CATALOG

01/01/2019 – 12/31/2019

COMPUTER INSTITUTE OF TECHNOLOGY

6444 BELLINGHAM AVE SUITE # 202 NORTH HOLLYWOOD CA 91606
818 980 0415

www.citnursingcollege.com

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APPROVAL DISCLOSURE STATEMENT

COMPUTER INSTITUTE OF TECHNOLOGY originally was approved by the Bureau for Private Postsecondary and Vocational Education. in 1998. Computer Institute of Technology is a private Institution, it is approved to operate by the Bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

The Main Campus is located at 6444 Bellingham Ave Suite 202 North Hollywood CA 91606. This campus accommodates 45 students who are enrolled in the approved programs. It also houses the Corporate administrative and business offices of the Institute.

The following Non-Degree courses have been approved and are offered at the Main Campus

DIPLOMA PROGRAM / PROGRAM TITLE	HOURS	SEMESTER UNITS
MEDICAL ASSISTANT CODING AND BILLING	900	60
OFFICE SOFTWARE SPECIALIST	390	32
COMPUTER NETWORK SPECIALIST	900	60
COMPUTER GRAPHICS SPECIALIST WEB DESIGNER	900	60
NURSE ASSISTANT	180	12
HOME HEALTH AIDE	40	3
RESTORATIVE NURSE ASSISTANT	24	2
PHLEBOTOMY	104	7
PHARMACY TECHNICIAN	900	60
INTERPRETATION AND TRANSLATION	480	32
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Prospective students are encouraged to visit the physical facilities of the Institute to discuss personal, educational and professional goals with Institute personnel prior to enrolling or signing the enrollment agreement.

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement".

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:
Bureau for Private Postsecondary Education,
1747 N Market Blvd Ste 225 Sacramento, CA 95833
Web Site Address: bppe@dca.ca.gov
Telephone and Fax #s (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

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

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

Computer Institute of Technology does not have a pending petition in bankruptcy, or operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States bankruptcy code (11 U.S.C. Sec. 1101 ET SET).

This Institution does not offer dormitory/housing facilities or have access under its control. The availability of housing located reasonably near the institution is the responsibility of the student to seek out and obtain. The average rental for and 1 bedroom apartment in the neighborhood of the campus is $1600.00 / month

No facilities are recommended or sponsored by this institute. This institute does not offer an approximate cost or range of cost for any housing. This will be the responsibility of each student on their own.

This Institution **does not participate** in federal or state financial aid program.

COMPUTER INSTITUTE OF TECHNOLOGY updates this catalog annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog.

If changes in educational programs, educational services, procedures, or policies are required to be included in the catalog by statute or regulations are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

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:
1747 N Market Blvd Ste 225 Sacramento, CA 95833
PO Box 980818 West Sacramento CA 95798-0818
Web Site Address www.bppe.ca.gov
(916) 431-6959 Fax (916) 263-1897. Toll Free: (888) 370-7589

<u>Organizational Structure and Ownership</u>

COMPUTER INSTITUTE OF TECHNOLOGY is organized as a Corporation in the State of California. The institution is owned by Rene Aguero who is the CEO, COO and CAO.

<u>Advisory Board Members</u>

Andrea Alexandrian MD	MD
Martin Euredjian	Information Technology Consultant, Software Developer
Haig Asikian Esq	Legal Advisor
Cecilia Berberian BS	Physician Assistant / Chiropractor
June Cochran Ph.D	Nursing Educator

MISSION STATEMENT

COMPUTER INSTITUTE OF TECHNOLOGY is an educational institution with a team of professionals providing support to the community within the fields of computer information technology, and allied health with the highest efficiency and quality levels, striving to place our students in entry-level employment positions upon successful completion of the program.

GOALS AND OBJECTIVES:

COMPUTER INSTITUTE OF TECHNOLOGY's graduates will be able to perform specific duties immediately upon entry-level employment. The student will be prepared to more fully use the specialized training offered by many companies to new employees. Also, opportunities for the career advancement will be greater due to the wide scope of knowledge each graduate has gained from COMPUTER INSTITUTE OF TECHNOLOGY's training programs and their business adaptation.

Each student will find that COMPUTER INSTITUTE OF TECHNOLOGY's training is a job-oriented practical program of practical practice, which includes hands-on "experience with the materials and situations of typical industry job assignments. This active program of work situation training will give the student valuable pre-employment experience.

mission is to dedicate its efforts and resources toward ensuring a high quality education and learning environment. The Institute has a strong commitment to accessibility and diversity. The Institute works to provide affordable education with a range of integrated support services and innovative learning sources.

The Institute is committed to taking a leadership role in technological changes, in economic development, in community services, and in the global marketplace with student success.

POLICY ON STUDENT RIGHTS

The Student's Rights Policy concerning enrollment states:

"**You may cancel your contract for enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later as described in** the Notice of Cancellation form that will be given to you prior to the first day of class.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the Institute for a sample copy.

"After the end of the cancellation period, you also have the right to stop education at this Institute at any time, and you have the right to receive a refund for the portion of the course not taken.

Your refund rights are described in the contract. If you have lost your contract, ask the Institute for a copy of your contract and the refund policy.

"If the Institute closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

"If you have a complaint, questions, or problems that you cannot work out with the Institute, write or call the:

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Bureau for Private Postsecondary Education (BPPE)

1747 N Market Blvd Ste 225 Sacramento, CA 95833
Telephone 916 431-6959 Fax 916. 263-1897.

Toll Free: (888) 370-7589

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"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institution. The Institution is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement

NON-DISCRIMINATION POLICY

COMPUTER INSTITUTE OF TECHNOLOGY does not discriminate on any basis, including sex, age, race, national origin, creed, religion or disability. COMPUTER INSTITUTE OF TECHNOLOGY complies with the provisions of Title 1 of the Civil Rights Act of 1964 and 1974, the Rehabilitation Act of 1973, the Americans with Disabilities Act and all amendments therein.

GENERAL INFORMATION

COMPUTER INSTITUTE OF TECHNOLOGY was founded in North Hollywood, Calif. in February 1998 under approval by the Bureau for Private Postsecondary and Vocational Education.

COMPUTER INSTITUTE OF TECHNOLOGY is approved by the **Bureau for Private Postsecondary Education (BPPE)**

INSTRUCTIONAL FACILITIES

The Main Campus is located at 6444 Bellingham Ave Suite 202 North Hollywood CA 91606

 Facilities include: 3 classrooms serving a maximum number of 15 students per classroom. The medical laboratory is equipped parallel to a nursing facility care unit with all applicable

tools, supplies and systems. Classrooms for each program of study at COMPUTER INSTITUTE OF TECHNOLOGY contain equipment and supplies sufficient to meet the needs of the curriculum and the students. The maximum number of students per class is 15. To accommodate the computer programs, the computer lab contains 8 computers with internet access, and appropriate training software.

The Resource Center/library contains books, journals and reading material to accent the programs offered. 8 computers with internet access and web sites available and recommended for the programs offered. The librarian oversees and assists the students with their questions, research or browsing for articles and current information for the assistance in their program. An appointment with the librarian is recommended. However, office hours for the Resource Center will be posted for all students use. A student lounge with seating is available

The following offices for Administration and faculty are available. Faculty office, Registrar's office, Placement office, Admissions office, and Director's office.

Parking is available for 100 automobiles at no cost. The building facility and parking is wheelchair accessible. The facilities provide a pleasant, efficient atmosphere for adult education and learning. The Institute is readily accessible by several freeways from the surrounding areas.

HOURS OF OPERATION

Monday through Friday	8:00 am	to	1 pm
	4:00 pm	to	8 pm (Evening session when scheduled)
Saturday	8:00 am	to	5 pm (For selected programs, Clinical).
Sunday	8:00 am	to	5 pm (For selected programs, Clinical).

ADMISSION REQUIREMENTS

The admission requirements to COMPUTER INSTITUTE OF TECHNOLOGY are as follows:
- Applicants must have a high school diploma; or
- Have the recognized equivalent of a high school diploma (GED)

Programs of training are open for regular enrollment to men and women who possess a High School Diploma or the equivalent, and the ability to benefit from the training offered. Prospective students are invited to visit the Institute and discuss their needs, goals, and objectives with an Admissions Representatives.

Each applicant accepted for training MUST produce a High School Diploma, GED, or transcript that has been translated in the English language for review and evaluation or pass the Ability to Benefit (ATB) test.

ATB Test: California Education Code (CEC) &94811 describes an ATB Student as a student who does not have a certificate of graduation from a school providing secondary education, or an acknowledged equivalent of that certificate. Under CEC &94904 COMPUTER INSTITUTE OF TECHNOLOGY is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). COMPUTER INSTITUTE OF TECHNOLOGY uses the "Ability to Benefit Test" CELSA 1 Examination administered by the Association of Classroom Teacher Testers (ACTT)

All applicants must have the ability to read and write at the level of a graduate of an American High School as demonstrated by the possession of a High School Diploma International students whose primary speaking language is not English must present documentation of proficiency, such as TOEFL (Score of 18 or above).

TRANSFER OF CREDIT TO COMPUTER INSTITUTE OF TECHNOLOGY

To assure the fair and equitable treatment of students relative to transfer of credit, this Institute will set guidelines for prior credit earned toward transfer of credits:

The Program transfer will be based on transcripts presented by the students. The minimum grade acceptable will be B or 80% of attendance and academy outcome.

An official transcript will be required from the student, prior to the start of the first day of calls of the program. It is the student responsibility to furnish the transcript and/or assist the school to procure it. The program taken in which the transfer credit (s) will be used, and the enrollment agreement will reflect the reduction of hours needed to complete the program and the calculated prorated amount charged for the program. Payment arrangements will be made to pay the prorated amount due to the School.

The student will receive a worksheet reflecting this reduction upon School Director's/ Program Director's evaluation of the transfer credits, prior to the start of the first day of class.

COMPUTER INSTITUTE OF TECHNOLOGY HAS NOT ENTERED INTO AN ARTICULATION OR TRANSFER AGREEMENT WITH ANY OTHER COLLEGE OR UNIVERSITY

ADMINISTRATION

Corporate Director/CEO	Rene Aguero
Registrar	Gabriela Garza
Secretary	Lizbeth Carbajal
Secretary	Alma Romero

FACULTY

Medical Assistant Coding and Billing	Jorge Alarcon MD
Office Software Specialist/Networks	Moises Ayala B.S
Office Software Specialist/Graphics Web Design	Claudia Turcios B.S
Office Software Specialist/Pharmacy Technician	Hugo Bravo MD
Office Software Specialist	Milvia Garcia A.A
Office Software Specialist	Miguel Ochoa B.S
Nurse Assistant - Home Health Aide	Moraima Negrete RN
Nurse Assistant – Restorative Nurse	Marcos Martinez LVN
Phlebotomy	Alba Sanchez CPT1
Interpretation And Translation	Amilcar Castillo B.S
English as a Second Language	Amilcar Castillo B.S

All Faculty members are selected according to their individual skills and academic background within specific areas of knowledge and experience. They are experienced instructors who are skilled at stimulating and developing a professional attitude with their students. All instructors have a minimum degree or 3 years of experience in the field that they are training. All Instructors participate in continuing education classes in teaching methodology and professional development.

Semester Credit Hour Measure

A Semester Credit Hour (Unit) equals one or any combination of 15 hours of lecture/theory equals 1 semester unit, 30 hours of laboratory/demonstration equals 1 semester unit and 45 hours clinical/extern ship/ work based activity equals l semester unit. A clock hour is defined as "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break. This formula complies with the Federal 34 CFR.

Academic Year Definition

The academic year for programs less than 24 semester credit hours is 32 weeks.The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters.

Full Time Student Status

Programs offered by COMPUTER INSTITUTE OF TECHNOLOGY are considered as full time programs. Students attending class 20 hours per week are considered full time students.

Procedure for Enrollment

An applicant makes an appointment for an interview with the Admissions Representatives. Upon arrival at the Institute, the applicant will complete an application covering their personal, educational, and employment history, and the area of occupational interest. The prospective student will take the "entrance test (CELSA). All applicants must pass the test. If the student fails the entrance test, the waiting period will be (7) seven days to re-take the test. Acceptance of the student will be scored set by the test publisher, (CELSA Basic Skills Test (WBST) Quantitative Forms QS-1 and QS-2). The test is graded and results are discussed in detail with the applicant.

The applicant initially meets with the Admission Representative to discuss career opportunities and the process of enrollment. The applicant is then taken on a tour of the facilities. This tour includes an explanation of classroom instruction and activities and a review of course equipment and materials. A business office interview is then completed to discuss the tuition arrangements. The Institute retains the right to accept or reject an applicant based on the applicant's character reference, scholastic and/or financial status.

Presuming all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward their chosen training program, an enrollment agreement between the Institute and the applicant is then signed, the registration fee paid (the student is required to pay in full, the registration fee on or prior to the seventh consecutive day of class unless other arrangements are made), and a start date is set.

Re- Enrollment

Any student, who wishes to re-enroll in the same or another program, should first submit in writing a letter to the Institute Director, noting the reason for initial withdrawal and reasons for the desire to re-enroll.

Any student who re-enrolls (same program previously canceled or terminated from) must sign a new Enrollment Agreement at the current tuition rate. This procedure is for a "Seven Day Cancellation" as well as program cancellations or terminations. The Registration Fee must be paid prior to an applicant re-enrolling. All outstanding balances due to program cancellations/terminations must be paid in full. If an updated textbook is required the student will incur the new textbook cost.

Credit given for prior training will be determined per a prorata refund policy. Institute payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. Any increase in the books and/or supplies will be included on the enrollment agreement. The Institute at its sole discretion will determine the student's re-enrollment.

Changes from one program to another are not considered re-enrolled. Additional information on course changes can be found in this catalog under Changes in Program. Based on each individual's financial packaging, it is important that all financial obligations are discussed prior to re-enrolling.

Withdrawal / Dropout Policy & Procedure

Students who wish to withdraw from their training program should contact the Institute Director. All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Institution Director. Regardless of the circumstances of withdrawal or the date of notification to the Institute, the official withdrawal date is the last date a student attended classes. Refunds and final grades are based upon last date of class attendance.

The vocational programs are structured modules, of instruction. Subject matter is based on solid educational principles to assure that high standards are maintained. The design is flexible to provide for the integration of new technologies and techniques as they are developed. Our system of scheduling allows participants to commence training at the beginning of each module on a space available basis. The teaching, learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Instructional techniques are employed so that students receive the attention required to reach their objective. This combination of method, technique, and scheduling assure that diligent participants are able to attain their goal in an efficient and effective manner.

This educational process is widely praised and promoted by state and national education and training leaders concerned with the continuing education of America's citizens. One major reason for its success is due to the methods and techniques geared to the individual need and adaptability of the participants. This allows each person to achieve a pre-determined level of competency.

Using this scheduling method and curriculum structure, along with competency based learning materials and teaching methods, allows a student to commence classes as a module begins, on a space available basis and progress through the desired program to graduation.

Students Observe The Following Holidays

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

Students will be on Holiday recess December 25, December 31.

STUDENT SERVICES

Advising

The staff of COMPUTER INSTITUTE OF TECHNOLOGY makes every effort to maintain close communication with its students.

Referral Services

Students have access to faculty and administrative staff for financial counseling, vocational and academic advising. Students experiencing personal problems, which require professional counseling by the student will be referred to the appropriate agencies.

Medical Care

COMPUTER INSTITUTE OF TECHNOLOGY is located near excellent hospitals and will refer students to one of them whenever the need should arise.   In the case of emergencies, 911 will be called.

Refresher Training

Graduates who desire refresher training within (1) one year of graduation, in any of the courses, may be admitted to retake a desired module. The charge for such training, if any, will be determined at the time of enrollment. Admittance is based on space availability.

Career Development and Employment Assistance

This process is ongoing throughout your training and included in each subject or module. This specific instruction is designed to give you that edge in successfully gaining the employment you are training for. Instruction may include areas such as: Proper Grooming for Successful Interviews, Resume writing, Successful Interviewing Techniques, Mock Interviews, and Employment applications. Instruction through Career Development leads many students to eye opening approaches to job searching and ultimately, successful employment.

COMPUTER INSTITUTE OF TECHNOLOGY CANNOT AND DOES NOT GUARANTEE EMPLOYMENT. Only the employer can make that final decision. COMPUTER INSTITUTE OF TECHNOLOGY's Placement Assistance Department provides direct assistance as students near their completion date and beyond graduation.

The student will be required to meet with the Placement Assistance Coordinator. Each student shall prepare a typed resume to the Placement Assistance Coordinator, and always be DRESSED FOR SUCCESS, as one never knows when an employer may call!!

COMPUTER INSTITUTE OF TECHNOLOGY PROVIDES CAREER PLACEMENT ASSISTANCE TO ALL GRADUATES IN GOOD STANDING.

Los Angeles County is one of the fastest growing Allied Health, and Business Computer employment markets in the country. COMPUTER INSTITUTE OF TECHNOLOGY maintains a Placement Department to assist graduates in contacting companies in order to secure employment. The Placement Assistance Coordinator acts as a liaison between the graduate and the employment community. Information on job search techniques is provided to soon-to-graduate students and graduates based on current needs of local businesses and industries.

NOTE: All graduates will be considered to need placement. A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy.
The entire staff as well as the Placement Assistance Coordinator will assist in this effort. While employment is not guaranteed, assuming cooperation on the part of the graduate, the Placement Office will work diligently with each graduate until he/she successfully obtains employment.

The Placement Assistance Coordinator helps graduates develop and/or locate positions which best match the student's capabilities and experiences. The Placement Assistance Coordinator is always available to assist in future years when a COMPUTER INSTITUTE OF TECHNOLOGY Alumnus contemplates a change in employment. Only graduates of COMPUTER INSTITUTE OF TECHNOLOGY are eligible for placement assistance from the Institute. The amount of effort put forth by the student is the most critical factor. Cooperation in the process will assure a more positive result. The Institute's primary objectives are to provide the student in training and educate each student as well as assist them with employment in their chosen field. The Institute **does not offer employment as an incentive to enrollment.**

STUDENT RECORDS POLICIES

Student records are confidential and are kept by the Registrar who will permanently retain a transcript as required by section 94900(b) and 5, CCR&71920. No one except appropriate school faculty and staff or, an authorized representative or an Accrediting Commission or the BPPE, or an authorized representative of a sponsoring agency (i.e. WIOA) may review any educational records without the consent of the student.

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

- School with a legitimate educational interest
- Authorized representatives of the Comptroller General of the United States, Secretary of Education, Administrative head of an Education Agency, State Education Officials, or respective designees, or the United States Office of Civil Rights
- Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
- Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, or to enforce the terms or conditions of the financial aid
- Accrediting organizations in order to carry their accrediting functions

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

Definition of Student Records

Education Records consist of Admissions, Academics, Attendance, Job Placement, Scholarships and Financial Aid.

Student Education Records Procedure

COMPUTER INSTITUTE OF TECHNOLOGY shall maintain a file for each student who enrolls in COMPUTER INSTITUTE OF TECHNOLOGY whether or not the student completes the educational program.

The file shall contain the following applicable information

- Written records and transcripts of any formal education or training, testing, or experience that is relevant to the student's qualifications for admission to COMPUTER INSTITUTE OF TECHNOLOGY.

COMPUTER INSTITUTE OF TECHNOLOGY award of credit or acceptance of transfer credits including the following
- Evidence of high school completion or equivalency or other documentation establishing the student's ability to do the work of the program to which the student is enrolling.
- Records documenting units of credit earned at other institutions as transfer credits toward the student's completion of an educational program.
- ATB Test
- All the documents evidencing a student's prior experiential learning
- Record of attendance to include attendance and tardiness for each course taken by the student.
- Records of student health records if required for enrollment
- Records of student background if required for enrollment
- Personal information regarding the student's age, gender, and ethnicity if that information has been voluntarily supplied by the student.
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents related to financial aid.
- Records of the dates of enrollment, and if applicable, withdrawal from COMPUTER INSTITUTE OF TECHNOLOGY, leave of absence, and graduation.

A transcript showing the following
- The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
- The final grades or evaluations given to the student
- Credits for courses earned at other institutions
- Degrees, certificates, and diplomas awarded the student

A document showing the total amount of money received from or on behalf of the student and date or dates on which the money was received, and a document specifying refund amount and details of the refund.
Copies of any official advisory notices or warnings regarding the student's progress
Complaints received from the student

Review of Records by Student

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

- The right of students to inspect their individual records is in accordance with the family education rights and privacy act of 1974, Public Law 93.380, as amended.
- Expressly exempted from the right of review and inspection are the financial records of the parents of the students.
- Without the student's written consent and upon authorization of the CEO or his/her designee, COMPUTER INSTITUTE OF TECHNOLOGY may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:
- School with a legitimate educational interest
- Authorized representatives of the Comptroller General of the United States, Secretary of Education, Administrative head of an Education Agency, State Education Officials, or respective designees, or the United States Office of Civil Rights
- Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
- Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, or to enforce the terms or conditions of the financial aid
- Accrediting organizations in order to carry their accrediting functions
- Organizations conducting studies for, or on behalf of educational agencies or institutions for the purposes of developing , validating or administering predictive tests, student aid programs, and improving instruction, if such studies are conducted in such manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is collected.
- Appropriate persons in connection with an emergency if such information is necessary to protect the health or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Education
- Those who have obtained subpoena or judicial order COMPUTER INSTITUTE OF TECHNOLOGY will make a reasonable effort to notify the student in advance of COMPUTER INSTITUTE OF TECHNOLOGY compliance with the order.
- Authorized representatives of the BPPE.

Record of Access
The Registrar will maintain an access list which includes the identity of persons other than COMPUTER INSTITUTE OF TECHNOLOGY who have requested and have been denied or who have had access to student records, the dates and reason for access.

Storage of Student Records
It is the policy of COMPUTER INSTITUTE OF TECHNOLOGY to provide proper storage and access as prescribed by the Act and Regulations.
The Registrar at COMPUTER INSTITUTE OF TECHNOLOGY is charged with the following:

COMPUTER INSTITUTE OF TECHNOLOGY will permanently retain a transcript as required by section 94900(b) of the code, the institution will maintain permanently the pertinent student records described in section 71920 from the student's date of completion or withdrawal at COMPUTER INSTITUTE OF TECHNOLOGY.

COMPUTER INSTITUTE OF TECHNOLOGY shall maintain permanently at its principal place of business in California accurate records that show the following:

- The names, telephone numbers, and home and local addresses of each student
- The courses of instruction offered by the institution and the curriculum of each course
- The name, address and educational qualifications of each member of its faculty
- The information required by &94900, &94900.5, and &94900.7 of the Act.
- All information and records required by this chapter or required by the Bureau
- COMPUTER INSTITUTE OF TECHNOLOGY will maintain specific records permanently
- COMPUTER INSTITUTE OF TECHNOLOGY shall maintain permanently a transcript as prescribed by accrediting commission standards.
- COMPUTER INSTITUTE OF TECHNOLOGY shall maintain records relating to federal financial aid programs as provided by federal law.
- A copy of each student record required by the act or the regulations shall be maintained
- A record that is no longer current may be stored on microfilm, or in digital form
- The record my be stored without loss of information or eligibility for the period within which the record is required to be maintained by the act
- COMPUTER INSTITUTE OF TECHNOLOGY maintains functioning devices that can produce exact, legible printed copies of stored records.
- COMPUTER INSTITUTE OF TECHNOLOGY has personnel scheduled to be present at all times during normal business ours
- If COMPUTER INSTITUTE OF TECHNOLOGY closes, COMPUTER INSTITUTE OF TECHNOLOGY and its owners are jointly and severally responsible to arrange

- at their expense for storage and safekeeping in California of all records required to be maintained by the act and regulations.
- COMPUTER INSTITUTE OF TECHNOLOGY may dispose of records after they have passed the time limits imposed by the act and the regulations. Before disposing of any record, the registrar must check with Title 5, California code of regulations, division 7.5, section 71920(I) in addition to permanently retaining a transcript as required by section 94900(b) of the code, the institution shall maintain permanently the pertinent student records described in section 71920 from the student's date of completion or withdrawal
- Student records are confidential and are kept by the registrar department for five years in accordance with BPPE &94900, 94900.5, and 94900.7. No one, except appropriate school faculty and staff or an authorized representative or the Accrediting Commission or the BPPE, or an authorized representative of an sponsoring agency may review any educational records without the approval of the student. The only exception to this is a parent or legal guardian of a minor student.

- Custodian of Records
  Gabriela Garza
  6444 Bellingham Ave Suite 202
  North Hollywood CA 91606
  818 980 0415

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The practices and procedures of COMPUTER INSTITUTE OF TECHNOLOGY comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Students, parents of minors, and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of these students. Confidentiality of student and staff's records is strictly protected.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. The Institute complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone without (a) written request/release from the student, (b) a court order, or (c) meeting accreditation or government agency requirements.

Copyrighted Material

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

This Institution and in compliance with HEOA, subparagraph (p) to section 485 (a) (1) will impose disciplinary actions to the students and employees to the extend allowed by federal laws, who are engage in authorized distribution of copyrighted materials using the institution's information technology system; without unduly interfering with the educational and research use of network.

Tuition and Financial Assistance

To assist students with their educational costs, the Institute has available options that the student can apply for if they meet the requirements of the outside funding source that the student may elect to take advantage of if they find it assists with the tuition cost.
All tuition must be satisfied by paid in full arrangements before receiving your Diploma or participating in the class graduation.

THIS INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AIDE PROGRAMS
THIS INSTITUTION PARTICIPATES IN WIOA PROGRAMS

IF YOU ARE ENROLLED THROUGH THE ETPL/WIOA PLAN YOU WILL FOLLOW THE REFUND POLICY FOR THIRD PARTY PAYERS. The student is not entitled to a refund if the tuition and fees are paid by a third-party. The amount is excess of the total charges incurred shall be returned to the third party

Library (Media Center)
A reference library is available to all students to help provide information, which may aid them in their program of study. Students may use the reference books, journals, reading material while visiting the library. Please do not take the library material as others may need to use the same material. If you would like an article or information copied, please let the librarian know and they will be happy to accommodate you.

Student Lounge
The student lounge is available for the convenience of all students.   Please dispose of all eating and drinking containers in the appropriate refuge container located in the student lounge. Please empty all drinking containers in the rest rooms before disposing in the trash receptacle.

Classroom Temperatures
Classroom temperatures may fluctuate slightly. It is impossible to accommodate every individual's comfort zone. However, the Institute will do its best to maintain a moderate/average temperature throughout all areas of instruction and administration. It is recommended that students bring a sweater to class, if necessary.

ATTENDANCE AND ACADEMIC POLICIES
Attendance Policy

It is important that the Institute have a record of attendance for each student. It is your responsibility to sign the sign in sheet daily, located in your classroom. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day and complete the required work to the best of their ability, as they would on the job. **ATTENDANCE AND A POSITIVE WORK ATTITUDE HAVE A GREAT DEAL TO DO WITH SUCCESS AND EMPLOYMENT.**

When students must be absent from class, just as employees are expected to do on a job, the student should call the Institute prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Remember, **POOR ATTENDANCE IS NOT A GOOD HABIT TO HAVE AND CERTAINLY ONE WHICH AN EMPLOYER WILL NOT ACCEPT.**

Grades alone are not enough to secure a good job in the industry. Due to the nature and scope of the training, the Institute does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. Unsatisfactory attendance occurs when a student misses more than 25% of the maximum time frame of the program.

Unsatisfactory attendance may lead to Probation status until the student has brought his/her attendance and or academic grade point average to the 75%. This would include any make-up hours and or make up assignments and any test.

Excessive absences may result in probation, suspension, or termination.

Excused Absence
Excused absences are not automatic. Your instructor monitors and provides all attendance to the Student Services department. Vacations are not considered excused. The Institute will not tolerate abuse with this policy. It was implemented for that student who has unusual or unforeseen problems. However, you must still maintain the minimum cumulative grade point average.

Tardiness
The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. A tardy student will be marked daily as being tardy. Any combination of three (3) documented tardies will be considered as one (1) absence.

Leaving Early

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. The Instructor should be notified prior to being dismissed early from class. A student leaving early from class will be marked daily as leaving early. Any combination of three (3) documented early departures will be considered as one (1) absence.

Cutting Classes
Cutting of classes will be considered unexcused absences

Attendance Probation Policy
Any student failing to maintain a minimum 80% of the maximum time frame of the program hours, shall be, at a minimum, placed on "Attendance Probation" (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of 80% of the scheduled class hours however, in no event shall exceed one evaluation period (unless extenuating circumstances are established). The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress. The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation. No more than two terms on probation will be permitted.

Suspension and Dismissal
COMPUTER INSTITUTE OF TECHNOLOGY reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the Institutes standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

Satisfactory Academic Progress Policy
In addition to completion time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 80% =B or better. For determining satisfactory progress. Each course is broken down into three (3) evaluation periods, 25%, 50% and 75% of the student's training period. A student achieving a cumulative grade point average below 80% or a "B" at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation until such time as their cumulative grade point average reaches a minimum 80% or "B" however, may not exceed one evaluation period (unless extenuating circumstances are established). During this period of probation, the student must maintain, at a minimum, an academic grade point average of 80% or "B" or better. If the student is unable to maintain a 80% or "B" or better during the probation period, the Dismissal Policy will be in effect. Any student dismissed for failure to meet the academic requirements of the Institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

Qualitative Standard—Grade Point Average or GPA All students must have a minimum "C" grade point average (GPA) or equivalent by graduation. A "B" grade point average is equivalent to a minimum of 80%.

Quantitative Standard—Semester Credit hour Completion Ratio
Students must achieve a minimum passing rate of 80% of all credit hours attempted at 100% of the program length. Grades of ―F‖ (Fail), ―I‖ (Incomplete), and ―W‖ (Withdrawn) are calculated in the completion ratio and will result in a lower passing ratio. Transfer credits, if applicable, are also calculated in the completion ratio.

Make-up Time/Work Accountability
Make-up time/work must be scheduled with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the Institution premises.
Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.

Leave of Absence Policy
If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the Institute's approval.

A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). Only one Leave of Absence will be granted for a student during any 12-month enrollment period.

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 without paying additional tuition. Students requesting a Leave of Absences must understand that upon return, a revised course completion date will be established. Remember, A LEAVE OF ABSENCE DELAYS YOUR OPPORTUNITY TO BEGIN YOUR NEW CAREER.

Transfer of Credit Policy

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

The transferability of credits you earn at COMPUTER INSTITUTE OF TECHNOLOGY is at the complete discretion of an institution to which you may seek to transfer.
Acceptance of the diploma or certificate you earn at COMPUTER INSTITUTE OF TECHNOLOGY is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate or diploma that you earn at COMPUTER INSTITUTE OF TECHNOLOGY are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work 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 COMPUTER INSTITUTE OF TECHNOLOGY to determine if your credits or certificate or diploma will transfer.

The Institute does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs

Transferable credit will only be granted for courses:

☐ Earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the United States Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education;

☐ Taken in the same field of study as that required at the time of enrollment, as reflected in the COMPUTER INSTITUTE OF TECHNOLOGY Catalog in effect at the time of enrollment, and for no greater number of semester units than required.

☐ Verified through an official transcript requested by and received by COMPUTER INSTITUTE OF TECHNOLOGY directly from the institution at which the course was taken;

☐ If required, for which the student has produced course descriptions, course outlines, copies of university or college catalogs or any other documents, materials deemed reasonably necessary by COMPUTER INSTITUTE OF TECHNOLOGY in order to perform an evaluation of the equivalency of the course in question.

The Academic Dean reviews, evaluates and determines the acceptability of all transferred coursework requested by the student for course transfer approval.

The Academic Dean will review all the transfer decisions. If a student wishes to petition this decision, he/she must appeal to the Registrar Office within 10 working days. The Academic Dean will go through a second review of all work completed by the student and will notify the student through the Registrar within an additional 10 working days.

Students who want to transfer between diploma programs within the school could receive credit for courses which are common to both programs and they have been completed by the student with a grade of B or better.

AWARDING OF CREDIT FOR PRIOR EXPERIENTIAL LEARNING The Institute does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree programs.

GRADUATION REQUIREMENTS

Students will receive the appropriate completion certificate or Diploma or Degree if the following requirements have been met:

1   All required courses in the student's program have been satisfactorily completed and the final examination has been passed.
2   A minimum grade of 80% has been earned in all theory and clinical coursework, and a Pass grade in clinical coursework of 80% or better.
3   An overall attendance of 80% has been attained
4   Financial obligations due COMPUTER INSTITUTE OF TECHNOLOGY has been satisfied in full for the tuition and fees.
5   Requirements for administrative departments (financial obligations, and placement information) have been completed satisfactorily.
6   All required program coursework hours have been completed in full at the 80% or better grade.

STUDENT COMPLAINT AND GRIEVANCE POLICIES

Student Grievance Procedures

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

Complaint Procedure

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

The procedure is as follows: The written grievance must be submitted to the Institute Director within 48 hours of the incident. The Institute Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member.

If the student has followed the above steps, the Institute Director will call a Grievance Committee Hearing within 72 hours of receipt of the report. All documentation must be submitted with the report which is to be signed and dated by the student. Director will chair a committee meeting which will consists of not less than 3 representatives.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee/Executive Director will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

 Unresolved complaints may be directed to the:

Bureau For Private Postsecondary Education
1747 N Market Blvd Ste 225 Sacramento, CA 95833
TOLL FREE 888 370-7589
(916) 431-6959 Fax (916) 263-1897
bppe@dca.ca.gov

Disciplinary Action and Termination

An important part of the training at COMPUTER INSTITUTE OF TECHNOLOGY includes the development of professional attitudes and behaviors. PROSPECTIVE EMPLOYERS SEEK EMPLOYEES WHO WILL BE POSITIVE ADDITIONS TO THEIR COMPANIES. Therefore, COMPUTER INSTITUTE OF TECHNOLOGY has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a business like manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at the Institute. Students who are dressed inappropriately may be subject to disciplinary action.
market
The effectiveness of any training program is dependent upon the full cooperation between students and Institute staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with instructors and administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the

ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers. COMPUTER INSTITUTE OF TECHNOLOGY's students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment. Students are asked to work in harmony with the institution to be as fully prepared as possible to succeed in the competitive job market.

Those whose conduct reflects discredit upon themselves or the Institute may be subject to dismissal. The administration of the Institute reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

Grounds for Disciplinary Action

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon the Institute and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Failure to meet Financial requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of the Institute.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of Institute enrollment agreement.
10. Cheating.
11. Falsifying Institute records.
12. Carrying a canceled or potentially dangerous weapon.
13. Disorderly conduct which interferes with the learning process of any others student, instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the Institute and/or its student(s).
15. Solicitation which reflects unfavorably upon the Institute and/or its students.
16. Vandalism of Institute property.
17. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any employee and or student

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

GRADING SYSTEM AND GRADING SCALE

When a grade is given for any theory portion of an educational program, or "Pass" or "Fail" for any clinical portion, the grade achieved will be the grade determined by the course

instructor, who has the final authority for the grade. A student may appeal a final grade to his/her instructor. The scholastic progress of the student is reported at the end of each module and grades are recorded on the student's permanent record (transcript).

COMPUTER INSTITUTE OF TECHNOLOGY utilizes the percentage grading scale as the method of scoring each quiz, test, examination and/or project during a course whether theory or clinical. Cumulative grades for each term in theory will be determined in percentage grading scale and "Pass" or "Fail" for clinical.

The Institute's grading scale is as follows:

Theory Percentages	Letter Grade	G.P.A	Description
90% - 100%	A	4.00	Excellent
80% - 89%	B	3.00	Good
70% - 79%	C	2.00	Average
60% - 69%	D	1.00	Below Average
59% - Below	F	0.00	Unsatisfactory
No Grade			Incomplete

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

COMPUTER INSTITUTE OF TECHNOLOGY   has specific standards students are expected to achieve in order to maintain Satisfactory Academic Progress in their programs of study. These standards are based on grades and the completion of a program At COMPUTER INSTITUTE OF TECHNOLOGY's satisfactory progress for all students is defined by the following criteria:

Students are permitted to attempt program completion not to exceed 1.5 times the normal duration of the program. Students must successfully meet or exceed the minimum GPA or course completion standards set forth below.

All students must meet the following minimum standards of academic achievement while enrolled at the Institute. The student's progress will be reviewed based on required evaluation point 25%, 50% , 75% and at completion, and at the end of each term or program length in weeks to determine satisfactory academic progress.

The Institution requires students to participate in remediation when failing a test. To maintain Satisfactory Academic Progress, a student must achieve accumulative grade average of 80% . In addition, students who are in educational programs that contain clinical hours, the minimum maintained by the student is "PASS". Duration of programs is as follows

To maintain Satisfactory Academic Progress, a student may have absences (net of make up time) of up to 20% of the total course length. Lost attendance time, while a student is on an approved leave of absence, will not be counted as absent time.

DIPLOMA PROGRAMS

OFFICE SOFTWARE SPECIALIST

PROGRAM OBJECTIVE

The goal of this program is to prepare the student for a career in a modern business environment. COMPUTER INSTITUTE OF TECHNOLOGY prepares the student for entry level Office position. The student is trained in operating systems basics, computer word processing, spreadsheet, and database programs. Students will learn business procedures and the usage of various computer software such as word processing, spreadsheets, and communications. The office software program provides students with an update of the skills that will enable them to become more marketable for employment. Emphasis is placed on the use of the Microsoft office software suite. The skills learned in this program will equip students in meeting the modern computer proficiency required by employers. Graduates from this program will be prepared to gain entry level employment in offices as Administrative Assistants, Word Processors, Computer Operators, or Accounting Clerk.

PROGRAM OUTLINE

Class Number	Class / Subject	Clock Hours	Semester Units
COM-10	Business Mathematics with 10-Key	10	0.67
COM-11	Basic Keyboarding	10	0.67
COM-12	Introduction to Computers, Windows and Internet	20	1.33
COM-13	Word Processing	30	2.0
COM-14	Electronic Spreadsheet	45	3.0
COM-15	Data Base Management	65	4.3
COM-16	Presentation Graphics	30	2.0

COM-21	Intermediate Keyboarding	30	2.0
COM-22	Real Estate Principles	60	2.0
COM-31	Principles and Practices of Accounting Quickbooks	60	2.0
COM-32	Computerized –Tax Preparation-Notary Public	100	4.7
COM-41	Microsoft Office Review	10	0.67
CDJP-55	Career Development and Job Placement	10	0.67
	Total Hours:	490	26.0

Graduates from this program will be able to work in the following jobs:

43-1011 Office and Administrative Support
43-2011 Switchboard operators
43-2021 Telephone operators
43-2029 Communication Equipment Operators
43-2099 Bill and Account Collectors
43-3021 Billing and Posting Clerks
43-3031 Bookkeeping Accounting Clerks
43-3041 Gaming Cage Workers
43-3051 Payroll and timekeeping clerks
43-3061 Procurement Clerks
43-3071 Tellers
43-3099 Financial Clerks
43-4011 Brokerage Clerks
43-4021 Correspondence Clerks

PROGRAM OBJECTIVES

0.67 Sem. Cr. Hrs.

COM-10   Business Mathematics with 10-Key   10 Clock Hours
Mathematics stresses the four operations involving whole numbers, fractions, and decimals. Students solve mathematical problems related to business and practical day to day activities. The study of percents and percentages is stressed. Problems with bank records , payroll, discounts, and interest will be covered. Students will be introduced to both the Metric and English systems of measurement. The operation of the 10 Key by touch will be an integral part of the class. Students must attempt to attain a speed of 9,000 keystrokes per hour.

Prerequisite: None

0.67 *Sem. Cr. Hrs.*

COM-11 Basic Keyboarding   10 Clock Hours
This class focuses on the development of the student's ability to operate a standard keyboard rapidly and accurately with major emphasis on basic skill building and the form of evaluation that monitors its continued development. The student must attempt to obtain a minimum keyboarding speed of 30 words per minute.

Prerequisite: None

1.33 *Sem. Cr. Hrs.*

COM-12 Intro to Computers, Window & Internet   20 Clock Hours
This class prepares the students to acquire skills in computer terminology , Operating Systems , an introduction to Windows, and the fundamental elements of the Internet. Students will receive lecture and hand-on instruction.

Prerequisite: None

2.0 *Sem. Cr. Hrs.*

COM-13   Word Processing   30 Clock Hours
Proficiency in Word Processing is a skill that the student must acquire. Students will create and edit documents ,format texts/documents, merge documents, create and edit tables and columns, complete projects in desktop publishing and graphics.

Prerequisite: None

3.0 *Sem. Cr. Hrs.*

 COM-14   Electronic Spreadsheet   45 Clock Hours
This class prepares students to learn the most powerful spreadsheet software used in the industry today—Excel. These programs are used for reporting and decision making within organizations. Both programs will be presented to the students in simple 1-2-3 steps. One of the most important features of spreadsheet application software is its capability to handle what-if questions. Graphs (Charts) and worksheet enhancements will be stressed.

Prerequisite: None

COM-15 Data Base Management   4.3 *Sem. Cr. Hrs.*

                                                                65 Clock Hours

This class prepares students to acquire skills in developing an Access database. Students will be able to design and manage databases, manipulate a database to retrieve specifics information needed , generate reports ,and create queries and forms.

                                                        Prerequisite: None

COM-16   Presentation Graphics   2.*0 Sem. Cr. Hrs.*

                                                                30 Clock Hours

Presentation software packages allow individuals to develop materials that are   needed to make a presentation to a group of people. This class prepares students to acquire skills in developing presentation materials such as transparency masters, presenter notes, and handouts for groups participants.

Prerequisite: None

                                                        2.0 *Sem. Cr. Hrs.*

COM-21   Intermediate Keyboarding   30 Clock Hours

This class focuses on the developing of both keyboarding skills as well as improving spelling and vocabulary skills.   Students will be exposed to keyboarding speed drills as well as improving key reaches and letter combinations on the keyboard. Students take one -, three-, and five –minute timings each day and record their speed and accuracy.   Student must attempt to obtain a speed of 40 to 45 words per minute.

Prerequisite: COM-11

                                                        2.0 *Sem. Cr. Hrs.*

COM-22   Real Estate Principles   60 Clock Hours

This class in Adobe Photoshop involves the learning of image file formats for the Web, and for print.
Adobe Photoshop delivers powerful , industry-standard image editing tools for graphics. The students will learn the fundamentals concepts and features they'll need to master the program . They will follow step by step instructions for creating a specific project.

                                                        Prerequisite: None

                                                        2.0 *Sem. Cr. Hrs.*

COM-31   Principles & Practices of Accounting Quickbooks   60 clock Hours

Accounting prepares students to obtain job skills in the preparation and completion of generally acceptable accounting practices and procedures (GAAP). Accounting procedures involve journalizing transactions, posting to the general ledger, preparing financial statements , completing adjusting and closing entries , and preparing a post-closing trial balance. Students will be introduced to the basic procedures of Accounting for service-oriented businesses as well the sale of merchandise. Students will perform practical , hands-on exercises on payroll accounting that includes completing a payroll register, deducting and reporting the taxes withheld, and recording the journal entries.   Prerequisite: None

4.7 *Sem. Cr. Hrs.*

COM-32   Computerized Tax Preparation   100 Clock Hours
Computer- Aided Accounting will follow Windows standards to open menu , select icons, and commands to perform various tasks. Students, will perform practical , hands-on exercises using the accounting software, QuickBooks Pro. Exercises will include planning the accounting systems, periods , charts, aging, forms, reports, and payroll. Students will work extensively on Accounts Receivable , Accounts Payable , Journals, Payroll, and financial Statements.

Prerequisite: COM-31

0.67 *Sem. Cr. Hrs.*

COM-41   Microsoft Office Review   90 Clock Hours
Students will review the competencies necessary for the Microsoft Office. Assessment and practice tests as well as practical exercises will be utilized in the classroom.

Prerequisite: COM-12,COM-13,COM-14,COM-15,COM-16

0.67 *Sem. Cr. Hrs.*

CDJP-55   Career Development & Job Placement   10 Clock Hours
The class deals with the planning of a student's career and the preparation for actual employment that includes the assessment of skills, application of human relations , attitudes, appearance. Job search, resume preparation, and interviewing techniques will also be covered. "Mock" interviews will be conducted in class. Employment tests and salary negotiations will be discusses. Students will be prepared to accept or reject a job offer and to adjust to a new job.

Prerequisite: None

NURSE ASSISTANT

PROGRAM DESCRIPTION:

This C.N.A program will train the student to provide quality nursing care to residents in long-term care facilities, hospitals and private care. Day class from Monday through Friday 8:00am thru 4:30om, and Monday thru Thursday 5:00 pm thru 10:00pm. The program consists of 16 modules focused on aspects of resident care, including resident's rights, body mechanics taking vital signs and rehabilitative nursing among other care.
The Nurse Assistant training program is designed to prepare nursing assistant to care for Geriatric and the chronically ill in a long-term nursing skilled facility. The program, upon successful completion of the required mandated theory and clinical training, prepares the Nurse Assistant to be eligible to take the competency examination, a process which will lead to an occupation as a Certified Nursing Assistant (C.N.A). A certified Nurse Assistant may be defined as an individual trained to give personal care and assistance, determined by Title 22, under the supervision of a Registered Nurse.

PROGRAM OUTLINE:

MODULES	CONTENTS	Theory Hour	Clinical Hours	Clock Hours	Semester Cr. Hours
Module 1	Introduction	2	0	2	.134
Module 2	Resident's Rights	2	1	3	.201
Module 3	Interpersonal Skills	2	0	2	.134
Module 4	Prevention Management of Catastrophe & Unusual Occurrences	1	1	2	.134
Module 5	Body Mechanics	2	4	6	.402
Module 6	Medical and Surgical Asepsis	2	8	10	.670
Module 7	Weights and Measures	1	1	2	.134
Module 8	Resident Care Skills	24	64	58	3.886
Module 9	Resident Care procedures	7	20	27	1.809
Module 10	Vital Signs	3	6	9	.603
Module 11	Nutrition	2	6	8	.536
Module 12	Emergency Procedures	2	1	3	.201
Module 13	Long-Term Care Residents	2	0	2	.134
Module 14	Rehabilitative Nursing	2	4	6	.402
Module 15	Observation and Charting	4	4	8	.536
Module 16	Death and Dying	2	0	2	.134
Totals		60	120	180	12

Program Objectives:
Module1: Introductions to Health Care   **.134** *Sem. Cr. Hrs.*
2 Clock Hours

During this module, the student learns of the role and responsibility of the Certified Nurse Assistant. An overview of Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

Module 2: Resident's Rights   .201 *Sem. Cr. Hrs.*
3 Clock Hours

Module 3: Interpersonal Skills   **.134** *Sem. Cr. Hrs.*
2 Clock Hours

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care, and family interaction. The student is instructed in the patients' right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 482.13, and 483.15. The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting.

Module 4: Prevention Management of Catastrophic
& Unusual Occurrence   *.134 Sem. Cr. Hrs.*
2 Clock Hours

The student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for Certified Nurse Assistants, and patient Safety.

Module 5: Body Mechanics   **.402** *Sem. Cr. Hrs.*
6 Clock Hours

The student will learn the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

Module 6: Medical & Surgical Asepsis   **.670** *Sem. Cr. Hrs.*
10 Clock Hours

The student will learn of Micro-organisms, the universal precautions used for infection control including methods to handle patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of the transmission of potentially health care workers.

Module 7: Weights and Measures   *.134 Sem. Cr. Hrs.*
2 Clock Hours

The student will learn to measure accurately intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measure resident's height and weight on the bed or upright scale.

Module 8: Resident Care Skills   **3.88 *Sem. Cr. Hrs.***
                                                              58 Clock Hours

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their own teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care, including back rub to supervise, assist

Module 9: Resident Care Procedures   *1.809 Sem. Cr. Hrs.*
                                                              27 Clock Hours

During this module, the student learns hot to collect specimens, including stool, urine and sputum. Student learns to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning, or changing the tubes). Student also learns meaning of intake and output, bed making, cleaning enemas and laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces.

Module 10: Vital Signs   *.603 Sem. Cr. Hrs.*
                                                              9 Clock Hours

The student will learn to take Vital Signs, measuring the temperature, measuring the pulse, measuring respiration, measuring blood pressure. Learn different parameters of vital sign and nursing care management , reporting and proper documentation

Module 11: Nutrition   *.536 Sem. Cr. Hrs.*
                                                              8 Clock Hours

The student will learn the principles of Basic Nutrition, Basic Four Food groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs. Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion form, Supplemental Food and Fluids, Principles of Fluid Balance, Nursing Assistant's Responsibility Relating to Client's Diet, Planning a Menu and Shopping List, Purchasing Food Wisely, Shoring Food Properly, Feeding the Client, Food Preparation.

Module 12: Emergency Procedure   *.201 Sem. Cr. Hrs.*
                                                              3 Clock Hours

The student will learn emergency procedures, general safety rules, fire and disaster plans, medical emergency signs and symptoms the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking residents.

Module 13: Long-Term care Residents   *.134 Sem. Cr. Hrs.*
                                                              2 Clock Hours

The student will learn normal aging process regarding neurological, dermatological, cardiac, pulmonary, circulatory, urological, muscular and skeletal changes.

Module 14: Rehabilitative Nursing   .402 *Sem. Cr. Hrs.*
     6 Clock Hours

The student will learn the importance of Rehabilitation for residents with limited mobility or compromised residents preventing serious complications. Learn range of motion exercises, assistive devices to assist the resident to assist with their activities of daily living.

Module 15: Observation and Charting   .536 *Sem. Cr. Hrs.*
     8 Clock Hours

The student will learn how to properly observe patients and the responsibility or reporting, patient care plans, patients care documentation, and legal issues of charting. Introduction to medical terminologies.

Module 16: Death & Dying   .134 Sem. Cr. Hrs.
     2 Clock Hours

The student will learn the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post mortem care.

FINAL EXAM AND LICENSE

Nurse Assistant students, upon completion of the course, and completing the final exam with a grade of 80% on the final examination will be eligible to take the Nurse Assistant Certification Exam will be scheduled by the Regional Testing Center www.regionaltestingcenter.org for the school. The school registrar will assist the student with exam registration process. Upon passing the certification exam the student will receive a Nurse Assistant License issued by the California Department of Public Health (CDPH).

Graduates from this program will be able to work in the following jobs:

31-1011   Home Health Aides
31-1012   Nursing Aides, Orderlies, and Attendants
31-1013   Psychiatric Aides
31-1014   Nursing Assistants
31-1015   Orderlies
31-2011   Occupational Therapy Assistants
31-2012   Occupational Therapy Aides
31-2021   Physical Therapy Assistants
31-2022   Physical Therapy Aides

HOME HEALTH AIDE

PROGRAM DESCRIPTION:

The Home Health Aide training program, a 40-clock hours(five(5) days for Day Class, is designed to expand the role of a Certified Nursing Assistant to provide quality care to a client in a homecare setting under the supervision of a Case Manager or a Registered Nurse.

The applicant must be a Certified Nursing Assistant (C.N.A) to take this 40-clock hour, State of California Approved course, which will train to provide quality care to clients to their home or assisted living facility. The applicant will learn: (1) how to work well with the clients and their families (2) how to assist client in taking care of their daily needs. Upon successfully completing this course and passing the C.N.A certification exam the applicant will be issued by the State of California a certification which will lead to an occupation as a Home health Aide.

This course syllabus was developed following the Department of health Services guidelines for training of C.N.A's to become a certified Home Health Aide. OBRA and Title 22 were included in the 40 hour curriculum:

Content	Theory Hours	Clinical Hours	Clock Hours	Semester Cr. Hrs.
Introduction to Aide and Agency Role	2	0	2	.134
Interpretation Of Medical and Social Needs Clients	5	0	5	.335
Personal Care Services	5	15	20	1.34
Nutrition	5	3	8	.536
Cleaning and Care Tasks in the Homes	3	2	5	.335
Total Hours	20	20	40	3

PROGRAM OBJECTIVES:
CERTIFIED HOME HEATH AIDES (CHHA) are paraprofessional who are employed by private health care and non-profit community agencies. According to the physician's plan of treatment, Home Health Aides will work under the supervision of Registered Nurse and to provide personal and homemaking services to the geriatric and disabled. They also care for children whose parents are ill and/ or incapacitated.

The Student learns an introduction to homemaking tasks, cleaning the client's house, economical cleaning materials and how to use them, specific tasks, general rules of safety in the home, fire and safety prevention, poisons, oxygen safety, making your own cleaning equipment.

Home Health Aides Provide essential services for clients who need assistance. Typical tasks performed by home health aides include assisting clients to bathe and personal hygiene. They check vital signs, change surgical dressings. They also assist with cleaning tasks relation to the safety and comfort of residents. Tasks include cleaning the clients room, kitchen and bathroom, doing laundry and changing bed linens. Home health aides also plan meals (including special diets), shop for groceries and prepare meals.

The Certified Nursing Assistant/Home Health Aide Program, the Department of Health Services require submission of fingerprints and a criminal background check. A clearance must be issued by the Department of Justice. In the event a clearance is not issued by the Department of Justice, and the student has certified by signature on a criminal screening form, a NO ANSWER AS FOLLOWS:

Have you ever been convicted by <u>any court</u> of a crime other than a minor traffic violation? YES _____   NO _____

If you answered yes to this question, you must supply certain confidential information for the entrance into the program. Please meet with the Program Director prior to enrollment to review the steps you must take. Failure to receive the proper clearance will result in your inability to complete the course and receive your diploma.

Signature of Applicant: _____   Date: _____

This Institute will not be responsible if appropriately signed, to refund the students money for this program.

Graduates from this program will be able to work in the following jobs:

31-1011   Home Health Aides
31-1012   Nursing Aides, Orderlies, and Attendants
31-1013   Psychiatric Aides
31-1014   Nursing Assistants
31-1015   Orderlies
31-2011   Occupational Therapy Assistants
31-2012   Occupational Therapy Aides
31-2021   Physical Therapy Assistants
31-2022   Physical Therapy Aides

RESTORATIVE NURSE ASSISTANT

PROGRAM DESCRIPTION

The goal of this program is to prepare the student for an entry-level position as a Restorative Nurse Assistant. The student is trained in the principles of health care, patient care, long-term care, and rehabilitative nursing. Prospective Students must have C.N.A Certification or have passed the state certification exam.

This Program provides theory and hands-on instruction in those skills necessary to assist clients in nursing facilities, clinics, independent living settings, or home care to achieve and maintain their highest functional level. Working in conjunction with physical, speech, and occupational therapy, students will develop assessment skills for determining the need for restorative nursing. Upon successful completion of this class, students will earn CEU's and/or become eligible for employment as an RNA, significantly increasing job opportunities.

Class Title	Theory Hours	Practicum Hours	Total Clock Hours	Semester Credit Hours
RESTORATIVE NURSING I Introduction to restorative nursing Job Description and Responsibilities of the RNA Needs and care of other adults	4		4	.27
RESTORATIVE NURSING II Physical Therapy Review of Muscular System Terminology	2	2	4	.27
RESTORATIVE NURSING III Occupational Therapy Assisting the client toward independence.	4		4	.27
RESTORATIVE NURSING IV Speech Therapy Swallowing impairment Nutrition for the geriatric patient Feeding techniques	4		4	.27
RESTORATIVE NURSING V Whirlpool Therapy Care of patients with fractures Terminology	2	2	4	.27
RESTORATIVE NURSING VI Documentation Effective Communication Interaction with Rehabilitation Department	4			.27
Total	**20**	**4**	**24**	**2**

.27 Semester Cr. Hrs.
4 Clock Hours

PROGRAM OBJECTIVES

RNA I The student will learn restorative nurse assistant jobs and duties. Description of role and responsibilities of the RNA in the health care environment. Description of needs of patients and assessment of needs and care of the clients. Development of plan of restorative exercises.

.27 Semester Cr. Hrs.
4 Clock Hours

RNA II The student will learn Activities and physical therapy exercises. Review and assessment of muscular system. Review of terminology. Application to Range of Motion.

.27 Semester Cr. Hrs.
4 Clock Hours

RNA III Activities and physical therapy exercises. Review and assessment of muscular system. Occupational Therapy. Assist client developing a plan to improve mobility. Assist the client toward independence.

.27 Semester Cr. Hrs.
4 Clock Hours

RNA IV The student will learn to assess patient ability to benefit. Review and assessment of nutrition principles. Feeding techniques. Swallowing impairment. Geriatric assessment. Feeding techniques

.27 Semester Cr. Hrs.
4 Clock Hours

RNA V The student will learn to work using Physical and whirlpool therapy. Range of motion. Care of patients with physical limitations, fractures. Assessment., reporting. Terminology Review.

.27 Semester Cr. Hrs.
4 Clock Hours

RNA VI The student will learn Documentation of physical rehabilitation . Communication with patient and staff. Interaction with rehabilitation department. Interaction with patient and family of patient

Graduates from this program will be able to work in the following jobs:

31-1011 Home Health Aides
31-1012 Nursing Aides, Orderlies, and Attendants
31-1013 Psychiatric Aides
31-1014 Nursing Assistants
31-1015 Orderlies
31-2011 Occupational Therapy Assistants
31-2012 Occupational Therapy Aides
31-2021 Physical Therapy Assistants
31-2022 Physical Therapy Aides

PHLEBOTOMY

PROGRAM DESCRIPTION

The Phlebotomy program prepares the student for an entry-level position as a Certified Phlebotomy Technician CPT-I. The student is trained in the principles of venipuncture, hands on techniques and the following categories; quality assurance and legal issues; infection control, safety and first aid. training length is 64 hours plus additional mandatory 40 hours externship with a total of 104 hours for a total of 6 weeks.

PROGRAM OUTLINE

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Total Clock Hours	Semester Cr. Hrs.
Module A: Introduction to Phlebotomy, Safety and First Aid	6	2		8	0.536
Module B: Basic Anatomy and Physiology Medical Terminology, Circulatory System	6	2		8	0.536
Module C: Patient Identification, Infection Control, Waste Disposal	6	2		8	0.536
Module D: Blood collection techniques, Post puncture care and equipment	6	18		24	1.608
Module E: Anticoagulant Theory, specimen Processing and Transport	6	2		8	0.536
Module F: Quality assurance, communication skills, risk factors, Legal issues related to Phlebotomy	6	2		8	0.536
Module G: Externship			40	40	2.68
Total	36	28	40	104	7

In addition, you will complete your Phlebotomy program as an extern in a healthcare environment with hands-on, practical experience.

Our externship instruction will give you the opportunity to use your new phlebotomy skills in a medical healthcare environment. You will extern with patients under the supervision of medical healthcare professionals with the oversight of our Phlebotomy approved staff.

CIT's course equips and prepares students to take the National certifying examinations including the National Center for Competency Testing/Multi skilled Medical certifications Institute and National Health career Association/Multi skilled Medical Certifications Institute and National Health Career Association examinations.

PROGRAM OBJECTIVES

Module A: Introduction to Phlebotomy, Safety and First Aid   **1.07 Sem. Cr. Hrs.**
                                                                    16 Clock Hour

Student will be introduced to basic concepts of phlebotomy. They will learn to evaluate the work environment to identify unsafe working conditions, discuss safety issues in a healthcare environment and applied First aid.

                                                                    1.07 Sem. Cr. Hrs.
                                                                    16 Clock Hours

Module B: Basic Anatomy and Physiology Medical Terminology, Circulatory System

Students will learn the basic root words, prefixes and suffixes used in the field of Phlebotomy. The correct laboratory test names and abbreviations used for blood drawing and the correct terminology for documentation of the technique for the patient. Students will be exposed to the anatomical region, structural organization, and the major organs system. Students will learn the functions and tests related to the organ system, circulatory system and functions of all cellular components of the blood and hemoglobin.

                                                                    53 Sem. Cr. Hrs.
                                                                    8 Clock Hours

Module C: Patient Identification, Infection Control, Waste Disposal
Students will learn the infection sources, chain of infection, The OSHA standards for occupational exposure to blood borne pathogens, standard precautions, the use of standard precautions, the isolation techniques, Nosocomial Infections.   Patient identification and waste disposal techniques will be emphasized in this module.

                                                                    .53 Sem. Cr. Hrs.
                                                                    8 Clock Hours

Module D : Blood collection techniques, Post puncture care and equipment
 Students will begin to identify the equipment and become familiar with needed sterile equipment and the proper procedures used for blood drawing, labeling and documenting system. The student will learn the skills of actual venipuncture and blood drawing.

                                                                    3.2 **Sem. Cr. Hrs.**
                                                                    48 Clock Hours

Module E : Anticoagulant Theory, specimen Processing and Transport
Students will learn the anticoagulant theory. They will also be taught specimen handling, processing and transportation.

                                                                    .53 **Sem. Cr. Hrs.**
                                                                    8 ClockHour

Module F: Quality assurance, communication skills, risk factors, Legal issues related to Phlebotomy
Students will work in the lab using interpersonal communication with patient care role playing to understand the patient they will work with in the industry.
The student will learn and use the legal aspects of the Phlebotomist and the responsibility and respect for the patient.

                                                                    4.3 Sem. Cr. Hrs.

Module G: Externship

The final module of this program allows student after successfully completing the desired skills of this course to be placed within the industry to continue to use the skills and prepare for employment in Doctors' offices, Hospitals and labs and have the required venipuncture needed for the certification exam.

Graduates from this program will be able to work in the following jobs:

31-9097   Phlebotomists

MEDICAL ASSISTANT CODING AND BILLING
PROGRAM DESCRIPTION

The Medical Assistant - Billing and Coding Program prepares student to be an entry level health care support team member. Student will learn anatomy, physiology, medical terminology, taking of vital signs, EKG and other diagnostic testing, first aid and cardiopulmonary resuscitation (CPR) and use of ICD and CPT codes with Medical Records. Graduates receive a CPR certificate from American Heart Association and a diploma upon successful completion of the program. The Medical Assistant - Billing and Coding program prepares students in acquiring job skills in entry level jobs

	COURSE	Clock Hours	Semester Credit Units
MA-01	Pharmacology / Mathematics	60	4.00
MA-02	Medical Terminology / Anatomy and Physiology I, Vital Signs	50	4.67
MA-03	Medical Terminology / Anatomy and Physiology II, CPR, EKG	50	4.67
MA-04	Medical Records Management	80	5.33
MA-05	Medical Insurance Procedures	40	2.66
MA-06	Coding Diagnoses and Procedures	40	2.66
MA-07	Computerized Medical Billing. EMR	80	5.33
MA-08	Diagnostics, Medications, Pharmacology	80	5.33
MA-09	Medical Billing Software Practice	100	6.66
MA-11	Medical Records	40	2.66
MA12	Medical Coding Review ICD9 and Software	80	5.33
MA13	Practice / CPT1/ Medical Assistant – General Review	200	13.3
	Total	900	60.0

PROGRAM OBJECTIVES

MA-01   Pharmacology /Mathematics   60 Clock Hours, 4.0 Sem.Credits Units

MA-02   Medical Terminology I/Anatomy & Physiology I, Vital Signs
                                    50 Clock Hours, 3.67 Sem. Credit Units
The student will learn anatomy & Physiology/Medical Terminology. The module provides a basic knowledge of the different prefixes combining forms, suffixes of medical terms that are associated with the following body systems: Integumentary ,nervous, cardiovascular, lymphatic and immune, respiratory, skeletal and muscular systems. Likewise, the terms related to the eyes and ears are studied. The course focuses on the recognition , definition ,spelling, and pronunciation of these medical terms and the same time learning the structures and functions of the body systems.

MA-03   Medical Terminology I/Anatomy & Physiology II, CPR, EKG
                                    50 Clock Hours, 3.67 Sem. Credit Units
The student will learn anatomy & Physiology / Medical Terminology II. This module provides a basic knowledge of the different prefixes , combining forms, suffixes of medical terms that are associated with the following body systems : digestive, reproductive, endocrine and urinary systems. Likewise , the terms related to the eyes and ears studied. The class focuses on the recognition , definition, spelling , and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems. Students will observe a series of procedures during the demonstration , and the instructor will closely monitor the student's progress in administering the EKG
                                    Pre-requisite: None

                        Prerequisite: None

MA-04   Medical Records Management   80 Clock Hours, 5.33 Sem. Credit Units
The student will learn the importance of accurate medical records, the identification of equipment and supplies, and the basic rules of filing medical records. The course also includes the steps for filing medical documentation in patient files, filing techniques , and common filing systems and terminal digit filing.
                                    Prerequisite: None
MBC-05   Medical Insurance Procedures   40 Clock Hours, 2.7 Sem. Credit Units
The student will learn in Medical Insurance Procedures provide a solid foundation of the different types of insurance coverage that are available. Eligibility requirements as well as

the processing of insurance claims will be stressed. Student will also become familiar with the different forms used in the industry.

<div align="right">Prerequisite: None</div>

MA-06   Coding Diagnoses and Procedures   40 Clock Hours, 2.7 Sem. Credit Units
The student will learn to perform medical coding of different diagnoses and procedures used by several health care providers. The used of the current procedural Terminology (CPT), the International Classification of Diseases (ICD-9), and the HCPCS manuals will be presented in easy step-by-step fashion. Students will also use a textbook that will provide them with several hands-on experiences to enhance their skills.

<div align="right">Prerequisite: None</div>

MA-07   Computerized Medical Billing EMR   80 clock Hours, 5.33 Sem. Credit Units
A computerized job-simulated billing exercise using Medisoft will provide the student with a complete learning package in this course. Students will have hands-on experience on scheduling appointments on appointment sheets and on the computer; perform pegboard bookkeeping systems. Students will perform billing operations including the preparation of super bills. Proper collection procedures will be discussed.

<div align="right">Prerequisite: None</div>

MA-08 Diagnostics, Medications, Pharmacology   80 clock Hours, 5.33. Credit Units
The class introduces the administration of prescription and nonprescription medications including the use of the PDR.   Students learn how to write prescriptions, record and store

MA-09   Phlebotomy Theory   100 Clock Hours, 6 Sem. Credit Units
This class prepares students to perform a series of practical skills. Students perform hand-washing techniques and Venipuncture   procedures. Students perform blood withdrawal and learn the standard procedures in the collection, storage , and labeling of blood specimen.

<div align="right">Prerequisite: MA-02 and MA-03</div>

MA-10 Career Development and Job Placement 40 Clock Hours, 2.7 Sem. Credit Units
One of the skills a Medical Assistant has to master is the taking of vital sign of a patient. Students learn through hands-on, practical procedures. Medical emergencies occur anywhere near a physician's office, at home, or at a recreational area. Medical Assistant must learn how to near a physician office, at home , or at a recreational area. Medical Assistants must learn how to evaluate the situation and respond in the manner expected from a member of a health-care team. This course presents guidelines for preventing accidents and describe emergency procedures and first aide care of accident victims. Life-saving skills are best learned through practical activities that are conducted in

administering first aide , bandaging , and CPR . Students follow step-by-step procedures through the guidance of a certified instructor.

Prerequisite: None

MA-11   Medical Coding Review ICD9   80 Clock Hours, 5.33 Sem. Credit Units
The student will learn skills related to medical health insurance packages. They will be introduced to the coding manuals and become familiar with different sections and subsections of the manuals. Students will be thoroughly instructed on the diagnoses and procedures codes. Students will become proficient in completing the HCFA 1500 and UB 92 Forms. ICD9

Prerequisite:
None

MA-12   Externship /CPT1/Medical Assistant   200 Clock Hours , 13.3 Sem. Credit Units
The purpose of an externship assignment is to provide successful completion of the "classroom" portion of the Medical Assistant program the opportunity to work within a medical environment. This work allows the student to continue the learning process about the profession as well as the opportunity to apply the knowledge and skills they have gained from the classroom. The externship work also serves as a job experience when the time comes to begin the search for regular employment. The externship site for Medical Assistant students shall be a clinic under the supervision of a medical practitioner.

Graduates from this program will be able to work in the following jobs
31-9092   Medical Assistants
31-9093   Medical Equipment Preparer
31-9094   Medical Transcriptionists

COMPUTER NETWORKS SPECIALIST

PROGRAM DESCRIPTION
This program will prepare individuals to enter the workforce in entry level positions such as technical support, desktop support, and help desk technician. Students will work on both hardware and software. They will assemble and disassemble computers, install operating systems and application software, configure and troubleshoot errors on computer systems. Students learn the skills of networking and troubleshoot network errors.

Class Number	Class/Subject	Clock Hours	Semester Units
COMR-11	How Computers Work	45	3.0
COMR-12	Operating Systems & Software Installation. Internet	60	4.0
COMR-13	Configuration and Troubleshooting	90	6.0
COMR-14	Software Configuration and Instalation	45	3.0
COMR-15	Internet : Setup and Installation	40	2.7
COMR-16	A+ Certification Exam Review	64	4.3
COM-42	Microsoft Office	96	6.4
COMN-21	Basic Networking	180	12
COMN-22	Advanced Networking- Prorocols TCP/IP	100	7
COMN-23	Network + Review-Netting and Subnetting	160	11
CDJP-55	Network Structure CCNA	20	1.3
	Total Hours:	900	60

3.0 Sem. Cr. Hrs.

COMR-11   How Computers Work   45 Clock Hours
This class prepares students to acquire skills in computer terminology , understand the boot process , and assemble and disassemble computers. Students will also be able to identify the components of a computer system as well as the parts of a typical computer. Finally, students must be able to install and upgrade hardware components including peripherals.

4.0 Sem. Cr. Hrs.

COMR-12   Operating System & Software Installation Internet   60 Clock Hours
This class prepare students to acquire skills in computer terminology , Disk Operating Systems(DOS), and Windows. Students will receive lecture and hands-on instruction. Students will be utilizing the Windows Explorer as well as the My Computer icons on the desktop of a computer. Students will be trained to install and remove software using the Control Panel and to ensure that the software installed works.

6.0 Sem. Cr. Hrs.

COMR-13   Configuration & Troubleshooting   90 Clock Hours
This class prepares students to configure personal computers and perform most of the typical troubleshooting procedures on the RAM, Mass Storage Devices and Expansion Cards, and Peripherals.
They will also use the Device Manager as a troubleshooting tool. Students will also learn about Power Management , Batteries, US and FireWire Duplex, and Docking Stations.

3.0 Sem. Cr. Hrs.

COMR-14   Printers: Setup & Repair   45 Clock Hours
Students will also be able to identify and describe the different types of printers , perform printer connections and configurations, troubleshooting and preventive maintenance on printers, and the actual repair of printers.

Prerequisite: None

2.7 Sem. Cr. Hrs.

COMR-15   Internet : Setup & Installation   40 Clock Hours
The Internet class prepares students to launch the Internet Explorer and able to use the Internet as a resource for education, employment , and day-to-day activities.   Students will perform a series of exercises that provide them with skills that will enhance their employment opportunities. Another important portion of the class is the setup and installation of the hardware components to ensure that the Internet works.

4.3 Sem. Cr. Hrs.

COMR-16 A+ Certification Exam Review   64 Clock Hours
the class prepares students to have the knowledge and skills in order to pass the A+ Certification Exam. The course will consist of a series of practice exams in two main categories: the A+ Core Hardware Exam and the A+ Operating System Technologies Exam.

6.4 ***Sem. Cr. Hrs.***

COM-42   Microsoft Office   96 Clock Hours

The course involves the acquisition of skills in the following Microsoft software: Word, Excel, Outlook, PowerPoint, Publisher , and Access.

12 ***Sem. Cr. Hrs.***

COMN-21   Basic Networking   180 Clock Hours

The course introduces students to networking, learning the basics safety standards , building codes, networking tools, and networking topology.

7.0 ***Sem. Cr. Hrs.***

COMN-22   Advanced Networking   100 clock Hours

The course involves Ethernet concepts of configuration .TCP/IP installation and configuration, TCP/IP fundamentals , cabling a network, troubleshooting networking problems , remote connectivity, and network security.

11.0 ***Sem. Cr. Hrs.***

COMN-23   Network + Review   160 Clock Hours

The class prepares students to have the knowledge and skills in order to pass the Network + Certification Exam. The course will consist a series of assessment and practice exams.

1.3 ***Sem. Cr. Hrs.***

CDJP-55   Career Development & Job Placement   20 Clock Hours Units

The class deals with the planning of a student's career and the preparation for actual employment that includes the assessment of skills, application of human relations , attitudes, appearance. Job search, resume preparation, and interviewing techniques will also be covered. "Mock" interviews will be conducted in class. Employment tests and salary negotiations will be discusses. Students will be prepared to accept or reject a job offer and to adjust to a new job.

Graduate from this program will be able to work in the following jobs:

15-1244   Network Administrator Assistant
15-1142   Network Administrator and Computer Systems Administrator

COMPUTER GRAPHICS SPECIALISTS -WEB PAGE DESIGNER

PROGRAM DESCRIPTION

The Computer Graphic Specialist / Web Page Designer Program prepares students to acquire the knowledge, skills, experience and abilities needed to design and construct web pages, create animation, adjust colors or images, create complicated illustrations, and add effect to images. Students will learn how to write and edit HTML, create more compelling web sites and graphic design using multimedia software such as Photoshop, Illustrator, Flash, In Design, and Dreamweaver. Students will acquire the ability to publish their web sites in the World Wide Web.

CLASS NUMBER	COURSE	Clock Hours	Semester Credit Units
COMG-11	Adobe Photoshop / Image Ready	90	6.0
COMG-12	Adobe Illustrator	60	4.0
COMG-13	Adobe Photoshop and Web Design	90	6.0
COMG-14	Adobe In Design	60	4.0
COMG-15	Web Page Design	90	6.0
WEBD-01	Basic Web Design	125	8.3
WEBD-02	Advanced Web Design	125	8.3
WEBD-03	Portfolio/Web Site Design	120	8.0
WEBD-04	Project	120	8.0
CDPJ-55	Career Development and Job Placement	20	1.33
	Total Hours	900	60.0

PROGRAM OBJECTIVES

6.0 Sem. Cr. Hrs.

COMG-11   Adobe Photoshop / Image Ready   90 Clock Hours

The course involves the learning of image file formats for the web , creating image buttons, creating backgrounds, grid cutting/slices, scanning ,GIF animation , quick and layer mask , working with channels , color correction, photo retouching , and filter and styles.

4.***0 Sem. Cr. Hrs.***

COMG-12   Adobe Illustrator   60 Clock Hours

Adobe illustrator is the industry-standard illustration program for print , multimedia , and online graphics. Whether you are a designer or technical illustrator producing artwork for print publishing, an artist producing multimedia graphics, or a creator of Web pages or online content ,the Adobe Illustrator program offers you the tools you need to get professional-quality results. The course includes topics on getting to know the work area, creating basic shapes ,painting, working with brushes , using the pen tool ,working with type ,working with layers ,creating airbrush effects , and preparing graphics for Web publications.

6.0 Sem. Cr. Hrs.

COMG-13   Adobe Flash   90 Clock Hours

Action Script is Flash's scripting language. Students will use Action Script to control objects in Flash movies to create navigation and interactive elements and to extend Flash to create highly interactive movies and Web Applications. Students will learn new features for creating immersive , interactive Web sites with sophisticated games ,forms, surveys, and real-time interactivity such as chat systems. Topics in this course include drawing ,animation , buttons ,sounds and exporting to the Web.

4.0 Sem. Cr. Hrs.

COMG-14   Adobe In Design   60 Clock Hours

In Design is a page layout application. A page layout application is a central gathering place for text, pictures, lines and tables, all of which together make up a page or a series of pages. In Design can be used to produce anything from a tiny hang tag or a line of apparel to a multiple-volume encyclopedia. A finished layout can be output on a home laser printer ,an output on a high-end image setter for final printing by a commercial printer, or exported for online viewing. The course involves learning the tool palette ,creating items and editing basics shades , creating formatted text, formatting paragraphs & linking text, style sheets/libraries ,preference ,importing and editing ,working with process color and spot, documents layout techniques master pages & templates , and preparing for press and image setter printing.   Prerequisite: None

6.***0 Sem. Cr. Hrs.***

COMG-15   Adobe Dreamweaver   90 Clock Hours

Macromedia Dreamweaver is a WYSIWYG (What You See Is What You Get) XHTML generator. This means that if something is changed on the screen inside Dreamweaver, it will show the results instantly. The instant feedback of a live design environment speeds up the work tremendously.

Applications, e-commerce sites, dynamic data-driven sites, and much more. The course involves starting a Website ,learning basic commands ,editing HTML , adding and editing images ,creating links, tables frames, forms ,and plug ins.

8.3 Sem. Cr. Hrs.

WEBD-01 Basic Web Design   125 Clock Hours

The course introduces students to HTML ,Web publishing, and to basic HTML documents. Students will also learn links and addresses, HTML and images, Web page layout and presentation ,graphic design, layout with frames and style sheets for printing.

WEBD-02 Advanced Web Design   8.3 **Sem. Cr. Hrs.**

125 Clock Hours

The course involves embedding media of HTML, list and tables, frames, forms, introduction to service-side programming, scripting, JavaScript Essentials, Symbols, formatting and layout, VML: Web Pages for mobile devices ,testing and debugging Web pages, publishing the web site, and getting people to visit the web site.

8.**0 Sem. Cr. Hrs.**

WEBD-03 Portfolio / Web Site Design   120 clock Hours

The class is an application of all the skills and knowledge that the student has gained while attending this course. It can be a compilation of their precious work in the different classes and to be able to prepare a business-like web site on the Internet.   Students will develop a concept or a business idea, plan and design the Web site execute the details of the project.

WEBD-04   Project   8.**0 Sem. Cr. Hrs.**

120 Clock Hours

The portion of the Computer Graphics & Web Design Program allow the students to apply in a work environment what they have learned in the classroom. The Internship can be completed at the Institute by completing a work project that simulates an operational business website.

1.0 Sem. Cr. Hrs.

1.33 Sem. Cr. Hrs

CDJP-55   Career Development & Job Placement   20 Clock Hours

The class deals with the planning of a student's career and the preparation for actual employment that includes the assessment of skills, application of human relations , attitudes, appearance. Job search, resume preparation, and interviewing techniques will also be covered. "Mock" interviews will be conducted in class.

Employment tests and salary negotiations will be discusses. Students will be prepared to accept or reject a job offer and to adjust to a new job.

Graduates from this program will be able to work in the following jobs:

15-1134   Web Developer

PHARMACY TECHNICIAN

PROGRAM DESCRIPTION

This program is designed to familiarize students with drug and medical terminology, and basic human anatomy as well as the necessary skills to assist the pharmacist in prescription preparation and administration. This program is designed to provide an extensive course of instruction in handling over the counter prescriptions or "chart orders" from Doctors in a hospital pharmacy. The program is detailed to allow the pharmacy technician or pharmacy assistant to package and distribute prescribed medications. Graduates of this program will be qualified for entry level positions and will be able to perform a wide variety of clerical and technical tasks involved in operating a public or hospital pharmacy as a Pharmacy Technician.

	COURSE	Clock Hours	Semester Credit Units
PHARMACY TECHNICIAN			
PHT-101	Introduction to Pharmacology, History and Legislation	40	2.66
PHT- 102	Pharmacy Law and Ethics	40	2.66
PHT-103	Medical/Drug Terminology	80	5.33
PHT-104	Anatomy and Physiology	70	4.66
PHT-105	Pharmacy Drug Monograph	70	4.66
PHT-106	Prescription Math	80	5.33
PHT-107	Systems of Measurement	40	2.66
PHT-108	Pharmacy Computations	80	5.33
PHT-109	Dosage Calculations	80	5.33
PGT-110	Drug & Route of Administration	80	5.33
PHT-111	Intravenous Pharmacy	40	2.66
PHT-112	Community Pharmacy Issues	40	2.66
PHT-113	Externship	160	10.6
	Total	900	60

PROGRAM OBJECTIVES

PHT-101: Module A:Introduction to Pharmacology, 2.66 Sem. Cr. Hrs
   History and Legislation 40 Clock Hours

The student is exposed to the field of Pharmacology, its history and its future. The legislation behind Pharmacology. The origins, plant, animal, and mineral sources of Pharmacology. The origins of drug laws, FDR, schedules of drugs, and other legislation governing prescription and over the counter drugs.

PHT-102: Pharmacy Law and Ethics 2.66 Sem. Cr. Hrs.
   40 Clock Hours

The student studies the basics of pharmaceutical law and ethics. The legal controls, drug abuse, and the drugs involved with this industry

PHT-103: Medical/Drug Terminology 5.33 Sem. Cr Hrs.
   80 Clock Hours

The student learns of word formation: prefix, root and suffix of over 350 medical terms. The student also learns the definitions for terminology associated with pharmacies.

PHT-104: Anatomy and Physiology 4.7 Sem. Cr. Hrs.
   70 Clock Hours

The student focuses in on the skeleton system, muscular system, the nervous system, circulatory, respiratory, digestive, urinary, reproductive, endocrania systems of the human body and the effect of drugs on them.

PHT-105: Pharmacy Drug Monograph 4.7 Sem. Cr. Hrs.
   70 Clock Hours

The student will gain the knowledge in the areas of pharmacy practice, pharmacy protection, safety in the pharmacy, drug monographs, signs, symptoms and side effects of specific drugs, and PDR's.

PHT-106: Prescription Math 5.33 Sem. Cr. Hrs.
   80 Clock Hours

The student will learn the procedures and concepts concerning number manipulation involved with basic arithmetic using decimals, percentages for drug prescriptions.

PHT-107: Systems of Measurements 2.66 Sem. Cr. Hrs.
   40 Clock Hours

The student will learn the apothecary system, metric system, and other types of measurements used in Pharmacology. The student will also learn the number forms, dosage schedule, and methods for calculations.

PHT-108: Pharmacy Computations   5.33 Sem. Cr. Hrs.
                                                    80 Clock Hours

The student will learn the meaning of Necrology, the theory of ratios, posology, and disbursement of drugs.

PHT-109: Dosage Calculations   5.33Sem. Cr. Hrs.
                                                    80 Clock Hours

The student will learn the procedure for greeting customers/patients, taking the prescriptions, utilizing a computer system to identify the patient, log the prescription and bill. The student will also learn to assist the Pharmacist with the dispensing of drugs, the side effects of certain drugs, allergies and refills. The student will develop skills in take phone orders for prescriptions, processing insurance claims and payments.

PHT-110: Drug & Route of Administration   5.33 Sem. Cr. Hrs.
                                                    80 Clock Hours

The student will learn of the various absorption, distribution, metabolism and excretion of drugs.

PHT-111: Intravenous Pharmacy   2.66 Sem. Cr. Hrs.
                                                    40 Clock Hours

The student will learn the background surrounding intravenous pharmacy, along with intravenous therapy. The student will also learn the equipment, tools, nutrient support, mixing, calculations involved with intravenous pharmacy.

PHT-112: Community Pharmacy Issues   2.66 Sem. Cr. Hrs.
                                                    40 Clock Hours

The student will learn the background surrounding community pharmacy issues. The student will also learn the system of long-term care pharmacy packing drugs for delivering to in-house pharmacy's for elderly care and rehabilitation facilities.

PHT-113: Externship   10.6Sem. Cr. Hrs.
                                                    160 Clock Hours

Graduates from this program will be able to work in the following jobs:

31-9095   Pharmacy Aides

INTERPRETATION AND TRANSLATION

PROGRAM DESCRIPTION

This program prepares the student, upon certification; to function as a competent entry-level state certified interpreter, providing the foundation they need in language proficiency, and interpretation/translation skills, and vocabulary.

Upon course completion, student must register and pass California's Court Certification Exam, administered by the state Judicial Council's Court Interpreters' Program. All fees for the written an oral exam to be paid by student directly to the California Court system.

REQUIREMENT: Applicants to the Interpretation and Translation Certificate Program must have native or near-native proficiency in English and Spanish.

	COURSE	Clock Hours	Semester Credit Units
IT-101	Interpreting in the American Legal System	20	1.33
IT-102	Intro to Court Interpreting	30	2.0
IT-103	Court Practicum for Legal Interpreters	80	5.4
IT-104	Sight Translation: Spanish/English – English/Spanish	90	6.0
IT-105	Consecutive Interpretation: Court Proceedings –Spanish/English – English/Spanish	90	6.0
IT-106	Consecutive Interpretation: Administrative Hearings and Depositions	90	6.0
IT-107	Simultaneous Interpretations: Spanish/English	80	5.4
	Total	480	32

Students graduating from this program will be able to work in the following jobs:

43-9199 Office and administrative support workers, all other interpreters
43-9799 Office and administrative support – interpreter
46-6012 Legal Secretary

PROGRAM OBJECTIVES - INTERPRETATION and TRANSLATION

IT – 101   Learn to Interpret the American Legal System   20 Clock Hours
This course establishes the principles and protocol associated with interpreting in the legal context and explores best practices associated with interpreting in the American judicial system.

IT – 102   Intro to Court Interpreting   30 Clock Hours
Familiarizes students with the techniques and terminology of consecutive and simultaneous interpreting, and the practical considerations particular to judicial and quasi-judicial settings.   Students learn courtroom protocol, witness control techniques, and review the practical implications of the court interpreter code of ethics.

IT – 103   Court Practicum for Legal Interpreters   80 Clock Hours
This skills course will train the student in the interpretation of frozen legal texts (such as jury instructions and various legal/courtroom forms), the interpretation of client-attorney interviews, and the interpretation of direct and cross examination.

IT – 104   Sight Translation: Spanish/English – English/Spanish   90 Clock Hours
Introduces students to the basic theory and practice of translation, both written and sight. Students will learn to apply text analysis, text typology, and contrastive analysis of their working languages to identify, analyze, and resolve translation problems while independently developing an efficient and rational approach to the process of translation.

IT – 105   Consecutive Interpretation:
            Court Proceedings –Spanish/English – English/Spanish   90 Clock Hours
The student will learn foundation for the development of professional skills in consecutive interpretation, emphasizing the ability to understand and analyze a message in the source language and convey it in the target language in a straightforward and clear manner.

IT – 106   Consecutive Interpretation:
            Administrative Hearings and Depositions   90 Clock Hours
The student will learn the nuances of meaning, accuracy of interpretation, research and preparation for conferences, and glossary development. Special attention is given to maintaining concentration while under significant psychological stress. Students learn to recognize source language discourse patterns and render them effectively in target language.

IT – 107   Simultaneous Interpretations: Spanish/English   80 Clock Hours
The student will learn simultaneous interpretation, the techniques learned in the previous classes are consolidated, which enables students to polish their delivery and language register. Special attention is given to maintaining concentration while under significant psychological stress. Students learn to recognize source language discourse patterns and render them effectively in target language.
** The test for certification is done through the court and they will charge a fee when course is complete.

ENGLISH AS A SECOND LANGUAGE

PROGRAM DESCRIPTION

The course involves the use of certain language and cultural literacy skills; namely Vocabulary, Social Language, Grammar, Speaking Activities, Pronunciation, Listening, Reading and Writing in the following content areas: Getting Acquainted. Going Out, Talking about Families, Coping with Technology, and Eating In, Eating Out.

This course is designed for those students with limited English language skills. The objective is to further develop and improve the student's English proficiency. Instructional methods and techniques include intensive lecture, demonstration and practical application.
   The program makes effective use of audio-visual materials, textbooks and materials and computerized instruction.

Students entering this program who have limited English language skills first enter the beginning English course. An English language placement test is administered to each applicant prior to entering the program. Students are then placed in a class level appropriate to their English proficiency. This placement test will also determine the approximate amount of time required for the student to achieve a level of English proficiency necessary to achieve their goals.

PROGRAM OUTLINE

MODULE	TITLE	SEMESTER UNITS	TOTAL HOURS
MODULE A	Beginning/Intermediate Literacy	12	240
MODULE B	Intermediate/Advanced Literacy	12	240
MODULE C	Principles of the Alphabet System	8	200
TOTALS		32	680

PROGRAM OBJECTIVES
LEVEL I (BEGINNING)

In this level, students will be introduced to the English language. This course will emphasize elementary competency in Standard English, with a focus on: basic grammar, writing, academic vocabulary, oral communication and reading skills that are necessary for success in introductory academic English.

LEVEL II

In level II, students will be introduced to the basics of the English Language with more intense emphasis on the fundamentals of the construction. This course will extrapolate from the building blocks obtained in Module I, but with more detail in order to obtain higher grammar, oral communication, writing, vocabulary, listening and pronunciation skills.

LEVEL III (INTERMEDIATE)

In this level, students are now assumed to have conquered the basics, and are now expected to utilize the obtained information as building blocks to achieve intermediate proficiency in the English language. Intermediate-leveled academic vocabulary, grammar, listening, oral communication, writing, and pronunciation skills will be taught to individuals.

LEVEL IV (ADVANCED)

This level will concentrate on the advancement of English skills. More intricate lessons based on grammar, pronunciation, writing, listening, oral communication and vocabulary skills will be taught. Students are expected to handle most personal, social, and academic language. This course will utilize all the foundational English basics that were obtained throughout Level I-IV to focus on literacy skills necessary for success in a grade level classroom or vocational environment.

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CHANGES IN SCHOOL PROGRAM

The school, will make all attempts to notify the student of changes or modifications with an addendum to the catalog posted in the administrative area. It is the student's responsibility to stay abreast of any changes.

TUITION POLICIES

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE and ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

PROGRAM	Credit Hours	Tuition per Credit Hour	Schedule of Total Charges for a Period of Attendance	Total Tuition	Textbooks	Registration Fee	STRF	Estimated Schedule of total charges for the entire educational Program
Office Software Specialist	390	$8	75+Number of Hours of attendance*8	7125	300	75	0	7500
Computer Network Specialist	900	$8	75+Number of Hours of attendance*8	7125	300	75	0	7500
Computer Graphics Specialist Web Page Designer	900	$8	75+Number of Hours of attendance*8	7125	500	75	0	7500
Nurse Assistant	180	14	75+Number of Hours of attendance*14	2425	500	75	0	3000
Home Health Aide	40	10	75+Number of Hours of attendance*10	400	25	75	0	500
Phlebotomy	104	20	75+Number of Hours of attendance*20	2300	125	75		2500
Pharmacy Technician	900	$8	75+Number of Hours of attendance*8	7125	300	75	0	7500
Medical Assistant Coding and Billing	900	$8	75+Number of Hours of attendance*8	7125	300	75	0	7500
Interpretation and Translation	480	14	75+Number of Hours of attendance*14	7125	300	75	0	7500
English as a Second Language	680	11	75+Number of Hours of attendance*11	7125	300	75	0	7500
Restorative Nurse Assistant	24	9	75+Number of Hours of attendance*9	225	75	0	0	300

TUITION PAYMENT POLICY

COMPUTER INSTITUTE OF TECHNOLOGY's tuition and fees for all programs may be satisfied with payment by check, money order, credit card. Cash payment for tuition and fees will only be accepted when paid at the admissions office.

REPAYMENT POLICY
All financial obligations are to be met prior to withdrawal or graduation from the program. Arrangements for repayment of tuition are to be made prior to withdrawal or graduate. The

student who becomes indebted to COMPUTER INSTITUTE OF TECHNOLOGY due to unpaid deferred tuition, library fines, damage or loss of equipment/materials, or other reason may be denied further enrollment and release of official academic transcripts. Release of information to potential employers or other agencies may be denied until all indebtedness has been cleared.

" A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free 1 888 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov."

STUDENT TUITION RECOVERY FUND (STRF)

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 Student Tuition Recovery Fund (STRF), or it must be paid on your behalf, if you are a student in an educational program, who is   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 1747 N Market Blvd Ste 225 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 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 are 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 are 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 ant 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 (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 taxpayer identification number.

CANCELLATION AND REFUND POLICY

Students withdrawing after more than five business days are entitled to a partial refund. The amount of that refund shall be pro-rated according to the uncompleted portion of the course. The refund will be calculated on the tuition fees only. Books, other supplies and the registration fees will not be part of the pro-rated calculation. Refunds will be made within 30 days of determining that the students is no longer in school.

1. The student has the right to cancel his or her Agreement for a course of instruction without any penalty or obligation and the school will refund 100% of the amount paid by the student less the registration of 75$, if notice is made prior to or on the day for instruction. Notification of cancellation is required to be made in writing.
2. The written notice of cancellation needs not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Agreement with the school. The student will be given a form to use on the first day of classes, but he or she can use any written notice that he or she wishes.

3. If the school has given the student any books or equipment, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. Refund will be made within 30 days following the date upon which the student's withdrawal has been determined.
4. When a student withdraws prior to completion of the course, or otherwise fails to complete the period of enrollment, a refund shall be provided for the unused portion of the tuition.
5. The student is not entitled to a refund if the tuition and fees are paid by a third-party. Any amount in excess of the total charges incurred shall be returned to the third-party, e.g. Workmen Insurance Compensation.
6. The institution's refund policy for students who did not cancel pursuant to paragraph 1 shall be a pro-rata basis. The refund under this paragraph shall be the amount the student paid for the instruction (minus the registration fee) multiplied by a fraction, the numerator of which is the number of hours of instruction in the course which the student has not received, for which the student has paid, and the denominator of which is the total number of instruction hours for which the student has paid.

Refund due dates
If an applicant never attends class (no show) or cancels the contract prior to the class start date, all refunds due will be made within the 30 calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund due will be calculated using the Last Day of Attendance (LDA) and be paid within 30 calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress Policy.

Rejection and Cancellation before the Start of Class:
If an applicant is rejected for enrollment, a full refund of all tuition monies paid will be made to the applicant.
If the school cancels a program subsequent to a student's enrollment, the school will refund all monies to the student.
If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no show), the school will refund all monies paid, less a registration fee of $75.
For the purpose of determining the amount the student owes for the time he or she attended, the student shall be deemed to have withdrawn from the course when any of the following occurs: a) The student notified=s the school of his or her withdrawal or the actual date of withdrawal, b) The school terminates his or her enrollment, c) The student fails to attend classes for a three-week period (In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.), and d) The student fails to return from a leave of absence (LOA).

If any portion of the student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs for which he or she received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to him or her. If there is a balance due, the student will be responsible to pay the amount.

The student is not entitled to receive a refund if: a) All of the student's tuition and fees are paid by a third party organization, such as Job Training Partnership Act Agency, Regional Occupational Program or Regional Occupational Center, Private Industry Council or a Vocational Rehabilitation Program, if the student is not obligated to repay the third party organization or does not lose time-limited educational benefits, and b) The third party organization and the institution have a written agreement, entered into on or before the date the student enrolls, that no refund will be due to the student if the student withdraws prior to completion.

STUDENTS RIGHT TO CANCELLATION

You have the right to **cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other** goods and services. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or $75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of

instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within 30 days, School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. (For 2nd term or re-enrolled students, "the documented cost"). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

NOTE: YOU WILL RECEIVE 2 COPIES OF THE NOTICE OF CANCELLATION ON THE DAY YOU START CLASSES

HYPOTHETICAL REFUND EXAMPLE:
Assume you, upon enrollment in a 400 hour course, pay $2,000 for tuition, $100 for registration,
and $150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained.
$2100 ($2,000 Tuition + $100 Registration Fee)Amount Paid - $75.00 Registration Fee Retained by the School, X (.75) or 300 Hours of Instruction Paid for & Not Received (Divided by) – 400 Hours of Instruction for which you have paid = $1,518.75 Actual Refund Amount.

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be ($1518.75+$150) = $1668.75.
For programs over 12 months, if you withdraw prior to the next 12 month period, all charges collected for the next period will be refunded.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:
(a) You notify School of your withdrawal or the actual date of withdrawal;
(b) School terminates your enrollment;
© You fail to attend classes for a three-week period (21 school days);
You fail to return from a leave of absence.
In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used

to repay any student financial aid obligations programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.
*Registration fee is non-refundable after the seventh day of attendance.
**Student tuition recovery fund is non-refundable after the seventh day of attendance.

Tuition Assistance: At the present time, COMPUTER INSTITUTE OF TECHNOLOGY does not offer financial aid programs

"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"

COMPUTER INSTITUTE OF TECHNOLOGY
6444 Bellingham Ave Suite 202
North Hollywood CA 91606

COMPUTER INSTITUTE OF TECHNOLOGY

I have received a copy of the catalog which contains the rules, regulations, course completion requirements, and costs of the specific course in which I have enrolled, and the School Fact Performance Sheet prior to my enrollment.

Program_____

Print Name: _____

Signature:_____

Date:_____