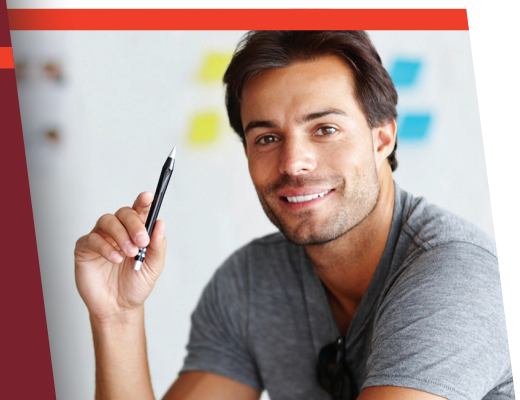
SCHOOL OF
INFORMATION TECHNOLOGY

SCHOOL OF
MEDICAL SCIENCES

SCHOOL OF
BUSINESS AND LEGAL STUDIES

SCHOOL OF
GRAPHIC DESIGN



PLATT COLLEGE

— it's all about your future —

College Catalog

2019/20

PLATT COLLEGE
EST. 1985

08.01.2019—07.31.2020

TABLE OF CONTENTS

I. Overview 2
II. Admissions Procedures and Requirements 2
III. Financial Aid Information 6
IV. School of Graphic Design 10
V. School of Business and Legal Studies 16
VI. School of Medical Sciences 32
VII. School of Information Technology 64
VIII. Platt College Distance Education (DE) 68
IX. Academics and Student Services 85
X. Tuition and Fees 99
XI. Course Descriptions 100

Alhambra Campus
1000 South Fremont Ave, Suite A9W
Alhambra, CA 91803
626.300.5444

Anaheim Campus
1551 South Douglass Road
Anaheim, CA 92806
714.333.9606

Ontario Campus
3700 Inland Empire Boulevard
Ontario, CA 91764
909.941.9410

Riverside Campus
6465 Sycamore Canyon Blvd
Riverside, CA 92507
951.572.4300

www.plattcollege.edu

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

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

PLATT COLLEGE
COLLEGE CATALOG

I. Overview

INTRODUCTION

Platt College traces its origin to the state of Missouri and to the original school's founding in Saint Joseph in 1879. Today, Platt College has four Southern California campuses located in Los Angeles and the Inland Empire. These campuses were originally branches of Platt College, San Diego. The Los Angeles campus achieved main campus standing in 1989. The Ontario campus opened in 1997 as a branch location of the Los Angeles campus. The Riverside campus opened in 2011 as a branch of the Los Angeles campus. The Anaheim campus opened in 2016 as a branch location of the Los Angeles Campus.

PHILOSOPHY

Achieving excellence one student at a time.

Platt College is dedicated to the principle that education is the foundation for personal and professional growth and that students should have the opportunity to develop to their full potential.

MISSION

Platt College provides a balanced program of instruction necessary to acquire the specialized knowledge and skills needed for success. The dynamic requirements of employers, as well as the individual needs of the student body, mandate that the College upgrade and enhance each area of study on a continuing basis.

II. Admissions Procedures and Requirements

All applicants for admission to Platt College are required to visit the campus for a personal interview with the Admissions Department, complete an application form, and tour the facility to view the classrooms, equipment, and samples of student work.

All applicants must provide proof of a valid high school diploma, GED, or High School proficiency exam. Platt will use all available resources to ensure the validity of all forms of proof of graduation from accredited institutions

Applicants are required to take a standardized entrance examination that measures language and numerical skills, and achieve a passing score on the examination. Veterinary Technician Alternate Route Certificate applicants are not required to complete the entrance examination.

NOTE: Passing scores vary by program, and an outline of what the passing score is for each program is available from the Admissions Department. Certain programs may also have additional program-specific admissions requirements. Applicants may obtain additional requirements for each program from the Admissions Department.

Platt College – Alhambra Distance Education program enrolls prospective students throughout the year. The Distance Education enrollment process is conducted exclusively online and via phone conversations. All enrollment requirements for Distance Education programs match the enrollment requirements for Platt College ground programs.

Platt College prohibits discrimination (including harassment) against any individual on the basis of race, color, religion (including religious dress/grooming practices), creed, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), age, national origin, marital or registered domestic partnership status, veteran status or military status, sexual orientation, gender, gender identity, gender expression, physical or mental disability, including genetic characteristics or genetic information, medical condition, ancestry, citizenship, or any other characteristic protected by state or federal law or by local ordinance.

PLATT COLLEGE
COLLEGE CATALOG

The Platt College's policy for students with disabilities is based on the provisions of Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title III of the Americans with Disabilities Act of 1990 (ADA). Section 504 states that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives federal financial assistance. Section 504 defines a "qualified individual with a disability" as an individual with a disability who meets the academic and technical standards requisite for admission or participation in the recipient's program or activity. Under Section 504, Platt College is required to provide reasonable and appropriate academic adjustments, auxiliary aids and services to qualified students with disabilities that are necessary to avoid discrimination on the basis of disability. Similar to Section 504, the ADA also prohibits discrimination on the basis of disability. Under the ADA, Platt College is required to provide auxiliary aids and services, and reasonable modifications to its policies, practices, and procedures that are necessary to avoid discrimination on the basis of disability.

As required by federal law, Platt College will provide academic adjustments, auxiliary aids and services (collectively, "academic accommodations") to ensure that it does not discriminate on the basis of disability. Academic accommodations are determined based on the student's disability and individual needs. Academic accommodations may include modifications to academic requirements that are necessary to ensure that students with disabilities are provided an equal educational opportunity. In providing academic accommodations, ***Platt College is not required to lower academic standards or modify academic requirements that can be demonstrated as being essential to the instruction being pursued by the student or to any directly related licensing requirement***. In addition, Platt College is not required to provide academic accommodations that would fundamentally alter the nature of a service, program, or activity, or that would result in undue financial or administrative burdens taking into account Platt College's resources as a whole.

Platt College will not ask applicants or current students if they have a disability. The disclosure of a disability is voluntary on the part of the student. If a student with a disability wishes to receive academic accommodations, it is the student's responsibility to inform Platt College of the disability and to follow the procedures outlined herein during the enrollment process to request the academic accommodations.

In addition, Section 504 and ADA prohibit harassment based on disability that creates a hostile environment by interfering with or denying an individual's ability to participate in or benefit from a program, service, or activity. Platt College will promptly investigate any allegations of a hostile environment based on disability, take prompt and effective action to end the harassment and prevent it from recurring, and where appropriate, remedy the effects on the individual who was harassed. Individuals may file a complaint of disability harassment by contacting Feedback@PlattCollege.edu.

Not all programs are offered at all Platt College locations. Program availability is subject to change at the discretion of the College. Please see the Campus President for current program offerings at each Platt College location.

NON-MATRICULATING STUDENTS

Occasionally an individual wishes to take single courses at Platt College without seeking admission as a degree or diploma seeking student. Such students may enroll in individual courses as a 'Non-Matriculated Student' (NMS), provided they hold a high school diploma or GED and meet all of the required Admission policies including all testing requirements for the corresponding program listed in the College Catalog. Certificate programs are not eligible for non-matriculating status.

Such non-matriculated students are not eligible for any form of financial assistance. They must comply with all policies and procedures contained in the College Catalog. Re-enrollment as a non-matriculated student may be denied if the student's GPA falls below 2.0. A maximum of 24 quarter credits taken as a non-matriculated student may be applied toward a Platt College degree or diploma, however taking courses as a non-matriculated student does not constitute admission to a program nor does it guarantee the applicability of those courses toward a degree or diploma in the future. See Transferability of Credits section of the College Catalog for transfer credit policies.

Tuition charges for non-matriculated students in a degree or diploma program will be $400 per quarter credit. This fee will include all needed books and supplies. Tuition and fees for enrolled course(s) must be paid in full within the add / drop period.

PLATT COLLEGE
COLLEGE CATALOG

INTERNATIONAL STUDENTS

Platt College is approved to enroll international students by Student and Exchange Visitor Information System (SEVIS). For international students, official transcript translation and evaluation from a member of the National Association of Credential Evaluation Services (NACES). A grade of "C" (2.0) or higher is required to be considered for transfer credit into Diploma, Associate and Bachelor programs. In addition, remedial/developmental coursework is not eligible for transfer.

International students must complete an international admissions application to be considered for enrollment. In addition, international students must provide all documents required by SEVIS and Platt College and meet any program admission requirements.

Visa and Immigrant Documentation Requirements:
International students must provide the Designated School Official (DSO) with the following documents at the time of enrollment (prior to start):

- Form I-20 – Certificate of Eligibility for Nonimmigrant Student Status
- International Student Visa (F-1 or M-1)
- Passport
- Form I-94 – Arrival / Departure Record

Proof of English Language Proficiency
All international student applicants must provide Platt College with proof of English language skills to pursue enrollment with Platt College. International students can either: a) provide, in the form of official transcripts, successful completion of coursework from an accredited high school or English language school certified with SEVP, b) take either of the approved proficiency exams and meet the minimum score requirements. The TOEFL (Test of English as Foreign Language) and IELTS (International English Language Test System) are the approved proficiency exams.

A minimum score of 550 on the paper-based and 84 on the internet-based TOEFL test is required as proof of proficiency in English. This test must be submitted directly from the testing organization to the campus, sent to the attention of the DSO, where the international student is applying.

A minimum score of 6 on the TOEFL IELTS test is required as proof of proficiency in English. This test must be submitted directly from the testing organization to the campus, sent to the attention of the DSO, where the international student is applying.

If the native language of the international student is English, and Platt College can confirm the native language, then the student is not required to take the TOEFL test. There is no limit to the amount of times a student can take the test. TOEFL test scores are valid for two (2) years after the test date. The official scores become part of the permanent student record once the student has enrolled with the College.

Financial Affidavit or Proof of Financial Support
International students must provide proof of financial support or financial affidavit that tuition and living expense can be covered. The following are acceptable proofs:

- Bank statements or letters from sponsors showing said evidence that tuition can be covered including living expenses for a minimum of one (1) year.
- Completed financial affidavit signed by the prospective international student and sponsor(s).

Proof of High School or Secondary School Graduation
All applicants must provide proof of a valid high school diploma, GED, or High School proficiency exam. Platt will use all available resources to ensure the validity of all forms of proof of graduation from accredited institutions.

Transfer of Credits from Postsecondary School
International students requesting transfer of credits from a postsecondary school must have official transcript evaluated and translated (if applicable) from a member of the National Association of Credential Evaluation Services (NACES).

All instruction at Platt College is provided in English only.

PLATT COLLEGE
COLLEGE CATALOG

ACCREDITATION AND APPROVALS / LICENSURE

Platt College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Platt College Los Angeles and its branch campuses in Anaheim, Ontario and Riverside, California, are co-educational proprietary institutions owned and operated by Platt College Los Angeles, LLC, a Delaware limited liability company.

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

All information in this college catalog is current, correct, and certified by the Officers of Platt College Los Angeles, LLC.

Platt Colleges Los Angeles LLC
1551 South Douglass Road
Anaheim, CA 92806
714-333-9606

Officers:
Ed Beauchamp, CEO
Paul Anton, CFO
Daryl Goldberg, VP of Campus Operations

III. Financial Aid Information

Platt College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

FINANCIAL AID

Eligible applicants may benefit from the following federally sponsored programs, which provide grants, loans, and federal work-study to cover portions of tuition and fees:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Direct Subsidized and Direct Unsubsidized Student Loans – The Student Loans offer flexible repayment options, including, but not limited to standard repayment, graduated repayment, extended repayment, income-based repayment, pay as you earn repayment, income contingent repayment, income sensitive repayment plans and loan forgiveness benefits. Stafford loans are available to students who meet all the requirements set by the Department of Education.
- Direct PLUS (parent) Loans
- Federal Work-Student (FWS)

Cal Grant and Federal awards are subject to all Title IV regulations and restrictions, additional disclosures and loan information are available in the Platt College Student and Consumer Handbook.

Please Note: Federal and state annual award amounts are subject to change from year to year, and are dependent on prior education, specific student family situations, and student enrollment status. Additional information on federal student aid loan limits is available in the Student and Consumer handbook, however because eligibility is determined on a case-by-case basis, the financial aid advisors are the best resource for your specific financial aid information.

Platt College also administers Veterans Administration Educational Assistance, selected state grants, and some private scholarships. Please schedule a visit with a Financial Aid Advisor who can review your personal information and provide details on what sources of funding are currently available.

Students receiving Veterans Administration benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

Platt College can also provide private education loans through various third-party lenders. Applicants may be required to complete a credit application to determine approval status. All private loans are subject to variable interest rates set by each lender that can increase or decrease over time depending on the market conditions. Private loans have a range of interest rates for each borrower depending on the borrower's credit rating. Some lenders may have fees for each loan borrowed. Borrowers should contact their private student loan lender with any questions.

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

COLLEGE REFUND POLICY

Student's Right to Cancel

1. A student has the right to cancel his or her agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh (7th) day (calendar days) after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a prorated refund if you have completed 60 percent or less of the scheduled hours in your program's current payment period through the last day of attendance. For students enrolled in any Distance Education

program, you have the right to cancel the enrollment agreement and receive a full refund before the receipt of any lessons or materials for the course have been received.

2. Cancellation may occur when the student provides a written notice of cancellation submitted by mail or by hand delivery at **one** of the following **campus locations**:

- ALHAMBRA CAMPUS:
  Platt College, 1000 South Fremont Ave, Suite A9W Alhambra, CA 91803
- ANAHEIM CAMPUS:
  Platt College, 1551 South Douglass Road, Anaheim, CA 92806
- ONTARIO CAMPUS:
  Platt College, 3700 Inland Empire Boulevard Ontario, CA 91764
- RIVERSIDE CAMPUS:
  Platt College, 6465 Sycamore Canyon Blvd., Ste. 100, Riverside, CA 92507

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a prorated refund if you have completed 60 percent or less of the scheduled hours in your program's current payment period through the last day of attendance. The refund will be less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way), within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the Campus Academic Dean or Registrar through the Academic Dean's office of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress in his or her program of study; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution for his or her program; and/or failure to meet financial obligations to the School within established timeframes.
- The student has failed to attend class for fourteen (14) consecutive calendar days (excluding scheduled campus wide breaks greater than 5 days) from their last day of attendance.
- The student has failed to return on the specified day appointed on the approval for a leave of absence without notifying campus officials.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 8 days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds before federal student financial aid funds are returned.

Date of Determination That the Student Withdrew

a. For the purpose of determining the date the student withdrew and the amount owed for educational services rendered and equipment received, the student shall be determined to have withdrawn from the program on the date when any of the following occurs: The student notifies the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw;
b. The school terminates the student's enrollment;
c. The student has failed to attend class for fourteen (14) consecutive calendar days (excluding scheduled campus wide breaks greater than 5 days) from their last day of attendance. In this case, the date of determination will be the business day following the fourteenth calendar day after the last date of recorded attendance.
d. The student fails to return from an approved leave of absence. In this case the date of determination is the date the student was scheduled to return.
e. For VA benefit considerations, the Date of Determination will be the student's last day of attendance.

Withdrawal Date for the Return of Title IV Funds

Note that the withdrawal date used to calculate the return of Title IV funds is the student's last day of attendance not the institution's date of determination that the student withdrew. This means that a student receiving Title IV funds is only eligible to receive funds proportional to the number of calendar days in the payment period up through the last date of attendance, subject to the regulations listed in the Return of Title IV Funds section below.

Note: A student who is on approved leave of absence retains in-school status for purposes of Title IV funding. However, the student should be aware that if he or she does not return from an approved leave of absence, that some or all of the grace period of the loan could have been used up, as the Title IV withdrawal date is set retroactively to the last date of attendance.

Return of Title IV & State Grant Funds Policy

Effective 10/7/00, all financial aid (Title IV) recipients who withdraw and have completed less than 60% or less of the payment period for which they have been charged, are subject to the new federal refund regulations per 34 CFR 667, 682, 685, published November 1, 1999.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid funds.

1. Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following: To determine the percentage of the payment period completed, the number of days* attended in the payment period is divided by the total days* in the payment period.

*Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more, and approved leave of absences are excluded.

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

3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.

4. The institution will return the lesser of the total unearned aid or the unearned institutional charges for the payment period.

5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
   a. Direct Unsubsidized Loan Program;
   b. Direct Subsidized Loan Program;
   c. Direct PLUS Loan Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:
   a. Federal Pell Grant Program;
   b. Federal SEOG Program;
   c. State Grants (i.e. Cal Grants and/or other State assistance awarded);
   d. Other Federal assistance awarded under this title for which return of funds is required.

If a student earns more Title IV funds than were disbursed at the time of withdrawal, the student may be eligible to receive additional loan or grant funds. In such a case, Platt College will confirm with the student whether any additional funds owed should be disbursed, or if the student wishes to limit his/her indebtedness and have the funds returned to the Department of Education.

PLATT COLLEGE
COLLEGE CATALOG

Note: After the institution has allocated the unearned aid, any amount received by the student from a grant program is reduced by 50%. Unearned loan funds received by the student are paid back as per the term of the borrower's promissory note.

In determining the refund policy to apply to any student situation, Platt College uses both the federal return of Title IV policy and state refund policy calculations as they apply to any student who has dropped from the program. The state refund policy is applied to all students that drop from the college. The federal return of Title IV policy is applied to all students who have dropped from the college that receive Title IV funds and who have completed less than 60% of the payment period. In these cases, the larger of the calculations is used to determine the amount of the Title IV funds to be returned.

Remaining Account Balance After Credit Adjustments and Return of Title IV Funds

If the amount the student has paid for his or her program of instruction is more than the amount he or she owes for educational services rendered and equipment received, then a refund will be made within 45 days from the date of determination that the student withdrew. If any portion of the student's charges were 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. The refund will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received. Any remaining balance will be paid to the student. If the amount the student has paid for his or her program of instruction is less than the amount he or she owes for educational services rendered and equipment received, then he or she must make arrangements with Student Accounts to pay the balance due. Unpaid balances will be sent to a collection agency if payment arrangements are not made.

Family Educational Rights and Privacy Act (FERPA)

Under the authority of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), students have the right to inspect and review all of their educational records except for the following:

1) Financial records of students' parents
2) Confidential letters of statements placed in the file prior to January 1, 1975
3) Psychiatric or medical records retained by a professional for medical purposes
4) Students records by instructors or administrators maintained and accessible only to instructors and administrators.

In accordance with the Act, eligible students have the right to inspect and review their records within forty-five (45) days after the student submits a written request. Platt College shall not permit disclosure of information, except directory information, from educational records or personally identifiable information, except to individuals, agencies or organizations identified by the Act. A student requesting that directory information not be disclosed must submit written notification to the school. Students may waive all or a portion of the Act by indicating, in writing, that Platt College may communicate with specific persons or may release specific information. If the student wishes to allow this waiver, forms are available through the Registrar or Academic Dean.

Veteran's Education Benefits

Platt College proudly administers VA education benefits, including the Yellow Ribbon Program, to qualified students. We are committed to maintaining the Principles of Excellence established by Executive Order in April of 2012. Detailed information regarding VA processes and requirements can be obtained at each campus from the VA Certifying Official.

Institutional Matching Grant

Platt College participates with various federal, state, local and non-profit agencies as well as private industry to offer assistance to those students approved for funding through a variety of external sources. For those students accepted for sponsorship by certain agency programs, Platt College makes available an institutional matching grant. Institutional matching grants are available to those students who meet Platt College's admissions and academic requirements and who are sponsored by governmental and non-profit organizations dedicated to the promotion of education and training. Students receiving institutional matching grants will be notified of the award prior to the start of classes. The institutional matching grant is paid to a student's account each payment period. The grant is applied to a student's account at the time tuition is billed. If a student does not complete a period of enrollment for which the grant was awarded, the College will prorate the amount of the institutional match based on the institution's refund policy. The assistance offered may vary by the agency requirements. Grant amounts may vary among the Platt College campus locations, depending on outside agency sponsorship and the availability of agency budgeted funds. Information regarding available funding should be obtained directly from the agency from which you are seeking assistance or the Financial Aid Office at the Platt College campus.

SCHOOL OF
GRAPHIC DESIGN

About Graphic Design 11

Diploma in Graphic Design 12

Associate of Arts in Graphic Design 13

Bachelor of Arts in Visual Communication with Concentrations 14

Specializations

- 2D Print 15

SCHOOL OF
GRAPHIC
DESIGN

GRAPHIC DESIGN

Diploma, Associates and Bachelor of Arts

Graphic Design is a form of visual communication using art, words, and technology to convey an idea. Through the use of type, color, symbols, illustrations, and photography, the graphic designer creates images used by advertising agencies, publishing firms, design studios, print companies, newspapers, magazines, corporate art departments, desktop publishing, multimedia presentations, and web pages.

Platt College's curriculum provides a balanced program of instruction necessary to succeed in today's graphic design industry. Each area of study is reviewed on a regular basis to ensure that the College is keeping current with the needs of employers and changing industry trends.

First term students learn practical foundation skills in design, color theory, typography, print production, and basic drawing. Students in intermediate and advanced terms build on their foundation skills and use computer technology to produce design solutions for a wide variety of projects. Throughout the entire program, the graphic designer's role in the business world is emphasized. Planning, scheduling, collaboration, job search skills, and portfolio development help to prepare students for their professional life.

Vocational Objective

Upon successful completion of the program, students will have acquired the technical knowledge and creative skills for an entry-level position, with growth potential, in the field of graphic design

Industry Occupations

These include production artist, graphic designer, illustrator, layout artist, and computer artist. Other related positions deal with photo manipulation, typographical design, presentation graphics, prepress production, and design assistant. Some environments in which graphic designers normally work are advertising agencies, publishers, corporate in-house art departments, and design studios, package design companies, printing companies, newspapers, magazines, and sign companies. Students will also be prepared to pursue freelance work in any of the above areas.

SCHOOL OF
GRAPHIC DESIGN

Diploma in Graphic Design

(NOTE: This program is only offered at Platt College's Ontario Campus)

950 Hours / 66.5 Quarter Credit Hours / Approximately 13 months

Upon successful completion of a program of instruction, the graduate will be awarded a Graphic Design Diploma provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. For the Graphic Design program, a presentation-quality portfolio must be presented, reviewed, and approved by a committee appointed by the Dean of Academics or designee. In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
ART111	Introduction to Design Concepts	7
ART112	Typography	7
ART114	Fundamentals of Drawing	7
EM151	Publishing Design and Layout	7
EM152	Photo Manipulation	7
EM153	Digital Illustration	7
EM251	Introductory Web Design	7
EM252	Advanced Photo Manipulation	7
EM253	Advanced Digital Illustration	7
EM255	Figure Drawing	3.5
Program Total		**66.5**

Associate of Arts in Graphic Design Program Completion

1200 Hours / 91.5 Quarter Credit Hours / Approximately 15 months

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Arts in Graphic Design provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. For the Graphic Design program, a presentation quality portfolio must be presented, reviewed, and approved by a committee appointed by the Dean of Academics or designee. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
ART111	Introduction to Design Concepts	7
ART112	Typography	7
ART114	Fundamentals of Drawing	7
EM151	Publishing Design and Layout	7
EM152	Photo Manipulation	7
EM153	Digital Illustration	7
EM251	Introductory Web Design	7
EM252	Advanced Photo Manipulation	7
EM253	Advanced Digital Illustration	7
EM255	Figure Drawing	3.5

General Education Courses		**Quarter Credits**
ENG101	English	5
SPC101	Public Speaking	5
PSY101	Psychology	5
MTH101	Introduction to Algebra	5
SOC101	Sociology	5

Program Total	**91.5**

SCHOOL OF
GRAPHIC
DESIGN

VISUAL COMMUNICATION

Bachelor of Arts

Concentrations: • 2D Print

The Bachelor of Arts in Visual Communication (BAVC) develops professionals who take concepts and then create visual imagery by employing type, illustration, sound, music, photography, and animation. The visual communicator impacts virtually every aspect of modern life whether by products purchased, entertainment individuals enjoy, or the ways in which people communicate. Graduates of the Bachelor of Arts in Visual Communication degree program will produce a professional quality portfolio that will make them candidates for entry-level employment in the myriad of industries related to visual communication.

The BAVC program includes coursework in architectural 3D, video production, 3D character development, 3D texturing and lighting, advanced 3D animation, advanced drawing, advanced motion graphics, video compositing, motion capture, web design, and dynamic web design.

The program concludes with interactive courses in portfolio preparation designed to better prepare graduates to conduct effective interviews, self-marketing, as well as produce a highly professional and competitive portfolio.

Vocational Objective

Upon completion of requirements for this degree, students will have expanded knowledge of multimedia, as well as an understanding of how to apply aesthetic concepts and design techniques in the creation of interactive media. This knowledge will enhance students' creativity and expertise, enabling them to produce exciting digital content for an interactive portfolio which will demonstrate their artistic and technical design skills in an entry-level position with potential employers.

Industry Occupations

The **2D Print** specialization prepares graduates for entry-level employment in occupations such as graphic designer, Web 2D artist, and illustrator. These positions might typically work on designing branding campaigns, creating marketing collateral and packaging, and other areas of marketing and advertising design.

SCHOOL OF
GRAPHIC DESIGN

Bachelor of Arts in Visual Communication—2D Print Specialization

2500 Hours / 189 Quarter Credit Hours / Approximately 31 months

Upon successful completion of a program of instruction, the graduate will be awarded a Bachelor of Arts in Visual Communication degree provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. For the Visual Communication 2D Print Specialization program, a presentation-quality portfolio must be presented, reviewed, and approved by a committee appointed by the Dean of Academics or designee. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
ART111	Introduction to Design Concepts	7
ART112	Typography	7
ART114	Fundamentals of Drawing	7
EM151	Publishing Design and Layout	7
EM152	Photo Manipulation	7
EM153	Digital Illustration	7
EM251	Introductory Web Design	7
EM252	Advanced Photo Manipulation	7
EM253	Advanced Digital Illustration	7
EM 255	Figure Drawing	3.5
MM301	Storyboarding	3.5
MM350	Portfolio Preparation	7
MM302	Digital Video/Motion Graphics	3.5
MM303	Introduction to Website and Mobile Development	7
MM304	Flash Animation	7
MM305	3D Modeling and Animation	7
MM306	Figure Drawing II	3.5
MM307	Anatomy & Sculpture	3.5
VCG 302	History of Graphic Design and Advertising	3.5
VCG303	Commercial Illustration and Life Drawing	3.5
VCG304	Advanced Typography and Font Creation	3.5
VCG305	Branding, Logos and Packaging	3.5
VCG351	Marketing Dynamics and Strategies	3.5
VCG352	Prepress and Business Ethics	3.5
VCG353	Art Direction and Team Projects	3.5
VCG354	Photography and Videography	3.5
VCG405	Advanced Project	4
VCG406	2D Print Portfolio Development	3.5

General Education Courses		**Quarter Credits**
ENG101	English	5
SOC101	Sociology	5
SPC101	Public Speaking	5
PSY101	Psychology	5
MTH101	Introduction to Algebra	5
MTH301	College Math Principals	5
SOC302	Ethics	5
ENG303	College Writing	5
POL305	American Government	5
Program Total		**189**

SCHOOL OF
BUSINESS AND LEGAL STUDIES

About Paralegal Studies 17
Diploma in Paralegal 18
Associate of Arts in Paralegal Studies 19
Bachelor of Arts in Paralegal Studies 20
About Criminal Justice 21
Diploma in Criminal Justice 22
Associate of Arts in Criminal Justice 23
Bachelor of Arts in Criminal Justice 24
About Business Management 25
Diploma in Business Management 26
Associate of Arts in Business Management 27
Bachelor of Arts in Business Management 28
Concentrations
- Business Management Concentration 28
- Project Management Concentration 29
- Accounting and Finance Concentration 30

SCHOOL OF
BUSINESS AND LEGAL STUDIES

PARALEGAL STUDIES

Diploma, Associates and Bachelor of Arts

Paralegals — also called legal assistants—continue to assume a growing range of tasks in the nation's legal offices and perform many of the same tasks as lawyers. Paralegals may not provide legal services directly to the public, except as permitted by law.

In addition to this preparatory work, paralegals also perform a number of other vital functions such as drafting contracts, mortgages, separation agreements, and trust instruments under the direction of an attorney. They also may assist in preparing tax returns and planning estates. Some paralegals coordinate the activities of other law office employees and maintain financial office records. Various additional tasks may differ, depending on the employer.

Paralegals are found in all types of organizations, but most are employed by law firms, corporate legal departments, and various government offices. In these organizations, they may work in all areas of the law, including litigation, personal injury, corporate law, criminal law, intellectual property, labor law, bankruptcy, immigration, family law, and real estate.

Platt College has developed a comprehensive curriculum in the Paralegal Studies program that includes lower division courses in: Criminal Law, Research and Writing, Civil Litigation, Contracts, Family Law, Torts, Legal Writing, Legal Terminology, Paralegal Ethics, and Computerized Office Environment. Upper division coursework includes: Wills, Trusts, and Estate Planning, Criminal Law II / Advanced Trial Procedures, Civil Litigation II, Family Law II, Research and Writing II, Labor Law / Workers' Compensation, Intellectual Property. Students are introduced to various legal-related computer programs and online research tools during their courses.

Platt College provides each student with a quality education that includes highly marketable skills and exposure to the latest technological advances in the field such as form preparation software and online legal research.

Vocational Objective

The Paralegal Studies program is designed to prepare graduates for entry-level positions as Paralegal Assistants. Upon completion of the program, students will have acquired the technical knowledge and work skills necessary to serve a variety of employers including city, county, and state governments, law firms, legal clinics, and state and federal courts.

Entry-Level employment opportunities include, but are not limited to, the following: Law firms, corporate legal departments, and various government offices. In these organizations, they may work in all areas of the law, including litigation, personal injury, corporate law, criminal law, employee benefits, intellectual property, labor law, bankruptcy, immigration, family law, and real estate.

(Paralegals may not provide legal services directly to the public,except as permitted by law.)

Industry Occupations

Employment of paralegals and legal assistants is projected to grow 15% from 2016 to 2026, about as fast as the average for all occupations. Experienced, formally trained paralegals with strong computer and database management skills should have the best job prospects.

(http://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm)

SCHOOL OF
BUSINESS AND LEGAL STUDIES

Diploma in Paralegal

900 Hours / 80 Quarter Credits / Approximately 12 months

Upon successful completion of the program of instruction, the graduate will be awarded a Diploma in Paralegal, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
LAW101	Introduction to Law	4
PL116	Torts 1	4.5
PL145	Computerized Law Office Procedures	4.5
PL155	Introduction to Legal Writing	4.5
PL165	Criminal Law I	4.5
PL175	Bankruptcy 1	4.5
PL185	Ethics and Professionalism	4
PL206	Introduction to Research	4.5
PL210	Torts 2	4.5
PL220	Bankruptcy 2	4.5
PL226	Civil Litigation 1	4.5
PL230	Real Estate and Property Law	4.5
PL240	Intermediate Legal Writing	4.5
PL250	Civil Litigation 2	4.5
PL256	Family Law 1	4.5
PL260	Family Law 2	4.5
PL265	Contracts 1	4.5
PL270	Contracts 2	4.5

Program Total	**80**

SCHOOL OF
BUSINESS AND LEGAL STUDIES

Associate of Arts in Paralegal Studies

1150 Hours / 105 Quarter Credit Hours / Approximately 15 months

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Arts in Paralegal Studies degree provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
LAW101	Introduction to Law	4
PL116	Torts 1	4.5
PL145	Computerized Law Office Procedures	4.5
PL155	Introduction to Legal Writing	4.5
PL165	Criminal Law I	4.5
PL175	Bankruptcy 1	4.5
PL185	Ethics and Professionalism	4
PL206	Introduction to Research	4.5
PL210	Torts 2	4.5
PL220	Bankruptcy 2	4.5
PL226	Civil Litigation 1	4.5
PL230	Real Estate and Property Law	4.5
PL240	Intermediate Legal Writing	4.5
PL250	Civil Litigation 2	4.5
PL256	Family Law 1	4.5
PL260	Family Law 2	4.5
PL265	Contracts 1	4.5
PL270	Contracts 2	4.5

General Education Courses		**Quarter Credits**
ENG101	English	5
SPC101	Public Speaking	5
PSY101	Psychology	5
MTH101	Introduction to Algebra	5
SOC101	Sociology	5

Program Total	**105**

SCHOOL OF
BUSINESS AND LEGAL STUDIES

Bachelor of Arts in Paralegal Studies

2350 Hours / 217 Quarter Credit Hours / Approximately 30 months

Upon successful completion of a program of instruction, the graduate will be awarded a Bachelor of Arts in Paralegal Studies degree provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

The Bachelor of Arts in Paralegal Studies program is designed to prepare graduates for entry-level positions as Paralegal Assistants. Upon completion of the program the Bachelor graduates will have acquired expanded technical knowledge and work skills necessary to work with various sizes of law firms, multi-service paralegal agencies, government agencies, and, specifically, within the state and federal courts.

Core Courses		**Quarter Credits**
LAW101	Introduction to Law	4
PL116	Torts 1	4.5
PL145	Computerized Law Office Procedures	4.5
PL155	Introduction to Legal Writing	4.5
PL165	Criminal Law I	4.5
PL175	Bankruptcy 1	4.5
PL185	Ethics and Professionalism	4
PL206	Introduction to Research	4.5
PL210	Torts 2	4.5
PL220	Bankruptcy 2	4.5
PL226	Civil Litigation 1	4.5
PL230	Real Estate and Property Law	4.5
PL240	Intermediate Legal Writing	4.5
PL250	Civil Litigation 2	4.5
PL256	Family Law 1	4.5
PL260	Family Law 2	4.5
PL265	Contracts 1	4.5
PL270	Contracts 2	4.5
PL305	Wills and Trusts	4.5
PL330	Constitutional Law 1	5
PL335	Introduction to Trial Procedures	4.5
PL345	Civil Litigation	4.5
PL350	Laws of Evidence 1	5
PL355	Family Law 3	4.5
PL360	Immigration	4.5
PL405	Advanced Research	4
PL415	Labor Law	4.5
PL425	Intellectual Property – Patents and Trademarks	5
PL430	Estate Planning	4.5
PL435	Constitutional Law 2	5
PL440	Advanced Trial Procedures	4.5
PL445	Civil Litigation 4	4.5
PL450	Laws of Evidence 2	5
PL455	Family Law 4	4.5
PL460	Advanced Legal Writing	4
PL465	Worker's Compensation	4.5
PL470	Intellectual Property – Copyrights and Trade Secrets	5
PL475	Paralegal Capstone	4.5

General Education Courses		**Quarter Credits**
ENG101	English	5
SPC101	Public Speaking	5
PSY101	Psychology	5
MTH101	Introduction to Algebra	5
SOC101	Sociology	5
MTH301	College Math Principals	5
SOC302	Ethics	5
ENG303	College Writing	5
POL305	American Government	5

Program Total	**217**

SCHOOL OF
BUSINESS AND LEGAL STUDIES

CRIMINAL JUSTICE

Diploma, Associates and Bachelor of Arts

Security is a high priority in the United States, and the need for qualified professionals in this area is greater than ever. The Bureau of Labor Statistics projects that growth in the fields of corrections, private investigation, probation, and homeland security will increase in the coming years. The challenges presented to homeland security have increased the complexity of these tasks, making the need for highly-trained and prepared applicants even more important.

Platt College has developed a comprehensive curriculum in the Criminal Justice program that includes Introduction to Law & Ethics, Corrections, Private Security, Criminal Law, Criminology, Criminal Investigations/Report Writing, Psychology of Criminal Behavior, Juvenile Justice, Contemporary Issues in Criminal Justice/Terrorism, and Forensics. Students are introduced to many tasks commonly used by Criminal Justice professionals, using visual, auditory, and tactile/kinesthetic approaches.

Vocational Objective

Platt College provides each student with valuable education and highly marketable skills. The Criminal Justice program will provide students with a broad understanding of the criminal justice system, and prepare them for entry-level positions in private security, investigations, corrections, probation, and other related fields.

Industry Occupations

The field of criminal justice offers some very exciting and rewarding career opportunities. With new breakthroughs in forensic technology and an ever evolving domestic and international criminal justice landscape, it's almost a guarantee a career as a law enforcement or criminal justice professional will be anything but boring. There is an ever expanding list of criminal justice and law enforcement career opportunities that welcome individuals with diverse educational and professional backgrounds. Whether you're interested in in criminology, psychology, political science, social work, engineering, forensics, chemistry, law or even accounting, you'll find a criminal justice career suited to your interests and skill set.

(http://www.careerprofiles.info/criminal-justice-careers.html#descriptions)

SCHOOL OF
BUSINESS AND LEGAL STUDIES

Diploma in Criminal Justice

900 Hours / 78 Quarter Credits / Approximately 11 months

Upon successful completion of the program of instruction, the graduate will be awarded a Diploma in Criminal Justice, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
LAW101	Introduction to Law	4
CJ140	Introduction to Report Writing	4.5
CJ145	Corrections 1	4.5
CJ155	Private Security 1	4.5
CJ165	Introduction to Criminal Law	4.5
CJ175	Criminology 1	4.5
CJ185	Criminal Investigations	4.5
CJ200	Corrections 2	4.5
CJ205	Private Security 2	4
CJ210	Intermediate Criminal Law	4.5
CJ215	Introduction to Juvenile Justice	4.5
CJ220	Criminology 2	4.5
CJ226	Contemporary Terrorism 1	4.5
CJ230	Advanced Report Writing	4
CJ235	Advanced Juvenile Justice	4
CJ240	Contemporary Terrorism 2	4
CJ245	Introduction to Forensics	4.5
CJ250	Advanced Forensics	4
Program Total		**78**

SCHOOL OF
BUSINESS AND LEGAL STUDIES

Associate of Arts in Criminal Justice

1150 Hours / 103 Quarter Credit Hours / Approximately 15 months

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Arts degree in Criminal Justice, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
LAW101	Introduction to Law	4
CJ140	Introduction to Report Writing	4.5
CJ145	Corrections 1	4.5
CJ155	Private Security 1	4.5
CJ165	Introduction to Criminal Law	4.5
CJ175	Criminology 1	4.5
CJ185	Criminal Investigations	4.5
CJ200	Corrections 2	4.5
CJ205	Private Security 2	4
CJ210	Intermediate Criminal Law	4.5
CJ215	Introduction to Juvenile Justice	4.5
CJ220	Criminology 2	4.5
CJ226	Contemporary Terrorism 1	4.5
CJ230	Advanced Report Writing	4
CJ235	Advanced Juvenile Justice	4
CJ240	Contemporary Terrorism 2	4
CJ245	Introduction to Forensics	4.5
CJ250	Advanced Forensics	4

General Education Courses		**Quarter Credits**
ENG101	English	5
SPC101	Public Speaking	5
PSY101	Psychology	5
MTH101	Introduction to Algebra	5
SOC101	Sociology	5

Program Total	**103**

SCHOOL OF
BUSINESS AND LEGAL STUDIES

Bachelor of Arts in Criminal Justice

2350 Hours / 214 Quarter Credit Hours / Approximately 30 months

Upon successful completion of a program of instruction, the graduate will be awarded a Bachelor of Arts degree in Criminal Justice, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
LAW101	Introduction to Law	4
CJ140	Introduction to Report Writing	4.5
CJ145	Corrections 1	4.5
CJ155	Private Security 1	4.5
CJ165	Introduction to Criminal Law	4.5
CJ175	Criminology 1	4.5
CJ185	Criminal Investigations	4.5
CJ200	Corrections 2	4.5
CJ205	Private Security 2	4
CJ210	Intermediate Criminal Law	4.5
CJ215	Introduction to Juvenile Justice	4.5
CJ220	Criminology 2	4.5
CJ226	Contemporary Terrorism 1	4.5
CJ230	Advanced Report Writing	4
CJ235	Advanced Juvenile Justice	4
CJ240	Contemporary Terrorism 2	4
CJ245	Introduction to Forensics	4.5
CJ250	Advanced Forensics	4
CJ305	Introduction to Criminal Behavior	4.5
CJ310	Community Corrections 1	4
CJ330	Constitutional Law 1	5
CJ335	Introduction to Trial Procedures	5
CJ355	Laws of Evidence 1	5
CJ360	Immigration	5
CJ370	Issues in Public and Private Security	4
CJ375	Management in Security Industry	4.5
CJ380	Modern Policing 1	4.5
CJ385	Police Administration and Management 1	4
CJ390	Narcotics 1	4
CJ395	Ethics in Law Enforcement	4
CJ405	Advanced Criminal Behavior	4.5
CJ410	Community Corrections 2	4
CJ430	Constitutional Law 2	5
CJ435	Advanced Trial Procedures	5
CJ455	Laws in Evidence 2	5
CJ480	Modern Policing 2	4.5
CJ485	Police Administration and Management 2	5
CJ490	Narcotics 2	4.5

General Education Courses		**Quarter Credits**
ENG101	English	5
SPC101	Public Speaking	5
PSY101	Psychology	5
MTH101	Introduction to Algebra	5
SOC101	Sociology	5
ENG303	College Writing	5
MTH301	College Math Principals	5
SOC302	Ethics	5
POL305	American Government	5
Program Total		**214**

SCHOOL OF
BUSINESS AND
LEGAL STUDIES

BUSINESS MANAGEMENT

Diploma, Associates and Bachelor of Arts

The Business Management program at Platt College is designed to provide job skills to graduates interested in working in a broad spectrum of business-related fields, including: sales, marketing, operations, finance, accounting, human resources, or office administration.

The focus of our curriculum is to build essential business skills through in-depth instruction on core business functions. Key topics covered include:

- Basic accounting and bookkeeping
- Marketing and sales effectiveness
- Managing and motivating employees
- Business law
- Becoming an entrepreneur
- Application of selected business software

Vocational Objective

The Business Management program is intended to provide useful job skills for graduates seeking to start their own business, or to work in an entry-level position in a variety of industries requiring business-related skills.

Industry Occupations

Employment of management occupations is projected to grow 8% from 2016 to 2026, about as fast as the average for all occupations, which will result in about 807,300 new jobs. Employment growth will be driven by the formation of new organizations and expansion of existing ones, which will require more workers to manage these operations.

(http://www.bls.gov/ooh/management/)

SCHOOL OF
BUSINESS AND LEGAL STUDIES

Diploma in Business Management

750 Hours / 75 Quarter Credit Hours / Approximately 10 months

Upon successful completion of a program of instruction, the graduate will be awarded a Certificate in Business Management, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
BM100	Introduction to Business Management	5
BM105	Business Applications 1 (documents and presentations)	5
BM110	Business Applications 2 (spreadsheets and databases)	5
BM115	Business Math	5
BM120	Business Communications	5
BM125	Introduction to Accounting	5
BM130	Electronic Accounting	5
BM135	Ethics and Professionalism	5
BM200	Business Law	5
BM205	Human Resource Management	5
BM210	Business Operations	5
BM215	Business Finance	5
BM220	Business Marketing and eMarketing	5
BM225	International Management	5
BM230	Business Management Capstone	5
Program Total		**75**

SCHOOL OF
BUSINESS AND LEGAL STUDIES

Associate of Arts in Business Management

1000 Hours / 100 Quarter Credit Hours / Approximately 13 months

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Arts in Business Management, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and complete and sign all documentation prior to being approved for graduation.

Core Courses		Quarter Credits
BM100	Introduction to Business Management	5
BM105	Business Applications 1 (documents and presentations)	5
BM110	Business Applications 2 (documents and presentations)	5
BM115	Business Math	5
BM120	Business Communications	5
BM125	Introduction to Accounting	5
BM130	Electronic Accounting	5
BM135	Ethics and Professionalism	5
BM200	Business Law	5
BM205	Human Resource Management	5
BM210	Business Operations	5
BM215	Business Finance	5
BM220	Business Marketing and eMarketing	5
BM225	International Management	5
BM230	Business Management Capstone	5

General Education Courses		Quarter Credits
ENG101	English	5
SPC101	Public Speaking	5
PSY101	Psychology	5
MTH101	Introduction to Algebra	5
SOC101	Sociology	5

Program Total	**100**

SCHOOL OF
BUSINESS AND LEGAL STUDIES

Bachelor of Arts in Business Management—Management Concentration

2000 Hours / 200 Quarter Credits / Approximately 25 months

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Arts in Business Management, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.

Vocational Objective:
The Business Management program is intended to provide useful job skills for graduates seeking to start their own business or to work in entry-level management or supervisory position in a variety of industries requiring business-related skills.

Core Courses		Quarter Credits
BM100	Introduction to Business Management	5
BM105	Business Applications 1 (documents and presentations)	5
BM110	Business Applications 2 (spreadsheets and databases)	5
BM115	Business Math	5
BM120	Business Communications	5
BM125	Introduction to Accounting	5
BM130	Electronic Accounting	5
BM135	Ethics and Professionalism	5
BM200	Business Law	5
BM205	Human Resource Management	5
BM210	Business Operations	5
BM215	Business Finance	5
BM220	Business Marketing and eMarketing	5
BM225	International Management	5
BM230	Business Management Capstone	5
BM300	Economics	5
BM305	Organizational Behavior	5
BM315	Strategic Management	5
BM325	Critical Thinking and Decision Making	5
BM330	Marketing Management	5
BM445	Business Analytics	5
BLM400	Theories, Practices and Ethics in Leadership	5
BLM430	Operations Management	5
BLM440	Project Management	5

Management Concentration		Quarter Credits
BM400	Consulting Management	5
BM410	Organizational Communications	5
BM415	Negotiation and Contract Management	5
BM425	Business Governance and Social Responsibility	5
BM430	Conflict and Change Management	5
BM440	Case Studies in Leadership and Management	5
BM450	Management Capstone	5

General Education Courses		Quarter Credits
ENG101	English	5
ENG303	College Writing	5
MTH101	Introduction to Algebra	5
PSY101	Psychology	5
SOC101	Sociology	5
SOC302	Ethics	5
SPC101	Public Speaking	5
STA301	Statistics	5
POL305	American Government	5

Program Total	200

SCHOOL OF
BUSINESS AND LEGAL STUDIES

Bachelor of Arts in Business Management—Project Management Concentration

2000 Hours / 200 Quarter Credits / Approximately 25 months

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Arts in Business Management, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.

Core Courses		Quarter Credits
BM100	Introduction to Business Management	5
BM105	Business Applications 1 (documents and presentations)	5
BM110	Business Applications 2 (spreadsheets and databases)	5
BM115	Business Math	5
BM120	Business Communications	5
BM125	Introduction to Accounting	5
BM130	Electronic Accounting	5
BM135	Ethics and Professionalism	5
BM200	Business Law	5
BM205	Human Resource Management	5
BM210	Business Operations	5
BM215	Business Finance	5
BM220	Business Marketing and eMarketing	5
BM225	International Management	5
BM230	Business Management Capstone	5
BM300	Economics	5
BM305	Organizational Behavior	5
BM315	Strategic Management	5
BM325	Critical Thinking and Decision Making	5
BM330	Marketing Management	5
BM445	Business Analytics	5
BLM400	Theories, Practices and Ethics in Leadership	5
BLM430	Operations Management	5
BLM440	Project Management	5

Project Management Concentration		Quarter Credits
BPM300	Intermediate Project Management	5
BPM305	Advanced Project Management	5
BPM310	Project Management Execution and Control	5
BLM410	Leading Diverse Groups and Teams	5
BM400	Consulting Management	5
BM415	Negotiation and Contract Management	5
BPM450	Project Management Capstone	5

General Education Courses		Quarter Credits
ENG101	English	5
ENG303	College Writing	5
MTH101	Introduction to Algebra	5
PSY101	Psychology	5
SOC101	Sociology	5
SOC302	Ethics	5
SPC101	Public Speaking	5
STA301	Statistics	5
POL305	American Government	5

Program Total	200

SCHOOL OF
BUSINESS AND LEGAL STUDIES

Bachelor of Arts in Business Management—Accounting and Finance Concentration

2000 Hours / 200 Quarter Credits / Approximately 25 months

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Arts in Business Management, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.

Core Courses		Quarter Credits
BM100	Introduction to Business Management	5
BM105	Business Applications 1 (documents and presentations)	5
BM110	Business Applications 2 (spreadsheets and databases)	5
BM115	Business Math	5
BM120	Business Communications	5
BM125	Introduction to Accounting	5
BM130	Electronic Accounting	5
BM135	Ethics and Professionalism	5
BM200	Business Law	5
BM205	Human Resource Management	5
BM210	Business Operations	5
BM215	Business Finance	5
BM220	Business Marketing and eMarketing	5
BM225	International Management	5
BM230	Business Management Capstone	5
BM300	Economics	5
BM305	Organizational Behavior	5
BM315	Strategic Management	5
BM325	Critical Thinking and Decision Making	5
BM330	Marketing Management	5
BM445	Business Analytics	5
BLM400	Theories, Practices and Ethics in Leadership	5
BLM430	Operations Management	5
BLM440	Project Management	5

Accounting and Finance Concentration		Quarter Credits
BAF300	Advanced Finance	5
BAF305	Financial Planning	5
BAF310	Financial Risk Management	5
BAF315	Financial Accounting	5
BAF400	Advanced Accounting	5
BAF415	Government and Not-For-Profit Accounting	5
BAF450	Accounting and Finance Capstone	5

General Education Courses		Quarter Credits
ENG101	English	5
ENG303	College Writing	5
MTH101	Introduction to Algebra	5
PSY101	Psychology	5
SOC101	Sociology	5
SOC302	Ethics	5
SPC101	Public Speaking	5
STA301	Statistics	5
POL305	American Government	5

Program Total	200

SCHOOL OF
MEDICAL SCIENCES

About Health Care Management 33
Bachelor of Arts in Health Care Management 34
(for applicants with a related Academic Associate's Degree or above)
About Respiratory Therapy 35
Associate of Science in Respiratory Therapy 38
About Diagnostic Medical Sonography 39
Associate of Science in Diagnostic Medical Sonography 40
Bachelor of Science in Diagnostic Medical Sonography 41
About Medical Assisting 44
Diploma in Medical Assisting 45
Associate of Science in Medical Assisting 46
About Medical Administrative Specialist 47
Diploma in Medical Administrative Specialist 48
Associate of Science in Medical Administrative Specialist 49
About Vocational Nursing 50
Diploma in Vocational Nursing 51
Associate of Science in Vocational Nursing 52
About Hemodialysis 54
Certificate in Hemodialysis 55
About Nurse Assistant 56
Certificate in Certified Nurse Assistant 57
About Veterinary Technology 58
Associate of Science in Veterinary Technology 59
About Health and Fitness Trainer 60
Associate of Science in Health & Fitness Trainer 61
About Pharmacy Technician 62
Associate of Science in Pharmacy Technician 63

SCHOOL OF
MEDICAL
SCIENCES

HEALTH CARE MANAGEMENT

Bachelor of Arts

Health Care Management — The Platt College School of Medical Sciences Bachelor's program in Health Care Management helps students gain the skills they need to pursue managerial positions in the health care field. The Bachelor of Arts in Health Care Management is designed for applicants with an Academic Associate's degree or above.

The program is designed to broaden the health care management skill set of individuals who have previously completed their Associate or Bachelor Degree in a related Health Care field. Our curriculum helps students:

- Improve their analytical, problem-solving, and critical thinking skills
- Develop a solid foundation in business fundamentals
- Gain familiarity with the theory and application of current healthcare management techniques
- Develop a better understanding of individual and group dynamics in a healthcare setting

Admissions Alert - In addition to meeting the eligibility criteria described elsewhere in this catalog, this program has additional requirements for admission which include:

- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215, Total Overall Minimum Score of 500
- In-person interview with the Academic DeanSubmit a personal statement/essay
- Submit transcripts and GPA from previous educational experiences

Vocational Objective

The Health Care Management program is designed to broaden the leadership skills of individuals who have previously completed their Academic Associate's Degree in a health related major for entry-level positions.

For students coming from a health care background, the program builds on clinical and administrative skills learned in health-care Associate's programs.

Industry Occupations

Medical and health services managers held about 352,200 jobs in 2016. Most medical and health services managers work in offices in healthcare facilities, including hospitals and nursing homes, and group medical practices.

(http://www.bls.gov/ooh/management/medical-and-health-services-managers.htm)

Bachelor of Arts in Health Care Management

1,200 Hours / 100 Quarter Credit Hours / Approximately 15 months

Upon successful completion of a program of instruction, the graduate will be awarded a Bachelor of Arts degree in Health Care Management provided all financial obligations to the school have been met and a minimum grade point average has been maintained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.

General Education Courses		Quarter Credits
SOC321	Organizational Sociology	5
ENG303	College Writing	5
SOC302	Ethics	5
HIS323	History of Business Innovation	5

Business Foundation Courses		Quarter Credits
MGT300	Communication for the Healthcare Professional	4
MGT310	Introduction to Management in Healthcare Organizations	4
MGT315	Ethics for the Healthcare Professional	4
MGT325	Marketing for the Healthcare Professional	4
HCM345	Economics in Healthcare Organizations	4
MIS300	Information Technology for the Healthcare Professional	4

The U.S. Healthcare System		Quarter Credits
BLM301	Introduction to U.S. Healthcare System	4
BLM302	Current Issues, Trends, and Innovations in U.S. Healthcare	4
BLM303	Quality Improvement in Healthcare	4
BLM304	Organization and Management of Healthcare Systems	4

Leadership and Management Core Courses		Quarter Credits
BLM400	Theories, Practices and Ethics of Leadership	4
BLM405	Organizational Dynamics and Change Management	4
BLM410	Leading Diverse Groups and Teams	4
BLM420	Organizational Training and Development	4
BLM430	Operations Management	4
BLM440	Project Management	4
BLM450	Transforming Organizations	4
BLM460	Leading Strategic and Organizational Sustainability	4
BLM470	Research and Evaluation Methods in Leadership	4

Captstone Project		Quarter Credits
BLM490	Leadership Capstone Seminar	4

Program Total	100

SCHOOL OF
MEDICAL
SCIENCES

RESPIRATORY THERAPY

Associate of Science

Respiratory Therapy or Respiratory Care is the treatment, management, control, diagnostic evaluation, and care of patients with deficiencies or abnormalities of the cardiopulmonary system, such as bronchitis, asthma, emphysema, and other forms of obstructive and restrictive diseases. The Respiratory Care Practitioner is a vital part of the medical team. They are among the first persons called to give treatment and care in emergency situations. Practicing under the direction of a physician, respiratory therapists assume primary responsibility for all respiratory therapeutic and diagnostic procedures.

They evaluate and treat all types of patients ranging from premature infants whose lungs are not fully developed to elderly people whose lungs are diseased. In clinical practice, many of their daily duties include: Assessing lung and breathing disorders and recommending treatment methods; interviewing patients and doing chest physical exams; obtaining sputum specimens for analysis; drawing and analyzing arterial blood specimens; performing pulmonary function tests; care in hospitals in areas such as: intensive care units, emergency rooms, newborn and pediatric units, and operating rooms. Nursing care facilities, doctor's offices, pulmonary rehabilitation facilities, home health care services, smoking cessation programs, asthma education programs, sales, and air transport are some of the areas of employment available to our graduates.

The Respiratory Therapy Program at Platt College's Ontario and Alhambra Campuses currently hold the status of "Continuing Accreditation" as granted by the Commission on Accreditation for Respiratory Care (CoARC). The CoARC mailing address is PO Box 54876, Hurst, TX 76054-4876 and is available via phone at 817 283 2835 or through its website at www.coarc.com.

NOTE: All Respiratory Care practitioners in the state of CA must be licensed by the CA Board of Respiratory Care prior to employment. The following requirements for licensure are excerpted from the Respiratory Care Board of California's website and are current as of July 2015. Additional information may be found at the Board's website at www.rcb.ca.gov.

APPLICATION FOR LICENSURE OVERVIEW AND CHECKLIST

1. Complete the Application for Licensure form.

2. Complete the "Statement of Understanding" form.

3. If you ever held or now hold a driver's license in California, complete the "Request for your own Driver License/Identification Card." It is recommended that you personally visit a DMV office, rather than mail the form, to receive the proper "H-6 " DMV History Report. If you are not specific in requesting the "H- 6"report, DMV will issue you a report that is not accepted by the Board. The fee for this report is approximately $5. (If you have held a license in other state(s) you will also need to obtain your entire driving history directly from each state's Department of Motor Vehicles - up to 10 years)

4. Complete the "Background Statement" form if you answered Yes to any question numbered 18 -27 on the "Application for Licensure" form. You must also attach required documentation as directed.

5. Approximately 2 weeks before you send your application to the Board, visit a participating law enforcement agency and request the fingerprint "Live Scan" service. The cost will vary, but is generally $51. Applicants outside of California may submit two fingerprint cards with a fee of $56 to the Board. Submit the second copy of the Live Scan form with your application.

6. Obtain a 2 x 2 passport photo (photo must be taken within 60 days prior to filing your application). Adhere the photo to the front of the Application for Licensure form as indicated. Group or cropped photographs will not be accepted. Approximate cost: $10.

7. Submit your complete application to the Board either once you have met the education requirements or up to 90 days prior to meeting the education requirements (completion of an approved respiratory care program AND the awarding of a minimum of an Associate Degree). New graduates are encouraged to submit their applications as soon as possible (but not earlier than the 90-day time period) to allow ample time to process the application. Your complete application includes:

- Application for Licensure form
- Statement of Understanding form
- H-6 DMV History Report (and all other driving history reports from other states, if applicable)
- Second copy of Live Scan form (if applicable)
- Background Statement form and all required documentation (if applicable)
- Check or money order (for the appropriate fee as indicated on the Application for Licensure form).

8 After you have met the education requirements, request your college or university to send "official transcripts" directly to the Board. Be sure the transcript(s) reflect(s) the awarding of a minimum of an Associate Degree and completion of your respiratory care program. Approximate cost: free or up to $15.

9. If you have already taken and passed the CRT or RRT exam or hold a registration, certificate or license in any state for any health care profession, contact the issuing agency and request a "Verification" of licensure or credentialing be sent directly to the Board. Cost for credential verification: $5 with active membership and $20 if membership is non-active; Cost for verification of licensure: varies greatly from state to state.

10. If you need to take the exam, follow the instructions on the enclosed "Exam Scheduling Information" form. Once you meet the education requirements, you will need to schedule your examination.

11. Work permits allow an applicant to work under the direct supervision of a licensed respiratory care practitioner. "Under direct supervision" means assigned to a licensed respiratory care practitioner who is on duty and immediately available in the assigned patient care area. Any person working with a work permit shall identify him/herself as a "Respiratory Care Practitioner Applicant." A Work Permit will be issued for a period of 90 days, generally within 10 days from the time the Board receives: a complete application (as provided in number 7), the required fingerprint clearance(s) or if criminal, disciplinary or substance abuse exists, the Board's Enforcement Unit must determine that a work permit may be issued, verification of graduation or certification of upcoming graduation by program director which is completed on the front page of the Application for Licensure form, and verification of your credential if you have already taken and passed the CRT or RRT examination. If at the time the Board receives the above documentation and the application is complete for licensure, rather than issue a work permit, the Board will process your application for licensure (see number 13). Work permits are issued for a 90-day period to allow you sufficient time to take your examination and request your official transcript(s) be sent to the Board. Work permits will not be extended except in extremely rare situations.

12. All applicants must successfully complete a Board-approved Law and Professional Ethics Course prior to licensure. The Board has approved two law and professional ethics courses, developed independently by the California Society for Respiratory Care (CSRC) and the American Association for Respiratory Care (AARC), which are available via the Internet (the CSRC also provides "live" sessions on designated dates). Each of the approved courses are unique, though they both are 3-hours in length and consist of the following subject areas:

- Obligations of licensed respiratory care practitioners to patients under their care;
- Responsibilities of respiratory care practitioners to report illegal activities occurring in the workplace, and
- Acts that jeopardize licensure and licensure status.
- Only ONE law and professional ethics course is required to be completed prior to licensure (either the CSRC's or AARC's course). Before deciding which course to take, you are encouraged to visit each provider's website to review additional information pertaining to the administration of each course. You can then select the course provider that best meets your individual needs. Prior to licensure, you must provide the Board with a copy of a Certificate of Completion, from either the AARC or CSRC, verifying successful completion of the mandatory course. Links to both courses are available via the Board's website at www.rcb.ca.gov or you may contact each provider as follows:

AARC CSRC
(972) 243-2272 (888) 730-2772
www.aarc.org www.csrc.org

13. Once the Board receives all required documentation for licensure, including passing exam scores and certification that you have completed the required ethics course, you will be sent a letter notifying you of your eligibility for licensure, and will be requested to submit the appropriate initial licensing fee. Initial licenses are issued for a period of 6-17 months depending upon the issuing month of the license and the applicant's birth month. The fee is prorated at $8 per month and can range from $48 to $136. Upon receipt of your fee, you should receive a license number in less than 2 weeks.

14. After your initial license period, the license must be renewed every two years to remain current. To continue to hold an Active license you must also complete 15 hours of continuing education within the two-year period prior to renewal. Your continuing education hours will be prorated the first time you renew your license. If you allow your license to expire, you will have 3 years from the expiration date to renew the license or the license becomes cancelled and cannot be renewed or reinstated.

Respiratory Therapists are experts in aiding the breathing process through the use of oxygen and medical gases, humidifiers, aerosols, ventilators/life support systems, chest physiotherapy, cardiopulmonary resuscitation, and artificial airways. They maintain, assemble, sterilize, and test all medical and auxiliary equipment in these functions. Respiratory Care Practitioners work with patients in the hospital surgical and medical wards, emergency rooms, outpatient department, intensive care units, neonatal nursery; in skilled nursing facilities; and in home care.

Admissions Alert: In addition to meeting the eligibility criteria described elsewhere in this catalog, this program has additional requirements for admission which include:

- A passing score of an Allied Health standardized exam (HESI) minimum average score of 70
- In-person interview with the Program Director
- Submit a personal statement
- Submit transcripts and GPA from previous educational experiences
- Pass a criminal background check
- Meet minimum physical requirements
- Have the ability to pass random drug testing at any point during their enrollment

Upon successful completion of the program, graduates will be able to sit for the entry level (CRT) NBRC exam and the advanced level (RRT) exams. Upon successful completion of the CRT, NBRC entry level exam, graduates may be employed as Respiratory Care Practitioners.

Vocational Objective

Upon successful completion of the program, graduates may be employed as entry-level Respiratory Care Practitioners in acute care hospitals in areas such as: intensive care units, emergency rooms, newborn & pediatric units, and operating rooms. Nursing care facilities, doctor's offices, pulmonary rehabilitation facilities, home health care services, smoking cessation programs, asthma education programs, sales, and air transport are some of the areas of employment available to our graduates.

Industry Occupation

Respiratory therapists held about 130,200 jobs in 2016. Most respiratory therapists work in hospitals.

(http://www.bls.gov/ooh/healthcare/respiratory-therapists.htm)

SCHOOL OF
MEDICAL SCIENCES

Associate of Science in Respiratory Therapy

1730 Hours / 128.5 Quarter Credit Hours / Approximately 18 months

Upon successful completion of the program of instruction, the graduate will be expected to meet the following standards:

- To demonstrate comprehension of relevant information and the ability to evaluate and apply this knowledge in their role as performed by registered respiratory therapists (RRT).
- To demonstrate the technical skills necessary to fulfill the role of a RRT.
- To demonstrate professionalism and personal behavior consistent with medical standards and employer expectations.

The Respiratory Therapy Associate of Science Degree will be awarded to graduates of the program, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
RT205A	Introduction to Respiratory Therapy 1	9.5
RT205B	Introduction to Respiratory Therapy 2	11
RT210A	Respiratory Clinical Care 1	10
RT210B	Respiratory Clinical Care 2	5.5
RT215A	Intensive Care Therapy 1	11
RT215B	Intensive Care Therapy 2	5.5
RT220A	Newborn & Pediatric Respiratory Care 1	11
RT220B	Newborn & Pediatric Respiratory Care 2	5.5
RT225A	Alternative Sites & Preventative Care 1	11
RT225B	Alternative Sites & Preventative Care 2	5.5

General Education Courses		**Quarter Credits**
APH101	Anatomy & Physiology	5
BIO101	Microbiology	5
CHM10	Chemistry	5
ENG101	English	5
MTH103	Intermediate Algebra	5
PHS101	Physics	5
PSY101	Psychology	5
SPC101	Public Speaking	5
SPC105	Interpersonal Communication	5
Program Total		**128.5**

SCHOOL OF
MEDICAL
SCIENCES

DIAGNOSTIC MEDICAL SONOGRAPHY

Associate and Bachelor of Science

Diagnostic Medical Sonography is the process of using high frequency sound to create images of specific areas of the body. The scope of practice includes those procedures, acts, and processes permitted by law, for which the individual has received education and clinical experience, has demonstrated competency, and has completed the appropriate credentialing. A properly trained Diagnostic Medical Sonographer must have knowledge of anatomy, patient care, and pathology, as well as the skills to manipulate a variety of sophisticated instruments.

Admissions Alert: In addition to meeting the eligibility criteria described elsewhere in this catalog, this program has additional requirements for admission which include:

- A passing score of an Allied Health standardized exam (HESI) minimum average score of 70
- In-person interview with the Program Director
- Submit a personal statement
- Submit transcripts and GPA from previous educational experiences
- Pass a criminal background check
- Meet minimum physical requirements

Vocational Objectives

The Diagnostic Medical Sonography program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students are also prepared for entry-level employment as Diagnostic Medical Sonographers in a clinical setting. The program includes both didactic and clinical components. Coursework includes use of Sonography relevant to gynecology, obstetrics, abdominal subjects, superficial structures, and vascular applications. Clinical experience is completed when students' extern in an affiliated medical center, physician's office, or medical clinic, under direct supervision. During the externship component, students will be evaluated on critical thinking in a clinical setting, effective communication, problem solving skills, and other clinical tasks.

Industry Occupations

Most diagnostic medical sonographers and cardiovascular technologists and technicians, including vascular technologists, work full time. Most diagnostic imaging workers (122,300) were employed in hospitals in 2016, while most others worked in physician's offices and medical and diagnostic laboratories.

(http://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm)

SCHOOL OF
MEDICAL SCIENCES

Associate of Science in Diagnostic Medical Sonography

2,060 Hours / 120 Quarter Credit Hours / Approximately 18 months

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Science degree in Diagnostic Medical Sonography, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C), complete 960 hours of externship and meet all attendance requirements. In addition, all students must meet with Career Services and complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
DMS101	Introduction to Sonography 1	3
DMS102	Introduction to Sonography 2	3
DMS103	Introduction to Sonography 3	3
DMS104	Introduction to Sonography 4	3
DMS105	Introduction to Sonography 5	3
DMS106	Introduction to Sonography 6	3
DMS107	Introduction to Sonography 7	3
DMS111	Ultrasound Physics 1	3
DMS112	Ultrasound Physics 2	3
DMS113	Ultrasound Physics 3	3
DMS114	Ultrasound Physics Review and Exam Preparation	3
DMS121	Patient Care	3
DMS122	Medical Terminology	3
DMS211	Abdomen and Superficial Structures 1	3
DMS212	Abdomen and Superficial Structures 2	3
DMS213	Abdomen and Superficial Structures 3	3
DMS221	Obstetrics & Gynecology Sonography 1	3
DMS222	Obstetrics & Gynecology Sonography 2	3
DMS223	Obstetrics & Gynecology Sonography 3	3
DMS231	Introduction to Vascular Sonography 1	3
DMS232	Introduction to Vascular Sonography 2	3
DMS255	Pre-Clinical Seminar	3
DMSX271	Clinical Practicum 1	5
DMSX272	Clinical Practicum 2	6.5
DMSX273	Clinical Practicum 3	6.5
DMSX274	Clinical Practicum 4	6.5
DMSX275	Clinical Practicum 5	6.5

General Education Courses		**Quarter Credits**
APH101	Anatomy & Physiology	5
ENG101	English	5
MTH103	Intermediate Algebra	5
PHS101	Physics	5
SPC105	Interpersonal Communication	5

Program Total	**120**

SCHOOL OF
MEDICAL
SCIENCES

DIAGNOSTIC MEDICAL SONOGRAPHY

Bachelor of Science

Diagnostic Medical Sonography is the process of using high frequency sound to create images of specific areas of the body. The scope of practice includes those procedures, acts and processes permitted by law, for which the individual has received education and clinical experience, has demonstrated competency, and has completed the appropriate credentialing. A properly trained Diagnostic Medical Sonographer must have knowledge of anatomy, patient care, and pathology, as well as the skills to manipulate a variety of sophisticated instruments.

Admissions Alert: In addition to meeting the eligibility criteria described elsewhere in this catalog, this program has additional requirements for admission which include:

- A passing score of an Allied Health standardized exam (HESI) minimum average score of 70
- In-person interview with the Program Director
- Submit a personal statement
- Submit transcripts and GPA from previous educational experiences
- Pass a criminal background check
- Meet minimum physical requirements

Vocational Objective

The Diagnostic Medical Sonography program is designed to prepare students for entry-level employment as Diagnostic Medical Sonographers in a clinical setting. The program includes both didactic and clinical components. Coursework includes use of Sonography relevant to gynecology, obstetrics, abdominal subjects, superficial structures and vascular applications. Clinical experience is completed when students' extern in an affiliated medical center, physicians' office, or medical clinic, under direct supervision. During the externship component students will be evaluated on critical thinking in a clinical setting, effective communication, problem solving skills, and other clinical tasks.

The Health Care Management specialization introduces students to the management of organizations in the healthcare setting, and is designed to help students:

- Gain familiarity with the U.S. healthcare system
- Improve communication, analytical, problem-solving, and critical thinking skills
- Develop a solid foundation in business fundamentals

Upon successful completion of the program, graduates will be prepared to sit for the Sonography Principles and Instrumentation exam (SPI) and Abdomen/OBGYN portion of the American Registry of Diagnostic Medical Sonographers (ARDMS) certification examination for Diagnostic Medical Sonographers.

NOTE: At the time of this writing, ARDMS certification is voluntary and not required for employment in the state of California as a Diagnostic Medical Sonographer. Testing eligibility is at the sole discretion of ARDMS. Applicants are strongly encouraged to check with ARDMS (www.ardms.org) for the latest requirements.

Industry Occupations

Most diagnostic medical sonographers and cardiovascular technologists and technicians, including vascular technologists, work full time. Most diagnostic imaging workers (122,300) were employed in hospitals in 2016, while most others worked in physician's offices and medical and diagnostic laboratories.

(http://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm)

Bachelor of Science in Diagnostic Medical Sonography – Health Care Management

2740 Hours / 178 Quarter Credit Hours / Approximately 27 months

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Science degree in Diagnostic Medical Sonography, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum, cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

General Education Courses		**Quarter Credits**
APH101	Anatomy & Physiology	5
ENG101	English	5
ENG303	English Composition II	6
HIS323	History of Business Innovation	5
MTH103	Intermediate Algebra	5
PHS101	Physics	5
SOC321	Organizational Sociology	5
SOC302	Ethics	5
SPC105	Interpersonal Communication	3

Core Sonography Courses		**Quarter Credits**
DMS101	Introduction to Sonography 1	3
DMS102	Introduction to Sonography 2	3
DMS103	Introduction to Sonography 3	3
DMS104	Introduction to Sonography 4	3
DMS105	Introduction to Sonography 5	3
DMS106	Introduction to Sonography 6	3
DMS107	Introduction to Sonography 7	3
DMS111	Ultrasound Physics 1	3
DMS112	Ultrasound Physics 2	3
DMS113	Ultrasound Physics 3	3
DMS114	Ultrasound Physics Review and Exam Preparation	3
DMS121	Patient Care	3
DMS122	Medical Terminology	3
DMS211	Abdomen and Superficial Structures 1	3
DMS212	Abdomen and Superficial Structures 2	3
DMS213	Abdomen and Superficial Structures 3	3
DMS221	Obstetrics & Gynecology Sonography 1	3
DMS222	Obstetrics & Gynecology Sonography 2	3
DMS223	Obstetrics & Gynecology Sonography 3	3
DMS231	Introduction to Vascular Sonography 1	3
DMS232	Introduction to Vascular Sonography 2	3
DMS255	Pre-Clinical Seminar	3
DMSX271	Clinical Practicum 1	5
DMSX272	Clinical Practicum 2	6.5
DMSX273	Clinical Practicum 3	6.5
DMSX274	Clinical Practicum 4	6.5
DMSX275	Clinical Practicum 5	6.5

Health Care Management (HCM) Specialization Advanced Sonography		Quarter Credits
DMS301	Specialty Topics in Sonography 1	4
DMS302	Specialty Topics Sonography 2	4
DMS310	Abdominal Sonography Registry Review	3
DMS315	OBGYN Sonography Registry Review	3

The U.S. Healthcare System		Quarter Credits
BLM302	Current Issues, Trends, and Innovations in U.S. Healthcare	4
BLM303	Quality Improvement in Healthcare	4
BLM304	Organization and Management of Healthcare Systems	4

Business Foundation Courses		Quarter Credits
HCM345	Economics in Healthcare Organizations	4
MGT310	Introduction to Management in Healthcare Organizations	4

Program Total	**178**

SCHOOL OF
MEDICAL
SCIENCES

MEDICAL ASSISTING

Diploma and Associate of Science

Medical Assistants are multi-talented Health Care industry professionals. These individuals possess a broad scope of knowledge and skills that makes them ideal professionals for any clinical care setting.

Medical Assistants are skilled in performing routine clinical and administrative procedures for physician's offices, outpatient clinics and other health care facilities. Some of these clinical skills include venipuncture, injections, physical therapy, and electrocardiography among others. Medical administrative duties include billing, coding, scheduling, transcription, and many more administrative duties.

Vocational Objective

The intent of the Medical Assisting programs is to provide an enriched learning opportunity that will prepare the student for entry-level employment in the health care industry. Students in the Medical Assisting programs will graduate with a professional knowledge, skills, and practical experience in Medical Assisting acquired during their studies at Platt College. Employment opportunities open to the graduates of the Medical Assisting programs include: Medical Assistant, Medical Administrative Assistant, Podiatric Medical Assistant, and Ophthalmic Medical Assistant. Industries that will be interested in these graduates include, but are not limited to, ambulatory settings such as medical offices, clinics and hospitals, nursing homes, medical supply companies, home health agencies, insurance companies, pharmaceutical companies.

Industry Occupations

Medical assistants held about 634,400 jobs in 2016. Most of these assistants work in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities.

(http://www.bls.gov/ooh/healthcare/medical-assistants.htm)

Diploma in Medical Assisting

860 Hours / 58 Quarter Credit Hours / Approximately 10 months

Upon successful completion of a program of instruction, the graduate will be awarded a Diploma in Medical Assisting, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
IAHC 101	Introduction to Allied Health Careers	4
MA102	Patient Care and Ethics	4
MA105	Introduction to Microbiology / Surgical Asepsis & Medical Asepsis	4
MA106	Clinical Pharmacology	4
MA107	First Aid / CPR and Nutrition	4
MA108	Cardiovascular Anatomy, Electrocardiography & Cardiopulmonary	8
MA201	Laboratory Procedures	7
MA202	Medical Billing and Coding	7
MA203	Patient Examinations, Vital Signs and Sensory Systems	7
MA250	Certification Preparation Seminar	4
MX251	Externship	5

Program Total	**58**

SCHOOL OF
MEDICAL SCIENCES

Associate of Science in Medical Assisting

1260 Hours / 95 Quarter Credit Hours / Approximately 15 months

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Science in Medical Assisting, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

Core Courses		Quarter Credits
IAHC 101	Introduction to Allied Health Careers	4
MA102	Patient Care and Ethics	4
MA105	Introduction to Microbiology / Surgical Asepsis & Medical Asepsis	4
MA106	Clinical Pharmacology	4
MA107	First Aid /CPR and Nutrition	4
MA108	Cardiovascular Anatomy, Electrocardiography & Cardiopulmonary	8
MA153	Excretory and Reproductive Systems	4
MA155	Musculoskeletal System and Physical Therapy	4
MA156	Advanced Medical Terminology	4
MA201	Laboratory Procedures	7
MA202	Medical Billing and Coding	7
MA203	Patient Examinations, Vital Signs and Sensory Systems	7
MA250	Certification Preparation Seminar	4
MX251	Externship	5

General Education Courses		Quarter Credits
ENG101	English	5
SPC101	Speech	5
PSY101	Psychology	5
MTH101	Introduction to Algebra	5
SOC101	Sociology	5

Program Total	**95**

SCHOOL OF
MEDICAL
SCIENCES

MEDICAL ADMINISTRATIVE SPECIALIST

Diploma and Associate of Science

Medical Administrative Specialists perform a variety of tasks necessary to running a smooth, effective medical office. These individuals focus on many administrative procedures of medical offices, outpatient clinics, hospitals, and other health care facilities.

Some of these skills include billing, coding, scheduling, transcription, office finance, human resources and computer skills. Medical Administrative Specialist students will learn the skills that may lead to becoming an office manager in a clinical setting.

Vocational Objective

The intent of the Medical Administrative Specialist programs is to provide an enriched learning opportunity that will prepare the student for entry-level employment in the health care industry. Students in the Medical Administrative Specialist programs will graduate with a professional knowledge, skills, and practical experience in the health services field acquired during their studies at Platt College. Employment opportunities open to the graduates of the Medical Administrative Specialist programs include: Medical Administrative Assistant, Podiatric Medical Administrative Assistant, and Ophthalmic Medical Administrative Assistant. Industries that will be interested in these graduates include, but are not limited to, ambulatory settings such as medical offices, clinics, nursing homes, medical supply companies, home health agencies, insurance companies, pharmaceutical companies.

Industry Occupations

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

(http://www.bls.gov/oes/current/oes436013.htm)

Diploma in Medical Administrative Specialist

760 Hours / 50 Quarter Credit Hours / Approximately 10 months

Upon successful completion of a program of instruction, the graduate will be awarded a Diploma in Medical Administrative Specialist provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
IAHC101	Introduction to Allied Health Careers	4
MAS105	Medical Terminology	3.5
MAS106	Human Resources, Risk Management and Employability	4
MAS107	Advanced EHR	3.5
MAS110	Anatomy & Physiology	4
MAS140	Medical Billing and Coding – ICD-10	3.5
MAS142	Medical Billing and Coding – CPT	3.5
MAS144	Medical Billing and Coding – HCPCS	3.5
MAS155	Medical Computerized Office	3.5
MAS159	Medical Accounting Procedures	3.5
MAS162	Certification Preparation Seminar	4
MAS170	First Aid and CPR / Billing Claims Completion	4
MSX251	Externship	5
Program Total		**50**

Associate of Science in Medical Administrative Specialist

1210 Hours / 90 Quarter Credit Hours / Approximately 15 months

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Science; Medical Administrative Specialist provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
IAHC101	Introduction to Allied Health Careers	4
IT101	Computer Applications	4.5
MAS104	Introduction to Medical Transcription	3.5
MAS105	Medical Terminology	3.5
MAS106	Human Resources, Risk Management and Employability	4
MAS107	Advanced EHR	3.5
MAS110	Anatomy & Physiology	4
MAS140	Medical Billing and Coding – ICD-10	3.5
MAS142	Medical Billing and Coding – CPT	3.5
MAS144	Medical Billing and Coding – HCPCS	3.5
MAS152	Medical Office Procedures	4
MAS155	Medical Computerized Office	3.5
MAS159	Medical Accounting Procedures	3.5
MAS160	Tracing Delinquent Claims and Collections	4
MAS162	Certification Preparation Seminar	4
MAS170	First Aid and CPR / Billing Claims Completion	4
MSX251	Externship	5

General Education Courses		**Quarter Credits**
ENG101	English	5
MTH101	Introduction to Algebra	5
PSY101	Psychology	5
SOC101	Sociology	5
SPC101	Public Speaking	5

Program Total	**90**

SCHOOL OF
MEDICAL SCIENCES

VOCATIONAL NURSING

(*Only offered at the Alhambra Campus)

Diploma and Associate of Science

Vocational Nursing — The mission of the Vocational Nurse Program is to train students in the skills needed to pass the National Council Licensing Exam for Practical Nursing and become successfully employed in a healthcare setting.

The vocational nurse program provides students with the theory, interpersonal, laboratory skills and clinical experience to prepare them for a career as a vocational nurse. Lecture and skills laboratory take place on campus while the clinical training takes place at various health care facilities. The vocational nurse functions as a member of the health care team who provides basic nursing care, administers medications, reports and documents patient signs and symptoms, and carries out therapeutic and rehabilitative measures. Upon successful completion of the program, the student is eligible to take the National Council Licensing Exam for Practical Nursing (NCLEX-PN) to become licensed as a Vocational Nurse (LVN).

Vocational Objective

- Provide the student with the theory, skills, and clinical exposure to successfully pass the NCLEX-PN examination and work as an entry-level vocational nurse in an acute care hospital, skilled nursing or long-term care facility.
- Provide students with the skills necessary to report data to assist in the identification of problems and develop outcomes in patient-centered plans of care.
- Train student to become a vital member of a healthcare team.

Industry Occupations

These may include entry level vocational nurse in an acute care hospital, skilled nursing or long-term care facility. Vocational Nurses held approximately 724,500 jobs in 2016.

(https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm

Diploma in Vocational Nursing

1750 Hours / 96.0 Quarter Credit Hours / Approximately 14 Months

Upon successful completion of a program of instruction, the graduate will be awarded a Vocational Nurse Diploma provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
VN100A	Foundations of Nursing I	5
VN101A	Pharmacology	4
VN102A	Nutrition	4
VN103A	Anatomy & Physiology	3.5
VN107A	Foundations of Nursing II	6
VN108A	Foundations of Nursing III	6
VN109A	Clinical Practice 1	3
VN110A	Integumentary Nursing Care	2
VN111A	Respiratory Nursing Care	2
VN112A	Clinical Practice 2	3
VN113	Human Growth and Development	3.5
VN114	Medical / Surgical Nursing Care	4.5
VN115	Cardiovascular Nursing Care	3
VN116	Community Health Nursing	1
VN117	Genitourinary Nursing Care	2
VN118	Musculoskeletal Nursing Care	2
VN119	Neurology Nursing Care	2
VN120A	Gastrointestinal Nursing Care	2
VN121A	Endocrine Nursing Care	2
VN123A	Clinical Practices 3	4
VN124A	Clinical Practices 4	3.5
VN125A	Clinical Practices 5	3.5
VN126A	Immunology Nursing Care	2
VN128A	Clinical Practices 6	3
VN130A	Mental Health Nursing Care	1.5
VN134A	Clinical Practices 7	3
VN137A	Clinical Practices 8	3
VN138A	Clinical Practices 9	3
VN139	Maternal / Child Nursing Care	4.5
VN 141A	Leadership in Nursing	1.5
VN200A	NCLEX Review	3
Program Total		**96**

SCHOOL OF
MEDICAL
SCIENCES

VOCATIONAL NURSING

(*Only offered at the Alhambra Campus)

Associate of Science

Vocational Nursing — The mission of the Vocational Nurse Program is to train students in the skills needed to pass the National Council Licensing Exam for Practical Nursing and become successfully employed in a healthcare setting.

The vocational nurse program provides students with the theory, interpersonal, laboratory skills and clinical experience to prepare them for a career as a vocational nurse. Lecture and skills laboratory take place on campus while the clinical training takes place at various health care facilities. The vocational nurse functions as a member of the health care team who provides basic nursing care, administers medications, reports and documents patient signs and symptoms, and carries out therapeutic and rehabilitative measures. Upon successful completion of the program, the student is eligible to take the National Council Licensing Exam for Practical Nursing (NCLEX-PN) to become licensed as a Vocational Nurse (LVN).

Vocational Objective

- Provide the student with the theory, skills, and clinical exposure to successfully pass the NCLEX-PN examination and work as an entry-level vocational nurse in an acute care hospital, skilled nursing or long-term care facility.
- Provide students with the skills necessary to report data to assist in the identification of problems and develop outcomes in patient-centered plans of care.
- Train student to become a vital member of a healthcare team.

Industry Occupations

These may include entry level vocational nurse in an acute care hospital, skilled nursing or long-term care facility.

Associate of Science in Vocational Nursing

1980 Hours / 119 Quarter Credit Hours / Approximately 17 Months

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Science degree in Vocational Nurse provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
VN100A	Foundations of Nursing I	5
VN101A	Pharmacology	4
VN102A	Nutrition	4
VN103A	Anatomy & Physiology	3.5
VN107A	Foundations of Nursing II	6
VN108A	Foundations of Nursing III	6
VN109A	Clinical Practice 1	3
VN110A	Integumentary Nursing Care	2
VN111A	Respiratory Nursing Care	2
VN112A	Clinical Practice 2	3
VN113	Human Growth and Development	3.5
VN114	Medical / Surgical Nursing Care	4.5
VN115	Cardiovascular Nursing Care	3
VN116	Community Health Nursing	1
VN117	Genitourinary Nursing Care	2
VN118	Musculoskeletal Nursing Care	2
VN119	Neurology Nursing Care	2
VN120A	Gastrointestinal Nursing Care	2
VN121A	Endocrine Nursing Care	2
VN123A	Clinical Practices 3	4
VN124A	Clinical Practices 4	3.5
VN125A	Clinical Practices 5	3.5
VN126A	Immunology Nursing Care	2
VN128A	Clinical Practices 6	3
VN130A	Mental Health Nursing Care	1.5
VN134A	Clinical Practices 7	3
VN137A	Clinical Practices 8	3
VN138A	Clinical Practices 9	3
VN139	Maternal / Child Nursing Care	4.5
VN 141A	Leadership in Nursing	1.5
VN200A	NCLEX Review	3

General Education Courses		**Quarter Credits**
MTH102	College Algebra	6
PSY101	Psychology	5
ENG102	English Composition	6
SPC102	Speech 1	3
SPC103	Speech 2	3

Program Total	**119**

SCHOOL OF
MEDICAL
SCIENCES

HEMODIALYSIS TECHNICIAN

Hemodialysis (Certificate)

The Hemodialysis Technician program is designed to prepare students for employment as Hemodialysis patient care technician or as a dialysis technician. By learning what dialysis is, how it was developed, how it is used, and how to maintain the equipment, students will be able to help patients with renal disease receive safe and effective dialysis treatment. Dialysis technicians work with people whose kidneys no longer work properly or at all.

The Hemodialysis Technician operates machines that remove wastes, salt, and extra water from a patient's blood while keeping safe levels of certain chemicals. Dialysis patients generally use the machine for about four hours, three times each week. The technicians prepare patients for dialysis, monitor them and the machine during dialysis, and perform required procedures when dialysis is completed.

Vocational Objective

- To educate students on the role of the dialysis team (physician, nurse, technician, renal dietitian and social worker);
- To provide accurate information regarding infection control and standard precautions, dialysis procedures, water treatment systems, dialysis machines and machine functions so that students can care for dialysis patients;
- To introduce students to a dialysis clinical setting where they work with other healthcare professionals;
- To educate students on the legal and ethical implications related to employment in a clinical or hospital dialysis facility; and
- To prepare students to take and pass the CDC exam or any of the CMS approved national certification examinations and work as an entry level dialysis technician in hospitals under the supervision of a registered nurse or in dialysis units run by private companies.

Industry Occupations

These may include entry level certified Hemodialysis Technician positions in a hospital, or dialysis clinic.

Hemodialysis (Certificate)

280 Clock Hours / Approximately 3 Months

Upon successful completion of a program of instruction, the graduate will be awarded a Hemodialysis Certificate provided all financial obligations to the school have been met . Courses in the Certificate in Hemodialysis program are pass / fail courses. To pass a course, a student must receive 70% or better.

Core Courses		**Clock Hours**
CHT101	Hemodialysis Technician	80
CHT102	Hemodialysis Clinical Rotation	200
Program Total		**280**

SCHOOL OF
MEDICAL
SCIENCES

CERTIFIED NURSE ASSISTANT

Certificate

The Certified Nurse Assistant program provides the initial steps for entering the healthcare field. Our faculty will assist each individual in their educational efforts towards becoming a CNA.

Vocational Objective

The intent of the Certified Nurse Assistant Certificate program is to provide an enriched learning opportunity that will prepare the student for entry-level employment in the health/home care setting. Students in the Certified Nurse Assistant Certificate program will graduate with a professional knowledge, skills, and practical experience in Certified Nurse Assistant acquired during their studies at Platt College. Graduates of the Certified Nurse Assistant Certificate program will be ready for sit for their CNA license exam.

Industry Occupations

These may include entry level certified nursing positions in an acute hospital, skilled nursing or long-term care facility.

Certificate for Certified Nurse Assistant

164 Hours / Approximately 2 Months

Upon successful completion of a program of instruction, the graduate will be awarded a Certified Nurse Assistant Certificate provided all financial obligations to the school have been met. Courses in the Certificate in Certified Nurse Assistant program are pass / fail courses. To pass a course, a student must receive 70% or better.

Core Courses		**Clock Hours**
CNA100	Certified Nurse Assistant	164
Program Total		**164**

SCHOOL OF
MEDICAL
SCIENCES

VETERINARY TECHNOLOGY

Associate of Science

Veterinary Technicians assist Veterinarians in providing medical care to animals. The Veterinary Technician is a vital part of the animal-care team, performing critical tasks that assist in diagnosis and treatment.

Samples duties include:

- Recording patient histories
- Preparing the patient for examination or surgery
- Providing vaccinations
- Administering medications
- Taking vital signs and blood samples
- Preparing tissue samples
- Expose and develop radiographs and assist with ultrasounds
- Performing laboratory procedures such as urinalysis and blood counts and taking blood samples
- Assisting in surgery
- Providing and assisting with anesthesia
- Providing post-operative care and nursing care to sick and injured animals

Veterinary technologists and technicians assisting small-animal practitioners usually care for small pets, such as cats and dogs, but can perform a variety of duties with mice, rats, sheep, pigs, cattle, monkeys, birds, fish, and frogs.

Besides working in private clinics and animal hospitals, some veterinary technicians work in research facilities under the guidance of veterinarians or physicians. In this role, they may administer medications; prepare samples for laboratory examinations, or record information on an animal's genealogy, diet, weight, medications, food intake, and clinical signs of pain and distress. Some may sterilize laboratory and surgical equipment and provide routine postoperative care.

Admissions Alert: In addition to meeting the eligibility criteria described elsewhere in this catalog, this program has additional requirements for admission which include:

- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215, Total Overall Minimum Score of 500
- In-person interview with the Program Director
- Submit a personal statement
- Meet minimum physical requirements

Vocational Objective

The Veterinary Technology Program at Platt College is designed to prepare graduates for competency as Veterinary Technicians. On completion of the program, graduates will be able to demonstrate comprehension of relevant information and the ability to evaluate and apply this knowledge in their role as entry-level Veterinary Technicians. They will be able to demonstrate the technical skills necessary to fulfill the role of a Veterinary Technician and will demonstrate professionalism and personal behavior consistent with medical standards and employer expectations.

Industry Occupations

Veterinary technologists and technicians work in private clinics, laboratories, and animal hospitals. Their jobs may be physically or emotionally demanding. Many work evenings, weekends, or holidays.

(http://www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm)

SCHOOL OF
MEDICAL SCIENCES

Associate of Science in Veterinary Technology

1,681 Hours / 115 Quarter Credit Hours / Approximately 19 months

Upon successful completion of the program of instruction, the graduate will be awarded an Associate of Science in Veterinary Technology provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum, cumulative grade point average of 2.0(C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
VTAR101	Introduction to Veterinary Technology	4
VTAR102	Veterinary Medical Terminology	4
VT102C	Veterinary Medical Calculations	3
VT103A	Veterinary Anatomy & Physiology I	3.5
VT104A	Veterinary Anatomy & Physiology II	3.5
VT105B	Veterinary Anatomy & Physiology III	1.5
VT106B	Veterinary Pharmacology I	4
VT107B	Veterinary Pharmacology II	1.5
VT108B	Equine Nursing	2.5
VT109A	Lab Animal Nursing	2
VT110A	Veterinary Clinical Pathology	3.5
VT 111A	Veterinary Parasitology	3.5
VT112A	Veterinary Clinical Pathology II	1.5
VT120	Veterinary Clinical Techniques I	3.5
VT121	Veterinary Clinical Techniques II	3.5
VT122B	Small Animal Nursing I	4
VT123B	Small Animal Nursing II	4
VT125	Veterinary Clinical Techniques III	1.5
VT130B	Veterinary Anesthesia & Surgical Nursing I	3.5
VT 131B	Veterinary Anesthesia & Surgical Nursing II	3.5
VT142A	Veterinary Hospital Management and Client Communication	2
VT150B	Veterinary Diagnostic Imaging	3.5
VT160A	Animal Nutrition	3.5
VT170C	Exotic Animal Nursing	2
VT 171A	Large Animal Nursing	2
VT200A	Veterinary Clinical Externship I	4
VT200.B	Veterinary Technician Seminar	2
VT201A	Veterinary Clinical Externship II	4
VT202A	Veterinary Clinical Externship III	4
VT203.B	Veterinary Technician License Preparation	3.5

General Education Courses		**Quarter Credits**
BIO103B	General Biology & Microbiology	5
CHM103A	General Chemistry	5
MTH103	Intermediate Algebra	5
ENG101	English Composition	5
SPC105	Interpersonal Communications	3

Program Total	**115**

SCHOOL OF
MEDICAL
SCIENCES

HEALTH & FITNESS TRAINER

Associate of Science

The Health & Fitness Trainer program is to train students in the skills needed to sit for a national standard personal trainer certification and gain entry-level employment in the Health & Fitness field.

Health & Fitness professionals provide the guidance to help clients achieve their personal health, fitness and performance goals via the implementation of exercise programs, nutritional recommendations and suggestions in lifestyle modification. To achieve this, they perform individualized assessments, and design safe, effective and individualized exercise and conditioning programs.

Vocational Objectives

- Provide the student with the theory, skills, and clinical exposure to successfully sit for a nationally accredited personal trainer certification
- Prepare the student to gain entry-level employment as a health & fitness trainer at a fitness training facility
- Provide the student with the skills necessary to assist fitness clients in improving their health & fitness and improve fitness performance through personal training programs, including exercise routines, corrective exercise, and nutrition.

Industry Occupation

Many health and fitness trainers work in educational settings, such as colleges, universities, elementary schools, and secondary schools. Others work in hospitals, fitness centers, or physicians' offices, or for professional sports teams.

(http://www.bls.gov/ooh/healthcare/athletic-trainers.htm)

Associate of Science in Health & Fitness Trainer

1,055 Hours / 92 Quarter Credit Hours / Approximately 15 months

Upon successful completion of the program of instruction, the graduate will be awarded an Associate of Science in Health & Fitness Trainer provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum, cumulative grade point average of 2.0(C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

Core Courses		Quarter Credits
FIT101	Anatomy & Physiology for Fitness Trainers	4.5
FIT102	Exercise Physiology for Fitness Trainers	4.5
FIT103	Kinesiology of Human Movement	4.5
FIT104	Exercise Psychology & Lifestyle Coaching	4.5
FIT110	Fitness Nutrition	4.5
FIT120	Exercise and Fitness Assessments	4
FIT125	Leadership, Business and Sales	4.5
FIT130	Fitness Program Design	4.5
FIT200	Sports Nutrition	4.5
FIT201	Specialized Fitness Program	4.5
FIT202	Weight Loss Programs	4.5
FIT210	Advanced Corrective Exercise Programs	4.5
FIT220	Sports Fitness Training	4.5
FIT235	Externship Review	2
FIT230	Health & Fitness Trainer Externship	2.5
FIT250	Certification Exam Preparation	4.5

General Education Courses		Quarter Credits
ENG101	English	5
SPC101	Public Speaking	5
MTH101	Introduction to Algebra	5
SOC101	Sociology	5
PSY101	Psychology	5

Program Total	92

SCHOOL OF
MEDICAL
SCIENCES

Pharmacy Technician

Associate of Science

A Pharmacy Technician works under the supervision of a pharmacist to supply medicines to patients, whether via prescription or over the counter. Pharmacy Technicians are responsible for filling the prescriptions based on the written directions of the doctor and under the guidance of the pharmacist.

Pharmacy Technicians may also assist in managing the medical supplies and conduct inventories. An entry-level Pharmacy Technician may work in a retail pharmacy or a clinical pharmacy. Pharmacy Technicians may also pursue a career in production or sales in the pharmaceutical industry.

Vocational Objectives

The Pharmacy Technician program was developed to provide our pharmacy technician students with a strong foundation through our curriculum and hands-on procedures as they successfully pass and complete each course with pride and satisfaction.

The program will provide students with an understanding of the role of Pharmacy Technicians in various pharmacy settings including retail pharmacy, hospital pharmacy, sterile or non-sterile compounding pharmacy, prior authorization process with insurance companies and nuclear pharmacy.

The program consists of courses that cover the entire description of the duties and responsibilities of a Pharmacy Technician including Pharmacy Law & Ethics, Pharmacology, Patient & Medication Safety, Sterile and Non-Sterile Compounding and Pharmaceutical Dosages and Calculations.

After completing the core courses, the student will complete two phases of externship in a hospital pharmacy setting or in a retail pharmacy and a sterile-compounding pharmacy setting.

Upon graduation students will need to submit an application, obtain a LIveScan, successfully pass a criminal background check, pay the appropriate fees and provide a copy of their Associate of Science in Pharmacy Technician from Platt College prior to the California Consumers Affairs Board prior to starting employment

Industry Occupation

Many pharmacy technicians work in pharmacies, including those found in drug, general merchandise, and grocery stores, and in hospitals. Most work full time, but many work part time.

(https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm)

Associate of Science in Pharmacy Technician

1150 Hours / 101 Quarter Credits / Approximately 15 months

Upon successful completion of the program of instruction, the graduate will be awarded an Associate of Science in Pharmacy Technician, provided all financial obligations have been met, and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.

Core Courses		Quarter Credits
PHT100	Pharmacy Tech Duties and Responsibilities	5
PHT110	Pharmacy Operations	5
PHT120	Pharmaceutical and Medical Terminology	5
PHT130	Pharmaceutical Dosages and Calculations	5
PHT140	Pharmacy Technology and Informatics	5
PHT150	Drug Identification and Dispensing Drugs	5
PHT160	Pharmacology	5
PHT200	Pharmacy Law, Ethics and Professionalism	5
PHT210	Patient and Medication Safety	5
PHT220	Sterile and Non-Sterile Compounding	5
PHT230	Procurement and Inventory Management	5
PHT240	Customer Service and Billing	5
PHT250	Vitals and First Aid and CPR	5
PHT260	Externship and Certification Preparation Course	5
PHT280	Externship I	3
PHT290	Externship II	3

General Education Courses		Quarter Credits
ENG101	English	5
SOC101	Sociology	5
PSY101	Psychology	5
MTH101	Intro to Algebra	5
SPC105	Interpersonal Communication	3

Program Total	**101**

SCHOOL OF
INFORMATION TECHNOLOGY

About Information Technology 65
Associate of Science in Information Technology 66
Diploma in Web Development Programming and Coding 67

SCHOOL OF
INFORMATION
TECHNOLOGY

INFORMATION TECHNOLOGY

Associate of Science

Diploma in Web Development Programming and Coding

The Information Technology program is intended to provide useful job skills for graduates seeking an entry-level position in technology infrastructure design, implementation, support, or maintenance. To that end, the curriculum is broadly focused on two main areas: personal computer fundamentals (hardware, software, and operating systems), networks (hardware, software, administration, security, and implementation)

The intent is to provide graduates with a solid grasp of information technology fundamentals as well as preparing them to contribute immediately in technical tasks such as: personal computer setup, maintenance, administration, and repair, and network implementation, administration, daily operations, security, and programming.

Vocational Objective

- Provide the student with the theory and skills to successfully pass industry-standard certification examinations, including COMP-TIA A+, Cisco Certified Networking Associate (CCNA), and Microsoft Network Specialist examination.
- Prepare the student to gain entry-level employment as an Information Technology professional

Industry Occupation

Employment of computer and information technology occupations is projected to grow 13% from 2016 to 2026, faster than the average for all occupations. These occupations are expected to add about 557,100 new jobs from 2016 to 2026, in part due to a greater emphasis on cloud computing, the collection and storage of big data, more everyday items becoming connected to the Internet in what is commonly referred to as the "Internet of things," and the continued demand for mobile computing.

(http://www.bls.gov/ooh/computer-and-information-technology/home.htm)

SCHOOL OF
INFORMATION TECHNOLOGY

Associate of Science in Information Technology

1,200 Hours / 110.50 Quarter Credit Hours / Approximately 15 months

Upon successful completion of the program of instruction, the graduate will be awarded an Associate of Science in Information Technology provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum, cumulative grade point average of 2.0(C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

Core Courses		Quarter Credits
IT101	Computer Applications	4.5
IT102	Desktop Hardware and Software I	4.5
IT103	Desktop Hardware and Software II	4.5
IT104	Desktop Operating Systems I	4.5
IT106	Linux Operating Systems	4.5
IT115	Introduction to Programming	4.5
IT120	Cloud Fundamentals	4.5
IT130	Technical Customer Support and Group Dynamics	4.5
IT140	Structured Cabling	4.5
IT200	Networking Essentials I	4.5
IT205	Microsoft Client Server	4.5
IT213	Routing Protocols and Concepts	4.5
IT215	Introduction to Mobile Devices	4.5
IT220	LAN Technologies	4.5
IT221	WAN Technologies	4.5
IT225	Introduction to Microsoft Exchange and Web Services	4.5
IT235	Network Security	4.5
IT245	Introduction to Databases	4.5
IT250	Project Management and Technical Documentation	4.5

General Education Courses		Quarter Credits
ENG101	English	5
SPC101	Public Speaking	5
MTH101	Introduction to Algebra	5
SOC101	Sociology	5
PSY101	Psychology	5

Program Total	**110.5**

Diploma in Web Development Programming and Coding

600 Hours / Approximately 7 months

Upon successful completion of this program, students will be prepared to work in the competitive field of software coding. Students will have an understanding of the foundations of coding, including but not limited to languages such as CSS, C++, Python and JavaScript. They will also be introduced to front-end development and APIs. They will also branch out and become familiar with frameworks and computer programs that include, but are not limited to HTML, PHP, Swift, Bootstrap, MDL and CMS.

Core Courses		**Clock Hours**
WDPC100	Fundamentals of Web Development	60
WDPC110	Introduction to Scripting	60
WDPC115	Intermediate Scripting	60
WDPC120	Introduction to Web Frameworks	60
WDPC125	Intermediate Web Frameworks	60
WDPC135	Web Standards	60
WDPC140	Introduction to Wordpress	60
WDPC145	Developer Tools	60
WDPC155	Introduction to Graphics and Typography	60
WDPC200	Web Development Programming and Coding Capstone	60
Program Total		**600**

PLATT COLLEGE
DISTANCE EDUCATION

VIII. Platt College Distance Education (DE)

Platt College offers its distance education program through its Alhambra Campus. Platt College – Alhambra Distance Education program is approved to offer the following programs by means of Distance Education (DE) by the Bureau for Private Post-Secondary Education (BPPE):

- Certificate in Veterinary Technology Alternate Route - DE
- Associate of Science in Veterinary Technology - DE
- Bachelor of Arts in Health Care Management (Degree Completion)- DE
- Bachelor of Science in Respiratory Therapy (Degree Completion) – DE
- Bachelor of Arts in Criminal Justice - DE
- Bachelor of Arts in Business Management – DE
    - o Business Management Concentration
    - o Project Management Concentration
    - o Accounting and Finance Concentration

Platt College – Alhambra Distance Education programs are available for student enrollment in the following states:

- California
- Florida
- Massachusetts
- Virginia
- Utah
- Nevada
- Arizona

If a student relocates to a state that Platt College is not licensed or accredited in, the student will be dropped from the program.

Distance Education Instructional Schedule

The Distance Education environment is open 24/7. The school week is Monday through Sunday. The first week of the start may vary depending on the start date for the term. All postings and lecture material are available 24/7 via the Learning Management System, Canvas. Each faculty member will provide specific office hours that designate when they are available for questions or elaboration of material. This will be provided in addition to the two face to face sessions through the Canvas platform.

Distance Education Library

The Platt College Library / Learning Resource Center offers a comprehensive collection of resources made available to our students in various publication formats to support our academic programs. Our students have 24 hours' access to our online resources on the home page of each course:

- www.lirn.net

Technology System Requirements

All online students will be required to have a device that supports the following technology system requirements:

- Screen Size:
    - o A minimum of 1024 x 600
    - o This is the average size of a netbook. If you want to view Canvas on a device with a smaller screen, you can use the Canvas mobile application. Please note that not all Canvas functions can be performed on the Canvas mobile application.
- Operating Systems:
    - oWindows XP SP3 or newer
    - oMac OSX 10.6 or newer
    - oLinux – ChromeOS
- Minimum Computer Speed and Processor:
    - o Use of a computer greater than 5 years old is highly discouraged, use a newer computer when possible
    - o 1 GB of RAM
    - o 2 GHz processor
    - o Internet requirements - You must have access to a minimum of 2Mbps Upload and Download bandwidth speeds. Some testing processes will not function on public networks, such as Libraries or Internet cafe's. You will need to be able to have access to the internet on a private connection in testing situations. Internet hotspots or tethered cellphone connections are not supported.
    - o Screen readers –
        - Mac – Voice over (latest version for Safari)
        - PC – JAWS (latest version for Internet Explorer 10 & 11) or NVDA (latest version for FireFox)
        - There is no screen reader support for Canvas in Chrome

PLATT COLLEGE
DISTANCE EDUCATION

- Mobile Operating System Native App Support:
  - o iOS 7 or newer
  - o Android 2.3 or newer

• Students need to have access to a webcam with microphone built-in or external for a desktop or laptop. Chromebooks, tablets and cell phones are not supported.

Distance Education Resources

• **Tutoring**
Students in need of academic assistance on-line may arrange for tutoring by calling or e-mailing their instructor, Program Director, Student Services or Dean. Tutoring is by appointment. There is no cost to the student for tutoring.

• **Placement Services**
Distance Education services are supported by the Career Services Department located at the Alhambra campus, who are available via email, phone, and chat.

Distance Education Admissions Process

Admissions Process and Procedure for Veterinary Technology – Associates of Science

1. Leads for potential students are received through various means.
2. Admissions representative contacts the potential student via telephone, text message or email.
3. Admissions representative discusses Platt College, admission requirements, the distance education program and format, and program.
    a. Admissions requirement include proof of a GED or high school diploma.
    b. Program information discussed is the program requirements, length of program, wonderlic testing (entrance exam) process, essay requirements, and program director interview.
4. If student successfully passes the wonderlic test, they are then scheduled for the program director interview and provided information for submitting the essay.
5. Program Director interview is completed.
6. Students is informed if they are accepted or not.

Admissions Process and Procedure for Veterinary Technician Alternate Route – Certificate

1. Leads for potential students are received through various means.
2. Admissions representative contacts the potential student via telephone, text message or email.
3. Admissions representative discusses Platt College, admission requirements, the distance education program and format, and program.
    a. Admission requirements include proof that they are employed in the field and have a GED or high school diploma.
    b. Program information discussed is the program requirements, length of program, admission requirements.

Admissions Process and Procedure for Health Care Management – Bachelor of Arts (degree completion)

1. Leads for potential students are received through various means.
2. Admissions representative contacts the potential student via telephone, text message or email.
3. Admissions representative discusses Platt College, admission requirements, the distance education program and format, and program.
    a. Admission Requirements include an associate degree in the health care field.
    b. Program information discussed is the program requirements, length of program, wonderlic testing (entrance exam) process, essay requirements, and program director or Academic Dean interview.
4. If student successfully passes the wonderlic test (with a score of 500 or greater), they are then scheduled for the program director interview and provided information for submitting the essay.
5. Program Director or Academic Dean interview is completed.
6. Students is informed if they are accepted or not.

Admissions Process and Procedure for Respiratory Therapy – Bachelor of Science (degree completion)

1. Leads for potential students are received through various means.
2. Admissions representative contacts the potential student via telephone, text message or email.
3. Admissions representative discusses Platt College, admission requirements, the distance education program and format, and program.
    a. Admission Requirements include an associate degree in respiratory therapy and proof of CRT / NBRCT exam passing rates.

b. Program information discussed is the program requirements, length of program, wonderlic testing (entrance exam) process, essay requirements, and program director interview.

4. If student successfully passes the wonderlic test, they are then scheduled for the program director interview and provided information for submitting the essay.
5. Program Director interview is completed.
6. Students is informed if they are accepted or not.

Admissions Process and Procedure for Criminal Justice – Bachelor of Arts

1. Leads for potential students are received through various means.
2. Admissions representative contacts the potential student via telephone, text message or email.
3. Admissions representative discusses Platt College, admission requirements, the distance education program and format, and program.
   a. Admission Requirements include an associate degree in the health care field.
   b. Program information discussed is the program requirements, length of program, wonderlic testing (entrance exam) process, essay requirements, and program director or Academic Dean interview.
4. If student successfully passes the wonderlic test (with a score of 500 or greater).
5. Students is informed if they are accepted or not.

Admissions Process and Procedure for Business Management (all concentrations) – Bachelor of Arts

1. Leads for potential students are received through various means.
2. Admissions representative contacts the potential student via telephone, text message or email.
3. Admissions representative discusses Platt College, admission requirements, the distance education program and format, and program.
   a. Admission Requirements include an associate degree in the health care field.
   b. Program information discussed is the program requirements, length of program, wonderlic testing (entrance exam) process, essay requirements, and program director or Academic Dean interview.
4. If student successfully passes the wonderlic test.
5. Students is informed if they are accepted or not.

Distance Education Attendance and Late Assignment Policy

For distance education courses, attendance is based on submitting assignments through Platt College's learning management system, assessments or exams, or weekly assigned discussion questions. Attendance is taken twice a week throughout a module. The first attendance period is 12:01 am Monday through 11:59 pm Wednesday, Pacific Standard Time (PST). The second attendance period is 12:01 am Thursday through 11:59 pm Sunday, Pacific Standard Time (PST). Students must submit a gradable item during each attendance period. New students are not required to post on the first day of a module start, if the module starts on a Thursday or Sunday.

A gradable item includes, but is not limited to, the posting of a threaded discussion question, submission of any course assignment through the learning management system, submission of a quiz or exam, or any other course related activity that is graded. All assignments are graded throughout the course module and the grades are posted in the learning management system where students can track their progress throughout the module. All gradable items need to be submitted by the due date and are graded prior to the end of the grading period and will be reflected in the final grade for the course.

With the exception of the policies listed below, all of Platt College policies and procedures listed through the Academic Catalog apply to all Distance Education students.

All assignments must fully meet all requirements set by the instructor to be considered complete and submitted on time. Upon submission of a student's assignment, discussion post or other related course work, the instructor will provide feedback within 72 hours with consideration to holidays should they fall within that 72 hours.

Late assignment submittals may not be accepted depending on the course policy. As such, accepted late submittals may be subject to a reduction in grade. Late assignments submittals must be approved by the instructor and Academic Dean.

PLATT COLLEGE

DISTANCE EDUCATION

All late assignments submissions are up to the discretion of the instructor to accept them. An instructor has a right to refuse a late assignment submission for the following reasons:

- Student does not communicate with the instructor prior to the assignment deadline
- Student does not provide proper documentation of reason for assignment being late
- Student is habitually late in submitting assignments

Assignments, discussion questions and quizzes / exams are subject to the following deductions:

- 1 to 7 days late lose 10%
- 8 to 14 days late lose 25%
- 15 to 21 days late lose 50%
- 21 days or more late lose 75% or refusal of submission (up to the discretion of the instructor)

Face to face assignments in the distance education environment are a gradable item. Students must attend and participation a minimum of 50 minutes of a 60 minutes' session to receive credit. It is up to the discretion of the faculty on how the points distributed.

Veterinary Technology DE

Associate of Science and Bachelor of Science

Veterinary Technicians assist Veterinarians in providing medical care to animals. The Veterinary Technician is a vital part of the animal-care team, performing critical tasks that assist in diagnosis and treatment. Samples duties include:

- Recording patient histories
- Preparing the patient for examination or surgery
- Providing vaccinations
- Administering medications
- Taking vital signs and blood samples
- Preparing tissue samples
- Expose and develop radiographs and assist with ultrasounds
- Performing laboratory procedures such as urinalysis and blood counts and taking blood samples
- Assisting in surgery
- Providing and assisting with anesthesia
- Providing post-operative care and nursing care to sick and injured animals

Veterinary technologists and technicians assisting small-animal practitioners usually care for small pets, such as cats and dogs, but can perform a variety of duties with mice, rats, sheep, pigs, cattle, monkeys, birds, fish, and frogs.

Besides working in private clinics and animal hospitals, some veterinary technicians work in research facilities under the guidance of veterinarians or physicians. In this role, they may administer medications; prepare samples for laboratory examinations, or record information on an animal's genealogy, diet, weight, medications, food intake, and clinical signs of pain and distress. Some may sterilize laboratory and surgical equipment and provide routine postoperative care.

Admissions Alert: In addition to meeting the eligibility criteria described elsewhere in this catalog, this program has additional requirements for admission which include:

- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215, Total Overall Minimum Score of 500
- Interview with the Program Director
- Submit a personal statement
- Meet minimum physical requirements

Vocational Objective

The Veterinary Technology DE Program at Platt College is designed to prepare graduates for competency as entry-level Veterinary Technicians. On completion of the program, graduates will be able to demonstrate comprehension of relevant information and the ability to evaluate and apply this knowledge in their role as Veterinary Technicians. They will be able to demonstrate the technical skills necessary to fulfill the role of a Veterinary Technician and will demonstrate professionalism and personal behavior consistent with medical standards and employer expectations.

Industry Occupation

Veterinary technologists and technicians work in private clinics, laboratories, and animal hospitals. Their jobs may be physically or emotionally demanding. Many work evenings, weekends, or holidays.

(http://www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm)

Certificate in Veterinary Technician Alternate Route DE

325 Hours / Approximately 6 months

Upon successful completion of the program of instruction, the graduate will be awarded a Veterinary Technician Certificate DE Upon successful completion of the program of instruction, the graduate will be awarded a Veterinary Technician Certificate DE provided all financial obligations to the school have been met. Courses in the Certificate in Veterinary Technician Alternate Route DE program are pass / fail courses. To pass a course, a student must receive 70% or better.

Core Courses		**Clock Hours**
VTARDE101	Basic Sciences, Terminology and Calculations for Veterinary Technicians	65
VTARDE102	Dentistry and Pharmacology for Veterinary Technicians	65
VTARDE103	Surgical Nursing and Anesthesia	65
VTARDE104	Small and Large Animal Nursing, Pathology	65
VTARDE105	Emergency/Critical Care Nursing and License Exam Preparation for Veterinary Technicians	65

Program Total	**325**

Associate of Science in Veterinary Technology DE

1,675 Hours / 125 Quarter Credit Hours / Approximately 19 months

Upon successful completion of the program of instruction, the graduate will be awarded an Associate of Science in Veterinary Technology provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum, cumulative grade point average of 2.0(C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
VTDE101	Introduction to Veterinary Technology	4
VTDE102	Veterinary Medical Terminology and Calculations	4.5
VTDE103	Veterinary Anatomy & Physiology I	4
VTDE104B	Veterinary Anatomy & Physiology II / III	6
VTDE106	Veterinary Pharmacology I	5
VTDE107	Veterinary Pharmacology II	2.5
VTDE109A	Lab Animal Nursing and Exotic Animal Nursing	3
VTDE110	Veterinary Clinical Pathology	3.5
VTDE 111	Veterinary Parasitology	3
VTDE112	Veterinary Clinical Pathology II	1.5
VTDE120	Veterinary Clinical Techniques I	3
VTDE121A	Veterinary Clinical Techniques II / III	4
VTDE122	Small Animal Nursing I	2.5
VTDE123	Small Animal Nursing II	2.5
VTDE130	Veterinary Anesthesia & Surgical Nursing I	3
VTDE 131	Veterinary Anesthesia & Surgical Nursing II	3
VTDE141	Veterinary Hospital Management & Client Communication & Customer Service	5
VTDE150	Veterinary Diagnostic Imaging	3.5
VTDE160	Animal Nutrition	4.5
VTDE171A	Equine and Large Animal Nursing	5
VTDE200A	Veterinary Clinical Externship I	4
VTDE200B	Veterinary Technician Seminar	3
VTDE201	Veterinary Clinical Externship II	4
VTDE202	Veterinary Clinical Externship III	4
VTDE203	Veterinary Technician License Preparation	4
VTDE250A	Veterinary Clinical Skills Seminar I / II / III	6
VTDE255A	Veterinary Externship Preparation I / II	3

General Education Courses		**Quarter Credits**
BIODE103	General Biology & Microbiology	6
CHMDE103	General Chemistry	3
MTHDE102	College Algebra	6
ENGDE102	English Composition	6
SPCDE102	Speech 1	3

Program Total	**125**

HEALTH CARE MANAGEMENT

Bachelor of Arts DE (Degree Complete)

The Platt College School of Medical Sciences Bachelor's program in Health Care Management helps students gain the skills they need to pursue managerial positions in the health care field. The Bachelor of Arts in Health Care Management is designed for applicants with an Academic Associate's degree or above in a related subject.

The program is designed to broaden the management skill set of individuals who have previously completed their Associate or Bachelor Degree in a related Health Care field. Our curriculum helps students:

- Improve their analytical, problem-solving, and critical thinking skills
- Develop a solid foundation in business fundamentals
- Gain familiarity with the theory and application of current healthcare management techniques
- Develop a better understanding of individual and group dynamics in a healthcare setting

Admissions Alert - In addition to meeting the eligibility criteria described elsewhere in this catalog, this program has additional requirements for admission which include:

- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215, Total Overall Minimum Score of 500
- In-person interview with the Program Director
- Submit a personal statement/essay
- Submit transcripts and GPA from previous educational experiences

Vocational Objectives

The Health Care Management program is designed to broaden the leadership skills of individuals who have previously completed their Academic Associate's Degree in a health related major for entry-level positions.

For students coming from a health care background, the program builds on clinical and administrative skills learned in health-care Associate's programs.

Industry Occupations

Medical and health services managers held about 352,200 jobs in 2016. Most medical and health services managers work in offices in healthcare facilities, including hospitals and nursing homes, and group medical practices.

(http://www.bls.gov/ooh/management/medical-and-health-services-managers.htm)

Bachelor of Arts in Health Care Management DE (Degree Complete)

1,200 Hours / 100 Quarter Credit Hours / Approximately 15 months

Upon successful completion of a program of instruction, the graduate will be awarded a Bachelor of Arts degree in Health Care Management provided all financial obligations to the school have been met and a minimum grade point average has been maintained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.

Business Foundation Courses		**Quarter Credits**
MGTDE300	Communication for the Healthcare Professional	4
MGTDE310	Introduction to Management in Healthcare Organizations	4
MGTDE315	Ethics for the Healthcare Professional	4
MGTDE325	Marketing for the Healthcare Professional	4
HCMDE345	Economics in Healthcare Organizations	4
MISDE300	Information Technology for the Healthcare Professional	4

Leadership and Management Core Courses		**Quarter Credits**
BLMDE400	Theories, Practices and Ethics of Leadership	4
BLMDE405	Organizational Dynamics and Change Management	4
BLMDE410	Leading Diverse Groups and Teams	4
BLMDE420	Organizational Training and Development	4
BLMDE430	Operations Management	4
BLMDE440	Project Management	4
BLMDE450	Transforming Organizations	4
BLMDE460	Leading Strategic and Organizational Sustainability	4
BLMDE470	Research and Evaluation Methods in Leadership	4

The U.S. Healthcare System		**Quarter Credits**
BLMDE301	Introduction to U.S. Healthcare System	4
BLMDE302	Current Issues, Trends, and Innovations in U.S. Healthcare	4
BLMDE303	Quality Improvement in Healthcare	4
BLMDE304	Organization and Management of Healthcare Systems	4

Capstone Project		**Quarter Credits**
BLMDE490	Leadership Capstone Seminar	4

General Education Courses		**Quarter Credits**
SOCDE321	Organizational Sociology	5
ENGDE303	College Writing	5
SOCDE302	Ethics	5
HISDE323	History of Business Innovation	5

Program Total	**100**

RESPIRATORY THERAPY

Bachelor of Science (Degree Complete)

The Bachelor of Science in Respiratory Therapy is designed for applicants with an Academic Associate's degree or above in Respiratory Therapy.

Respiratory Therapy or Respiratory Care is the treatment, management, control, diagnostic evaluation, and care of patients with deficiencies or abnormalities of the cardiopulmonary system, such as bronchitis, asthma, emphysema, and other forms of obstructive and restrictive diseases. The Respiratory Care Practitioner is a vital part of the medical team. They are among the first persons called to give treatment and care in emergency situations. Practicing under the direction of a physician, respiratory therapists assume primary responsibility for all respiratory therapeutic and diagnostic procedures. They evaluate and treat all types of patients, ranging from premature infants whose lungs are not fully developed to elderly people whose lungs are diseased. In clinical practice, many of their daily duties include:

Assessing lung and breathing disorders and recommending treatment methods; interviewing patients and doing chest physical exams; obtaining sputum specimens for analysis; drawing and analyzing arterial blood specimens; performing pulmonary function tests; providing complex therapy requiring considerable independent judgment such as managing ventilators and artificial airway devices; giving emergency care to patients who are victims of a heart attack, stroke, drowning, or shock; and educating patients and families about lung disease.

Respiratory Therapists are experts in aiding the breathing process through the use of oxygen and medical gases, humidifiers, aerosols, ventilators/life support systems, chest physiotherapy, cardiopulmonary resuscitation, and artificial airways. They maintain, assemble, sterilize, and test all medical and auxiliary equipment in these functions. Respiratory Care Practitioners work with patients in the hospital surgical and medical wards, emergency rooms, outpatient department, intensive care units, neonatal nursery, and skilled nursing facilities and in home care.

Admissions Alert: In addition to meeting the eligibility criteria described elsewhere in this catalog, this program has additional requirements for admission which include:

- Associates degree in Respiratory Therapy
- Currently licensed to practice Respiratory Therapy
- In-person interview with the Program Director
- Submit a personal statement (essay questions)
- Submit transcripts and GPA from previous educational experiences

Vocational Objective

Upon successful completion of the program, graduates may be employed as Respiratory Care Practitioners in acute care hospitals in areas such as: intensive care units, emergency rooms, newborn & pediatric units, and operating rooms. Nursing care facilities, doctor's offices, pulmonary rehabilitation facilities, home health care services, smoking cessation programs, asthma education programs, sales, and air transport are some of the areas of employment available to our graduates.

The Respiratory Therapy Bachelor's degree completion program is designed to prepare the practicing Respiratory Therapist for advancement into a supervisory or management position in the health-care field.

Industry Occupation

Respiratory therapists held about 130,200 jobs in 2016. Most respiratory therapists work in hospitals.

(http://www.bls.gov/ooh/healthcare/respiratory-therapists.htm)

Bachelor of Science in Respiratory Therapy DE (Degree Complete)

1110 Hours / 93 Quarter Credit Hours / Approximately 15 months

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Science in Respiratory Therapy degree provided that all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum, cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Core Respiratory Therapy Courses		**Quarter Credits**
RTDE310	Advanced Topics in Respiratory Therapy Critical Care 1	8
RTDE311	Advanced Topics in Respiratory Therapy Critical Care 2	8
RTDE312	Advanced Topics in Respiratory Therapy Critical Care 3	8
RTDE313	Advanced Topics in Respiratory Therapy Critical Care 4	8

The U.S. Healthcare System		**Quarter Credits**
BLMDE301	Introduction to the U.S. Healthcare System	4
BLMDE302	Current Issues, Trends, and Innovations in U.S. Healthcare	4
BLMDE303	Quality Improvement in Healthcare	4
BLMDE304	Organization and Management of Healthcare Systems	4

Management Courses		**Quarter Credits**
MGTDE310	Management in Health Care Organizations	4
MGTDE320	Human Resources for the Healthcare Professional	4
HCMDE345	Economics in Healthcare Organizations	4
RTDE350	Specialty Topics in Respiratory Therapy Management	4
RTDE420	Respiratory Therapy Capstone	8

General Education Courses		**Quarter Credits**
STADE301	Statistics	5
SOCDE321	Organizational Sociology	5
ENGDE305	Advanced Composition	5
SOCDE302	Ethics	5

Program Total	**93**

CRIMINAL JUSTICE

Bachelors of Arts

Security is a high priority in the United States, and the need for qualified professionals in this area is greater than ever. The Bureau of Labor Statistics projects that growth in the fields of corrections, private investigation, probation, and homeland security will increase in the coming years. The challenges presented to homeland security have increased the complexity of these tasks, making the need for highly-trained and prepared applicants even more important.

Platt College has developed a comprehensive curriculum in the Criminal Justice program that includes Introduction to Law & Ethics, Corrections, Private Security, Criminal Law, Criminology, Criminal Investigations/Report Writing, Psychology of Criminal Behavior, Juvenile Justice, Contemporary Issues in Criminal Justice/Terrorism, and Forensics. Students are introduced to many tasks commonly used by Criminal Justice professionals, using visual, auditory, and tactile/kinesthetic approaches.

Vocational Objective

Platt College provides each student with valuable education and highly marketable skills. The Criminal Justice program will provide students with a broad understanding of the criminal justice system, and prepare them for entry-level positions in private security, investigations, corrections, probation, and other related fields.

Industry Occupations

The field of criminal justice offers some very exciting and rewarding career opportunities. With new breakthroughs in forensic technology and an ever evolving domestic and international criminal justice landscape, it's almost a guarantee a career as a law enforcement or criminal justice professional will be anything but boring. There is an ever expanding list of criminal justice and law enforcement career opportunities that welcome individuals with diverse educational and professional backgrounds. Whether you're interested in in criminology, psychology, political science, social work, engineering, forensics, chemistry, law or even accounting, you'll find a criminal justice career suited to your interests and skill set.

(http://www.careerprofiles.info/criminal-justice-careers.html#descriptions)

Bachelor of Arts in Criminal Justice DE

2350 Hours / 214 Quarter Credit Hours / Approximately 30 months

Upon successful completion of a program of instruction, the graduate will be awarded an Bachelor of Arts degree in Criminal Justice, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and complete and sign all documentation prior to being approved for graduation.

Core Courses		**Quarter Credits**
LAWDE101	Introduction to Law	4
CJDE140	Introduction to Report Writing	4.5
CJDE145	Corrections 1	4.5
CJDE155	Private Security 1	4.5
CJDE165	Introduction to Criminal Law	4.5
CJDE175	Criminology 1	4.5
CJDE185	Criminal Investigations	4.5
CJDE200	Corrections 2	4.5
CJDE205	Private Security 2	4
CJDE210	Intermediate Criminal Law	4.5
CJDE215	Introduction to Juvenile Justice	4.5
CJDE220	Criminology 2	4.5
CJDE226	Contemporary Terrorism 1	4.5
CJDE230	Advanced Report Writing	4
CJDE235	Advanced Juvenile Justice	4
CJDE240	Contemporary Terrorism 2	4
CJDE245	Introduction to Forensics	4.5
CJDE250	Advanced Forensics	4.5
CJDE305	Introduction to Criminal Behavior	4
CJDE310	Community Corrections 1	5
CJDE330	Constitutional Law 1	5
CJDE335	Introduction to Trial Procedures	5
CJDE355	Laws of Evidence 1	5
CJDE360	Immigration	5
CJDE370	Issues in Public and Private Security	4
CJDE375	Management in Security Industry	4.5
CJDE380	Modern Policing 1	4.5
CJDE385	Police Administration and Management 1	4
CJDE390	Narcotics 1	4
CJDE395	Ethics in Law Enforcement	4
CJDE405	Advanced Criminal Behavior	4.5
CJDE410	Community Corrections 2	4
CJDE430	Constitutional Law 2	5
CJDE435	Advanced Trial Procedures	5
CJDE455	Laws in Evidence 2	5
CJDE480	Modern Policing 2	4.5
CJDE485	Police Administration and Management	5
CJDE490	Narcotics 2	4.5

General Education Courses		**Quarter Credits**
ENGDE101	English	5
SPCDE101	Speech	5
PSYDE101	Psychology	5
MTHDE101	College Math	5
SOCDE101	Sociology	5
ENGDE303	College Writing	5
STADE301	Statistics	5
SOCDE302	Ethics	5
POLDE305	American Government	5

Program Total	**214**

BUSINESS MANAGEMENT

Bachelor of Arts

The Business Management program at Platt College is designed to provide job skills to graduates interested in working in a broad spectrum of business-related fields, including: sales, marketing, operations, finance, accounting, human resources, or office administration. The focus of our curriculum is to build essential business skills through in-depth instruction on core business functions.

Key topics covered include:

- Basic accounting and bookkeeping
- Marketing and sales effectiveness
- Managing and motivating employees
- Business law
- Becoming an entrepreneur
- Application of selected business software

Vocational Objective

The Business Management program is intended to provide useful job skills for graduates seeking to start their own business, or to work in an entry-level position in a variety of industries requiring business-related skills.

Industry Occupations

Employment of management occupations is projected to grow 6 percent from 2014 to 2024, about as fast as the average for all occupations, which will result in about 505,400 new jobs. Employment growth will be driven by the formation of new organizations and expansion of existing ones, which will require more workers to manage these operations.

(http://www.bls.gov/ooh/management/)

Bachelor of Arts in Business Management DE — Management Concentration

2000 Hours / 200 Quarter Credits / Approximately 25 months

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Arts in Business Management DE, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.

Core Courses		Quarter Credits
BMDE100	Introduction to Business Management	5
BMDE105	Business Applications 1 (documents and presentations)	5
BMDE110	Business Applications 2 (spreadsheets and databases)	5
BMDE115	Business Math	5
BMDE120	Business Communications	5
BMDE125	Introduction to Accounting	5
BMDE130	Electronic Accounting	5
BMDE135	Ethics and Professionalism	5
BMDE200	Business Law	5
BMDE205	Human Resource Management	5
BMDE210	Business Operations	5
BMDE215	Business Finance	5
BMDE220	Business Marketing and eMarketing	5
BMDE225	International Management	5
BMDE230	Business Management Capstone	5
BMDE300	Economics	5
BMDE305	Organizational Behavior	5
BMDE315	Strategic Management	5
BMDE325	Critical Thinking and Decision Making	5
BMDE330	Marketing Management	5
BMDE445	Business Analytics	5
BLMDE400	Theories, Practices and Ethics in Leadership	5
BLMDE430	Operations Management	5
BLMDE440	Project Management	5

General Education Courses		Quarter Credits
ENGDE101	English	5
ENGDE303	College Writing	5
MTHDE101	Introduction to Algebra	5
PSYDE101	Psychology	5
SOCDE101	Sociology	5
SOCDE302	Ethics	5
SPCDE101	Public Speaking	5
STADE301	Statistics	5
POLDE305	American Government	5

Management Concentration		Quarter Credits
BMDE400	Consulting Management	5
BMDE410	Organizational Communications	5
BMDE415	Negotiation and Contract Management	5
BMDE425	Business Governance and Social Responsibility	5
BMDE430	Conflict and Change Management	5
BMDE440	Case Studies in Leadership and Management	5
BMDE450	Management Capstone	5

Program Total	200

Bachelor of Arts in Business Management DE — Project Management Concentration

2000 Hours / 200 Quarter Credits / Approximately 25 months

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Arts in Business Management DE, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.

Core Courses		Quarter Credits
BMDE100	Introduction to Business Management	5
BMDE105	Business Applications 1 (documents and presentations)	5
BMDE110	Business Applications 2 (spreadsheets and databases)	5
BMDE115	Business Math	5
BMDE120	Business Communications	5
BMDE125	Introduction to Accounting	5
BMDE130	Electronic Accounting	5
BMDE135	Ethics and Professionalism	5
BMDE200	Business Law	5
BMDE205	Human Resource Management	5
BMDE210	Business Operations	5
BMDE215	Business Finance	5
BMDE220	Business Marketing and eMarketing	5
BMDE225	International Management	5
BMDE230	Business Management Capstone	5
BMDE300	Economics	5
BMDE305	Organizational Behavior	5
BMDE315	Strategic Management	5
BMDE325	Critical Thinking and Decision Making	5
BMDE330	Marketing Management	5
BMDE445	Business Analytics	5
BLMDE400	Theories, Practices and Ethics in Leadership	5
BLMDE430	Operations Management	5
BLMDE440	Project Management	5

General Education Courses		Quarter Credits
ENGDE101	English	5
ENGDE303	College Writing	5
MTHDE101	Introduction to Algebra	5
PSYDE101	Psychology	5
SOCDE101	Sociology	5
SOCDE302	Ethics	5
SPCDE101	Public Speaking	5
STADE301	Statistics	5
POLDE305	American Government	5

Project Management Concentration		Quarter Credits
BPMDE300	Intermediate Project Management	5
BPMDE305	Advanced Project Management	5
BPMDE310	Project Management Execution and Control	5
BLMDE410	Leading Diverse Groups and Teams	5
BMDE400	Consulting Management	5
BMDE415	Negotiation and Contract Management	5
BPMDE450	Project Management Capstone	5

Program Total	200

Bachelor of Arts in Business Management DE — Accounting and Finance Concentration

2000 Hours / 200 Quarter Credits / Approximately 25 months

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Arts in Business Management DE, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.

Core Courses		Quarter Credits
BMDE100	Introduction to Business Management	5
BMDE105	Business Applications 1 (documents and presentations)	5
BMDE110	Business Applications 2 (spreadsheets and databases)	5
BMDE115	Business Math	5
BMDE120	Business Communications	5
BMDE125	Introduction to Accounting	5
BMDE130	Electronic Accounting	5
BMDE135	Ethics and Professionalism	5
BMDE200	Business Law	5
BMDE205	Human Resource Management	5
BMDE210	Business Operations	5
BMDE215	Business Finance	5
BMDE220	Business Marketing and eMarketing	5
BMDE225	International Management	5
BMDE230	Business Management Capstone	5
BMDE300	Economics	5
BMDE305	Organizational Behavior	5
BMDE315	Strategic Management	5
BMDE325	Critical Thinking and Decision Making	5
BMDE330	Marketing Management	5
BMDE445	Business Analytics	5
BLMDE400	Theories, Practices and Ethics in Leadership	5
BLMDE430	Operations Management	5
BLMDE440	Project Management	5

General Education Courses		Quarter Credits
ENGDE101	English	5
ENGDE303	College Writing	5
MTHDE101	Introduction to Algebra	5
PSYDE101	Psychology	5
SOCDE101	Sociology	5
SOCDE302	Ethics	5
SPCDE101	Public Speaking	5
STADE301	Statistics	5
POLDE305	American Government	5

Accounting and Finance Concentration		Quarter Credits
BAFDE300	Advanced Finance	5
BAFDE305	Financial Planning	5
BAFDE310	Financial Risk Management	5
BAFDE315	Financial Accounting	5
BAFDE400	Advanced Accounting	5
BAFDE415	Government and Not-For-Profit Accounting	5
BAFDE450	Accounting and Finance Capstone	5

Program Total	200

IX. Academics and Student Services

Graduation Requirements

In Platt College's effort to provide students a balanced program of instruction, it allows for students to take a program that best fits their needs. The following is a list of programs and terminology that is associated with them in order to help students accomplish their educational goals.

- **Bachelor of Science Degree = BS Degree**
- **Bachelor of Arts Degree = BA Degree**
- **Associate of Science Degree = AS Degree**
- **Associate of Arts Degree = AA Degree**
- **Diploma = Short Program that is TIV / financial aid eligible**
- **Certificate = Short Program non – TIV / financial aid eligible**

Upon successful completion of their program of instruction, the graduate will be awarded one of the following documents of completion, provided all financial obligations to the school have been met. To graduate, a student must meet all attendance requirements and attain a minimum cumulative grade point average as required by their specific program. In addition, all students must meet with Career Services and Financial Aid and must complete and sign all pre-graduation documentation prior to being approved for graduation.

SCHOOL OF GRAPHIC DESIGN:

For Graphic Design, and Visual Communication programs, a professional-quality portfolio must be presented, reviewed, and approved by a committee appointed by the Dean of Academics or designee.

Diploma in Graphic Design

(Note: This program is only offered at Platt's Ontario campus)
950 Hours / 66.5 Quarter Credit Hours (Approximately 13 months)

Associate of Arts Degree in Graphic Design

1200 Hours/91.5 Quarter Credit Hours (Approximately 15 months)

Bachelor of Arts in Visual Communication

2500 Hours / 189 Quarter Credit Hours (Approximately 31 months)

- 2D Print Specialization

SCHOOL OF BUSINESS AND LEGAL STUDIES:

Diploma in Paralegal Studies

900 Hours / 80 Quarter Credits (Approximately 11 months)

Associate of Arts in Paralegal Studies Degree

1150 Hours/105 Quarter Credit Hours (Approximately 15 months)

Bachelor of Arts in Paralegal Studies

2350Hours/ 217Quarter Credit Hours (Approximately 30 months)

Diploma in Criminal Justice

900 Hours / 80 Quarter Credits (Approximately 11 months)

Associate of Arts in Criminal Justice

1150 Hours / 103 Quarter Credit Hours (Approximately 15 months)

Bachelors of Arts in Criminal Justice

2350 Hours / 214 Quarter Credit Hours (Approximately 30 months)

Bachelors of Arts in Criminal Justice DE

2350 Hours / 214 Quarter Credit Hours (Approximately 30 months)

Diploma in Business Management Program Information

750 Hours / 75 Quarter Credit Hours / Approximately 10 months

Associate of Arts in Business Management Program Information

1000 Hours / 100 Quarter Credit Hours / Approximately 13 months

Bachelor of Arts in Business Management Degree Program Information

2000 Hours / 200 Quarter Credits / Approximately 25 months

- Business Management Concentration
- Accounting and Finance Concentration
- Project Management Concentration

Bachelor of Arts in Business Management DE Degree Program Information
2000 Hours / 200 Quarter Credits / Approximately 25 months

- Business Management Concentration
- Accounting and Finance Concentration
- Project Management Concentration

SCHOOL OF MEDICAL SCIENCES:

Bachelor of Arts in Health Care Management (Degree Complete)
1200 Hours / 100 Quarter Credit Hours (Approximately 15 months)

Bachelor of Arts in Health Care Management DE (Degree Complete)
1,200 Hours /100 Quarter Credit Hours (Approximately 15 months)

Associate of Science in Respiratory Therapy Degree
1730 Hours / 128.5 Quarter Credit Hours (Approximately 18 months)

Bachelor of Science in Respiratory Therapy DE (Degree Complete)
1110 Hours / 93 Quarter Credit Hours (Approximately 15 months)

Associate of Science in Diagnostic Medical Sonography
2060 Hours / 120 Quarter Credit Hours (Approximately 18 months)

Bachelor of Science in Diagnostic Medical Sonography Health Care Management
2740 Hours / 178 Quarter Credits (Approximately 27 months)

Diploma in Medical Assisting
860 Hours / 58 Quarter Credit Hours (Approximately 10 months)

Associate of Science in Medical Assisting
1260 Hours / 95 Quarter Credit Hours (Approximately 15 months)

Diploma in Medical Administrative Specialist
760 Hours / 50 Quarter Credits (Approximately 10 months)

Associate of Science in Medical Administrative Specialist
1210 Hours / 90 Quarter Credit Hours (Approximately 15 months)

Associate of Science in Health & Fitness Trainer
1,055 Hours / 92 Quarter Credit Hours (Approximately 15 months)

Certificate in Hemodialysis
280 Clock Hours (Approximately 3 months)

Certificate for Certified Nurse Assistant
164 Hours / Approximately 2 Months

Associate of Science in Veterinary Technology Degree
1681 Hours / 115 Quarter Credit Hours (Approximately 19 months)

Associate of Science in Veterinary Technology DE Degree
1675 Hours / 125 Quarter Credit Hours (Approximately 19 months)

Certificate in Veterinary Technician Alternate Route DE
325 Clock Hours (Approximately 6 months)

Diploma in Vocational Nursing
1750 Hours / 96 Quarter Credit Hours (Approximately 14 months)

Associate of Science in Vocational Nursing
1980 Hours / 119 Quarter Credit Hours (Approximately 17 months)

Associate of Science in Pharmacy Technician
1150 Hours / 101 Quarter Credits Hours (Approximately 15 months)

SCHOOL OF INFORMATION TECHNOLOGY:

Associate of Science in Information Technology
1,200 Hours / 110.50 Quarter Credit Hours (Approximately 15 months)

Diploma in Web Development Programming
600 Hours (Approximately 7 months)

PLATT COLLEGE
ACADEMICS & STUDENT SERVICES

General Information

Facilities: In the Los Angeles area, all courses are taught at 1000 South Fremont Ave, Building A9-W and A-10, Alhambra, CA 91803. In Ontario, all courses are taught at 3700 Inland Empire Boulevard, Ontario, CA 91764. In Riverside, all courses are taught at 6465 Sycamore Canyon Blvd, Riverside, CA 92507. In Anaheim, all courses are taught at 1551 South Douglass Road, Anaheim, CA 92806.

The Los Angeles Campus occupies approximately 40,000 square feet on four floors in Building A-9 West and Building A-10 at The Alhambra, a beautiful campus-like setting consisting of classic brick buildings built around a central courtyard landscaped with lush gardens and serene fountains. The Ontario Campus occupies 41,000 square feet in a one-story professional business park just north of the Ontario International Airport. The campus partially encircles a beautiful indoor atrium accessible to students, and is convenient to shopping, dining, and public transportation. The Riverside Campus occupies 31,000 square feet in modern two-story building in a professional business park. The beautifully constructed, LEED certified building contains a dramatic fountain-centered lobby and glass throughout. The Anaheim Campus occupies 55,000 square feet. The modern facility has advanced classrooms, computer, design, and medical labs, library, student lounge and administrative space.

Each campus includes classrooms, a library/learning resource center, offices, and other learning resources. The maximum number of students in a classroom, studio, or computer laboratory is 35. School equipment is typical of that used in the industry. Computers, servers, scanners, printers, drafting tables, and other peripheral equipment are in place and available for student use.

Student Records: Current official academic student files are maintained in fire-proof file cabinets, or stored in rooms equipped with sprinklers. Platt College maintains all files on-site for a period of at least five years from the last date of attendance. Student transcripts and enrollment agreements are maintained permanently. Students should report a change of address or name change to the registrar immediately as they occur. It is important that students keep the college informed of any change of address during the course of their enrollment as well as after graduation.

Events: Platt College hosts various events throughout the year for its students. Students have the opportunity to participate in career fairs, symposiums, lecture series, and museum visits. Students receive information from successful business people who address important issues concerning graphic design, multimedia, information technology networking, paralegal and health care careers.

Community Services: Platt College students are committed to helping the community. Many of our programs incorporate community service into the curriculum. Platt College believes that students who participate in community outreach benefit personally from the experience and are more attractive to employers.

Library / Learning Resource Center: The Platt College Library/Learning Resource Center offers a comprehensive collection of resources made available to our students in various publication formats (books, periodicals, etc.) to support our academic programs. Our campus information resources are available to students during class times and normal business hours, along with 24-hour access to our online resources. Borrowing privileges are available to all students interested in checking out circulating materials.

Scholarship Opportunities: Platt College participates in several scholarship opportunities for academically excellent students. For current scholarship information and applications, contact the financial aid department.

Advice and Guidance: Platt College attempts to develop close communication between the students and Administration. Students should feel free to contact the administrative staff for certain personal, vocational, and academic guidance. Platt College does not provide any form of psychological counseling, but can confidentially refer students to appropriate agencies and/or providers, upon request.

Housing: Platt College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Alhambra, CA rental properties start at approximately $1400.00 per month. According to rentals.com for Ontario, CA rental properties start at approximately $1200.00 per month. According to rentals.com for Riverside, CA rental properties start at approximately $1000.00 per month. According to rentals.com for Anaheim, CA rental properties start at approximately $1400.00 per month.

Termination: Students may be terminated for violation of any provision cited within this catalog or the Student and Employee Consumer Handbook including failure to meet financial obligations to the school, or violations of the Student Code of Conduct and/or Program guidelines. Platt College reserves the right to terminate for other non-discriminatory reasons, such as noncompliance with satisfactory academic progress policies and excessive absences.

Students are responsible for all of the information contained in the college catalog, in the Student and Employee Consumer Handbook, and Program policies and guidelines as applicable.

Revisions: Except as expressly provided in California Education Code Section 94898, Platt College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes, and to cancel programs of study, modes of delivery, upcoming start dates or individual courses as it deems necessary. If a course or program is cancelled, the school may schedule course completion at a later date or refund all monies paid for the cancelled course or program if the student does not wish to continue with the program at the later date. All Platt College programs are not available at all locations, please see an Admissions Representative for more information on specific enrollment information.

Academic Information and Policies

Instructional Schedule: Training is offered Monday through Sunday for morning, afternoon, and evening classes according to the campus location and program.

Definition of a Unit or Credit: Platt College measures student progress in quarter credit hours. The definition of a quarter credit hour is as follows:

One quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Articulation: Platt College sometimes maintains articulation agreements with select schools throughout Southern California. The schools with which Platt has current active agreements are listed in the Catalog addendum. Students should be aware, however, that program coursework and graduation requirements will vary considerably between schools. The Academic Dean, or a designee, will provide academic information to other institutions, upon request.

Satisfactory Academic Progress: To maintain satisfactory academic progress toward a degree, diploma, or certificate, a student must maintain a specified grade point average and proceed through the program at a specified minimum pace. For determining satisfactory academic progress (SAP), the programs are divided into ten (10) week terms or evaluation periods. Each term is comprised of two (2) five-week modules.

At the end of each term or evaluation period, the student's cumulative grade point average (CGPA) will be determined. The student must achieve the minimum CGPA during each term or evaluation period. See chart below:

Evaluation Period	CGPA Must Be
First Term	1.5
2 Term (and beyond)	2.0

Passing grades may vary by program, however, and students enrolled in the Veterinary Technology, Diagnostic Medical Sonography, Respiratory Therapy, or Vocational Nursing programs must consult their program Handbooks for further information.

If the students' CGPA falls below the levels specified in the chart above, he or she will be placed on Academic Warning after the completed term in which the student fell below the required CGPA. Platt College shall notify the student that he or she is placed on Academic Warning but is still eligible to receive Federal Financial Aid. If the student does not meet SAP in the following consecutive term, the student will be placed on Academic Probation, and informed that he or she has lost eligibility for Federal Financial Aid and will be terminated from the program. A student has the right to appeal the Academic Probation (SAP decision), but only within 30 days of the final posting of grades following the term in which the student failed to meet the

specified grade point average. If the student's Academic Appeal is approved by the Academic Dean, the student may continue to receive Federal Financial Aid for the next consecutive term. If the student doesn't meet the CGPA for the third consecutive term, the student will be terminated from the program.

See the following hypothetical situations:

Hypothetical Situations Concerning Satisfactory Academic Progress

Hypothetical Situation #1:

Term or Evaluation Period	Student's CGPA at End of Term or Evaluation Period	Result
08.31.18 to 11.09.18 (10-week period)	1.3	Student status changed to Academic Warning for duration of next Term or Evaluation Period. May continue to receive Financial Aid for the next Term or Evaluation Period.
11.10.18 to 1.27.19 (10-week period)	2.0 (or higher)	Student removed from Academic Warning status at end of Term or Evaluation Period.

Term or Evaluation Period	Student's CGPA at End of Term or Evaluation Period	Result
08.31.18 to 11.09.18 (10-week period)	1.3	Student status changed to Academic Warning for duration of next Term or Evaluation Period. May continue to receive Financial Aid for the next Term or Evaluation Period.
11.10.18 to 1.27.19 (10-week period)	1.99 (or below)	Student status changed to Academic Probation and will be withdrawn from the program and Financial Aid will end. Student may appeal the Academic Probation.

If a student's CGPA falls below 2.0 at any time during their tenure with the College, he or she will be in violation of the Satisfactory Academic Progress standards above and the student will be placed on Academic Warning. In this case, the evaluation process detailed above is repeated.

In cases where a class is repeated, both classes will appear on the student transcript. Only the make-up grade will be calculated in the student's CGPA. Platt College, on a case-by-case basis, reserves the right to accelerate the above policy on Satisfactory Academic Progress to include immediate termination of a student's enrollment if determined to be warranted by the College.

Required Completion Rate:
In addition to maintaining the CGPA specified above, students must progress toward completion of the program within a specified timeframe.

A student's completion rate is measured at the end of a term or evaluation period. All credits attempted, including repeated courses, transfer credits, withdrawn courses, and remedial courses will be counted as credit hours attempted. The additional measurement calculates a student's academic progress by the percentage of credit hours earned to the total credit hours attempted in their program of study. A student must achieve a completion rate of 50% or higher at the completion of their first term of enrollment with the college. A completion rate of 67% is required throughout the remainder of the program to be considered in good standing.

It should be noted that students are expected to complete the requirements for their course of study in the scheduled timeframe not to exceed 1.5 times (150%) the length of the program. Each individual case will be evaluated should the above standard be unattainable. The Director of Student and Academic Affairs reserves the right to make final determinations based on the extenuating circumstances presented.

Students receiving Veterans Administration benefits must complete their program within the originally contracted length of time or number of units. Students receiving Veteran's Benefits who fail to achieve the required CGPA by the end of the probation period will have their Veteran's Benefits interrupted and the DVA will be notified.

Satisfactory Academic Progress Appeal Process: A student may appeal the determination of Satisfactory Academic Progress and the termination of Financial Aid to the Academic Dean based upon extenuating circumstances.

Re-Entry Policy: Students who fail to return after an approved Leave of Absence, or are dismissed for failing to meet academic or financial requirements, may petition the Campus President for re-entry into their program, but must remedy the issue causing their dismissal prior to starting, and may only be allowed to restart on a space-available basis and for a probationary period to be determined by the Campus President and Academic Dean. All dropped students applying for readmission must wait 30 calendar days or 1 module, whichever is greater from their date of determination before they can re-enroll.

Attendance Policy: Attendance in all scheduled courses is essential for academic achievement. Perfect attendance – no absences, tardies or early departures are encouraged. Strong attendance and punctuality develops a sense of responsibility that will have a positive impact upon the student's professional career. Attendance is taken each day at Platt College. Attendance is tracked by the quarter hour. These increments accumulate over the length of the module and are added together to determine the total number of hours a student is absent. Students are responsible for notifying their instructor, Registrar and/or the Academic Dean if they are going to be absent from school. Students are encouraged to make non-school personal appointments at times that will not conflict with their scheduled classes. Platt College does not have an excused/unexcused absence policy. Students are responsible to attend all scheduled class sessions.

Additional, program-specific attendance requirements are listed in the course syllabus and may also be found in the Veterinary Technology, Diagnostic Medical Sonography, Vocational Nursing and Respiratory Therapy Student Handbooks. These handbooks are available through their respective Program Directors.

100% attendance for clock hour program students is required. If a student misses anytime within the course, they are required to make it up prior to the course ending. Students need to work with the Academic Dean to make up their lost time.

Students that are absent from school for fourteen (14) consecutive calendar days (excluding scheduled campus wide breaks and holidays that fall on a Monday - Friday) will be discontinued from their program for non-attendance at the end of day 14. Students will receive the appropriate grade of an F or W in accordance with Platt College's F/W policy. Students receiving Veterans Administration benefits who violate any provision of the attendance policy will have their Veteran's Benefits interrupted and the VA will be notified.

The Director of Student and Academic Affairs reserves the right to make final determinations based on the extenuating circumstances presented.

Attendance Probation: Platt College does not have an excused/unexcused absence policy. Students are responsible to attend all scheduled class sessions.

Plagiarism: Plagiarism means using another person's work, writing, words, ideas, research, graphics, programs, music, pictures, data, and/or other creative expression without giving the other person full credit Students must enclose another person's words in quotation marks, cite the appropriate source(s), and give citations when using the ideas of another person, even if those ideas are paraphrased. Platt College reserves the right to utilize outside anti-plagiarism resources to evaluate the originality of student work. Any student found guilty of plagiarism may be subject to disciplinary actions. Those disciplinary actions may include failing and repeating the course, suspension, and/or termination from the program. If a student has to repeat a course, financial aid may not cover that course.

Using words, ideas, computer code, or any work by someone else without giving proper credit is plagiarism. Any time information from a source is used, it must be cited.

Plagiarism and the Internet: The Internet has become a very popular resource for information for student assignments. The same rules regarding plagiarism that apply to a printed source also apply to resources found on the Internet when a student refers to work, writing, words, ideas, and the like or quotes from an internet site, he or she must cite that source. Many of the same rules apply when using visual information from an internet site; the source of the visual information or graphic must be cited.

Useful Strategies to Avoid Plagiarizing another Person's Work: If words, sentences, phrases, and the like are copied from a text, put what is copied in quotation marks. This is especially important when taking notes.

When paraphrasing, do not just rearrange or change a few words. A useful technique is:

1. Read the area to be paraphrased carefully;

   Cover up the text or close the book or computer page so the words cannot be seen;

2. Write out the idea in your own words without referring back to the words

3. Check the attempt at paraphrasing against the original text to be sure the same phrases or words have not been used and that the information is accurate.

At times students accused of plagiarism claim that their plagiarism occurred without their knowledge or intent. Since ignorance of this fundamental rule is not a reasonable defense, it is best to become thoroughly familiar with the various ways in which plagiarism can occur and ways to avoid plagiarizing someone's work. If there are any doubts or questions, take the responsibility to ask the instructor for clarification.

If found guilty of plagiarizing, a student may be subject to disciplinary actions up to and including suspension or termination from the program.

Grading

Letter Grades, Percentages and Grade Point Averages

Students are assigned letter grades (A through F) in their course work for each class attempted. The instructor uses a percentile breakdown and assigns final letter grades (see accompanying chart). Students may complete a class with a D – (.7). However, to graduate, a student must attain a minimum cumulative grade point average of 2.0 (C).

Additional, program-specific grading requirements may also be found in the Diagnostic Medical Sonography, Respiratory Therapy, Veterinary Technology Student Handbooks and Vocational Nursing. These Handbooks are available through the respective Program Directors at each Campus Location.

A Grade Point Average (GPA) is calculated from the letter grade using the following values:

Letter Grade	Percentile Range	Percentile Earned	Grade Point Assigned
A	96-100	100	4.0
A-	90-95	95	3.7
B+	87-89	89	3.3
B	83-86	86	3.0
B-	80-82	82	2.7
C+	77-79	79	2.3
C *	73-76	76	**2.0**
C-	70-72	72	1.7
D+	67-69	69	1.3
D	63-66	66	1.0
D- **	60-62	62	**0.7**
F	<59.9	50	0.0
W	N/A	N/A	0
T/C	N/A	N/A	0

* Minimum cumulative grade point average for entire course for a student to qualify for graduation.
** Minimum grade to pass any course (although this may be higher for certain programs, see program specific Handbooks).

Expanded Grade Symbol Definitions:

A	**(Excellent)** Meeting course requirements with a superior level of performance.
B	**(Good)** Meeting course requirements with a high level of performance.
C	**(Satisfactory)** Meeting course requirements with an acceptable level of performance.
D	**(Unsatisfactory)**
F	**(Failing)** Repeat course.
W	**Withdrawal**
T/C	**Transfer Credit**

Grade of Incomplete: Platt College does not issue a grade of incomplete on the Student Progress Report or on the Student Transcripts.

Make-up Work: All student work, assignments, quizzes, tests or projects must be completed and submitted on or before the final day of any module. The acceptance of any late or make-up work is at the sole discretion of the Instructor.

Final Grades: A Student Progress Report will be provided to each student within two (2) weeks of the final day of each five (5) week module. A student may request a Student Progress Report at any time by informing the Registrar. The Report will be prepared within one business day of the request. The student can pick up the Student Progress Report from the Registrar or request that it be mailed. Platt College may withhold a student's official transcript if the student is in default on a student tuition payment contract.

Grade Appeal Policy: (This process may be different for certain programs, refer to program specific Handbooks for details.)

Students may appeal a grade received in a class through the following steps:

a) The student must communicate with the faculty member that issued the grade, within 24 hours of receipt of the grade

b) If the faculty member denies the requested grade change, the student may appeal, in writing, to the Academic Dean (or designee) within 24 hours of the denial by the faculty member

c) Within 24 hours of the receipt of the written appeal, the Academic Dean (or designee) will meet with the faculty member to discuss the student's appeal, and review the supporting documentation provided by the student

d) The Academic Dean will then make a final recommendation, which may be confirmed by the faculty member

e) If the Academic Dean does not receive the confirmation of the faculty member, then the final decision will be made by the Director of Student and Academic Affairs or their designee.

f) Once approval has been granted, a grade change must be completed within 30 days.

Class Withdrawals: A withdrawal ("W") is issued to any student who is withdrawn from a class voluntarily or involuntarily. A "W" is calculated for credits attempted, but is not calculated in a student's grade point average (GPA). The Dean of Academics, or designee, must approve all class withdrawals.

Withdrawing from any class after the first 20% of scheduled hours or after 2 class sessions, whichever is greater may result in a grade of "F". If a student is placed on leave of absence after the first 20% of scheduled hours, that student may also receive a grade of "F".

Course Repetition: A student must repeat a course when the grade received was a failing grade or when the student received a W. In specialty allied health programs, students must refer to their handbooks for further information, and will be required to repeat a course. Students may only repeat a course once, thus students may only attempt any given course two times. If a student fails, withdraws or leaves a course to begin a LOA before completing and passing the course, these would all be considered attempts. The college does not charge for repeating a course according to policy. Please note that repeating a course may extend the original graduation date for the student. A student who must repeat a course will work with the Academic Dean to schedule the course.

The grade earned by a student retaking a course as a regular student becomes the recorded grade for that course. If a course is repeated (due to failure) the original grade is changed to "R" which is used to denote a repeated class and will not count in the calculation of the student's CGPA. The credits attempted in both courses will be considered calculated credits hours attempted for the purpose of determining Satisfactory Academic Progress (SAP).

Cumulative Grade Point Average Required for Graduation: Graduation from Platt College requires a minimum cumulative grade point average of 2.0 (C). Complete graduation requirements are described in the Graduation Requirements section of this catalog.

Continuing Education/Avocational Course Offerings: The school does not offer courses on a continuing education or avocational basis that do not fall within the scope of ACCSC accreditation.

Leave of Absence Policy: Platt College offers accelerated programs of study. As such, Leaves of Absence are discouraged, and are only granted for unusual mitigating circumstances. Written requests that are signed and dated and accompanied by all supporting documentation for the Leaves of Absence must be presented to the Academic Dean (or designee) prior to the end of the add / drop period of any module / term the student wishes to take a Leave of Absence. Students requesting a LOA must meet with the Registrar,

Academic Dean, Financial Aid Officer and Student Accounts Office before their request can be reviewed and considered for approval. A Leave of Absence may be granted for a maximum of 180 days in any 12-month period.

The commonly acceptable reasons for a Leave of Absence are:

- Medical emergency (including pregnancy)
- Family emergency
- Military service

During the leave of absence period, the student is obligated to continue to make their normally scheduled Platt College in-school student payments and maintain contact with campus staff. Students failing to return from a Leave of Absence as scheduled will be withdrawn from Platt College. Students much have successfully completed two modules and be making satisfactory academic progress to be eligible for a Leave of Absence. All requests made for a Leave of Absence after the add / drop period will be treated as a drop request and will be withdrawn from Platt College. The student will be required to re-apply for admission to the program when he / she is ready to re-enroll in Platt College.

Transferability of Credits

Transfer Credits: A Transfer Credit (**TC**) will appear on a student's transcript to indicate those courses for which the student has received college credit from another institution. Transfer Credits may be issued for Experiential Learning.

When reviewing transcripts to identify transferability of credits into Platt College degree programs, the following conditions must be met:

1. The courses were completed at an accredited college or university.

2. The courses were completed within the previous 8 years.
   - For the Vocational Nursing Program, all courses completed within the previous 5 years, with a grade of "C" or better are eligible for consideration

3. The courses are equivalent in content and number of credit hours to those offered by Platt College.

4. The courses considered for transfer are at the appropriate college year.
   - Freshman or sophomore year courses may be considered for waiver of Platt College Associate Degree level courses, only.
   - Junior or senior level courses may be considered for waiver of Platt College Associate Degree or Bachelor Degree level courses.
   - At no time may one transferred course be used to waive more than one Platt College course.

5. The student achieved a minimum grade of "C" or 2.0 for the courses considered for transfer.

6. To be accepted as waiver of Platt College courses, a student must submit official transcripts for transfer credit consideration.
   - Without receipt of official transcripts, Platt College will not issue Transfer Credit for any of its courses.

- Students wishing to transfer credits into Platt College for any program must deliver an official transcript to the Dean of Academics, or designee, within the first thirty (30) days from the day they start their program.
- Students MUST not attend or be scheduled for any class or classes that they are requesting a transfer credit. Once attendance has been posted a TC credit CANNOT be applied.
- Exceptions to any provision within are considered on an individual basis.

Transfer Credits are not calculated into the student's grade point average.

Experiential Learning: An applicant with the appropriate amount of industry experience may be qualified for waiver of Platt College courses by Experiential Learning. Experiential Learning will be evaluated based on a review of documented work experience and successful completion of relevant standardized tests.

The following criteria must be met for an applicant to qualify for Experiential Learning:

- Submit a resume detailing a minimum of two (2) years of industry experience.
- Submit a minimum of two (2) letters of professional reference.
- Depending upon the course the applicant wishes to waive, a professional portfolio must be submitted and reviewed by the Dean of Academics, or designee.
- Complete and pass with a grade of 3.7 or above (A- or above), the final examination for the course the applicant wishes to waive.

A grade of **TC** will appear on the student's transcript once the waiver of the course through Experiential Learning is approved.

Application for waiver of Platt College courses through Experiential Learning must be submitted to the Dean of Academics or designee, within the first thirty (30) days of the student's start date in their chosen program.

Maximum Number of Transfer Credits Allowed: The number of Platt College credits waived through the transfer of college course credits from previously attended schools or through Experiential Learning cannot amount to more than fifty-percent (50%) of the student's program.

Exceptions to any provision above may be considered on an individual basis with the Academic Dean, Campus President and Director of Student and Academic Affairs.

Directed Study: Some classes at Platt College may be assigned as Directed Study courses. This assignment will be at the discretion of the Academic Dean or Campus President with the written consent of the Director of Student and Academic Affairs.

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

The transferability of credits you earn at Platt College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate that you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational and personal goals. This may include contacting an institution to which you may seek to transfer after attending Platt College to determine if your credits, degree, diploma or certificate will transfer prior to enrolling at Platt College.

Career Services

The ultimate goal of Platt College is to assist all graduates in their job search in the field for which they have been trained. The school maintains an active career education program for qualified graduates. Graduates are given the opportunity to pursue job referrals generated by Career Services. A majority of our graduates who seek employment find positions in the field for which they are trained. **However, the school cannot guarantee employment.**

Career Services strives to see that each graduate understands the job search process. Placement begins on orientation day at which time the importance of the student's attendance and productivity in class is stressed. During the course of training, the Career Services staff meets with each student to become familiar with his or her special skills, background, and goals. Additionally, students participate in the following:

1 Writing résumés and letters of application.
2. Researching and contacting potential employers.
3. Interviewing skills workshops
4. Portfolio preparation.

Students are expected to cooperate with, and stay in contact with the Platt College Career Services department during their Academic Program and immediately following their Program completion.

Student Code of Conduct

Complete student roles and responsibilities are outlined within the Platt College Student and Employee Consumer Handbook.

Student Code of Conduct Policy: Students are expected to conduct themselves in a manner conducive to learning and one which also promotes the learning of others. Platt College operates in an office park environment. Under no circumstances will any behavior be tolerated that interferes or disrupts the business activities of the neighboring tenants. The following Code of Conduct is expected to be upheld by all students, and those who violate these provisions are subject to disciplinary measures including suspension and possibly termination from the Program:

- Not to act in such a manner as to bring unfavorable criticism upon the school, staff, or any fellow student.
- Never to enter or attempt to enter or be upon any school property or to engage in any school, function while under the influence of alcohol, drugs or narcotics of any kind.
- To cooperate fully with the school's staff and instructors, so as to successfully conclude the selected program or course within the scheduled training program.

- Not to sell or offer to sell to any student any commodities or services without written permission of the school administration.
- Not to interfere with the learning process of other students, classroom presentation, or individual instruction being conducted in any class or session of the school and to refrain from any form of cheating, plagiarism or unprofessional conduct.
- To comply with the requests of the instructor relating to student conduct and the student dress code as stated in the student and consumer handbook.
- To comply with all safety and health requirements of the school, local, state, and federal laws.
- Not to remove from the school any supplies, textbooks, equipment or property of the school without written permission from one of the school's administrators.
- To refrain from using profane or abusive language while on the school premises or during any school function.
- To refrain from bringing any weapon on school premises. A weapon includes any type of firearm, knife, switchblade, bomb, or incendiary devices.
- To refrain from any disorderly, indecent, or obscene conduct or expression of sexual harassment.
- To refrain from any type of rioting including aiding, abetting, or inciting riot.
- Physical abuse, verbal threats, bullying, or intimidation directed toward other students, staff, or campus visitors.
- Obstruction of pedestrian or vehicular traffic on college premises.
- Any activity involving Platt College campus computing resources which knowingly interferes with someone else's academic freedom or rights to privacy, the institution's goals and policies, local state, or federal laws.
- Falsification, distortion, or misrepresentation of information before a college official or judiciary body.
- Misuse of safety equipment, false bomb or fire alarms, or misinforming safety or security personnel.
- Furnishing false information or academic credentials with the intent to deceive or mislead college officials in making admissions, scholarship, and financial aid determinations on the student's behalf.

Drug Free Schools & Communities Act:

Platt College is committed to the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. §1145g).

Drug-Free Campus: It is the policy of Platt College to maintain a drug-free living and learning environment and workplace. As a result, the College does not tolerate and strictly prohibits the possession, use, and/or distribution of alcohol, drugs, and/or drug paraphernalia by any member of the Platt College community, including students and guests of its community. Disregard of this policy will subject offenders to disciplinary action up to and including dismissal from the College.

Additionally, some academic programs may require strict drug testing policies. Platt College reserves the right to administer a random drug test prior to students attending their first clinical rotation in these programs, and at random times during the remainder of their time at Platt. If a student refuses to submit to drug testing either at Platt or at their assigned clinical site, the student may be subject to withdrawal from the program. Additional information on program-specific drug testing is available from the Program Chair.

The College's interest in disciplining offenders is not punitive, but rather to establish clear limits of conduct for members of the campus community. Therefore, the College subscribes to a disciplinary process that could subject the violator to disciplinary action including termination from the program.

Honor Code: Each student is honor bound to report to school officials any violation of the Student Code of Conduct by any person on the campus.

Violation of the Student Code of Conduct is grounds for dismissal. All reports shall be submitted in writing, signed, and dated by the student. Submission of a false report shall be grounds for dismissal.

Harassment Policy: It is the policy of Platt College to promote an environment conducive to learning and free from harassment of any kind, including sexual harassment. Harassment is considered intolerable behavior and complaints will be investigated and acted upon promptly. Students found to have engaged in harassment may have their enrollment terminated.

Students who have any questions regarding this policy, or who wish to complain of harassment, should contact the Campus President. Complaints alleging harassment will be treated as confidentially as possible.

Dress Code: Platt College is located in a business park environment; therefore, appropriate attire is necessary. A student's appearance should never disrupt or distract from the classroom objective. Any student not complying with these requirements may be asked to leave class, which may result in an absence for the class session. Continued non-compliance may lead to dismissal.

Students enrolled in Platt College's Allied Health programs are required to wear medical attire as specified during the enrollment process.

Student Complaint and Grievance Procedure

Students are encouraged to address their complaints to campus administrators as they occur for the quickest and most satisfactory resolution. Student preferring to file a formal complaint can follow the procedures as outlined in the Student and Consumer Handbook, and/or request a complaint form from the Academic Dean or Campus President.

Student Complaint / Formal Grievance Procedure

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

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Megan Clifton, Director of Student and Academic Affairs at mclifton@plattcollege.edu or online at www.accsc.org.

Platt College Policy for Students with Disabilities

This policy is to ensure that Platt College does not discriminate against any applicant or student based on disability. The purpose of this Policy is to set forth Platt College's policy against discrimination (including harassment) on the basis of disability, to set reasonable standards for documentation of a disability, to outline reasonable procedures for requesting academic accommodations, to provide for an interactive process for determining appropriate academic accommodations, to specify procedures for appealing determinations related to disability services, and to identify the campus Section 504 coordinator with responsibility for campus compliance with Section 504.

Students enrolled in Academic Programs at Platt College should complete the steps listed below well in advance of the anticipated need for services and accommodations. Students should allow for a reasonable period of time for the proper evaluation of requests and the implementation of approved requests:

1. Students must meet admissions eligibility requirements for their intended Academic Program before requesting accommodations.

2. Prospective students requiring accommodations should first contact the Campus President. Documentation of disabilities and needs may be required and subject to verification, and the Campus President will direct prospective students to the Academic Dean, who can provide complete information. Existing students requiring accommodations should contact the Academic Dean.

3. Platt College will make a case-by-case determination of the student's need for any requested auxiliary aids, accommodations, or special services determined to be necessary.

4. The Academic Dean will address all accommodations which affect the physical structure, furnishings, or equipment in coordination with the Campus President.

Documentation of Disability: Any student with a disability who wishes to receive academic accommodations must provide current verification of the disability in the form of assessments done by a certified and/or licensed professional trained in the related disability. The documentation must generally be within the last three (3) years (or sooner at the discretion of the ADA Committee) and it must describe the disability.

Documentation used to assess the need and establish appropriate academic accommodations are outlined on the ADA accommodation application available from the Academic Dean, who can also answer any questions you may have about the criteria.

In some circumstances where the disability is obvious, Platt College may provide academic accommodations while the student is in the process of obtaining and gathering the documentation of a disability.

Reasonable Academic Accommodations: Reasonable academic accommodations are made under the guidance and provisions of Section 504 of the Rehabilitation Act of 1973 and Title I of the ADA. The college is not required to provide accommodations if they will "fundamentally alter" the nature of the academic program being offered.

Procedures for Requesting and Determining Academic Accommodations: The Campus Academic Dean is the designated Campus Disability Coordinator for compliance with Section 504.

To request academic accommodations, a student with a disability must contact the Campus Disability Coordinator. All requests for academic accommodations must be made to the Campus Disability Coordinator. Making a request and/or disclosing a disability to a faculty or staff member will not be treated as a request for academic accommodations. If a student informs faculty or staff member that he or she has a disability, the faculty or staff member must refer the student to the Campus Disability Coordinator. The Academic Dean and the student will promptly discuss the appropriate documentation needed to establish the student's disability and the need for academic accommodations. The student will also complete and submit a "Disability Accommodations Request Form." The Academic Dean will discuss the Accommodation Request form with the student and ensure all necessary documentation has been provided for the college to make a determination. The Disability Coordinator will notify the student in writing within ten (10) business days with a decision from the ADA Committee regarding the approved academic accommodations. If the Committee has denied any request for academic accommodation, the denial must be in writing and must include a reason for the denial, and must be discussed with the student. The Academic Dean will provide written notice of the approved academic accommodations to faculty members and other individuals with responsibility for providing the academic accommodations; however, this information is to remain confidential and secure.

Students who disagree with the determinations made by the ADA Committee with respect to disability-related services may file an appeal using the appeals process outlined below (see "Appeals Procedure").

Implementation of Approved Academic Accommodations: Absent a significant health or safety concern, instructors are required to provide all approved academic accommodations. If an instructor has questions about the approved academic accommodations, the instructor should immediately contact the Campus Disability Coordinator. Instructors may not unilaterally make a determination as to whether the student has a disability, the extent of the student's disability, or the appropriateness of an approved academic accommodation.

Appeals Procedure: If a student is dissatisfied with the determination or provision of any disability related services, the student may file an appeal. Dissatisfaction may include, without limitation, a determination that the student is not disabled, a denial of the student's request for disability related services (such as a request for academic accommodations), delay in the provision of an approved academic accommodation, or the non-provision of an approved academic accommodation by an instructor or staff member.

Appeals should be made in writing and directed to the Campus President at the student's home campus. The appeal should include a statement of the steps taken to date, the results obtained (if any), and the basis for the student's dissatisfaction.

The Campus President will then attempt to resolve the issue(s). The student will be provided with a written decision regarding the appeal within fifteen (15) business days after the appeal is received by the Campus President. If a student is dissatisfied with the written decision of the Campus President, the student may file for a second-stage appeal, in writing, to the Director of Student and Academic Affairs by e-mailing Regulatory@plattcollege.edu. This written appeal may include a request for a meeting with the Director of Student and Academic Affairs, which may take place either in-person or by other means, at the discretion of Platt College. This second-stage appeal must be filed within ten (10) business days of receiving the written decision of the Campus President. Upon receipt, the Director of Student and Academic Affairs will review the appeal and will issue a written decision to the student and all interested parties within ten (10) business days of the conclusion of the investigation.

Grievance Procedure: Platt College is committed to a policy of nondiscrimination on the basis of race/color, national origin/ancestry, sex (including gender identity), religion, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation, or pregnancy. Any allegations of discrimination will be promptly and fully investigated, and appropriate action will be taken in a timely manner. Any student, employee, or guest of Platt College may file an anonymous complaint at Feedback@PlattCollege.edu

Any student or employee who believes that Platt College has discriminated against him or her may file a grievance using the grievance procedure stated in the Platt College Catalog. This policy may also be found in the Platt College Student and Employee Consumer Handbook, which can be accessed online at www.plattcollege.edu.

In addition, students may be able to file a complaint with the United States Department of Education, Office for Civil Rights. They can contact the Office for Civil Rights for more information at the following:

United States Department of Education
Office for Civil Rights
50 Beale Street, Suite 7200 • San Francisco, CA 94105
(415) 486-5555 • www.ed.gov/ocr

Campus Safety

Safety from accidents is the responsibility of everyone. The school strives to offer a safe environment for students, employees, and visitors to the campus and encourages you to comply with all safety standards including:

1. Smoking is restricted to the designated outside areas.

2. Food, drink, and their containers are restricted to designated break areas and are prohibited from all classrooms and labs at all times.

3. Lab equipment may be used only with an instructor's knowledge, permission, and supervision.

4. Parking is limited to designated areas with the expectation that students will demonstrate safe and courteous driving. Failure to comply may lead to termination from school.

If you are injured, are aware of injury to another student or are aware of a safety hazard on campus, please report this information to your instructor, the Academic Dean or the Campus President immediately.

Campus Safety information is covered during New Student Orientation, and by the course instructor on the first day of class.

FULL CAMPUS EMERGENCY PREPAREDNESS INFORMATION, EMERGENCY NOTIFICATION DETAILS, AND CAMPUS SAFETY GUIDELINES ARE AVAILABLE IN THE STUDENT AND CONSUMER HANDBOOK.

Campus Security Cameras: As part of its ongoing effort to maintain a safe learning environment for students, faculty, and staff, Platt College uses security cameras in classrooms and common areas.

Campus Crime Statistics: In compliance with P.L. 102-226, campus crime statistics are maintained for public and student review and distribution at each Platt College campus on or before October 01 of every year, and are available in the Student and Employee Consumer Handbook. All students, staff, vendors, and guests of the campus are required to report any crime they believe to have occurred on the campus-controlled property immediately. This report can be made anonymously to any campus staff, or electronically by emailing Feedback@PlattCollege.edu. The only individuals that are exempt from this reporting are those that have confidential counseling as their primary profession, such as Religious or Pastoral Counselors, and Mental Health professionals. The reported crime statistics are updated annually and reflect the most recent reporting period from the U.S. Department of Education's OPE Campus Security Statistics website at http://ope.ed.gov/security. In addition, the campus crime statistics are available at the Platt College website at www.plattcollege.edu.

Title IX: In compliance with Title IX of the Education Amendments of 1972 (Title IX), which prohibits sex discrimination in education programs and activities Platt College has designated the Director of Student and Academic Affairs as the Title IX coordinator. The Director of Student and Academic Affairs can be reached via email at Regulatory@plattcollege.edu or by mail at 6465 Sycamore Canyon Blvd, Suite 100, Riverside CA 92507.

School Calendar

Expected graduation dates may be influenced by a one-week annual winter break or similar academic interruptions, which may include a leave of absence, a repeated course, intentional breaks between consecutive terms / semesters, or a change of program. Please refer to the Catalog Insert for specific start dates for upcoming modules. Modules are five (5) weeks long and run successively throughout the year.

X. Tuition and Fees

Current Pricing for each Program's Tuition, Fees, and Books are available in the College Catalog Addendum.

Tuition Payment Policy

Each Program's tuition and book charges are billed by term throughout the program.

- All charges are due within 7 calendar days of the start of the payment period and/or term.
- Tuition and charges may vary by term.
- Students may request a copy of their student ledger card from Student Accounts to view and review all current and previous charges and payments that have been made to their account.
- Students are responsible for repaying the loan amounts, plus any interest that have been incurred as of the date of withdrawal.

Student Tuition Recovery Fund (STRF)

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

PLATT COLLEGE
COURSE DESCRIPTIONS

XI. Course Descriptions

APH101 — Anatomy & Physiology
Comprehensive knowledge of Anatomy and Physiology is a fundamental prerequisite to Medical sciences. Upon completion of this subject, the student will have practical knowledge about the structural levels of organization, anatomical components, and physiology. The student will also learn about Medical Terminology and relationships related to various body organs and anatomical directions, planes, and body cavities. The student will have a clear understanding of the anatomy and physiology of a typical cell, tissues, organs, systems of the human body and homeostasis and its importance in the human body.
Prerequisite: None **60 Hours** **6.0 Quarter Credits**

ART111 — Introduction to Design Concepts
At the conclusion of this course, students will be able to identify and apply basic design principles and identify and utilize the design processes necessary to successfully solve design problems using metrics provided. Students learn to apply the basic principles of layout, color theory, deductive and strategic thinking. Students will gain experience using markers, colored pencils and graphite as rendering tools in order to create comprehensives beginning with thumbnails. Teamwork, brainstorming, concept development and presentation skills are emphasized.
Prerequisite: None **100 Hours** **7.0 Quarter Credits**

ART112 — Typography
This course covers typographic terminology and the application of type as a communication tool. Deductive and strategic thinking processes are taught and applied as tools for problem solving. The history of typography, major type families, the study of basic letter forms and typographic contrast are examined for skill building towards the understanding of type as a visual language.
Prerequisite: None **100 Hours** **7.0 Quarter Credits**

ART114 — Fundamentals of Drawing
This course is an introduction to basic drawing and composition. The course will include the study of value, texture, form and perspective. Students will have a working knowledge of terminology, the history of drawing and various drawing techniques.
Prerequisite: None **100 Hours** **7.0 Quarter Credits**

BAF300 – Advanced Finance
This course is designed to provide students with an introduction to corporate finance. Topics cover includes financial management, valuation of assets, capital budgeting, capital structure, and financial statement analysis.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BAF305 – Financial Planning
This course is designed to provide students with the skills to understand the importance of financial planning in the business world. Topics covered will include ethical and legal considerations, global markets, and technological innovation on efficient economic outcomes.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BAF310 – Financial Risk Management
This course is designed to provide students with an overview of all of the hedging markets and hedging instruments. Topics covered will include hedging use of options, forwards, futures, swaps, and options on futures. It focuses on advanced financial risk management of interest rates, currency rates, equity returns, and fixed income returns.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BAF315 – Financial Accounting
This course is designed to provide students with and overview of financial accounting and its importance in the business world. The emphasis is on business combinations, consolidated financial statements, partnerships, and foreign currency transactions and translations.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BAF400 – Advanced Accounting
This course is designed to provide students with the concepts of managerial accounting. Topics covered include cost accumulation, decision-making and control. Students will learn to think about accounting issues from a managerial point of view.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BAF415 – Government and Not-For-Profit Accounting
This course is designed to provide students with an overview of governmental and not-for-profit accounting. It will cover the unique characteristics and the major types of government and not-for-profit organizations. It will discuss the GASB state and local government financial reporting model, including the dual perspective of government-wide and fund financial statements.
Prerequisite: None **50 Hours** **5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

BAF450 – Accounting Finance Capstone
This course is designed for students to complete a final project that will utilize all of the knowledge that they have obtained throughout the program. It will allow students to demonstrate mastery of the various course competencies in the accounting and finance concentration.
Prerequisite: completion of all Business Management and Accounting and Finance courses
50 Hours **5 Quarter Credits**

BAFDE300 – Advanced Finance
This course is designed to provide students with an introduction to corporate finance. Topics cover includes financial management, valuation of assets, capital budgeting, capital structure, and financial statement analysis.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BAFDE305 – Financial Planning
This course is designed to provide students with the skills to understand the importance of financial planning in the business world. Topics covered will include ethical and legal considerations, global markets, and technological innovation on efficient economic outcomes.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BAFDE310 – Financial Risk Management
This course is designed to provide students with an overview of all of the hedging markets and hedging instruments. Topics covered will include hedging use of options, forwards, futures, swaps, and options on futures. It focuses on advanced financial risk management of interest rates, currency rates, equity returns, and fixed income returns.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BAFDE315 – Financial Accounting
This course is designed to provide students with and overview of financial accounting and its importance in the business world. The emphasis is on business combinations, consolidated financial statements, partnerships, and foreign currency transactions and translations.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BAFDE400 – Advanced Accounting
This course is designed to provide students with the concepts of managerial accounting. Topics covered include cost accumulation, decision-making and control. Students will learn to think about accounting issues from a managerial point of view.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BAFDE415 – Government and Not-For-Profit Accounting
This course is designed to provide students with an overview of governmental and not-for-profit accounting. It will cover the unique characteristics and the major types of government and not-for-profit organizations. It will discuss the GASB state and local government financial reporting model, including the dual perspective of government-wide and fund financial statements.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BAFDE450 – Accounting Finance Capstone
This course is designed for students to complete a final project that will utilize all of the knowledge that they have obtained throughout the program. It will allow students to demonstrate mastery of the various course competencies in the accounting and finance concentration.
Prerequisite: completion of all Business Management and Accounting and Finance courses **50 Hours** **5 Quarter Credits**

BIO101 — Microbiology
This course is designed to provide the student with a foundation in basic microbiology with emphasis on infectious diseases. The student will gain a basic understanding of the various characteristics of microorganisms in general and the specific characteristics of pathogenic bacteria, viruses, fungi, and protozoa.
Prerequisite: None **60 Hours** **6.0 Quarter Credits**

BIO103A – General Biology & Microbiology

This course is designed to provide the student with a foundation in basic biology. The student will gain a basic understanding of the foundations of life, classifications of species, and animal cell and tissue function.
Prerequisite: None **60 Hours** **6.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

BIODE103 – General Biology & Microbiology
This course is designed to provide the student with a foundation in basic biology. The student will gain a basic understanding of the foundations of life, classifications of species, and animal cell and tissue function.
Prerequisite: None **60 Hours** **6.0 Quarter Credits**

BLM301 — Introduction to U.S. Healthcare System
The Course provides a comprehensive introduction to the US healthcare system. Overviews of existing delivery systems, healthcare delivery concepts, access to care, and other critical issues are presented. The course includes the mission of public health; models of health promotion and disease prevention; and determinants of health and health services utilization. The financing, organization, staffing, delivery, and payment of the U.S. healthcare system is described, Issues of competition, regulation, technology, quality, primary care, long-term care, mental health and bioethics are introduced and discussed.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLM302 — Current Issues, Trends, and Innovations in U.S. Healthcare
Examination of new technologies, health care delivery models, and the phenomenon of sophisticated consumers. Healthcare reimbursement and potential changes in payment structures are explored. Assessment of the impact of science, technology, ethics, and government on the provision of health care.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLM303 — Quality Improvement in Healthcare
Assessment of specific interventions and initiatives to improve the quality and cost-efficiency of health care from the perspectives of providers and patients. Analysis of the structures in place to enhance the quality of health care delivery and political and economic influences that affect quality improvement programs in both the public and private sectors.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLM304 — Organization and Management of Healthcare Systems
This course explores in further detail the organization of current healthcare delivery systems in the United States, and introduces basic management principles as they apply to the delivery of services provided by health science disciplines. Issues addressed include information systems, leadership, team building, fiscal management, human resource management, quality improvement, and management of conflict and change.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLM400 — Theories, Practices, and Ethics of Leadership
This course is designed to provide students with a comprehensive understanding of leadership as phenomenon and its impact on the organizational behavior of individuals. Major theories of leadership will be examined and leadership will be integrated into the various internal and external organizational and situational factors. An emphasis will be placed upon developing a personal, ethical leadership style that is applicable in the daily operations of today's organizations.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLM405 — Organizational Dynamics and Change Management
This course is designed to provide students with a working understanding of how to manage the change and improvement process in today's organizations.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLM410 — Leading Diverse Groups and Teams
This course will examine the principles of building and sustaining highly effective teams through the application of leadership theory to groups that are diverse in gender, ethnicity, education, and functional expertise. Special emphasis will be placed upon the role of the leader in establishing effective collaboration among the members, comprehensive understanding of the nature of teams, their functioning and impact on individual and group behavior.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLM420 — Organizational Training and Development
This course provides essential managerial-level comprehension of training theory and its practical applications in the business and management environment. Students learn how to design instructional training programs beginning with the needs assessment and continuing through the evaluation phase. Special emphasis will be placed on the current trends and issues in training and development to include the rapid changes in technology and job design, along with the increasing importance of learning — and knowledge — based organizations.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLM430 — Operations Management
This course provides essential managerial-level comprehension of operations management and its practical applications in the business environment. Students learn how processes, products and services interact in operations management. The course also touches on the subject of project management. Students will also develop comprehension of resource management, quality management and quality improvement.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

BLM440 — Project Management
This course provides an overview of the concepts, procedures and fundamental processes of project management for working professionals. Students are introduced to the principles, tools, and techniques of project management within an integrative framework. The course emphasizes that, for most organizations, projects are the primary means for implementing strategic initiatives. This course uses real-world examples and identifies common mistakes and pitfalls in project management. The nine areas of the Project Management Institute's Project Management Body of Knowledge (PMBOK) are incorporated.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLM450 — Transforming Organizations
This course provides an overview of the human and intellectual capital that is critical to success, and the management of these resources in four information-intensive settings ;(1) managing innovation, (2) managing collaboration, (3) managing team decision-making, and (4) managing change and adaption. The course puts a particular emphasis on the important tasks of developing well-aligned, high performance organizations and on the challenges of leading change in organizations.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLM460 — Leading Strategic Organizational Sustainability
This course examines how companies develop strategies based on financial, social and environmental criteria. The course looks at how organizations integrate the principles of sustainability into key functional activities, including strategy, marketing, human resources, accounting, and information systems and obtain competitive advantage through sustainability-based approaches. Students learn the importance of a multiple stakeholder perspective of organization management and change based on engagement with employees, consumers, competitors, nongovernmental organizations and public agencies.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLM470 — Research and Evaluation Methods in Leadership
This course introduces the concepts, principles, and methods of organizational research. Special emphasis is given to the study of the scientific method of problem solving and the systematic review of leadership research literature. The primary goal of the course is to strengthen student's critical thinking and reasoning skills to become better consumers of educational research. Another goal of the course is to strengthen student's skills as a competent researcher results, and to strengthen their skills at planning organizational research.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLM490 — Leadership Capstone Seminar
The capstone course is designed to be the culminating work for the Bachelor's degree in Leadership and Management. Under the guidance of the instructor, students will design a project to demonstrate their mastery of leadership theories, application, and frameworks. Students will include scholarly research, attention to ethical awareness, and demonstrate critical analysis in their project.

Prerequisites: All Leadership and Management Core Courses
50 Hours **4.0 Quarter Credits**

BLMDE301 — Introduction to U.S. Healthcare System
The Course provides a comprehensive introduction to the US healthcare system. Overviews of existing delivery systems, healthcare delivery concepts, access to care, and other critical issues are presented. The course includes the mission of public health; models of health promotion and disease prevention; and determinants of health and health services utilization. The financing, organization, staffing, delivery, and payment of the U.S. healthcare system is described, Issues of competition, regulation, technology, quality, primary care, long-term care, mental health and bioethics are introduced and discussed.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLMDE302 — Current Issues, Trends, and Innovations in U.S. Healthcare
Examination of new technologies, health care delivery models, and the phenomenon of sophisticated consumers. Healthcare reimbursement and potential changes in payment structures are explored. Assessment of the impact of science, technology, ethics, and government on the provision of health care.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLMDE303 — Quality Improvement in Healthcare
Assessment of specific interventions and initiatives to improve the quality and cost-efficiency of health care from the perspectives of providers and patients. Analysis of the structures in place to enhance the quality of health care delivery and political and economic influences that affect quality improvement programs in both the public and private sectors.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

BLMDE304 — Organization and Management of Healthcare Systems
This course explores in further detail the organization of current healthcare delivery systems in the United States, and introduces basic management principles as they apply to the delivery of services provided by health science disciplines. Issues addressed include information systems, leadership, team building, fiscal management, human resource management, quality improvement, and management of conflict and change.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLMDE400 — Theories, Practices, and Ethics of Leadership
This course is designed to provide students with a comprehensive understanding of leadership as phenomenon and its impact on the organizational behavior of individuals. Major theories of leadership will be examined and leadership will be integrated into the various internal and external organizational and situational factors. An emphasis will be placed upon developing a personal, ethical leadership style that is applicable in the daily operations of today's organizations.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLMDE405 — Organizational Dynamicsand Change Management
This course is designed to provide students with a working understanding of how to manage the change and improvement process in today's organizations.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLMDE410 — Leading Diverse Groups and Teams
This course will examine the principles of building and sustaining highly effective teams through the application of leadership theory to groups that are diverse in gender, ethnicity, education, and functional expertise. Special emphasis will be placed upon the role of the leader in establishing effective collaboration among the members, comprehensive understanding of the nature of teams, their functioning and impact on individual and group behavior.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLMDE420 — Organizational Training and Development
This course provides essential managerial-level comprehension of training theory and its practical applications in the business and management environment. Students learn how to design instructional training programs beginning with the needs assessment and continuing through the evaluation phase. Special emphasis will be placed on the current trends and issues in training and development to include the rapid changes in technology and job design, along with the increasing importance of learning — and knowledge — based organizations.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLMDE430 — Operations Management
This course provides essential managerial-level comprehension of operations management and its practical applications in the business environment. Students learn how processes, products and services interact in operations management. The course also touches on the subject of project management. Students will also develop comprehension of resource management, quality management and quality improvement.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLMDE440 — Project Management
This course provides an overview of the concepts, procedures and fundamental processes of project management for working professionals. Students are introduced to the principles, tools, and techniques of project management within an integrative framework. The course emphasizes that, for most organizations, projects are the primary means for implementing strategic initiatives. This course uses real-world examples and identifies common mistakes and pitfalls in project management. The nine areas of the Project Management Institute's Project Management Body of Knowledge (PMBOK) are incorporated.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLMDE450 — Transforming Organizations
This course provides an overview of the human and intellectual capital that is critical to success, and the management of these resources in four information-intensive settings; (1)managing innovation, (2) managing collaboration, (3) managing team decision-making, and (4) managing change and adaption. The course puts a particular emphasis on the important tasks of developing well-aligned, high performance organizations and on the challenges of leading change in organizations.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLMDE460 — Leading Strategic Organizational Sustainability
This course examines how companies develop strategies based on financial, social and environmental criteria. The course looks at how organizations integrate the principles of sustainability into key functional activities, including strategy, marketing, human resources, accounting, and information systems and obtain competitive advantage through sustainability-based approaches. Students learn the importance of a multiple stakeholder perspective of organization management and change based on engagement with employees, consumers, competitors, nongovernmental organizations and public agencies.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

BLMDE470 — Research and Evaluation Methods in Leadership
This course introduces the concepts, principles, and methods of organizational research. Special emphasis is given to the study of the scientific method of problem solving and the systematic review of leadership research literature. The primary goal of the course is to strengthen student's critical thinking and reasoning skills to become better consumers of educational research. Another goal of the course is to strengthen student's skills as a competent researcher results, and to strengthen their skills at planning organizational research.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

BLMDE490 — Leadership Capstone Seminar
The capstone course is designed to be the culminating work for the Bachelor's degree in Leadership and Management. Under the guidance of the instructor, students will design a project to demonstrate their mastery of leadership theories, application, and frameworks. Students will include scholarly research, attention to ethical awareness, and demonstrate critical analysis in their project.
Prerequisites: All Leadership and Management Core Courses
50 Hours **4.0 Quarter Credits**

BM100 – Introduction to Business Management
This course introduces the student to the basic business management concepts and techniques used in organizing and maintaining an effectively run business or department. An overview of personnel management, budgeting, staffing, and evaluation of work flow will be discussed.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM105 – Business Applications 1 (documents and presentations)
This course introduces the student to the basics of word processing and presentation development. It will demonstrate how to create presentation of material for the purposes of disseminating information and communicating to individuals or groups. The student will create a variety of documents and presentation formats. The information taught in this course will allow for the student to sit for certification in presentations.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM110 – Business Applications 2 (spreadsheets and databases)
This course introduces the student to skills associated with spreadsheet creation and use. It will introduce the student to the basic principles and techniques required for database design. The skills learned will be applied to the development of tables, forms, reports, templates, and custom form letters. The information taught in this course will allow for the student to sit for certification in spreadsheets.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM115 – Business Math
This course is designed to provide students with the ability to apply mathematical applications in business practices. It includes a review of basic business math skills with particular emphasis on fractions, percentages, bank reconciliations, equations, discounts, interest, taxes, and financial statements.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM120 – Business Communications
This course is designed to introduce practical communication skills, including the mechanics and principles of effective business writing and research methods and compiling reports. Focus is on an understanding of writing styles appropriate to the business world and on speaking and presentation styles appropriate to the key activities in the business world.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM125 – Introduction to Accounting
This course is designed to introduce an understanding of accounting principles along with a working knowledge of GAAP and the accounting process. Students learn to work with financial statements, reconciliation and balance sheets.
Prerequisite: BM115 - Business Math
50 Hours **5.0 Quarter Credits**

BM130 – Electronic Accounting
This course is designed to provide students with a working knowledge of accounting software through numerous practical exercises. Students will become familiar with the basic bookkeeping fundamentals for managing both a personal / service-type business and a merchandising business.
Prerequisite: BM125 – Introduction to Accounting
50 Hours **5.0 Quarter Credits**

BM135 – Ethics and Professionalism
This course is designed to provide students with an understanding of ethics and professionalism in the workplace. Students will cover the relationship between management, employees and customers within the workplace. Techniques on how to encourage and maintain ethics and professionalism in the workplace will be covered.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

BM200 – Business Law
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships, limited liability companies and corporations are discussed.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM205 – Human Resource Management
This course is designed to introduce students to the various topics covered by human resources management. The primary topics are the functions of human resources such as job analysis and planning, recruiting, staffing, orientation and training, performance appraisal, career planning, compensating, and motivating. A wide variety of secondary topics will also be covered in this course to include learning principles, human resource development interventions, employee orientation and socialization, performance management, coaching, diversity, and employee counseling.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM210 – Business Operations
This course is designed to provide students with concepts, techniques and tools to design, analyze, and improve business operations. The course will cover topics such as forecasting, product design, quality control, inventory and management.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM215 – Business Finance
This course is designed to provide students with the foundations of finance and financial reporting with emphasis on business corporations. Topics include criteria for making investment decisions, valuation of financial assets and liabilities, relationships between risk and return, market efficiency, and the valuation of derivative securities.
Prerequisite: BM115 – Business Math
50 Hours **5.0 Quarter Credits**

BM220 – Business Marketing and eMarketing
This course is designed to provide students with an introduction to contemporary marketing theories and eMarketing theories and implementation. Topics covered will include identifying market opportunity, product development, promotion planning, pricing decisions and channels of distribution.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM225 – International Management
This course is designed to provide students with an introduction to international management. The topics will cover the major theories of multinational and international management. Other topics include influences on ethics, social responsibility, strategic planning and managerial styles.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM230 – Business Management Capstone
This course is designed to provide students with the opportunity to develop a business plan that will apply theories and techniques taught throughout the program.
Prerequisite: BM100 through BM225 courses
50 Hours **5.0 Quarter Credits**

BM300 – Economics
This course is designed to provide students with an introduction to economics. Topics to be covered include economic theories, methods, and principles of economics.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM305 – Organizational Behavior
This course is designed to provide students with an overview of organizational theory. Topics to be covered will be individual and team behavior with an emphasis on developing team-building skills, structure, size, technology, power relationships and how organizations survive, decline, grow and change.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM315 – Strategic Operations Management
This course is designed to provide students with techniques of strategic management. The focus will be on the strategies that management can use to make informed decisions regarding operations, marketing, human resources, accounting, and information systems.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM325 – Critical Thinking and Decision Making
This course is designed to focus on analysis, synthesis, prescription, and application of critical thinking and decision making within the organization. Students learn how managers deal clearly, rationally, and creatively within a diverse and dynamic workplace. This course equips students with skills in critical thinking and decision making that allows them to identify and solve organizational problems, as well as provide strategic direction.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

BM330 – Marketing Management
This course is designed to provide students with the knowledge to apply principles and strategies for marketing products and services to industrial, commercial and governmental entities. Students will understand the strategic role of marketing and develop the ability to define and analyze the marketing problems dealt with by mangers. In addition, course discusses ways in which market information and product life cycle affect product and production design; forecasting techniques; interdependencies between marketing and operations functions.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM400 – Consulting Management
This course is designed to provide students with the fundamentals of management consulting. Topics cover the consulting process, skills for project, team, and client management, the ethics of consulting, careers in consulting, key models and theories used to understand management consultancy work practice areas in the consulting industry, and issues surrounding effective use of consultants.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BM410 – Organizational Communication
This course is designed to provide students with a more in-depth view of communication within the business world. Topics cover writing clarity, conciseness and comprehensive for the business world. Presentation and report writing will also be covered.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM415 – Negotiation and Contract Management
This course is designed to provide the students with the knowledge for negotiation management. Topics covered will help student know how to apply strategies, tactics and counter-tactics to achieve success in contract negotiations. Contract terminology and contract expectations will also be discussed. Students will understand the difference between federal governmental and commercial contracts and negotiations. It introduces students to the consulting process, skills for project, team, and client management, the ethics of consulting, careers in consulting, key models and theories used to understand management consultancy work practice areas in the consulting industry, and issues surrounding effective use of consultants.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BM425 – Business Governance and Social Responsibility
This course is designed to provide students with the necessary knowledge to understand business governance and social responsibility. Topics to be covered are business ethics and its influence on economic, financial, managerial and environmental aspects of business.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BM430 – Conflict and Change Management
This course is designed to provide students with the knowledge to examine workplace conflict and its relationship to organizational change. It explores the causes of conflict and identifies strategies for management and improvement. Topics to be covered are skills for managing change; the theory underlying the creation of integrated conflict management systems in organizations; the nature of such systems and how they are developed, designed and evaluated.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BM440 – Case Studies in Leadership and Management
This course is designed to provide the students the exposure to various topics that they will face in the role of leaders and managers. Students will review case studies and complete a case brief and analysis. Students will discuss topics such as leadership, organizational change, planning and managing change in an organization.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BM445 – Business Analytics
This course is designed to provide students with an introduction to business analytics. Business analytics uses data, methods and fact-based management to support and improve decision making. Students will review the various types of data and models used in business analytics. The course will also cover the benefits of employing analytics and a structured approach to problem –solving in management.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BM450 – Business Management Capstone
This course is designed for students to complete a final project that will utilize all of the knowledge that they have obtained throughout the program. It will allow students to demonstrate mastery of the various course competencies in the business management concentration.
Prerequisite: completion of all Business Management courses
50 Hours **5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

BMDE100 – Introduction to Business Management
This course introduces the student to the basic business management concepts and techniques used in organizing and maintaining an effectively run business or department. An overview of personnel management, budgeting, staffing, and evaluation of work flow will be discussed.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE105 – Business Applications 1 (documents and presentations)
This course introduces the student to the basics of word processing and presentation development. It will demonstrate how to create presentation of material for the purposes of disseminating information and communicating to individuals or groups. The student will create a variety of documents and presentation formats. The information taught in this course will allow for the student to sit for certification in presentations.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE110 – Business Applications 2 (spreadsheets and databases)
This course introduces the student to skills associated with spreadsheet creation and use. It will introduce the student to the basic principles and techniques required for database design. The skills learned will be applied to the development of tables, forms, reports, templates, and custom form letters. The information taught in this course will allow for the student to sit for certification in spreadsheets.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE115 – Business Math
This course is designed to provide students with the ability to apply mathematical applications in business practices. It includes a review of basic business math skills with particular emphasis on fractions, percentages, bank reconciliations, equations, discounts, interest, taxes, and financial statements.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE120 – Business Communications
This course is designed to introduce practical communication skills, including the mechanics and principles of effective business writing and research methods and compiling reports. Focus is on an understanding of writing styles appropriate to the business world and on speaking and presentation styles appropriate to the key activities in the business world.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE125 – Introduction to Accounting
This course is designed to introduce an understanding of accounting principles along with a working knowledge of GAAP and the accounting process. Students learn to work with financial statements, reconciliation and balance sheets.
Prerequisite: BMDE115 – Business Math
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE130 – Electronic Accounting
This course is designed to provide students with a working knowledge of accounting software through numerous practical exercises. Students will become familiar with the basic bookkeeping fundamentals for managing both a personal / service-type business and a merchandising business.
Prerequisite: BMDE125 – Introduction to Accounting
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE135 – Ethics and Professionalism
This course is designed to provide students with an understanding of ethics and professionalism in the workplace. Students will cover the relationship between management, employees and customers within the workplace. Techniques on how to encourage and maintain ethics and professionalism in the workplace will be covered.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE200 – Business Law
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships, limited liability companies and corporations are discussed.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE205 – Human Resource Management
This course is designed to introduce students to the various topics covered by human resources management. The primary topics are the functions of human resources such as job analysis and planning, recruiting, staffing, orientation and training, performance appraisal, career planning, compensating, and motivating. A wide variety of secondary topics will also be covered in this course to include learning principles, human resource development interventions, employee orientation and socialization, performance management, coaching, diversity, and employee counseling.
Prerequisite: None **50 Hours** **5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

BMDE210 – Business Operations
This course is designed to provide students with concepts, techniques and tools to design, analyze, and improve business operations. The course will cover topics such as forecasting, product design, quality control, inventory and management.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE215 – Business Finance
This course is designed to provide students with the foundations of finance and financial reporting with emphasis on business corporations. Topics include criteria for making investment decisions, valuation of financial assets and liabilities, relationships between risk and return, market efficiency, and the valuation of derivative securities.
Prerequisite: BMDE115 – Business Math
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE220 – Business Marketing and eMarketing
This course is designed to provide students with an introduction to contemporary marketing theories and eMarketing theories and implementation. Topics covered will include identifying market opportunity, product development, promotion planning, pricing decisions and channels of distribution.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE225 – International Management
This course is designed to provide students with an introduction to international management. The topics will cover the major theories of multinational and international management. Other topics include influences on ethics, social responsibility, strategic planning and managerial styles.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE230 – Business Management Capstone
This course is designed to provide students with the opportunity to develop a business plan that will apply theories and techniques taught throughout the program.
Prerequisite: BMDE100 through BMDE225 courses
50 Hours **5 Quarter Credits**

BMDE300 – Economics
This course is designed to provide students with an introduction to economics. Topics to be covered include economic theories, methods, and principles of economics.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE305 – Organizational Behavior
This course is designed to provide students with an overview of organizational theory. Topics to be covered will be individual and team behavior with an emphasis on developing team-building skills, structure, size, technology, power relationships and how organizations survive, decline, grow and change.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE315 – Strategic Operations Management
This course is designed to provide students with techniques of strategic management. The focus will be on the strategies that management can use to make informed decisions regarding operations, marketing, human resources, accounting, and information systems.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE325 – Critical Thinking and Decision Making
This course is designed to focus on analysis, synthesis, prescription, and application of critical thinking and decision making within the organization. Students learn how managers deal clearly, rationally, and creatively within a diverse and dynamic workplace. This course equips students with skills in critical thinking and decision making that allows them to identify and solve organizational problems, as well as provide strategic direction.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE330 – Marketing Management
This course is designed to provide students with the knowledge to apply principles and strategies for marketing products and services to industrial, commercial and governmental entities. Students will understand the strategic role of marketing and develop the ability to define and analyze the marketing problems dealt with by mangers. In addition, course discusses ways in which market information and product life cycle affect product and production design; forecasting techniques; interdependencies between marketing and operations functions.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE400 – Consulting Management
This course is designed to provide students with the fundamentals of management consulting. Topics cover the consulting process, skills for project, team, and client management, the ethics of consulting, careers in consulting, key models and theories used to understand management consultancy work practice areas in the consulting industry, and issues surrounding effective use of consultants.
Prerequisite: None **50 Hours** **5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

BMDE410 – Organizational Communication
This course is designed to provide students with a more in-depth view of communication within the business world. Topics cover writing clarity, conciseness and comprehensive for the business world. Presentation and report writing will also be covered.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE415 – Negotiation and Contract Management
This course is designed to provide the students with the knowledge for negotiation management. Topics covered will help student know how to apply strategies, tactics and counter-tactics to achieve success in contract negotiations. Contract terminology and contract expectations will also be discussed. Students will understand the difference between federal governmental and commercial contracts and negotiations. It introduces students to the consulting process, skills for project, team, and client management, the ethics of consulting, careers in consulting, key models and theories used to understand management consultancy work practice areas in the consulting industry, and issues surrounding effective use of consultants.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE425 – Business Governance and Social Responsibility
This course is designed to provide students with the necessary knowledge to understand business governance and social responsibility. Topics to be covered are business ethics and its influence on economic, financial, managerial and environmental aspects of business.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE430 – Conflict and Change Management
This course is designed to provide students with the knowledge to examine workplace conflict and its relationship to organizational change. It explores the causes of conflict and identifies strategies for management and improvement. Topics to be covered are skills for managing change; the theory underlying the creation of integrated conflict management systems in organizations; the nature of such systems and how they are developed, designed and evaluated.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE440 – Case Studies in Leadership and Management
This course is designed to provide the students the exposure to various topics that they will face in the role of leaders and managers. Students will review case studies and complete a case brief and analysis. Students will discuss topics such as leadership, organizational change, planning and managing change in an organization.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE445 – Business Analytics
This course is designed to provide students with an introduction to business analytics. Business analytics uses data, methods and fact-based management to support and improve decision making. Students will review the various types of data and models used in business analytics. The course will also cover the benefits of employing analytics and a structured approach to problem –solving in management.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BMDE450 – Business Management Capstone
This course is designed for students to complete a final project that will utilize all of the knowledge that they have obtained throughout the program. It will allow students to demonstrate mastery of the various course competencies in the business management concentration.
Prerequisite: completion of all Business Management courses
50 Hours **5 Quarter Credits**

BLM400 – Theories, Practices and Ethics in Leadership
This course is designed to provide students with a comprehensive understanding of leadership as phenomenon and its impact on the organizational behavior of individuals. Major theories of leadership will be examined and leadership will be integrated into the various internal and external organizational and situational factors. An emphasis will be placed upon developing a personal, ethical leadership style that is applicable in the daily operations of today's organizations.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BLM430 – Operations Management
This course is designed to provide students with the essential managerial-level comprehension of operations management and its practical applications in the business environment. Students learn how processes, products and services interact in operations management. The course also touches on the subject of project management. Students will also develop comprehension of resource management, quality management and quality improvement.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

BLM440 – Project Management
This course is designed to provide students an overview of the concepts, procedures and fundamental processes of project management for working professionals. Students are introduced to the principles, tools, and techniques of project management within an integrative framework. The course emphasizes that, for most organizations, projects are the primary means for implementing strategic initiatives. This course uses real-world examples and identifies common mistakes and pitfalls in project management. The nine areas of the Project Management Institute's Project Management Body of Knowledge (PMBOK) are incorporated.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BLMDE400 – Theories, Practices and Ethics in Leadership
This course is designed to provide students with a comprehensive understanding of leadership as phenomenon and its impact on the organizational behavior of individuals. Major theories of leadership will be examined and leadership will be integrated into the various internal and external organizational and situational factors. An emphasis will be placed upon developing a personal, ethical leadership style that is applicable in the daily operations of today's organizations.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BLMDE430 – Operations Management
This course is designed to provide students with the essential managerial-level comprehension of operations management and its practical applications in the business environment. Students learn how processes, products and services interact in operations management. The course also touches on the subject of project management. Students will also develop comprehension of resource management, quality management and quality improvement.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BLMDE440 – Project Management
This course is designed to provide students an overview of the concepts, procedures and fundamental processes of project management for working professionals. Students are introduced to the principles, tools, and techniques of project management within an integrative framework. The course emphasizes that, for most organizations, projects are the primary means for implementing strategic initiatives. This course uses real-world examples and identifies common mistakes and pitfalls in project management. The nine areas of the Project Management Institute's Project Management Body of Knowledge (PMBOK) are incorporated.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

BPM300 – Intermediate Project Management
This course is designated to provide students with a more in-depth overview of project management in the context of people, processes, tools and procedures. It addresses the following areas: definition of a project management, the project life cycle models, project management processes (process mapping, process flow diagrams, project management documents), project stakeholders and groups.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BPM305 – Advanced Project Management
This course is designed to provide students with the scope for a project and developing a complete project overview statement. Developing a work breakdown structure (WBS) and the fundamentals of scheduling, including a review of the three constraints (Scope, Time, Cost) related to quality are included. It addresses the following areas: Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, and Project Quality Management.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BPM310 – Project Management Execution and Control
This course is designed to provide students with a review of control and tracking steps to ensure a project's successful closure on time and within budget. Discussion on managing scope, change and identify variances that require action. It addresses the following areas: project human resource management, project communication management, project risk management, and project procurement management.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BPM450 – Project Management Capstone
This course is designed for students to complete a final project that will utilize all of the knowledge that they have obtained throughout the program. It will allow students to demonstrate mastery of the various course competencies in the project management concentration.
Prerequisite: completion of all Business Management and Project Management courses
Prerequisite: None **50 Hours** **5 Quarter Credits**

BPMDE300 – Intermediate Project Management
This course is designated to provide students with a more in-depth overview of project management in the context of people, processes, tools and procedures. It addresses the following areas: definition of a project management, the project life cycle models, project management processes (process mapping, process flow diagrams, project management documents), project stakeholders and groups.
Prerequisite: None **50 Hours** **5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

BPMDE305 – Advanced Project Management
This course is designed to provide students with the scope for a project and developing a complete project overview statement. Developing a work breakdown structure (WBS) and the fundamentals of scheduling, including a review of the three constraints (Scope, Time, Cost) related to quality are included. It addresses the following areas: Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, and Project Quality Management.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BPMDE310 – Project Management Execution and Control
This course is designed to provide students with a review of control and tracking steps to ensure a project's successful closure on time and within budget. Discussion on managing scope, change and identify variances that require action. It addresses the following areas: project human resource management, project communication management, project risk management, and project procurement management.
Prerequisite: None **50 Hours** **5 Quarter Credits**

BPMDE450 – Project Management Capstone
This course is designed for students to complete a final project that will utilize all of the knowledge that they have obtained throughout the program. It will allow students to demonstrate mastery of the various course competencies in the project management concentration.
Prerequisite: completion of all Business Management and Project Management courses **50 Hours** **5 Quarter Credits**

CHM102 – Chemistry
This course will provide an introduction to the principles of chemistry, including inorganic chemistry, organic chemistry, and biochemistry. Topics covered include atomic structure, bonding and nomenclature, gas laws, solutions, acids and bases, pH and equilibrium, organic and biochemical structure and reactions, and nuclear chemistry.
Prerequisite: None **60 Hours** **6.0 Quarter Credits**

CHM103 – General Chemistry
This course provides an introduction to the principles of chemistry, including inorganic chemistry, organic chemistry, and biochemistry. Topics covered include atomic structure, bonding and nomenclature, gas laws, solutions, acids and bases, pH and equilibrium, organic and biochemical structure and reactions, and nuclear chemistry.
Prerequisite: None **30 Hours** **3.0 Quarter Credits**

CHMDE10E – General Chemistry
This course provides an introduction to the principles of chemistry, including inorganic chemistry, organic chemistry, and biochemistry. Topics covered include atomic structure, bonding and nomenclature, gas laws, solutions, acids and bases, pH and equilibrium, organic and biochemical structure and reactions, and nuclear chemistry.
Prerequisite: None **30 Hours** **3.0 Quarter Credits**

CHT101 – Hemodialysis
This course includes principles of renal failure and dialysis. The role of the hemodialysis technician in a dialysis unit and the operation of the dialysis devices. Universal precautions including asepsis and aseptic technique. This course will also cover the anatomy and physiology of the Renal System, pre-dialysis patient preparation and preparing the dialysis equipment.
Prerequisite: None **80 Hours**

CHT102 – Hemodialysis Clinical Rotation
Formal, structured off-campus clinical experience in licensed hemodialysis facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of certified hemodialysis technician. The student is under the direct supervision of one or more licensed hemodialysis technicians or registered nurses. Opportunity for learning and practical application of the knowledge, skills and attitudes required of a certified hemodialysis technician. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the hemodialysis technician in the health care team.
Prerequisite: CHT101 **200 Hours**

CJ140—Introduction to Report Writing
This course examines the role of report writing as it relates to police work. Students will gain an objective look at all aspects of investigations and how they are documented in various report forms. Students will actively participate in discussions and role play situations with the goal of investigating a situation and documenting it on the proper police forms. Interview and interrogation techniques will be explained and students will demonstrate their ability to differentiate between these two types of police practices.
Co-requisite: None **50 Hours** **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

CJ145—Corrections 1
This course will examine the historical development and present philosophies in the handling of those adjudged to be law violators. Federal, state, and local correctional systems will be studied, including prison/jail architecture and its impact on safety and prison organization. Various sentencing/presentencing/release aspects such as--the bail process and bail schedules, probation and intermediate sanctions, parole and prisoner reentry--are examined. A study is then made of the various clients within, and the differences between, the adult and juvenile correctional systems.
Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJ155—Private Security 1
This course coincides with the California State Bureau of Security and Investigative Services mandated security officer training curriculum including: Powers to Arrest, Terrorism/Weapons of Mass Destruction, Public Relations, Observation and Documentation, Officer Safety, Crime Scene preservation, Communication, Legal Aspects, Courtroom Demeanor, and Introduction to Security Supervision. Successful completion of this course should result in the subject mastery required to sit for the State of California Guard Card test.
Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJ165—Introduction to Criminal Law
This course will be an overview of the criminal justice system in America, with an emphasis on criminal procedures and California statutes including: a basic study of laws of arrest, relevant Constitutional amendments, the federal and state court systems, basic pre-trial procedures and motions, the elements of a crime/corpus delicti, initial and felony arraignments, search and seizure applications and exceptions, Miranda admonition and waivers, grand jury indictment/true Bill, confessions and Beheler admonitions, felony preliminary hearings, as well as a study of Murder which covers 1st and 2nd degree homicide, voluntary and involuntary manslaughter, and Watson Murder as it applies to DUI cases.
Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJ175—Criminology 1
This course will define criminology; describe the roles, duties, and impact of criminologists on the criminal justice system; define the basics of an anti-social personality; compare the classical, biological, psychological, psychiatric, social structure, social process, and social development theories of criminology; consider methods of applying scientific study to criminal activity; and relate criminology theory and practice to careers in law enforcement. Where criminology theories come from will also be studied, as will how various theories interact and/or cancel each other out—as well as evaluating the central theme and question of free will versus determinism as the primary causal factor of criminal behavior.
Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJ185—Criminal Investigation
This course will provide an introduction to criminal investigation, including crime scene protection and processing procedures, inductive and deductive reasoning, identification and collection of evidence, case preparation, interview/interrogation strategies and tactics, criminal intelligence and surveillance operations, undercover operations and confidential informant management, death investigations, and basic preliminary investigation of crimes against property and crimes against persons with consideration of identifying suspects, establishing elements of specific crimes, and then connecting suspects to those crimes. Legal issues affecting criminal investigation will also be studied with an emphasis on search warrant preparation.
Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJ200—Corrections 2
This course examines the handling of special offenders, including drug addicted, mentally ill, aging, sex offender, HIV/AIDS infected, and violent offenders within the various Federal, state, and local correctional systems. The daily routine, responsibilities, and duties of correctional officers will be studied--as well as the unique concerns of correctional managers as they relate to inmates and prison staff. The everyday prison life of inmates is addressed, including rehabilitation/educational opportunities, discipline, prison gangs, and interaction with vocational prison staff. In addition, Constitutional cases affecting issues of capital punishment, cruel and unusual punishment, and prisoner rights are presented.
Prerequisite: CJ145 – Corrections 1
50 Hours **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

CJ205—Private Security 2
This course will examine the various business models and environments of the private security industry such as uniformed private security officer, fixed post versus mobile foot or vehicular patrol techniques, corporate uniformed security and corporate investigative security functions, corporate and retail shrinkage due to internal and external theft, sub rosa / undercover security operations for varied clients, cyber security for corporate and retail, and consulting opportunities as they relate to physical security. Students will also learn and hone basic job interviewing and soft skills required in the security industry.
Prerequisite: CJ155 – Private Security 1
50 Hours **4.0 Quarter Credits**

CJ210—Intermediate Criminal Law
This course is an overview of the criminal justice system in America, with an emphasis on California criminal procedures and statutes including: crimes against persons such as assault with a deadly weapon and sex crimes, property crimes such as burglary and grand theft auto, social crimes such as narcotics offenses and prostitution, crimes of treason such as sedition and espionage, and crimes against the state such as perjury and obstruction of justice. Available criminal defenses insanity, duress, and mistake of law/fact are also considered.
Prerequisite: CJ165 – Introduction to Criminal Law
50 Hours **4.5 Quarter Credits**

CJ215—Introduction to Juvenile Justice
This course examines prevalent patterns of juvenile delinquency, relates these patterns to theories of child and adolescent development, and considers various theories regarding the cause of juvenile criminal behavior. In addition, this course surveys the roles of the police, courts, and juvenile probation in regards to California's balanced and restorative justice system. California Welfare and Institution 330 dependent child, 601 status offender, and 602 delinquent offender Codes are also studied—as well as Dennis H juvenile detention hearings, Gladys R delinquency hearings for offenders under 14 years of age, and Edsel P fitness hearings to determine waiver of serious juvenile offenders to adult court. Court cases pertinent to the areas of the juvenile justice system that are covered are also discussed.
Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJ220—Criminology 2
This course will initially examine social conflict theories of criminology such as critical, left-realist, feminist criminology, postmodern, peacemaking, and convict criminology, comparing them to previously learned criminology theories. The course emphasis then shifts to applying the many criminology theories to a variety of crimes and the individuals who commit them. The irony of crimes committed by persons ranging from the affluent to the deprived is related by typologies of: murder, gangs-related crime, robbery, burglary, auto theft, arson, sexual offenses, narcotics offenses, crimes against children, fraud, computer crimes, embezzlement, receiving stolen property, terrorism, corporate/white collar crime, insider trading, gambling, prostitution, money laundering, and public corruption.
Prerequisite: CJ175 – Criminology 1
50 Hours **4.5 Quarter Credits**

CJ226—Contemporary Terrorism 1
This course will examine the influence and impact of international and domestic terrorism on the criminal justice system—and to a lesser degree the impact of contemporary legal, civic, and political issues. A comparison of several terrorism definitions will be explored as they relate to: violence as the terrorists' operational mechanism, the desire for publicity, asymmetrical tactics, and ideological/religious/cultural relevance. A post world war II history of international terrorism culminates in the 9/11 attack and the failure of U.S. intelligence to "connect the dots." A partial worldwide geopolitical study of terrorist groups, their methods, and histories will be examined—ending in Europe.
Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJ230—Advanced Report Writing
This course will teach proper law enforcement report writing and field note taking and the role each plays in effective, successful criminal prosecutions. The preparation of clear, concise, and accurate reports will be stressed with an emphasis on: elements of composition, syntax, grammar, punctuation, spelling and knowledge of law enforcement abbreviations. Crimes against property and crimes against persons will be covered including: robbery, burglary, auto theft, and assault with a deadly weapon—as well as narcotics offenses, sexual offenses, white collar crimes, and criminal gang injunctions. Practice in arrest and crime report writing is emphasized and proficiency must be demonstrated, as well as an understanding of the importance exemplary report preparation.
Prerequisite: CJ140 – Introduction to Report Writing
50 Hours **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

CJ235—Advanced Juvenile Justice
This course initially explores the various duties and responsibilities of juvenile probation including: initial juvenile intake, social study reports and rehabilitation reports/recommendations to the juvenile court, and detention responsibilities both short and long term. The numerous non-incarcerative community-based programs and options available for juveniles are studied, as are the many treatment technologies available. Juvenile institutionalization is also examined, including: legacy versus best practice juvenile facility design, staff/client span of control, in custody educational practices, and institutional rehabilitation opportunities. Juvenile gang history, organization, demographics, recruitment, impact on all facets of the juvenile justice system, and involvement in narcotics trafficking are discussed. Court cases pertinent to the subject matters covered are also examined.

Prerequisite: CJ215 – Introduction to Juvenile Justice
50 Hours **4.0 Quarter Credits**

CJ240—Contemporary Terrorism 2
This course continues the worldwide geopolitical study of terrorist groups, their methods, and histories in North Africa and the Middle East; the Persian Gulf; Northeast, Central and Southern Africa; Southern and Southeast Asia; the Pacific Rim; and Latin America and South America. An additional examination of counterterrorism agencies, methods, hostage rescue techniques, risk analysis, impact of The Patriot Act, aviation security, cyber security, impact of the Patriot Act—as well as state-of-the-art weaponry and technology and personal protection techniques—will also occur. Students will also learn how the Intelligence Community--partnered with cutting edge intelligence gathering techniques such as metadata, open source intelligence, and mathematics-based crime forecasting—hopes to identify and project terrorist threats deep into the future.

Prerequisite: CJ226 – Contemporary Terrorism 1
50 Hours **4.0 Quarter Credits**

CJ245—Introduction to Forensics
This course applies scientific methodology to crime scene investigation and crime solving, including an analysis of crime scene investigation, securing and protection of a crime scene, keeping a homicide log, the initial walk through of a homicide scene, crime scene photography, crime scene reconstruction, physical evidence collection and packaging, autopsy methodology, rigor mortis and livor mortis, maintaining the chain of custody, fingerprint collection and identification techniques, tool mark identification, ballistic/firearms evidence identification and collection, gunpowder residue, and castings of tires and shoeprints. Several of these forensic techniques will be practiced until proficiency is demonstrated.

Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJ250—Advanced Forensics
This course will continue the application of scientific methodology to crime scene investigation and crime solving, including: blood spatter analysis techniques and documentation, a study of illicit drug types and tests, metabolism and absorption of drugs and alcohol, trace evidence identification and collection, arson and explosives investigation, toxicology and blood analysis, poison absorption rates, document examination and questioned document investigation. DNA analysis techniques are also studied, including mitochondrial DNA, familial DNA, and biological stain analysis—as well as DNA application to sexual crime investigations. Several of these techniques will be practiced until proficiency is demonstrated. Additionally, using the forensics techniques mastered in Introduction to Forensics and Advanced Forensics, the students will responded to and process a homicide scene as if they were actual law enforcement personnel.

Prerequisite: CJ245 – Introduction to Forensics
50 Hours **4.0 Quarter Credits**

CJ305—Introduction to Criminal Behavior
This course will focus on an overview of criminal behavior. Students will learn what criminal behavior is, why we study it, and how it relates to their careers as criminal justice professionals. Specifically the course will cover the definition of criminal behavior; the theories of criminal behavior; and the origins of criminal behavior including developmental risk factors, biological factors, and learning/situational factors. Human aggression, violence, and their causal models will also be studied--especially how they relate and are addressed by the criminal justice system. Juvenile delinquency, as well as its causes and effects, are also considered. Students will finish with an emphasis upon criminal psychopathy and mental disorders, as they relate to law enforcement and the criminal justice system.

Prerequisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJ310—Community Corrections 1
This course will deal with the various aspects of community based corrections and the effects of evidence-based practices upon the prisoner and the community at large. The history and development of probation and parole will be considered as well as a variety of non-incarcerative options. Students will study the methodology probation officers follow to process and access offenders including pretrial supervision, conducting the presentence investigation and report, classification and supervision of probationers, community supervision for offenders with special needs, and the modification and/or revocation of probation. AB109 release procedures from state prisons to county probation departments will also be examined.

Prerequisite: LAW101 – Introduction to Law
50 Hours **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

CJ330--Constitutional Law 1
This course is an introduction to United States constitutional law with an emphasis on key US Supreme Court Decisions. The history of the constitution's creation will be examined as well as key concepts including rule of law, judicial review, separation of powers/checks and balances, and federalism in relation to states' rights. The organization and constitutional powers/limitations of the congress will be studied, as will the organization and constitutional powers/limitations of the president and the executive branch. The organization and roles and limitations of the judiciary are considered, as well as historical Supreme Court eras and various Constitutional interpretations. The creation, delegation of powers, and limitations of federal administrative agencies also discussed.

Prerequisite: LAW101 – Introduction to Law
50 Hours **5.0 Quarter Credits**

CJ335—Introduction to Trial Procedures
This course is an introduction examining the goals and structures of the criminal justice system as well as considering issues such as the rule of law, court structures, venue, and jurisdiction. Additionally, areas that impact the pretrial process such as search and seizure, expectation of privacy zone, Fourth Amendment exceptions, inspections and regulatory searches, probable cause, search warrants, the exclusionary rule, arrests with or without warrants, reasonable force to effect an arrest, the Miranda Admonition, booking, stop and frisk, cursory weapons search, privilege against compulsory self-incrimination, arraignment, preliminary hearing, criminal complaint versus grand jury indictment, and right to counsel during the criminal legal process are studied.

Prerequisites: LAW101 – Introduction to Law
50 Hours **5.0 Quarter Credits**

CJ355—Laws of Evidence 1
This course is designed as an introductory level evidence course. Topics covered will be the history and development of evidence law including trial by ordeal, trial by combat, and the advent of the modern adversary system, as well as a comparison of various legal systems around the globe. Federal and other state evidence law will also be compared with the California Evidence Code. Different burden of proof levels are examined, as are presumptions and inference in criminal and civil court, types and forms of evidence, chain of custody, identification and authentication of evidence, best evidence, the balancing test, 1538.5 P.C. motions to suppress evidence and other pretrial motions, objections during trials, relevancy, methods of proving character and the admissibility or inadmissibility of prior bad acts and/or crimes. The elements of witness competency are also studied, including personal knowledge, duty to tell the truth, capacity to communicate, and the competency of children as witnesses.

Prerequisites: LAW101 – Introduction to Law
50 Hours **5.0 Quarter Credits**

CJ360—Immigration
This course will explore the legal, historical, and policy perspectives that shape U.S. law governing immigration and citizenship. Topics covered include the roles of the congress in making immigration law, the president in enforcing immigration law, and the federal judiciary in interpreting immigration law, as well as the immigration appeal process and process to become a naturalized U.S. citizen. Types of immigration visas, the process to obtain them, and their effects upon immigrant employment, academic study, and the gaining of legal permanent resident status are examined. The operations and cooperation of Immigration and Customs Enforcement (ICE), Customs and Border Enforcement (CBP), and local law enforcement pertaining to the enforcement of border security, immigration law, marriage fraud, document fraud, visa overstay, and drug interdiction and illegal drug cartel activity are also considered. Anti-terrorism efforts by federal, state, and local law enforcement is also studied--as it applies to immigration threat assessment, interagency cooperation, and evolving national priorities.

Prerequisites: LAW101 – Introduction to Law
50 Hours **5.0 Quarter Credits**

CJ370—Issues in Public and Private Security
This course overviews the public and private security fields including basic security functions in varied communities, laws concerning security; the role of public and private security in protecting vital infrastructure, industry, transportation, corporations, and the security doctrines of major commercial endeavors. Risk/threat assessment, hard targeting defenses and solutions, biometric technologies, sub rosa investigations, current cyber security trends, preparing an emergency plan and/or disaster response, security related legal liability and mitigation strategies, current counterterrorism doctrine and methods, and government security contracting will be examined--as well as contemporary career opportunities in the far-reaching public and private security fields. Additionally, case security studies will be considered, as well as the required steps to create a security business.

Prerequisite: LAW101 – Introduction to Law
50 Hours **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

CJ375—Management in Security Industry
This course demonstrates the role security supervision, middle management, and upper management play in the smooth, successful operation of a modern private security force. Basic security management skills will be taught including leadership, administration, planning and budgeting, employee recruitment, hiring, retention, and motivation. Methods of training are also considered, as are security officer performance evaluation, the promotional process, laws affecting human resources administration, strategies for productive/effective relationships with law enforcement, the disciplinary process, and various methods for enhancing work place productivity.
Prerequisites: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJ380—Modern Policing 1
This course deals with the advancements in technology and how law enforcement is using them. Students will learn technological areas including computer basics and information networks, wireless communications, the internet and open source intelligence, and geographic information--such as cartography basics, automatic vehicle location, and Navstar / global positioning technology. A history of technology and its law enforcement applications will also be examined--as will the configuration of and technologies used within various law enforcement computer-aided communications dispatch centers. Computer and information systems available within individual law enforcement agencies, the external data systems available to most law enforcement agencies, and the ability for interoperability and information/resource sharing between law enforcement agencies is also studied.
Prerequisites: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJ385—Police Administration and Management 1
This course introduces issues in police administration including organizational and management theory, historical perspective on the evolution of the police role and operations, the uniqueness of the law enforcement environment, police-community relations--as well as police relations with the media. The role of local law enforcement in combating terrorism is considered as it relates to homeland security, threat assessment, safeguarding critical infrastructure, response to terrorist incidents, and intelligence gathering/dissemination. Police leadership theories and styles, team building, macro and micro political environments, and career paths to the top of a police organization are examined. Factors effecting motivation are also discussed including police culture, dynamics of group behavior, and various motivational theories.
Prerequisite: LAW101 – Introduction to Law
50 Hours **4.0 Quarter Credits**

CJ390—Narcotics 1
This course deals with the various aspects of drugs in our society including the enforcement of laws barring illegal drugs, understanding the global and U.S. drug problems, the history of U.S. drug use and drug-control policy, drug delivery methods, and the fundamentals and theoretical perspectives of drug-taking behavior. Students will study the relationship between drugs, crime, and law enforcement such as systemic crime, drug-related crime, psychopharmacological crime, economically compulsive crime, the Goldstein tripartite model of drugs and violence, drugs and delinquency, the freelance model versus the business model of drug sales, crop eradication, U.S. certification, drug interdiction, CBP and U.S. Coast Guard enforcement efforts, street level drug enforcement, major violator drug enforcement, HIDTA, RICO enforcement, reverse sting, buy-bust, buy-walk, undercover operations, controlled buys, search warrant preparation and service, and asset forfeiture operations.
Prerequisites: LAW101 – Introduction to Law
50 Hours **4.0 Quarter Credits**

CJ395—Ethics in Law Enforcement
This course focuses on an overview of ethical dilemmas which face our law enforcement personnel and criminal justice system. Students will understand what constitutes moral behavior and what standards must apply to our criminal justice professionals. Topics including necessary versus excessive use-of-force, use of deadly force/ Tennessee versus Garner, gratuities, corruption, racial profiling, conduct unbecoming an officer, neglect of duty, discourtesy, violations of law committed by law enforcement personnel, sexual misconduct, confidential informant operations, perjury and false police reports, Brady versus Maryland, the bunker mentality/law enforcement code of silence, acquiescing, and the law enforcement misconduct investigatory system will be studied and applied to federal, state, and local law enforcement and corrections.
Prerequisites: LAW101 – Introduction to Law
50 Hours **4.0 Quarter Credits**

CJ405—Advanced Criminal Behavior
This course takes the fundamentals presented in Introduction to Criminal Behavior and applies them to numerous criminal activities. Students learn the definitions, demographic factors and psychological aspects of criminal homicide, assault, and family violence—as well as the violence provoking dynamic cascade/snowballing effect. The investigative psychology regarding serial killers, mass and spree killers--as well as perpetrators of school and workplace violence are considered. Terrorists' motivations, the radicalization/cognitive restructuring processes, and the rationalization of terrorism and violence are studied. The many facets of sexual crimes, including

vulnerability factors, classification of rape patterns, offender models and typologies, and sexual assaults upon children and youth are examined. The typologies and psychology of property crime offenders, violent economic crime offenders, crimes of intimidation as well as substance abusers is considered in depth.

Prerequisites: CJ305 – Introduction to Criminal Behavior
50 Hours **4.5 Quarter Credits**

CJ410—Community Corrections 2

This course examines the various non-incarcerative options available within community-based corrections such as residential community supervision programs. Nonresidential graduated sanctions including house arrest and day reporting centers, electronic monitoring and radio frequency and global positioning systems, current monitoring trends, and the impact of GPS systems on criminal investigations and public safety are studied as well. Students will also consider the usage of economic and restorative justice reparations such as community service/labor, fines, and direct restitution to crime victims, victim-offender mediation, conferencing, sentencing circles, victim impact panels, and reparation boards. The parole process will also be discussed, as will prisoner reentry, collateral consequences, and mandatory release. Career opportunities and pathways in community corrections are considered, as is the impact of non-incarcerative options upon juvenile offenders and the juvenile justice system.

Prerequisites: CJ310 – Community Corrections 1
50 Hours **4.0 Quarter Credits**

CJ430—Constitutional Law 2

This course continues the study of Constitutional Law by considering the state and federal relationship, dual sovereignty, preemption, interpretations of the commerce clause, compacts, and interstate comity. The Bill of Rights is examined as it applies to individual rights, incorporation of the amendments, penumbras, and to whom the Bill of Rights applies. Narrow versus wide interpretation of rights pertaining to freedoms of expression, association, the press, and free exercise of religion are discussed. Due process, reproductive liberties, privacy, and economic liberties are also studied. Equal protection under the Constitution is examined through study of the 14th Amendment, the equal protection clause, a history of discrimination and major pertinent Supreme Court decisions, and current day discrimination tests and remedies. Civil liberties are also discussed as they apply to the criminal justice system including arrest and detention, search and seizure both warrantless and with warrant, border searches, school searches, and exceptions to search and seizure limitations.

Prerequisites: CJ330 – Constitutional Law 1
50 Hours **5.0 Quarter Credits**

CJ435—Advanced Trial Procedures

This course initially continues the study of trial procedures by considering pretrial right to discovery and motions to suppress evidence and/or dismiss charges, as well as motions for continuance, to sever offenses or sever defendants' cases, and to determine competency. Students also learn courtroom evidence rules for relevancy, hearsay, and hearsay exceptions. The jury selection process is covered as it pertains to voir dire, peremptory challenges and challenges for cause, alternate juror selection, jury sequestration, and jury instructions. Trial procedures including opening and closing statements, reasonable doubt, subpoenas, witness examination through direct and cross examination, case strategy and tactics, presenting the prosecution case, presenting the defense case, prosecution rebuttal, the defense's hypothesis of innocence, verdicts, hung juries, refiling of cases by the prosecution, types of sentencing and sentences, the death penalty, the appeal process, habeas corpus hearings, and collateral proceedings and writs are also examined.

Prerequisites: CJ335 – Introduction to Trial Procedures
50 Hours **5.0 Quarter Credits**

CJ455—Laws of Evidence 2

This course continues the study of evidence law through mode and order of witness examination, how witness credibility is tested and ensured as per direct and cross examination, witness preparation techniques, types of oaths, exclusion of other witnesses, impeachment for credibility or bias, the criminal defendant as witness, and the no comment rule. The many facets of opinion and expert testimony are considered including what lay witnesses can testify to, opinions as they apply to expert witnesses, the admissibility of scientific evidence, the general acceptance test, the relevancy test, the Daubert Standard, experts who are not scientists, and the judge's role as gatekeeper of scientific evidence and all other evidence types. Hearsay is also explored, and the many hearsay exceptions, as well the current use of privileges such as attorney-client, priest-penitent, marital privilege, and the future trends of evidence law.

Prerequisites: CJ355 – Laws of Evidence 1
50 Hours **5.0 Quarter Credits**

CJ480—Modern Policing 2

This course builds upon the basics of modern police technology by examining improvements in tactical communications, the basic process of crime analysis, the impact of modern crime analysis methods upon patrol tactics and deployment of resources, and use of computerized crime mapping. Additional applications of current technology to investigations are studied including DNA evidence and data banks, digital photography, advances in fingerprint technology and fingerprint data banks, geographic information systems, automatic license plate readers, mobile digital computers in police vehicles, the role of software applications in wiretap court orders, body wires, night vision devices, video evidence, vehicle tracking technologies, tracking of electronic/cell phone communications and cell phone pinging, training of personnel on new technologies, less lethal technologies/use-of-force, body armor advances, drones, predictive policing, and emerging and future technologies.

Prerequisites: CJ380 – Modern Policing 1
50 Hours **4.5 Quarter Credits**

CJ485—Police Administration and Management 2

This course continues the study of police administration by considering aspects of communications, negotiation, and conflict resolution such as the types of communication, barriers to communication, concepts for effective communication, and sources of conflict. Conflict resolution strategies are also considered as are various negotiation tools and ways to implement the negotiation process. Stress and fatigue management strategies are examined including identifying and controlling sources of police stress, police career stages, critical incident management, and wellness programs, Police human resources management is also studied, as is labor relations, the collective bargaining process, the grievance process, control and the law enforcement disciplinary process and investigation of personnel complaints, productivity measurement and control, accountability, the budgeting process, short to long-range planning, personnel deployment and scheduling, and the changing law enforcement environment.

Prerequisites: CJ385 – Police Administration and Management 1
50 Hours **5.0 Quarter Credits**

CJ490—Narcotics 2

This course examines the relationship between drugs, the court system, and corrections by considering the structure and elements of federal and California drug statutes, prosecutions of drug offenses such as possession, possession for sales and sales and transportation, court adjudication, sentencing, parole and non-incarcerative options, drug court alternatives, drug supply versus demand, deterrence versus punishment, the impact of drug addicted inmates on the correctional system--as well as drug rehabilitation efforts within the correctional system. Students will also study the origin, history, acute/chronic effects on mind and body drugs, patterns of abuse, lethality and potential for addiction and treatment options for various illegal psychoactive substances such as opioids, heroin and prescription analgesics, cocaine and methamphetamine, LSD and other hallucinogens, marijuana and hashish, performance-enhancing drugs such as anabolic steroids, and depressants such as barbiturates and inhalants. Additionally, the topics of drug legalization/criminalization, abuse of legal substances such as alcohol, prescription drugs, and nicotine, and future of substance abuse prevention and treatment are considered.

Prerequisites: CJ390 – Narcotics 1
50 Hours **4.5 Quarter Credits**

CJDE140—Introduction to Report Writing

This course examines the role of report writing as it relates to police work. Students will gain an objective look at all aspects of investigations and how they are documented in various report forms. Students will actively participate in discussions and role play situations with the goal of investigating a situation and documenting it on the proper police forms. Interview and interrogation techniques will be explained and students will demonstrate their ability to differentiate between these two types of police practices.

Co-requisite: LAWDE101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJDE145—Corrections 1

This course will examine the historical development and present philosophies in the handling of those adjudged to be law violators. Federal, state, and local correctional systems will be studied, including prison/jail architecture and its impact on safety and prison organization. Various sentencing/presentencing/release aspects such as--the bail process and bail schedules, probation and intermediate sanctions, parole and prisoner reentry--are examined. A study is then made of the various clients within, and the differences between, the adult and juvenile correctional systems.

Co-requisite: LAWDE101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

CJDE155—Private Security 1
This course coincides with the California State Bureau of Security and Investigative Services mandated security officer training curriculum including: Powers to Arrest, Terrorism/Weapons of Mass Destruction, Public Relations, Observation and Documentation, Officer Safety, Crime Scene preservation, Communication, Legal Aspects, Courtroom Demeanor, and Introduction to Security Supervision. Successful completion of this course should result in the subject mastery required to sit for the State of California Guard Card test.
Co-requisite: LAWDE101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJDE165—Introduction to Criminal Law
This course will be an overview of the criminal justice system in America, with an emphasis on criminal procedures and California statutes including: a basic study of laws of arrest, relevant Constitutional amendments, the federal and state court systems, basic pre-trial procedures and motions, the elements of a crime/corpus delicti, initial and felony arraignments, search and seizure applications and exceptions, Miranda admonition and waivers, grand jury indictment/true Bill, confessions and Beheler admonitions, felony preliminary hearings, as well as a study of Murder which covers 1st and 2nd degree homicide, voluntary and involuntary manslaughter, and Watson Murder as it applies to DUI cases.
Co-requisite: LAWDE101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJDE175—Criminology 1
This course will define criminology; describe the roles, duties, and impact of criminologists on the criminal justice system; define the basics of an anti-social personality; compare the classical, biological, psychological, psychiatric, social structure, social process, and social development theories of criminology; consider methods of applying scientific study to criminal activity; and relate criminology theory and practice to careers in law enforcement. Where criminology theories come from will also be studied, as will how various theories interact and/or cancel each other out—as well as evaluating the central theme and question of free will versus determinism as the primary causal factor of criminal behavior.
Co-requisite: LAWDE101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJDE185—Criminal Investigation
This course will provide an introduction to criminal investigation, including crime scene protection and processing procedures, inductive and deductive reasoning, identification and collection of evidence, case preparation, interview/interrogation strategies and tactics, criminal intelligence and surveillance operations, undercover operations and confidential informant management, death investigations, and basic preliminary investigation of crimes against property and crimes against persons with consideration of identifying suspects, establishing elements of specific crimes, and then connecting suspects to those crimes. Legal issues affecting criminal investigation will also be studied with an emphasis on search warrant preparation.
Co-requisite: LAWDE101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJDE200—Corrections 2
This course examines the handling of special offenders, including drug addicted, mentally ill, aging, sex offender, HIV/AIDS infected, and violent offenders within the various Federal, state, and local correctional systems. The daily routine, responsibilities, and duties of correctional officers will be studied--as well as the unique concerns of correctional managers as they relate to inmates and prison staff. The everyday prison life of inmates is addressed, including rehabilitation/educational opportunities, discipline, prison gangs, and interaction with vocational prison staff. In addition, Constitutional cases affecting issues of capital punishment, cruel and unusual punishment, and prisoner rights are presented.
Prerequisite: CJDE145 – Corrections 1
50 Hours **4.5 Quarter Credits**

CJDE205—Private Security 2
This course will examine the various business models and environments of the private security industry such as uniformed private security officer, fixed post versus mobile foot or vehicular patrol techniques, corporate uniformed security and corporate investigative security functions, corporate and retail shrinkage due to internal and external theft, sub rosa/undercover security operations for varied clients, cyber security for corporate and retail, and consulting opportunities as they relate to physical security. Students will also learn and hone basic job interviewing and soft skills required in the security industry.
Prerequisite: CJDE155 – Private Security 2
50 Hours **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

CJ210—Intermediate Criminal Law
This course is an overview of the criminal justice system in America, with an emphasis on California criminal procedures and statutes including: crimes against persons such as assault with a deadly weapon and sex crimes, property crimes such as burglary and grand theft auto, social crimes such as narcotics offenses and prostitution, crimes of treason such as sedition and espionage, and crimes against the state such as perjury and obstruction of justice. Available criminal defenses insanity, duress, and mistake of law/fact are also considered.
Prerequisite: CJDE165 – Introduction to Criminal Law
50 Hours **4.5 Quarter Credits**

CJDE215—Introduction to Juvenile Justice
This course examines prevalent patterns of juvenile delinquency, relates these patterns to theories of child and adolescent development, and considers various theories regarding the cause of juvenile criminal behavior. In addition, this course surveys the roles of the police, courts, and juvenile probation in regards to California's balanced and restorative justice system. California Welfare and Institution 330 dependent child, 601 status offender, and 602 delinquent offender Codes are also studied—as well as Dennis H juvenile detention hearings, Gladys R delinquency hearings for offenders under 14 years of age, and Edsel P fitness hearings to determine waiver of serious juvenile offenders to adult court. Court cases pertinent to the areas of the juvenile justice system that are covered are also discussed.
Co-requisite: LAWDE101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJDE220—Criminology 2
This course will initially examine social conflict theories of criminology such as critical, left-realist, feminist criminology, postmodern, peacemaking, and convict criminology, comparing them to previously learned criminology theories. The course emphasis then shifts to applying the many criminology theories to a variety of crimes and the individuals who commit them. The irony of crimes committed by persons ranging from the affluent to the deprived is related by typologies of: murder, gangs-related crime, robbery, burglary, auto theft, arson, sexual offenses, narcotics offenses, crimes against children, fraud, computer crimes, embezzlement, receiving stolen property, terrorism, corporate/white collar crime, insider trading, gambling, prostitution, money laundering, and public corruption.
Prerequisite: CJDE175 – Criminology 1
50 Hours **4.5 Quarter Credits**

CJDE226—Contemporary Terrorism 1
This course will examine the influence and impact of international and domestic terrorism on the criminal justice system—and to a lesser degree the impact of contemporary legal, civic, and political issues. A comparison of several terrorism definitions will be explored as they relate to: violence as the terrorists' operational mechanism, the desire for publicity, asymmetrical tactics, and ideological/religious/cultural relevance. A post world war II history of international terrorism culminates in the 9/11 attack and the failure of U.S. intelligence to "connect the dots." A partial worldwide geopolitical study of terrorist groups, their methods, and histories will be examined—ending in Europe.
Co-requisite: LAWDE101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJDE230—Advanced Report Writing
This course will teach proper law enforcement report writing and field note taking and the role each plays in effective, successful criminal prosecutions. The preparation of clear, concise, and accurate reports will be stressed with an emphasis on: elements of composition, syntax, grammar, punctuation, spelling and knowledge of law enforcement abbreviations. Crimes against property and crimes against persons will be covered including: robbery, burglary, auto theft, and assault with a deadly weapon—as well as narcotics offenses, sexual offenses, white collar crimes, and criminal gang injunctions. Practice in arrest and crime report writing is emphasized and proficiency must be demonstrated, as well as an understanding of the importance exemplary report preparation.
Prerequisite: CJDE140 – Introduction to Report Writing
50 Hours **4.0 Quarter Credits**

CJDE235—Advanced Juvenile Justice
This course initially explores the various duties and responsibilities of juvenile probation including: initial juvenile intake, social study reports and rehabilitation reports/recommendations to the juvenile court, and detention responsibilities both short and long term. The numerous non-incarcerative community-based programs and options available for juveniles are studied, as are the many treatment technologies available. Juvenile institutionalization is also examined, including: legacy versus best practice juvenile facility design, staff/client span of control, in custody educational practices, and institutional rehabilitation opportunities. Juvenile gang history, organization, demographics, recruitment, impact on all facets of the juvenile justice system, and involvement in narcotics trafficking are discussed. Court cases pertinent to the subject matters covered are also examined.
Prerequisite: CJDE215 – Introduction to Juvenile Justice
50 Hours **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

CJDE240—Contemporary Terrorism 2
This course continues the worldwide geopolitical study of terrorist groups, their methods, and histories in North Africa and the Middle East; the Persian Gulf; Northeast, Central and Southern Africa; Southern and Southeast Asia; the Pacific Rim; and Latin America and South America. An additional examination of counterterrorism agencies, methods, hostage rescue techniques, risk analysis, impact of The Patriot Act, aviation security, cyber security, impact of the Patriot Act—as well as state-of-the-art weaponry and technology and personal protection techniques—will also occur. Students will also learn how the Intelligence Community--partnered with cutting edge intelligence gathering techniques such as metadata, open source intelligence, and mathematics-based crime forecasting—hopes to identify and project terrorist threats deep into the future.
Prerequisite: CJDE226 – Contemporary Terrorism 1
50 Hours **4.0 Quarter Credits**

CJDE245—Introduction to Forensics
This course applies scientific methodology to crime scene investigation and crime solving, including an analysis of crime scene investigation, securing and protection of a crime scene, keeping a homicide log, the initial walk through of a homicide scene, crime scene photography, crime scene reconstruction, physical evidence collection and packaging, autopsy methodology, rigor mortis and livor mortis, maintaining the chain of custody, fingerprint collection and identification techniques, tool mark identification, ballistic/fire-arms evidence identification and collection, gunpowder residue, and castings of tires and shoeprints. Several of these forensic techniques will be practiced until proficiency is demonstrated.
Co-requisite: LAWDE101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJDE250—Advanced Forensics
This course will continue the application of scientific methodology to crime scene investigation and crime solving, including: blood spatter analysis techniques and documentation, a study of illicit drug types and tests, metabolism and absorption of drugs and alcohol, trace evidence identification and collection, arson and explosives investigation, toxicology and blood analysis, poison absorption rates, document examination and questioned document investigation. DNA analysis techniques are also studied, including mitochondrial DNA, familial DNA, and biological stain analysis—as well as DNA application to sexual crime investigations. Several of these techniques will be practiced until proficiency is demonstrated. Additionally, using the forensics techniques mastered in Introduction to Forensics and Advanced Forensics, the students will have responded to and process a homicide scene as if they were actual law enforcement personnel.
Prerequisite: CJDE245 – Introduction to Forensics
50 Hours **4.0 Quarter Credits**

CJDE305—Introduction to Criminal Behavior
This course will focus on an overview of criminal behavior. Students will learn what criminal behavior is, why we study it, and how it relates to their careers as criminal justice professionals. Specifically, the course will cover the definition of criminal behavior; the theories of criminal behavior; and the origins of criminal behavior including developmental risk factors, biological factors, and learning/situational factors. Human aggression, violence, and their causal models will also be studied--especially how they relate and are addressed by the criminal justice system. Juvenile delinquency, as well as its causes and effects, are also considered. Students will finish with an emphasis upon criminal psychopathy and mental disorders, as they relate to law enforcement and the criminal justice system.
Prerequisite: LAWDE101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJDE310—Community Corrections 1
This course will deal with the various aspects of community based corrections and the effects of evidence-based practices upon the prisoner and the community at large. The history and development of probation and parole will be considered as well as a variety of non-incarcerative options. Students will study the methodology probation officers follow to process and access offenders including pretrial supervision, conducting the presentence investigation and report, classification and supervision of probationers, community supervision for offenders with special needs, and the modification and/or revocation of probation. AB109 release procedures from state prisons to county probation departments will also be examined.
Prerequisite: LAWDE101 – Introduction to Law
50 Hours **4.0 Quarter Credits**

CJ330--Constitutional Law 1
This course is an introduction to United States constitutional law with an emphasis on key US Supreme Court Decisions. The history of the constitution's creation will be examined as well as key concepts including rule of law, judicial review, separation of powers/checks and balances, and federalism in relation to states' rights. The organization and constitutional powers/limitations of the congress will be studied, as will the organization and constitutional powers/limitations of the president and the executive branch. The organization and roles and limitations of the judiciary are considered, as well as historical Supreme Court eras and various Constitutional interpretations. The creation, delegation of powers, and limitations of federal administrative agencies also discussed.
Prerequisite: LAWDE101 – Introduction to Law
50 Hours **5.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

CJDE335—Introduction to Trial Procedures
This course is an introduction examining the goals and structures of the criminal justice system as well as considering issues such as the rule of law, court structures, venue, and jurisdiction. Additionally, areas that impact the pretrial process such as search and seizure, expectation of privacy zone, Fourth Amendment exceptions, inspections and regulatory searches, probable cause, search warrants, the exclusionary rule, arrests with or without warrants, reasonable force to effect an arrest, the Miranda Admonition, booking, stop and frisk, cursory weapons search, privilege against compulsory self-incrimination, arraignment, preliminary hearing, criminal complaint versus grand jury indictment, and right to counsel during the criminal legal process are studied.
Prerequisites: LAWDE101 – Introduction to Law
50 Hours **5.0 Quarter Credits**

CJDE355—Laws of Evidence 1
This course is designed as an introductory level evidence course. Topics covered will be the history and development of evidence law including trial by ordeal, trial by combat, and the advent of the modern adversary system, as well as a comparison of various legal systems around the globe. Federal and other state evidence law will also be compared with the California Evidence Code. Different burden of proof levels are examined, as are presumptions and inference in criminal and civil court, types and forms of evidence, chain of custody, identification and authentication of evidence, best evidence, the balancing test, 1538.5 P.C. motions to suppress evidence and other pretrial motions, objections during trials, relevancy, methods of proving character and the admissibility or inadmissibility of prior bad acts and/or crimes. The elements of witness competency are also studied, including personal knowledge, duty to tell the truth, capacity to communicate, and the competency of children as witnesses.
Prerequisites: LAWDE101 – Introduction to Law
50 Hours **5.0 Quarter Credits**

CJDE360—Immigration
This course will explore the legal, historical, and policy perspectives that shape U.S. law governing immigration and citizenship. Topics covered include the roles of the congress in making immigration law, the president in enforcing immigration law, and the federal judiciary in interpreting immigration law, as well as the immigration appeal process and process to become a naturalized U.S. citizen. Types of immigration visas, the process to obtain them, and their effects upon immigrant employment, academic study, and the gaining of legal permanent resident status are examined. The operations and cooperation of Immigration and Customs Enforcement (ICE), Customs and Border Enforcement (CBP), and local law enforcement pertaining to the enforcement of border security, immigration law, marriage fraud, document fraud, visa overstay, and drug interdiction and illegal drug cartel activity are also considered. Anti-terrorism efforts by federal, state, and local law enforcement is also studied--as it applies to immigration threat assessment, interagency cooperation, and evolving national priorities.
Prerequisites: LAWDE101 – Introduction to Law & CJ
50 Hours **5.0 Quarter Credits**

CJDE370—Issues in Public and Private Security
This course overviews the public and private security fields including basic security functions in varied communities, laws concerning security; the role of public and private security in protecting vital infrastructure, industry, transportation, corporations, and the security doctrines of major commercial endeavors. Risk/threat assessment, hard targeting defenses and solutions, biometric technologies, sub rosa investigations, current cyber security trends, preparing an emergency plan and/or disaster response, security related legal liability and mitigation strategies, current counterterrorism doctrine and methods, and government security contracting will be examined--as well as contemporary career opportunities in the far-reaching public and private security fields. Additionally, case security studies will be considered, as well as the required steps to create a security business.
Prerequisite: LAWDE101 – Introduction to Law
50 Hours **4.0 Quarter Credits**

CJDE375—Management in Security Industry
This course demonstrates the role security supervision, middle management, and upper management play in the smooth, successful operation of a modern private security force. Basic security management skills will be taught including leadership, administration, planning and budgeting, employee recruitment, hiring, retention, and motivation. Methods of training are also considered, as are security officer performance evaluation, the promotional process, laws affecting human resources administration, strategies for productive/effective relationships with law enforcement, the disciplinary process, and various methods for enhancing work place productivity.
Prerequisites: LAWDE101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

CJDE380—Modern Policing 1
This course deals with the advancements in technology and how law enforcement is using them. Students will learn technological areas including computer basics and information networks, wireless communications, the internet and open source intelligence, and geographic information--such as cartography basics, automatic vehicle location, and Navstar/global positioning technology. A history of technology and its law enforcement applications will also be examined--as will the configuration of and technologies used within various law enforcement computer-aided communications dispatch centers. Computer and information systems available within individual law enforcement agencies, the external data systems available to most law enforcement agencies, and the ability for interoperability and information/resource sharing between law enforcement agencies is also studied.
Prerequisites: LAWDE101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

CJDE385—Police Administration and Management 1
This course introduces issues in police administration including organizational and management theory, historical perspective on the evolution of the police role and operations, the uniqueness of the law enforcement environment, police-community relations--as well as police relations with the media. The role of local law enforcement in combating terrorism is considered as it relates to homeland security, threat assessment, safeguarding critical infrastructure, response to terrorist incidents, and intelligence gathering/dissemination. Police leadership theories and styles, team building, macro and micro political environments, and career paths to the top of a police organization are examined. Factors effecting motivation are also discussed including police culture, dynamics of group behavior, and various motivational theories.
Prerequisite: LAWDE101 – Introduction to Law
50 Hours **4.0 Quarter Credits**

CJDE390—Narcotics 1
This course deals with the various aspects of drugs in our society including the enforcement of laws barring illegal drugs, understanding the global and U.S. drug problems, the history of U.S. drug use and drug-control policy, drug delivery methods, and the fundamentals and theoretical perspectives of drug-taking behavior. Students will study the relationship between drugs, crime, and law enforcement such as systemic crime, drug-related crime, psychopharmacological crime, economically compulsive crime, the Goldstein tripartite model of drugs and violence, drugs and delinquency, the freelance model versus the business model of drug sales, crop eradication, U.S. certification, drug interdiction, CBP and U.S. Coast Guard enforcement efforts, street level drug enforcement, major violator drug enforcement, HIDTA, RICO enforcement, reverse sting, buy-bust, buy-walk, undercover operations, controlled buys, search warrant preparation and service, and asset forfeiture operations.
Prerequisites: LAWDE101 – Introduction to Law
50 Hours **4.0 Quarter Credits**

CJDE395—Ethics in Law Enforcement
This course focuses on an overview of ethical dilemmas which face our law enforcement personnel and criminal justice system. Students will understand what constitutes moral behavior and what standards must apply to our criminal justice professionals. Topics including necessary versus excessive use-of-force, use of deadly force/ Tennessee versus Garner, gratuities, corruption, racial profiling, conduct unbecoming an officer, neglect of duty, discourtesy, violations of law committed by law enforcement personnel, sexual misconduct, confidential informant operations, perjury and false police reports, Brady versus Maryland, the bunker mentality/law enforcement code of silence, acquiescing, and the law enforcement misconduct investigatory system will be studied and applied to federal, state, and local law enforcement and corrections.
Prerequisites: LAW101 – Introduction to Law
50 Hours **4.0 Quarter Credits**

CJDE405—Advanced Criminal Behavior
This course takes the fundamentals presented in Introduction to Criminal Behavior and applies them to numerous criminal activities. Students learn the definitions, demographic factors and psychological aspects of criminal homicide, assault, and family violence—as well as the violence provoking dynamic cascade/ snowballing effect. The investigative psychology regarding serial killers, mass and spree killers-- as well as perpetrators of school and workplace violence are considered. Terrorists' motivations, the radicalization/cognitive restructuring processes, and the rationalization of terrorism and violence are studied. The many facets of sexual crimes, including vulnerability factors, classification of rape patterns, offender models and typologies, and sexual assaults upon children and youth are examined. The typologies and psychology of property crime offenders, violent economic crime offenders, crimes of intimidation as well as substance abusers is considered in depth.
Prerequisites CJDE305 – Introduction to Criminal Behavior
50 Hours **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

CJDE410—Community Corrections 2
This course examines the various non-incarcerative options available within community-based corrections such as residential community supervision programs. Nonresidential graduated sanctions including house arrest and day reporting centers, electronic monitoring and radio frequency and global positioning systems, current monitoring trends, and the impact of GPS systems on criminal investigations and public safety are studied as well. Students will also consider the usage of economic and restorative justice reparations such as community service/labor, fines, and direct restitution to crime victims, victim-offender mediation, conferencing, sentencing circles, victim impact panels, and reparation boards. The parole process will also be discussed, as will prisoner reentry, collateral consequences, and mandatory release. Career opportunities and pathways in community corrections are considered, as is the impact of non-incarcerative options upon juvenile offenders and the juvenile justice system.
Prerequisites: CJDE310 – Community Corrections 1
50 Hours **4.0 Quarter Credits**

CJDE430—Constitutional Law 2
This course continues the study of Constitutional Law by considering the state and federal relationship, dual sovereignty, preemption, interpretations of the commerce clause, compacts, and interstate comity. The Bill of Rights is examined as it applies to individual rights, incorporation of the amendments, penumbras, and to whom the Bill of Rights applies. Narrow versus wide interpretation of rights pertaining to freedoms of expression, association, the press, and free exercise of religion are discussed. Due process, reproductive liberties, privacy, and economic liberties are also studied. Equal protection under the Constitution is examined through study of the 14th Amendment, the equal protection clause, a history of discrimination and major pertinent Supreme Court decisions, and current day discrimination tests and remedies. Civil liberties are also discussed as they apply to the criminal justice system including arrest and detention, search and seizure both warrantless and with warrant, border searches, school searches, and exceptions to search and seizure limitations.
Prerequisites: CJDE330 – Constitutional Law 1
50 Hours **5.0 Quarter Credits**

CJDE435—Advanced Trial Procedures
This course initially continues the study of trial procedures by considering pretrial right to discovery and motions to suppress evidence and/or dismiss charges, as well as motions for continuance, to sever offenses or sever defendants' cases, and to determine competency. Students also learn courtroom evidence rules for relevancy, hearsay, and hearsay exceptions. The jury selection process is covered as it pertains to voir dire, peremptory challenges and challenges for cause, alternate juror selection, jury sequestration, and jury instructions. Trial procedures including opening and closing statements, reasonable doubt, subpoenas, witness examination through direct and cross examination, case strategy and tactics, presenting the prosecution case, presenting the defense case, prosecution rebuttal, the defense's hypothesis of innocence, verdicts, hung juries, refiling of cases by the prosecution, types of sentencing and sentences, the death penalty, the appeal process, habeas corpus hearings, and collateral proceedings and writs are also examined.
Prerequisites: CJDE335 – Introduction to Trial Procedures
50 Hours **5.0 Quarter Credits**

CJDE455—Laws of Evidence 2
This course continues the study of evidence law through mode and order of witness examination, how witness credibility is tested and ensured as per direct and cross examination, witness preparation techniques, types of oaths, exclusion of other witnesses, impeachment for credibility or bias, the criminal defendant as witness, and the no comment rule. The many facets of opinion and expert testimony are considered including what lay witnesses can testify to, opinions as they apply to expert witnesses, the admissibility of scientific evidence, the general acceptance test, the relevancy test, the Daubert Standard, experts who are not scientists, and the judge's role as gatekeeper of scientific evidence and all other evidence types. Hearsay is also explored, and the many hearsay exceptions, as well the current use of privileges such as attorney-client, priest-penitent, marital privilege, and the future trends of evidence law.
Prerequisites: CJDE355 – Laws of Evidence 1
50 Hours **5.0 Quarter Credits**

CJDE480—Modern Policing 2
This course builds upon the basics of modern police technology by examining improvements in tactical communications, the basic process of crime analysis, the impact of modern crime analysis methods upon patrol tactics and deployment of resources, and use of computerized crime mapping. Additional applications of current technology to investigations are studied including DNA evidence and data banks, digital photography, advances in fingerprint technology and fingerprint data banks, geographic information systems, automatic license plate readers, mobile digital computers in police vehicles, the role of software applications in wiretap court orders, body wires, night vision devices, video evidence, vehicle tracking technologies, tracking of electronic/cell phone communications and cell phone pinging, training of personnel on new technologies, less lethal technologies/use-of-force, body armor advances, drones, predictive policing, and emerging and future technologies.
Prerequisites: CJDE380 – Modern Policing 1
50 Hours **4.5 Quarter Credits**

CJDE485—Police Administration and Management 2

This course continues the study of police administration by considering aspects of communications, negotiation, and conflict resolution such as the types of communication, barriers to communication, concepts for effective communication, and sources of conflict. Conflict resolution strategies are also considered as are various negotiation tools and ways to implement the negotiation process. Stress and fatigue management strategies are examined including identifying and controlling sources of police stress, police career stages, critical incident management, and wellness programs, Police human resources management is also studied, as is labor relations, the collective bargaining process, the grievance process, control and the law enforcement disciplinary process and investigation of personnel complaints, productivity measurement and control, accountability, the budgeting process, short to long-range planning, personnel deployment and scheduling, and the changing law enforcement environment.

Prerequisites: CJDE385 – Police Administration and Management 1
50 Hours **5.0 Quarter Credits**

CJDE490—Narcotics 2

This course examines the relationship between drugs, the court system, and corrections by considering the structure and elements of federal and California drug statutes, prosecutions of drug offenses such as possession, possession for sales and sales and transportation, court adjudication, sentencing, parole and non-incarcerative options, drug court alternatives, drug supply versus demand, deterrence versus punishment, the impact of drug addicted inmates on the correctional system--as well as drug rehabilitation efforts within the correctional system. Students will also study the origin, history, acute/chronic effects on mind and body drugs, patterns of abuse, lethality and potential for addiction and treatment options for various illegal psychoactive substances such as opioids, heroin and prescription analgesics, cocaine and methamphetamine, LSD and other hallucinogens, marijuana and hashish, performance-enhancing drugs such as anabolic steroids, and depressants such as barbiturates and inhalants. Additionally, the topics of drug legalization/criminalization, abuse of legal substances such as alcohol, prescription drugs, and nicotine, and future of substance abuse prevention and treatment are considered.

Prerequisites: CJDE390 – Narcotics 1
50 Hours **4.5 Quarter Credits**

CNA100 – Certified Nurse Assistant

This course is designed to teach the skills and clinical rotation necessary to assume the role and responsibilities as a Certified Nurse Assistant. The course will focus on effective communication, infection control, safety, resident's rights as well as basic nursing skills. The clinical rotation experience provides the student with the opportunity to practice the skills that have been taught. It is a real world scenario in which the student will work with patients, doctors and other members of the healthcare team. This hands-on experience gives the student on-the-job training.

Prerequisite: None **164 hours**

DMS101 — Introduction to Sonography

The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, body planes, orientation, patient positions, scanning planes and normal cross-sectional anatomy and physiology of the abdominal aorta and inferior vena cava. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The student will learn how to use and operate the ultrasound machine.

Prerequisite: APH101 **60 Hours** **3.5 Quarter Credits**

DMS102 — Introduction to Sonography 2

The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, orientation, patient positions, scanning planes and basic anatomy of the liver and Gallbladder. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The laboratory component will also focus upon development of skills pertinent to patient-sonographer interaction.

Prerequisites: DMS101 **60 Hours** **3.5 Quarter Credits**

DMS103 — Introduction to Sonography 3

The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, orientation, patient positions, scanning planes and basic anatomy of the Pancreas, Spleen and Renal. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The student will learn to apply sonographic terminologies.

Prerequisites: DMS102 **60 Hours** **3.5 Quarter Credits**

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COURSE DESCRIPTIONS

DMS104 — Introduction to Sonography 4
The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, body planes, orientation, patient positions, scanning planes and basic anatomy of the organs of the thyroid, breast, male pelvic, neurosonography and GI. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The laboratory component will also focus upon development of skills pertinent to patient-sonographer interaction.
Prerequisites: DMS103 **60 Hours** **3.5 Quarter Credits**

DMS105 — Introduction to Sonography 5
The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, orientation, patient positions, scanning planes and basic anatomy of the female pelvic. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The laboratory component will also focus upon development of skills pertinent to patient-sonographer interaction.
Prerequisites: DMS104 **60 Hours** **3.5 Quarter Credits**

DMS106 — Introduction to Sonography 6
The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, orientation, patient positions, scanning planes and basic anatomy of the first and second trimester obstetrics scanning. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The laboratory component will also focus upon development of skills pertinent to patient-sonographer interaction.
Prerequisites: none **60 Hours** **3.5 Quarter Credits**

DMS107 — Introduction to Sonography 7
The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, orientation, patient positions, scanning planes and basic anatomy related to vascular examinations. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The laboratory component will also focus upon development of skills pertinent to patient-sonographer interaction.
Prerequisites: none **60 Hours** **3.5 Quarter Credits**

DMS111 — Ultrasound Physics 1
Introduction to basic acoustic physical principles and the manner in which ultrasound waves react in human tissue. Emphasis on sound acoustic variable and interference, describe and understand the features of a sound wave and the relationship of the parameters in the interaction of the sound source and medium. Differentiate and relate the parameters of continuous sound and pulse sound. Understand the relation between the distance to a reflector (range) and the time it takes for the sound to return to it point of origin.
Prerequisite: None **30 Hours** **3.0 Quarter Credits**

DMS112 — Ultrasound Physics 2
Introduces concepts for the factors involved with diagnostic ultrasound principles and instruments. Emphasis will be placed on ultrasound physics, transducer construction, operation and characteristics, adjustable physics parameters. Topics include ultrasound transducers, imaging instruments, ultrasound machine adjustable parameters, real-time imaging, image storage and display, resolution of the sound beam.
Prerequisite: DMS111 **30 Hours** **3.0 Quarter Credits**

DMS113 — Ultrasound Physics 3
This course is a continuance introduction to concepts of factors involved with diagnostic ultrasound dynamic range, images processing and emphasis placed on hemodynamics, Doppler ultrasound, image artifacts, bio-effects, safety, and quality assurance. Advanced instrumentation will also be presented. This course is a continuation of Ultrasound Physics 2 (DMS112).
Prerequisite: DMS111 — 112 **30 Hours** **3.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

DMS114 — Ultrasound Physics Review and Exam Preparation
Review of Ultrasound Physics sequence (DMS111 — DMS113), with an emphasis on preparing the student for the SPI portion of the ARDMS examination.
Prerequisite: DMS113 30 Hours 3.0 Quarter Credits

DMS121 — Patient Care
Sonography students will learn to assess clinical history, current medical conditions, provide high quality patient care, respond to emergency situations, demonstrate awareness of infection control techniques and provide a safe environment for both the patient and health care team. Students will also learn that oral, written and non-verbal communication must adhere to the prescribed professional standards. Patient transfer and immobilization techniques with consideration of patient and practitioner safety, use and care for intravenous lines, catheters, percutaneous drains, and oxygen administration devices, transducer preparation, insertion, and disinfectant techniques, importance of infection control will also be covered.
Prerequisite: None 30 Hours 3.0 Quarter Credits

DMS122 — Medical Terminology 1
Sonography students will learn to apply appropriate terminology to point of references on the human body and apply medical terminology as the language of medicine. The student will learn to understand medical terms by breaking them into their component parts and will understand the meaning of parts. This word building strategy enables the student to build a repertoire of medical terms. Emphasis will be placed on the integumentary, skeletal, muscular, digestive and cardiovascular systems.
Prerequisite: none 30 Hours 3.0 Quarter Credits

DMS211 — Abdomen and Superficial Structures 1
Upon completion of this course the student will have the basic knowledge of the normal Cross sectional anatomy, physiology and pathological conditions affecting the abdominal organs and small parts. It also includes role of differential diagnosis in ultrasound examinations. Emphasis will be placed on the liver, gallbladder and biliary tree.
Prerequisite: DMS101 — DMS122 30 Hours 3.0 Quarter Credits

DMS212 — Abdomen and Superficial Structures 2
Upon completion of this course the student will have the basic knowledge of the normal Cross sectional anatomy, physiology and pathological conditions affecting the abdominal organs and small parts. It also includes role of differential diagnosis in ultrasound examinations. Emphasis will be placed on recognition of normal anatomy of the pancreas, spleen, kidneys and urinary system, Adrenal glands and Retroperitoneum.
Prerequisite: DMS211 30 Hours 3.0 Quarter Credits

DMS213 — Abdomen and Superficial Structures 3
Upon completion of this course the student will have the basic knowledge of the normal Cross sectional anatomy, physiology and pathological conditions affecting the breast, thyroid, parathyroid, testes, and prostate. It also includes role of differential diagnosis in ultrasound examinations. Emphasis will be placed on breast, thyroid, parathyroid, testes, and prostate.
Prerequisite: DMS 212 30 Hours 3.0 Quarter Credits

DMS221 — Obstetrics & Gynecology Sonography 1
On completion of this course, students will have understanding of accurate assessment and performance of gynecologic/female pelvic sonograms by assembling a comprehensive knowledge of the anatomy, physiology, pathophysiology, and sonographic appearances of the female reproductive system, an understanding of the embryologic development, premenarchal, menarchal, and postmenopausal female reproductive systems. Emphasis will be on the female pelvic organs.
Prerequisite: DMS107 30 Hours 3.0 Quarter Credits

DMS222 — Obstetrics & Gynecology Sonography 2
This course will prepare the student to perform sonograms of the pregnant female pelvis. The student will learn normal and abnormal processes of the first second and third trimester. The students learn medical terminology related to obstetrics. The students learn to correlate clinical presentation with sonographic findings, differentiate the normal and abnormal appearances of a first trimester pregnancy, complications of first trimester, sonographic findings associated with ectopic pregnancy, types and sonographic appearances of abortion, clinical and sonographic findings associated with gestational trophoblastic disease.
Prerequisite: none 30 Hours 3.0 Quarter Credits

DMS223 — Obstetrics & Gynecology Sonography 3
This course will provide the student with an understanding of the abnormalities that may occur throughout the pregnancy. Emphasis is given to etiology and significance of the abnormality as well as its sonographic appearance. Maternal diseases associated with pregnancy also be included. Emphasis will be placed on the abnormalities of the fetal abdomen, urogenital system, fetal skeleton placenta and, IUGR.
Prerequisite: none 30 Hours 3.0 Quarter Credits

PLATT COLLEGE
COURSE DESCRIPTIONS

DMS231 — Introduction to Vascular Sonography 1
Overview of normal and pathological sonographic data of the abdominal vasculature. Covers the basics of hemodynamics, the physical principles and instrumentation techniques of pulsed wave spectral analysis and Color Doppler. Normal vascular anatomy will be contrasted and compared with pathophysiology of the vascular system.
Prerequisite: none **30 Hours** **3.0 Quarter Credits**

DMS232 — Introduction to Vascular Sonography 2
Overview of normal and pathological sonographic data of the cerebrovascular and peripheral vascular systems covers the basics of hemodynamics for the cerebrovascular and peripheral vascular systems. The physical principles and instrumentation techniques of pulsed wave spectral analysis and Color Doppler. Normal vascular anatomy will be contrasted and compared with pathophysiology of the vascular system.
Prerequisite: none **30 Hours** **3.0 Quarter Credits**

DMS255 — Pre-Clinical Seminar
This course is designed for students to perfect their scanning techniques before their clinical assignment. This course help to obtain the technical expertise with emphasis on mastery of skills, and abilities required performing sonographic studies and procedures. The emphasis is on abdominal, small parts, gynecological and obstetrical examinations to demonstrate proficiency in clinical scanning.
Prerequisite: DMS231 **30 Hours** **3.0 Quarter Credits**

DMS301 — Specialty Topics in Sonography 1
This course covers advanced specialty topics in sonography, including Adult Cardiac Ultrasound and Vascular Sonography. Cardiovascular measurement in standard sonographic modes are introduced and practiced. Topics on cardiac sonography are covered including: Cardiac Anatomy, Physiology and Hemodynamics, Echocardiographic measurements using M-Mode, 2D, 3D and Doppler modalities.
Prerequisite: none **60 Hours** **5.0 Quarter Credits**

DMS302 — Specialty Topics in Sonography 2
This course covers advanced specialty topics in sonography, including Introduction to Fetal Cardiac Ultrasound as well as Clinical aspects of Adult Echocardiography. Cardiovascular measurements in standard sonographic modes are introduced and practiced. Topics on cardiac sonography are covered including: Introduction to Clinical Echocardiography, Fetal Echocardiography and Congenital Heart Diseases.
Prerequisite: DMS301 – Specialty Topics in Sonography 1
60 Hours **5.0 Quarter Credits**

DMS310 — Abdominal Sonography Registry Review
This is a comprehensive review course which covers the necessary topics and key points preparing students for the Abdomen and Superficial structures ARDMS certifying examination. Topics covered include: Ultrasound of the Liver, Gallbladder, Spleen, Pancreas, Urinary System, Prostate, Testicular, Thyroid and Superficial Structures, abdominal wall and retro-peritoneal anatomy and related pathologies. The course also includes ultrasound studies of neonatal head, hip and adrenal gland.
Prerequisite: none **30 Hours** **2.5 Quarter Credits**

DMS315 — OBGYN Sonography Registry Review
This is a comprehensive review course which covers the necessary topics and the key points preparing students for Obstetrics and Gynecology ARDMS certifying examination. Topics covered in this module includes: Complete review of Embryology, General Anatomy and physiology of the female reproductive system, Abnormalities of the Uterus and Ovaries, Infertility treatment and contraception, normal First 2nd / 3rd Trimester Assessment, complications of pregnancy as well as Fetal Anomalies and prenatal screening.
Prerequisite: none **30 Hours** **2.5 Quarter Credits**

DMSX271 — Clinical Practicum 1
The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with onsite visits being performed.
Prerequisite: DMS255 **160 Hours** **5.0 Quarter Credits**

DMSX272 — Clinical Practicum 2
The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with onsite visits being performed.
Prerequisite: DMS255 **200 Hours** **6.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

DMSX273 — Clinical Practicum 3
The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with onsite visits being performed.
Prerequisite: DMS255 **200 Hours** **6.5 Quarter Credits**

DMSX274 — Clinical Practicum 4
The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with onsite visits being performed.
Prerequisite: DMS255 **200 Hours** **6.5 Quarter Credits**

DMSX275 — Clinical Practicum 5
The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with onsite visits being performed.
Prerequisite: DMS255 **200 Hours** **6.5 Quarter Credits**

EM151 — Publishing Design and Layout
Introduction focused on the basic tools and commands necessary to design and layout files in the industry standard publishing software. Preparation of files for use in the industry printing process. Continued development of sketching and drawing skills.
Prerequisite: ART112 **100 Hours** **7.0 Quarter Credits**

EM152 — Photo Manipulation
Introduction to raster based image manipulation: Beginning Photoshop. Apply and develop beginning design and production skills in a raster-based photo manipulation, culminating in the completion of at least two portfolio design pieces. Preparation of files for use in the industry printing process. Continued development of sketching and illustration skills.
Prerequisite: ART111 **100 Hours** **7.0 Quarter Credits**

EM153 — Digital Illustration
Introduction to vector-based illustration: Intermediate Illustrator and beginning Flash. Apply and develop intermediate design and production skills in vector-based illustration, culminating in the completion of portfolio pieces, and an introduction to vector-based animation. Preparation of files for use in the industry printing process. Continued development of sketching and drawing skills.
Prerequisite: ART114 **100 Hours** **7.0 Quarter Credits**

EM251 — Introductory Web Design
This course provides an introduction to many basic concepts, issues and techniques related to designing, developing and deploying web sites. Emphasis is placed on the importance of organizing and preparing graphics and content for the web. Students will the learn the fundamentals of HTML, and Cascading Style Sheets (CSS). Design principles, typography and grid systems will be presented as foundations for effective site development. Students will also build their understanding of print design by creating an editorial layout for both print and web.
Prerequisite: EM151 **100 Hours** **7.0 Quarter Credits**

EM252 — Advanced Photo Manipulation
At the conclusion of this course, students will be able to identify and apply advanced techniques in photo editing, scanning, image compositing, file formats, selections and masks. They will incorporate the use of color theory and design principles and demonstrate their abilities by creating three portfolio pieces. Optimizing files for the web and preparing files for output to a printer and business skills are emphasized. Continued development of sketching and illustration skills.
Prerequisite: EM152 **100 Hours** **7.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

EM253 — Advanced Digital Illustration
Advanced vector-based illustration: Advanced Illustrator and intermediate Flash. Apply and develop advanced design and production skills in vector-based illustration, culminating in the completion of two portfolio design pieces. More vector-based animation will be explored with continued emphasis on key frames and the timeline in Flash. Preparation of files for use in the industry printing process will continue to be emphasized on all projects. Continued development of sketching and illustration skills.
Prerequisite: EM153 **100 Hours** **7.0 Quarter Credits**

EM255 — Figure Drawing
Continuing to develop the various drawing skills from the first drawing course, students will focus on depicting gesture and motion, capturing the essence of movement and form in space, and creating compositions based on the three basic lighting situations.
Prerequisite: None **50 Hours** **3.5 Quarter Credits**

ENG101 — English
Students will learn effective college-level essay writing skills with a focus on structure and development, including organization and coherence with special attention to persuasive writing. In addition, a targeted review of sentence mechanics, grammar and punctuation will be covered through a combination of lecture and directed exercises.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

ENGDE102 — English Composition
Students will focus on college-level writing skills with particular emphasis on structure, organization and coherence with special attention to persuasive writing and novel analysis. The course will cover a targeted review of sentence mechanics, grammar and punctuation through a combination of lecture and directed exercises. The ENG 102 course is specific to DMS, Respiratory Therapy and Veterinary Technology Programs.
Prerequisite: None **60 Hours** **6.0 Quarter Credits**

ENG102DE — English Composition
Students will focus on college-level writing skills with particular emphasis on structure, organization and coherence with special attention to persuasive writing and novel analysis. The course will cover a targeted review of sentence mechanics, grammar and punctuation through a combination of lecture and directed exercises. The ENG 102 course is specific to DMS, Respiratory Therapy and Veterinary Technology Programs.
Prerequisite: None **60 Hours** **6.0 Quarter Credits**

ENG303 — College Writing
This section presents an advanced study of expository and argumentative techniques, including attendant critical thinking skills. The course is designed to make writers aware of the process and techniques of effective writing. By focusing on how the writer observes, explains, evaluates, and persuades, the assignments will draw upon and sharpen fundamental writing skills. In the course, students will be expected to write often and respond critically to writings by other classmates, to study published works, and to discuss how weak writing fails and how strong writing succeeds. The types of writings that will be considered include memoirs, biographies, news reporting, and essays. Major topics include invention, style, persona, audience analysis, arrangement, and revision.
Prerequisite: ENG 101 **50 Hours** **5.0 Quarter Credits**

ENG305 – Advanced Composition
Students will strengthen their own writing skills by developing a clear understanding of the writing process. Students will also learn how to become reliable critics and editors of their own work. Through the course students will understand the importance of writing in the workplace as well as in their own lives.
Prerequisite: ENG 102 **60 Hours** **6.0 Quarter Credits**

ENGDE305 – Advanced Composition
Students will strengthen their own writing skills by developing a clear understanding of the writing process. Students will also learn how to become reliable critics and editors of their own work. Through the course students will understand the importance of writing in the workplace as well as in their own lives.
Prerequisite: ENG 102 **60 Hours** **6.0 Quarter Credits**

FIT101 – Anatomy and Physiology for Fitness Trainers
Students in this course will learn about human anatomy, including the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive, and urinary systems. In addition, students will learn about the skeletal system, including the bone tissues and joints, the muscular system to include origin and insertion and function of the major muscles of the body, and the integumentary system to include skin and its function and pathologies.
Prerequisite: None **50 Hours** **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

FIT102 – Exercise Physiology for Fitness Trainers
Students in this course learn about the physiological adjustments, scientific aspects, and biomechanics that occur within the body during exercise. In addition, students learn about the physiological systems as they are affected by physical exercise, including observations of respiratory, circulatory, nervous, and metabolic adjustments to physical exercise.

Prerequisite: None **50 Hours** **4.5 Quarter Credits**

FIT103 – Kinesiology of Human Movement
Students will learn about the study of biomechanics, kinetics, and muscles, including the principles of human movement and the description of structure, function, and kinesiology of the extremities. Topics include kinematics at the whole body level, tissues, joints, limbs, and biomechanics of the upper and lower extremities. Furthermore, students will learn the action and kinematics of the skeletal muscles. Students will consider various techniques to understand and improve the kinetics of human motion.

Prerequisite: None **50 Hours** **4.5 Quarter Credits**

FIT104 – Exercise Psychology & Lifestyle Coaching
Students will learn the basics of personal and professional leadership as well as motivational and situational techniques to use during interaction with clients to enhance positive behavioral change. Students will also learn how to apply a holistic, integrated, principled-centered approach to organizing personal lives and motivating people to be physically active. In addition, students will learn about client screening, goal setting, managing stress, physical performance, professional ethics of wellness professionals and health-related quality of life. This course will lay the foundation for students to effectively promote personal training as part of a healthy lifestyle.

Prerequisite: None **50 Hours** **4.5 Quarter Credits**

FIT110 – Fitness Nutrition
Students in this course will learn about the practical applications in sports nutrition. Students will understand the role of macronutrients and micronutrients in weight management. Students will also learn the nutritional requirements of different types of athletes and the potential job opportunities in sports nutrition.

Prerequisite: None **50 Hours** **4.5 Quarter Credits**

FIT120 – Exercise and Fitness Assessments
Personal fitness trainers are required to perform subjective assessments, objective assessments, and movement assessments with their clients to provide quality personal training services. This course provides students with a practical opportunity to develop and hone those skills. Students are introduced to training techniques for use in program design courses.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

FIT125 – Leadership, Business and Sales
Students in this course will learn about different leadership theories, the difference between leadership and management, and the necessary skills set for sport leadership. In addition, students will learn about how to apply a principled and ethical approach to sport leadership. Students will also learn about fostering innovation in sport organizations, handling crisis and conflict, shepherding sport for development organizations, dealing with gender and race issues in sports, and leading athletes with disabilities.

Prerequisite: None **50 Hours** **4.5 Quarter Credits**

FIT130 – Fitness Program Design
This course prepares students to design goal-specific OPT™ programs, stabilization OPT™ programs, strength OPT™ programs, flexibility training, core training, balance training, plyometric training, speed, agility, and quickness training, resistance training, and cardiorespiratory training programs for each client. Students are expected to be able to implement appropriate exercise techniques and modify, progress, and regress appropriate exercises.

Prerequisite: None **50 Hours** **4.5 Quarter Credits**

FIT200 – Sports Nutrition
Nutritional guidance and support for overall health, weight loss, and long-term weight management is in high-demand. This course will provide essential knowledge and skill regarding energy balance, caloric needs, and activity, metabolism, and food choices.

Prerequisite: None **50 Hours** **4.5 Quarter Credits**

FIT201 – Specialized Fitness Programs
Students in this course will learn and practice the skills and knowledge required to develop fitness programs for clientele requiring special considerations. Populations to be studied include youths, seniors, pregnant women, obese people, those suffering from pulmonary diseases, metabolic diseases, immunological and hematological disorders, orthopedic diseases and disabilities, neuromuscular disorders, cognitive, psychological, and sensory disorders, and increased cardiovascular disease risk factors.

Prerequisite: None **50 Hours** **4.5 Quarter Credits**

FIT202 – Weight Loss Programs
Students in this course learn to develop specialized fitness programs to help meet clients' objectives for weight loss through improved fitness. Topics covered include: the health effects of obesity, the psychology and physiology of weight loss control, and key training and nutrition programs to promote weight loss.

Prerequisite: None **50 Hours** **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

FIT210 – Advanced Corrective Exercise Programs
This course continues the design and implementation of effective Corrective Exercise programs explored in FIT125. Students completing this course will be prepared to take NASM's Corrective Exercise Specialist credentialing examination.
Prerequisite: None **50 Hours** **4.5 Quarter Credits**

FIT220 – Sports Fitness Training
This lab is the practical application of program design for sport-specific clients. Students will be able to design cardiorespiratory training programs, power OPT™ programs, and programs for clients who participate in individual competition or team sports. Students will apply principles of reactive neuromuscular training (plyometric) and integrated speed training to help clients achieve their established goals.
Prerequisite: None **50 Hours** **4.5 Quarter Credits**

FIT230 – Health & Fitness Trainer Externship
The internship is an opportunity to integrate career related experience to the program of study. The course provides students the opportunity to relate theory to practice. It also provides the students with in-service orientation to a career which will enhance the student's understanding of organizational and group processes.
Prerequisite: Completion of all courses in the program
80 Hours **2.5 Quarter Credits**

FIT235 – Externship Review
This course provides students with an opportunity to review key principles and skills learned and practiced in their externship training. The course is intended to be taken concurrently with the Health & Fitness Trainer externship.
Prerequisite: Completion of all courses in the program
25 Hours **2.0 Quarter Credits**

FIT250 – Certification Exam Preparation
Students will learn about the essentials to personal fitness training. Students will be introduced to the human movement system, the Optimum Performance Training (OPT) model and other domains of basic exercise science; assessment; exercise technique and training instruction; program design; considerations in nutrition; client relations and behavioral coaching; and professional development, practice, and responsibility.
Prerequisite: None **50 Hours** **4.5 Quarter Credits**

HIS323 — History of Business Innovation
This course presents a survey of the history of innovative business techniques in the 20th and 21st centuries. Students will examine production development and techniques, as well as the business practices that were used to foster creativity and innovation in an organizational setting. The students will also consider the different categories of business innovation (e.g. product, process and management innovation).
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

HISDE323 — History of Business Innovation
This course presents a survey of the history of innovative business techniques in the 20th and 21st centuries. Students will examine production development and techniques, as well as the business practices that were used to foster creativity and innovation in an organizational setting. The students will also consider the different categories of business innovation (e.g. product, process and management innovation).
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

HCMDE345 — Economics in Healthcare Organizations
This course examines the major topics in health care economics, such as the production of health, demand for medical care and health insurance, the physician firm, the hospital market, and government provided health care. The course also focuses on the demand for and supply of healthcare services and emphasizes the efficiency and equity characteristics of the system.
Prerequisites: None **50 Hours** **4.0 Quarter Credits**

IAHC 101 — Introduction to Allied Health Careers
This introductory course provides an essential foundation for students beginning their course of study in the Allied Health Field. Students will gain familiarity with key medical terminology concepts and learn the use of prefixes, suffixes, and word roots to build their medical vocabulary. Students will also learn the basics of human anatomy and physiology, including the fundamental organization of the human body and it's ten body systems. Key principles of professionalism, responsibilities, ethics, scope of practice, and legal implications of working in the healthcare field will be discussed. Finally, students will be introduced to the current principles of HIPPA policies and regulations.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

IT101 – Computer Applications
This course is designed to increase proficiency in the use of basic computer use, common word processing, spreadsheet, and presentation application software. Topics include the production of business documents, reports, and presentations. Upon successful completion of this course, students will be able to identify basic components of a computer, and prepare documents using word processing, spreadsheets, and presentation software.
Prerequisite: None **50 hours** **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

IT102 – Desktop Hardware and Software I
This course provides an overview of computer hardware and terminology. Topics include hardware architecture, component installation, and troubleshooting methodologies. Upon successful completion of this course, students should be able to identify and install various computer components, and perform basic troubleshooting skills.
Prerequisite: none **50 hours** **4.5 Quarter Credits**

IT103 – Desktop Hardware and Software II
This course provides a more in depth view of computer hardware and terminology. Topics include hardware architecture, component installation, and troubleshooting methodologies. Upon successful completion of this course, students should be able to identify and install various computer components, disassemble and build a working computer, identify PC power components and constraints and perform basic troubleshooting skills.
Prerequisite: IT102 – Desktop Hardware and Software I
50 hours **4.5 Quarter Credits**

IT104 – Desktop Operating Systems
This course provides an overview of common desktop operating systems. Topics include operating system installation, architecture, functions, and features of various operating systems. Upon successful completion of this course, students will be able to install, configure, and support desktop operating systems, and perform basic troubleshooting skills.
Prerequisite: IT102 - Desktop Hardware and Software I
50 hours **4.5 Quarter Credits**

IT106 – Linux Operating Systems
This course introduces basic concepts of the Linux operating systems. Topics include Installation, configuration and user administration. Focus will be on functions that resemble the UNIX environment. Directory and file management, user account management and certain device management (such as drives, printers, interface cards, etc.) will be discussed. Upon successful completion of this course, students will be able to install a Linux operating system, log onto a UNIX style system, navigate the file structure, control processes, create and delete files and directories, edit files, and move files and directories.
Prerequisite: IT102 - Desktop Hardware and Software I
50 hours **4.5 Quarter Credits**

IT115 - Introduction to Programming
This course serves as a foundation for understanding the logical function and process of computer programming in a given language environment. Basic computer programming knowledge and skills in logic and syntax will be covered. Coding conventions and relevant procedures will be discussed within the given programming language environment.
Prerequisite: IT101 – Computer Applications
50 hours **4.5 Quarter Credits**

IT120 - Cloud Fundamentals
This course provides an overview of cloud computing and virtualization concepts. Topics include characteristics of cloud services, the business value of cloud computing, technical perspectives and cloud types. Successful completion of this course provides the student with the ability to accomplish technical tasks such as understanding the cloud; enabling Microsoft cloud services; administering Office 365; and supporting cloud users.
Prerequisite: IT205 - Microsoft Client Server
50 hours **4.5 Quarter Credits**

IT130 - Technical Customer Support and Group Dynamics
In this course, students examine elements of successful teams and small decision-making groups. Emphasis is on communication, critical thinking and group process techniques. The course also explores working with customer technology and support requirements, development of interpersonal skills to resolve field support problems, analytical and problem-solving skills, good communication skills, time management and organizational skills
Prerequisite: none **50 hours** **4.5 Quarter Credits**

IT140- Structured Cabling
This course provides the student with knowledge of the industry standards and practices involved in wiring and transmitting data through a computer network, including media and protocol specifications, connection topologies, installation, testing and troubleshooting.
Prerequisite: none
50 hours **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

IT200 – Networking Essentials
This course serves as a foundation for the study of computer networking technologies. Concepts in data communications, such as signaling, coding and decoding, multiplexing, circuit switching and packet switching, OSI and TCP/IP models, LAN/WAN protocols, network devices and their functions, topologies and capabilities are discussed. Industry standards and the development of networking technologies are surveyed in conjunction with a basic awareness of software and hardware components used in typical networking and internetworking environments.
Prerequisite: IT102 - Desktop Hardware and Software I
50 hours **4.5 Quarter Credits**

IT205 Microsoft Client Server
This course introduces operating principles for the client-server based networking systems. Students will examine processes and procedures involving the installation, configuration, maintenance, troubleshooting and routine administrative tasks of popular desktop operating system(s) for standalone and network client computers, and related aspects of typical network server functions.
Prerequisite: none **50 hours** **4.5 Quarter Credits**

IT213 – Routing Protocols and Concepts
This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Topics include the analysis, verification, and troubleshooting of both classful and classless routing protocols. Upon successful completion of this course, students will be able to configure a router, conduct basic configuration of routing protocols, and design and implement basic security measures.
Prerequisite: IT200 – Networking Essentials
50 hours **4.5 Quarter Credits**

IT215 - Introduction to Mobile Devices
This course introduces mobile technology and wireless communications and their practical applications. Topics include wireless communications systems, mobile devices and mobile networking.
Prerequisite: IT205 - Microsoft Client Server
50 hours **4.5 Quarter Credits**

IT220 – LAN Technologies
This course focuses on how network switches operate and are implemented in a LAN environment for small through large networks. Topics include LAN switch operation, VLAN (Virtual Local Area Network) implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and network operations. Upon successful completion of this course, students will be able to analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and networks in general.
Prerequisite: IT213 – Routing Protocols and Concepts
50 hours **4.5 Quarter Credits**

IT221 – WAN Technologies
This course introduces network user access technologies and devices. Topics include the implementation and configuration of Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay with traffic control and access lists. WAN (Wide Area Networks) security concepts, tunneling, and VPN basics are introduced, along with a discussion of the special network services required by converged applications and an introduction to quality of service (QoS). Upon successful completion of this course, students will be able to install and configure WAN technologies.
Prerequisite: IT213 – Routing Protocols and Concepts
50 hours **4.5 Quarter Credits**

IT225 - Introduction to Microsoft Exchange and Web Services
This course explores common network-based services such as Web services, email and FTP in a given server operating systems environment. Related security issues will also be studied.
Prerequisites: IT205 - Microsoft Client Server
50 hours **4.5 Quarter Credits**

IT235 – Network Security
This course provides an introduction into network security threats and the tools necessary to mitigate these threats. Topics include modern network security threats, securing network devices, authentication, authorization and accounting, implementing firewall technologies and intrusion prevention, and securing the local area network. Upon successful completion of this course, students will be able to design and support a basic network security.
Prerequisite: IT200 – Networking Essentials
50 hours **4.5 Quarter Credits**

IT245 - Introduction to Databases
This course introduces relational database concepts and the role of databases in both Windows and Web applications. The course introduces basic data modeling and normalization concepts. Extensible Markup Language (XML) is also introduced.
Prerequisite: IT101 – Computer Applications
50 hours **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

IT250 – Project Management and Technical Documentation
This course emphasizes the importance of documentation and the skills necessary to develop relevant, useful technical documentation and project plans. Topics include the documentation process, style and design, digital formats, technical baselines, project management documentation, disaster recovery overview, document archiving, and documentation configuration management. Upon successful completion of this course, students will be able to create technical documents, project plans and value effective documentation for an enterprise environment.
Prerequisite: none **50 hours** **4.5 Quarter Credits**

LAW101—Introduction to Law
This is an introductory course in paralegal and criminal justice studies. This course introduces students to basic legal concepts/terms, principles and procedures in the study of law. It will provide an in-depth understanding of the structure of the U.S. legal system, both federal and state courts. The course will further explore the role and functions of the three branches of government namely: legislative, executive, and judicial branches, and the concepts of federalism and separation of powers. Students will be able to use and understand simple legal vocabulary and knowledge of various legal theories or schools. Students will be introduced to legal reasoning, case analysis and the IRAC method. Students will acquire knowledge areas of law such as: criminal law, constitutional law and freedom, torts and contract law. Ethical considerations for legal professionals and duties are discussed throughout the course.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

LAWDE101—Introduction to Law
This is an introductory course in paralegal and criminal justice studies. This course introduces students to basic legal concepts/terms, principles and procedures in the study of law. It will provide an in-depth understanding of the structure of the U.S. legal system, both federal and state courts. The course will further explore the role and functions of the three branches of government namely: legislative, executive, and judicial branches, and the concepts of federalism and separation of powers. Students will be able to use and understand simple legal vocabulary and knowledge of various legal theories or schools. Students will be introduced to legal reasoning, case analysis and the IRAC method. Students will acquire knowledge areas of law such as: criminal law, constitutional law and freedom, torts and contract law. Ethical considerations for legal professionals and duties are discussed throughout the course.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MA102 — Patient Care and Ethics
Students focus on learning how to create environments of care in their workplace. This course provides scenarios that give the students an understanding of health care ethics, factors of how patients respond to change including chronic or terminal illness, and issues pertaining to sexuality and confidentiality. Student are introduced to multicultural perspectives and practice the recognition of patient attitudes, beliefs and values while understanding family needs, roles and responsibilities. The basic principles of psychology along with developmental stages of the life cycle, cultural, hereditary and environmental influences on behavior are covered in this module. Students will also discuss and define professionalism, ethics, and scope of practice and legal implications of working in the healthcare field.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MA105 — Introduction to Microbiology, Surgical & Medical Asepsis
The world of micro-organisms is introduced. Pathogenic and non-pathogenic bacteria including viruses, fungi, protozoa, helminthes, and rickettsiae are related to common diseases and infections. The chain of infection is identified and defined. Defense mechanisms and the inflammatory response that occurs are discussed. Surgical asepsis is defined and discussed. Clinical Lab skills include sanitization, disinfection, and sterilization procedures. Common instruments are identified. Surgical aseptic technique is developed including gloving, tray preparation, working with a sterile field, and changing dressing s and wound care is discussed. Medical asepsis is defined and discussed including Universal Blood and Body Fluid Precautions, OSHA requirements, and appropriate use and disposal of barriers.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MA106 — Clinical Pharmacology
This course introduces basic pharmacology concepts. General mathematical concepts are reviewed. Mathematical theories and formulas for conversion and administration of medication are demonstrated. Common medications, complications of medication administration, and principles of IV therapy are discussed. Students will learn about pediatric patient care, administration and importance of immunizations and formulas for the conversions of pediatric weights and heights as well as drug calculations. Students will also be introduced to the writing of a prescription and the legal considerations of Pharmacology.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

MA107 — First Aid / CPR & Nutrition
The role of the medical assistant in emergency situations is discussed including bandaging techniques. Students will practice clinical skills including: vital signs, venipunctures and injections. CPR (AED BLS-C card) and basic first aid procedures are presented. Maintenance of emergency office supplies and equipment is discussed. Students will learn the Occupational Safety and Health Administration (OSHA) standards. Discussion of basic nutrition, metabolism, and diet therapy and its relation to these body systems are also included. Emphasis is placed on patient education and assisting the patient in the development of skills necessary to make informed and responsible health decisions.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MA108 — Cardiovascular Anatomy, Electrocardiography and Cardiopulmonary
The circulatory and respiratory system will be reviewed as well as various abnormalities that may occur during electrocardiography. Students will learn about electrical pathways of the heart muscle in preparation to learn electrocardiography (ECG or EKG) including lead placement, identification of artifacts and arrhythmias and recording a multi-lead electrocardiogram. Students are introduced to basic normal and abnormal anatomy and physiology as well as the diagnostic/ treatment modalities of the cardiovascular system. Students will practice clinical skills including; vital signs and performing ECG or EKGs.

Prerequisite: None **100 Hours** **8 Quarter Credits**

MA153 — Excretory and Reproductive Systems
Students are introduced to the basic normal and abnormal anatomy and physiology of the respiratory, urinary and reproductive systems. Discussion of fluids, electrolytes, acid-base balance, and basic life sciences are included. This module also identifies common pathology/diseases and diagnostic/treatment modalities of the Excretory and Reproductive systems. Students learn to perform urine analysis to dedicate metabolic changes, physical differences and microscopic abnormalities.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MA155 — Musculoskeletal Systems and Physical Therapy
Students will learn the basic normal and abnormal anatomy and physiology of the musculoskeletal system. Students will practice memorization of the muscle groups and functions through software exercises. The basic physiological reactions and treatment of common injuries using hot and cold packs, ultrasound, hydrotherapy, and ultraviolet lamps will be discussed. Range of motion exercises, ambulating aids, and patient wheelchair transfers are demonstrated.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MA156 — Advanced Medical Terminology
Student will apply understanding of basic medical terminology and will add to their breadth of knowledge through software based exercises and the expectation in the classroom to refer to all terms by their proper medical signifier. This course provides the students with opportunity to apply and practice terminology in a mocked medical environment. Students will master the spelling, usage and application of medical terminology by applying their medical vocabulary to charting, rooming and following supervisory instruction.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MA201 — Laboratory Procedures
Specimen collection and handling, venipunctures, capillary puncture, diagnostic testing, and laboratory testing procedures of common office laboratory examinations are demonstrated and practiced in this course. Quality assurance and safety guidelines are stressed. Clinical lab skills include vital signs, venipunctures and injections will be checked for proficiency.

Prerequisite: None **100 Hours** **7.0 Quarter Credits**

MA202 — Medical Billing and Coding
This course is designed to introduce students to coding and classification systems and nomenclatures, indexes, registers and registries as well as the basic principles and uses of each. In-depth coding technique using the International Classification of Diseases, Clinical Modification (ICD-10-CM), the CPT coding manual, the standard data set, the HCFA insurance form, and current procedural terminology are taught. The course will cover the development of an insurance claim beginning with the completion of an encounter form, transferring the information to a ledger card, to the creation of a written and electronic claim form and claim follow-up to include Explanation of Benefits. The student will also have a basic understanding of the following insurance programs: Blue Cross/Blue Shield Plans, Medicare/ Medicaid, Champus (Tricare), Champva, Workers' Compensation and disability compensation programs. Students will utilize the media resource center regularly in order to complete research projects, write essays and improve learning through computer exercises.

Prerequisite: None **100 Hours** **7.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

MA203 — Patient Examination, Vital Signs & Sensory Systems
Students learn how to perform and/or assist with examinations including auditory and visual examinations that are performed in a variety of medical offices. Study includes: positioning, draping, equipment preparation, examinations and procedures related to the eyes and ears, and anticipating patient and physician needs. Students learn the procedures for obtaining blood pressure, pulse, respirations, temperature, height and weight. Normal and abnormal findings are discussed. Students will learn to prepare examinations trays for various clinical settings.
Prerequisite: None **100 Hours** **7.0 Quarter Credits**

MA250 — Certification Preparation Seminar
Students will prepare for the national certification exam in the following areas of competence: administrative procedures, clinical procedures including fundamental principles of aseptic technique and infection control, diagnostic orders, patient care, professionalism, communication, and legal concepts. Exam topics will be reviewed in depth including: general medical assisting knowledge comprised of anatomy physiology, terminology and abbreviations, medical law and ethics, pharmacology, and office business procedures and management.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MAS102 — Musculoskeletal, Organ, Endocrine & Reproductive Systems
Students are introduced to basic normal and abnormal anatomy and physiology of the musculoskeletal, urinary, special senses, integumentary, endocrine, reproductive, lymphatic, immune, and digestive systems. Discussion of fluids, electrolyze, acid-base balance, and basic life sciences are included. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MAS104 — Introduction to Medical Transcription
This course introduces the student to medical transcription and training in the various types and styles of equipment, report formats, dictation, and the standards of operation within the transcription field. Medical terminology and the need for accuracy will be stressed. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.
Prerequisite: None **50 Hours** **3.5 Quarter Credits**

MAS105 —Medical Terminology
This course introduces the student to pharmaceutical and medical billing terms, pharmaceutical abbreviations, and procedures. Students will receive the knowledge necessary to communicate information between pharmacists and physicians regarding prescription medications. The major emphasis is on the classifications, spelling, and pronunciation of the most commonly ordered prescription medications. The study of symbols and systems of measurement used in prescriptions will also be covered. Course includes more detailed and advanced study of the derivatives of medical terms, symbols, and signs. Presents an in-depth study of the correlation between medical vocabulary and the application of those terms to the anatomy and physiology of the body, related diseases, conditions and treatment. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.
Prerequisite: None **50 Hours** **3.5 Quarter Credits**

MAS106 — Human Resources, Risk Management and Employability
This course introduces the student to human resources and risk management in the medical environment. Students will be introduced to basic human resource functions including classifying and reclassifying existing positions, interviewing and hiring employees, counseling employees, benefits, work hours and overtime. Students will learn to identify the sources of liability in an office based medical practice, specify strategies to reduce exposure to office liability, discuss various methods to address compliance issues related to an office based medical practice and describe liability issues related to employment in the office based medical practice. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MAS107 – Advanced EHR
This course will cover the advanced topics in the field of electronic records. Such topics may include, but are not limited to: health data structure, standards across the board and various types of data collection methods. Students will also learn the importance of electronic health record maintenance, privacy, security and confidentiality. They will discuss the financial management side of insurances and billing.
Prerequisite: None **50 Hours** **3.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

MAS110 – Anatomy and Physiology
Upon completion of this subject, the student will have practical knowledge about the structural levels of organization, anatomical components, and physiology. The student will also learn about Medical Terminology and relationships related to various body organs and anatomical directions, planes, and body cavities. The student will have a clear understanding of the anatomy and physiology of a typical cell, tissues, organs, systems of the human body and homeostasis and its importance in the human body.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MAS140 – Medical Billing and Coding – ICD-10
This course will cover topics to provide students with an understanding of managed care plans and private plans, such as, but not limited to Medicare, Medicaid, HMOs, and PPOs. Students will become familiar with the processes needed for prior authorization. This course will focus on ICD-10.

Prerequisite: None **50 Hours** **3.5 Quarter Credits**

MAS142 – Medical Billing and Coding – CPT
This course will cover topics to provide students with an understanding of managed care plans and private plans, such as, but not limited to Medicare, Medicaid, HMOs, and PPOs. Students will become familiar with the processes needed for prior authorization. This course will focus on CPT.

Prerequisite: None **50 Hours** **3.5 Quarter Credits**

MAS144 – Medical Billing and Coding – HCPCS
This course will cover topics to provide students with an understanding of managed care plans and private plans, such as, but not limited to Medicare, Medicaid, HMOs, and PPOs. Students will become familiar with the processes needed for prior authorization. This course will focus on HCPCS.

Prerequisite: None **50 Hours** **3.5 Quarter Credits**

MAS152 — Medical Office Procedures
General administrative procedures are introduced. Areas of study include receptionist duties, appointment scheduling, records management, financial arrangements, communications, telephone procedures, and correspondence management. This course addresses basic principles, terms and concepts of business structure including those in the medical field. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MAS155 — Medical Computerized Office
Students develop skills in entering, editing, analyzing, and retrieving patient data using specialized medical software. This course also includes hands-on use of the software for insurance billing, coding of diseases, medical records, and related medical information. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None **50 Hours** **3.5 Quarter Credits**

MAS159 — Medical Accounting Procedures
The introduction of the accounting cycle with emphasis on accounting procedures typical in the merchandising and service business. Students will prepare financial statements, work with journals and ledgers, prepare payroll and banking statements, account receivables and payables, and develop skill in the use of standard spreadsheet software. Bookkeeping principles are identified and applied. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None **50 Hours** **3.5 Quarter Credits**

MAS160 — Tracing Delinquent Claims and Collections
Students will learn how to trace and handle delinquent claims. Students will learn the collection process including collections letters, telephone calls and collection servicing agencies. Legal Implications of the collection process will be identified. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MAS162 — Certification Preparation Seminar
Students will prepare for the national certification exam in the following areas of competence: medical insurance and billing procedures, terminology, the claims process, CPT coding, ICD-9-CM and HCPCS Level II Coding. Exam topics will be reviewed in depth including: CMS-1500 claims forms, confidentiality and ethics, Blue plans, disability, HIPSS, Medicaid and Medicare, OSHA, and TRICARE.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

MAS170 – First Aid and CPR / Billing Claims
This course will provide students with the experience in the billing claims areas. Student will understand the process for submitting claims, managing accounts and balances. Students will also be trained in first aid and CPR>
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MGT300 — Communication for the Healthcare Professional
This course is designed to develop and strengthen oral and written communication skills for leaders. Students will apply the critical fundamentals of business communication protocols for business letters, memoranda, electronic mail, business messages, instructions, as well as formal reports and proposals. In addition, there will be instruction in oral presentation and in-depth practice on both an individual and a collaborative basis understand the importance of becoming an effective business communicator in today's changing organizations.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MGT310 — Introduction to Management in Healthcare Organizations
This course presents a thorough and systematic coverage of management and organizational theory and practice. It will focus on the basic roles, skills and functions of management with special attention to managerial responsibility for effective and efficient achievement of goals. Additionally, students will be introduced to social responsibility, managerial ethics, and the ever-increasing importance of the current demand in organizations that their managers understand the concepts of strategic and tactical organizational planning and design.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MGT315 — Ethics for the Healthcare Professional
The course provides a comprehensive inquiry into the major components of social responsibility and a study of moral and ethical issues that relate to problems in business. Focus will be on the economic, legal, political, ethical, and societal issues involving the interaction of business, government, and society.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MGT320 — Human Resources for the Healthcare Professional
This course exposes students to the breadth of human resources management topics. The primary topics are the functions of human resources such as job analysis and planning, recruiting, staffing, orientation and training, performance appraisal, career planning, compensating, and motivating. A wide variety of secondary topics will also be covered in this course to include learning principles, human resource development interventions, employee orientation and socialization, performance management, coaching, diversity, and employee counseling. The situational context of the workforce and the legal issues in employment decisions will also be studied.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MGT325 — Marketing for the Healthcare Professional
This course provides an introduction to contemporary marketing theory and its application in the marketing implementation process. It places special focus on identifying market opportunity, product development, promotion planning, pricing decisions, and channels of distribution.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MGTDE300 — Communication for the Healthcare Professional
This course is designed to develop and strengthen oral and written communication skills for leaders. Students will apply the critical fundamentals of business communication protocols for business letters, memoranda, electronic mail, business messages, instructions, as well as formal reports and proposals. In addition, there will be instruction in oral presentation and in-depth practice on both an individual and a collaborative basis understand the importance of becoming an effective business communicator in today's changing organizations.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MGTDE310 — Introduction to Management in Healthcare Organizations
This course presents a thorough and systematic coverage of management and organizational theory and practice. It will focus on the basic roles, skills and functions of management with special attention to managerial responsibility for effective and efficient achievement of goals. Additionally, students will be introduced to social responsibility, managerial ethics, and the ever-increasing importance of the current demand in organizations that their managers understand the concepts of strategic and tactical organizational planning and design.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MGTDE315 — Ethics for the Healthcare Professional
The course provides a comprehensive inquiry into the major components of social responsibility and a study of moral and ethical issues that relate to problems in business. Focus will be on the economic, legal, political, ethical, and societal issues involving the interaction of business, government, and society.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

MGTDE320 — Human Resources for the Healthcare Professional
This course exposes students to the breadth of human resources management topics. The primary topics are the functions of human resources such as job analysis and planning, recruiting, staffing, orientation and training, performance appraisal, career planning, compensating, and motivating. A wide variety of secondary topics will also be covered in this course to include learning principles, human resource development interventions, employee orientation and socialization, performance management, coaching, diversity, and employee counseling. The situational context of the workforce and the legal issues in employment decisions will also be studied.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MGTDE325 — Marketing for the Healthcare Professional
This course provides an introduction to contemporary marketing theory and its application in the marketing implementation process. It places special focus on identifying market opportunity, product development, promotion planning, pricing decisions, and channels of distribution.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MIS300 — Information Technology for the Healthcare Professional
This course introduces the business applications of information technology and evaluates the operating characteristics and organizational implications of business information systems from the viewpoint of management. Emphasis will be placed on the discussion of strategic information planning, organizational change, systems-based decision making, social, legal, and ethical awareness in the study of technology integration will be also be analyzed.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MISDE300 — Information Technology for the Healthcare Professional
This course introduces the business applications of information technology and evaluates the operating characteristics and organizational implications of business information systems from the viewpoint of management. Emphasis will be placed on the discussion of strategic information planning, organizational change, systems-based decision making, social, legal, and ethical awareness in the study of technology integration will be also be analyzed.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

MM301 — Storyboarding
Students will learn how to interpret a story, via script form, and draw the story into storyboard panels. The course will cover history, terminology, camera direction, scene interpretation, composition, symbology and types of storyboarding (such as feature film, animation and commercial).
Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253
50 Hours **3.5 Quarter Credits**

MM302 — Digital Video/Motion Graphics
Adobe After Effects and Final Cut Pro — This class covers the digital video editing programs most frequently used in the multimedia design industry. Students develop the necessary skills required to enter the field of digital video and are able to define and utilize the appropriate time base, compiling, animation, editing, and compression and output skills used in creating motion graphics.
Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253
50 Hours **3.5 Quarter Credits**

MM303 — Introduction to Website and Mobile Development
In this course, students will learn the fundamentals of Web Design using HTML5, and CSS3 and Basic Mobile App Development using LiveCode Authoring software. Topics will span the history of HyperText Markup Languages, Internet Publishing, and Object-Oriented Programming and User-Interface/User-Experience (UI/UX) Design trends. Emphasis will be placed on the key concepts of Coding using Markup Languages, Integrated Development Environments/Authoring System, and User-Friendly Interface Design. Students will publish their multimedia portfolio as both a standards-compliant HTML5/CSS3 website coded by hand as well as an App Store-compatible application created with LiveCode Community.
Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253
100 Hours **7.0 Quarter Credits**

MM304 — Flash Animation
In this course, students will learn the fundamentals 2D animation using Adobe Flash. Topics will include the history of 2D animation and digital animating and current trends. Emphasis will be placed on key, Flash Features, & animation. Students will design and create a 2D animation for their multimedia portfolio.
Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253
100 Hours **7.0 Quarter Credits**

MM305 — 3D Modeling and Animation

Maya 3D — This class covers understanding and utilizing the basic tools and commands necessary to create 3D projects. Attention is given to the particular design challenges encountered while working in three dimensions. Students are introduced to 3D animation and scene building.

Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253
100 Hours **7.0 Quarter Credits**

MM306 — Figure Drawing 2

This course is a continuation of Figure Drawing with emphasis on the gesture using live models. The student will learn anatomy, muscle and bone structure of the human body. The student will develop skills in using the following media: Conte crayon, pencil, and charcoal. At the end of the course, the student will have executed a fully rendered drawing.

Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253
50 Hours **3.5 Quarter Credits**

MM307 — Anatomy & Sculpting

This course continues to build the student's drawing skills with a particular emphasis on depicting anatomy, both through drawing and sculpture

Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253
50 Hours **3.5 Quarter Credits**

MM350 — Portfolio Preparation

Interactive course focusing on the individual student's needs dealing with preparing oneself for the job market. Interviewing techniques, resume production, personal letterhead, professional business practices, portfolio development, self-marketing tools, appropriate methods for contacting potential employers, personal dress, and attitudes related to the interview process will be covered.

Prerequisite: All proceeding Multimedia courses
100 Hours **7.0 Quarter Credits**

MSX251 — Externship

The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with on-site visits being performed.

Prerequisite: Completion of all coursework with a cumulative 2.0 GPA.
160 Hours **5.0 Quarter Credits**

MTH101 — Introduction to Algebra

Math 101 focuses on the use of rational and irrational numbers in algebra and geometry. Students will become proficient in computing with integers, fractions, decimals, the order of operations, and basic radical expressions. The topic areas in algebra include, but are not limited to, basic set theory, the classification of the real number system, the addition, subtraction and multiplication of polynomials, solving linear equations, solving linear inequalities, ratios, rates, and proportional reasoning. Math 101 includes the application of dimensional analysis to perform unit conversions in both the English and SI units of measurement within a problem solving context. Additionally, Math 101 includes an introduction to polynomial functions with an emphasis on linear functions and their graphs.

Prerequisite: None **50 Hours** **5.0 Quarter Credits**

MTHDE101 — Introduction to Algebra

Math 101 focuses on the use of rational and irrational numbers in algebra and geometry. Students will become proficient in computing with integers, fractions, decimals, the order of operations, and basic radical expressions. The topic areas in algebra include, but are not limited to, basic set theory, the classification of the real number system, the addition, subtraction and multiplication of polynomials, solving linear equations, solving linear inequalities, ratios, rates, and proportional reasoning. Math 101 includes the application of dimensional analysis to perform unit conversions in both the English and SI units of measurement within a problem solving context. Additionally, Math 101 includes an introduction to polynomial functions with an emphasis on linear functions and their graphs.

Prerequisite: None **50 Hours** **5.0 Quarter Credits**

MTH102 — College Algebra

Math 102 includes topics from algebra and geometry. Algebra topics include the addition, subtraction, multiplication, and division of the real and complex numbers as well as polynomials. Additionally, Math 102 includes the solving of a variety of equations and inequalities, including, but not limited to, linear, absolute value, and quadratic equations. Math 102 includes the graphing of a variety of functions with an emphasis on linear and quadratic functions; functions notation will be applied in problem solving as well as in computations involving

combinations of functions. Geometry topics include, but are not limited to, the properties of parallel and perpendicular lines, perimeter, area, volume, theorems about triangles and various polygons, Pythagorean Theorem, and right triangle trigonometry. Math 102 includes formal geometric constructions with a compass and straightedge as well as other informal construction techniques with measurement and a straightedge.

Prerequisite: None **60 Hours** **6.0 Quarter Credits**

MTH103 — Intermediate Algebra

Math 103 includes topics from algebra and geometry. Algebra topics include the addition, subtraction, multiplication, and division of the real and complex numbers as well as polynomials. Additionally, Math 102 includes the solving of a variety of equations and inequalities, including, but not limited to, linear, absolute value, and quadratic equations. Math 102 includes the graphing of a variety of functions with an emphasis on linear and quadratic functions; functions notation will be applied in problem solving as well as in computations involving combinations of functions. Geometry topics include, but are not limited to, the properties of parallel and perpendicular lines, perimeter, area, volume, theorems about triangles and various polygons, Pythagorean Theorem, and right triangle trigonometry. Math 102 includes formal geometric constructions with a compass and straightedge as well as other informal construction techniques with measurement and a straightedge.

Prerequisite: None **50 Hours** **5.0 Quarter Credits**

MTHDE102 — College Algebra

Math 102 includes topics from algebra and geometry. Algebra topics include the addition, subtraction, multiplication, and division of the real and complex numbers as well as polynomials. Additionally, Math 102 includes the solving of a variety of equations and inequalities, including, but not limited to, linear, absolute value, and quadratic equations. Math 102 includes the graphing of a variety of functions with an emphasis on linear and quadratic functions; functions notation will be applied in problem solving as well as in computations involving combinations of functions. Geometry topics include, but are not limited to, the properties of parallel and perpendicular lines, perimeter, area, volume, theorems about triangles and various polygons, Pythagorean Theorem, and right triangle trigonometry. Math 102 includes formal geometric constructions with a compass and straightedge as well as other informal construction techniques with measurement and a straightedge.

Prerequisite: None **60 Hours** **6.0 Quarter Credits**

MTH301 — College Math Principles

This course will provide students with the basics college math applications that will be applicable throughout their chosen field. Topics covered, but not limited to will include probability, statistics, graph theory. These topics will be used to analyze concepts and applications from business, social sciences and the physical sciences.

Prerequisite: None **50 Hours** **5.0 Quarter Credits**

MX251 — Externship

The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with on-site visits being performed.

Prerequisite: Completion of all coursework with a cumulative 2.0 GPA.
160 Hours **5.0 Quarter Credits**

PHS101 — Physics

Physics 101 is an introductory class designed to provide a foundational knowledge in a variety of topic areas in Physics. The course contains a comprehensive study of measurement, density, an introduction to Newton's laws of motion, gravity, the conservations of energy, work, power, and momentum. The course additionally includes topics in heat and temperature, electricity, sound, and light. All topics studied include an emphasis on problem solving, dimensional analysis, and the application of mathematics in each topic area.

Co-requisite: MTH 101 or MTH 102 or Equivalent
60 Hours **6.0 Quarter Credits**

PL116 - Torts 1

This course explores two branches of tort law for paralegals namely: Intentional torts, Negligence and their respective elements. Students will explore other special torts: defamation; invasion of privacy; malicious prosecution, Abuse of process and Nuisance.

Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

PL145 - Computerized Law Office Procedures
This course focuses on teaching students' legal office procedures through the use of computers in order to prepare them for a career as legal office support staff and be successfully employed in a legal office. This course will provide students with the concepts and attitudes needed to understand the legal office environment and how a legal office is operated and managed. Furthermore, this course will provide students an opportunity to identify the types of activities such as billings, calendaring, case management, drafting pleadings and correspondence that legal support personnel perform. Students will be introduced to ethical issues in the law office and be able to identify the basic elements of professionalism in the legal office.

Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PL155 - Introduction to Legal Writing
This course is designed to introduce students to legal writing and legal terminology. Students will learn how to prepare memos, legal briefs, and other legal documents.

Co-requisite: None **50 Hours** **4.5 Quarter Credits**

PL165 - Criminal Law I
This course will introduce students to basic concepts of criminal law and procedure. Students will be introduced to the definition of Criminal law and Crimes, theories on Jurisprudence. The historical development of the American legal system including the two court systems. Students will understand how the American legal system works, including how a case proceeds from the commission of a crime through trial, appeal, incarceration and release. Students will be introduced to various types of crimes, their elements. Theories for punishing criminal law violators will be explored and case briefing and IRAC concepts will be emphasized to students.

Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PL175 - Bankruptcy 1
This course is designed to provide students with an overview of both substantive and procedural areas of bankruptcy law with emphasis on consumer bankruptcy law under chapter seven. This course will include an introduction of the law of bankruptcy in both the consumer and business areas and provide practical instruction as to the application of bankruptcy law with the intent to providing students the opportunity to become comfortable and familiar with the actual practice of bankruptcy law. Students will be introduced to concepts such as jurisdiction of the Bankruptcy Court, forms of creditors, liens, security interest, automatic stay, exemptions and avoiding powers.

Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PL185 – Ethics and Professionalism
This course will focus on the role of the paralegal and professionalism. It will cover ethical responsibilities, professionalism, critical thinking, and communication issues in the field.

Co-requisite: LAW101 – Introduction to Law
50 Hours **4.0 Quarter Credits**

PL206 - Introduction to Research
This course will take students through the steps of researching complex issues in law and the creation of legal documents. This course will also answer paralegals question on American legal systems, of what the law is, sources of law and how to locate them, finding Judges opinions, understanding case briefing the importance of fee-based and non-fee based search engine in legal research. Students will be introduced to legal finding tools, the process of updating the law / shepardization and online research methods. Students will continue to review ethical pitfalls encountered by paralegals and their lawyers in their respective law offices.

Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PL210 - Torts 2
Students will be introduced to the concept of Guided Plan to legal research, how to incorporate their research findings into a coherent and well-articulated legal document or correspondence. Students will know the various forms of legal writing, citations in legal writing, forms of Memos, Court documents, Memorandum of Points and authority and the process of drafting Appellate brief. Finally, this course will continue to help student enhance their analytical skills and technology application.

Prerequisite: PL116 - Torts 1
50 Hours **4.5 Quarter Credits**

PL220 - Bankruptcy
This course will focus on Chapter 11 and Chapter 13 Bankruptcy. Students will learn the proper procedures and paperwork to submit for filing bankruptcy. It will also focus on the rights of the unsecured creditors. Traditional state remedies such as attachment, garnishment, execution, fraudulent conveyance and debtors' exemptions also are covered.

Prerequisite: PL175 – Bankruptcy 1
50 Hours **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

PL226 - Civil Litigation 1
This course is an introductory survey of the pre-litigation, litigation process, jurisdiction, venue, service process and the tools used in trial advocacy. This course will include the preparing of pleadings, discovery tools and responses, learning about the trial process and preparing opening and closing arguments.
Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PL230 – Real Estate and Property Law
This course involves a study of Real Estate Law. Students will be introduced to the concept of real and personal property. An in-depth consideration will be given to real property law which will include ownership of estate, fixtures, easements, adverse possession, deeds, plus a review of the typical steps in the transfer of real estate. Finally, the law relating to landlord-tenant relationships and leases will be explored.
Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PL240 - Intermediate Legal Writing
This course covers the topics related to advance legal writing. It will focus on critical thinking, persuasive writing, motion practice, briefing case law, drafting various documents.
Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PL250 - Civil Litigation 2
Students will focus on Issues on electronic discovery, discovery tool like, interrories and Request for production of records, depositions, other forms of discovery, trial evidence, forms of ADR, and the role of technology in managing civil litigation and Trial preparation and post discovery. Students will be introduced to trial process, Post-trial procedures and enforcement of Judgements. Students will continue to prepare pleadings and service of process.
Prerequisite: PL226 – Civil Litigation 1
50 Hours **4.5 Quarter Credits**

PL256 - Family Law 1
This course covers the completion of judicial council forms attendant to dissolution, and other related family law forms. Marital status, community property, support, custody, and visitation issues are also studied. This course also covers the jurisdictional requirements for filing various family law matters; introduction to family law discovery and pre-judgment and post-judgment family law issues.
Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PL260 - Family Law 2
This course will cover the jurisdictional requirements for filing various family law matters; introduction to family law discovery and pre-judgment and post-judgment family law issues. Students will learn the legal concepts pertaining to the division of community property survey the California Family Code community property system and discuss in detail the California child support system. Familiarize with the California custody and visitation system.
Prerequisite: PL256 – Family Law 2
50 Hours **4.5 Quarter Credits**

PL265 - Contracts 1
This course will provide students with basic concepts of contract law in a manner readily understandable by the paralegal. It will give students an overview of all of contract law. Students will learn the six requirements to the formation of valid contract, classifications of Contracts, by type of obligation, method of creation, form, timing, and enforceability, contractual provisions and UCC and analysis of fact scenarios and case briefs.
Co-requisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PL270 - Contracts 2
Students will review formation issues, such as elements to form a valid contract. Third party contracts, forms of discharge of contractual obligation, contract defenses available to defendant and remedies and analysis of fact scenarios and case briefs. Students will draft contract and drafting contracts.
Prerequisite: PL265 – contracts 1
50 Hours **4.5 Quarter Credits**

PL305 — Wills, and Trusts
This course is the study of the laws of testamentary distribution, intestate succession, and the probate process. Emphasis will be placed on the drafting of testamentary documents, including wills, trusts, living wills, power of attorney physician directives and pre-death transfers.
Prerequisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

PL330 — Constitutional Law 1
This is an introductory course focused on American constitutional law with an emphasis on US Supreme Court decisions. This course will explain various methodologies of constitutional interpretation and modes of constitutional analysis. Topics covered include the role of the judiciary in reviewing acts of the political branches of government, and the separation of powers and relations among the three branches of the federal government.
Prerequisite: LAW101 – Introduction to Law
50 Hours **5.0 Quarter Credits**

PL335 — Introduction to Trial Procedures
This course covers a detailed discussion of civil and motion practice. The course will also include jury selection, preparation of opening statements, evidence, direct and cross examination, and closing arguments.
Prerequisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PL345 — Civil Litigation 3
This course will cover pre-trial and post-trial motions, attachment and injunctive relief. Students will be able to create a "Trial Notebook", in order to properly prepare for and assist in the conduct of court and jury trials. Students will understand the use and methods used to close and store client files.
Prerequisite: PL250 – Civil Litigation 2
50 Hours **4.5 Quarter Credits**

PL350 — Laws of Evidence 1
The course is designed as an introductory level evidence course. Topics covered will be all common evidence types and proceedings including hearsay and privilege.
Prerequisite: LAW101 – Introduction to Law
50 Hours **5.0 Quarter Credits**

PL355 — Family Law 3
This course will cover the demands and responses to Request for Production of Documents, Interrogatories and other Family Law production demands.
Prerequisite: PL260 – Family Law 2
50 Hours **4.5 Quarter Credits**

PL360 — Immigration
This course will explore the legal, historical, and policy perspectives that shape U.S. law governing immigration and citizenship. Topics covered include: the constitutional and international law foundations underlying immigration regulation, the history of immigration law in the U.S., the source and scope of congressional and executive branch power in the realm of immigration, the role of the judiciary in making and interpreting immigration law, and the impact of immigration in other areas, including employment, criminal law, family unification, international human rights law, and discrimination. Citizenship and naturalization, the admission and removal of immigrants and non-immigrants, issues of undocumented immigration and national security are also covered.
Prerequisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PL405 — Advanced Research
This course will expand their research to include administrative materials, legislative history, and other similar sources. Emphasis will also be placed on more advanced analysis and legal reasoning. The course will culminate in a research paper and provide students with the skills to complete briefs.
Prerequisite: PL206 — Introduction to Research
50 Hours **4.0 Quarter Credits**

PL415 — Labor Law
This course covers the laws of the employment relationship including what constitutes an employee, termination, benefits, employee rights, and privacy issues. Discrimination in hiring and employment will also be covered.
Prerequisite: LAW101 – Introduction to Law
50 Hours **4.5 Quarter Credits**

PL425 — Intellectual Property – Patents and Trademarks
This course will include a detailed discussion of patents and trademarks. Students will be exposed to the underlying law as well as the process necessary to register and protect intellectual property. Emphasis will be placed on the process and practical application.
Prerequisite: LAW101 – Introduction to Law
50 Hours **5.0 Quarter Credits**

PL430 - Estate Planning
The course will cover the probate process, estate administration and federal and state tax concerns and ethics of the fund manager.
Prerequisite: LAW101 – Introduction to Law
50 Hours **5.0 Quarter Credit**

PLATT COLLEGE
COURSE DESCRIPTIONS

PL435 – Constitutional Law 2
This course will cover the powers of the national government and federalism based limits on Congress and the states and a general over view of individual constitutional right from a criminal procedure perspective.
Prerequisite: PL330 — Constitutional Law 1
50 Hours **4.5 Quarter Credit**

PL440 – Advanced Trial Procedures
This course covers a detailed discussion of criminal law and motion practice. The course will also include jury selection, preparation of opening statements, evidence, direct and cross examination, and closing arguments.
Prerequisite: PL335 – Introduction to Trial Procedures
50 Hours **4.5 Quarter Credits**

PL445 – Civil Litigation 4
This course will cover pre-trial and post-trial motions, including demand letters, alternative dispute resolution, discovery and evidence. Students will review motions.
Prerequisite: PL345 — Civil Litigation 3
50 Hours **4.5 Quarter Credits**

PL450 – Laws of Evidence 2
The course will cover constitutional issues that are essential to the collection of admissible evidence.
Prerequisite: PL350 — Laws of Evidence 1
50 Hours **5.0 Quarter Credits**

PL455 – Family Law 4
This course will cover the Motions to Set Aside Defaults; and other Family Law Motions.
Prerequisite: PL355 — Family Law 3
50 Hours **4.5 Quarter Credits**

PL460 – Advanced Legal Writing
This course will cover concepts of advanced legal writing such as persuasive writing, critical thinking, and motion practice, drafting letters, briefing case law and document control and organization.
Prerequisite: PL240 — Intermediate Legal Writing
50 Hours **4.0 Quarter Credits**

PL465 - Workers' Compensation
This course will cover the Workers' Compensation system. Students will research the laws and regulations surrounding the Worker's Compensation system for their state.
Prerequisite: none **50 Hours** **4.5 Quarter Credit**

PL470 — Intellectual Property – Copyrights and Trade Secrets
This course will include a detailed discussion of copyright law and trade secrets. Students will be exposed to the underlying law as well as the process necessary to register and protect intellectual property. Emphasis will be placed on the process and practical application.
Prerequisite: none
50 Hours **5.0 Quarter Credits**

PL475 – Paralegal Capstone
This course will cover an in-depth portfolio project that follows real-world law office experiences. Students will utilize skills learned in the program and gain practical experience in a virtual law environment.
Prerequisite: all paralegal courses
50 Hours **4.5 Quarter Credits**

POL305 — American Government
A study of American government and its constitutional basis, how it operates, and the influence of American institutions on the national and state legislative body. A daily student lead review of current events and how they affect our perception of the government.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

PSY101 — Psychology
This survey course covers a broad spectrum of major psychological theories and theorists. Topics covered include, but are not limited to the biological basis of behavior, states of consciousness, personality, stress, psychological disorders, and social psychology. Students participate through student led reviews of current research, self-evaluations, and other in-class projects.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

PSYDE101 — Psychology
This survey course covers a broad spectrum of major psychological theories and theorists. Topics covered include, but are not limited to the biological basis of behavior, states of consciousness, personality, stress, psychological disorders, and social psychology. Students participate through student led reviews of current research, self-evaluations, and other in-class projects.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

PSY102 — Principles of Psychology
This course presents an overview of psychology, including research methods, history and systems, lifespan, perception, learning and memory, cognition, psychological disorders and treatment, social behavior, and brain mechanisms in behavior and consciousness.
Prerequisite: None **60 Hours** **6.0 Quarter Credits**

PHT100 – Pharmacy Tech Duties and Responsibilities
This course will explain the important roles and responsibilities that today's pharmacy technician has in the field of pharmacy. It will define the pharmacy technician's daily responsibilities in the many different types of pharmacy settings and most importantly addressing the boundaries and limitations as to what they can and cannot do legally to protect their status and license as pharmacy technicians.
Prerequisite: none **50 hours** **5 Quarter Credits**

PHT110 - Pharmacy Operations
This course will cover daily, weekly and monthly operations found in the various pharmacy settings. It will include, but not be limited to operational information for retail, clinical and compounding sites. Students will be exposed to various duties and expectations set forth in the pharmacy world.
Prerequisite: none **50 hours** **5 Quarter Credits**

PHT120 - Pharmaceutical and Medical Terminology
This course will cover pharmaceutical and medical terminology has it is related to what pharmacy technicians will be exposed to in the pharmacy setting. They will become familiar with the various abbreviations, and formatting used in the medical field when it comes to pharmaceuticals and medical terminology.
Prerequisite: none **50 hours** **5 Quarter Credits**

PHT130 - Pharmaceutical Dosages and Calculations
This course will go over the means and ways to properly calculate dosages. It will provide students with methods to double-check their calculations as well as demonstrate knowledge of the proper formulas that will be used.
Prerequisite: none **50 hours** **5 Quarter Credits**

PHT140 - Pharmacy Technology and Informatics
This course will cover the various technological topics that are now becoming common place in the pharmacy field. Students will become familiar with the various items such as, but not limited to pharmaceutical, formulary, financial and operational information that can now be maintained by technology and informatics.
Prerequisite: none **50 hours** **5 Quarter Credits**

PHT150 - Drug Identification and Dispensing Drug
This course will cover the different ways to identify drugs, especially those that are similar in name, shape and size. It will also cover the proper way for dispensing drugs. Students will also become familiar with the potential side effects of dispensing wrong drugs.
Prerequisite: none **50 hours** **5 Quarter Credits**

PHT160 – Pharmacology
This course will cover the study of drugs and how the chemical substances in the drug interact with the body. The students will be trained and educated in the drug classifications and the illnesses they are usually prescribed for. They will also understand and demonstrate the process to be used for new prescriptions or refills. Students will have a good command of the brand and generic names of drugs and what they are used for based on their classifications.
Prerequisite: none **50 hours** **5 Quarter Credits**

PHT200 - Pharmacy Law, Ethics and Professionalism
This course will cover the law as it pertains to pharmacies and drugs. It will also discuss the level of ethics and professionalism that is expected from pharmacy technicians.
Prerequisite: none **50 hours** **5 Quarter Credits**

PHT210 - Patient and Medication Safety
This course will cover the proper procedures that should be used to maintain patient safety in terms of dispensed medication. Pharmacy Technicians will need to understand the importance of all the information that they have available to help protect the customer.
Prerequisite: none **50 hours** **5 Quarter Credits**

PHT220 - Sterile and Non-Sterile Compounding
This course will cover the difference between sterile and non-sterile compounding. The course will also discuss the reasons why and how it should be used.
Prerequisite: PHT130 - Pharmaceutical Dosages and Calculations
50 hours **5 Quarter Credits**

PHT230 - Procurement and Inventory Management
This course will introduce students to the pharmacy procurement and inventory management. Students will have hands on experience with managing inventory and establishing what supplies are needed and how to order them in order to be in compliance and not run out of stock.
Prerequisite: none **50 hours** **5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

PHT240 - Customer Service and Billing
This course will provide students with an overview of internal and external customer service as well as how to handle difficult situations. It will help students to think critically in order to solve problems. The course will provide a brief overview of pharmacy billing for the pharmacy technician in order for them to assist patients better.
Prerequisite: none **50 hours** **5 Quarter Credits**

PHT250 - Vitals and First Aid and CPR
This course will the various vitals and statistics that may be used with patients who require shots within the pharmacy. It will provide certification for students with CPR and First Aid.
Prerequisite: none **50 hours** **5 Quarter Credits**

PHT260 – Certification and Externship Preparation Course
This course is designed to test and observe the student's readiness to sit for the certification. It includes written exams pertaining to all aspects of pharmacy technology that may be present on the certification exam.
Prerequisite: courses PHT100 through PHT240
50 hours **5 Quarter Credits**

PHT280 - Externship I
The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the pharmacy team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The students can be placed in either a retail or clinical setting.
Prerequisite: courses PHT100 through PHT270
100 hours **3 Quarter Credits**

PHT290 - Externship II
The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the pharmacy team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The students can be placed in either a retail or clinical setting.
Prerequisite: courses PHT100 through PHT270
100 hours **3 Quarter Credits**

RT205A — Introduction to Respiratory Therapy 1
The student will receive an introduction the physiological basis and evaluation of gas exchange, and the pathophysiology associated with the respiratory system. Basic pharmacological agents will be presented including the physiologic response to those agents. In addition, the student will learn infection control principles and procedures in the acute care setting.
Prerequisites: lower division general education courses
100 Hours **9.5 Quarter Credits**

RT205B — Introduction to Respiratory Therapy 2
The student will receive an introduction to the common pathophysiological disorders affecting the respiratory system. The physiological basis of gas exchange and the pathophysiology associated with the respiratory system will be introduced along with the basic pharmacological agents and the response to those agents.
Prerequisites: RT205A – Introduction to Respiratory Therapy 1
120 Hours **11.0 Quarter Credits**

RT210A — Respiratory Clinical Care 1
This course will provide an introduction to the theory of the hospital experience. The student will learn the physical methods of patient assessment and airway management. Basic methods of treatment will be presented, including medical gas therapy, aerosol and humidity therapy, and lung expansion therapy. The student will be accorded the opportunity to master each of these therapies in the laboratory setting. The student will receive certification in Basic Life Support according to American Heart Association guidelines.
Prerequisites: RT205B – Introduction to Respiratory Therapy 2
120 Hours **10.0 Quarter Credits**

RT210B — Respiratory Clinical Care 2
This course is a continuation of RT210a, in which the student will be assigned to a clinical site. There, under preceptorship, the student will begin the practice of the therapies mastered in the laboratory. Case studies and simulations of the patients treated will be presented to the class for review and critique on a weekly basis.
Prerequisites: RT210A - Introduction to Respiratory Therapy 1
150 Hours **5.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

RT215A — Intensive Respiratory Care 1
The pathophysiology of respiratory failure will be discussed. Methods of providing ventilator support to the patient in respiratory failure, including the various modes of mechanical ventilation, and the monitoring and management of patients receiving ventilatory support will be presented. Students will receive certification in Advanced Cardiac Life Support according to American Heart Association guidelines.
Prerequisites: RT210B - Respiratory Clinical Care 2
120 Hours **11.0 Quarter Credits**

RT215B — Intensive Respiratory Care 2
This course is a continuation of RT215a, in which the students will be assigned to a clinical site. There, under preceptorship, the student will practice the initiation, management, and discontinuation of ventilatory support that were mastered in the laboratory. Case studies and simulations of the patients receiving ventilator support will be presented to the class for review and critique on a weekly basis.
Prerequisites: RT215A - Intensive Respiratory Care 1
150 Hours **5.5 Quarter Credits**

RT220A — Newborn Respiratory Care 1
The development of the embryo and fetus will be the development of the embryo and fetus will be introduced. The process of labor and delivery and the resuscitation of the newborn in the delivery room will be studied. The unique pathophysiological states associated with the newborn and the modes of therapy to treat those states will be discussed. Laboratory practice of the modalities will be included. Common pathophysiological disorders of the pediatric patient will be presented. Modes of treatment of these disorders will be discussed and practiced in the laboratory setting. Students will receive certification for Neonatal-Pediatric Resuscitation certification and Pediatric Advanced Life Support according to the guidelines of the American Academy of Pediatrics.
Prerequisites: RT215B – Intensive Respiratory Care 2
120 Hours **11.0 Quarter Credits**

RT220B — Newborn Respiratory Care 2
This course is a continuation of RT220a, in which the students will be assigned to a clinical site. There, under preceptorship, the student will practice those procedures and modalities mastered in the laboratory setting. Case studies and simulations of the patients receiving care will be presented for review and critique on a weekly basis.
Prerequisites: RT220A – Newborn Respiratory Care 1
150 Hours **5.5 Quarter Credits**

RT225A — Pulmonary Rehabilitation and Preventative Care 1
The student will be introduced to the concepts of respiratory care and alternative sites including pulmonary rehabilitation, disease management and sleep laboratories. The various philosophies of improving both pulmonary function and stamina in the activities of daily living for patients with pulmonary disease will be presented. In addition, the student will learn basic diagnostic test procedures, including pulmonary function testing.
Prerequisites: RT220B - Newborn Respiratory Care 2
120 Hours **11.0 Quarter Credits**

RT225B — Pulmonary Rehabilitation and Preventative Care 2
This course is a continuation of RT225a, in which the student will be given a clinical assignment. There, under preceptorship, the student will observe and practice those procedures and techniques discussed previously. Case studies and simulations of the patients receiving care will be presented for review and critique on a weekly basis.
Prerequisites: RT225A - Pulmonary Rehabilitation and Preventative Care 1
150 Hours **5.5 Quarter Credits**

RTDE310 — Advanced Topics in Respiratory Therapy Critical Care 1
The students will study the current perspectives in pathophysiology as they relate to the diseases commonly encountered in the intensive care setting. The current approaches to management of the critically ill patient, including pharmacological and ventilator management, will be included.
Prerequisite: Passed the (CRT) NBRC exam and the advanced level (RRT) exams.
100 Hours **8.0 Quarter Credits**

RTDE311 — Advanced Topics in Respiratory Therapy Critical Care 2
The students will study the assessment of the critically ill patient. The hemodynamic, ventilatory, and nutritional assessment and monitoring of the patient will be included along with strategies for correction of instability in these areas.
Prerequisite: Passed the (CRT) NBRC exam and the advanced level (RRT) exams
100 Hours **8.0 Quarter Credits**

RTDE312 — Advanced Topics in Respiratory Therapy Critical Care 3
Specialized areas within the critical care setting will be discussed. These include stabilization and transport of the critically ill patient. Students will develop patient simulation case studies, relevant to their assigned topics.
Prerequisite: Passed the (CRT) NBRC exam and the advanced level (RRT) exams.
100 Hours **8.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

RTDE313 — Advanced Topics in Respiratory Therapy Critical Care 4
The students will be introduced to the concepts of performing research in the areas of critical care respiratory therapy. The criteria and techniques necessary for attaining validity in the performance of research along with the format of presenting research completed will be presented.
Prerequisite: Passed the (CRT) NBRC exam and the advanced level (RRT) exams.
100 Hours **8.0 Quarter Credits**

RTDE350 — Specialty Topics in RT Management
The student will study the key managerial aspects of supervising a Respiratory Therapy Department including: supervision of staff, identifying and developing the right team, interaction with other departments, and a general orientation to the respiratory therapy Supervisor's/Manager's specific duties, e.g., evaluation of new products and procedures, quality control, budgeting, and time and motion studies.
Prerequisite: Passed the (CRT) NBRC exam and the advanced level (RRT) exams
50 Hours **4.0 Quarter Credits**

RTDE420 — Respiratory Therapy Capstone
The capstone project is a culmination of the knowledge gained in B.S.R.T. Program. The objective of the approved projects is to improve healthcare outcomes in the clinical setting. These evidence based projects may address necessary changes in the healthcare delivery system, modification procedures to aid the quality improvement processes, health care organizational changes, ways of improving the state of healthcare delivery at the local, regional and national level. The project will include approval of the project, the problem statement and background information, project objectives and expected outcomes, and evaluation plan with methodology and measures included will be evaluated.
Prerequisite: Passed the (CRT) NBRC exam and the advanced level (RRT) exams.
100 Hours **8.0 Quarter Credits**

SOC101 – Sociology
This class provides an overview of sociology and its application to everyday life. Emphasis is placed on understanding the major theories, concepts, and terminology. Students will explore topics such as culture, inequality, social structure, deviance, and social institutions.
Prerequisite: none **50 Hours** **5.0 Quarter Credits**

SOC302 — Ethics
A brief overview of the major Ethical theories and philosophies is provided as ground work for discussing relevant ethical issues. These issues may include, but are not limited to Business Ethics, Media Ethics, Death and Dying, and Love and Relationships. Lecture will be supplemented with student led discussions, appropriate media, and special projects.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

SOC321 — Organizational Sociology
This course examines organizational behavior, through a study of the origins and operations of formal bureaucratic organizations. The organization's place in modern society; and its relations to other organizations and to individuals is also considered. Topics include key issues in the sociology of organizations, major organizational theories, leadership, and authority.
Prerequisite: Completion of 25 quarter credits of lower-division general education
50 Hours **5.0 Quarter Credits**

SOCDE321 — Organizational Sociology
This course examines organizational behavior, through a study of the origins and operations of formal bureaucratic organizations. The organization's place in modern society; and its relations to other organizations and to individuals is also considered. Topics include key issues in the sociology of organizations, major organizational theories, leadership, and authority.
Prerequisite: Completion of 25 quarter credits of lower-division general education
50 Hours **5.0 Quarter Credits**

SPC101 — Public Speaking
Students learn to apply professional speaking techniques to deliver impromptu, extemporaneous, and rehearsed speeches. Attention is focused on speaking skills, listening skills, preparation and organization skills, and the importance of non-verbal communication. Special attention is paid to Informative and Persuasive Speaking.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

SPC102 — Speech 1
Students learn to apply professional speaking techniques to deliver impromptu, extemporaneous, and rehearsed speeches. Attention is focused on speaking skills, listening skills, preparation and organization skills, and the importance of non-verbal communication. Special attention is paid to Informative Speaking.
Prerequisite: None **30 Hours** **3.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

SPC103 — Speech 2
Students learn to apply professional speaking techniques to deliver impromptu, extemporaneous, and rehearsed speeches. Attention is focused on speaking skills, listening skills, preparation and organization skills, and the importance of non-verbal communication. Special attention is paid to Persuasive Speaking.
Prerequisite: None **30 Hours** **3.0 Quarter Credits**

SPC105 — Interpersonal Communications
Students learn the various theories and techniques of interpersonal communications. Topics include: process and functions of communication, relationship development, communication strategies, interpersonal language skills, listening and response skills and managing conflict.
Prerequisite: None **30 Hours** **3.0 Quarter Credits**

SPCDE101 — Public Speaking
Students learn to apply professional speaking techniques to deliver impromptu, extemporaneous, and rehearsed speeches. Attention is focused on speaking skills, listening skills, preparation and organization skills, and the importance of non-verbal communication. Special attention is paid to Informative and Persuasive Speaking.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

SPCDE102 — Speech 1
Students learn to apply professional speaking techniques to deliver impromptu, extemporaneous, and rehearsed speeches. Attention is focused on speaking skills, listening skills, preparation and organization skills, and the importance of non-verbal communication. Special attention is paid to Informative Speaking.
Prerequisite: None **30 Hours** **3.0 Quarter Credits**

STA301 – Statistics
STA301 is a foundational course in statistics that includes topics such as data types, elements of experimental design, central tendency, frequency distributions, dot plots, stem and leaf plots, histograms, and pie charts. STA301 includes counting principles, basic probability, conditional probability, and probability distributions. The course contains an emphasis on computing the variance and standard deviation of data sets and probability distributions along with computing expected values and confidence intervals. Various descriptive and inferential techniques are developed and applied with the aid of appropriate technology tools.
Prerequisite: None **50 Hours** **5.0 Quarter Credits**

STADE301 – Introductory Statistics
STADE301 is a foundational course in statistics that includes topics such as data types, elements of experimental design, central tendency, frequency distributions, dot plots, stem and leaf plots, histograms, and pie charts. STADE301 includes counting principles, basic probability, conditional probability, and probability distributions. The course contains an emphasis on computing the variance and standard deviation of data sets and probability distributions along with computing expected values and confidence intervals. Various descriptive and inferential techniques are developed and applied with the aid of appropriate technology tools.
Prerequisite: none **50 Hours** **5.0 Quarter Credits**

VCG302 — History of Graphic Design and Advertising
Advertising is a creative industry that has transformed many commercial works into cultural touchstones; graphic design combined with marketing is a powerful tool that can both promote products and corporations, as well as embed icons in world consciousness. Any good student of graphic design needs to know their history; it is both a rich resource and a basis for evolution in design.
Prerequisite: Associate in Graphic Design or equivalent
50 Hours **3.5 Quarter Credits**

VCG303 — Commercial Illustration and Life Drawing
Students will learn illustration that encompasses advertising, and editorial needs, including adapting work for the limitations of printing processes.
Prerequisite: Associate in Graphic Design or equivalent
50 Hours **3.5 Quarter Credits**

VCG304 — Advanced Typography and Font Creation
This class furthers the students' knowledge of typographic principles begun in introductory Typography. The investigation of typography in product design to communicate with and have an impact on an audience, as well as information hierarchy, is emphasized through typographic design using font creation software.
Prerequisite: Associate in Graphic Design or equivalent
50 Hours **3.5 Quarter Credits**

VCG305 — Branding, Logos, and Packaging
A company's brand may be its most valuable asset. Keeping up with marketplace trends in branding is essential for a company's survival and a designer's relevance and marketability. Logos are key to popularizing a brand. Package design is an equally important tool in a designer's arsenal, vital for the products of many companies, and is one area that will remain central to print graphics.
Prerequisite: Associate in Graphic Design or equivalent
50 Hours **3.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

VCG351 — Marketing Dynamics and Strategies
A coherent marketing strategy defines the marketability of a product and the differentiating features of its brand and deliverables. In this class students will learn how to professionally define a product's unique marketing strategy, and create deliverables for its implementation, as well as reflect on the marketing of their own design firms.
Prerequisite: Associate in Graphic Design or equivalent
50 Hours **3.5 Quarter Credits**

VCG352 — Prepress and Business Ethics
Traditional printing techniques are discussed in detail, including an analysis of current and next-generation digital layout and print production processes. From concept and planning through digital workflow, color management, font and image usage, to file formats, proofing, paper selection, signatures and extent, printing techniques, finishes, post production, and distribution are addressed. Further, issues such as pricing, legal rights and ethics in relation to the work of graphic artists are discussed.
Prerequisite: Associate in Graphic Design or equivalent]
50 Hours **3.5 Quarter Credits**

VCG353 — Art Direction and Team Projects
Students will learn the duties and obligations involved as an art director in a design firm, including design, delegation and people management. Included projects will be team efforts, under the direction of an art director for each creation.
Prerequisite: Associate in Graphic Design or equivalent
50 Hours **3.5 Quarter Credits**

VCG354 — Photography and Videography
Members of design teams may be required to design, manage and direct photo shoots as well as video elements for clients' commercial needs. This course helps prepare students for running such shoots, including visual design, lighting elements, and communicating with photographers.
Prerequisite: Associate in Graphic Design or equivalent
50 Hours **3.5 Quarter Credits**

VCG405 — Advanced Project
Each student will design a long-form project, a commercial representation of a product or corporation, and design all materials and peripherals for the project and corporation. Student will alternatively work as an extern in a design firm of their own discovery, to learn the structure, processes and workflow of a business environment.
Prerequisite: Associate in Graphic Design or equivalent
50 Hours **3.5 Quarter Credits**

VCG406 — 2D Print Portfolio Development
In this course students create an interactive portfolio demonstrating the students' skills at design. Focus in this course will be on presentation of student work and other knowledge needed in order to get a job within the design industry.
Prerequisite: Associate in Graphic Design or equivalent
50 Hours **3.5 Quarter Credits**

VN100A – Foundations of Nursing I
This course provides the student with an in-depth introduction to the practice of Vocational Nursing. The nursing process will be presented as a problem solving approach for gathering data, identifying capacities and needs of the human adaptive system, selecting and implementing approaches for nursing care, and evaluating the outcome of care provided and using the nursing process as a framework for clinical decision making for safe, effective delivery of care. The nursing process is integrated with an emphasis on all components utilizing standardized nursing language. Documentation is also emphasized in this course and the student is introduced to computers. Concepts related to life span development, loss, grief, dying, and death will be introduced. In the skills lab the student will have an opportunity to learn and practice basic nursing principles and procedures related to meeting the daily needs of clients. The nursing skills include gathering data related to vital signs, physical assessment, admission, transfer, discharge, asepsis, surgical wound care, basic care procedures, and activities of daily living support skills. The student is given the skills necessary for Basic Life Support certification (CPR).
Prerequisite: None **70 Hours** **5.0 Quarter Credit**

VN101A – Pharmacology
This course focuses on dosages, applications, side effects, toxicity and laboratory tests performed to monitor actions and effects of specific drugs. The metric system, the apothecary system and conversion between systems will be presented. Dosage calculations will be covered and dosage calculation examinations must be passed with a 90%. In the skills lab the student will be introduced to the different forms of medications and obtain practice with preparing medications for administration. Preparation of medications for administration will include oral and injectable medications.
Prerequisite: None **52 Hours** **4.0 Quarter Credits**

VN102A – Nutrition
This course introduces the student to basic concepts of nutrition, including fats, carbohydrates, and proteins and how they are utilized by the body. Therapeutic diets will be discussed as well as how to assist the client to adapt to changes in diet as required due to disease processes.
Prerequisite: None **54 Hours** **4.0 Quarter Credits**

VN103A – Anatomy & Physiology

This course provides the student with a working understanding of the structure and function of the human body and mechanisms for maintaining homeostasis within it. The course includes the study of cells, tissues, and organs of the Integumentary, Skeletal, Muscular, Nervous, Sensory, Endocrine, Cardiac, Respiratory, Digestive, Urinary, and Reproductive systems.

Prerequisite: None **45 Hours** **3.5 Quarter Credits**

VN107A – Foundations of Nursing II

This course provides the student with an in-depth introduction to the practice of Vocational Nursing. The nursing process will continue to be used as a problem solving approach for gathering data, identifying capacities and needs of the human adaptive system, and selecting and implementing approaches for nursing care. In the skills lab the student will have an opportunity to learn and practice basic nursing principles and procedures related to meeting the daily needs of clients. The nursing skills include body mechanics, patient mobility, pain management, comfort, rest, sleep, complementary and alternative therapies, and hygiene, care of the patient's environment, specimen collection, and diagnostic examinations.

Prerequisite: None **90 Hours** **6.0 Quarter Credits**

VN108A – Foundations of Nursing III

This course provides the student with an in-depth introduction to the practice of Vocational Nursing. The nursing process will continue to be used as a problem solving approach for gathering data, identifying capacities and needs of the human adaptive system, and selecting and implementing approaches for nursing care. In the skills lab the student will have an opportunity to learn and practice basic nursing principles and procedures related to meeting the daily needs of clients. The nursing skills include selected nursing skills, emergency first aid nursing, long-term care, rehabilitation nursing, and hospice care.

Prerequisite: None **90 Hours** **6.0 Quarter Credits**

VN109A – Clinical Practices 1

This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment

Prerequisite: None **88 Hours** **3.0 Quarter Credits**

VN110A – Integumentary Nursing Care

This course covers concepts related to the integumentary system. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with deficits related to the integumentary system.

Prerequisite: None **24 Hours** **2.0 Quarter Credits**

VN111A – Respiratory Nursing Care

This course covers concepts related to the Respiratory system. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with deficits related to the Respiratory system.

Prerequisite: None **24 Hours** **2.0 Quarter Credits**

VN112A – Clinical Practices 2

This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment

Prerequisite: None **80 Hours** **3.0 Quarter Credits**

VN113 – Human Growth & Development

This course introduces the student to basic concepts of Life Span Development; while incorporating cultural considerations as they relate to health promotion and disease prevention.

Prerequisite: None **45 Hours** **3.5 Quarter Credits**

VN114 – Medical / Surgical Nursing Care

This course provides the student with an in-depth introduction to the practice of Medical-Surgical Vocational Nursing. This course covers physiology and basic pathophysiology, causes of illness, communicable disease and disease transmission and prevention. The role of the vocational nurse in preventative health measures, health promotion, and referral to community health resources, patient/family education, therapeutic and rehabilitative aspects will be presented. Discussion/projects for ethical issues and critical thinking are incorporated in the course. By the end of this course, the student should be able to compare and contrast normal body functions with that of pathological variations, Identify disease processes(by definition, assessment and diagnostics), assist in formulation of a plan of care utilizing the nursing process for medical-surgical conditions, provide patient/family education, explain the components of the health-illness continuum, assess prevalent medical-surgical conditions affecting the adult client, and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions.

Prerequisite: None **57 Hours** **4.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

VN115 – Cardiovascular Nursing Care
This course covers concepts related to the cardiovascular system. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with deficits related to the cardiovascular system.
Prerequisite: None **42 Hours** **3.0 Quarter Credits**

VN116 – Community Health Nursing
This course covers concepts related to home/long-term/rehab/hospice nursing. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with deficits related to home/long-term/rehab/hospice nursing.
Prerequisite: None **15 Hours** **1.0 Quarter Credits**

VN117 – Genitourinary Nursing Care
This course covers concepts related to the genitourinary system. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with deficits related to the genitourinary system.
Prerequisite: None **24 Hours** **2.0 Quarter Credits**

VN118 – Musculoskeletal Nursing Care
This course covers concepts related to the musculoskeletal system. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with deficits related to the musculoskeletal system.
Prerequisite: None **24 Hours** **2.0 Quarter Credits**

VN119 – Neurology Nursing Care
This course covers concepts related to the Neurological system. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with deficits related to the Neurological system.
Prerequisite: None **24 Hours** **2.0 Quarter Credits**

VN120A – Gastrointestinal Nursing Care
This course covers concepts related to the gastrointestinal system. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with deficits related to the gastrointestinal system.
Prerequisite: None **24 Hours** **2.0 Quarter Credits**

VN121A – Endocrine Nursing Care
This course covers concepts related to the Endocrine system. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with deficits related to the Endocrine system.
Prerequisite: None **24 Hours** **2.0 Quarter Credits**

VN123A – Clinical Practices 3
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None **112 Hours** **4.0 Quarter Credits**

VN124A – Clinical Practices 4
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None **96 Hours** **3.5 Quarter Credits**

VN125A – Clinical Practices 5
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None **104 Hours** **3.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

VN126A – Immunology Nursing Care
This course covers concepts related to the Immune system. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with deficits related to the Immune system.
Prerequisite: None **24 Hours** **2.0 Quarter Credits**

VN128A – Vocational Nursing Clinical Procedures 6
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None **104 Hours** **3.0 Quarter Credits**

VN130A – Mental Health Nursing Care
This course covers concepts related to care of the client with mental health disorders. Mental Health disorders will be discussed with a focus on nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with mental health disorders as well as community health settings.
Prerequisite: None **18 Hours** **1.5 Quarter Credits**

VN134A – Clinical Practices 7
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None **104 Hours** **3.0 Quarter Credits**

VN137A – Clinical Practices 8
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None **88 Hours** **3.0 Quarter Credits**

VN138A – Clinical Practices 9
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None **88 Hours** **3.0 Quarter Credits**

VN139 – Maternal / Child Nursing Care
This course focuses on the nursing care of the newborn and the pediatric client.
Prerequisite – none **60 hours** **4.5 Quarter Credits**

VN141A – Leadership in Nursing
This course covers concepts related to leadership. Leadership roles within the scope of practice and the health care system will be discussed. In the clinical setting the student will explore leadership roles and care for multiple patients as well as practice the charge nurse role.
Prerequisite: VN100 – VN131 **20 Hours** **1.5 Quarter Credits**

VN200A – NCLEX Review
This course prepares graduating students to take the NCLEX examination. The student will be required to pass the ATI exit exam in order to pass this course.
Prerequisite: VN141 **36 Hours** **3.0 Quarter Credits**

VT101A — Introduction to Veterinary Technology
Orientation to the program, and a survey of the role of the veterinary technician in the workplace. Survey of employment opportunities and areas of specialization. Ethics and professionalism. Laws and regulations governing veterinary technicians. Introduction to basic animal care skills and clinical procedures. Visit to local veterinary clinic or hospital to familiarize students with future work environment.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

VT102A — Veterinary Medical Terminology
This course covers word parts, directional terminology, and analysis of common veterinary terms.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

VT102C — Veterinary Medical Calculations
This course reviews mathematics required as part of clinical medical calculations utilized in preparation and administration of drugs, dosage determinations, intravenous fluid infusion, and prescription dispensing. Subjects covered include review of calculations involving fractions, decimals, ratios and proportions, unit conversions, and algebraic equations.
Prerequisite: None **30 Hours** **3.0 Quarter Credits**

VT103A — Veterinary Anatomy & Physiology I
Comparative veterinary anatomy and physiology for veterinary technicians. This course covers the clinically relevant veterinary anatomy and physiology including a discussion of the similarities and differences among the major domestic species. Emphasis is placed on the normal structure and function of the major organ systems as the foundation for understanding pathology and the pathophysiology of disease.
Prerequisite: None **50 Hours** **3.5 Quarter Credits**

VT104B — Veterinary Anatomy & Physiology II
Comparative anatomy and physiology for veterinary technicians. This course covers the clinically relevant anatomy and physiology of the major domestic animals and includes a discussion of the similarities and differences among the species. Emphasis is placed on the normal structure and function of the major organ systems as the foundation for understanding pathology and pathophysiology of disease.
Prerequisite: VT103A **50 Hours** **3.5 Quarter Credits**

VT105B – Veterinary Anatomy and Physiology III
Comparative anatomy and physiology for veterinary technicians. This course covers the clinically relevant anatomy and physiology of the major domestic animals and includes a discussion of the similarities and differences among the species. Emphasis is placed on the normal structure and function of the major organ systems as the foundation for understanding pathology and pathophysiology of disease.
Prerequisite: VT104A **25 Hours** **1.5 Quarter Credits**

VT106B — Veterinary Pharmacology
This course introduces the basic principles of veterinary pharmacology. Preparation and dispensing of medications. Overview of the actions and interactions of the major classes of drugs, with emphasis on common veterinary uses of specific drugs.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

VT107B – Veterinary Pharmacology II
This course continues to introduce students to the basic principles of veterinary pharmacology. Preparation and dispensing of medications. Overview of the actions and interactions of the major classes of drugs, with emphasis on common veterinary uses of specific drugs.
Prerequisite: VT101A, VT105B, VT106B
25 Hours **1.5 Quarter Credits**

VT 108B – Equine Nursing
Introduction to the equine species will be given in this course. Review of basic anatomy, physiology will be done. Identifying different breeds, nutrition and husbandry will be presented. Various clinical techniques and restraint techniques will be taught and demonstrated by the students. Equine parasitology and diseases will also be covered.
Prerequisite: None **33 Hours** **2.5 Quarter Credits**

VT 109A – Lab Animal Nursing
An orientation to the use of animals in research and to the role of the veterinary technician and the biotechnologist in a biomedical research animal facility. Regulations affecting the use of animals in research will be discussed, including the Animal Welfare Act, USDA, FDA, and IACUC requirements. Proper methods of restraint, husbandry, nursing techniques, and housing needs for the common species of laboratory animals. Appropriate anesthesia, analgesia and euthanasia methods are discussed.
Prerequisite: None **28 Hours** **2.0 Quarter Credits**

VT110A — Veterinary Clinical Pathology
This course provides the fundamental studies of laboratory techniques and procedures involved in evaluating veterinary clinical samples. Areas of study include hematology, urinalysis, hemostasis, blood biochemistry and enzymology, serology, and cytology. The veterinary technician's role in sample collection, sample storage and handling, and performance of analytic procedures will be emphasized. Skills are developed in the use of laboratory equipment, laboratory safety and management, and quality control.
Prerequisite: None **50 Hours** **3.5 Quarter Credits**

VT111A — Veterinary Parasitology
Study of animal parasites. This course focuses on life cycle, vectors, and methods of transmission, identification, and prevention and treatment of parasitic disease in animals.
Prerequisite: None **50 Hours** **3.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

VT 112A – Veterinary Clinical Pathology II
This course continues to provide the fundamental study of laboratory techniques and procedures involved in evaluating veterinary clinical samples. Areas of study include hematology, urinalysis, hemostasis, blood biochemistry and enzymology, serology, and cytology. The veterinary technician's role in sample collection, sample storage and handling, and performance of analytic procedures will be emphasized. Skills are developed in the use of laboratory equipment, laboratory safety and management, and quality control.
Prerequisite: None **25 Hours** **1.5 Quarter Credits**

VT120 — Veterinary Clinical Techniques I
This course begins the student's clinical training. Students are introduced to principles of husbandry and medical care of common animal species, including: physical examination, grooming, injections, feeding, housing and restraint. The course includes a hands-on component focusing on the practical application of animal care skills and principles of animal care and management using techniques and knowledge learned in the veterinary technology classroom.
Prerequisite: None **50 Hours** **3.5 Quarter Credits**

VT121 — Veterinary Clinical Techniques II
This course continues the student's clinical training. Hands-on experience performing and assisting with routine clinical diagnostic and therapeutic procedures, including dermatologic and ophthalmologic procedures, blood and urine collection and other routine veterinary clinical procedures.
Prerequisite: VT120 **50 Hours** **3.5 Quarter Credits**

VT122B — Small Animal Nursing I
This course covers a case and disease based approach to nursing technique and procedure in the small animal patient. Students will learn how to effectively apply critical thinking skills, nursing interventions, and clinical procedures to affect a positive outcome in animal patients. Additional advanced clinical skills will be covered.
Prerequisite: None **50 Hours** **4.0 Quarter Credits**

VT123B — Small Animal Nursing II
This course continues to cover a case and disease based approach to nursing technique and procedure in the small animal patient. Students will learn how to effectively apply critical thinking skills, nursing interventions, and clinical procedures to affect a positive outcome in animal patients. Additional advanced clinical skills will be covered.
Prerequisite: VT122B **50 Hours** **4.0 Quarter Credits**

VT125 – Veterinary Clinical Techniques III
This course completes the pre-clinical training of the veterinary technology student, covering both large and small animals. Topics covered include: venipuncture and blood collection techniques, catheterization, fluid therapy, physical examination, basic dental care procedures, wound management, and emergency care. Hands-on experience performing and assisting with routine clinical diagnostic and therapeutic procedures, including dermatologic and ophthalmologic procedures, blood and urine collection and other routine veterinary clinical procedures.
Prerequisite: VT121 **25 Hours** **1.5 Quarter Credits**

VT130B — Veterinary Anesthesia and Surgical Nursing I
This course covers all aspects of surgical nursing including surgical assistance, aseptic technique and patient preparation, operating room procedures, surgical instrument use and care, suturing techniques, and sterilization procedures. Pain assessment, scoring, and interventions, in addition to bandaging techniques will also be covered. Also covered: Principles and practice of veterinary anesthesia. This course covers the physiology of the respiratory, cardiovascular and nervous systems as they are relevant to anesthesia. The pharmacology and uses of common pre-anesthetic and anesthetic agents. The veterinary technician's role in patient preparation, induction and maintenance of anesthesia, and post-anesthetic nursing is practiced in the laboratory.
Prerequisite: None **50 Hours** **3.5 Quarter Credits**

VT131B — Veterinary Anesthesia and Surgical Nursing II
This course covers all aspects of surgical nursing including surgical assistance, aseptic technique and patient preparation, operating room procedures, surgical instrument use and care, suturing techniques, and sterilization procedures. Pain assessment, scoring, and interventions, in addition to bandaging techniques will also be covered. Also covered: Principles and practice of veterinary anesthesia. This course covers the physiology of the respiratory, cardiovascular and nervous systems as they are relevant to anesthesia. The pharmacology and uses of common pre-anesthetic and anesthetic agents. The veterinary technician's role in patient preparation, induction and maintenance of anesthesia, and post-anesthetic nursing is practiced in the laboratory.
Prerequisite: VT130B **50 Hours** **3.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

VT142A — Veterinary Hospital Management and Client Communication

Principles and practice of veterinary office management for veterinary technology students. Client relations, receptionist skills, telephone techniques and personnel management. Generation and maintenance of correspondence, medical records, legal forms and hospital logs. Basic bookkeeping, accounting and financial management principles. Marketing and public relations. Professional ethics and professionalism. Use of computers for data entry, patient record management and inventory control. Use of practice management software. State and federal laws as they apply to the veterinary practice. The objective of this course is to provide the student with critical client communication and customer service skills. These skills complement the technical learning provided in the program and are essential to becoming a member of a client-facing healthcare delivery team. The course emphasizes experiential learning and focuses on providing the student with experience handling common client interaction situations such as explanation of technical knowledge to a client, working with a concerned client, conflict resolution, and answering questions on commonly requested medications and treatments.

Prerequisite: None **25 Hours** **2.0 Quarter Credits**

VT150B — Veterinary Diagnostic Imaging

Introduction to the principles of veterinary radiography for veterinary technician students, including radiographic terminology, physics of X-ray production and interaction with matter, occupational safety and radiation protection, radiographic exposure factors and patient positioning required for production of diagnostic films, processing of radiographic film. Discussion of equipment materials and special radiographic studies common in veterinary practice. Basic ultrasound procedures are also presented.

Prerequisite: None **50 Hours** **3.5 Quarter Credits**

VT160A — Animal Nutrition

Fundamentals of energy and non-energy producing nutrients and their sources and functions. Integration of concepts including digestion, absorption, and metabolism with application to normal and therapeutic nutritional needs.

Prerequisite: None **50 Hours** **3.5 Quarter Credits**

VT170C — Exotic Animal Nursing

Basic understanding of the care, husbandry, clinical procedures, and medical concerns of rabbits, ferrets, guinea pigs, chinchillas, small rodents, birds, snakes, lizards, turtles. Emphasis on clinically relevant materials and activities.

Prerequisite: None **25 Hours** **2.0 Quarter Credits**

VT171A — Large Animal Nursing

The Large Animal Nursing course provides focused study of large animal nursing skills including physical exam, clinical procedures, husbandry requirements, reproduction and preventive care. The technician's role in food animal medicine. Species covered include bovine, ovine, porcine, caprine and camelid.

Prerequisite: None **25 Hours** **2.0 Quarter Credits**

VT200A — Veterinary Clinical Externship I

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. The site of the preceptorship is approved by the veterinary technology program in consultation with the student and the veterinary professionals Opportunity for learning and practical application of the knowledge, skills and attitudes required of a veterinary assistant. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the veterinary technician in the veterinary health care team. The course includes a weekly seminar in which the externship experience is reviewed and skills are reinforced. Concurrent enrollment in VT200b required.

Prerequisite: VT101A – VT171A **120 Hours** **4.0 Quarter Credits**

VT200.B – Veterinary Technician Seminar

This seminar course will serve as an on-campus addition to the students' first off-campus externship in VT200a. Students will discuss their experiences and challenges of working in a clinic. Concepts and skills will be reviewed and reinforced. Weekly objectives will be assessed in accordance with AVMA requirements.

Prerequisite: VT200A **25 Hours** **2.0 Quarter Credits**

VT201A — Veterinary Clinical Externship II

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians Opportunity for learning and practical application of the knowledge, skills and attitudes required of a veterinary assistant. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the veterinary technician in the veterinary health care team.

Prerequisite: VT200.B **120 Hours** **4.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

VT202A — Veterinary Clinical Externship III
Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. Opportunity for learning and practical application of the knowledge, skills and attitudes required of a veterinary assistant. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the veterinary technician in the veterinary health care team.

Prerequisite: VT201A **120 Hours** **4.0 Quarter Credits**

VT203.B — Veterinary Technician License Preparation
Review of pertinent subject matter in preparation for the California State and National Veterinary Technician Examination. Includes lecture, group study, and laboratory components.

Prerequisite: VT202A **50 Hours** **3.5 Quarter Credits**

VTAR DE 101- Basic Sciences, Terminology and Calculations for Veterinary Technicians
Introductory course covering basic fundamentals in biology, microbiology, chemistry, basic math, and animal anatomy and physiology. Lectures will cover basic cell biology, mathematical equations and beginning algebra, chemical equations, reactions, and the periodic table, microbial identification, basics of animal disease, and anatomy and physiology of major organ systems in higher mammals. Course also covers an introduction to word parts, directional terminology, and analysis of common veterinary terms. Additional topics include mathematics required as part of clinical medical calculations utilized in preparation and administration of drugs, dosage determinations, intravenous fluid infusion, and prescription dispensing. Subjects covered include review of calculations involving fractions, decimals, ratios and proportions, unit conversions, and algebraic equations.

Prerequisite: None **65 Clock Hours**

VTAR DE 102- Dentistry and Pharmacology for Veterinary Technicians
Basic dental anatomy and charting. Reviews of small and large animal dental anatomy and dental formulas. Dental pathology and prophylaxis procedures will be covered. Basic, simple extraction technique and instrumentation will be also discussed. Additional course content includes an introduction to the basic principles of veterinary pharmacology. Preparation and dispensing of medications. Overview of the actions and interactions of the major classes of drugs, with emphasis on common veterinary uses of specific drugs. This course uses a case-based approach to pharmacology and reviews basic animal diseases and nursing while discussing drugs used in the treatment of disease.

Prerequisite: None **65 Clock Hours**

VTAR DE 103- Surgical Nursing and Anesthesia for Veterinary Technicians
This course covers the physiology of the respiratory, cardiovascular, and nervous systems as they are relevant to anesthesia. The pharmacology and uses of common pre-anesthetic and anesthetic agents will be covered. The veterinary technician's role in patient preparation, induction and maintenance of anesthesia, and post-anesthetic nursing is practiced in the laboratory. Students will learn anesthetic monitoring, anesthetic instrumentation, and recovery. Also, all aspects of surgical nursing will be covered including surgical assistance, aseptic technique and patient preparation, operating room procedures, surgical instrument use and care, suturing techniques, sterilization procedures and application of bandages, splints and cast techniques. In additional, pain assessment, scoring, and interventions will be discussed.

Prerequisite: None **65 Clock Hours**

VTAR DE 104- Small and Large Animal Nursing, Pathology, and Radiology for Veterinary Technicians
This course covers a case and disease based approach to nursing technique and procedure in the small animal patient. Disease processes commonly seen in small animal patients will be broken up into various anatomical systems. Zoonotic diseases will be discussed. Students will learn how to effectively apply critical thinking skills, nursing interventions, and clinical procedures to affect a positive outcome in animal patients. Additional course content includes an introduction to the principles of veterinary radiography for veterinary technician students, including radiographic terminology, physics of X-ray production and interaction with matter, occupational safety and radiation protection, radiographic exposure factors and patient positioning required for production of diagnostic films, processing of radiographic film. Discussion of equipment materials and special radiographic studies common in veterinary practice. Basic ultrasound procedures are also presented. Course also covers fundamental studies of laboratory techniques and procedures involved in evaluating veterinary clinical samples such as hematology, urinalysis, hemostasis, and biochemistry. Finally, the study of animal parasites and life cycles, vectors, methods of transmission, identification and prevention and treatment of parasitic diseases is covered.

Prerequisite: None **65 Clock Hours**

PLATT COLLEGE
COURSE DESCRIPTIONS

VTAR DE 105- Emergency/Critical Care Nursing and License Exam Preparation for Veterinary Technicians

Introduction to the emergency and critical care medicine for veterinary technicians. Common diseases seen in emergency practice will be presented. Advanced clinical procedures such as IV catheter placement, relief hole procedure for IV placement, and CPR and advanced life support techniques will be discussed. Review of pertinent subject matter in preparation for the California State Veterinary Technician Examination. Disease processes (including zoonotic), laboratory techniques, parasitology, radiology, pharmacology and anesthesia/surgical nursing concepts will be reviewed. Students will take multiple timed practice tests and test taking strategies will be presented.

Prerequisite: None **65 Clock Hours**

VTDE101 — Introduction to Veterinary Technology

Orientation to the program, and a survey of the role of the veterinary technician in the workplace. Survey of employment opportunities and areas of specialization. Ethics and professionalism. Laws and regulations governing veterinary technicians. Introduction to basic animal care skills and clinical procedures.

Prerequisite: None **40 Hours** **4.0 Quarter Credits**

VTDE102 — Veterinary Medical Terminology and Calculations

This course reviews mathematics required as part of clinical medical calculations utilized in preparation and administration of drugs, dosage determinations, intravenous fluid infusion, and prescription dispensing. Subjects covered include review of calculations involving fractions, decimals, ratios and proportions, unit conversions, and algebraic equations. This course also covers word parts, directional terminology, and analysis of common veterinary terms.

Prerequisite: None **50 Hours** **4.5 Quarter Credits**

VTDE103 — Veterinary Anatomy & Physiology I

Comparative veterinary anatomy and physiology for veterinary technicians. This course covers the clinically relevant veterinary anatomy and physiology including a discussion of the similarities and differences among the major domestic species. Emphasis is placed on the normal structure and function of the major organ systems as the foundation for understanding pathology and the pathophysiology of disease.

Prerequisite: None **50 Hours** **4.0 Quarter Credits**

VTDE104B — Veterinary Anatomy & Physiology II / III

Comparative anatomy and physiology for veterinary technicians. This course covers the clinically relevant anatomy and physiology of the major domestic animals and includes a discussion of the similarities and differences among the species. Emphasis is placed on the normal structure and function of the major organ systems as the foundation for understanding pathology and pathophysiology of disease.

Prerequisite: VTDE103 **75 Hours** **6.0 Quarter Credits**

VTDE106 — Veterinary Pharmacology I

This course introduces the basic principles of veterinary pharmacology. Preparation and dispensing of medications. Overview of the actions and interactions of the major classes of drugs, with emphasis on common veterinary uses of specific drugs.

Prerequisite: None **50 Hours** **5.0 Quarter Credits**

VTDE107 – Veterinary Pharmacology II

Part 2 of a 2-part course introducing the basic principles of veterinary pharmacology. Preparation and dispensing of medications. Overview of the actions and interactions of the major classes of drugs, with emphasis on common veterinary uses of specific drugs.

Prerequisite: VTDE106 **25 Hours** **2.5 Quarter Credits**

VTDE109A – Lab Animal and Exotic Animal Nursing

An orientation to the use of animals in research and to the role of the veterinary technician and the biotechnologist in a biomedical research animal facility. Regulations affecting the use of animals in research will be discussed, including the Animal Welfare Act, USDA, FDA, and IACUC requirements. Proper methods of restraint, husbandry, nursing techniques, and housing needs for the common species of laboratory animals. Appropriate anesthesia, analgesia and euthanasia methods are discussed. Basic understanding of the care, husbandry, clinical procedures, and medical concerns of rabbits, ferrets, guinea pigs, chinchillas, small rodents, birds, snakes, lizards, turtles. Emphasis on clinically relevant materials and activities.

Prerequisite: None **35 Hours** **3.0 Quarter Credits**

VTDE110 — Veterinary Clinical Pathology

This course provides the fundamental studies of laboratory techniques and procedures involved in evaluating veterinary clinical samples. Areas of study include hematology, urinalysis, hemostasis, blood biochemistry and enzymology, serology, and cytology. The veterinary technician's role in sample collection, sample storage and handling, and performance of analytic procedures will be emphasized. Skills are developed in the use of laboratory equipment, laboratory safety and management, and quality control.

Prerequisite: None **40 Hours** **3.5 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

VTDE111 — Veterinary Parasitology
Study of animal parasites. This course focuses on life cycle, vectors, and methods of transmission, identification, and prevention and treatment of parasitic disease in animals.
Prerequisite: None **35 Hours** **3 Quarter Credits**

VTDE112 – Veterinary Clinical Pathology II
This course continues to provide the fundamental study of laboratory techniques and procedures involved in evaluating veterinary clinical samples. Areas of study include hematology, urinalysis, hemostasis, blood biochemistry and enzymology, serology, and cytology. The veterinary technician's role in sample collection, sample storage and handling, and performance of analytic procedures will be emphasized. Skills are developed in the use of laboratory equipment, laboratory safety and management, and quality control.
Prerequisite: None **20 Hours** **1.5 Quarter Credits**

VTDE120 — Veterinary Clinical Techniques I
This course begins the student's clinical training. Students are introduced to principles of husbandry and medical care of common animal species, including: physical examination, grooming, injections, feeding, housing and restraint. The course includes a hands-on component focusing on the practical application of animal care skills and principles of animal care and management using techniques and knowledge learned in the veterinary technology classroom.
Prerequisite: None **30 Hours** **3.0 Quarter Credits**

VTDE121A — Veterinary Clinical Techniques II / III
This course continues the student's clinical training. Hands-on experience performing and assisting with routine clinical diagnostic and therapeutic procedures, including dermatologic and ophthalmologic procedures, blood and urine collection and other routine veterinary clinical procedures. This course completes the pre-clinical training of the veterinary technology student, covering both large and small animals. Topics covered include: venipuncture and blood collection techniques, catheterization, fluid therapy, physical examination, basic dental care procedures, wound management, and emergency care. Hands-on experience performing and assisting with routine clinical diagnostic and therapeutic procedures, including dermatologic and ophthalmologic procedures, blood and urine collection and other routine veterinary clinical procedures.
Prerequisite: VTDE120 **45 Hours** **4.0 Quarter Credits**

VTDE122 — Small Animal Nursing I
This course covers a case and disease based approach to nursing technique and procedure in the small animal patient. Students will learn how to effectively apply critical thinking skills, nursing interventions, and clinical procedures to affect a positive outcome in animal patients. Additional advanced clinical skills will be covered.
Prerequisite: None **30 Hours** **2.5 Quarter Credits**

VTDE123 — Small Animal Nursing II
This course continues to cover a case and disease based approach to nursing technique and procedure in the small animal patient. Students will learn how to effectively apply critical thinking skills, nursing interventions, and clinical procedures to affect a positive outcome in animal patients. Additional advanced clinical skills will be covered.
Prerequisite: VTDE122 **30 Hours** **2.5 Quarter Credits**

VTDE130 — Veterinary Anesthesia and Surgical Nursing I
This course covers all aspects of surgical nursing including surgical assistance, aseptic technique and patient preparation, operating room procedures, surgical instrument use and care, suturing techniques, and sterilization procedures. Pain assessment, scoring, and interventions, in addition to bandaging techniques will also be covered. Also covered: Principles and practice of veterinary anesthesia. This course covers the physiology of the respiratory, cardiovascular and nervous systems as they are relevant to anesthesia. The pharmacology and uses of common pre-anesthetic and anesthetic agents. The veterinary technician's role in patient preparation, induction and maintenance of anesthesia, and post-anesthetic nursing is practiced in the laboratory.
Prerequisite: None **35 Hours** **3.0 Quarter Credits**

VTDE131 — Veterinary Anesthesia and Surgical Nursing II
This course covers all aspects of surgical nursing including surgical assistance, aseptic technique and patient preparation, operating room procedures, surgical instrument use and care, suturing techniques, and sterilization procedures. Pain assessment, scoring, and interventions, in addition to bandaging techniques will also be covered. Also covered: Principles and practice of veterinary anesthesia. This course covers the physiology of the respiratory, cardiovascular and nervous systems as they are relevant to anesthesia. The pharmacology and uses of common pre-anesthetic and anesthetic agents. The veterinary technician's role in patient preparation, induction and maintenance of anesthesia, and post-anesthetic nursing is practiced in the laboratory.
Prerequisite: VTDE130 **35 Hours** **3.0 Quarter Credits**

PLATT COLLEGE
COURSE DESCRIPTIONS

VTDE141A — Veterinary Hospital Management and Client Communication and Customer Service

Principles and practice of veterinary office management for veterinary technology students. Client relations, receptionist skills, telephone techniques and personnel management. Generation and maintenance of correspondence, medical records, legal forms and hospital logs. Basic bookkeeping, accounting and financial management principles. Marketing and public relations. Professional ethics and professionalism. Use of computers for data entry, patient record management and inventory control. Use of practice management software. State and federal laws as they apply to the veterinary practice. The objective of this course is to provide the student with critical client communication and customer service skills. These skills complement the technical learning provided in the program and are essential to becoming a member of a client-facing healthcare delivery team. The course emphasizes experiential learning and focuses on providing the student with experience handling common client interaction situations such as explanation of technical knowledge to a client, working with a concerned client, conflict resolution, and answering questions on commonly requested medications and treatments.

Prerequisite: None **50 Hours** **5.0 Quarter Credits**

VTDE150 — Veterinary Diagnostic Imaging

Introduction to the principles of veterinary radiography for veterinary technician students, including radiographic terminology, physics of X-ray production and interaction with matter, occupational safety and radiation protection, radiographic exposure factors and patient positioning required for production of diagnostic films, processing of radiographic film. Discussion of equipment materials and special radiographic studies common in veterinary practice. Basic ultrasound procedures are also presented.

Prerequisite: None **40 Hours** **3.5 Quarter Credits**

VTDE160 — Animal Nutrition

Fundamentals of energy and non-energy producing nutrients and their sources and functions. Integration of concepts including digestion, absorption, and metabolism with application to normal and therapeutic nutritional needs.

Prerequisite: None **50 Hours** **4.5 Quarter Credits**

VTDE171A – Equine and Large Animal Nursing

Introduction to the equine species will be given in this course. Review of basic anatomy, physiology will be done. Identifying different breeds, nutrition and husbandry will be presented. Various clinical techniques and restraint techniques will be taught and demonstrated by the students. Equine parasitology and diseases will be also be covered. The Large Animal Nursing course provides focused study of large animal nursing skills including physical exam, clinical procedures, husbandry requirements, reproduction and preventive care. The technician's role in food animal medicine. Species covered include bovine, ovine, porcine, caprine and camelid.

Prerequisite: None **50 Hours** **5.0 Quarter Credits**

VTDE200A — Veterinary Clinical Externship I

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. The site of the preceptorship is approved by the veterinary technology program in consultation with the student and the veterinary professionals Opportunity for learning and practical application of the knowledge, skills and attitudes required of a veterinary assistant. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the veterinary technician in the veterinary health care team. The course includes a weekly seminar in which the externship experience is reviewed and skills are reinforced. Concurrent enrollment in VTDE200B required.

Prerequisite: VT101DE **120 Hours** **4.0 Quarter Credits**

VTDE200B – Veterinary Technician Seminar

This seminar course will serve as an on-campus addition to the students' first off-campus externship in VT200a. Students will discuss their experiences and challenges of working in a clinic. Concepts and skills will be reviewed and reinforced. Weekly objectives will be assessed in accordance with AVMA requirements.

Prerequisite: VTDE101 **25 Hours** **3.0 Quarter Credits**

VTDE201 — Veterinary Clinical Externship II

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians Opportunity for learning and practical application of the knowledge, skills and attitudes required of a veterinary assistant. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the veterinary technician in the veterinary health care team.

Prerequisite: VTDE101 – VTDE171A, VTDE200A & VTDE200B
120 Hours **4.0 Quarter Credits**

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COURSE DESCRIPTIONS

VTDE202 — Veterinary Clinical Externship III
Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. Opportunity for learning and practical application of the knowledge, skills and attitudes required of a veterinary assistant. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the veterinary technician in the veterinary health care team

Prerequisite: VTDE101 – VTDE201
120 Hours **4.0 Quarter Credits**

VTDE203 — Veterinary Technician License Preparation
Review of pertinent subject matter in preparation for the California State and National Veterinary Technician Examination. Includes lecture, group study, and laboratory components.

Prerequisite: VTDE101 — VTDE202
50 Hours **4.0 Quarter Credits**

VTDE250A – Veterinary Clinical Skills Seminar (On-site)
This course completes the pre-clinical training of the veterinary technology student, covering both large and small animals. Hands-on experience including: husbandry and medical care of common animal species, physical examination, grooming, injections, feeding, housing and restraint, performing and assisting with routine clinical diagnostic and therapeutic procedures, including dermatologic and ophthalmologic procedures, blood and urine collection, catheterization, fluid therapy, anesthesia, physical examination, basic dental care procedures, wound management, and emergency care and other routine veterinary clinical procedures. Part one of a three-part course.

Prerequisite: VTDE101 **120 Hours** **6.0 Quarter Credits**

VTDE255A – Veterinary Externship Preparation I
This course focuses on preparing the student for their externship rotation including professional development, site selection, safety and policy overviews, review of objectives and student and college roles in a successful rotation. Part one of a two-part course.

Prerequisite: VTDE101 **65 Hours** **3.0 Quarter Credits**

WDPC100 - Fundamentals of Web Development
This course provides an introduction to the terms and technologies and the fundamental methods, concepts and techniques of semantic and validated Web development and aesthetic Web design. HTML5 and CSS3 technologies are covered.

Prerequisite: None **60 Clock Hours**

WDPC110 - Introduction to Scripting
Introduction to Client-side Procedural and Object Oriented Scripting. The fundamentals of writing JavaScript and implementation of JavaScript Libraries such as JQuery are covered and provides the basics of creating cross-platform interactive sites.

Prerequisite: WDPC100 - Fundamentals of Web Development **60 Clock Hours**

WDPC115 - Intermediate Scripting
This course approaches intermediate scripting solutions using advanced JavaScript Libraries to create cross-platform Interactive User Interfaces (Uis) The React.js library will be introduced to create Industry Standard Interfaces. JSON and Node.js will be introduced to provide fundamental knowledge of Client-Server Data Exchange and Server-side Run-time Environments.

Prerequisite: WDPC110 - Introduction to Scripting **60 Clock Hours**

WDPC120 - Introduction to Web Frameworks
This course introduces the Bootstrap framework toolkit for front-end development. This framework enables developers & designers to build fully responsive websites for Mobile and Desktop application using the Bootstrap open-source front-end component library. Advanced HTML, CSS, JavaScript, JQuery and introduction to the Sass (Syntactically Awesome Style Sheets) CSS extension language

Prerequisite: WDPC110 - Introduction to Scripting **60 Clock Hours**

WDPC125 - Intermediate Web Frameworks
This course introduces Angular.js. a JavaScript based front-end framework developed by google. Angular.js provides a structural framework for creating cross-platform applications for web, mobile web, and native mobile and native desktop.

Prerequisite: WDPC110 - Introduction to Scripting **60 Clock Hours**

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COURSE DESCRIPTIONS

WDPC135 - Web Standards
Web standards are rules and guidelines established by the World Wide Web Consortium (W3C) developed to promote consistency in the design code which makes up a web page. Web Standards covers the importance of proper design and scripting to provide compliancy with Web Accessibility (508 Standard) and to provide efficiency for search engines to properly access and index web pages.
Prerequisite: WDPC110 - Introduction to Scripting **60 Clock Hours**

WDPC140 - Introduction to Wordpress
This course is designed to cover the framework of Wordpress. Wordpress provides flexible blogging and an open-source content management system (CMS) to assist in Web site management. Its flexibility allows the developer to work with social media APIs to create simple social media applications.
Prerequisite: WDPC110 - Introduction to Scripting **60 Clock Hours**

WDPC145 - Developer Tools
An Introduction to Google's (AdWords, Google Analytics, Push Notifications) and Amazon's (Amazon Web Services) developer tools. The introduction of these concepts provides the new developer with useful tools and resources to debug, manage and develop their web environment.
Prerequisite: WDPC115 - Intermediate Scripting **60 Clock Hours**

WDPC155 - Introduction to Graphics and Typography
The first part of this course covers the importance of organizing, preparing, placing and manipulating graphics in page design as well as content for the web. The second section covers typographic terminology and the application of type as a communication tool. Deductive and strategic thinking processes are taught and applied as tools for problem solving. The history of typography, major type families, the study of basic letter forms and typographic contrast are examined for skill building towards the understanding of type as a visual language.
Prerequisite: None **60 Clock Hours**

WDPC200 – Web Development Programming and Coding Capstone
The Senior Project requires the student to develop a responsive, interactive multi-page website using the concepts covered in the program. The site must include frameworks and follow all web standards. Successful completion of the course is based on completed milestones, website production and website complexity.
Prerequisite: All previous courses **60 Clock Hours**

Los Angeles Campus
1000 S Fremont Ave, A9 West
Alhambra, CA 91803
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Ontario Campus
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Ontario, CA 91764
909-941-9410

Riverside Campus
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Melody Hernandez	Assistant to the President
Dr. Thomas Leveillee	Academic Dean
Cathy Woolf	Registrar
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Rocio Vargas	Career Services Advisor
Falon Thomas	Career Services Advisor
Open	Academic Coordinator
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Jamie Stone	DMS Clinical Assistant

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Open	Admissions Representative
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Richard Koolmees	Financial Aid Officer
Marylisa Navarro	Financial Aid Officer
Open	Student Accounts

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Distance Education

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Abraham Marquez	Admissions Representative
Open	Student Services
LaShonda Brown	Career Services Advisor
Linda Espinoza	Financial Aid Officer
Daphne Carcamo	Administrative Assistant

Class Sessions

Classes meet Monday through Friday and are completed in five week modules.

Morning Classes	7:45 am -12:45 pm	Afternoon Classes (DMS / RT / VT)	1:45 pm – 7:45 pm
Morning Classes (DMS / RT / VT / LVN)	7:45 am – 1:45 pm	Evening Classes	5:45 pm – 10:45 pm

Student and Faculty Holidays

*Martin Luther King, Jr. Day * Memorial Day *Independence Day * Labor Day * Thanksgiving * Winter Break * New Years*

Total Program Fees for Programs Offered at Platt College

We have four academic departments to help you develop your education and career skills!

School of Graphic Design

Diploma - Graphic Design Approx. 13 Months – 950 Clock Hours – 66.5 Quarter Credit Hours	
Tuition	$27,998.00
Books & Supplies	$ 2,030.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$30,103.00**

Associate of Arts – Graphic Design Approx. 15 Months – 1200 Clock Hours – 91.5 Quarter Credit Hours	
Tuition	$31,266.00
Books & Supplies	$ 2,455.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$33,796.00**

Bachelor of Arts – Visual Communications Approx. 31 Months – 2500 Clock Hours – 189 Quarter Credit Hours	
Tuition	$62,510.00
Books & Supplies	$ 4,625.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$67,210.00**

School of Business and Legal Studies

Diploma - Business Management Approx. 10 Months – 750 Clock Hours – 75 Quarter Credit Hours	
Tuition	$25,798.00
Books & Supplies	$ 1,546.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$27,419.00**

Associate of Arts – Business Management Approx. 13 Months – 1000 Clock Hours – 100 Quarter Credit Hours	
Tuition	$29,065.00
Books & Supplies	$ 2,030.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$31,170.00**

Bachelor of Arts - Business Management Approx. 25 Months – 2000 Clock Hours – 200 Quarter Credit Hours **Bachelor of Arts - Business Management DE** Approx. 25 Months – 2000 Clock Hours – 200 Quarter Credit Hours	
Tuition	$42,866.00
Books & Supplies	$ 3,500.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$45,600.00**

Diploma – Criminal Justice Approx. 11 Months – 900 Clock Hours – 78 Quarter Credit Hours	
Tuition	$25,292.00
Books & Supplies	$ 1,546.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$26,913.00**

Associate of Arts – Criminal Justice Approx. 15 Months – 1150 Clock Hours – 103 Quarter Credit Hours	
Tuition	$28,495.00
Books & Supplies	$ 2,030.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$30,600.00**

Bachelor of Arts – Criminal Justice **Bachelor of Arts – Criminal Justice DE** Approx. 30 Months – 2350 Clock Hours – 214 Quarter Credit Hours	
Tuition	$52,465.00
Books & Supplies	$ 3,500.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$56,040.00**

School of Medical Sciences

Associate of Science – Diagnostic Medical Sonography Approx. 18 Months – 2060 Clock Hours – 120 Quarter Credit Hours			**Bachelor of Science – Diagnostic Medical Sonography Health Care Management** Approx. 27 Months – 2740 Clock Hours – 178 Quarter Credit Hours	
Tuition	$32,201.00		Tuition	$61,223.00
Books & Supplies	$ 2,825.00		Books & Supplies	$ 3,850.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$35,101.00**		**Program Total**	**$65,148.00**
Certificate – Certified Nurse Assistant Approx. 2 Month – 164 Clock Hours (not available for Title IV Funding)			**Bachelor of Arts – Health Care Management (Degree Complete)** **Bachelor of Arts – Health Care Management (Degree Complete) DE** Approx. 15 Months – 1200 Clock Hours – 100 Quarter Credit Hours	
Tuition	$ 1,770.00		Tuition	$24,371.00
Books & Supplies	$ 150.00		Books & Supplies	$ 1,470.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$ 1,995.00**		**Program Total**	**$25,916.00**
Associate of Science – Health & Fitness Trainer Approx. 15 Months – 1055 Clock Hours – 92 Quarter Credit Hours			**Certificate – Hemodialysis** Approx. 3 Months – 280 Clock Hours (not available for Title IV Funding)	
Tuition	$22,578.00		Tuition	$ 6,765.00
Books & Supplies	$ 1,830.00		Books & Supplies	$ 200.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$24,483.00**		**Program Total**	**$ 7,040.00**
Associate of Science – Medical Administrative Specialist Approx. 15 Months – 1210 Clock Hours – 90 Quarter Credit Hours			**Associate of Science – Medical Assisting** Approx. 15 Months – 1260 Clock Hours – 95 Quarter Credit Hours	
Tuition	$26,451.00		Tuition	$26,451.00
Books & Supplies	$ 1,525.00		Books & Supplies	$ 1,525.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$28,051.00**		**Program Total**	**$28,051.00**
Associate of Science – Respiratory Therapy Approx. 18 Months – 1730 Clock Hours – 128.5 Quarter Credit Hours			**Bachelor of Science –Respiratory Therapy (Degree Complete) DE** Approx. 15 Months – 1110 Clock Hours – 93 Quarter Credit Hours	
Tuition	$44,614.00		Tuition	$18,988.00
Books & Supplies	$ 3,150.00		Books & Supplies	$ 1,325.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$47,839.00**		**Program Total**	**$20,388.00**
Associate of Science – Veterinary Technology Approx. 19 Months – 1681 Clock Hours – 115 Quarter Credit Hours **Associate of Science – Veterinary Technology DE** Approx. 19 Months – 1675 Clock Hours – 125 Quarter Credit Hours			**Certificate – Veterinary Technology Alternate Route** **Certificate – Veterinary Technology Alternate Route DE** Approx. 6 Months – 325 Clock Hours (not available for Title IV Funding)	
Tuition	$31,673.00		Tuition	$ 4,570.00
Books & Supplies	$ 2,900.00		Books & Supplies	$ 150.00

Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$34,648.00**		**Program Total**	**$ 4,795.00**

Associate of Science – Vocational Nursing Approx. 17 Months – 1980 Clock Hours – 119 Quarter Credit Hours			**Diploma – Vocational Nursing** Approx. 14 Months – 1750 Clock Hours – 96 Quarter Credit Hours	
Tuition	$29,875.00		Tuition	$27,405.00
Books & Supplies	$ 3,000.00		Books & Supplies	$ 2,470.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$32,950.00**		**Program Total**	**$29,950.00**

Associate of Science – Pharmacy Technician Approx. 15 Months – 1150 Clock Hours – 101 Quarter Credit Hours	
Tuition	$26,452.00
Books & Supplies	$ 1,525.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$28,052.00**

School of Information Technology

Associate of Science – Information Technology Approx. 15 Months – 1200 Clock Hours – 110.50 Quarter Credit Hours			**Diploma – Web Development Programming and Coding** Approx. 7 Months – 600 Clock Hours	
Tuition	$33,137.00		Tuition	$ 7,731.00
Books & Supplies	$ 2,030.00		Books & Supplies	$ 2,025.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$35,242.00**		**Program Total**	**$ 9,831.00**

- *The registration fee is waived for Platt College AA Graphic Design graduates returning to take upper division programs less than a year after graduation.*
- *Bachelor's degree completion programs require the completion of a minimum of 180 credit hours. Credit hours may be earned through this program and the completion of programs prior to enrollment, typically through an Associate's degree program which is a prerequisite for entry.*
- *Tuition - Estimated charges for the period of attendance and the entire program*
- *Books & Supplies - In select courses, textbooks and/or supplies are classroom copies, which must be returned in good condition at the end of the course. Additional fees will be assessed for failure to return these books and/or supplies.*
- *Registration Fee - Non-refundable Fee*
- *Additional Fees, as applicable are:*
  - *$25.00 return check fee*
  - *$5.00 replacement ID card fee*
  - *$10.00 replacement parking card fee (Alhambra only)*
  - *$10.00 Official Transcript and / or Diploma reprint fee*

DISCLAIMER

Except as expressly provided in California Education Code Section 94898, Platt College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes, and to cancel programs of study, modes of delivery, upcoming start dates or individual courses as it deems necessary. If a course or program is cancelled, the school may schedule course completion at a later date or refund all monies paid for the cancelled course or program if the student does not wish to continue with the program at the later date. All Platt College programs are not available at all locations, please see an Admissions Representative for more information on specific enrollment information.

Approved Programs by Campus

Approved / offered – O
Approved / not offered - NO
Not approved – NA

Program	Award	Alhambra Campus	Distance Education	Anaheim Campus	Ontario Campus	Riverside Campus
Business Management (ground and DE)	Diploma	NA	NA	NO	NO	NO
Business Management (ground and DE)	AA	O	NA	O	O	O
Business Management (ground and DE)	BA	NA	NO	NO	NO	NO
Certified Nurse Assistant	Certificate	O	NA	O	NA	NA
Criminal Justice (ground and DE)	BA	NA	O	O	O	O
Criminal Justice (ground and DE)	AA	NO	NO	NO	NO	NO
Criminal Justice (ground and DE)	Diploma	O	NA	O	O	O
Cybersecurity (Degree Complete) (ground and DE)	BS	NO	NO	NA	NA	NA
Diagnostic Medical Sonography	BS	O	NA	O	O	O
Diagnostic Medical Sonography	AS	O	NA	O	O	O
Graphic Design	Diploma	NA	NA	NA	O	NA
Graphic Design	AA	NA	NA	NA	O	NA
Health & Fitness Trainer	AS	NA	NA	O	NA	NO
Health Care Management (Degree Completion) (ground and DE)	BA	O	NO	O	O	O
Hemodialysis Technician	Certificate	O	NA	O	NA	NA
Information Technology	AS	O	NA	O	O	O
Medical Administrative Specialist	AS	O	NA	O	O	O
Medical Assisting	AS	O	NA	O	O	O
Pharmacy Technician	AS	NA	NA	O	NO	NO
Respiratory Therapy	AS	O	NA	NA	O	NA
Respiratory Therapy - (Degree Completion) (DE)	BS	NA	O	NA	NA	NA
Veterinary Technician Alternate Route (DE)	Certificate	NA	O	NA	NA	NA
Veterinary Technology (ground and DE)	AS	O	O	O	O	O
Visual Communication	BA	NA	NA	NA	O	NA
Vocational Nursing	AS	O	NA	NO	NO	NO
Vocational Nursing	Certificate	O	NA	NO	NO	NO
Web Development Programming and Coding	Certificate	NA	NA	O	NO	NO

Program Total Charges for First Period of Attendance					
Program Title	**Tuition**	**Books & Supplies**	**Registration Fee**	**STRF**	**Program Total Charges for First Period of Attendance**
Business Management, Diploma Business Management DE, Diploma	$6,450.00	$387.00	$75.00	$0.00	$6,785.00
Business Management, Associate of Arts Business Management DE, Associate of Arts	$5,813.00	$406.00	$75.00	$0.00	$6,294.00
Business Management, Bachelor of Arts Business Management DE, Bachelor of Arts	$4,287.00	$350.00	$75.00	$0.00	$4,712.00
Certified Nurse Assistant, Diploma	$1,770.00	$150.00	$75.00	$0.00	$1,995.00
Criminal Justice, Diploma Criminal Justice DE, Diploma	$5,058.00	$310.00	$75.00	$0.00	$5,443.00
Criminal Justice, Associate of Arts Criminal Justice DE, Associate of Arts	$4,750.00	$340.00	$75.00	$0.00	$5,165.00
Criminal Justice, Bachelor of Arts Criminal Justice DE, Bachelor of Arts	$4,749.00	$340.00	$75.00	$0.00	$5,164.00
Diagnostic Medical Sonography, Associate of Science	$5,620.00	$565.80	$75.00	$0.00	$6,260.80
Diagnostic Medical Sonography, Bachelor of Science	$4,600.00	$354.00	$75.00	$0.00	$5,029.00
Graphic Design, Diploma	$5,600.00	$406.00	$75.00	$0.00	$6,081.00
Graphic Design, Associate of Arts	$5,211.00	$410.00	$75.00	$0.00	$5,696.00
Health & Fitness Trainer, Associate of Science	$3,736.00	$305.00	$75.00	$0.00	$4,143.00
Health Care Management, Degree Complete Bachelor of Arts Health Care Management DE, Degree Complete Bachelor of Arts	$4,062.00	$245.00	$75.00	$0.00	$4,382.00
Hemodialysis Technician, Certificate	$6,765.00	$200.00	$75.00	$0.00	$7,040.00
Information Technology, Associate of Science	$5,523.00	$340.00	$75.00	$0.00	$5,938.00
Medical Administrative Specialist, Associate of Science	$4,409.00	$255.00	$75.00	$0.00	$4,739.00
Medical Assisting, Associate of Science	$4,409.00	$255.00	$75.00	$0.00	$4,739.00
Pharmacy Technician, AS	$4,409.00	$255.00	$75.00	$0.00	$4,739.00
Respiratory Therapy, Associate of Science	$6,374.00	$450.00	$75.00	$0.00	$6,899.00
Respiratory Therapy, Degree Complete Bachelor of Science Respiratory Therapy DE, Degree Complete Bachelor of Science	$3,164.00	$221.00	$75.00	$0.00	$3,460.00
Web Development Programming and Coding, Diploma	$7,731.00	$2,025.00	$75.00	$0.00	$9,831.00
Veterinary Technology, Associate of Science Veterinary Technology DE, Associate of Science	$4,242.00	$389.00	$75.00	$0.00	$4,706.00
Veterinary Technology Alternate Route, Certificate Veterinary Technology Alternate Route DE, Certificate	$4,570.00	$150.00	$75.00	$0.00	$4,795.00
Visual Communications, Bachelor of Arts	$5,210.00	$410.00	$75.00	$0.00	$5,695.00
Vocational Nursing, Diploma	$4,568.00	$412.00	$75.00	$0.00	$5,055.00
Vocational Nursing, Associate of Arts	$5,081.00	$494.00	$75.00	$0.00	$5,650.00

Tuition Payment Policy

Each Program's tuition and book charges are billed by term throughout the program.

- All charges are due within 7 calendar days of the start of the payment period and/or term.
- Tuition and charges may vary by term.
- Students may request a copy of their student ledger card from Student Accounts to view and review all current and previous charges and payments that have been made to their account.

- Students are responsible for repaying the loan amounts, plus any interest that have been incurred as of the date of withdrawal.

Student Tuition Recovery Fund (STRF):
You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Articulation Agreements: Platt College currently has an articulation agreement with Trinity Law School.

- Information regarding accreditation and comparable programs may be obtained from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard • Suite 302 • Arlington • VA • 22201, 703.247.4212

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

Platt College reserves the right to update and modify the Catalog and Catalog Addendum as needed. In addition, Platt College will update the Catalog and Catalog Addendum annually, each summer.

United States Department of Labor's Standard Occupational Classification codes (SOC) for Platt College Placements

Program Name	CIP Code	SOC Codes	SOC Job Titles
Vocational Nursing AS/Cert	51.3901	29-2061	• Licensed Practical and Licensed Vocational Nurses
Certified Nursing Assistant Certificate	51.3902	31-1010 31-1011 31-1014	• Nursing, Psychiatric, and Home Health Aides • Home Health Aides • Nurse Assistant
Medical Assisting – AS	51.0801	31-9000 31-9090 31-9092 31-9097 31-9099	• Other Healthcare Support Occupations • ***Miscellaneous Healthcare Support Occupations*** • Medical Assistants • Phlebotomists • Healthcare Support Workers, All Other
Medical Administrative Specialist – AS	51.0710	43-6015 43-9040 29-2070 29-2099	• Medical Secretaries and Administrative Assistants • Insurance Claims and Policy Processing Clerks • Medical Records and Health Information Technicians • ***Health Technologist and Technicians, All Other***
Pharmacy Tech - AS	51.0805	23-2000	• Legal Support Workers
Respiratory Therapy AS/BS (Ground & DE)	51.0908	29-2050 29-1126 29-2054	• ***Health Diagnosing and Treating Practitioner Support Technicians*** • Respiratory Therapists • Respiratory Therapy Technicians
Business Management – AA/Diploma	52.0201	11-1021 11-2022 11-3011 11-9199 43-3031 43-9199	• General Operations Managers • Sales Managers • Administrative Services Managers • ***Managers, All Other*** • Bookkeeping, Accounting, and Auditing Clerks • ***Office and Administrative Support Workers, All Other***
Visual Communications - BA	50.0401	27-1021 27-1024 27-1027 27-1029 27-1010 27-1014 27-1019	• Commercial and Industrial Designers • Graphic Designers • Set and Exhibit Designers • Designers, All Other • Artists and Related Workers • Multimedia Artists and Animators

		27-4021 27-4032	• Artists and Related Workers, All Other • Photographers • Film and Video Editors
Veterinary Technology Alt Rte – Ground/DE	51.0808	29-2050 29-2056	• Health Diagnosing and Treating Practitioner Support Technicians • Veterinary Technologist and Technicians
Veterinary Technology – AS Ground/DE	51.0808	29-2050 29-2056	• Health Diagnosing and Treating Practitioner Support Technicians • Veterinary Technologist and Technicians
Healthcare Management – BA Ground/DE	51.0701	11-9111 31-0000 31-9000 31-9099	• Medical and Health Services Managers • ***Healthcare Support Occupations*** • Other Healthcare Support Occupations • ***Healthcare Support Workers, All Other***
Criminal Justice – AA/BA /Diploma (Ground & DE)	43.0104	33-3000 33-3010 33-3020 33-3030 33-3040 33-3050 33-9010 33-9020 33-9030 21-1092 33-9099 13-2099	• Law Enforcement Workers • Bailiffs, Correctional Officers, and Jailers • Detectives and Criminal Investigators • Fish and Game Wardens • Parking Enforcement Workers • Police Officers • Animal Control Workers • Private Detectives and Investigators • Security Guards and Gaming Surveillance Officers • Probation Officers and Correctional Treatment Specialists • Retail Loss Prevention Specialist • Fraud Examiners, Investigators and Analysts
Diagnostic Medical Sonography AS/BS (Ground &DE)	51.0910	29-2030 29-2032	• Diagnostic Related Technologists and Technicians • Diagnostic Medical Sonographers

Graphic Design – AA/Diploma	50.0409	27-1021 27-1024 27-1027 27-1029 27-1010 27-1014 27-1019 27-4021 27-4032	• Commercial and Industrial Designers • Graphic Designers • Set and Exhibit Designers • Designers, All Other • Artists and Related Workers • Multimedia Artists and Animators • Artists and Related Workers, All Other • Photographers • Film and Video Editors
Hemodialysis Certificate	51.1011		• Health Technologists and Technicians, CHT Tech
Health & Fitness Trainer –AS	31.0501	39-9031	• Fitness Trainers and Aerobics Instructors
Information Technology – AS	11.0103	15-1151 15-1152 15-1142 15-1141	• Computer User Support Specialists • Computer Network Support Specialists • Network and Computer Systems Administrators • Database Administrators
Web Development Programming & Coding - Diploma	11.0201	15-1131 15-1132 15-1133 15-1134	• Computer Programmers • Software Developers, Applications • Software Developers, Systems Software Web Developers • Computer Network Support Specialists
Business Management BA DE	52.0201	13-1000 11-1021 11-2022 11-3011 11-9199 43-3031	• Business operations specialist • General Operations Managers • Sales Managers • Administrative Services Managers • ***Managers, all other*** • Bookkeeping, Accounting, and Auditing Clerks
Business Project Management BA DE	52.0201	13-1000 11-1021 11-3051 11-9021 11-9199	• Business operations specialist • General operations manager • Industrial production managers • Construction managers • ***Managers, all other***

Business Accounting and Financing BA DE	52.0201	13-1000 13-2011 13-2052 13-2051 13-2099	• Business operations specialist • Accountant and auditor • Personal financial advisors • Financial annalist • ***Financial Specialist, all other***

Program	High School Diploma or Equivalent	Wonderlic (BST)	Wonderlic (SLE)	HESI	Interview	Essay	Other
Graphic Design, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Graphic Design, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication 3D Animation, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication Web Design, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication Video Production, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication 2-D Print, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	NA	NA	NA
Business Management, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Medical Assisting, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Medical Administrative Specialist, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Pharmacy Technician, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Health & Fitness Trainer, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Information Technology, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Health Care Management, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Academic Dean	Yes	Associates Degree in related healthcare field or Bachelor degree
Respiratory Therapy, AS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Respiratory Therapy, BS	Required	N/A	N/A	NA	Yes - Program Director or designee	Yes	Pass the (CRT) NBRC exam. RTAS from an

							accredited college.
Diagnostic Medical Sonography, AS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Diagnostic Medical Sonography, BS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	All requirements for the AS degree.
Vocational Nursing, AS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Veterinary Technology, AS	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Program Director or designee	Yes.	NA
Veterinary Technology Alternate Route, Certificate	Required	NA	N/A	NA	Yes - Program Director or designee	NA	NA
Vocational Nursing, Diploma	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Hemodialysis, Certificate	Required	N/A	Minimum passing score of 12	NA	NA	NA	NA
Certified Nursing Assistant, Certificate	Required	N/A	Minimum passing score of 12	NA	NA	NA	NA
Web Development Programming and Coding, Diploma	Required	Verbal: 205 Quantitative: 215	NA	NA	NA	NA	NA
Veterinary Technology DE, AS	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Program Director or designee	NA	
Veterinary Technology Alternate Route DE, Certificate	Required	NA	N/A	NA	Yes - Program Director or designee	NA	
Health Care Management DE, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Academic Dean	Yes	Associates Degree in related healthcare field or Bachelor degree
Respiratory Therapy DE, BS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	Pass the (CRT) NBRC exam. Submit transcripts and GPA.
Criminal Justice, DE Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice DE, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA

Criminal Justice DE, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	NA	NA	NA
Business Management DE, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management DE, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management DE, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA

Campus Faculty include Full-Time and Adjunct Faculty

General Education Department

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Heidi Kidon	English , Speech , Sociology	BA, Fine Arts (1994) – Temple University MA, Fine Arts (1997) – Calif Institute of the Arts	2008
Narineh Haerptyan	Sociology Math Speech English	BA, Liberal Studies (2005) – Calif State University, Los Angeles MA, Education with emphasis on Multicultural/ Bilingual Education (2011) – Calif State University, Los Angeles	2011
Jim Atwell	Psychology	BS, Psychology (2007) Calif State University, Northridge MA, Counseling Psychology (1980) Goddard College	2008
Sunanda Abeysekera	Math, Chemistry	BS, Mathematics and Chemistry (1965) University of Ceylon MS, Chemical Engineering (1968) University of Bradford PhD, Control Engineering (1971) University of Bradford	2016
Scott Greene	Speech English	BA, Art History and Philosophy - Emory University MA, Film Production (1989) University of Southern Calif	2002
Jennifer Anderson	Psychology Speech	JD – Trinity Law School (2003) BS in Abnormal Psychology – Pacific Christian College (1999) AA in Paralegal – Southern California College of Business (1996)	2018
Abraam Khalil			2019
Dawn Del Vecchio	All Math courses	MBA from Cal State 1999 BS in BA University of Le Verne 1994 AA from Pasadena City College	2017
Carina Aguirre	Speech English	Juris Doctorate- Texas Tech University School of Law (2003) BA in Journalism –Texas A&M (2000)	2007

Medical Assisting and Medical Administrative Specialist Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Carmen D. Sanders	All MA and MAS courses	Diploma (1990) James Madison High Medical Assistant, 22 yrs. of experience National Education Center, Bryman	2011
Elizabeth Oregel-Martinez	All MA and MAS courses	Medical Assistant Diploma & Venipuncture Certification (1999) Concorde Career College AS, Science (2005) Cypress College BS, Health Science (2010) Calif State Unversity, Dominguez Hills	2015
Abraam Khalil			2019
David Caro	All MA courses	MD, Medicine (2009) Echocardiography Technology CEUX, (Mexico)	2012

Criminal Justice Programs

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Lori Hauser	All CJ Courses	BS, Criminal Justice (1990) University of Cincinnati	2014
Jennifer Anderson	All CJ Courses (with the exception of Securities)	JD – Trinity Law School (2003) BS in Abnormal Psychology – Pacific Christian College (1999) AA in Paralegal – Southern California College of Business (1996)	2018
Carina Aguirre	All CJ courses	Juris Doctorate- Texas Tech University School of Law (2003) BA in Journalism –Texas A&M (2000)	2007

Healthcare Management Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Charnese Felix	All HCM courses	BS, Business Administration (2003) Medialle College MA, Organizational Leadership (2005) Medialle College DOE, Health Sciences/Policy (2012) D'Youville College	2016
Christina Sese	All HCM courses	Master in Public Health 2018 West Coast University BS in Healthcare Management 2015 Platt College	2019

Business Management Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Carnell Borden	All Business Management Courses	BS, Business Management (2013) Western Governors University MBA, (2015) Western Governors University	2012
Glen Requierme	All BM courses	BS in Electronics and Communications Engineering 2001 Master in Business Administration	2019
Mary Holmes	All Management courses Ethics American Government	BA, Social Science (1975) Southwestern University MBA, (1999) Pepperdine University	2012
Ross Dileo	All BM classes	MBA in Marketing 2004 Kelly School of Business Master in Social Work 1994 Washington University	2019

Veterinary Technology Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Kristy Veltri, BS, RVT Program Director	Introduction to Veterinary Technology Veterinary Pharmacology II Veterinary Technician License Preparation	AS, Veterinary Technology, 2007; Pierce College BS, Business Administration (2013) Argosy University	2012

Christian Andres, Clinical Director, DVM	Veterinary Anatomy & Physiology I Veterinary Anatomy & Physiology II Veterinary Anatomy & Physiology III Veterinary Pharmacology Veterinary Clinical Pathology I	A.A., General Science, Santa Monica College 1995 B.A., Zoology, UC Santa Barbara, 2007 D.V.M., Ross University School of Veterinary Medicine, 1999	2013
Odelia Yalovsky, RVT	Externship I Externship II Externship III Veterinary Clinical Pathology II Equine Nursing	Associate of Science – Veterinary Technician – Platt College (2013)	2017
Sarah Koch, RVT	Veterinary Medical Terminology and Calculations Nutrition Veterinary Clinical Techniques I Veterinary Clinical Techniques II Exotic Animal Nursing Laboratory Animal Nursing Small Animal Nursing I Small Animal Nursing II	AS, Math and Science (1993) College of The Canyons AS, Veterinary Technology (2000) Pierce College	2012
Albert Taylor	All VT Course	A.S.S Veterinary Technology 2014 Pima Medical Institute	2019
DaiShayon Johnson, RVT	Introduction to Veterinary Technology Animal Nutrition Veterinary Clinical Techniques I Veterinary Clinical Techniques II Veterinary Clinical Techniques III Veterinary Diagnostic Imaging Veterinary Parasitology Veterinary Anesthesia and Surgical Nursing I Veterinary Anesthesia and Surgical Nursing II Veterinary Technician Seminar	BS, Animal Health Science (2013) - California State Polytechnic University Pomona	2018

Respiratory Therapy Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Nichole C. McZeal, CRT, RRT - Program Director	All topics from RT 205A to RT 225B	AA, Social and Behavioral sciences (1996) Citrus College Certificate in Certified Respiratory Therapy (1996) Concorde Career College Certificate in Registered Respiratory Therapy (1999) Concorde Career College BS, Human services (2005) University of Phoenix MS, Health Administration/Education (2011) University of Phoenix	2011
Allan Gonzalez, CRT, RRT-NPS – Clinical Director	All topics from RT 205A to RT 225B	Certificate in Education Leadership Management (2017) Northeastern University Master of Education (M.Ed.) in Adult Education and Administration (2008) Jones International University Certificate in Respiratory Therapy (2003) Mt. San Antonio College Bachelor of Arts (BA) in Economics, minor in Social and Behavioral Sciences, (1998) California State University Los Angeles	2016

		Associate in Arts (AA) in Liberal Arts (1995) East Los Angeles College	
Robert Hummel, CRT, RRT	All topics from RT 205A to RT 225B	MBA (2004) Cal State Dominguez Hills BA, (1990) University of Minnesota AS, Respiratory Therapy (2010) Concorde Career College	2012
Charlie Tsang, CRT, RRT	All topics from RT 205A to RT 225B	BS, Respiratory Therapy (2012) AS, Respiratory Therapy (2001) East Los Angeles College	2018
Roland Watlington, CRT, RRT	Clinical Courses	AS, Respiratory Care (2008) East Los Angeles Community College BS, Respiratory Therapy (2012) Pima Medical Institute	2012
Aprilyn Valerio	All topics from RT 205A to RT 225B	BS in Management – University of West Florida (1985) AS in Respiratory Therapy – East Los Angeles College (2002)	2018
Michael Cathcart	Clinical Courses	AS Respiratory Therapy – Platt College (2013)	2018

Diagnostic Medical Sonography Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Dr. Dezire Khosravi	All DMS courses	Doctorate of Medicine (1999) – Iran University of Medical Sciences Specialized Diploma of Obstetrician and Gynecology (2009) – Shiraz of Medical Sciences Diploma in DMS (2016) – Kaplan College	2017
Romi Derderian	All DMS courses	Diploma, Echocardiography (1997) Kaplan College (Modern Technology School of X-Ray)	2012
Anula Lorek	DMS, except Ultra Sound Physics	BS, Anthropology (2002) University of Western Australia DMS Certificate – West Coast Ultrasound (2007) AB cert (2008) ARDMS OB and GYN (2014) ARDMS	2014
Roza Hamzeinejad, Clinical Director	Clinical classes and OB classes	BA in Languages - Azad University 1993 ADMS- OBYYN Cert 2015	2017
Tiffany Waltemate			2019
Ramesh Sharma	All DMS courses	B.S. in Biology 1975 Doctorate of Medicine 1980 Specialized Diploma in Pathology 1984 Radiology Fellowship 1991	2018

Vocational Nursing Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Erica Martinez Program Director	All VN classes	Master of Science in Nursing 2009 University of Illinois BS in Nursing 2003 Northern Illinois University	2019
Teresa Nunez	All Vocational Nursing	Psy.D in Business Counseling Psychology (2014) Chicago School of Professional Psychology	2018

		MBA in Healthcare Management (2011) Mount Saint Mary's Univ B.A. in Sociology/Social Work (2009) Mount Saint Mary's Univ License in Vocational Nursing (1991) USC	
Mallory Leung	All Vocation Nursing		2019
Robert Park	All Vocational Nursing	BA in Philosophy (2012) UCLA LA Campus LVN Training – (2006) US Army	2019

Certified Nursing Assistant Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Karina Feldman	All Certified Nurse Assistant	LVN, (2007) CBD College RN, (2011) Santa Monica City College	2014
Jocelyn De Guzman	All Certified Nurse Assistant		2019
Margaret Alpuche	All Certified Nurse Assistant	LVN, (1984) Casa Loma College	2013

Hemodialysis Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Connie Dodd-Latham	All Hemodialysis	RN, (1987) El Camino Community College	2015
Jose Rafael Reyes	All Hemodialysis	AA, Nursing (2010) College of The Canyons	2015
Mae Billanes Delgado	All Hemodialysis	BSN, (1992) St. Antonio College of Nursing RN, (1997) St. Antonio College of Nursing MSN, (2013) University of Phoenix	2012
Precie-Ann Pahutan	All Hemodialysis	AA, Nursing (2007) East Los Angeles College	2016
Michael Aguilar	All Hemodialysis	AA, Nursing (2003) Los Angeles County College of Nursing	2018

Information Technology Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Michael Seaver	All information Technology Courses	MS in Computer Science 1999 BS in Business Management 1995	2017
Reginald Watson	All information Technology Courses		2018
Glen Requierme	All information Technology Courses	BS in Electronics and Communications Engineering 2001 Master in Business Administration	2019
Damian Lai	All information Technology Courses	BS, Computer Science (1989) Cal State University Los Angeles MS, Applied Math (1993) Cal State University Los Angeles MA, Instructional Technology (1996) Cal State University Los Angeles	2015

Distance Education Campus Faculty include Full-Time and Adjunct Faculty

Veterinary Technology / Alternate Route – Distant Education

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Kristy Veltri, BS, RVT Program Director	All vet tech courses	AS, Veterinary Technology, 2007; Pierce College BS, Business Administration (2013) Argosy University	2012
Cheryl Olson	All vet tech courses	AS, Vet Tech (1997) Mt. San Antonio College RVT (1997) Mt. San Antonio College	2015
Merri Jamison, RVT	All vet tech courses	BS, Animal Health Technology (2005) Muray State University	2016
Laura Waller	All vet tech courses	AS in Science and Math 6/2007 Victor Valley College AS in Vet Tech 2/2015 Mon San Antonio College	2017
Brandon Gray	All vet tech courses	Associate of Applied Sciences in Veterinary Technology (2007) – Bel-Rea Institute of Animal Technology	2017
Naeiri Roberts, RVT	All vet tech courses	AAS, Veterinary Technology (2008) – Bel-Rea Institute of Animal Technology	2018
Vanessa Padilla, RVT	All vet tech courses	BS, Animal Health Science (2006) - California State Polytechnic University Pomona	2018
Jennifer Glover, RVT	All vet tech courses	AS, Veterinary Technology (1997) - St. Petersburg College	2018
Debra Olmedo, RVT	All vet tech courses	BA, Anthropology (2013) - California State University Los Angeles	2018
Alexandra Bodan	All Vet Courses	Master of Public Health, Epidemiology and BiostatisticsJune 2014 - University of Southern California Keck School of Medicine, Los Angeles, CA 2018 Bachelor of Science, Animal Health Science 2008 - California State Polytechnic University, Pomona, CA 2008	2019
Cesia Paniagua	All Vet tech courses	MASTER OF BUSINESS ADMINISTRATION/ENTREPRENEURSHIP KELLER GRADUATE SCHOOL OF MANAGEMENT - 2018 ASSOCIATE OF SCIENCE/VETERINARY TECHNOLOGY MT. SAN ANTONIO COLLEGE – 2011 BACHELOR OF SCIENCE/ANIMAL SCIENCE PRE-VETERINARY CALIFORNIA STATE POLYTECHNIC UNIVERSITY - 2009	2019

General Education – Distant Education

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Damian Lai	Mathematics Statistics	BS, Computer Science (1989) Cal State University Los Angeles MS, Applied Math (1993) Cal State University Los Angeles MA, Instructional Technology (1996) Cal State University Los Angeles	2015
Adwoa Sasu	Chemistry	BS, Chemistry (2011) Cal State Univ Los Angeles	2015

		MS, Chemistry (2013) Cal State Univ Los Angeles	
Shannon Bates	Speech, Communication, English, Composition	PhD in Strategic Communication Regent University - Virginia Beach, VA 2019 Master of Arts in Speech Communication University of Illinois - Urbana-Champaign, IL 1997 Bachelor of Arts in Broadcast Journalism Arizona State University - 1995	2019
Bridget Juwah	SOC 302, ENGDE303, ENGDE305 SOC321	MS, Sociology (1999) University of Lagos, Nigeria MS, Political Science (1996) University of Lagos, Nigeria BA, English (1979) Obafemi Awolowo University, Nigeria	2016
Kirstie Camacho	ENGDE 102, ENGDE, 303, ENGDE 305	MA, English (2007) National University BA, English (2003) Cal State University, San Bernardino	2016
Nicole Webb	Biology	MA, Public Health (2009) Walden University BS, Biological Science (2004) Cal State Fullerton	2016
Gregory Gaines	Mathematics	Masters Degree in Theological Studies from Liberty Univ., 2011 Masters Degree in Mathematics from City College, 1998 Bachelors Degree in Mathematics from City College, 1992 Associates Degree in Mathematics from Borough of Manhattan Community College (BMCC), 1987	2019
Gail Cirilo	Math, Ethics, English, Composition	Masters in Education: Curriculum and Instruction Bechelor's Degree in Workforce - California Teaching Credential	2019
Adrienne Williams	Chemistry / Biology	Ph.D.Environmental Sciences/Engineering Physics focus in Materials Science and Chemistry -Wright State University (2015) Masters (MA) Chemistry - Fisk University - (2011) Bachelors of Science - Biochemistry and Molecular Biology w/Cognate in Biotechnology - Michigan State University (2009)	2019

Respiratory Therapy – Distant Education

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Kathy Dupray	All Respiratory Therapy courses	BA, Business Administration (1985) University of Redlands AA, Respiratory Therapy (1981) Orange Coast College	2016

Healthcare Management – Distant Education

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Nicole Webb	HCMDE 345 BLMDE 303 BLMDE 302	MA, Public Health (2009) Walden University BS, Biological Science (2004) Cal State Fullerton	2016

	BLMDE 301 MGTDE 300 MGTDE315, MGTDE320		
Margaret Seirup	All HCM Courses	Master's Degree in Nursing Management and Organizational Leadership Grantham University – 2019 Bachelor's Degree in Nursing in Nursing University of Phoenix - Phoenix, AZ -2009 Associate's Degree in Nursing in Nursing Riverside Community College - Riverside, CA 1997	2019
Kathy Dupray	All Respiratory Therapy courses	BA, Business Administration (1985) University of Redlands AA, Respiratory Therapy (1981) Orange Coast College	2016

Criminal Justice – Distant Education

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Alisha Williams	All CJ Courses	MBA – Keller Graduate School of Management (2009) BS in Criminal Justice – California State University (1998)	2018
Eduardo Arellano	All CJ Courses	AA, Administration of Justice (2014) East Los Angeles College AA, general Studies (2014) East Los Angeles College BS, Criminal Justice (2016) Calif State Dominguez Hills	2014
Sadara DeVonne	All CJ Courses	University of California – Los Angeles, California B.A. in American Literature & Culture - 2000 B.A. in Afro-American Studies; English Trinity Law School – Santa Ana, California Juris Doctor - 2013	2019
Jose Soto-Leyva	All CJ Courses	B.S. Public Administration with an Emphasis in Criminal Justice, California A.S. GENERAL EDUCATION	2019

Business Management – Distant Education

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Alisha Williams	All BM courses	MBA – Keller Graduate School of Management (2009) BS in Criminal Justice – California State University (1998)	2018
Alane Sanchez	All BM Courses	Master in Business Administration with a specialization in Finance - 2019 BACHELOR OF ARTS IN ORGANIZATIONAL LEADERSHIP, CAL BAPTIST UNIVERSITY - 2016	2019
Gail Cirilo	All BM Courses	Masters in Education: Curriculum and Instruction Bechelor's Degree in Workforce - California Teaching Credential	2019

Updates to Platt College Catalog September 1st, 2019 – August 31st, 2020

Updates effective 09/01/2019

- Concurrent/Dual Enrollment
  Platt College does not allow concurrent or dual enrollment.

Updates effective 10/21/2019

- Correction to course codes (page 59)
  - Incorrect course code - VTAR101 and VTAR102
  - Correct course code – VT101A and VT102A

- Remove Bachelor of Science from the Veterinary Technology DE (page 72)

- Change to verbiage for Veteran's Education Benefits (page 9)

  Veteran's Education Benefits

  Platt College proudly administers VA education benefits, including the Yellow Ribbon Program, to qualified students. We are committed to maintaining the Principles of Excellence established by Executive Order in April of 2012.

  Effective 8/1/19, as part of the Veterans Benefits and Transition Act of 2018, 38 U.S.C. § 3679, Platt College will comply with the requirements of 38 U.S.C. § 3679(e):

  1. Platt College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

     1) The date on which the U.S. Department of Veterans Affairs (DVA) provides payment for a course of education to an institution
     2) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt of the COE from the student

  2. Platt College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the DVA under chapter 31 or 33.

  NOTE: A ***Covered Individual*** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits.

  Detailed information regarding VA processes and requirements can be obtained at each campus from the VA Certifying Official.

Updates effective as of 12/02/2019

Course credits correction – page 40

- Change SPC105 from 5 quarter credits to 3 quarter credits

Course credit correction – page 42

- Change ENG303 from 6 quarter credits to 5 quarter credits

Additional Fees added to addendum following tuition information:

- $5.00 replacement ID card fee
- $10.00 replacement parking card fee (Alhambra only)
- $10.00 Official Transcript and / or Diploma reprint fee

The following programs will no longer be offered at all locations:

- Diploma in Paralegal
- Associate of Arts in Paralegal Studies
- Bachelor of Arts in Paralegal Studies
- Diploma in Medical Assisting
- Diploma in Medical Administrative Specialist
    - All program information, course information and course descriptions will be removed from the college catalog

Change to verbiage – Admissions Procedures and Requirements (page 2)

Platt College prohibits discrimination (including harassment) against any individual on the basis of race, color, religion (including religious dress/grooming practices), creed, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), age, national origin, marital or registered domestic partnership status, veteran status or military status, sexual orientation, gender, gender identity, gender expression, physical or mental disability, including genetic characteristics or genetic information, medical condition, ancestry or any other characteristic protected by state or federal law or by local ordinance.

Additional information added to catalog to page 3 to go above Non-Matriculate Students:

Denial of Admission or Re-entry

Platt College reserves the right to deny admission or re-entry to any applicant or student the College, at its discretion, determines is either: a) unlikely to benefit from its programs, b) discloses or is found to possess an adverse background that disqualifies them from (a) participation in clinical/practicum or externship experiences required in a program or (b) employment opportunities in the field for which the program is intended to prepare them, or c) whose presence on campus or in the online academic environment is considered by the administration to be disruptive and/or potentially harmful to Platt College students, faculty, and/or staff.

Admittance Requirements - Eligibility

In order to enroll with Platt College, a prospective student must be a citizen of the United States or an eligible non-citizen as classified by the Department of Homeland Security.

In addition, applicants must be at least 18 years of age at the time of admission and possess a high school diploma, GED (or equivalent). If a prospective student is less than 18 years of age, they may be permitted to enroll if they obtain parent or legal guardian signature of approval or demonstrate that they are otherwise covered under state emancipation statutes.

Platt College Catalog Addendum

Ontario Campus – 3700 Inland Empire Blvd, Suite 400, Ontario, CA 91764
909-941-9410 * Toll Free: 1-888-577-5288 * www.plattcollege.edu

Campus Staff

Richard Kwon	Campus President
Michelle Goetz	Assistant to Campus President
Kurt Nelson	Academic Dean
Tiffani Barajas	Assistant to Dean
Norma Lopez	Registrar
Maricela Macias	Student Accounts
Daniel Ramos	Director of Financial Aid
Cindy Arguelles	Financial Aid Officer
Jose Ochoa	Financial Aid Officer
Allison Chelette	Financial Aid Officer
John Rubi	Director of Career Services
Alexis Redden	Career Services Advisor
Jonathan Serafin	Career Services Advisor
Michael Bravo	Receptionist
Aileen Sosa	Receptionist
Kathy Lulofs	Librarian

Admissions Staff

Omar Meza	Director of Admissions
Yesenia Figueroa	Admissions Representative
Salvador Soriano	Admissions Representative
Melissa Medina	Admissions Representative
Kevin Macias	Admissions Representative
Merceditas Miller	Admissions Representative
Brandee Willison	Admissions Representative
Debbie Price	Community Relations

Class Sessions

Classes meet Monday through Friday and are completed in five week modules.

Morning Classes	7:45 am -12:45 pm	Afternoon Classes (RT / VT)	2:30 pm – 8:30 pm
Morning Classes (DMS / RT / VT)	7:45 am – 1:45 pm	Evening Classes	5:45 pm – 10:45 pm

Student and Faculty Holidays

*Martin Luther King, Jr. Day * Memorial Day *Independence Day * Labor Day * Thanksgiving * Winter Break * New Years*

Total Program Fees for Programs Offered at Platt College

We have four academic departments to help you develop your education and career skills!

School of Graphic Design

Diploma - Graphic Design Approx. 13 Months – 950 Clock Hours – 66.5 Quarter Credit Hours	
Tuition	$27,998.00
Books & Supplies	$ 2,030.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$30,103.00**

Associate of Arts – Graphic Design Approx. 15 Months – 1200 Clock Hours – 91.5 Quarter Credit Hours	
Tuition	$31,266.00
Books & Supplies	$ 2,455.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$33,796.00**

Bachelor of Arts – Visual Communications Approx. 31 Months – 2500 Clock Hours – 189 Quarter Credit Hours	
Tuition	$62,510.00
Books & Supplies	$ 4,625.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$67,210.00**

School of Business and Legal Studies

Diploma - Business Management Approx. 10 Months – 750 Clock Hours – 75 Quarter Credit Hours	
Tuition	$25,798.00
Books & Supplies	$ 1,546.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$27,419.00**

Associate of Arts – Business Management Approx. 13 Months – 1000 Clock Hours – 100 Quarter Credit Hours	
Tuition	$29,065.00
Books & Supplies	$ 2,030.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$31,170.00**

Bachelor of Arts - Business Management Approx. 25 Months – 2000 Clock Hours – 200 Quarter Credit Hours **Bachelor of Arts - Business Management DE** Approx. 25 Months – 2000 Clock Hours – 200 Quarter Credit Hours	
Tuition	$42,866.00
Books & Supplies	$ 3,500.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$45,600.00**

Diploma – Criminal Justice Approx. 11 Months – 900 Clock Hours – 78 Quarter Credit Hours	
Tuition	$25,292.00
Books & Supplies	$ 1,546.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$26,913.00**

Associate of Arts – Criminal Justice Approx. 15 Months – 1150 Clock Hours – 103 Quarter Credit Hours	
Tuition	$28,495.00
Books & Supplies	$ 2,030.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$30,600.00**

Bachelor of Arts – Criminal Justice **Bachelor of Arts – Criminal Justice DE** Approx. 30 Months – 2350 Clock Hours – 214 Quarter Credit Hours	
Tuition	$52,465.00
Books & Supplies	$ 3,500.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$56,040.00**

School of Medical Sciences

Associate of Science – Diagnostic Medical Sonography Approx. 18 Months – 2060 Clock Hours – 120 Quarter Credit Hours			**Bachelor of Science – Diagnostic Medical Sonography Health Care Management** Approx. 27 Months – 2740 Clock Hours – 178 Quarter Credit Hours	
Tuition	$32,201.00		Tuition	$61,223.00
Books & Supplies	$ 2,825.00		Books & Supplies	$ 3,850.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$35,101.00**		**Program Total**	**$65,148.00**
Certificate – Certified Nurse Assistant Approx. 2 Month – 164 Clock Hours (not available for Title IV Funding)			**Bachelor of Arts – Health Care Management (Degree Complete)** **Bachelor of Arts – Health Care Management (Degree Complete) DE** Approx. 15 Months – 1200 Clock Hours – 100 Quarter Credit Hours	
Tuition	$ 1,770.00		Tuition	$24,371.00
Books & Supplies	$ 150.00		Books & Supplies	$ 1,470.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$ 1,995.00**		**Program Total**	**$25,916.00**
Associate of Science – Health & Fitness Trainer Approx. 15 Months – 1055 Clock Hours – 92 Quarter Credit Hours			**Certificate – Hemodialysis** Approx. 3 Months – 280 Clock Hours (not available for Title IV Funding)	
Tuition	$22,578.00		Tuition	$ 6,765.00
Books & Supplies	$ 1,830.00		Books & Supplies	$ 200.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$24,483.00**		**Program Total**	**$ 7,040.00**
Associate of Science – Medical Administrative Specialist Approx. 15 Months – 1210 Clock Hours – 90 Quarter Credit Hours			**Associate of Science – Medical Assisting** Approx. 15 Months – 1260 Clock Hours – 95 Quarter Credit Hours	
Tuition	$26,451.00		Tuition	$26,451.00
Books & Supplies	$ 1,525.00		Books & Supplies	$ 1,525.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$28,051.00**		**Program Total**	**$28,051.00**
Associate of Science – Respiratory Therapy Approx. 18 Months – 1730 Clock Hours – 128.5 Quarter Credit Hours			**Bachelor of Science – Respiratory Therapy (Degree Complete) DE** Approx. 15 Months – 1110 Clock Hours – 93 Quarter Credit Hours	
Tuition	$44,614.00		Tuition	$18,988.00
Books & Supplies	$ 3,150.00		Books & Supplies	$ 1,325.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$47,839.00**		**Program Total**	**$20,388.00**
Associate of Science – Veterinary Technology Approx. 19 Months – 1681 Clock Hours – 115 Quarter Credit Hours **Associate of Science – Veterinary Technology DE** Approx. 19 Months – 1675 Clock Hours – 125 Quarter Credit Hours			**Certificate – Veterinary Technology Alternate Route** **Certificate – Veterinary Technology Alternate Route DE** Approx. 6 Months – 325 Clock Hours (not available for Title IV Funding)	
Tuition	$31,673.00		Tuition	$ 4,570.00
Books & Supplies	$ 2,900.00		Books & Supplies	$ 150.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00

STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$34,648.00**		**Program Total**	**$ 4,795.00**

Associate of Science – Vocational Nursing Approx. 17 Months – 1980 Clock Hours – 119 Quarter Credit Hours			**Diploma – Vocational Nursing** Approx. 14 Months – 1750 Clock Hours – 96 Quarter Credit Hours	
Tuition	$29,875.00		Tuition	$27,405.00
Books & Supplies	$ 3,000.00		Books & Supplies	$ 2,470.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$32,950.00**		**Program Total**	**$29,950.00**

Associate of Science – Pharmacy Technician Approx. 15 Months – 1150 Clock Hours – 101 Quarter Credit Hours	
Tuition	$26,452.00
Books & Supplies	$ 1,525.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$28,052.00**

School of Information Technology

Associate of Science – Information Technology Approx. 15 Months – 1200 Clock Hours – 110.50 Quarter Credit Hours			**Diploma – Web Development Programming and Coding** Approx. 7 Months – 600 Clock Hours	
Tuition	$33,137.00		Tuition	$ 7,731.00
Books & Supplies	$ 2,030.00		Books & Supplies	$ 2,025.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$35,242.00**		**Program Total**	**$ 9,831.00**

- *The registration fee is waived for Platt College AA Graphic Design graduates returning to take upper division programs less than a year after graduation.*
- *Bachelor's degree completion programs require the completion of a minimum of 180 credit hours. Credit hours may be earned through this program and the completion of programs prior to enrollment, typically through an Associate's degree program which is a prerequisite for entry.*
- *Tuition - Estimated charges for the period of attendance and the entire program*
- *Books & Supplies - In select courses, textbooks and/or supplies are classroom copies, which must be returned in good condition at the end of the course. Additional fees will be assessed for failure to return these books and/or supplies.*
- *Registration Fee - Non-refundable Fee*
- *Additional Fees, as applicable are:*
    - *$25.00 return check fee*
    - *$5.00 replacement ID card fee*
    - *$10.00 replacement parking card fee (Alhambra only)*
    - *$10.00 Official Transcript and / or Diploma reprint fee*

DISCLAIMER

Except as expressly provided in California Education Code Section 94898, Platt College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes, and to cancel programs of study, modes of delivery, upcoming start dates or individual courses as it deems necessary. If a course or program is cancelled, the school may schedule course completion at a later date or refund all monies paid for the cancelled course or program if the student does not wish to continue with the program at the later date. All Platt College programs are not available at all locations, please see an Admissions Representative for more information on specific enrollment information.

Approved Programs by Campus

Approved / offered – O
Approved / not offered - NO
Not approved – NA

Program	Award	Alhambra Campus	Distance Education	Anaheim Campus	Ontario Campus	Riverside Campus
Business Management (ground and DE)	Diploma	NA	NA	NO	NO	NO
Business Management (ground and DE)	AA	O	NA	O	O	O
Business Management (ground and DE)	BA	NA	NO	NO	NO	NO
Certified Nurse Assistant	Certificate	O	NA	O	NA	NA
Criminal Justice (ground and DE)	BA	NA	O	O	O	O
Criminal Justice (ground and DE)	AA	NO	NO	NO	NO	NO
Criminal Justice (ground and DE)	Diploma	O	NA	O	O	O
Cybersecurity (Degree Complete) (ground and DE)	BS	NO	NO	NA	NA	NA
Diagnostic Medical Sonography	BS	O	NA	O	O	O
Diagnostic Medical Sonography	AS	O	NA	O	O	O
Graphic Design	Diploma	NA	NA	NA	O	NA
Graphic Design	AA	NA	NA	NA	O	NA
Health & Fitness Trainer	AS	NA	NA	O	NA	NO
Health Care Management (Degree Completion) (ground and DE)	BA	O	NO	O	O	O
Hemodialysis Technician	Certificate	O	NA	O	NA	NA
Information Technology	AS	O	NA	O	O	O
Medical Administrative Specialist	AS	O	NA	O	O	O
Medical Assisting	AS	O	NA	O	O	O
Pharmacy Technician	AS	NA	NA	O	NO	NO
Respiratory Therapy	AS	O	NA	NA	O	NA
Respiratory Therapy - (Degree Completion) (DE)	BS	NA	O	NA	NA	NA
Veterinary Technician Alternate Route (DE)	Certificate	NA	O	NA	NA	NA
Veterinary Technology (ground and DE)	AS	O	O	O	O	O
Visual Communication	BA	NA	NA	NA	O	NA
Vocational Nursing	AS	O	NA	NO	NO	NO
Vocational Nursing	Certificate	O	NA	NO	NO	NO
Web Development Programming and Coding	Certificate	NA	NA	O	NO	NO

Program Total Charges for First Period of Attendance					
Program Title	**Tuition**	**Books & Supplies**	**Registration Fee**	**STRF**	**Program Total Charges for First Period of Attendance**
Business Management, Diploma Business Management DE, Diploma	$6,450.00	$387.00	$75.00	$0.00	$6,785.00
Business Management, Associate of Arts Business Management DE, Associate of Arts	$5,813.00	$406.00	$75.00	$0.00	$6,294.00
Business Management, Bachelor of Arts Business Management DE, Bachelor of Arts	$4,287.00	$350.00	$75.00	$0.00	$4,712.00
Certified Nurse Assistant, Diploma	$1,770.00	$150.00	$75.00	$0.00	$1,995.00
Criminal Justice, Diploma Criminal Justice DE, Diploma	$5,058.00	$310.00	$75.00	$0.00	$5,443.00
Criminal Justice, Associate of Arts Criminal Justice DE, Associate of Arts	$4,750.00	$340.00	$75.00	$0.00	$5,165.00
Criminal Justice, Bachelor of Arts Criminal Justice DE, Bachelor of Arts	$4,749.00	$340.00	$75.00	$0.00	$5,164.00
Diagnostic Medical Sonography, Associate of Science	$5,620.00	$565.80	$75.00	$0.00	$6,260.80
Diagnostic Medical Sonography, Bachelor of Science	$4,600.00	$354.00	$75.00	$0.00	$5,029.00
Graphic Design, Diploma	$5,600.00	$406.00	$75.00	$0.00	$6,081.00
Graphic Design, Associate of Arts	$5,211.00	$410.00	$75.00	$0.00	$5,696.00
Health & Fitness Trainer, Associate of Science	$3,736.00	$305.00	$75.00	$0.00	$4,143.00
Health Care Management, Degree Complete Bachelor of Arts Health Care Management DE, Degree Complete Bachelor of Arts	$4,062.00	$245.00	$75.00	$0.00	$4,382.00
Hemodialysis Technician, Certificate	$6,765.00	$200.00	$75.00	$0.00	$7,040.00
Information Technology, Associate of Science	$5,523.00	$340.00	$75.00	$0.00	$5,938.00
Medical Administrative Specialist, Associate of Science	$4,409.00	$255.00	$75.00	$0.00	$4,739.00
Medical Assisting, Associate of Science	$4,409.00	$255.00	$75.00	$0.00	$4,739.00
Pharmacy Technician, AS	$4,409.00	$255.00	$75.00	$0.00	$4,739.00
Respiratory Therapy, Associate of Science	$6,374.00	$450.00	$75.00	$0.00	$6,899.00
Respiratory Therapy, Degree Complete Bachelor of Science Respiratory Therapy DE, Degree Complete Bachelor of Science	$3,164.00	$221.00	$75.00	$0.00	$3,460.00
Web Development Programming and Coding, Diploma	$7,731.00	$2,025.00	$75.00	$0.00	$9,831.00
Veterinary Technology, Associate of Science Veterinary Technology DE, Associate of Science	$4,242.00	$389.00	$75.00	$0.00	$4,706.00
Veterinary Technology Alternate Route, Certificate Veterinary Technology Alternate Route DE, Certificate	$4,570.00	$150.00	$75.00	$0.00	$4,795.00
Visual Communications, Bachelor of Arts	$5,210.00	$410.00	$75.00	$0.00	$5,695.00
Vocational Nursing, Diploma	$4,568.00	$412.00	$75.00	$0.00	$5,055.00
Vocational Nursing, Associate of Arts	$5,081.00	$494.00	$75.00	$0.00	$5,650.00

Tuition Payment Policy

Each Program's tuition and book charges are billed by term throughout the program.

- All charges are due within 7 calendar days of the start of the payment period and/or term.
- Tuition and charges may vary by term.
- Students may request a copy of their student ledger card from Student Accounts to view and review all current and previous charges and payments that have been made to their account.

- Students are responsible for repaying the loan amounts, plus any interest that have been incurred as of the date of withdrawal.

Student Tuition Recovery Fund (STRF):
You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Articulation Agreements: Platt College currently has an articulation agreement with Trinity Law School.

- Information regarding accreditation and comparable programs may be obtained from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard • Suite 302 • Arlington • VA • 22201, 703.247.4212

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

Platt College reserves the right to update and modify the Catalog and Catalog Addendum as needed. In addition, Platt College will update the Catalog and Catalog Addendum annually, each summer.

United States Department of Labor's Standard Occupational Classification codes (SOC) for Platt College Placements

Program Name	CIP Code	SOC Codes	SOC Job Titles
Vocational Nursing AS/Cert	51.3901	29-2061	• Licensed Practical and Licensed Vocational Nurses
Certified Nursing Assistant Certificate	51.3902	31-1010 31-1011 31-1014	• Nursing, Psychiatric, and Home Health Aides • Home Health Aides • Nurse Assistant
Medical Assisting – AS	51.0801	31-9000 31-9090 31-9092 31-9097 31-9099	• Other Healthcare Support Occupations • ***Miscellaneous Healthcare Support Occupations*** • Medical Assistants • Phlebotomists • Healthcare Support Workers, All Other
Medical Administrative Specialist - AS	51.0710	43-6015 43-9040 29-2070 29-2099	• Medical Secretaries and Administrative Assistants • Insurance Claims and Policy Processing Clerks • Medical Records and Health Information Technicians • ***Health Technologist and Technicians, All Other***
Pharmacy Tech – AS	51.0805	23-2000	• Legal Support Workers
Respiratory Therapy AS/BS (Ground & DE)	51.0908	29-2050 29-1126 29-2054	• ***Health Diagnosing and Treating Practitioner Support Technicians*** • Respiratory Therapists • Respiratory Therapy Technicians
Business Management – AA/Diploma	52.0201	11-1021 11-2022 11-3011 11-9199 43-3031 43-9199	• General Operations Managers • Sales Managers • Administrative Services Managers • ***Managers, All Other*** • Bookkeeping, Accounting, and Auditing Clerks • ***Office and Administrative Support Workers, All Other***
Visual Communications - BA	50.0401	27-1021 27-1024 27-1027 27-1029 27-1010 27-1014 27-1019	• Commercial and Industrial Designers • Graphic Designers • Set and Exhibit Designers • Designers, All Other • Artists and Related Workers • Multimedia Artists and Animators

		27-4021 27-4032	• Artists and Related Workers, All Other • Photographers • Film and Video Editors
Veterinary Technology Alt Rte – Ground/DE	51.0808	29-2050 29-2056	• Health Diagnosing and Treating Practitioner Support Technicians • Veterinary Technologist and Technicians
Veterinary Technology – AS Ground/DE	51.0808	29-2050 29-2056	• Health Diagnosing and Treating Practitioner Support Technicians • Veterinary Technologist and Technicians
Healthcare Management – BA Ground/DE	51.0701	11-9111 31-0000 31-9000 31-9099	• Medical and Health Services Managers • ***Healthcare Support Occupations*** • Other Healthcare Support Occupations • ***Healthcare Support Workers, All Other***
Criminal Justice – AA/BA /Diploma (Ground & DE)	43.0104	33-3000 33-3010 33-3020 33-3030 33-3040 33-3050 33-9010 33-9020 33-9030 21-1092 33-9099 13-2099	• Law Enforcement Workers • Bailiffs, Correctional Officers, and Jailers • Detectives and Criminal Investigators • Fish and Game Wardens • Parking Enforcement Workers • Police Officers • Animal Control Workers • Private Detectives and Investigators • Security Guards and Gaming Surveillance Officers • Probation Officers and Correctional Treatment Specialists • Retail Loss Prevention Specialist • Fraud Examiners, Investigators and Analysts
Diagnostic Medical Sonography AS/BS (Ground &DE)	51.0910	29-2030 29-2032	• Diagnostic Related Technologists and Technicians • Diagnostic Medical Sonographers

Graphic Design – AA/Diploma	50.0409	27-1021 27-1024 27-1027 27-1029 27-1010 27-1014 27-1019 27-4021 27-4032	• Commercial and Industrial Designers • Graphic Designers • Set and Exhibit Designers • Designers, All Other • Artists and Related Workers • Multimedia Artists and Animators • Artists and Related Workers, All Other • Photographers • Film and Video Editors
Hemodialysis Certificate	51.1011		• Health Technologists and Technicians, CHT Tech
Health & Fitness Trainer –AS	31.0501	39-9031	• Fitness Trainers and Aerobics Instructors
Information Technology – AS	11.0103	15-1151 15-1152 15-1142 15-1141	• Computer User Support Specialists • Computer Network Support Specialists • Network and Computer Systems Administrators • Database Administrators
Web Development Programming & Coding - Diploma	11.0201	15-1131 15-1132 15-1133 15-1134	• Computer Programmers • Software Developers, Applications • Software Developers, Systems Software Web Developers • Computer Network Support Specialists
Business Management BA DE	52.0201	13-1000 11-1021 11-2022 11-3011 11-9199 43-3031	• Business operations specialist • General Operations Managers • Sales Managers • Administrative Services Managers • ***Managers, all other*** • Bookkeeping, Accounting, and Auditing Clerks
Business Project Management BA DE	52.0201	13-1000 11-1021 11-3051 11-9021 11-9199	• Business operations specialist • General operations manager • Industrial production managers • Construction managers • ***Managers, all other***

Business Accounting and Financing BA DE	52.0201	13-1000 13-2011 13-2052 13-2051 13-2099	• Business operations specialist • Accountant and auditor • Personal financial advisors • Financial annalist • ***Financial Specialist, all other***

Program	High School Diploma or Equivalent	Wonderlic (BST)	Wonderlic (SLE)	HESI	Interview	Essay	Other
Graphic Design, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Graphic Design, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication 3D Animation, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication Web Design, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication Video Production, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication 2-D Print, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	NA	NA	NA
Business Management, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Medical Assisting, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Medical Administrative Specialist, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Pharmacy Technician, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Health & Fitness Trainer, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Information Technology, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Health Care Management, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Academic Dean	Yes	Associates Degree in related healthcare field or Bachelor degree
Respiratory Therapy, AS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Respiratory Therapy, BS	Required	N/A	N/A	NA	Yes - Program Director or designee	Yes	Pass the (CRT) NBRC exam. RTAS from an

							accredited college.
Diagnostic Medical Sonography, AS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Diagnostic Medical Sonography, BS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	All requirements for the AS degree.
Vocational Nursing, AS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Veterinary Technology, AS	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Program Director or designee	Yes.	NA
Veterinary Technology Alternate Route, Certificate	Required	NA	N/A	NA	Yes - Program Director or designee	NA	NA
Vocational Nursing, Diploma	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Hemodialysis, Certificate	Required	N/A	Minimum passing score of 12	NA	NA	NA	NA
Certified Nursing Assistant, Certificate	Required	N/A	Minimum passing score of 12	NA	NA	NA	NA
Web Development Programming and Coding, Diploma	Required	Verbal: 205 Quantitative: 215	NA	NA	NA	NA	NA
Veterinary Technology DE, AS	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Program Director or designee	NA	
Veterinary Technology Alternate Route DE, Certificate	Required	NA	N/A	NA	Yes - Program Director or designee	NA	
Health Care Management DE, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Academic Dean	Yes	Associates Degree in related healthcare field or Bachelor degree
Respiratory Therapy DE, BS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	Pass the (CRT) NBRC exam. Submit transcripts and GPA.
Criminal Justice, DE Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice DE, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA

Criminal Justice DE, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	NA	NA	NA
Business Management DE, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management DE, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management DE, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA

Campus Faculty include Full-Time and Adjunct Faculty

General Education Department

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Kimberly O'Hara Nunez	All English Courses Speech All Ethics Courses American Government History of Business Psychology	Master of Art in History from Cal Poly Pomona (2003) BA in Speech Communication from Emerson College (1994)	2005
Stephen Richardson	College Math College Math Principles College Algebra and Geometry Physics	Master of Arts in Mathematics Education from CSU San Bernardino (2011) Bachelor of Arts in Mathematics from CSU San Bernardino (2000) California Teaching Credential, Cleared Single Subject – Mathematics	2007
Cassandra Nguyen	Psychology	Ph.D. in Clinical Psychology from California School of Professional Psychology (2003) Master of Science from California School of Professional Psychology (1995) Bachelor of Science in Psychology from University of Houston (1992)	2007
Hal Marlow	Anatomy and Physiology Microbiology Chemistry	Ph.D. in Biology from Loma Linda University (2006) Master of Science in Environmental Science from Rice University (1991) Bachelor of Science in Zoology from Weber State University (1986)	2010
John LeDell	All Ethics courses All Sociology courses History of Art	Master of Art in Art History from CSU Northridge (2003) Bachelor of Art in Religious Studies from CSU Northridge (2001) Bachelor of Art in Art from CSU Northridge (1999)	2004
Fermin Fierro	English Math	MBA in Healthcare Management from Loma Linda University (2008) MPH in Healthcare Education from Loma Linda University (2006) Bachelor of Art in Wellness Management from Loma Linda University (2003)	2010
Lindsey Thomas	All English Courses	Master of Arts - English (2010) Cal State Poly Pomona Bachelor of Arts – English (2008) UC Santa Barbara	2016
Stephen Richardson	Math Physics	Master of Arts in Mathematics Education from CSU San Bernardino (2011) Bachelor of Arts in Mathematics from CSU San Bernardino (2000) California Teaching Credential, Cleared Single Subject – Mathematics	2007 (Rehire 2017)
Ruben Antilla	Math	Masters of Arts in Business Administration, University of Redlands (2016) Bachelor of Science in Business Management, Western Governors University (2014)	2019

		Associate of Science in Mathematics, San Bernardino Valley College (1997)	
Kathy Salata	Communications Courses	Masters of Arts in Business Administration, UC Irvine (2008) Bachelor of Arts in Marketing and Behavioral Sciences (2003)	2019
Eric Martin	All Math courses, all Ethics courses and all Sociology courses	BA, Religious Studies (1999), CSU Long Beach MA, Philosophy of Religion (2003), Claremont School of Theology	2019

Graphic Design Programs

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Patti Denys	Typography and Advanced Typography Introduction to Design Concepts Fundamentals of Drawing Art History History of Graphic Design and Advertising Commercial Illustration Life Drawing Branding, Logos, and Packaging Marketing Dynamics and Strategies Art Direction and Team Projects	Master of Fine Arts from Vermont College (2003) Bachelor of Fine Arts from University of Texas (1975)	2008
Stephen Collins	Web Courses Multimedia Courses Illustration	Bachelor of Science in Computer Science from CSU San Bernardino (2003)	2005
Karlie Kawa	Foundation Studies Computer Graphics Life Drawing	Bachelor of Art in Illustration from Rowan University of New Jersey (1984)	1994
Jon Kawa	Foundation Studies Computer Graphics Life Drawing Illustration Portfolio	Bachelor of Art in Art from CSU Los Angeles (1981)	1993

Medical Assisting and Medical Administrative Specialist Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Rita McDowell	All MA Courses	Bachelor of Art in Health Care Management from Platt College (2012) Associate of Science in Medical Assisting from Platt College (2008)	2009
Ghada Alfred	All MA/MAS Courses	Medical Bachelor of Science and Surgery from Ain Shama University (2004)	2013
Alfred Amgad	All MA/MAS Courses	Medical Bachelor of Science and Surgery, Ain Shams University (2004)	2016
Jessica Gonzalez	All MA / MAS Courses	Associate of Arts – Health Care Administration (2011) – University of Phoenix	2011
Albert Castenada	All MA / MAS Courses	Bachelor of Science - Business Administration - 2017	2017
Nicole Gonzales	All MA / MAS Courses	Associate of Science – LVN program – Riverside Community College (2008)	2019

Healthcare Management Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Fermin Fierro	All Healthcare Management Courses	MBA in Healthcare Management from Loma Linda University (2008) MPH in Healthcare Education from Loma Linda University (2006) Bachelor of Art in Wellness Management from Loma Linda University (2003)	2010
Jessica Gonzalez	All Healthcare Management Courses	Associate of Arts Health Care Administration (2011) University of Phoenix Bachelor of Science HCA (2014) University of Phoenix	2014

Information Technology Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Paul Ku	All Information Technology Courses	Bachelor of Arts (1990) Liberal Arts The University of the State of New York	2017
Deborah Gray	All Information Technology Courses	Master of Science Information Technology Mgmt. 2012 Bachelor of Science - Information Systems Security - 2004	2017
Alexander Nichols	All Information Technology Courses	Bachelor of Science in Information Systems and Cyber-Security – ITT Technical Institute (2013) Master of Arts National Security Studies – California State University, San Bernardino (2007)	2018
Stephanie Trott	All Information Technology Courses	MBA – ITT Technical Institute (2012)	2018

Criminal Justice Programs

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Brent Ferguson	All Criminal Justice Courses	Associate of Science from Long Beach Community College (1976)	2010
Lawrence Savoy	All Criminal Justice Courses	Master of Art in Security Management from Webster University (1998) Bachelor of Art in Business from National University (1978) Associate of Science in Criminal Justice from Miramar College (1977)	2014
Jack Wills	All Criminal Justice Courses	Bachelor of Arts (1984) Psychology – Cal State Northridge Master of Public Administration (2001) University of La Verne	2017

Business Management Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Fermin Fierro	All Business Management Courses	MBA in Healthcare Management from Loma Linda University (2008) MPH in Healthcare Education from Loma Linda University (2006) Bachelor of Art in Wellness Management from Loma Linda University (2003)	2010

Constance Leftridge	All Business Management Courses	Juris Doctorate from Western State University College of Law (1998) Bachelor of Arts in Business Administration from University of La Verne (1994)	2007
Ruben Antilla	All Business Management Courses	Masters of Arts in Business Administration, University of Redlands (2016) Bachelor of Science in Business Management, Western Governors University (2014) Associate of Science in Mathematics, San Bernardino Valley College (1997)	2019
Kathy Salata	All Business Management Courses	Masters of Arts in Business Administration, UC Irvine (2008) Bachelor of Arts in Marketing and Behavioral Sciences (2003)	2019

Veterinary Technology Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Dean Raines – Program Director	All VT Courses	Registered Veterinary Technician (2012) Associate of Science in Veterinary Technology from Platt College (2015)	2013
Kristen White	All VT Courses	Bachelor of Arts in Animal Health Science from Cal Poly Pomona (2009)	2015
Tiffany Barraza	All VT Courses	Associate of Science in Registered Vet Technology from Mt. SAC (2010)	2013
Jamie Wormer	All VT Courses	Associate of Science – RVT (2008) Mt. Sac	2016
Jennifer Folger	All VT Courses	DVM – Western University of Health Sciences (2015) MA Secondary Teaching – University of Nebraska – Lincoln (2003) BA English – University of Nebraska – Lincoln (1999)	2018

Diagnostic Medical Sonography Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Muna Buser – Program Director	All DMS Courses	Bachelor of Science from Addis Adaba University (1990) Certificate in Diagnostic Medical Sonography from Charles Drew University (1997) Registered Abdomen, OB/GYN, and Breast (1997)	2009
Manuneet Virk	All DMS Courses	Bachelor of Art degree from CHD India (1998) Diploma in Diagnostic Medical Sonography from American Career College (2007) Registered Diagnostic Medical Sonographer for OB/GYN	2011
Loretta Warrington	All DMS Courses	Bachelor of Science in Diagnostic Medical Sonography from Platt College (2012) Associate of Science in Diagnostic Medical Sonography from Platt College (2011)	2014
Jorge Diaz	All Associate of Science DMS Courses	Diploma in Diagnostic Medical Ultrasound/Vascular Technology from Modern Technology School (2005)	2016
Sanaa Mustafa	All DMS Courses	Doctor of Medicine - Bangalore University 1993	2012

Respiratory Therapy Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Robert Wandel – Program Director	All RT Courses	Master of Art in Divinity from Hope National Institute (2012) Bachelor of Art in Political Science from Queens University (1970) Certificate of completion in Respiratory Therapy from East Los Angeles City College (1974) Certification of completion in Neonatal Intensive Care Therapy from Rio Hondo College (1978)	2009
John Ynami	All RT Courses	Associate of Science in Respiratory Therapy from El Camino College (1995)	2011
Jose Monsale	All RT Courses	Associate of Science in Respiratory Therapy from Crafton Hills Community College (2000)	2011
Mark Sousa	All RT Courses	Bachelor of Science in Health Care Management from California Coast University (2009) Associate of Science in Respiratory Therapy from Long Beach City College (1980)	2012

Updates to Platt College Catalog September 1st, 2019 – August 31st, 2020

Updates effective 09/01/2019

Concurrent/Dual Enrollment

Platt College does not allow concurrent or dual enrollment.

Updates effective 10/21/2019

- Correction to course codes (page 59)
  - Incorrect course code - VTAR101 and VTAR102
  - Correct course code – VT101A and VT102A

- Remove Bachelor of Science from the Veterinary Technology DE (page 72)

- Change to verbiage for Veteran's Education Benefits (page 9)

  Veteran's Education Benefits

  Platt College proudly administers VA education benefits, including the Yellow Ribbon Program, to qualified students. We are committed to maintaining the Principles of Excellence established by Executive Order in April of 2012.

  Effective 8/1/19, as part of the Veterans Benefits and Transition Act of 2018, 38 U.S.C. § 3679, Platt College will comply with the requirements of 38 U.S.C. § 3679(e):

  1. Platt College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

     1) The date on which the U.S. Department of Veterans Affairs (DVA) provides payment for a course of education to an institution
     2) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt of the COE from the student

  2. Platt College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the DVA under chapter 31 or 33.

  NOTE: A ***Covered Individual*** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits.

  Detailed information regarding VA processes and requirements can be obtained at each campus from the VA Certifying Official.

Updates effective as of 12/02/2019

Course credits correction – page 40

- Change SPC105 from 5 quarter credits to 3 quarter credits

Course credit correction – page 42

- Change ENG303 from 6 quarter credits to 5 quarter credits

Additional Fees added to addendum following tuition information:

- $5.00 replacement ID card fee
- $10.00 replacement parking card fee (Alhambra only)
- $10.00 Official Transcript and / or Diploma reprint fee

The following programs will no longer be offered at all locations:

- Diploma in Paralegal
- Associate of Arts in Paralegal Studies
- Bachelor of Arts in Paralegal Studies
- Diploma in Medical Assisting
- Diploma in Medical Administrative Specialist
    - All program information, course information and course descriptions will be removed from the college catalog

Change to verbiage – Admissions Procedures and Requirements (page 2)

Platt College prohibits discrimination (including harassment) against any individual on the basis of race, color, religion (including religious dress/grooming practices), creed, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), age, national origin, marital or registered domestic partnership status, veteran status or military status, sexual orientation, gender, gender identity, gender expression, physical or mental disability, including genetic characteristics or genetic information, medical condition, ancestry or any other characteristic protected by state or federal law or by local ordinance.

Additional information added to catalog to page 3 to go above Non-Matriculate Students:

Denial of Admission or Re-entry

Platt College reserves the right to deny admission or re-entry to any applicant or student the College, at its discretion, determines is either: a) unlikely to benefit from its programs, b) discloses or is found to possess an adverse background that disqualifies them from (a) participation in clinical/practicum or externship experiences required in a program or (b) employment opportunities in the field for which the program is intended to prepare them, or c) whose presence on campus or in the online academic environment is considered by the administration to be disruptive and/or potentially harmful to Platt College students, faculty, and/or staff.

Admittance Requirements - Eligibility

In order to enroll with Platt College, a prospective student must be a citizen of the United States or an eligible non-citizen as classified by the Department of Homeland Security.

In addition, applicants must be at least 18 years of age at the time of admission and possess a high school diploma, GED (or equivalent). If a prospective student is less than 18 years of age, they may be permitted to enroll if they obtain parent or legal guardian signature of approval or demonstrate that they are otherwise covered under state emancipation statutes.

Platt College Catalog Addendum

Riverside Campus – 6465 Sycamore Canyon Blvd, Suite 100, Riverside, CA 92507
951-572-4300 * Toll Free: 1-888-577-5288 * www.plattcollege.edu

Campus Staff

Matt Madrid	Campus President
Melissa Barrios	Assistant to Campus President
Kimi Garcia	Academic Dean
Shama Hong	Registrar
Libby Taylor	Student Accounts
Arica Hardyman	Director of Financial Aid
Teresa Quiroga	Financial Aid Officer
Open	Financial Aid Officer
Valerie Gomez	Receptionist
Shemain Avina	Receptionist

Admissions Staff

Luis Sanchez	Director of Admissions
Alma Lopez	Admissions Representative
Veronica Herrera	Admissions Representative
Estephanie Avina	Admissions Representative
Maritza Hernandez	Admissions Representative
James Morales	Admissions Representative
Bryan Campbell	Director of Career Services
Yvonne Tolbert	Career Services Advisor
Lauren Hall	Career Services Advisor
Meghan Kennedy	Librarian

Class Sessions

Classes meet Monday through Friday and are completed in five week modules.

Morning Classes	7:45 am -12:45 pm	Afternoon Classes (VT)	1:30 pm – 6:30 pm
Morning Classes (DMS)	7:45 am – 1:45 pm	Afternoon Classes (DMS)	4:00 pm – 10:00 pm
		Evening Classes	5:45 pm – 10:45 pm

Student and Faculty Holidays

*Martin Luther King, Jr. Day * Memorial Day *Independence Day * Labor Day * Thanksgiving * Winter Break * New Years*

Total Program Fees for Programs Offered at Platt College

We have four academic departments to help you develop your education and career skills!

School of Graphic Design

Diploma - Graphic Design Approx. 13 Months – 950 Clock Hours – 66.5 Quarter Credit Hours	
Tuition	$27,998.00
Books & Supplies	$ 2,030.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$30,103.00**

Associate of Arts – Graphic Design Approx. 15 Months – 1200 Clock Hours – 91.5 Quarter Credit Hours	
Tuition	$31,266.00
Books & Supplies	$ 2,455.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$33,796.00**

Bachelor of Arts – Visual Communications Approx. 31 Months – 2500 Clock Hours – 189 Quarter Credit Hours	
Tuition	$62,510.00
Books & Supplies	$ 4,625.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$67,210.00**

School of Business and Legal Studies

Diploma - Business Management Approx. 10 Months – 750 Clock Hours – 75 Quarter Credit Hours	
Tuition	$25,798.00
Books & Supplies	$ 1,546.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$27,419.00**

Associate of Arts – Business Management Approx. 13 Months – 1000 Clock Hours – 100 Quarter Credit Hours	
Tuition	$29,065.00
Books & Supplies	$ 2,030.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$31,170.00**

Bachelor of Arts - Business Management Approx. 25 Months – 2000 Clock Hours – 200 Quarter Credit Hours **Bachelor of Arts - Business Management DE** Approx. 25 Months – 2000 Clock Hours – 200 Quarter Credit Hours	
Tuition	$42,866.00
Books & Supplies	$ 3,500.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$45,600.00**

Diploma – Criminal Justice Approx. 11 Months – 900 Clock Hours – 78 Quarter Credit Hours	
Tuition	$25,292.00
Books & Supplies	$ 1,546.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$26,913.00**

Associate of Arts – Criminal Justice Approx. 15 Months – 1150 Clock Hours – 103 Quarter Credit Hours	
Tuition	$28,495.00
Books & Supplies	$ 2,030.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$30,600.00**

Bachelor of Arts – Criminal Justice **Bachelor of Arts – Criminal Justice DE** Approx. 30 Months – 2350 Clock Hours – 214 Quarter Credit Hours	
Tuition	$52,465.00
Books & Supplies	$ 3,500.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$56,040.00**

School of Medical Sciences

Associate of Science – Diagnostic Medical Sonography Approx. 18 Months – 2060 Clock Hours – 120 Quarter Credit Hours			**Bachelor of Science – Diagnostic Medical Sonography Health Care Management** Approx. 27 Months – 2740 Clock Hours – 178 Quarter Credit Hours	
Tuition	$32,201.00		Tuition	$61,223.00
Books & Supplies	$ 2,825.00		Books & Supplies	$ 3,850.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$35,101.00**		**Program Total**	**$65,148.00**
Certificate – Certified Nurse Assistant Approx. 2 Month – 164 Clock Hours (not available for Title IV Funding)			**Bachelor of Arts – Health Care Management (Degree Complete)** **Bachelor of Arts – Health Care Management (Degree Complete) DE** Approx. 15 Months – 1200 Clock Hours – 100 Quarter Credit Hours	
Tuition	$ 1,770.00		Tuition	$24,371.00
Books & Supplies	$ 150.00		Books & Supplies	$ 1,470.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$ 1,995.00**		**Program Total**	**$25,916.00**
Associate of Science – Health & Fitness Trainer Approx. 15 Months – 1055 Clock Hours – 92 Quarter Credit Hours			**Certificate – Hemodialysis** Approx. 3 Months – 280 Clock Hours (not available for Title IV Funding)	
Tuition	$22,578.00		Tuition	$ 6,765.00
Books & Supplies	$ 1,830.00		Books & Supplies	$ 200.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$24,483.00**		**Program Total**	**$ 7,040.00**
Associate of Science – Medical Administrative Specialist Approx. 15 Months – 1210 Clock Hours – 90 Quarter Credit Hours			**Associate of Science – Medical Assisting** Approx. 15 Months – 1260 Clock Hours – 95 Quarter Credit Hours	
Tuition	$26,451.00		Tuition	$26,451.00
Books & Supplies	$ 1,525.00		Books & Supplies	$ 1,525.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$28,051.00**		**Program Total**	**$28,051.00**
Associate of Science – Respiratory Therapy Approx. 18 Months – 1730 Clock Hours – 128.5 Quarter Credit Hours			**Bachelor of Science – Respiratory Therapy (Degree Complete) Bachelor of Science – Respiratory Therapy (Degree Complete) DE** Approx. 15 Months – 1110 Clock Hours – 93 Quarter Credit Hours	
Tuition	$44,614.00		Tuition	$18,988.00
Books & Supplies	$ 3,150.00		Books & Supplies	$ 1,325.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$47,839.00**		**Program Total**	**$20,388.00**
Associate of Science – Veterinary Technology Approx. 19 Months – 1681 Clock Hours – 115 Quarter Credit Hours **Associate of Science – Veterinary Technology DE** Approx. 19 Months – 1675 Clock Hours – 125 Quarter Credit Hours			**Certificate – Veterinary Technology Alternate Route** **Certificate – Veterinary Technology Alternate Route DE** Approx. 6 Months – 325 Clock Hours (not available for Title IV Funding)	
Tuition	$31,673.00		Tuition	$ 4,570.00
Books & Supplies	$ 2,900.00		Books & Supplies	$ 150.00

Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$34,648.00**		**Program Total**	**$ 4,795.00**

Associate of Science – Vocational Nursing Approx. 17 Months – 1980 Clock Hours – 119 Quarter Credit Hours			**Diploma – Vocational Nursing** Approx. 14 Months – 1750 Clock Hours – 96 Quarter Credit Hours	
Tuition	$29,875.00		Tuition	$27,405.00
Books & Supplies	$ 3,000.00		Books & Supplies	$ 2,470.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$32,950.00**		**Program Total**	**$29,950.00**

Associate of Science – Pharmacy Technician Approx. 15 Months – 1150 Clock Hours – 101 Quarter Credit Hours	
Tuition	$26,452.00
Books & Supplies	$ 1,525.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$28,052.00**

School of Information Technology

Associate of Science – Information Technology Approx. 15 Months – 1200 Clock Hours – 110.50 Quarter Credit Hours			**Diploma – Web Development Programming and Coding** Approx. 7 Months – 600 Clock Hours	
Tuition	$33,137.00		Tuition	$ 7,731.00
Books & Supplies	$ 2,030.00		Books & Supplies	$ 2,025.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$35,242.00**		**Program Total**	**$ 9,831.00**

- *The registration fee is waived for Platt College AA Graphic Design graduates returning to take upper division programs less than a year after graduation.*
- *Bachelor's degree completion programs require the completion of a minimum of 180 credit hours. Credit hours may be earned through this program and the completion of programs prior to enrollment, typically through an Associate's degree program which is a prerequisite for entry.*
- *Tuition - Estimated charges for the period of attendance and the entire program*
- *Books & Supplies - In select courses, textbooks and/or supplies are classroom copies, which must be returned in good condition at the end of the course. Additional fees will be assessed for failure to return these books and/or supplies.*
- *Registration Fee - Non-refundable Fee*
- *Additional Fees, as applicable are:*
    - *$25.00 return check fee*
    - *$5.00 replacement ID card fee*
    - *$10.00 replacement parking card fee (Alhambra only)*
    - *$10.00 Official Transcript and / or Diploma reprint fee*

DISCLAIMER

Except as expressly provided in California Education Code Section 94898, Platt College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes, and to cancel programs of study, modes of delivery, upcoming start dates or individual courses as it deems necessary. If a course or program is cancelled, the school may schedule course completion at a later date or refund all monies paid for the cancelled course or program if the student does not wish to continue with the program at the later date. All Platt College programs are not available at all locations, please see an Admissions Representative for more information on specific enrollment information.

Approved Programs by Campus

Approved / offered – O
Approved / not offered - NO
Not approved – NA

Program	Award	Alhambra Campus	Distance Education	Anaheim Campus	Ontario Campus	Riverside Campus
Business Management (ground and DE)	Diploma	NA	NA	NO	NO	NO
Business Management (ground and DE)	AA	O	NA	O	O	O
Business Management (ground and DE)	BA	NA	NO	NO	NO	NO
Certified Nurse Assistant	Certificate	O	NA	O	NA	NA
Criminal Justice (ground and DE)	BA	NA	O	O	O	O
Criminal Justice (ground and DE)	AA	NO	NO	NO	NO	NO
Criminal Justice (ground and DE)	Diploma	O	NA	O	O	O
Cybersecurity (Degree Complete) (ground and DE)	BS	NO	NO	NA	NA	NA
Diagnostic Medical Sonography	BS	O	NA	O	O	O
Diagnostic Medical Sonography	AS	O	NA	O	O	O
Graphic Design	Diploma	NA	NA	NA	O	NA
Graphic Design	AA	NA	NA	NA	O	NA
Health & Fitness Trainer	AS	NA	NA	O	NA	NO
Health Care Management (Degree Completion) (ground and DE)	BA	O	NO	O	O	O
Hemodialysis Technician	Certificate	O	NA	O	NA	NA
Information Technology	AS	O	NA	O	O	O
Medical Administrative Specialist	AS	O	NA	O	O	O
Medical Assisting	AS	O	NA	O	O	O
Pharmacy Technician	AS	NA	NA	O	NO	NO
Respiratory Therapy	AS	O	NA	NA	O	NA
Respiratory Therapy - (Degree Completion) (DE)	BS	NA	O	NA	NA	NA
Veterinary Technician Alternate Route (DE)	Certificate	NA	O	NA	NA	NA
Veterinary Technology (ground and DE)	AS	O	O	O	O	O
Visual Communication	BA	NA	NA	NA	O	NA
Vocational Nursing	AS	O	NA	NO	NO	NO
Vocational Nursing	Certificate	O	NA	NO	NO	NO
Web Development Programming and Coding	Certificate	NA	NA	O	NO	NO

Program Total Charges for First Period of Attendance					
Program Title	**Tuition**	**Books & Supplies**	**Registration Fee**	**STRF**	**Program Total Charges for First Period of Attendance**
Business Management, Diploma Business Management DE, Diploma	$6,450.00	$387.00	$75.00	$0.00	$6,785.00
Business Management, Associate of Arts Business Management DE, Associate of Arts	$5,813.00	$406.00	$75.00	$0.00	$6,294.00
Business Management, Bachelor of Arts Business Management DE, Bachelor of Arts	$4,287.00	$350.00	$75.00	$0.00	$4,712.00
Certified Nurse Assistant, Diploma	$1,770.00	$150.00	$75.00	$0.00	$1,995.00
Criminal Justice, Diploma Criminal Justice DE, Diploma	$5,058.00	$310.00	$75.00	$0.00	$5,443.00
Criminal Justice, Associate of Arts Criminal Justice DE, Associate of Arts	$4,750.00	$340.00	$75.00	$0.00	$5,165.00
Criminal Justice, Bachelor of Arts Criminal Justice DE, Bachelor of Arts	$4,749.00	$340.00	$75.00	$0.00	$5,164.00
Diagnostic Medical Sonography, Associate of Science	$5,620.00	$565.80	$75.00	$0.00	$6,260.80
Diagnostic Medical Sonography, Bachelor of Science	$4,600.00	$354.00	$75.00	$0.00	$5,029.00
Graphic Design, Diploma	$5,600.00	$406.00	$75.00	$0.00	$6,081.00
Graphic Design, Associate of Arts	$5,211.00	$410.00	$75.00	$0.00	$5,696.00
Health & Fitness Trainer, Associate of Science	$3,736.00	$305.00	$75.00	$0.00	$4,143.00
Health Care Management, Degree Complete Bachelor of Arts Health Care Management DE, Degree Complete Bachelor of Arts	$4,062.00	$245.00	$75.00	$0.00	$4,382.00
Hemodialysis Technician, Certificate	$6,765.00	$200.00	$75.00	$0.00	$7,040.00
Information Technology, Associate of Science	$5,523.00	$340.00	$75.00	$0.00	$5,938.00
Medical Administrative Specialist, Associate of Science	$4,409.00	$255.00	$75.00	$0.00	$4,739.00
Medical Assisting, Associate of Science	$4,409.00	$255.00	$75.00	$0.00	$4,739.00
Pharmacy Technician, AS	$4,409.00	$255.00	$75.00	$0.00	$4,739.00
Respiratory Therapy, Associate of Science	$6,374.00	$450.00	$75.00	$0.00	$6,899.00
Respiratory Therapy, Degree Complete Bachelor of Science Respiratory Therapy DE, Degree Complete Bachelor of Science	$3,164.00	$221.00	$75.00	$0.00	$3,460.00
Web Development Programming and Coding, Diploma	$7,731.00	$2,025.00	$75.00	$0.00	$9,831.00
Veterinary Technology, Associate of Science Veterinary Technology DE, Associate of Science	$4,242.00	$389.00	$75.00	$0.00	$4,706.00
Veterinary Technology Alternate Route, Certificate Veterinary Technology Alternate Route DE, Certificate	$4,570.00	$150.00	$75.00	$0.00	$4,795.00
Visual Communications, Bachelor of Arts	$5,210.00	$410.00	$75.00	$0.00	$5,695.00
Vocational Nursing, Diploma	$4,568.00	$412.00	$75.00	$0.00	$5,055.00
Vocational Nursing, Associate of Arts	$5,081.00	$494.00	$75.00	$0.00	$5,650.00

Tuition Payment Policy

Each Program's tuition and book charges are billed by term throughout the program.

- All charges are due within 7 calendar days of the start of the payment period and/or term.
- Tuition and charges may vary by term.
- Students may request a copy of their student ledger card from Student Accounts to view and review all current and previous charges and payments that have been made to their account.

- Students are responsible for repaying the loan amounts, plus any interest that have been incurred as of the date of withdrawal.

Student Tuition Recovery Fund (STRF):
You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Articulation Agreements: Platt College currently has an articulation agreement with Trinity Law School.

- Information regarding accreditation and comparable programs may be obtained from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard • Suite 302 • Arlington • VA • 22201, 703.247.4212

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

Platt College reserves the right to update and modify the Catalog and Catalog Addendum as needed. In addition, Platt College will update the Catalog and Catalog Addendum annually, each summer.

United States Department of Labor's Standard Occupational Classification codes (SOC) for Platt College Placements

Program Name	CIP Code	SOC Codes	SOC Job Titles
Vocational Nursing AS/Cert	51.3901	29-2061	• Licensed Practical and Licensed Vocational Nurses
Certified Nursing Assistant Certificate	51.3902	31-1010 31-1011 31-1014	• Nursing, Psychiatric, and Home Health Aides • Home Health Aides • Nurse Assistant
Medical Assisting – AS	51.0801	31-9000 31-9090 31-9092 31-9097 31-9099	• Other Healthcare Support Occupations • ***Miscellaneous Healthcare Support Occupations*** • Medical Assistants • Phlebotomists • Healthcare Support Workers, All Other
Medical Administrative Specialist - AS	51.0710	43-6015 43-9040 29-2070 29-2099	• Medical Secretaries and Administrative Assistants • Insurance Claims and Policy Processing Clerks • Medical Records and Health Information Technicians • ***Health Technologist and Technicians, All Other***
Pharmacy Tech - AS	51.0805	23-2000	• Legal Support Workers
Respiratory Therapy AS/BS (Ground & DE)	51.0908	29-2050 29-1126 29-2054	• ***Health Diagnosing and Treating Practitioner Support Technicians*** • Respiratory Therapists • Respiratory Therapy Technicians
Business Management – AA/Diploma	52.0201	11-1021 11-2022 11-3011 11-9199 43-3031 43-9199	• General Operations Managers • Sales Managers • Administrative Services Managers • ***Managers, All Other*** • Bookkeeping, Accounting, and Auditing Clerks • ***Office and Administrative Support Workers, All Other***
Visual Communications - BA	50.0401	27-1021 27-1024 27-1027 27-1029 27-1010 27-1014 27-1019	• Commercial and Industrial Designers • Graphic Designers • Set and Exhibit Designers • Designers, All Other • Artists and Related Workers • Multimedia Artists and Animators

		27-4021 27-4032	• Artists and Related Workers, All Other • Photographers • Film and Video Editors
Veterinary Technology Alt Rte – Ground/DE	51.0808	29-2050 29-2056	• Health Diagnosing and Treating Practitioner Support Technicians • Veterinary Technologist and Technicians
Veterinary Technology – AS Ground/DE	51.0808	29-2050 29-2056	• Health Diagnosing and Treating Practitioner Support Technicians • Veterinary Technologist and Technicians
Healthcare Management – BA Ground/DE	51.0701	11-9111 31-0000 31-9000 31-9099	• Medical and Health Services Managers • ***Healthcare Support Occupations*** • Other Healthcare Support Occupations • ***Healthcare Support Workers, All Other***
Criminal Justice – AA/BA /Diploma (Ground & DE)	43.0104	33-3000 33-3010 33-3020 33-3030 33-3040 33-3050 33-9010 33-9020 33-9030 21-1092 33-9099 13-2099	• Law Enforcement Workers • Bailiffs, Correctional Officers, and Jailers • Detectives and Criminal Investigators • Fish and Game Wardens • Parking Enforcement Workers • Police Officers • Animal Control Workers • Private Detectives and Investigators • Security Guards and Gaming Surveillance Officers • Probation Officers and Correctional Treatment Specialists • Retail Loss Prevention Specialist • Fraud Examiners, Investigators and Analysts
Diagnostic Medical Sonography AS/BS (Ground &DE)	51.0910	29-2030 29-2032	• Diagnostic Related Technologists and Technicians • Diagnostic Medical Sonographers

Graphic Design – AA/Diploma	50.0409	27-1021 27-1024 27-1027 27-1029 27-1010 27-1014 27-1019 27-4021 27-4032	• Commercial and Industrial Designers • Graphic Designers • Set and Exhibit Designers • Designers, All Other • Artists and Related Workers • Multimedia Artists and Animators • Artists and Related Workers, All Other • Photographers • Film and Video Editors
Hemodialysis Certificate	51.1011		• Health Technologists and Technicians, CHT Tech
Health & Fitness Trainer –AS	31.0501	39-9031	• Fitness Trainers and Aerobics Instructors
Information Technology – AS	11.0103	15-1151 15-1152 15-1142 15-1141	• Computer User Support Specialists • Computer Network Support Specialists • Network and Computer Systems Administrators • Database Administrators
Web Development Programming & Coding - Diploma	11.0201	15-1131 15-1132 15-1133 15-1134	• Computer Programmers • Software Developers, Applications • Software Developers, Systems Software Web Developers • Computer Network Support Specialists
Business Management BA DE	52.0201	13-1000 11-1021 11-2022 11-3011 11-9199 43-3031	• Business operations specialist • General Operations Managers • Sales Managers • Administrative Services Managers • ***Managers, all other*** • Bookkeeping, Accounting, and Auditing Clerks
Business Project Management BA DE	52.0201	13-1000 11-1021 11-3051 11-9021 11-9199	• Business operations specialist • General operations manager • Industrial production managers • Construction managers • ***Managers, all other***

Business Accounting and Financing BA DE	52.0201	13-1000 13-2011 13-2052 13-2051 13-2099	• Business operations specialist • Accountant and auditor • Personal financial advisors • Financial annalist • ***Financial Specialist, all other***

Program	High School Diploma or Equivalent	Wonderlic (BST)	Wonderlic (SLE)	HESI	Interview	Essay	Other
Graphic Design, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Graphic Design, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication 3D Animation, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication Web Design, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication Video Production, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication 2-D Print, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	NA	NA	NA
Business Management, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Medical Assisting, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Medical Administrative Specialist, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Pharmacy Technician, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Health & Fitness Trainer, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Information Technology, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Health Care Management, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Academic Dean	Yes	Associates Degree in related healthcare field or Bachelor degree
Respiratory Therapy, AS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Respiratory Therapy, BS	Required	N/A	N/A	NA	Yes - Program Director or designee	Yes	Pass the (CRT) NBRC exam. RTAS from an

							accredited college.
Diagnostic Medical Sonography, AS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Diagnostic Medical Sonography, BS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	All requirements for the AS degree.
Vocational Nursing, AS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Veterinary Technology, AS	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Program Director or designee	Yes.	NA
Veterinary Technology Alternate Route, Certificate	Required	NA	N/A	NA	Yes - Program Director or designee	NA	NA
Vocational Nursing, Diploma	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Hemodialysis, Certificate	Required	N/A	Minimum passing score of 12	NA	NA	NA	NA
Certified Nursing Assistant, Certificate	Required	N/A	Minimum passing score of 12	NA	NA	NA	NA
Web Development Programming and Coding, Diploma	Required	Verbal: 205 Quantitative: 215	NA	NA	NA	NA	NA
Veterinary Technology DE, AS	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Program Director or designee	NA	
Veterinary Technology Alternate Route DE, Certificate	Required	NA	N/A	NA	Yes - Program Director or designee	NA	
Health Care Management DE, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Academic Dean	Yes	Associates Degree in related healthcare field or Bachelor degree
Respiratory Therapy DE, BS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	Pass the (CRT) NBRC exam. Submit transcripts and GPA.
Criminal Justice, DE Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice DE, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA

Criminal Justice DE, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	NA	NA	NA
Business Management DE, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management DE, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management DE, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA

Campus Faculty include Full-Time and Adjunct Faculty

General Education Department

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Jared Trisciuzzi	Math, Chemistry, Speech, Physics	Bachelor of Science, Chemistry- Cal Poly Pomona 2013 Master of Science, Chemistry- University of California, Riverside 2015	2016
Tamara Gwinn	English Art History	Bachelor of Arts, Creative Writing University of California, Riverside 2011 Master of Fine Arts, Creative Writing Chapman University 2015	2016
Krystal Hill Peterson	Speech	Associates of Arts, Humanities Barstow Community College 2002 Bachelor of Arts, Communication, California State University, San Bernardino 2007 Master of Arts, Teaching and Learning 2013	2017
Christian Sarfo-Poku	Biology, Microbiology, and Anatomy/Physiology	Bachelor of Science, Biology Southern Adventist University, TN 2005 Master of Public Health, Global Health Loma Linda University 2009	2017
William Myers	Psychology	Masters, Walden University, 2008 Bachelor of Science, Stephen F Austin State University, Nacogdoches, Texas	2017
Stephen Baer	MTH101 MTH102 MTH103 SPC101 SPC102 SPC103 SPC105	Associate of Applied Science / 1984 /ITT B.S. Business Management / 2005/University of Phoenix Master of Art in Education / 2010/Argosy University	2013
Thomas Greenthaner	POL305	Certificate in Paralegal Studies University of La Verne, 1994	2013
Kiandra Jimenez	English	Master of Fine Arts, Creative Writing, Antioch University – 2015 Bachelor of Arts, English Literature, California Baptist University - 2012	2018
Daniel Alarcon	English	Master of English, Cal Baptist University – 2019 Bachelor of Arts in English and American Literature and Philosophy, The University of Texas at El Paso-2008	2019
Carolyn Burge	Psychology Sociology	Master of Arts in Human Resource Management, National University - 2015 Master of Arts in Organizational Management, Ashford University – 2011 Bachelor of Arts in Psychology, California State University, San Bernardino - 2008	2019
Veronica Nakla	Psychology	Master of Arts in Clinical Psychology and Family Therapy, Azusa Pacific University – 2018 Bachelor of Arts in English, University of California, Santa Barbara – 2016	2019
Selina Gonzalez	Sociology	Master of Science in Education, Cal Baptist University – 2017 Bachelor of Arts in Sociology, UCR – 2013	2019

Tanisha Flowers	Psychology	Master of Science in Clinical/Counseling Psychology – Cal State University - June 2016 Bachelor in Psychology, California State University – 2013 Associate of Arts in Psychology – Citrus College – 2012	2018
Elliott Best	Math	Master of Science in Mathematics, University of California, Riverside, Graduated 06/2019 Bachelor of Science in Mathematics, California Baptist University, Graduated 12/2016	2019
MacKenna Cummings	English	Dual Bachelor of Arts in Literature & Bachelor of Arts in Creative Writing, Eckerd College, Graduated 05/2015 Master of Fine Arts in Creative Writing, Chapman University, Graduated 12/2017	2019
Martha Miller	Anatomy and Physiology Microbiology	Masters of Arts in Teaching/Major: Biology, Yale University, New Haven, CO, 1964 Bachelor in Arts in Physiology, Mount Holyoke College, South Hadley, Massachusetts, 1960	2019

Medical Assisting and Medical Administrative Specialist Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Flory Barillas	All MA and MAS Courses	Bachelor of Science, Applied Management Everest College 2014 Associates of Arts, Liberal Arts and Sciences Chaffey College, 2007	2015
Jonette Yazzie	All MA / MAS Courses	Medical Assisting – Bryman College – 1974	2018
Donna Little-James	All MA courses	MBA with Healthcare Management, University of Phoenix, San Bernardino, CA, 20009 Bachelor of Science in Business Management, University of Phoenix, San Bernardino, CA, 2007 Medical Assistant Diploma, United Health Careers, San Bernardino, CA	2017
Alice Gutierrez	All MA / MAS courses	Associate of Arts in Business Administration – American InterContinental University – 2011 Medical Assisting Diploma – National Education Center – 1991	2018
Ulysses Pantoja	All MA / MAS courses	Bachelor of Science in Health Sciences – Purdue University Global (2018 Medical Assisting Diploma – Fontana Adult School (2006)	2018
Nicole Collins	All MA Courses	Bachelor of Science in Health Sciences, Purdue University – 2014 Associate in Science in Biology, Sacramento City College - 2009	2019

		Medical Assisting Diploma, Kaplan College - 2011	
Megan King	All MA Courses	Associate of Arts in Liberal Arts and Biological and Physical Sciences, San Bernardino Valley College, Graduated 05/2017 Certificate in Medical Assisting, Concorde Career College, Graduated 06/2009	2019

Healthcare Management Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Melinda Muganzo	Healthcare Management Courses	Bachelor of Science, Business Administration Oakwood College 1984 Master of Business Administration Florida Metropolitan University, 1992 Certificate of Executive Leadership Claremont Graduate University, 2006	2016
Donna Little-James	Healthcare Management Courses	MBA with Healthcare Management, University of Phoenix, San Bernardino, CA, 20009 Bachelor of Science in Business Management, University of Phoenix, San Bernardino, CA, 2007 Medical Assistant Diploma, United Health Careers, San Bernardino, CA	2017
Ulysses Pantoja	All HCM Courses	Bachelor of Science in Health Sciences – Purdue University Global (2018 Medical Assisting Diploma – Fontana Adult School (2006)	2018

Criminal Justice Programs

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Hugo Bustamante	All Criminal Justice Courses	Associate of Arts, Business Administration East Los Angeles College 1992 Bachelors of Science, Aviation Management Southern Illinois University 2007	2013
Timothy Harris	All Criminal Justice Courses	Associates of Arts, Criminal Justice Los Angeles Southwest Junior College, 1985 Bachelor of Science, Public Administration Criminal Justice California State University, Dominguez Hills 1990 Master of Science, Organizational Leadership National University 2007	2016
Joseph McDonald	All Criminal Justice Courses	Bachelor of Science, Criminal Justice California State University Long Beach	2016
Thomas Greenthaner	LAW101	Certificate in Paralegal Studies University of La Verne, 1994	2013
Alma Gomez	All Criminal Justice Courses	Bachelor of Science in Criminal Justice, San Diego State University – 1997	2019
Liam Doyle	All Criminal Justice Courses	Master of Business Administration in Finance, University of Redlands – 2018	2019

		Bachelor of Science in Management, University of Phoenix – 2016 Associate of Science in Administration of Justice, Riverside Community College - 2009	
Jose Barr	All Criminal Justice Courses	Master of Business Administration, Universitas Regisiana Societatis Jesu – 2009 Bachelor of Science in Criminal Justice Administration, University of Phoenix - 2006	2019
Ashley Parker	All Criminal Justice Courses	Master of Arts in Criminology, UCI – 2007 Bachelor of Arts in Psychology, University of California, Santa Cruz - 2005	2019

Business Management Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Dr. Samuel Gibbs	All Business Management courses	Bachelor of Science, Business Management University of Phoenix 2006 Master of Administration University of Phoenix 2007 Doctorate of Management in Organizational Leadership University of Phoenix 2011	2015
Merrill Melvin	All Business Management courses	Bachelor of Science, Business University of Phoenix 2012 Master of Science, Organizational Leadership National University 2014	2016
Michael Bishai	All Business Management courses	Master of Business Administration/1980 Sam Houston State University Bachelor of Science in Accounting/1978 Loma Linda University	2017
Jimmy Mettias	All Business Management courses	Juris Doctorate – University of La Verne (2006) Bachelor of Science in Business Administration – California Baptist University (2003)	2018
Carolyn Burge	All Business Management Courses	Master of Arts in Human Resource Management, National University - 2015 Master of Arts in Organizational Management, Ashford University – 2011 Bachelor of Arts in Psychology, California State University, San Bernardino - 2008	2019

Veterinary Technology Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Amanda Barr	All Veterinary Technology Courses	Bachelors of Art, Child Development Point Loma Nazarene 2001 Certificate Veterinary Technician Mt. San Antonio College 2008	2013
Jennifer Bench, Program Director	All Veterinary Technology Courses	Associates of Applied Science, Veterinary Technology Bel-Rae Institute of Veterinary Technical Training 2002	2013
Samantha Musa, DVM	All Veterinary Technology Courses	Bachelor of Science, Veterinary University of Illinois 1991 Doctor of Veterinary Medicine University of Illinois 1993	2013

Berenice Ponce	All Veterinary Technology Courses	Bachelor of Science, Animal Health Science Cal Polytechnic University of Pomona 2009	2015
Siobhan McDowell	All Veterinary Technology Courses	Registered Veterinary Technician (RVT) License # 6874 Bachelor of Science in Animal Science/2002 California Polytechnic State University	2017

Diagnostic Medical Sonography Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Benjamin Keplinger,	All DMS Courses	BS Computer Information Systems, Chapman University, Orange, CA, 2005 AAS Radiologic Technology, Community College of the Air Force, Montgomery, AL, 1996	2017
Mahjabeen Basheer	All DMS Courses	Bachelor of Medicine and Surgery University of Peshawar, Pakistan 1980	2014
Syed Shah	All DMS Courses	Bachelor of Science - University of Punjab 1994	2013
Bushra Meraj	All DMS Courses	Bachelor of Medicine/Bachelor of Surgery University of Karachi, Pakistan 1996	2017
Suzanne Ibrahim	All DMS Courses	M, Sc. Master Degree in Pediatrics, 1988 Bachelor's Degree in Medicine & Surgery, 1980 RDMS Obstetrics & Gynecology, 2012 RDMS Abdomen, 2013 RCS Echocardiography, 2013	2017
Brian Chi DMS Clinical Director	DMS Clinical Courses	Bachelor of Arts, Philosophy University of Hawaii at Hilo 1999 Certificate Diagnostic Medical Sonography, Central California School 2003	2017

Information Technology Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Varday Alexander	All IT Courses	Bachelor of Arts, Business Administration, Excelsior College/Cal State San Bernardino, CA, 1996 Associate of Arts, Information Technology, Excelsior College/Cal State San Bernardino, CA	2017
Jeffrey Perret	All IT Courses	Bachelor of Science in Information Technology/2004 University of Phoenix	2017
Saul Ochoa	All IT Courses	Associate of Arts in Computer Technology, Los Angeles Community College (1985)	2018
Deb Gray	All IT Courses	Master of Science in Information Technology, Capella University – 2012	2019

Updates to Platt College Catalog September 1st, 2019 – August 31st, 2020

Updates effective 09/01/2019

Concurrent/Dual Enrollment

Platt College does not allow concurrent or dual enrollment.

Updates effective 10/21/2019

- Correction to course codes (page 59)
  - Incorrect course code - VTAR101 and VTAR102
  - Correct course code – VT101A and VT102A

- Remove Bachelor of Science from the Veterinary Technology DE (page 72)

- Change to verbiage for Veteran's Education Benefits (page 9)

  Veteran's Education Benefits

  Platt College proudly administers VA education benefits, including the Yellow Ribbon Program, to qualified students. We are committed to maintaining the Principles of Excellence established by Executive Order in April of 2012.

  Effective 8/1/19, as part of the Veterans Benefits and Transition Act of 2018, 38 U.S.C. § 3679, Platt College will comply with the requirements of 38 U.S.C. § 3679(e):

  1. Platt College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

     1) The date on which the U.S. Department of Veterans Affairs (DVA) provides payment for a course of education to an institution
     2) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt of the COE from the student

  2. Platt College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the DVA under chapter 31 or 33.

  NOTE: A ***Covered Individual*** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits.

  Detailed information regarding VA processes and requirements can be obtained at each campus from the VA Certifying Official.

Updates effective as of 12/02/2019

Course credits correction – page 40

- Change SPC105 from 5 quarter credits to 3 quarter credits

Course credit correction – page 42

- Change ENG303 from 6 quarter credits to 5 quarter credits

Additional Fees added to addendum following tuition information:

- $5.00 replacement ID card fee
- $10.00 replacement parking card fee (Alhambra only)
- $10.00 Official Transcript and / or Diploma reprint fee

The following programs will no longer be offered at all locations:

- Diploma in Paralegal
- Associate of Arts in Paralegal Studies
- Bachelor of Arts in Paralegal Studies
- Diploma in Medical Assisting
- Diploma in Medical Administrative Specialist
    - All program information, course information and course descriptions will be removed from the college catalog

Change to verbiage – Admissions Procedures and Requirements (page 2)

Platt College prohibits discrimination (including harassment) against any individual on the basis of race, color, religion (including religious dress/grooming practices), creed, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), age, national origin, marital or registered domestic partnership status, veteran status or military status, sexual orientation, gender, gender identity, gender expression, physical or mental disability, including genetic characteristics or genetic information, medical condition, ancestry or any other characteristic protected by state or federal law or by local ordinance.

Additional information added to catalog to page 3 to go above Non-Matriculate Students:

Denial of Admission or Re-entry

Platt College reserves the right to deny admission or re-entry to any applicant or student the College, at its discretion, determines is either: a) unlikely to benefit from its programs, b) discloses or is found to possess an adverse background that disqualifies them from (a) participation in clinical/practicum or externship experiences required in a program or (b) employment opportunities in the field for which the program is intended to prepare them, or c) whose presence on campus or in the online academic environment is considered by the administration to be disruptive and/or potentially harmful to Platt College students, faculty, and/or staff.

Admittance Requirements - Eligibility

In order to enroll with Platt College, a prospective student must be a citizen of the United States or an eligible non-citizen as classified by the Department of Homeland Security.

In addition, applicants must be at least 18 years of age at the time of admission and possess a high school diploma, GED (or equivalent). If a prospective student is less than 18 years of age, they may be permitted to enroll if they obtain parent or legal guardian signature of approval or demonstrate that they are otherwise covered under state emancipation statutes.

Platt College Catalog Addendum

Anaheim Campus – 1551 Douglass Road, Anaheim, CA 92806
714-333-9606 * Toll Free: 1-888-577-5288 * www.plattcollege.edu

Campus Staff

Brad Janis	Campus President
Dr. Thomas Leveillee	Academic Dean
Open	Registrar
Jason Monzon	Director of Financial Aid
Trisha Paredes	Student Accounts Representative
Maria Lockwood	Financial Aid Advisor
Martin Romero	Financial Aid Advisor
Dominique Walden	Director of Career Services
Sara Valtierra	Career Services Advisor
Berenice Vega Solis	Career Services Advisor
Leah Brenier	Librarian
Raisa Alcantara	Receptionist
Gabriella Pacheco	Receptionist

Admissions Staff

Andy Gulati	Director of Admissions
Nancy Nguyen	Admissions Representative
Jennifer Herrera	Admissions Representative
Jenniline Mitchell	Admissions Representative
Meena Eskander	Admissions Representative
Tyler Reynolds	Admissions Representative
Open	Admissions Representative
Jeri Resor	Community Outreach Liaison

Class Sessions

Classes meet Monday through Friday and are completed in five week modules.

Morning Classes	7:45 am -12:45 pm	Afternoon Classes (VT)	1:30 pm – 6:30 pm
Morning Classes (DMS / VT)	7:45 am – 1:45 pm	Afternoon Classes (DMS)	2:00 pm – 8:00 pm
		Evening Classes	5:45 pm – 10:45 pm

Student and Faculty Holidays

*Martin Luther King, Jr. Day * Memorial Day *Independence Day * Labor Day * Thanksgiving * Winter Break * New Years*

Total Program Fees for Programs Offered at Platt College

We have four academic departments to help you develop your education and career skills!

School of Graphic Design

Diploma - Graphic Design Approx. 13 Months – 950 Clock Hours – 66.5 Quarter Credit Hours	
Tuition	$27,998.00
Books & Supplies	$ 2,030.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$30,103.00**

Associate of Arts – Graphic Design Approx. 15 Months – 1200 Clock Hours – 91.5 Quarter Credit Hours	
Tuition	$31,266.00
Books & Supplies	$ 2,455.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$33,796.00**

Bachelor of Arts – Visual Communications Approx. 31 Months – 2500 Clock Hours – 189 Quarter Credit Hours	
Tuition	$62,510.00
Books & Supplies	$ 4,625.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$67,210.00**

School of Business and Legal Studies

Diploma - Business Management Approx. 10 Months – 750 Clock Hours – 75 Quarter Credit Hours	
Tuition	$25,798.00
Books & Supplies	$ 1,546.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$27,419.00**

Associate of Arts – Business Management Approx. 13 Months – 1000 Clock Hours – 100 Quarter Credit Hours	
Tuition	$29,065.00
Books & Supplies	$ 2,030.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$31,170.00**

Bachelor of Arts - Business Management Approx. 25 Months – 2000 Clock Hours – 200 Quarter Credit Hours **Bachelor of Arts - Business Management DE** Approx. 25 Months – 2000 Clock Hours – 200 Quarter Credit Hours	
Tuition	$42,866.00
Books & Supplies	$ 3,500.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$45,600.00**

Diploma – Criminal Justice Approx. 11 Months – 900 Clock Hours – 78 Quarter Credit Hours	
Tuition	$25,292.00
Books & Supplies	$ 1,546.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$26,913.00**

Associate of Arts – Criminal Justice Approx. 15 Months – 1150 Clock Hours – 103 Quarter Credit Hours	
Tuition	$28,495.00
Books & Supplies	$ 2,030.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$30,600.00**

Bachelor of Arts – Criminal Justice **Bachelor of Arts – Criminal Justice DE** Approx. 30 Months – 2350 Clock Hours – 214 Quarter Credit Hours	
Tuition	$52,465.00
Books & Supplies	$ 3,500.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$56,040.00**

School of Medical Sciences

Associate of Science – Diagnostic Medical Sonography Approx. 18 Months – 2060 Clock Hours – 120 Quarter Credit Hours			**Bachelor of Science – Diagnostic Medical Sonography Health Care Management** Approx. 27 Months – 2740 Clock Hours – 178 Quarter Credit Hours	
Tuition	$32,201.00		Tuition	$61,223.00
Books & Supplies	$ 2,825.00		Books & Supplies	$ 3,850.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$35,101.00**		**Program Total**	**$65,148.00**
Certificate – Certified Nurse Assistant Approx. 2 Month – 164 Clock Hours (not available for Title IV Funding)			**Bachelor of Arts – Health Care Management (Degree Complete)** **Bachelor of Arts – Health Care Management (Degree Complete) DE** Approx. 15 Months – 1200 Clock Hours – 100 Quarter Credit Hours	
Tuition	$ 1,770.00		Tuition	$24,371.00
Books & Supplies	$ 150.00		Books & Supplies	$ 1,470.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$ 1,995.00**		**Program Total**	**$25,916.00**
Associate of Science – Health & Fitness Trainer Approx. 15 Months – 1055 Clock Hours – 92 Quarter Credit Hours			**Certificate – Hemodialysis** Approx. 3 Months – 280 Clock Hours (not available for Title IV Funding)	
Tuition	$22,578.00		Tuition	$ 6,765.00
Books & Supplies	$ 1,830.00		Books & Supplies	$ 200.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$24,483.00**		**Program Total**	**$ 7,040.00**
Associate of Science – Medical Administrative Specialist Approx. 15 Months – 1210 Clock Hours – 90 Quarter Credit Hours			**Associate of Science – Medical Assisting** Approx. 15 Months – 1260 Clock Hours – 95 Quarter Credit Hours	
Tuition	$26,451.00		Tuition	$26,451.00
Books & Supplies	$ 1,525.00		Books & Supplies	$ 1,525.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$28,051.00**		**Program Total**	**$28,051.00**
Associate of Science – Respiratory Therapy Approx. 18 Months – 1730 Clock Hours – 128.5 Quarter Credit Hours			**Bachelor of Science – Respiratory Therapy (Degree Complete) Bachelor of Science – Respiratory Therapy (Degree Complete) DE** Approx. 15 Months – 1110 Clock Hours – 93 Quarter Credit Hours	
Tuition	$44,614.00		Tuition	$18,988.00
Books & Supplies	$ 3,150.00		Books & Supplies	$ 1,325.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$47,839.00**		**Program Total**	**$20,388.00**
Associate of Science – Veterinary Technology Approx. 19 Months – 1681 Clock Hours – 115 Quarter Credit Hours **Associate of Science – Veterinary Technology DE** Approx. 19 Months – 1675 Clock Hours – 125 Quarter Credit Hours			**Certificate – Veterinary Technology Alternate Route** **Certificate – Veterinary Technology Alternate Route DE** Approx. 6 Months – 325 Clock Hours (not available for Title IV Funding)	

Tuition	$31,673.00		Tuition	$ 4,570.00
Books & Supplies	$ 2,900.00		Books & Supplies	$ 150.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$34,648.00**		**Program Total**	**$ 4,795.00**

Associate of Science – Vocational Nursing Approx. 17 Months – 1980 Clock Hours – 119 Quarter Credit Hours			**Diploma – Vocational Nursing** Approx. 14 Months – 1750 Clock Hours – 96 Quarter Credit Hours	
Tuition	$29,875.00		Tuition	$27,405.00
Books & Supplies	$ 3,000.00		Books & Supplies	$ 2,470.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$32,950.00**		**Program Total**	**$29,950.00**

Associate of Science – Pharmacy Technician Approx. 15 Months – 1150 Clock Hours – 101 Quarter Credit Hours	
Tuition	$26,452.00
Books & Supplies	$ 1,525.00
Registration Fee	$ 75.00
STRF Fee	$ 0.00
Program Total	**$28,052.00**

School of Information Technology

Associate of Science – Information Technology Approx. 15 Months – 1200 Clock Hours – 110.50 Quarter Credit Hours			**Diploma – Web Development Programming and Coding** Approx. 7 Months – 600 Clock Hours	
Tuition	$33,137.00		Tuition	$ 7,731.00
Books & Supplies	$ 2,030.00		Books & Supplies	$ 2,025.00
Registration Fee	$ 75.00		Registration Fee	$ 75.00
STRF Fee	$ 0.00		STRF Fee	$ 0.00
Program Total	**$35,242.00**		**Program Total**	**$ 9,831.00**

- *The registration fee is waived for Platt College AA Graphic Design graduates and Platt College AA Paralegal Graduates returning to take upper division programs less than a year after graduation.*
- *Bachelor's degree completion programs require the completion of a minimum of 180 credit hours. Credit hours may be earned through this program and the completion of programs prior to enrollment, typically through an Associate's degree program which is a prerequisite for entry.*
- *Tuition - Estimated charges for the period of attendance and the entire program*
- *Books & Supplies - In select courses, textbooks and/or supplies are classroom copies, which must be returned in good condition at the end of the course. Additional fees will be assessed for failure to return these books and/or supplies.*
- *Registration Fee - Non-refundable Fee*
- *Additional Fees, as applicable are:*
    - *$25.00 return check fee*
    - *$5.00 replacement ID card fee*
    - *$10.00 replacement parking card fee (Alhambra only)*
    - *$10.00 Official Transcript and / or Diploma reprint fee*

DISCLAIMER

Except as expressly provided in California Education Code Section 94898, Platt College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes, and to cancel programs of study, modes of delivery, upcoming start dates or individual courses as it deems necessary. If a course or program is cancelled, the school may schedule course completion at a later date or refund all monies paid for the cancelled course or program if the student does not wish to continue with the program at the later date. All Platt College programs are not available at all locations, please see an Admissions Representative for more information on specific enrollment information.

Approved Programs by Campus

Approved / offered – O
Approved / not offered - NO
Not approved – NA

Program	Award	Alhambra Campus	Distance Education	Anaheim Campus	Ontario Campus	Riverside Campus
Business Management (ground and DE)	Diploma	NA	NA	NO	NO	NO
Business Management (ground and DE)	AA	O	NA	O	O	O
Business Management (ground and DE)	BA	NA	NO	NO	NO	NO
Certified Nurse Assistant	Certificate	O	NA	O	NA	NA
Criminal Justice (ground and DE)	BA	NA	O	O	O	O
Criminal Justice (ground and DE)	AA	NO	NO	NO	NO	NO
Criminal Justice (ground and DE)	Diploma	O	NA	O	O	O
Cybersecurity (Degree Complete) (ground and DE)	BS	NO	NO	NA	NA	NA
Diagnostic Medical Sonography	BS	O	NA	O	O	O
Diagnostic Medical Sonography	AS	O	NA	O	O	O
Graphic Design	Diploma	NA	NA	NA	O	NA
Graphic Design	AA	NA	NA	NA	O	NA
Health & Fitness Trainer	AS	NA	NA	O	NA	NO
Health Care Management (Degree Completion) (ground and DE)	BA	O	NO	O	O	O
Hemodialysis Technician	Certificate	O	NA	O	NA	NA
Information Technology	AS	O	NA	O	O	O
Medical Administrative Specialist	AS	O	NA	O	O	O
Medical Assisting	AS	O	NA	O	O	O
Pharmacy Technician	AS	NA	NA	O	NO	NO
Respiratory Therapy	AS	O	NA	NA	O	NA
Respiratory Therapy - (Degree Completion) (DE)	BS	NA	O	NA	NA	NA
Veterinary Technician Alternate Route (DE)	Certificate	NA	O	NA	NA	NA
Veterinary Technology (ground and DE)	AS	O	O	O	O	O
Visual Communication	BA	NA	NA	NA	O	NA
Vocational Nursing	AS	O	NA	NO	NO	NO
Vocational Nursing	Certificate	O	NA	NO	NO	NO
Web Development Programming and Coding	Certificate	NA	NA	O	NO	NO

Program Total Charges for First Period of Attendance					
Program Title	**Tuition**	**Books & Supplies**	**Registration Fee**	**STRF**	**Program Total Charges for First Period of Attendance**
Business Management, Diploma Business Management DE, Diploma	$6,450.00	$387.00	$75.00	$0.00	$6,785.00
Business Management, Associate of Arts Business Management DE, Associate of Arts	$5,813.00	$406.00	$75.00	$0.00	$6,294.00
Business Management, Bachelor of Arts Business Management DE, Bachelor of Arts	$4,287.00	$350.00	$75.00	$0.00	$4,712.00
Certified Nurse Assistant, Diploma	$1,770.00	$150.00	$75.00	$0.00	$1,995.00
Criminal Justice, Diploma Criminal Justice DE, Diploma	$5,058.00	$310.00	$75.00	$0.00	$5,443.00
Criminal Justice, Associate of Arts Criminal Justice DE, Associate of Arts	$4,750.00	$340.00	$75.00	$0.00	$5,165.00
Criminal Justice, Bachelor of Arts Criminal Justice DE, Bachelor of Arts	$4,749.00	$340.00	$75.00	$0.00	$5,164.00
Diagnostic Medical Sonography, Associate of Science	$5,620.00	$565.80	$75.00	$0.00	$6,260.80
Diagnostic Medical Sonography, Bachelor of Science	$4,600.00	$354.00	$75.00	$0.00	$5,029.00
Graphic Design, Diploma	$5,600.00	$406.00	$75.00	$0.00	$6,081.00
Graphic Design, Associate of Arts	$5,211.00	$410.00	$75.00	$0.00	$5,696.00
Health & Fitness Trainer, Associate of Science	$3,736.00	$305.00	$75.00	$0.00	$4,143.00
Health Care Management, Degree Complete Bachelor of Arts Health Care Management DE, Degree Complete Bachelor of Arts	$4,062.00	$245.00	$75.00	$0.00	$4,382.00
Hemodialysis Technician, Certificate	$6,765.00	$200.00	$75.00	$0.00	$7,040.00
Information Technology, Associate of Science	$5,523.00	$340.00	$75.00	$0.00	$5,938.00
Medical Administrative Specialist, Associate of Science	$4,409.00	$255.00	$75.00	$0.00	$4,739.00
Medical Assisting, Associate of Science	$4,409.00	$255.00	$75.00	$0.00	$4,739.00
Pharmacy Technician, AS	$4,409.00	$255.00	$75.00	$0.00	$4,739.00
Respiratory Therapy, Associate of Science	$6,374.00	$450.00	$75.00	$0.00	$6,899.00
Respiratory Therapy DE, Degree Complete Bachelor of Science	$3,164.00	$221.00	$75.00	$0.00	$3,460.00
Web Development Programming and Coding, Diploma	$7,731.00	$2,025.00	$75.00	$0.00	$9,831.00
Veterinary Technology, Associate of Science Veterinary Technology DE, Associate of Science	$4,242.00	$389.00	$75.00	$0.00	$4,706.00
Veterinary Technology Alternate Route, Certificate Veterinary Technology Alternate Route DE, Certificate	$4,570.00	$150.00	$75.00	$0.00	$4,795.00
Visual Communications, Bachelor of Arts	$5,210.00	$410.00	$75.00	$0.00	$5,695.00
Vocational Nursing, Diploma	$4,568.00	$412.00	$75.00	$0.00	$5,055.00
Vocational Nursing, Associate of Arts	$5,081.00	$494.00	$75.00	$0.00	$5,650.00

Tuition Payment Policy

Each Program's tuition and book charges are billed by term throughout the program.

- All charges are due within 7 calendar days of the start of the payment period and/or term.
- Tuition and charges may vary by term.
- Students may request a copy of their student ledger card from Student Accounts to view and review all current and previous charges and payments that have been made to their account.
- Students are responsible for repaying the loan amounts, plus any interest that have been incurred as of the date of withdrawal.

Student Tuition Recovery Fund (STRF):

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Articulation Agreements: Platt College currently has an articulation agreement with Trinity Law School.

- Information regarding accreditation and comparable programs may be obtained from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard • Suite 302 • Arlington • VA • 22201, 703.247.4212

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

Platt College reserves the right to update and modify the Catalog and Catalog Addendum as needed. In addition, Platt College will update the Catalog and Catalog Addendum annually, each summer.

United States Department of Labor's Standard Occupational Classification codes (SOC) for Platt College Placements

Program Name	CIP Code	SOC Codes	SOC Job Titles
Vocational Nursing AS/Cert	51.3901	29-2061	• Licensed Practical and Licensed Vocational Nurses
Certified Nursing Assistant Certificate	51.3902	31-1010 31-1011 31-1014	• Nursing, Psychiatric, and Home Health Aides • Home Health Aides • Nurse Assistant
Medical Assisting – AS	51.0801	31-9000 31-9090 31-9092 31-9097 31-9099	• Other Healthcare Support Occupations • ***Miscellaneous Healthcare Support Occupations*** • Medical Assistants • Phlebotomists • Healthcare Support Workers, All Other
Medical Administrative Specialist - AS	51.0710	43-6015 43-9040 29-2070 29-2099	• Medical Secretaries and Administrative Assistants • Insurance Claims and Policy Processing Clerks • Medical Records and Health Information Technicians • ***Health Technologist and Technicians, All Other***
Pharmacy Tech - AS	51.0805	23-2000	• Legal Support Workers
Respiratory Therapy AS/BS (Ground & DE)	51.0908	29-2050 29-1126 29-2054	• ***Health Diagnosing and Treating Practitioner Support Technicians*** • Respiratory Therapists • Respiratory Therapy Technicians
Business Management – AA/Diploma	52.0201	11-1021 11-2022 11-3011 11-9199 43-3031 43-9199	• General Operations Managers • Sales Managers • Administrative Services Managers • ***Managers, All Other*** • Bookkeeping, Accounting, and Auditing Clerks • ***Office and Administrative Support Workers, All Other***
Visual Communications - BA	50.0401	27-1021 27-1024 27-1027 27-1029 27-1010 27-1014	• Commercial and Industrial Designers • Graphic Designers • Set and Exhibit Designers • Designers, All Other • Artists and Related Workers

		27-1019 27-4021 27-4032	• Multimedia Artists and Animators • Artists and Related Workers, All Other • Photographers • Film and Video Editors
Veterinary Technology Alt Rte – Ground/DE	51.0808	29-2050 29-2056	• Health Diagnosing and Treating Practitioner Support Technicians • Veterinary Technologist and Technicians
Veterinary Technology – AS Ground/DE	51.0808	29-2050 29-2056	• Health Diagnosing and Treating Practitioner Support Technicians • Veterinary Technologist and Technicians
Healthcare Management – BA Ground/DE	51.0701	11-9111 31-0000 31-9000 31-9099	• Medical and Health Services Managers • ***Healthcare Support Occupations*** • Other Healthcare Support Occupations • ***Healthcare Support Workers, All Other***
Criminal Justice – AA/BA /Diploma (Ground & DE)	43.0104	33-3000 33-3010 33-3020 33-3030 33-3040 33-3050 33-9010 33-9020 33-9030 21-1092 33-9099 13-2099	• Law Enforcement Workers • Bailiffs, Correctional Officers, and Jailers • Detectives and Criminal Investigators • Fish and Game Wardens • Parking Enforcement Workers • Police Officers • Animal Control Workers • Private Detectives and Investigators • Security Guards and Gaming Surveillance Officers • Probation Officers and Correctional Treatment Specialists • Retail Loss Prevention Specialist • Fraud Examiners, Investigators and Analysts
Diagnostic Medical Sonography AS/BS (Ground &DE)	51.0910	29-2030 29-2032	• Diagnostic Related Technologists and Technicians

			• Diagnostic Medical Sonographers
Graphic Design – AA/Diploma	50.0409	27-1021 27-1024 27-1027 27-1029 27-1010 27-1014 27-1019 27-4021 27-4032	• Commercial and Industrial Designers • Graphic Designers • Set and Exhibit Designers • Designers, All Other • Artists and Related Workers • Multimedia Artists and Animators • Artists and Related Workers, All Other • Photographers • Film and Video Editors
Hemodialysis Certificate	51.1011		• Health Technologists and Technicians, CHT Tech
Health & Fitness Trainer –AS	31.0501	39-9031	• Fitness Trainers and Aerobics Instructors
Information Technology – AS	11.0103	15-1151 15-1152 15-1142 15-1141	• Computer User Support Specialists • Computer Network Support Specialists • Network and Computer Systems Administrators • Database Administrators
Web Development Programming & Coding - Diploma	11.0201	15-1131 15-1132 15-1133 15-1134	• Computer Programmers • Software Developers, Applications • Software Developers, Systems Software Web Developers • Computer Network Support Specialists
Business Management BA DE	52.0201	13-1000 11-1021 11-2022 11-3011 11-9199 43-3031	• Business operations specialist • General Operations Managers • Sales Managers • Administrative Services Managers • ***Managers, all other*** • Bookkeeping, Accounting, and Auditing Clerks
Business Project Management BA DE	52.0201	13-1000 11-1021 11-3051 11-9021 11-9199	• Business operations specialist • General operations manager • Industrial production managers • Construction managers • ***Managers, all other***

Business Accounting and Financing BA DE	52.0201	13-1000 13-2011 13-2052 13-2051 13-2099	• Business operations specialist • Accountant and auditor • Personal financial advisors • Financial annalist • ***Financial Specialist, all other***

Program	High School Diploma or Equivalent	Wonderlic (BST)	Wonderlic (SLE)	HESI	Interview	Essay	Other
Graphic Design, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Graphic Design, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication 3D Animation, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication Web Design, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication Video Production, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Visual Communication 2-D Print, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	NA	NA	NA
Business Management, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Medical Assisting, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Medical Administrative Specialist, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Pharmacy Technician, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Health & Fitness Trainer, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Information Technology, AS	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Health Care Management, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Academic Dean	Yes	Associates Degree in related healthcare field or Bachelor degree
Respiratory Therapy, AS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Respiratory Therapy, BS	Required	N/A	N/A	NA	Yes - Program Director or designee	Yes	Pass the (CRT) NBRC exam. RTAS

							from an accredited college.
Diagnostic Medical Sonography, AS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Diagnostic Medical Sonography, BS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	All requirements for the AS degree.
Vocational Nursing, AS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Veterinary Technology, AS	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Program Director or designee	Yes.	NA
Veterinary Technology Alternate Route, Certificate	Required	NA	N/A	NA	Yes - Program Director or designee	NA	NA
Vocational Nursing, Diploma	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	NA
Hemodialysis, Certificate	Required	N/A	Minimum passing score of 12	NA	NA	NA	NA
Certified Nursing Assistant, Certificate	Required	N/A	Minimum passing score of 12	NA	NA	NA	NA
Web Development Programming and Coding, Diploma	Required	Verbal: 205 Quantitative: 215	NA	NA	NA	NA	NA
Veterinary Technology DE, AS	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Program Director or designee	NA	
Veterinary Technology Alternate Route DE, Certificate	Required	NA	N/A	NA	Yes - Program Director or designee	NA	
Health Care Management DE, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	Yes - Academic Dean	Yes	Associates Degree in related healthcare field or Bachelor degree
Respiratory Therapy DE, BS	Required	N/A	N/A	Minimum 70%	Yes - Program Director or designee	Yes	Pass the (CRT) NBRC exam. Submit transcripts and GPA.
Criminal Justice, DE Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Criminal Justice DE, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA

Criminal Justice DE, BA	Required	Verbal: 205 Quantitative: 215 **Total Overall** Minimum: 500	N/A	NA	NA	NA	NA
Business Management DE, Diploma	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management DE, AA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA
Business Management DE, BA	Required	Verbal: 205 Quantitative: 215	N/A	NA	NA	NA	NA

Campus Faculty include Full-Time and Adjunct Faculty

General Education Department

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Edward Ussery	Math Physics Anatomy and Physiology Chemistry Microbiology	Master of Medical Science – Harvard Medical School, 2008 BS – Mechanical Engineering – University of California, Los Angeles, 1989	2015
Layal Lebdah	Math Physics	Master in Laser Technology (Physics) – Doctoral School of Science and Technology – Beirut, 2013 Bachelor of Science Fundamental Physics – Tripoli, 2012	2018
Kendrick Kim	Psychology Sociology	ABD – Psychology, Grand Canyon University (2017) Master of Science, Criminal Justice – California State University, Long Beach (2008) Bachelor of Arts, Sociology - California State University, Long Beach (2003)	2017
Lindsey Thomas	All English Courses	Master of Arts - English (2010) Cal State Poly Pomona Bachelor of Arts – English (2008) UC Santa Barbara	2016
Benjamin Tran	Biology Chemistry	Doctorate of Education, USC - 2017 MS of Neuroscience, USC - 2004	2018
Mona Yousef	Anatomy and Physiology Chemistry Microbiology All Pharmacy Tech Courses	Doctorate of Medicine, Ain Shams University, 1989	2018
Ebony McIntosh Robinson	ENG101	Master of Arts, Education Curr & Instr - Cal State Dominguez Hills - 2011 Bachelor of Arts, English - UC Riverside - 2000	2018
Amir Navab Irani	All Math, Algebra, Physics courses	Masters Mathematics, University of Hertfordshire - 2016 Masters Nuclear Engineering, University of Missouri - 1983	2018
Daffron, Ryan	All Speech and Interpersonal Communication Courses	Master of Divinity, Azusa Pacific University - 5/2010 Bachelor of Arts, Communication -Azusa Pacific University - 8/1997	2018
Ronni Wood	All English Courses	Master of Fine Arts, Screenwriting, Chapman University - 5/2016	2018
Shawn Snow	All English Courses	Masters in Educational Leadership, Pepperdine University, Malibu, CA Masters in Teaching & Education, Single Subject English, UCLA BA, Liberal Arts & Humanities, Literature, Soka University of America, Aliso Viejo, CA	2019

Medical Assisting and Medical Administrative Specialist Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Jeanine Lopez	All MA and MAS Courses	Associate of Science Medical Assisting (2016), Platt College	2017
Alexis Alvarez	All MA and MAS Courses	Associate of Science Medical Assisting (2019), Platt College	2019
Mina Tohid	All MA courses	BS, Biology – Tehran University, 1980 Diploma, DMS, Nova Institute of Heath Technology, 1991 Medical Assistant Certificate – Associated Technical College, 1989	2016
Rigo Hernandez	MA201	Master of Arts, Education/MA Program – 2013	2018

Criminal Justice Programs

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Rogelio Ramirez	All Criminal Justice Courses	MS, Emergency Services Administration, CA State University Long Beach, 2007 BS, Occupational Studies Vocational Arts, CA State University Long Beach, 2004	2016
Jody Ahrens	All Criminal Justice courses	Associate in Arts, Social & Behavioral Sciences, Coastline Community College, 2012 Law Enforcement Certificate, Kirkwood Community College, 1984	2019
Miguel Mejia	All Criminal Justice courses	Bachelor of Science – Cal State University – Los Angeles (2010)	2019
Robert Sweaza	All Criminal Justice courses	Master of Science, Administration of Justice – American Military University (2017) Bachelor of Arts, Administration of Justice – American Military University (2016)	2017

Business Management Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Octavio Echeverria	All business courses	Master of Science- Information Insurance, Norwich University, 2006 BA Business Management- University of Phoenix, 1997	2016
Kelly Pyszkiewicz	All Business Courses	MBA – University of Phoenix, 2013 BS – Business Management, 2011	2017
Kevin McDaniel	All Business Courses	Bachelor of Science, Business Management – Brigham Young University (1985)	2017
William Norris	All Business courses	Masters of Arts in Education – Cal State University – San Bernardino – 2016	2017

Veterinary Technology Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College

Karen Hartman, BS, MA, LAT, RVT – Program Director	All Veterinary Technology core coursework	Associate of Science, Veterinary Technician, Penn Foster College 2014; Master of Arts, Theological Studies, Golden Gate Theological Seminary, 2005 Bachelor of Science, Cal State Polytechnic University, Animal Science, 1994	2016
Shawn Chojnacki-Nelson	All Veterinary Technology core coursework	Bachelor of Science in General Biology and Zoology, Humboldt State University, 1999 AAS, Veterinary Technology, Bel-Rea Institute of Animal Technology, 2000	2017
Vicky Gary	All Veterinary Technology core coursework	AS, Animal Science, Mt. San Antonio College, 1996 AS, Business, Citrus College, 1991 Credential, Career and Technical Education Teaching, UC Riverside, 2010	2017
Carmela Panza, DVM – Clinical Director	All VT courses	DVM – Western University of Health Sciences, Pomona (2007) Bachelor of Science, Biology – California State Polytechnic University, Pomona (2002) Associate of Arts, Biology – Fullerton College (2000)	2017
Maria Rojas-Nunez	All Veterinary Technology core coursework	Bachelor of Science in Animal Health California State Polytechnic University, Pomona (2010)	2018
Rebecca Rodriguez	All Veterinary Technology core coursework	Bachelor of Science in Animal Health California State Polytechnic University, Pomona (2010)	2018

Diagnostic Medical Sonography Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Mili Mehta	All DMS courses	MS – Education / Secondary Teacher Education, 2013 BS – Business Management, 2013 Diploma – DMS, 2013	2016
Mark Yousef	All DMS Courses	Bachelor of Medicine and Surgery Ain Shams University, Cairo Egypt 1976 Ultrasound Technology Certification 2009	2016
Margarita Licon	All DMS Courses	AS, Liberal Studies (1992) Fullerton College Certificate, Diagnostic Medical Sonography (1997) Orange Coast College	2015
Oscar Bautista	DMS Program Director	Doctor of Medicine – Centros De Estudios – Mexico – 1989 Ultrasound Technology Certification – Newbridge - 1999	2019
Brian Bell	DMS Clinical Director	AAS, Allied Health Career with a major in Diagnostic Medical Sonography – Volunteer State Community College, Gallatin, TN - 2002	2019

Health and Fitness Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College

Lila Zai	All HFT Courses	Master of Arts, Eng Lit - University of Zurich - 2017 Bachelor of Arts, Nutrition - Indiana University 2012	2018
Clarence Chaney	All HFT Courses	Master of Science, Exercise Science 8/2011	2018
Jan Batkin	All HFT Courses	AA of Medical Science – San Diego – 1973	2019

Information Technology Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Octavio Echeverria	All IT courses	Master of Science- Information Insurance, Norwich University, 2006 BA Business Management- University of Phoenix, 1997	2016
David Liu	All IT Courses All Web Development Programming & Coding Courses	Bachelor of Arts – Business Economics, UC Riverside, 1995	2017
Jack Chang	All IT courses	Bachelor of Science, computer Science - 5/1986	2018
Lionnel Yamentou	All Web Development Programming & Coding Courses	Master of Science – California University of Management and Science (2013)	2019

Health Care Management Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Shannon Vance-Songne	All HCM courses	Master of Science Health Care Administration – Colorado State University - 2018	2019

Hemodialysis Technician Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Connie Dodd-Latham	All Hemodialysis	RN, (1987) El Camino Community College	2015

Certified Nursing Assistant Program

Instructor Name	Courses Taught	Degree Earned and Year	Year Hired at Platt College
Alicia Wang	All C.N.A. courses	LVN, Stanbridge University, Irvine CA	2018
Karina Feldman	All Certified Nurse Assistant	LVN, (2007) CBD College RN, (2011) Santa Monica City College	2014

Updates to Platt College Catalog September 1st, 2019 – August 31st, 2020

Updates effective 09/01/2019

Concurrent/Dual Enrollment

Platt College does not allow concurrent or dual enrollment.

Updates effective 10/21/2019

- Correction to course codes (page 59)
  - Incorrect course code - VTAR101 and VTAR102
  - Correct course code – VT101A and VT102A

- Remove Bachelor of Science from the Veterinary Technology DE (page 72)

- Change to verbiage for Veteran's Education Benefits (page 9)

  Veteran's Education Benefits

  Platt College proudly administers VA education benefits, including the Yellow Ribbon Program, to qualified students. We are committed to maintaining the Principles of Excellence established by Executive Order in April of 2012.

  Effective 8/1/19, as part of the Veterans Benefits and Transition Act of 2018, 38 U.S.C. § 3679, Platt College will comply with the requirements of 38 U.S.C. § 3679(e):

  1. Platt College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

     1) The date on which the U.S. Department of Veterans Affairs (DVA) provides payment for a course of education to an institution
     2) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt of the COE from the student

  2. Platt College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the DVA under chapter 31 or 33.

  NOTE: A ***Covered Individual*** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits.

  Detailed information regarding VA processes and requirements can be obtained at each campus from the VA Certifying Official.

Updates effective as of 12/02/2019

Course credits correction – page 40

- Change SPC105 from 5 quarter credits to 3 quarter credits

Course credit correction – page 42

- Change ENG303 from 6 quarter credits to 5 quarter credits

Additional Fees added to addendum following tuition information:

- $5.00 replacement ID card fee
- $10.00 replacement parking card fee (Alhambra only)

- $10.00 Official Transcript and / or Diploma reprint fee

The following programs will no longer be offered at all locations:

- Diploma in Paralegal
- Associate of Arts in Paralegal Studies
- Bachelor of Arts in Paralegal Studies
- Diploma in Medical Assisting
- Diploma in Medical Administrative Specialist
    - All program information, course information and course descriptions will be removed from the college catalog

Change to verbiage – Admissions Procedures and Requirements (page 2)

Platt College prohibits discrimination (including harassment) against any individual on the basis of race, color, religion (including religious dress/grooming practices), creed, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), age, national origin, marital or registered domestic partnership status, veteran status or military status, sexual orientation, gender, gender identity, gender expression, physical or mental disability, including genetic characteristics or genetic information, medical condition, ancestry or any other characteristic protected by state or federal law or by local ordinance.

Additional information added to catalog to page 3 to go above Non-Matriculate Students:

Denial of Admission or Re-entry

Platt College reserves the right to deny admission or re-entry to any applicant or student the College, at its discretion, determines is either: a) unlikely to benefit from its programs, b) discloses or is found to possess an adverse background that disqualifies them from (a) participation in clinical/practicum or externship experiences required in a program or (b) employment opportunities in the field for which the program is intended to prepare them, or c) whose presence on campus or in the online academic environment is considered by the administration to be disruptive and/or potentially harmful to Platt College students, faculty, and/or staff.

Admittance Requirements - Eligibility

In order to enroll with Platt College, a prospective student must be a citizen of the United States or an eligible non-citizen as classified by the Department of Homeland Security.

In addition, applicants must be at least 18 years of age at the time of admission and possess a high school diploma, GED (or equivalent). If a prospective student is less than 18 years of age, they may be permitted to enroll if they obtain parent or legal guardian signature of approval or demonstrate that they are otherwise covered under state emancipation statutes.