and child CPR and first aid.

**COURSE NUMBER:** MA125  
**COURSE NAME:** Clinical Laboratory Skills  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course provides an introduction to basic clinical procedures used by Medical Assistants in the physician's office. Procedures and skills are taught for assisting with minor office surgeries, identifying and caring for surgical instruments, and maintaining the exam room. The course includes an introduction to basic medical laboratory techniques used by medical assistants and provides instruction in microbiology, standard precautions, specimen collection and processing, and diagnostic testing.

**COURSE NUMBER:** MA126  
**COURSE NAME:** Administrative Medical Assisting  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course instructs the student in the basic principles of medical insurance coverage and billing procedures, medical records management, which includes the use of medical records, accounts receivable, and collection procedures.

**COURSE NUMBER:** MA127  
**COURSE NAME:** Health Insurance  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE CREDITS:** 3.0

This course instructs the student in the basic principles of medical insurance coverage and billing procedures.

**COURSE NUMBER:** MA128  
**COURSE NAME:** Managing Medical Records  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course instructs the student in medical records management, which includes the use of medical records, accounts receivable, and collection procedures.

**COURSE NUMBER:** MA129  
**COURSE NAME:** Specialty Exams and Procedures  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

In this module, students will learn to assist with medical office procedures; eye and ear assessment and procedures, pediatric patients, geriatric patients, male and female physical exams, and obtaining patient information and documentation.

**COURSE NUMBER:** MA117  
**COURSE NAME:** Medical Assistant Externship  
**PREREQUISITES:** Completion of all core medical assisting program courses

**COURSE HOURS:** 0 LECTURE/ 0 LAB / 180 Externship  
**COURSE CREDITS:** 4.0

The externship opportunity provides real world vocational experience to participants.

**COURSE NUMBER:** MHR101  
**COURSE NAME:** Community Mental Health  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/ 0 LAB  
**COURSE CREDITS:** 3

Upon completion of this course the student will be able to identify basic helping theories and techniques including empathic understanding, reflection, clarification of ideas, joining, use of natural supports, and basic interviewing techniques. The student will also be trained to recognize the stigma experienced by consumers of mental health services and its impact on recovery; and demonstrate the ability to challenge this stigma, define policies including laws concerning Rights of Recipients of Mental Health Services and Americans with Disabilities Act (ADA) requirements. Students will summarize the medical aspects of mental illness, including its etiology, psychotropic medications, negative and positive symptoms of Schizophrenia, Interaction of co-occurring medical issues, and the Five Axes descriptions in the Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM-IV). Students will describe in general terms trauma and its relationship to major mental illness and demonstrate a commitment to professional competence including ethical practices, confidentiality, interdisciplinary teamwork, and burnout prevention.

**COURSE NUMBER:** MHR102  
**COURSE NAME:** Sexual Abuse, Trauma & Recovery / Crisis Identification & Resolution  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/ 0 LAB  
**COURSE CREDITS:** 3

This course is designed to study the principles of crisis intervention and resolution. The course will cover theories and techniques of intervention and resolution. Students will learn to assess and react to various crises involving suicide, homicide, intimate partner violence, sexual assault/abuse, bereavement/grief, substance abuse, natural disasters, war, and terrorism. Participants will become aware of resources available to assist individuals with psychiatric disabilities in crisis. Medical aspects of crisis intervention will be taught as well as the effective use of clinical supervision. Consumer empowerment strategies will also be covered.

**COURSE NUMBER:** MHR105  
**COURSE NAME:** Psychosocial Rehabilitation Principles & Methodology  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/ 0 LAB  
**COURSE CREDITS:** 3.0

This course is designed to provide a theoretical and practical knowledge base for the entry-level skills required to deliver psychosocial rehabilitation (PSR) services to adults experiencing mental illness.

**COURSE NUMBER:** MHR106  
**COURSE NAME:** Applications of Psychosocial Rehabilitation  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/ 0 LAB  
**COURSE CREDITS:** 3.0

This course is designed introduce discussion topics and/or activities that bring the concepts of recovery into focus and give each student the opportunity to rehearse and experience the application of these skills. In addition to working with service recipients, students will also learn basic skills to support family members. Throughout the course, skills for greater self-awareness and cultural competence will be identified and developed.

**COURSE NUMBER:** MMS100  
**COURSE NAME:** Graphic Design - Illustrator  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/75 LAB  
**COURSE CREDITS:** 3.0

Using Adobe Illustrator, students will learn to create and edit full color illustrations exhibiting line and shape, volumetric form, shading, depth and randomness by using a vector illustration software application. Text creation features, tools that automate drawing tasks, libraries of patterns and custom colors, and built in support for photo editing software will also be explored. Class lectures will be supported with hands on demos and audiovisual presentations. Via assigned projects, students will create portfolio quality art that can be shown on a job interview.

**COURSE NUMBER:** MMS101  
**COURSE NAME:** Photographic Design  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 4.0

This course covers Photography techniques and the introductory features of Photoshop CS5, the premier software for creating and manipulating bitmapped graphics. Topics include the toolbox, basic layer techniques, Bridge, selecting, painting, image sources and copyright, resolution, printing, strokes & fills, color and tonal correction, image repair, some filters, some automation, and more. Photoshop is essentially the same program whether running under Windows or Mac OS.

**COURSE NUMBER:** MMS102  
**COURSE NAME:** Print Layout & Production – InDesign/Acrobat  
**PREREQUISITES:** NONE

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 4.0

This course will teach the student the basics of desktop publishing using Adobe InDesign. how to navigate the InDesign program interface, set up basic documents, use text and graphic frames, import and thread text, work with typography, import images, work with color, export files to PDF, and work with Character and Paragraph style sheets to successfully complete page layouts.

**COURSE NUMBER:** MMS111  
**COURSE NAME:** Digital Video Production  
**PREREQUISITES:** None

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 4.0

Students will learn the full video production process, from inception of idea to final distribution. The course focuses especially on why each step occurs as it does and provides guidance in choosing the simplest methods of creating the shots desired in the video project. Concentrating on the techniques and concepts behind the latest equipment, this course teaches the students to demonstrate the fundamental principles needed to create good video content on any kind of budget.

**COURSE NUMBER:** MMS112  
**COURSE NAME:** Sound Production & Editing - Audition  
**PREREQUISITES:** None

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 4.0

Students require high-quality soundtracks in the projects they create. Students may have worked with audio applications or with audio editing features within other applications such as video editors, but may have outgrown their capabilities. In this course, students will use Adobe® Audition™ to record and edit audio files, mix multiple tracks, master video soundtracks, and output consistent, professional sound. They will work with the features of Adobe Audition to create audio that sounds professional and sophisticated.

**COURSE NUMBER:** MMS113  
**COURSE NAME:** Digital Video Editing – Premier Pro / AfterEffects  
**PREREQUISITES:** None

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 4.0

Students will use raw videos, recorded audio, and still images to edit and enhance videos. In this course, students will use Adobe Premiere Pro to create their video projects and Adobe After Effects to add visual effects.

**COURSE NUMBER:** MMS114  
**COURSE NAME:** Animation – Flash / Action Script  
**PREREQUISITES:** None

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 4.0

Students will create and manipulate a wide variety of objects ranging from simple graphic designs to complex animation sequences using the Adobe® Flash® CS5 application. Students will use Adobe Fireworks CS5 to create vector graphics, edit bitmap graphics, optimize images, create and assign rollover effects, and create multiple pages for the web.

**COURSE NUMBER:** MMS115  
**COURSE NAME:** Web Page Theory, Design & Development – Dreamweaver / Fireworks  
**PREREQUISITES:** None

**COURSE HOURS:** 30 LECTURE/60 LAB  
**COURSE CREDITS:** 5.0

Students will design, build, and upload a website.

**COURSE NUMBER:** MMS116  
**COURSE NAME:** Multimedia Specialist Externship  
**PREREQUISITES:** Completion of all core multimedia program courses

**COURSE HOURS:** 0 LECTURE/ 0 LAB / 180 Externship  
**COURSE CREDITS:** 4.0

The externship opportunity provides real world vocational experience to participants.

**COURSE NUMBER:** PD100A  
**COURSE NAME:** Professional Development  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 1.5

This course is designed to introduce valuable life skills needed for success in college. Topics such as goal setting, interpersonal communication, time management, stress management, dealing with change, fiscal responsibility, memory development, listening skills, note-taking skills, study and test-taking skills, basic writing skills, learning styles, and critical thinking are covered. Microsoft Office Word, PowerPoint and Excel are also included.

**COURSE NUMBER:** PD100B  
**COURSE NAME:** Career Development  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 1.5

This course is designed to introduce valuable life skills needed for career development.

**COURSE NUMBER:** PS211  
**COURSE NAME:** Wills & Trusts / Bankruptcy Law  
**PREREQUISITES:** NONE

**COURSE HOURS:** 75 LECTURE/15 LAB  
**COURSE CREDITS:** 5.0

This course covers how to legally and ethically develop and administer an estate plan. Specialized legal vocabulary is introduced, relevant substantive and procedural law is explained, and a student produced estate planning and estate administration portfolio of relevant documents that thoroughly covers the wills, trusts, and estates legal specialty area is developed.

**COURSE NUMBER:** PS212  
**COURSE NAME:** Civil Procedures & Litigation / Torts  
**PREREQUISITES:** NONE

**COURSE HOURS:** 75 LECTURE/15 LAB  
**COURSE CREDITS:** 5.0

This course presents the definitions of tort laws and describes how tort laws are applied to various situations and fact patterns. This course also explores the process of filing tort cases in court in terms of parties, pleadings, timing, and the appeals process.

**COURSE NUMBER:** PS213  
**COURSE NAME:** Property Law  
**PREREQUISITES:** NONE

**COURSE HOURS:** 75 LECTURE/15 LAB  
**COURSE CREDITS:** 5.0

This course is an introduction to Real Estate Law, covering topics such as property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, deeds, mortgages or deeds of trust, settlement concepts, leasing and other property concepts.

**COURSE NUMBER:** PS214  
**COURSE NAME:** Legal Research & Writing  
**PREREQUISITES:** NONE

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course is designed to provide students with a solid working knowledge of the tools in law libraries, including both state and federal primary and secondary materials. Students will find, analyze, and solve problems in the legal world. In addition, students will adapt the research material into legal memoranda and briefs and communicate the results in a competent and ethical manner.



**COURSE NUMBER:** PS215  
**COURSE NAME:** Immigration Law / Family Law  
**PREREQUISITES:** NONE

**COURSE HOURS:** 90 LECTURE/ 0.0 LAB  
**COURSE CREDITS:** 6.0

This course provides an overview of a family law practice. It addresses fundamental topics including marriage, divorce, annulment, property division, parenthood, adoption, custody, support, and family violence along with emerging areas, such as legal recognition of non-marital families and assisted reproductive technology. Attention is given to coverage of legal principles, ethical issues, research, interviewing, discovery, drafting, and other essential practice skills.

**COURSE NUMBER:** PS216  
**COURSE NAME:** Criminal Law & Procedure  
**PREREQUISITES:** NONE

**COURSE HOURS:** 75 LECTURE/15 LAB  
**COURSE CREDITS:** 5.0

This course provides the student with the basic principles and history of American criminal law, the elements of specific crimes, the procedures of the criminal justice process, and the constitutional rights of the accused.

**COURSE NUMBER:** PT200  
**COURSE NAME:** Medical Terminology  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/ 0 LAB  
**COURSE CREDITS:** 3

In this course, students will learn Medical Terminology, define and spell terms and word parts, analyze, build and pronounce medical words.

**COURSE NUMBER:** PT201  
**COURSE NAME:** Healthcare Law & Ethics  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/ 0 LAB  
**COURSE CREDITS:** 3

This course instructs the students in the core skills required of all health care workers. Students will cover the topics of communication, health care systems, legal and ethical responsibilities, and teamwork.

**COURSE NUMBER:** PT202  
**COURSE NAME:** Anatomy & Physiology I  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/ 0 LAB  
**COURSE CREDITS:** 3

This course provides insight into basic human body structure and functions, including fundamentals needed to understand and evaluate health practices related to select body system and the body as a whole.

**COURSE NUMBER:** PT203  
**COURSE NAME:** Anatomy & Physiology II  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/ 0 LAB  
**COURSE CREDITS:** 3

This course provides insight into basic human body structure and functions, including fundamentals needed to understand and evaluate health practices related to select body system and the body as a whole.

**COURSE NUMBER:** PT204  
**COURSE NAME:** Career Development  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2

This course is designed to introduce valuable life skills needed for career development.

**COURSE NUMBER:** PT205  
**COURSE NAME:** Professional Development  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2

This course will instruct the student in topics such as goal setting, interpersonal communication, time management, stress management, dealing with change, fiscal responsibility, memory development, listening skills needed for success in pharmacy settings.

**COURSE NUMBER:** PT231  
**COURSE NAME:** Pharmacology I  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/ 0 LAB  
**COURSE CREDITS:** 3

This course instructs the students in the principles of pharmacology in the ambulatory setting, calculating dosages for non-parenteral and parenteral medications, and common medications used in select body system.

**COURSE NUMBER:** PT232  
**COURSE NAME:** Pharmacology II  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/ 0 LAB  
**COURSE CREDITS:** 3

This course instructs the students in the principles of pharmacology in the ambulatory setting, calculating dosages for non-parenteral and parenteral medications, and common medications used in select body system.

**COURSE NUMBER:** PT233  
**COURSE NAME:** Pharmacy Compounding I  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course will introduce the student to the compounding of medications using pills, capsules, and other methods of preparation. This course strives to adjust the student's mindset from traditional pharmacy practice, where patients are assigned a pre-made medication, to a setting in which each patient, whether human or animal, is diagnosed and treated individually.

**COURSE NUMBER:** PT234  
**COURSE NAME:** Pharmacy Compounding II  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course will introduce the student to the extemporaneous compounding of medications using flavoring, reconstituting solutions, and preparing suppositories.

**COURSE NUMBER:** PT235  
**COURSE NAME:** Pharmacy Calculations I  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course will enable the student to gain knowledge of basic arithmetic that is essential for today's pharmacy technician; basic skills in mathematics are required for understanding and performing drug preparations. Nearly every aspect of drug dispensing requires a consideration of numbers. All advanced pharmacy calculations, which are explained throughout the course, rely on a solid understanding of basic math principles.

**COURSE NUMBER:** PT236  
**COURSE NAME:** Pharmacy Calculations II  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course will enable the student to gain knowledge of basic arithmetic that is essential for today's pharmacy technician; basic skills in mathematics are required for understanding and performing drug preparations. Nearly every aspect of drug dispensing requires a consideration of numbers. All advanced pharmacy calculations, which are explained throughout the course, rely on a solid understanding of basic math principles.

**COURSE NUMBER:** PT237  
**COURSE NAME:** Sterile Product Preparation  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course will introduce the student to sterile products and the manner in which they can be administered. The student will understand both the properties of sterile products and how to prepare them using proper aseptic technique.

**COURSE NUMBER:** PT238  
**COURSE NAME:** Chemotherapy/Hazardous Products  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

This course will introduce the student how to prepare large volume solutions, intravenous piggybacks, chemotherapy and total parenteral nutrition.

**COURSE NUMBER:** PT239  
**COURSE NAME:** Procurement and Inventory Control  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

In this course students will learn to explain cost analysis and cost control, define cost finding and cost factors, discuss the differences between independent and group purchasing, define a "prime supplier.", explain why inventory control is essential in the pharmacy practice, explain inventory errors, and describe the effect of inventory errors on financial statements.

**COURSE NUMBER:** PT240  
**COURSE NAME:** Insurance Billing  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/30 LAB  
**COURSE CREDITS:** 2.0

In this course, students will learn to explain the terms *deductible* and *premium*, describe medical insurance coverage, define group plans and prepaid health plans, explain various types of private health insurance, discuss managed care programs, government plans, and eligibility criteria for Medicare.

**COURSE NUMBER:** PT226  
**COURSE NAME:** Pharmacy Technician Externship I  
**PREREQUISITES:** Completion of all core courses

**COURSE HOURS:** 0 LECTURE / 0 LAB / 90 EXTERNSHIP  
**COURSE CREDITS:** 2.0

The externship opportunity provides real world vocational experience to participants.

**COURSE NUMBER:** PT227  
**COURSE NAME:** Pharmacy Technician Externship II  
**PREREQUISITES:** Completion of all core courses

**COURSE HOURS:** 0 LECTURE / 0 LAB / 90 EXTERNSHIP  
**COURSE CREDITS:** 2.0

The externship opportunity provides real world vocational experience to participants.

## GENERAL EDUCATION COURSES

### NATURAL AND PHYSICAL SCIENCES

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**COURSE NUMBER:** BIO101

**COURSE HOURS:** 45 LECTURE/0 LAB

**COURSE NAME:** Human Biology

**COURSE CREDITS:** 3.0

**PREREQUISITES:** NONE

This course is designed to introduce the principles and theories of Human Biology. Topics such as Characteristics of Living, Cell structure, Chemistry as it relates to human life, Body Organization, Homeostasis, Skeletal system, Muscular System, Nervous System, Endocrine System, Digestive System and Reproductive System will be covered.

**COURSE NUMBER:** MAT101

**COURSE HOURS:** 45 LECTURE/60 LAB

**COURSE NAME:** College Mathematics

**COURSE CREDITS:** 3.0

**PREREQUISITES:** NONE

This course is designed to introduce the fundamental concepts of a pre-algebra course. Topics such as whole numbers, fractions, decimals and integers, order of operations, percents, measurements and probability are covered.

**COURSE NUMBER:** SCI101

**COURSE HOURS:** 45 LECTURE/0 LAB

**COURSE NAME:** Biological Psychology

**COURSE CREDITS:** 3.0

**PREREQUISITES:** NONE

This course is designed to examine the development and function of the brain. It will assess various sensory systems, and how neural processes inform the human experience through sleep, sex, emotion, hunger, and other aspects of consciousness.

**COURSE NUMBER:** SCI102

**COURSE HOURS:** 45 LECTURE/0 LAB

**COURSE NAME:** Anthropology

**COURSE CREDITS:** 3.0

**PREREQUISITES:** NONE

This course is designed to provide a basic understanding of the principles of biological anthropology. Special emphasis is placed on evolutionary theory as it applies to humans and on the place of humans in the natural world.

### HUMANITIES AND FINE ARTS

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**COURSE NUMBER:** ENG101

**COURSE HOURS:** 45 LECTURE/0 LAB

**COURSE NAME:** Introduction to English Composition

**COURSE CREDITS:** 3.0

**PREREQUISITES:** NONE

This course is designed to develop written communication skills. Topics covered include understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

**COURSE NUMBER:** ENG102

**COURSE HOURS:** 45 LECTURE/0 LAB

**COURSE NAME:** Introduction to Oral Communication

**COURSE CREDITS:** 3.0

**PREREQUISITES:** NONE

This course is designed to teach students to demonstrate an understanding and application of human communication concepts in the areas of communication process, public communication, listening, group communication, nonverbal communication, persuasion, language and culture.

**COURSE NUMBER:** ENG103

**COURSE HOURS:** 45 LECTURE/0 LAB

**COURSE NAME:** Conflict Resolution in Interpersonal Communication

**COURSE CREDITS:** 3.0

**PREREQUISITES:** NONE

This course is designed to examine the nature and dynamics of conflict, behavioral and cultural issues underlying interpersonal, group, and intergroup conflict, and strategies to resolve and reduce the negative impact of conflict.

**COURSE NUMBER:** ENG104

**COURSE HOURS:** 45 LECTURE/0 LAB

**COURSE NAME:** Critical Thinking

**COURSE CREDITS:** 3.0

**PREREQUISITES:** NONE

This course is designed to introduce the student to the process by which individuals develop and support their beliefs, and evaluate the strength of arguments made by others in real-life situations. Students will practice skills of critical thinking, and focus on applying those strategies to understanding current issues, belief systems, and ethical positions. Students will learn to review information and influences, discuss controversial topics intelligently, and construct well-reasoned arguments on a variety of topics. The course will focus on written analysis.

**COURSE NUMBER:** HIS101 **COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE NAME:** World History **COURSE CREDITS:** 3.0  
**PREREQUISITES:** NONE  
 This course is designed to trace the developments of human civilizations and cultures; examine the ideas and institutions that form the foundation of today's globally interdependent world.

**COURSE NUMBER:** HIS102 **COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE NAME:** US History **COURSE CREDITS:** 3.0  
**PREREQUISITES:** NONE  
 This course is designed to focus on the history of 1900 America to the present. Students will participate in the examination of the Progressive Era, The Jazz Age, world wars and cold wars, depression, civil rights, Watergate, and America today.

**COURSE NUMBER:** HIS103 **COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE NAME:** Introduction to Selected Cultures **COURSE CREDITS:** 3.0  
**PREREQUISITES:** NONE  
 This course is designed to introduce students to the demands of living in a pluralistic society, as well as to the communication skills needed to develop cross-ethnic and cross-cultural perspectives.

**COURSE NUMBER:** HIS104 **COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE NAME:** Ethics **COURSE CREDITS:** 3.0  
**PREREQUISITES:** NONE  
 This course is designed to introduce students to the principles of Ethics through a critical examination of various ethical/moral theories and their application to contemporary moral problems.

**COURSE NUMBER:** PSY101 **COURSE HOURS:** 45 LECTURE / 0 LAB  
**COURSE NAME:** Introduction to Psychology **COURSE CREDITS:** 3.0  
**PREREQUISITES:** NONE  
 This course is designed to introduce human behavior. Topics such as the Field of psychology, biological foundation of the brain, sensation, cognition and intelligence, human development, perception, motivation, personality, learning/memory, and stress are covered.

**COURSE NUMBER:** PSY102 **COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE NAME:** Developmental Psychology **COURSE CREDITS:** 3.0  
**PREREQUISITES:** NONE  
 This course is an introduction to the study of the behavioral, cognitive and psychosocial aspects of growth through the human lifespan; with emphasis on childhood, adolescence and late adulthood, includes topics on death and dying.

**COURSE NUMBER:** PSY103 **COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE NAME:** Marriage and Family Life **COURSE CREDITS:** 3.0  
**PREREQUISITES:** NONE  
 This course is designed to apply concepts, theories, research and cross-cultural perspectives toward understanding the American courtship, marriage and family institutions. Topics examines include love, sex, marital adjustment, parenting, family disorganization, changing gender roles, alternate lifestyles, and family variations by social class, ethnic group and race.

**COURSE NUMBER:** PSY104 **COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE NAME:** Child Growth and Development **COURSE CREDITS:** 3.0  
**PREREQUISITES:** NONE  
 This course is designed to introduce the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age).

**COURSE NUMBER:** SOC101 **COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE NAME:** Introduction to Sociology **COURSE CREDITS:** 3.0  
**PREREQUISITES:** NONE  
 This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, new technology and the growing influence of mass media.

**COURSE NUMBER:** SOC102 **COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE NAME:** Introduction to Diversity **COURSE CREDITS:** 3.0  
**PREREQUISITES:** NONE  
 This course is designed to expose students to knowledge of racial/ethnic diversity. Students are guided in understanding their own cultural and ethnic heritage, increasing their sensitivity to the ethnic reality of culturally diverse groups in this country, as they prepare to work with diverse populations. The concepts of race, culture, ethnicity, prejudice, discrimination, institutional racism, institutional discrimination; and oppression will be examined.

**COURSE NUMBER:** SOC103  
**COURSE NAME:** Civic Engagement  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE CREDITS:** 3.0

This course is designed to give the student the opportunity to learn about theories and applied actions for public engagement and civic leadership.

**COURSE NUMBER:** SOC104  
**COURSE NAME:** Introduction to Social Services  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE CREDITS:** 3.0

This course examines the basic principles, scope, and function of social services. The student will examine the history, philosophy, professional mission, career patterns, practice, methods and organization structure of the social services profession.

**COURSE NUMBER:** PRO100  
**COURSE NAME:** Professional and Career Development  
**PREREQUISITES:** NONE

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course is designed to introduce valuable life skills needed for success in college. Topics such as goal setting, interpersonal communication, time management, stress management, dealing with change, fiscal responsibility, memory development, listening skills, note-taking skills, study and test-taking skills, basic writing skills, learning styles, and critical thinking are covered. Microsoft Office Word, PowerPoint and Excel are also included. This course is designed to introduce valuable life skills needed for career development.

**COURSE NUMBER:** BTA111  
**COURSE NAME:** Administrative Office Procedures  
**PREREQUISITES:** NONE

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course will introduce the student to the topics and issues in today's workplace. Students will learn to effectively lead teams and communicate with coworkers. Basic office skills such as filing, records management, arranging meetings, and making travel arrangements will be taught. They will learn to manage the work environment and technology.

**COURSE NUMBER:** BTA112  
**COURSE NAME:** Business Technology in the Workplace  
**PREREQUISITES:** NONE

**COURSE HOURS:** 60 LECTURE/30 LAB  
**COURSE CREDITS:** 5.0

This course will introduce the student to the topics and issues in today's workplace. Students will learn to effectively lead teams and communicate with coworkers. Basic office skills such as filing, records management, arranging meetings, and making travel arrangements will be taught. They will learn to manage the work environment and technology.

**COURSE NUMBER:** BTA115  
**COURSE NAME:** Introduction to Information Technology  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE CREDITS:** 3.0

Introduces students to the fundamental concepts in information technology (IT) that provide the technical underpinning for today's computer applications. A perspective on the range of information technology is presented giving the student an understanding of the principles underlying digital devices, computer hardware, software, telecommunications, networking and multimedia

**COURSE NUMBER:** CA114  
**COURSE NAME:** Tax Preparation  
**PREREQUISITES:** NONE

**COURSE HOURS:** 15 LECTURE/75 LAB  
**COURSE CREDITS:** 3.0

In recent years, the role of the third party assistance in tax return preparation within the United States has become more significant. To acknowledge this trend, the IRS is strengthening partnerships with tax practitioners, tax return preparers, and other third parties in order to ensure effective tax administration that adheres to professional standards and follows the law.

**COURSE NUMBER:** BUS106  
**COURSE NAME:** Accounting II  
**PREREQUISITES:** Completion of CA112 or equivalent

**COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE CREDITS:** 3.0

This course focuses on the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.

**COURSE NUMBER:** BA107  
**COURSE NAME:** Microeconomics  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE CREDITS:** 3.0

This course focuses on the consumer, the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly, and monopolistic competition.

**COURSE NUMBER:** BA108  
**COURSE NAME:** Small Business Management & Entrepreneurship  
**PREREQUISITES:** NONE

**COURSE HOURS:** 45 LECTURE/0 LAB  
**COURSE CREDITS:** 3.0

In this course, the student will learn about planning, marketing, and managing a small business. The course will teach the student to analyze various theories and applications of management and address the current issues, ethical concerns, and legal regulations that have an impact on small business. The student will also review the critical role that entrepreneurs play in our economy.

**COURSE NUMBER:** BA109

**COURSE NAME:** Leadership

**PREREQUISITES:** NONE

The course is designed to provide students with a broad understanding of leadership and supervision. The course focuses on introducing and demonstrating a variety of techniques/applications required for problem identification and problem solving, team building, conflict resolution and negotiation, written and interpersonal communications and leadership/management development.

**COURSE HOURS:** 45 LECTURE/0 LAB

**COURSE CREDITS:** 3.0

**COURSE NUMBER:** BA110

**COURSE NAME:** Marketing Principles

**PREREQUISITES:** NONE

The purpose of this course is to teach students to identify the marketing mix components; explain the environmental factors which influence consumer and organizational decision-making processes; outline a marketing plan; and interpret marketing research data to forecast industry trends and meet customer demands.

**COURSE HOURS:** 45 LECTURE/0 LAB

**COURSE CREDITS:** 3.0