# Taking You Higher

**Empire College**

## 2020-2021 COURSE CATALOG

# Contents

# Opening doors...our
# Mission

Empire College's mission is to place students in a positive, supportive educational environment that fosters self-esteem and provides them the opportunity to succeed. The focused, practical curricula and college environment are centered on students' employability, thereby addressing our added mission to supply employers with qualified graduates whose job skills and work ethic meet industry requirements.

The Mission Statement is reinforced by the following objectives:

- To produce a graduate employment portfolio which includes: résumé, third-party certifications, service-based learning and volunteer documentation, scholastic and attendance recognition, certificates of completion, extra-curricular activities, sample work products, and any other documents which demonstrate learning outcomes leading to employability in the student's career field.
- To prepare students to be successful with employable skills and to achieve third-party certifications in their career fields, indicating proficiencies that meet or exceed industry standards and provide prospective employers with evidence of graduates' technical skills.
- To provide students the opportunity to experience personal growth by learning their individual strengths, communicating with others effectively, and understanding their own and others' personality styles during their Career Transitions course. Students will then apply these strengths by participating in group projects that help them become valuable team members in their future places of employment.
- To develop in students an understanding of quality customer service and support.
- To introduce and foster the value of service-based learning and volunteerism in order to produce future employees who meet employers' expectations as well as contribute to the community.

# Proud to be a provider of quality career

We at Empire College believe that education is one of the most important assets one acquires during a lifetime. This lifelong learning process is emphasized throughout our curricula. We have dedicated our resources to providing quality business, legal, medical, and technical education that gives our graduates an advantage when they enter the marketplace.



*Roy O. Hurd, President*

Empire College offers an alternative to the traditional two- or four-year college program. Our programs are directed toward practical knowledge and career training designed to get our graduates on the job in as short a time as possible.

We have a strong training emphasis on computer skills in all of our courses. Additionally, our degree programs develop critical thinking, communications, management and decision-making, and human relations skills. Hands-on training, coupled with a curriculum designed for practical application, has produced outstanding successes for our many graduates.

Empire College strives to excel as a career training institution by creating a caring, supportive educational environment that focuses on skills and success. We believe that self-esteem and recognition of achievement play an important part in that success. We strive to build self-confidence in our students, an advantage that allows them to function comfortably and competitively in today's fast-changing world.

Since the school's founding in 1961, hundreds of successful graduates have developed and added to Empire College's reputation as a training institution that cares for its students and produces top graduates.

Empire College, located in Santa Rosa, just one hour north of the San Francisco Bay Area, is centrally located in the heart of Sonoma County. The growth of business and industry throughout the North Bay has provided many exciting opportunities for our graduates.

If you're interested in discovering what a positive, supportive educational environment directed toward practical business training can do for you, I invite you to discover the Empire difference.

Roy O. Hurd, President

# training.

## Accreditation, Authority, and Approval

Empire College School of Business is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas, and occupational associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education.

Empire College operates programs approved by the United States Bureau of Indian Affairs and the United States Department of Justice, Immigration and Naturalization Service. Empire College's programs are approved for the training of veterans and eligible persons.

Empire College is a private institution and is approved by the Bureau for Private Postsecondary Education. That approval means compliance with state standards as set forth in the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010.  Empire College under section 94802 (a) of CPPEA, will by operation of law, be approved until December 31, 2021.  The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at:
P.O. Box 980818, Sacramento, CA  95798-0818, 888-370-7589.

Prospective or enrolled students are encouraged to make inquiry of school personnel regarding any questions they may have concerning the policies, regulations, and requirements stated in this Catalog. Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to:

| | |
|---|---|
| Bureau for Private Postsecondary Education | Accrediting Council for Independent |
| 1747 North Market, Suite 225 | Colleges and Schools (ACICS) |
| Sacramento, CA 95834 | 1350 Eye Street, NW, Suite 560 |
| www.bppe.ca.gov | Washington, DC 20005 |
| 888-370-7589  telephone | 202-336-6780  telephone |
| 916-263-1897  fax | |

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

Empire College is a privately owned Sub-Chapter S corporation, organized under the laws of the State of California. Empire 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.

# Empire College — Business and Law

**School of Business:** Empire College School of Business is on a quarterly system with four major starts per year in the months of February, May, August, and October. Mid-quarter starts occur in March, June, September, and December. Students entering at the mid-quarter starts take a portion of the quarterly work load and are assimilated into the major quarterly system thereafter. A quarter is 12 weeks. The average quarterly load is 12 units per quarter.

In all diploma programs, units are transferable to one of the following degree programs:

Specialized Associate Degree - Accounting
Specialized Associate Degree - Business
Specialized Associate Degree -  Information Technology
Specialized Associate Degree - Administrative Medical Professional
Specialized Associate Degree - Clinical Medical Professional
Specialized Associate Degree - Paralegal

Quarter units are allocated according to the following standards:

| | |
|---|---|
| 24 contact hours lecture | 2.0 quarter units |
| 24 contact hours lab | 1.0 quarter unit |
| 30 contact hours practicum | 1.0 quarter unit |

A contact hour is 50 minutes of instruction. Classes are held on the following schedules:

| DAY | EVENING |
|---|---|
| 8:00 - 08:50 | 5:00 - 5:50 (flexible scheduling) |
| 9:00 - 09:50 | 6:00 - 7:40 |
| 10:00 - 10:50 | 8:00 - 9:40 |
| 11:00 - 11:50 | |
| 11:50 -12:20 Lunch | |
| 12:20 - 01:10 | |
| 1:20 - 02:10 | |
| 2:20 - 03:10 | |

All class sessions at Empire College School of Business are held at 3035 Cleveland Avenue, Santa Rosa, California. The campus is comprised of 44,000 square feet which includes 23 lecture and computer lab classrooms, as well as 2 medical wet labs. Empire College reviews equipment and software in scheduled curriculum reviews to ensure that they meet the training needs for gainful employment.



*Empire College School of Law's Moot Court Teams have trophied numerous times at the Annual California Moot Court Competition.*

**School of Law:** In addition to the School of Business, Empire College opened its School of Law in 1973 to serve the needs of residents of the North Bay area. The School of Law is accredited by the Committee of Bar Examiners of the State Bar of California. Students who satisfactorily complete the four-year night law program are awarded a Juris Doctor degree.

Empire College School of Law operates under a trimester system of 15 weeks with starts three times per year. Classes are usually held four nights per week, Monday through Thursday.

For complete information on Empire College School of Law, contact the Law School Admissions Office.

# Board of Directors

# Administration

# Faculty

### Accounting
Department Head:
Carol Reinke, BA, MBA, A+
Sonoma State University, California
City University, Washington

Instructors:
Michael Gay, BA, MSA
Golden Gate University, California
University of Phoenix, Arizona

Erin Harness, BS
California Polytechnic State University

Randy Sides, BA
Middle Tennessee State University, Tennessee

### Business
Department Head:
Cynthia Hanna, BA
Sonoma State University, California

Instructors:
Rose Batzdorff, BA, MA
University of Colorado
University of Northern Colorado

Karen Longhetto, BA
San Diego State University, California

Carl Oeschger, BA, A+
San Diego State University, California
Empire College, California

Cynthia Ott, AA, BS, MS
Santa Rosa Junior College, California
University of San Francisco, California
California State University, East Bay

Evelyn Wilson, BA, BA, JD
University of Washington, Seattle
U.C. Hastings College of Law, California

### Information Technology
Department Head:
Ryan Donham, AA, MCP, MCTS, CCNA, CCAI, CCDA, A+, Network+, Security+, CySA+, PenTest+
Empire College, California

Instructors:
Marc Hunter, AA, A+, Network+, MCP
Empire College, California

Brandan Merrick, AA, A+, Network+, MCP, MCSA
Empire College, California

### Legal
Department Head:
Laura Krieg, CLA, BA
Sonoma State University, California

Instructors:
Deborah Cain, CLA, AA, B.Ed., M.Ed.
Empire College, California
Gonzaga University, Washington
Holy Names University, California

Eric Young, BA, JD
University of Illinois
Golden Gate University, California

# Faculty

## Medical
Department Head:
 Shannon Tinsley, CCMA-AC
 Empire College, California

Instructors:
 Rebecca Bovee, CPC, AS, AA
 Maric College, California
 San Diego Mesa College, California

 Paula Gregerson, AA
 Santa Rosa Junior College, California

 Barbara Harland
 Empire College, California
 Santa Rosa Junior College, California

 Ryan Howard, NCMA, BS, MA
 California State University, Fresno
 Sonoma State University, California
 Empire College, California

 Leslie Randall-Greenwood, BA, CCMA-AC
 Sonoma State University, California

 Melissa Vineyard, RN, AB, BS
 University of Nebraska Medical Center

## Phlebotomy
Phlebotomy Program Director:
 Jon Drew, BS, CLS, MT (ASCP)
 San Francisco State University,
 California
 Sonoma State University, California

Instructors:
 Patricia Webb, CPT-1, BA
 Sonoma State University, California

# Admissions

## Application Requirements

Candidates for admission must submit the following:

1. A completed application for enrollment together with a fee of $150; AND

2. An official copy of the high school transcript verifying graduation from a high school that is accredited by a USDE-approved agency (or, if unavailable, a copy of the high school diploma); OR

   An official report of the General Education Development (GED) Exam scores verifying successful completion of the GED; OR

   A High School Proficiency Certificate.

   Foreign transcripts must be translated and certified by a credential evaluation service for equivalency.

   Applicants who possess none of the above may take individual classes not constituting a full program by passing the Wonderlic Scholastic Level Exam with a minimum score of 16 and meeting any course prerequisites. Less-than-full program students will be assessed an hourly rate based on the courses taken, as well as applicable fees. A certificate of completion, not a diploma, is awarded upon passing the course. Less-than-full program students are not eligible for financial or career services assistance.

3. College transcripts of all work completed if the student wishes to apply for transfer credit.

   Students applying for veterans benefits must supply all transcripts from prior colleges before Empire can send their certification to the Veterans Administration.

## Acceptance Criteria – High School Graduates or Equivalent

Several factors are considered in determining a student's acceptability for enrollment in the Business School at Empire College, such as prior education, personal motivation, goals and attitude toward education, and the student's ability to benefit from the field of training undertaken.

All applicants, except two-year and four-year college graduates, are required to take the Wonderlic Scholastic Level Exam (SLE). Results of this examination will be used to evaluate the applicant's ability to successfully complete Empire's instructional programs. Students scoring below 16 will not be admitted into a full program at the College. The Director of Education has the final authority to accept or reject all applicants.

Some of the programs also have a typing speed prerequisite. Requirements for acceptance into each of Empire College's programs are listed in the following table.

## Admissions Requirements By Program

| PROGRAM | SLE Score |
|---|---|
| **Accounting and Bookkeeping** | |
| Specialized Associate Degree – Accounting | 17 |
| Accounting with Entrepreneurship Emphasis | 16 |
| Accounting with Certification Emphasis * | 16 |
| **Business** | |
| Specialized Associate Degree – Business | 17 |
| Business Management Professional | 16 |
| Accelerated Business Professional * | 16 |
| Business Office Professional | 16 |
| **Information Technology** | |
| Specialized Associate Degree – Information Technology | 18 |
| I.T. Support Specialist | 17 |
| **Legal** | |
| Specialized Associate Degree – Paralegal | 17 |
| Paralegal Studies | 17 |
| Legal Office Assistant | 15 |
| **Medical** | |
| Specialized Associate Degree – Administrative Medical Professional | 16 |
| Specialized Associate Degree – Clinical Medical Professional | 16 |
| Clinical Medical Assistant | 14 |
| Medical Assistant Essentials | 14 |
| Medical Administrative Assistant | 14 |
| Medical Billing and Coding Technician | 14 |
| Phlebotomy Technician | 14 |
| **Less Than Full Program/ Individual Classes** | 14 |

\* Keyboarding Prerequisite:  30 NWPM

## Continuing Education

Empire College offers short-term, non-credit continuing education coursework for individuals and groups that is customizable based on previous experience and the desired learning outcomes. These courses are not degree-applicable and do not apply toward credit needed to graduate in an academic program. Students completing Continuing Education coursework, or completing academic courses on a non-credit basis, must be beyond compulsory age but do not need to meet the other admissions requirements. Permission is required to complete academic courses for non-credit.

## Foreign Student Admission

The College does not offer programs to foreign students with M-1 or F-1 visas nor does it offer English language services. All instruction occurs in English. English language proficiency is determined by results of the Test of English as a Foreign Language (TOEFL).

## Equal Opportunity Policy

Empire College grants students of any race, color, ethnic origin, age, sex, or sexual orientation all rights, privileges, programs, and activities generally made available to students at the School. The College does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.

## New Student Orientation and Registration

A New Student Orientation is held during the week before each Start Date to familiarize students with the College and its facilities, policies, and procedures. Students will have the opportunity to meet other new students, as well as members of the staff. During orientation, students receive their schedules and other materials that acquaint them with the College. In addition, photographs are taken at orientation and are used to create Student Identification Cards.

New students should plan to arrive 20 minutes prior to their first class on the starting day of classes. They will receive books and a complimentary bookbag before starting class. A new student must complete the Registration process before attending class.

## Credit for Previous College Training/ Experiential Learning

A student may receive credit for certain classes by successfully passing the examinations with a grade of B, by demonstrating keyboarding or 10-key speed requirements, or by providing a transcript of credits from an approved college indicating successful completion of the class with a minimum grade of C. Some classes at Empire College have requirements which cannot be satisfied by examination or transfer credit. For example:

MDN163A–Injections and Surgical Assisting

MDN163B–Injections and Surgical Assisting Skills Lab A

MDN163C–Injections/Surgical Asst. Skills Lab B

MDN164A–EKGs and Capillary Puncture

MDN164B–EKGs/Cap. Puncture Skills Lab A

MDN164C–EKGs/Cap. Puncture Skills Lab B

MDN166A–Phlebotomy and Urinalysis

MDN166B–Phlebotomy/Urinalysis Skills Lab A

MDN166C–Phlebotomy/Urinalysis Skills Lab B

MNN331–Professional Portfolio Project.

The Director of Education has the final authority in determining which classes can be satisfied by transfer or examination.

Interested students should see the Director of Education or Department Head at Orientation for scheduling of exams. The Director of Education or Department Head will determine applicability on an individual basis, depending in part upon an evaluation of prior course work as well as a transcript of the grades received. There is no fee for this assessment.

The College does not award credit for experiential learning.

If class requirements are satisfied by transfer of credit from another college, tuition will be adjusted accordingly. Transfer of credit should take place prior to the student entering school and must be substantiated with an official college transcript.

If class requirements are satisfied by examination, a student will be entitled to class substitution at no charge, provided that the substitute class is of equal or lesser class hours and that space is available in a scheduled class. Substituted classes must be completed within the regular enrollment period of the student's program. No more than 50 percent of coursework from another institution may be transferred into the School of Business. The Director of Education has the final authority to determine transferability and applicability of credit in the general education area including the natural sciences, social sciences, humanities, English, and mathematics/analytical thinking.

For all veterans and VA eligible persons, the Director of Education will conduct an evaluation of previous education and training, grant credit, and shorten the training period proportionately. The Director of Financial Aid notifies the Veterans Administration and student accordingly.

### Student Responsibility

It is the student's responsibility to read and understand the provisions of this Catalog. Any questions regarding College policies should be addressed and satisfied prior to starting classes.

# Student Services

### Advising and Guidance

Guidance is considered one of the College's most important services. Vocational and personal guidance begins at the time a prospective student indicates an interest in Empire College, and continues throughout and beyond the term of education. Our goal is to support our students and assist them in reducing any barriers which might interfere with their studies.

**Vocational Guidance:** Our Admissions Office offers vocational guidance to help students set career goals and to select the most suitable educational programs. The SLE Self-Administering Test of Mental Ability and the Career Placement Aptitude Test are used. Students wishing to pursue a double major must have the prior approval of the Director of Education.

**Educational Advising:** The Director of Education, Evening School Dean, and Student Success Advisors are available to assist students with academic advising. Any student having difficulty with a particular class or scheduling should see the Education Department.

**Instructional Assistance:** Instructors are available during school hours to assist students in making arrangements for special help. Students needing an instructor's help should meet with the instructor, the Department Head, or the Education Department to discuss their individual needs.

**Tutoring:** An on-campus tutoring center, located in Room 219, is available to all students at no additional charge. Hours are Monday through Thursday from 8:00 to 9:00 a.m. and 3:15 to 5:15 p.m. (Additional Tuesday/Thursday afternoon hours will be available during some modules.) The tutoring center is staffed by current student(s) under the supervision of an instructor. Some programs provide additional tutoring if a student tutor is available. Students may be enrolled in GBN099, a non-credit/no-cost class that provides additional academic resources for students.

**Personal Guidance and Referral:** Students with personal problems are encouraged to talk with the Student Success Advisor, the Director of Education, or Evening School Dean. Since the College maintains an open-door policy, all members of the staff are accessible and encouraged to help students in any way they can. Many students find that the support, assistance, and referral services received can reduce or eliminate problems which, if addressed, might improve progress in school.

**Satisfactory Progress Advising:** Students who are not achieving Satisfactory Progress, as defined on page 18 of this Catalog, may be required to meet with the Director of Education, Evening School Dean, or Student Success Advisor to review their progress and develop a plan for improvement.

### Career Placement Assistance



Empire College is as successful as its graduates. Our reputation and ultimate growth are dependent upon producing high-caliber employees and placing them in meaningful employment. For this reason, we maintain a vital interest in the job placement of our graduates and matriculating students.

*A full-time staff guides graduates with job placement assistance.*

Students who have completed a program and have achieved a 2.0 overall grade point average and 80 percent attendance are eligible to receive placement assistance. Job notices are posted and résumés are accepted from qualified graduates to be forwarded to employers. Résumé preparation and interview techniques are directly addressed in all basic class work.

Full-time students who need to work while they are attending school and who are able to maintain satisfactory academic progress are assisted in securing part-time employment.

Placement assistance is available to all past graduates. Your success is our concern when you leave school and throughout your future.

### Housing

Empire College does not have on-campus housing nor does it assist students in finding housing. However, the College is centrally located in Santa Rosa with many apartment complexes nearby. The approximate monthly cost of an apartment ranges from $800 to $1350. Housing resource information is available to all prospective students from the Admissions Office.

### Transportation and Parking

Golden Gate Transit serves the campus and connects with Sonoma County Transit and Santa Rosa City Transit in the downtown area, making it possible to commute by bus to school from many locations within Sonoma County. The bus stop is conveniently located in front of the College.

Freeway access is convenient. Parking space at the College is ample.

### Eating Facilities

Vending machines and microwave ovens are provided in the College's student lounge, and many restaurants are located within a short distance as well.

### Americans with Disabilities Act

Empire College acknowledges that the building provides facilities which meet city, state, and federal regulations. The services provided are specially designed restroom facilities, drinking fountains, parking stalls, handrails, and ramps.

Empire College will make a reasonable accommodation to all individuals with disabilities to attend unless it imposes an undue hardship on the College's operation. A copy of the College's Americans with Disabilities Act Policy is available from the Director of Education.

### Bookstore

For the convenience of students and faculty, the College operates a bookstore which stocks texts and supplies needed for study at the College. Students are not required to purchase their materials from Empire College, however.

### Lockers

Locker space is available to students within the College premises. Generally students receive locker assignments during the first week of class. Students must provide their own locks.

### Study Groups

The College fosters study groups in several of its classes. The purpose of the groups is to provide student interaction and teamwork as well as build leadership qualities and reliance on the group to solve problems and generate ideas.

### Student Activities

Empire College hosts a variety of open houses and holiday parties throughout the year for students and their families. Easter festivities include an egg hunt for the children. Halloween can be an extremely colorful day, as both students and staff vie for showing their most original disguises and costumes. Everyone is invited to join the Holiday Party and Raffle, held before winter vacation, at which youngsters are able to visit with Santa Claus.

The College holds Graduation Ceremonies in the summer, honoring all students who have completed their programs. These events, with guest speakers and presentation of

awards, give everyone a chance to celebrate our students' success.

Participation and membership in student and professional organizations provide students the opportunity for community service and networking in the following organizations:

- Institute of Management Accountants
- International Association of Administrative Professionals
- Tech Club
- Empire Legal Student Association (in affiliation with Redwood Empire Association of Paralegals)
- Medical Assistants of Sonoma County.

## Library

The College maintains a 1,000 square foot law library (one of two in the county) for use principally by law students as well as business students in the legal programs. The library meets or exceeds requirements for the California Committee of Bar Examiners.

The library facilities include computer access to Lexis/Nexis, Westlaw, and a variety of legal software programs.

The College also maintains an electronic library (e-library), centered around ProQuest Online Services, which is an online library database . Because the e-library is Web-based, all resources can be accessed from any Internet-enabled computer, either on- or off-campus.  All proprietary College material is password-protected, thus preventing unauthorized access. All Business School students are provided the password upon commencing their studies at Empire College.

In addition, instructional resource materials are distributed throughout the College in the various classrooms. Material content and types of resources are unique to the specialty areas that are being taught in each classroom.  These materials are readily accessible to students as well as faculty, who

are encouraged to use them as part of the learning and teaching system. Each department has a uniform system for checking out books.

Computers are used as an integral part of the learning environment and are considered a part of the library facilities. High-speed and wireless Internet access is used as a library resource in several courses and classrooms. The College maintains a website at www.empcol.edu

.



*The Law Library houses over 10,000 volumes along with extensive computerized legal resources.*

# Policies and Regulations

## Appearance Guidelines

A future in the business community is the goal of every student at the College. Part of the process of training for a career is developing a businesslike attitude toward your appearance. It is recommended that students begin to develop that attitude by dressing appropriately at school and by choosing clothing carefully in order to start or improve a business wardrobe.

Students' attire should be comfortable for a learning environment yet build toward their future career. The following attire is not considered appropriate at school: head coverings, shorts, jogging suits or sweats, bare midriff tops, revealing clothing, micro-mini skirts, tank tops, bare feet, flip flops, untidy clothing, and piercing jewelry other than earrings. The College reserves the right to determine the appropriateness of appearance consistent with professional standards.

Display of gang colors, clothing, insignia, or hand signals is strictly forbidden and a violation of the Student Conduct Policy (see page 16).

All Medical programs have appearance guidelines appropriate to those professions.

## Definition of Credit

For all purposes, 12 contact hours of direct instruction with an additional 16.5 hours of out-of-class student work = 1 quarter credit; 24 contact hours of work in laboratory activities = 1 quarter credit; and 30 hours of practicum (or externship) = 1 quarter credit. A contact hour is equal to 50 minutes of instruction.

## Class Hours

Full-time day students attend College five or six hours per day, Monday through Thursday. Day classes may start as early as 8 a.m. and may end as late as 3:10 p.m. Evening classes are scheduled from 5:00 p.m. to 9:40 p.m. Monday through Thursday.

Instructors are available for meetings and help on Fridays. Lab instructors are avail-able on Fridays from 8:00 a.m. to 3:00 p.m. and Saturdays from 9:00 a.m. to 1:00 p.m.

The College reserves the right to alter class schedules and make changes at any time, as necessary.

## Out-of-Class Student Work Expectation (Homework Policy)

In addition to class time, students should plan to spend two hours per week for each hour of lecture class on homework assignments.

## Make-Up Work

Students who have been absent must make arrangements with their instructor immediately upon returning to maintain course material in appropriate sequence and make up all required work. In special circumstances, these same courses may be delivered in an alternative style.

## Class Size

Class size will vary. The maximum scheduled for laboratory classes is 40, and the maximum scheduled for lecture classes is 48 students. Phlebotomy classes are limited to 14 students.

## Class Substitution

The Director of Education has the right to substitute appropriate classes. Substitutions are predicated on student employability, graduation deadline, or when deemed to be in the best interest of the student.

## Class Scheduling

Students will receive a new schedule every six weeks. Students who take additional classes outside of their programs as designated on their enrollment agreements may do so only with the approval of the Director of Education.

The factors that will be taken into consideration in allowing students to take these additional classes are:
1. Student is progressing on schedule;
2. The additional classes do not conflict with required classes;
3. The classroom has space availability;

4. Student is not currently in grace period.

Students who take these approved additional classes will be charged tuition along with the cost of books and supplies.

### Adding and Dropping Classes
Any student wishing to add or drop a class must do so with the approval of the Director of Education, or Evening School Dean. Students may request to drop a class during the first week of each module. During weeks 2 and 3 of each module, students may request to be withdrawn from a class and will have a "W" posted on their transcript. During Week 4, a student may withdraw from class only with instructor permission. During Weeks 5 and 6, the student will receive the grade earned.

Adding or dropping a class may affect Satisfactory Progress, Graduation Requirements, and disbursement of financial aid. Students will be advised of the implications of such a change.

### Program Change
Counseling is provided for students who wish to change their programs. Application and approval for such changes rest with the Director of Education and Financial Aid Officer.

New students wishing to change their programs during the first module of classes will have their tuition adjusted to the new program rate.

For students who wish to change their programs after the first module of school, the tuition of the new program will be based upon the hours to be completed, together with the cost of the previously scheduled hours in the old program.

If a student requests or is required to change programs, Satisfactory Academic Progress will apply to all classes in the new program.

In the event a student is enrolled in a program and subsequently wishes to change to another program with a higher entrance test requirement, the student must have the approval of the Director of Education.

### Honors Program
The College has established an Honors Program to recognize students with outstanding academic and attendance achievements. President's Honors are awarded to students with GPAs from 3.85 to 4.0 and no Incomplete or F grades. Dean's Honors are awarded for GPAs from 3.45 to 3.84 and no Incomplete or F grades. Attendance Honors are awarded to students who achieve 97 to 100 percent attendance.

Honors Lists are published in the school newspaper. Students who are on the Honors List after completion of two quarters, as well as at the end of their programs, are awarded an Honors Pin and Letter of Recognition.

### Graduation Requirements
Students will be eligible to graduate and receive a Diploma or Degree if the following requirements have been met:
1. All required classes in the student's program have been satisfactorily completed; and
2. An overall academic grade point average of 2.0 has been achieved; and
3. An overall attendance of at least 80 percent has been attained; and
4. Keyboarding speed requirements have been attained; and
5. All financial obligations due the College have been satisfied.

Students not qualifying for a diploma in their major may petition for a diploma in another program if they have met the requirements for that program.

### Certificates of Completion
Students who are not eligible to receive a Diploma or Degree because of non-completion of all required classes in the program, attendance below 80 percent, failure to attain keyboarding speed requirements, or completion beyond the maximum time frame may be entitled to receive a Certificate of Completion listing those classes which have been successfully completed if the following requirements have been met:
1. The student attended school through his/her scheduled graduation date; and

2.  An overall academic grade point average of 2.0 in the subjects completed has been achieved; and
3.  All financial aid obligations due the College have been satisfied.

### Student Records

Student records, which include grades, attendance, prior education and training, personal achievements, etc., are kept for a period of not less than five (5) years on the school premises. Academic transcripts are kept permanently.

### Transcripts

Upon written request to the Registrar, transcripts will be sent to other schools, employers, or individuals.

Official transcripts of scholastic record will not be released if students have not fulfilled their financial obligations to the College or if their student loans are delinquent or in default.

It is the policy of the institution to maintain all records at its primary administrative location for a minimum of five years. Additionally, it is the policy of the College to maintain student transcripts indefinitely.

### Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Empire College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma or certificate that you earn at Empire College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals.

This may include contacting an institution to which you may seek to transfer after attending Empire College to determine if your credits or degree, diploma or certificate will transfer.

Empire College has established articulation agreements with the University of Phoenix and Purdue University Global which provide Empire graduates the opportunity to petition for credit that will apply toward elective and general education areas within those institutions' under-graduate degree programs.

Graduates of Empire's Specialized Associate Degree programs (Accounting, Business, Information Technology, Administrative Medical, Clinical Medical, Paralegal) may transfer credits into Bachelor Degree programs offered at University of Phoenix and Purdue University Global.

### Student Conduct

All students at Empire College are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter by being thoughtful, courteous, and considerate to others.

Empire College reserves the right to suspend or dismiss any student whose conduct in the opinion of the Administration is disruptive or in any way interferes with the learning process of other students. The College further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the College. Unlawful activities on the campus will be grounds for immediate dismissal.

### Drug-Free Awareness/Drug Prevention Program

Empire College has developed a five-point program, in compliance with federal regulations, to inform all students and employees about its policies concerning illicit drugs and alcohol, the legal sanctions

relating to unlawful drug and alcohol possession or distribution, the health risks associated with substance abuse, counseling programs available, and the penalty that will be imposed if found in violation of Empire College policies.

## Harassment Policy

Verbal, physical, visual, and sexual harassment of students and employees of Empire College is absolutely forbidden. It is expected that all students will be sensitive to the feelings of others and will not act in a way that might be considered harassment by someone else.

If you think you or one of your fellow students has been the victim of harassment, you must report it immediately to the Director of Education, Evening School Dean, or the Student Success Advisor so that your report may be investigated.

## Sexual Assault

Students, staff, and faculty are required to report any sexual assault, either actual or attempted, immediately to the Director of Education, Evening School Dean, or Student Success Advisor. An immediate investigation will be made and will involve the local law enforcement authorities as required. Assault victims will be counseled and given information on local agencies that will provide support services. If applicable, the alleged offender will be placed on administrative leave of absence until a determination of guilt or innocence is reached.

The College adheres to guidelines relating to sexual assault as defined by the U.S. Office of Education.

## Smoke-Free Campus

It is the objective of Empire College to promote a safe and healthful atmosphere for students, faculty, staff and visitors on our facility by reducing the health risks associated with tobacco smoke and related products and minimizing discomfort and inconvenience to all concerned. To meet this obligation, the College has implemented a smoke-free campus.

Smoking and all other uses of tobacco are prohibited on all property in all indoor and outdoor spaces owned and controlled by Empire College. The only designated smoking area is at the kiosk located at the south end of the parking lot. Everyone is asked not to smoke in any location on campus except the specified designated smoking area.

## Student Tuition Recovery Fund

Pursuant to California Education Code §94923; Title 5, California Code of Regulations §76020-76140 Empire College School of Business participates in the state-mandated Student Tuition Recovery Fund (STRF). In the event of the school's closure, students who are California residents or enrolled in a residency program and who timely file a claim with the Bureau may be entitled to a recovery of money from the fund.

Effective January 1, 2015, the STRF assessment rate is $0.00 per $1,000 of tuition and fees. Empire College is required to collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments. If a student is a recipient of third-party payer tuition and course costs, that student is not eligible for protection under the STRF for those amounts paid by the third party.

Additional information concerning the STRF can be obtained in the Catalog Addenda and from the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818; telephone 888-370-7589.

# Satisfactory Progress Standards

**Satisfactory Progress Statement**
Empire College has specific standards students are expected to achieve in order to maintain Satisfactory Academic Progress (SAP) in their programs of study. These standards are based on grades and the completion of program requirements within a maximum time frame. Compliance with Satisfactory Progress standards has substantial effect on the disbursement of Title IV financial aid funds. All students will be requested to acknowledge receipt of the Satisfactory Progress Statement, which outlines these standards, at the time they meet with Financial Aid Office personnel and/or during their first two weeks of classes.

At Empire College, satisfactory progress for ALL students is defined by the following criteria:

1. Students are permitted to attempt up to 1.5 times the number of credit hours (units) in their program of study (maximum timeframe).
2. Failure of two or more major courses at any required evaluation point may result in withdrawal from the program, at the discretion of the Director of Education. If the student has demonstrated satisfactory progress in other coursework, a program change may be allowed. Such changes must be approved by the Director of Education.
3. Students must successfully meet or exceed the minimum GPA 2.0 and be on pace. Pace is defined as the progress through the student's educational program that will ensure completion within maximum timeframe.

All students (full- and part-time) must meet the following minimum standards of Satisfactory Academic Progress to be successful at Empire College. The student's progress will be reviewed at the end of each quarter to determine satisfactory academic progress. Lack of satisfactory progress can seriously jeopardize a student's enrollment.

**Rate of Progress Calculation**
Rate of progress is reviewed at the end of each quarter. Full-time students must successfully complete a minimum percentage of units each quarter (66.67% of total program units divided by the number of quarters in the program) to ensure that they do not exceed the maximum time frame. Students on less than full-time status for any quarter must still successfully complete 66.67% of units attempted.

In addition, students must successfully complete 36 units at the end of each academic year and have a minimum of 2.0 GPA to progress to the next year's higher loan amounts. For financial aid purposes, an academic year is defined as at least 36 weeks and at least 36 units for all students. At the end of the third quarter the student must have completed at least 36 units to be eligible for second-year loan amounts.

Students not making satisfactory academic progress are subject to the following:

**End of First Quarter Not Meeting SAP – Academic Warning:** The first time any student who is not meeting SAP at the end of any academic quarter will be placed on Warning Status and continue to be financial aid eligible. These students will meet with the Director of Education or Evening School Dean to create a Student Success Plan.

**End of Second Consecutive Quarter Not Meeting SAP – Academic Probation:** A student who does not maintain satisfactory progress will be placed on probation for the next quarter and has two alternatives:

1. Request an appeal with the Director of Education, or designee, to develop an academic plan that will ensure the student is able to meet SAP standards by

a specific time frame. The student's academic plan will be reviewed with the student during the probationary period as stated in the plan. If approved, student remains eligible for Financial Aid.

2. Student does not appeal, remains in school, and becomes ineligible for financial aid until such time as the student makes satisfactory progress.

**End of Third Consecutive Quarter Not Meeting SAP – Academic Dismissal:** Students not making satisfactory academic progress at the end of a third consecutive quarter will be dismissed.

**Appeals:** A student is allowed one (1) appeal of probation status for the length of their program.

Students on Probationary Status may appeal within five (5) days of notification of their change in status, and request to be placed on an academic plan. In order for an appeal to be considered, the student must provide the Academic Review Committee a letter that includes:

- information about the circumstances or events which prevented the student from attaining SAP. Circumstances may include death of a relative, illness or injury, or other special circumstances outside the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance.

- what has changed in order for the student to be successful.

The Director of Education will review appeals to determine whether they include the necessary information and documentation. The Director of Education will then determine whether the student is eligible for an academic plan and can regain SAP within maximum timeframe and will submit the findings to the Academic Review

Committee for a final determination. The student will be notified and meet with the Director of Education regarding the appeal decision, within five (5) days, of the final decision. There are no additional appeals processes.

**Academic Review Committee:** The Academic Review Committee is composed of the President (or Executive Vice President), Director of Education (or Evening School Dean), Financial Aid Director, and the Student Success Advisor.

The purpose of the Academic Review Committee is to review students whose academic performance do not meet Satisfactory Progress Standards and approve requests to return to school from students who attended earlier. The Academic Review Committee also reviews students whose inappropriate conduct may result in dismissal. The Committee reviews appeals and petitions for readmission.

**Transfer Credit and Change of Program/ Additional Degree:** Program changes and transfer credits will affect the overall program length and the maximum program length. When an Empire College student reenrolls, changes programs or pursues an additional degree, all grades earned in the previous enrollment(s) that apply to the new program will be reviewed. Only classes that transfer into the new program will be counted towards the College's Satisfactory Academic Progress standards to determine whether the student's progress is satisfactory.

If it is determined that the student is returning on probation, eligibility for Federal Student Aid is contingent upon repeating the classes which have caused the probation status. See "Academic Probation" above.

**Academic Probation – Veterans or VA Eligible Persons:** A veteran or VA eligible person placed on probation for unsatisfactory progress shall be dismissed if his or her academic progress remains below published standards after two quarters. If the veteran or eligible person is allowed to remain on probation beyond this period, he or she will have all veteran's benefits discontinued and any further certification of benefits terminated.

A veteran or VA eligible person whose attendance is below 90 percent after two consecutive quarters will have all veteran's benefits discontinued.

**Grading System:** Students will receive a progress report of their grades at the end of every module. Progress reports are generated and available the first Thursday of the new module. All class work is reported in terms of a letter grade as described below.

| Grade | Ranking | Grade Points |
|-------|---------|--------------|
| A | Excellent | 4.0 |
| B | Above Average | 3.0 |
| C | Satisfactory | 2.0 |
| D | Barely Passing | 1.0 |
| P | Pass | 0.0 |
| F | Failure | 0.0 |
| NG | No Grade | 0.0 |
| I | Incomplete | N/A |
| R | Repetition | See "Repeating a Course" Below |
| W | Withdrawal | N/A |
| TC | Transfer Credit | N/A |
| __T | Transfer Grade | * |

* Any grade ending in a T indicates a grade transferred from a prior program taken at Empire College; the grade points are calculated based upon the letter grade preceding the T.

Plus (+) or minus (-) do not affect grade point average and are used only to indicate a higher or lower ranking within the grade category. For classes wherein students receive a pass/fail grade, these pass/fail grades do not affect grade point average. Credit hours are earned for "Pass" grades and no credit hours are earned for "Fail" grades. All incomplete work must be submitted no later than six weeks from the end of a class, or a final grade will be assigned for the work completed.

At the completion of all subject matter in each program, the student is eligible to receive a degree, diploma, or a certificate provided each subject has been completed with no less than a "D" and a 2.0 cumulative grade point average. The grade point average for the quarter is determined by multiplying the number of credit hours (units) for each course by the number of points identified for each grade outlined above and dividing by the total number of credits for the quarter.

**Incompletes:** Students receiving a grade of "I" will be evaluated according to the minimum standards for academic progress and will be re-evaluated at the end of the following module. This grade is not included in the calculation of CGPA (cumulative grade point average), but will count as credit hours (units) attempted for the purposes of calculating the successful course completion percentage. Courses indicating an "I" at the end of the subsequent module will automatically become an "F" and will be calculated in the CGPA.

**Withdrawal from a Course:** Students who wish to change their schedule by dropping a course may do so only with the permission of the Director of Education, Evening School Dean, or Student Success Advisor/ Scheduler. Students may request to drop a class during the first week of each module. Dropping a class during the first week of the module will result in no grade or credits attempted being assigned for the course. During the second and third weeks of the module, students may request to be withdrawn from a class and the grade of

"W" will be assigned. Students may withdraw during Week 4 only with instructor approval. "W" grades are not calculated into the CGPA, but will be considered credits attempted if the student has incurred a financial obligation for the quarter and will affect the successful course completion percentage.

**Repeating a Course:** Students are required to repeat any course in which they have received a grade of "F" or have withdrawn from prior to completion. The new grade will replace the original grade for the purposes of the calculation of the cumulative grade point average. However, both courses will be considered credit hours (units) attempted for the purpose of determining successful course completion percentages. Note: Repeating classes may affect the completion time of the student's program. Repeating a failed class is allowed one time at no charge. After one free repeat, the student will be charged the current class tuition along with any additional books or supplies. If no financial aid is available to cover this additional charge, the financial obligation will be the direct responsibility of the student. The financial obligation will be discussed with the student and repayment arrangements made with the Accounting Department.

**Grace Period/Continuing Students:** Students who do not satisfactorily complete all of the courses in their programs by their graduation dates may attend up to 50% more time (i.e. grace period) with the approval of the Director of Education or Assistant Director of Education at no cost to meet graduation requirements. Specifically, the maximum additional time allowed to complete all programs requirements is:

| Program Length | Additional Quarters |
|---|---|
| 6 quarters | 3.0 |
| 5 quarters | 2.5 |
| 4 quarters | 2.0 |
| 3 quarters | 1.5 |
| 2.0-2.5 quarters | 1.0 |

Financial aid is not available during grace periods.

Any student who requires additional time beyond the maximum time frame will receive a Certificate of Completion and is not eligible to receive a Diploma/Degree even though the student has completed all course requirements for that Diploma/Degree.

Students attending during their grace periods must comply with the standards set forth in the Catalog.

## Attendance

Since students at Empire are training for their employment future, it is expected that they be in regular attendance. Students enrolling make a commitment to participate fully in their education by attending classes and communicating about any absence. It is the student's responsibility to address the issues related to his/her absenteeism, whatever the circumstances, and for obtaining material covered during an absence.

Students must attain overall attendance of 80 percent or better to meet graduation requirements. If a student does not successfully maintain a minimum of 80 percent attendance for one quarter, the student will be placed on Attendance Probation. The terms of the probation will define the next attendance review date. If at that time the student is maintaining 80 percent attendance, the Attendance Probation will be removed. If the terms of Attendance Probation have not been met, the student may be dismissed from the College.

On each day of absence, the student is required to call one of the Student Success Advisors. If the student does not call, the Student Success Advisor will contact the student. If the Student Success Advisor is unable to reach a student, the person designated to be notified in case of an emergency may be called.

### Breaks – Standard Period of Non-Enrollment (Leaves of Absence)

Guidelines from the U.S. Department of Education state that students who are Title IV recipients and who have completed at least one module may take a break (sometimes referred to as a leave of absence) for up to one quarter. Students taking a break of longer than one quarter must withdraw and re-enroll at a later date. Please see the Student Success Advisor if you are requiring a leave of absence.

### Withdrawal from School

Students considering withdrawal from the College should contact the Student Success Advisor. A student who is a Title IV recipient must see the Financial Aid Officer to be aware of the possible consequences a withdrawal may have on loan repayment terms, change in financial aid refunds (return of Title IV funds), and the resulting change in amounts owed to the College.

Should the student decide to withdraw from school, an exit interview with the Accounts Receivable Manager and/or Federal Student Loan Repayment Manager is required to complete withdrawal paperwork and to discuss student aid and financial obligations due the College. In addition, any student who withdraws or is dismissed from the College meets with the Student Loan Repayment Advisor to complete loan exit counseling.

### Grievance Procedure

Students who believe they have a grievance with the College are encouraged to first discuss the matter with the Director of Education, Evening School Dean, or Student Success Advisor prior to filing a grievance petition with the Academic Review Committee. All petitions will be reviewed. The decision made by the Academic Review Committee will be final.

If any questions have not been satisfactorily answered by the College, the student should contact the Accrediting Council for Independent Colleges and Schools or the Bureau for Private Postsecondary Education, Department of Consumer Affairs. (See page 3 of this catalog for contact information.)

Except in the case of a loan made or originated by the institution, the student's dissatisfaction with, or non-receipt of, the educational services being offered by the institution does not excuse the borrower from repayment of any Federal Subsidized/ Unsubsidized Stafford, Federal Direct Loan Program, Federal PLUS, or Federal Perkins Loan made to the borrower for enrollment at the institution.

# Financial Aid and Tuition Assistance Programs

## Scholarships

**Dean's Scholarship – High School Seniors:**
Each year Empire College offers scholarships to high school seniors who are interested in any of the Business School programs. These scholarships range from $250 to $1,500 in any program. Books and registration fees are the full responsibility of the student. The total amount of the annual scholarships is $7,000, awarded as follows:

> 4 Scholarships at $250 each
> 2 Scholarships at $500 each
> 2 Scholarships at $1,000 each
> 2 Scholarships at $1,500 each.

Students may apply for the Dean's Scholarship from January 1 to April 15 (to be recognized at a high school senior awards event), as well as throughout the year for students planning to enroll and begin classes between June and the following May.

These awards are based on academic achievements (60 percent), the applicant's letter of intent (20 percent), extra-curricular activities (10 percent), and letters of recommendation (10 percent). A committee of faculty and staff determines the points assigned to each applicant's qualifications, and the final awardees are determined by a committee chaired by one of the College's Board of Directors.

Scholarships are credited prorata each month to a student's account over the life of his or her program. In the event of withdrawal from the College, any sum not yet credited to the account will be returned to the Scholarship Fund.

**Service Organization Scholarships:** A variety of service organizations provide scholarships to high school seniors and other applicants. High school counseling offices have information on the range of awards available and the necessary application forms. You may also contact the Empire College Financial Aid Office for further information.

## Grant Programs

**Institutional Grants:** The College sets aside up to $150,000 annually for institutional grants for the Business School.

**Educational Opportunity Grants** ($2,250-$4,500): The Business School periodically awards Educational Opportunity Grants which are announced on local radio stations and in the newspaper. People submit a written statement to the Opportunity Grant Committee, which is comprised of the President, Executive Vice President, Director of Education, and Director of Admissions. The statement must show the person's commitment to their education, a goal to succeed, as well as a financial need. Out of all the applicants, the top 10% are chosen, and they have a verbal interview with one of the committee members. One person is chosen to receive free tuition for the program of their choice. The remaining applicants are then offered a grant of up to $750 per quarter for a program that is 3 to 6 quarters in length.

**GED Opportunity Grant** ($1,000-$2,000): This grant is available to students who successfully complete Empire's free GED preparation program and pass the GED exam. The GED preparation program is run under the auspcies of the Empire College Foundation, a non-profit 501c(3) educational foundation. The GED Opportunity Grant is $1,000 for diploma programs that are a minimum of one-year in academic length and $2,000 for specialized associate degree programs.

**Phlebotomy Achievement Grant** ($2,000-$3,000): This grant is available to students who successfully complete Empire's 100 hour Phlebotomy Technician certificate program and enroll in either a specialized associate degree or diploma program at Empire. The grants range from $,2000 for diploma programs that are a minimum of one-year in academic length to $3,000 for specialized associate degree programs.

**Financial aid is available for those who qualify.**

**Federal Pell Grant**  (Awards up to $6,095): Considered the ground floor program of all need-based financial aid, this program provides grant money to eligible students which requires no repayment after graduation.

**Federal Supplemental Education Opportunity Grant (FSEOG)** (Awards up to $500):  This federally funded program is designed to assist economically deprived students attain higher education. The program differs from the Pell Grant program in that the College determines eligibility. Grants are based on financial need and do not require repayment.

**Cal Grant** (Awards up to $5,672): The California Student Aid Commission manages Cal Grant – these funds are for eligible California residents and do not have to be repaid. There are three types of Cal Grant A, B, and C which each have different allotted amounts and are need-based. If you're eligible for Cal Grant you'll be assigned by the Student Aid Commission to one of these based on how you fill out your FAFSA (Free Application for Federal Student Aid)or CADAA(California Dream Act Application) and based on your GPA Verification. Students are encouraged to apply October through March 2nd each year and funding begins in Fall.

## Loan Programs

A student may borrow under the William D. Ford Federal Direct Loan Program. 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 monies not paid from federal student financial aid program funds.

**Federal Direct Subsidized Loan** (Loans up to $3500 for first-year undergraduate students):  Available at relatively low interest rates through the U.S. Department of Education, these loans are guaranteed by the U.S. Department of Education. Federal Direct Loans are based on financial need. No repayment is required when in school at least half-time or during grace or deferment periods. Interest is paid by the Federal Government while the student is in school at least half-time. Monthly payments begin six months after the student graduates, drops below half-time or withdraws from school. Students receiving Federal Direct Loan funds must maintain at least half-time status and Satisfactory Progress.

**Federal Direct Unsubsidized Loan** (Loans up to $6000 for first-year undergraduate students):  The Federal Direct Unsubsidized Loan is similar to the above; however, this loan is not based on financial need. The interest payments on a Federal Direct Unsubsidized Loan begin immediately after the loan is fully disbursed or may be added to the principal balance. Repayment is the same as above.

A student may borrow under both the Federal Direct Subsidized and Unsubsidized Loan program, but the total may not exceed the annual loan limits.

**Federal Direct Plus Loan (Parent Loans for Students)** (Loans up to the cost of education less any other financial aid): These loans enable parents to borrow on behalf of dependent undergraduates. Repayment commences as early as 60 days after the loans are made. Parents can defer payments until students are out of school.

**College Work Study:**  The Federal Work Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student's course of study.

All first-time borrowers are required to attend a loan counseling session *before* any funds are disbursed. All student borrowers also attend a loan counseling session at the end of their program. Disbursement of any grant and/or loan proceeds during the course of a student's enrollment requires maintenance of Satisfactory Progress, as defined on page 18 of this Catalog.

## Private Loan Programs

Empire College participates in a number of alternative loan programs including the Career and Community College Loan administered by Wells Fargo Bank. Information on this loan may be obtained from the Student Loan Repayment Manager or the Accounts Receivable Department.

## Other Financial Assistance

Empire College offers modified programs at a discounted tuition rate to dislocated workers who qualify for training under the Workforce Investment Act and other agencies, as well as those who may qualify for benefits at California community colleges under Deferred Action for Childhood Arrivals (DACA) or the Dream Act. A certificate of completion is awarded upon successful completion of a modified program.

Empire College programs have been funded by the following agencies:

> The State Department of Rehabilitation
>
> Private Rehabilitation Agencies
>
> The United States Bureau of Indian Affairs
>
> The California Indian Manpower Corporation
>
> The Workforce Investment Board which administers Individual Training Accounts.

Empire College's programs are approved for the training of veterans and eligible persons.

Many of our students receive assistance from these organizations. Students seeking benefits should contact the appropriate agency as early as possible for information and assistance in determining eligibility.

# Tuition Policies

### Program Tuition and Fees
Please refer to the enclosed Catalog Addenda.

### Tuition Policies
The College reserves the right to preclude students from starting classes if financial arrangements have not been finalized. Methods of payment include:

1. Financial aid;
2. Cash;
3. Empire College promissory note (Retail Installment Contract);
4. MasterCard or VISA;
5. Scholarships;
6. Private loans;
7. Other financial assistance as described on page 25 of this Catalog.

If the methods of payment include a monthly payment to cover a remaining balance, a promissory note must be signed, and interest of 1 percent per month will be charged on the unpaid balance.

Students may be suspended from classes if they fail to meet financial obligations to the College. If a monthly payment is not made within 30 calendar days of the due date, a student may be suspended from classes. If payment becomes 60 calendar days past due, a student may be subject to dismissal from the College.

### Cancellation Policy - Degree and Vocational Programs
Students have the right to cancel their enrollment for a program of instruction, without any penalty or obligations, through the third week of scheduled instruction after the first class session. After the end of the cancellation period, students have the right to stop school at any time and have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled hours in the current payment period in their program through the last day of attendance.

Cancellation may occur when the student provides a verbal notification or a written notice of cancellation (via email, mail, or hand delivery) at the following address: Empire College, 3035 Cleveland Avenue, Santa Rosa, California 95403.

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

The 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.

If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### Books and Supplies
The Empire College Bookstore is open Monday through Thursday for students to purchase supplies for their classes.

The College has a policy of repurchasing used texts from students who wish to do so if the same text will be used for future classes and is in good condition. Used workbooks cannot be returned to the Bookstore. The College maintains a complete roster of all texts required for each program.

### Modification of Program Requirements
Empire College reserves the right to modify the course requirements of its programs as necessary.

# Graduates of Empire's
# Accounting
# Programs are prepared

for positions as full-charge bookkeepers, junior-level accountants, office bookkeepers, payroll clerks, AR/AP clerks, and/or accounting/bookkeeping assistants. They are knowledgeable of accounting systems, cycles, theories, and concepts.

# Specialized Associate Degree—Accounting

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** This program is designed to prepare the graduate for a position as a full-charge bookkeeper or junior-level accountant, as well as accounting or bookkeeping assistants/clerks, and to expand a student's potential for assumption of supervisory or management responsibilities within a company. Financial and tax accounting are the foundation of this program. The general education classes emphasize critical thinking, human relations, and decision-making skills required of well-qualified accounting personnel. In addition, the program has a strong emphasis on computerized spreadsheets and computerized accounting. An internship is included for those students who meet certain requirements. In keeping with the mission of the College, the emphasis in this program is placed on marketable skills.

The student is prepared for the QuickBooks, Payroll, and Bookkeeper Certification examinations through the National Association for Bookkeepers. In addition, the student is prepared for the Microsoft Office Specialist (MOS) Certificate in Excel and the IRS Advanced Tax Certificate for the Volunteer Income Tax Assistance (VITA) program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks and 43-3051.00 - Payroll and Timekeeping Clerks
**CIP Code(s):** 52.0302 –Accounting Technology/Technician and Bookkeeping

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Accounting program, students will have demonstrated:

1. The ability to maintain a set of accounting records for a business and complete the year-end financial reporting requirements.
2. The critical thinking skills required to analyze business transactions and make the necessary judgment to ensure accounting records are maintained in accordance with Generally Accepted Accounting Principles (GAAP).
3. The ability to assist or prepare budgets and provide management advisory services on assessing costs and how they can be controlled.
4. The understanding of the Income Tax rules and regulations as they pertain to individuals and businesses and the ability to assist in preparing tax returns and assisting in the tax planning as it relates to planning future transactions.
5. A solid theoretical grasp of Generally Accepted Accounting Principles and an introduction to International Financial Reporting Standards, which will assist the student/graduate in dealing with future unfamiliar accounting situations.
6. Enhanced proficiency with the QuickBooks and Sage Peachtree accounting software programs.
7. An understanding of the importance in the workplace of various forms of communications and other human relations skills.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

# Specialized Associate Degree—Accounting

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline:  Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| ACN160A | Fundamentals of Accounting IA | 24 | 2.0 |
| ACN160B | Fund. of Accounting IB | 24 | 2.0 |
| ACN160C | Fund. of Accounting IC | 24 | 2.0 |
| ACN160D | Fund. of Accounting ID | 24 | 2.0 |
| ACN16LA | Fundamentals of Accounting IA Lab | 24 | 1.0 |
| ACN170A | Fundamentals of Accounting IIA | 24 | 2.0 |
| ACN170B | Fund. of Accounting IIB | 24 | 2.0 |
| ACN170C | Fund. of Accounting IIC | 24 | 2.0 |
| ACN170D | Fund. of Accounting IID | 24 | 2.0 |
| ACN180A | Payroll Accounting | 24 | 2.0 |
| ACN180B | Payroll Certification Preparation | 24 | 1.0 |
| ACN185 | Professional Certification Preparation | 24 | 1.0 |
| ACN190A | Federal Income Tax I | 24 | 2.0 |
| ACN190B | Federal Income Tax II | 24 | 2.0 |
| ACN190C | Federal Income Tax III | 24 | 2.0 |
| ACN190D | Federal Income Tax Certification | 24 | 1.0 |
| ACN274A | Intermediate Accounting I | 24 | 2.0 |
| ACN274B | Intermediate Accounting II | 24 | 2.0 |
| ACN274C | Intermediate Accounting III | 24 | 2.0 |
| ACN274D | Non-Profit Accounting | 24 | 2.0 |
| ACN280A | Managerial Accounting I | 24 | 2.0 |
| ACN280B | Managerial Accounting II | 24 | 2.0 |
| ACN280C | Managerial Accounting III | 24 | 2.0 |
| ACN280D | Forensic Accounting | 24 | 2.0 |
| ACN401 * | Accounting Internship | 72 | 2.0 |
| BMN142 | Business Math | 24 | 2.0 |
| BMN143 | Financial Math | 24 | 2.0 |
| BMN195A | 10-Key Keypad | 24 | 1.0 |
| CMN127B | Introduction to Word I | 24 | 1.0 |
| CMN166A | Beginning Excel | 24 | 1.0 |
| CMN166B | Intermediate Excel | 24 | 1.0 |
| CMN166C | Advanced Excel | 24 | 1.0 |
| CMN170 | Microsoft Office Fundamentals | 24 | 1.0 |
| CMN175 | Financial Analysis with Excel | 24 | 1.0 |
| CMN185A | QuickBooks Pro I | 24 | 1.0 |
| CMN185B | QuickBooks Pro II | 24 | 1.0 |
| CMN185C | QuickBooks Certification | 24 | 1.0 |
| CMN240A | Sage 50 I | 24 | 1.0 |
| CMN240B | Sage 50 II | 24 | 1.0 |
| CMN310K | Comprehensive Outlook | 24 | 1.0 |
| CMN320F | Excel Certification Preparation | 24 | 1.0 |

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| ENN101A | Business English - Grammar | 24 | 2.0 |
| ENN101B | Business English - Punctuation | 24 | 2.0 |
| ENN300A | Business Correspondence I | 24 | 1.0 |
| GBN101 | Career Transitions | 24 | 2.0 |
| MNN120 | Fundamentals of Law in Business | 24 | 2.0 |
| MNN230A | Entrepreneurship: Creating a Business | 24 | 2.0 |
| MNN230B | Entrepreneurship: Financing and Marketing a Business | 24 | 2.0 |
| MNN230C | Entrepreneurship: Managing a Business | 24 | 2.0 |
| MNN335A | Presentation Skills | 24 | 2.0 |

**General Education**

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| CMN100 | Computer Literacy | 24 | 1.0 |
| ENN303A | Management Communications I | 24 | 2.0 |
| ENN303B | Management Communications II | 24 | 2.0 |
| GBN050 | Information Literacy | 24 | 2.0 |
| GBN200A | Human Relations I | 24 | 2.0 |
| GBN200B | Human Relations II | 24 | 2.0 |
| MAN101 | Introduction to Algebra | 24 | 2.0 |
| PHN101 | Ethics in Technology and Society | 24 | 2.0 |
| | Total: | 1440 | 96.0 |
| | Total Weeks/Quarters: | 72/6 | |

**Keyboarding Speed Graduation Requirement:**

30 NWPM

\* See eligibility requirements under "Class Descriptions."

# Accounting with Entrepreneurship Emphasis

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** This program is designed to prepare the graduate to organize a successful business. The entrepreneurship aspect incorporates training in formulating a business, and the accounting courses teach students to analyze data and make calculated decisions to achieve positive bottom-line results. Graduates will be able to establish their own bookkeeping business, or they are also capable of seeking employment as an entry-level accounting clerk or bookkeeper.

The student is readied for the QuickBooks, Payroll, and Bookkeeper Certification examinations through the National Association for Bookkeepers. In addition, the student is prepared for the Microsoft Office Specialist (MOS) Certificate in Excel and the IRS Advanced Tax Certificate for the Volunteer Income Tax Assistance (VITA) program, if elected.

Note: All units in this program are transferable to the Specialized Associate Degree – Accounting program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks and 43-3051.00 - Payroll and Timekeeping Clerks
**CIP Code:** 52.0302 – Accounting Technology/Technician and Bookkeeping

**Expected Educational Outcomes:** Upon completing the Accounting with Entrepreneurship Emphasis program, students will have demonstrated:

1. The capability of maintaining a set of accounting records in accordance with Generally Accepted Accounting Principles (GAAP) including the payroll and income tax components.
2. The ability to utilize various accounting software and analyze the financial data results for a business.
3. The understanding of the necessary components for a small business startup, such as financing, managing, and contract law.
4. The knowledge of Microsoft Office and Outlook software plus presentation skills for the marketing and distribution of business services.

**Diploma** awarded upon successful completion of all graduation requirements.

# Accounting with Entrepreneurship Emphasis

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline:  Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units | Class No. | Class Title | Hours | Qtr. Units |
|-----------|-------------|-------|------------|-----------|-------------|-------|------------|
| ACN160A | Fundamentals of Accounting IA | 24 | 2.0 | CMN170 | Microsoft Office Fundamentals | 24 | 1.0 |
| ACN160B | Fund. of Accounting IB | 24 | 2.0 | CMN175 | Financial Analysis with Excel | 24 | 1.0 |
| ACN160C | Fund. of Accounting IC | 24 | 2.0 | CMN185A | QuickBooks Pro I | 24 | 1.0 |
| ACN160D | Fund. of Accounting ID | 24 | 2.0 | CMN185B | QuickBooks Pro II | 24 | 1.0 |
| ACN16LA | Fundamentals of Accounting IA Lab | 24 | 1.0 | CMN185C | QuickBooks Certification | 24 | 1.0 |
| ACN170A | Fundamentals of Accounting IIA | 24 | 2.0 | CMN240A | Sage 50 I | 24 | 1.0 |
| ACN170B | Fund. of Accounting IIB | 24 | 2.0 | CMN240B | Sage 50 II | 24 | 1.0 |
| ACN170C | Fund. of  Accounting IIC | 24 | 2.0 | CMN310K | Comprehensive Outlook | 24 | 1.0 |
| ACN170D | Fund. of Accounting IID | 24 | 2.0 | CMN320F | Excel Certification Preparation | 24 | 1.0 |
| ACN180A | Payroll Accounting | 24 | 2.0 | ENN101A | Business English - Grammar | 24 | 2.0 |
| ACN180B | Payroll Certification Preparation | 24 | 1.0 | ENN101B | Business English - Punctuation | 24 | 2.0 |
| ACN185 | Professional Certification Preparation | 24 | 1.0 | ENN300A | Business Correspondence I | 24 | 1.0 |
| ACN190A | Federal Income Tax I | 24 | 2.0 | GBN101 | Career Transitions | 24 | 2.0 |
| ACN190B | Federal Income Tax II | 24 | 2.0 | MNN120 | Fundamentals of Law in Business | 24 | 2.0 |
| ACN190C | Federal Income Tax III | 24 | 2.0 | MNN230A | Entrepreneurship: Creating a Business | 24 | 2.0 |
| ACN190D | Federal Income Tax Certification | 24 | 1.0 | MNN230B | Entrepreneurship: Financing and Marketing a Business | 24 | 2.0 |
| BMN195A | 10-Key Keypad | 24 | 1.0 | MNN230C | Entrepreneurship: Managing a Business | 24 | 2.0 |
| CMN100 | Computer Literacy | 24 | 1.0 | MNN335A | Presentation Skills | 24 | 2.0 |
| CMN127B | Introduction to Word I | 24 | 1.0 | | | | |
| CMN166A | Beginning Excel | 24 | 1.0 | | Total: | 960 | 60.0 |
| CMN166B | Intermediate Excel | 24 | 1.0 | | Total Weeks/Quarters: | 48/4 | |
| CMN166C | Advanced Excel | 24 | 1.0 | | | | |

**Keyboarding Speed Graduation Requirement:**
30 NWPM

# Accounting with Certification Emphasis

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** This is a short-term, entry-level program designed to prepare students for employment as bookkeeping assistants, office bookkeepers, payroll practitioners, AR/AP clerks, or as a data entry worker. It is tailored for those with previous college education and/or work experience to meet the demands of today's employer. The certificates validate a graduate's capability to work within various accounting areas and showcase for employers the applicant's trainable skills in an employer's processes which can substitute for experience. Employable skills, vocationally directed, are in keeping with the mission of the College.

The student is readied for the QuickBooks, Payroll, and Bookkeeper Certification examinations through the National Association for Bookkeepers. In addition, the student is prepared for the Microsoft Office Specialist (MOS) Certificate in Excel and the IRS Advanced Tax Certificate for the Volunteer Income Tax Assistance (VITA) program, if elected.

**Prerequisites:** (1) Net keyboarding speed of 30 WPM on a 5-minute timing, and (2) College transcript indicating completion of 30 semester units/45 quarter units, or résumé outlining three years of office work experience, and/or interview with and approval of the Accounting Department Head.

Note: All units in this program are transferable to the Specialized Associate Degree – Accounting program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks and 43-3051.00 - Payroll and Timekeeping Clerks
**CIP Code:** 52.0302 – Accounting Technology/Technician and Bookkeeping

**Expected Educational Outcomes:** Upon completing the Accounting with Certification Emphasis program, students will have demonstrated:
1. The ability to maintain a set of accounting records for a business and complete the year-end financial reporting requirements.
2. The knowledge to enter employees' information into the payroll records and post changes plus audit timekeeping records.
3. Enhanced proficiency with the Excel and QuickBooks software programs.
4. The understanding of the Income Tax rules and the ability to assist in preparing income tax returns for individuals and businesses.

**Diploma** awarded upon successful completion of all graduation requirements.

# Accounting with Certification Emphasis

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline:  Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| ACN160A | Fundamentals of Accounting IA | 24 | 2.0 |
| ACN160B | Fund. of Accounting IB | 24 | 2.0 |
| ACN160C | Fund. of Accounting IC | 24 | 2.0 |
| ACN160D | Fund. of Accounting ID | 24 | 2.0 |
| ACN16LA | Fundamentals of Accounting IA Lab | 24 | 1.0 |
| ACN180A | Payroll Accounting | 24 | 2.0 |
| ACN180B | Payroll Certification Preparation | 24 | 1.0 |
| ACN185 | Professional Certification Preparation | 24 | 1.0 |
| ACN190A | Federal Income Tax I | 24 | 2.0 |
| ACN190B | Federal Income Tax II | 24 | 2.0 |
| ACN190D | Federal Income Tax Certification | 24 | 1.0 |
| BMN195A | 10-Key Keypad | 24 | 1.0 |
| CMN166A | Beginning Excel | 24 | 1.0 |
| CMN166B | Intermediate Excel | 24 | 1.0 |
| CMN166C | Advanced Excel | 24 | 1.0 |
| CMN185A | QuickBooks Pro I | 24 | 1.0 |
| CMN185B | QuickBooks Pro II | 24 | 1.0 |
| CMN185C | QuickBooks Certification | 24 | 1.0 |
| CMN320F | Excel Certification Preparation | 24 | 1.0 |
| GBN101 | Career Transitions | 24 | 2.0 |
| | Total: | 480 | 28.0 |
| | Total Weeks/Quarters: | 24/2 | |

# Graduates of Empire's
# Business Programs



## have acquired comprehensive

customer/guest service and administrative skills. They are prepared to assume responsible positions where self-initiative and top-quality computer, communication, and marketing skills are important.

# Specialized Associate Degree — Business

<span style="color:red">No longer enrolling new students in this program effective February 5, 2020.</span>

**Objective:** This program is designed to prepare the graduate to be a leader and decision maker in business and other organizations. The classes will prepare the student for assumption of supervisory or management responsibility within an organization. This multidiscipline program concentrates on critical thinking and decision-making skills with special emphasis on business management, software and/or hospitality certifications, marketing, leadership, and technology trends. Other current topics include social media marketing, human resource management, accounting principles, and salesmanship. A comprehensive 120-hour internship is included for those students who qualify. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills. The entrepreneurship emphasis includes creating, financing, marketing, and managing a business. Special emphasis is placed on the accounting essentials and the legal aspects in business.

Graduates qualify for entry-level positions in project management, office management, administrative management, guest service management, or entrepreneurship in a variety of career fields, as well as administrative specialists/assistants or administrative support positions.

The Specialized Associate Degree – Business program prepares the student for a variety of certificates and certifications:

**Certificates:** Certified Guest Professional and Sonoma County Tourism Ambassador

**Certifications:** Microsoft Office Specialist (MOS) in Word, Excel, Outlook, and PowerPoint

Note: Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Microsoft exams may be taken at the on-campus VUE Testing Center.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-6011.00 - Executive Secretaries and Executive Administrative Assistants; 43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
**CIP Code:** 52.0401 – Administrative Assistant and Secretarial Science, General

# Specialized Associate Degree — Business

No longer enrolling new students in this program effective February 5, 2020.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree - Business program, students will have demonstrated:

1. An ability to provide, express, and achieve exceptional service.
2. A comprehensive understanding of salesmanship and marketing.
3. An in-depth understanding of the software utilized in the business setting including word processing, spreadsheet, desktop publishing, Outlook, and presentations.
4. An ability to apply accounting essentials, business law concepts, planning, presentation, critical thinking, and decision-making management skills.
5. An understanding of ethical and professional practices and appropriate business professionalism.
6. An understanding of social media marketing and its influence.
7. A basic knowledge of the California wine industry.
8. A competence in using language arts to produce professional documents and correspondence.
9. An understanding of accounting procedures including Excel, QuickBooks, and payroll.
10. An understanding of the advanced software features of Outlook including Microsoft certification preparation.
11. An understanding of business contracts and business forms.
12. A working knowledge of entrepreneurship principles including the process to create, finance, market, and manage businesses or other organizations.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

# Specialized Associate Degree — Business

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline: Core Classes

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| ACN160A | Fundamentals of Accounting IA | 24 | 2.0 |
| ACN16LA | Fundamentals of Accounting IA Lab | 24 | 1.0 |
| ACN160B | Fundamentals of Accounting IB | 24 | 2.0 |
| ACN180A | Payroll Accounting | 24 | 2.0 |
| BMN141 | Math Review | 24 | 1.0 |
| BMN142 | Business Math | 24 | 2.0 |
| BMN143 | Financial Math | 24 | 2.0 |
| BMN195A | 10-Key Keypad | 24 | 1.0 |
| CMN127A | Keyboarding | 24 | 1.0 |
| CMN127B | Introduction to Word I | 24 | 1.0 |
| CMN127C | Introduction to Word II | 24 | 1.0 |
| CMN166A | Beginning Excel | 24 | 1.0 |
| CMN166B | Intermediate Excel | 24 | 1.0 |
| CMN166C | Advanced Excel | 24 | 1.0 |
| CMN185A | QuickBooks Pro I | 24 | 1.0 |
| CMN185B | QuickBooks Pro II | 24 | 1.0 |
| CMN186A | Publisher I | 24 | 1.0 |
| CMN310K | Comprehensive Outlook | 24 | 1.0 |
| CMN310P | Comprehensive PowerPoint | 24 | 1.0 |
| CMN310WA | Comprehensive Word I | 24 | 1.0 |
| CMN310WB | Comprehensive Word II | 24 | 1.0 |
| CMN320A | Word Certification Preparation | 24 | 1.0 |
| CMN320B | Excel Certification Preparation | 24 | 1.0 |
| CMN320D | PowerPoint Certification Preparation | 24 | 1.0 |
| CMN320E | Outlook Certification Preparation | 24 | 1.0 |
| ENN101A | Business English - Grammar | 24 | 2.0 |
| ENN101B | Business English - Punctuation | 24 | 2.0 |
| ENN300A | Business Correspondence I | 24 | 1.0 |
| ENN300B | Business Correspondence II | 24 | 1.0 |
| GBN101 | Career Transitions | 24 | 2.0 |
| GBN132A | Administration: Office Management | 24 | 2.0 |
| GBN132B | Administration: Records Management | 24 | 2.0 |
| GBN132C | Administration: Project Management | 24 | 2.0 |

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| HMN105 | Introduction to California Wines | 24 | 2.0 |
| HMN135 | Event Planning | 24 | 2.0 |
| HMN150A | Marketing | 24 | 2.0 |
| HMN150B | Social Media Marketing | 24 | 2.0 |
| HMN210 | Certified Guest Service Professional | 24 | 2.0 |
| MNN120 | Fundamentals of Law in Business | 24 | 2.0 |
| MNN220A | Technology Trends in Business I | 24 | 2.0 |
| MNN220B | Technology Trends in Business II | 24 | 2.0 |
| MNN230A | Entrepreneurship: Creating a Business | 24 | 2.0 |
| MNN230B | Entrepreneurship: Financing and Marketing a Business | 24 | 2.0 |
| MNN230C | Entrepreneurship: Managing a Business | 24 | 2.0 |
| MNN331 | Professional Portfolio Project | 24 | 1.0 |
| MNN335A | Presentation Skills | 24 | 2.0 |
| MNN401* | Internship | 120 | 4.0 |
| TRN146C | Salesmanship | 24 | 2.0 |

**General Education**

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| CMN100 | Computer Literacy | 24 | 1.0 |
| ENN303A | Management Communications I | 24 | 2.0 |
| ENN303B | Management Communications II | 24 | 2.0 |
| GBN050 | Information Literacy | 24 | 2.0 |
| GBN200A | Human Relations I | 24 | 2.0 |
| GBN200B | Human Relations II | 24 | 2.0 |
| MAN101 | Introduction to Algebra | 24 | 2.0 |
| PHN101A | Ethics in Technology and Society | <u>24</u> | <u>2.0</u> |
|  | Program Total: | 1440 | 90.0 |
|  | Total Weeks/Quarters: | 72/6 | |

**Keyboarding Speed Graduation Requirement:**
40 NWPM

\* See eligibility requirements under "Class Descriptions."

# Business Management Professional

<span style="color:red">No longer enrolling new students in this program effective February 5, 2020.</span>

**Objective:** This program is designed to produce a business professional with a range of computer, communication, organizational, marketing, and management skills. These careers require a high degree of initiative, critical thinking skills, leadership, and motivation. A comprehensive 72-hour internship is included for those students who qualify. Classes in the program include entrepreneurship, advanced computer applications, accounting essentials, and business law concepts. Special emphasis will be on management training and professional business practices. Graduates are prepared for entry-level management positions in project management, office management, administrative management, or entrepreneurship in a variety of career fields, as well as administrative specialist/assistant or administrative support positions. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

**Certifications:** The student is prepared for three Microsoft Office Specialist (MOS) certifications: Word, Excel, and Outlook. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center.

Note: All units in this program are transferable to the Specialized Associate Degree – Business program.

**Standard Occupational Classification (SOC) Code(s):** 43-6011.00 - Executive Secretaries and Executive Administrative Assistants; 43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
**CIP Code:** 52.0401 – Administrative Assistant and Secretarial Science, General

**Expected Educational Outcomes:** Upon completing the Business Management Professional program, students will have demonstrated:

1. An understanding of entrepreneurship, which involves creating, financing, marketing, and managing a business.
2. An ability to apply accounting essentials, business law concepts, planning, presentation, critical thinking, and decision-making management skills in business.
3. A working knowledge of the software utilized in the business setting including word processing and spreadsheets.
4. A competence in using language arts to produce professional documents and correspon-dence.
5. An understanding of ethical and professional practices appropriate in business.
6. An ability to provide, express, and achieve exceptional customer service.
7. An understanding of accounting procedures including payroll and QuickBooks.

**Diploma** awarded upon successful completion of all graduation requirements.

# Business Management Professional

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline: Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| ACN160A | Fundamentals of Accounting IA | 24 | 2.0 |
| ACN16LA | Fundamentals of Accounting IA Lab | 24 | 1.0 |
| BMN141 | Math Review | 24 | 1.0 |
| BMN142 | Business Math | 24 | 2.0 |
| CMN127A | Keyboarding | 24 | 1.0 |
| CMN127B | Introduction to Word I | 24 | 1.0 |
| CMN127C | Introduction to Word II | 24 | 1.0 |
| CMN166A | Beginning Excel | 24 | 1.0 |
| CMN166B | Intermediate Excel | 24 | 1.0 |
| CMN166C | Advanced Excel | 24 | 1.0 |
| CMN185A | QuickBooks Pro I | 24 | 1.0 |
| CMN310K | Comprehensive Outlook | 24 | 1.0 |
| CMN310P | Comprehensive PowerPoint | 24 | 1.0 |
| CMN310WA | Comprehensive Word I | 24 | 1.0 |
| CMN310WB | Comprehensive Word II | 24 | 1.0 |
| CMN320A | Word Certification Preparation | 24 | 1.0 |
| CMN320B | Excel Certification Preparation | 24 | 1.0 |
| CMN320E | Outlook Certification Preparation | 24 | 1.0 |
| ENN101A | Business English - Grammar | 24 | 2.0 |
| ENN101B | Business English - Punctuation | 24 | 2.0 |
| ENN300A | Business Correspondence I | 24 | 1.0 |
| ENN300B | Business Correspondence II | 24 | 1.0 |
| ENN303A | Management Communications I | 24 | 2.0 |
| ENN303B | Management Communications II | 24 | 2.0 |
| GBN050 | Information Literacy | 24 | 2.0 |
| GBN101 | Career Transitions | 24 | 2.0 |

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| GBN132A | Administration: Office Management | 24 | 2.0 |
| GBN132B | Administration: Records Management | 24 | 2.0 |
| GBN132C | Administration: Project Management | 24 | 2.0 |
| HMN150B | Social Media Marketing | 24 | 2.0 |
| MNN120 | Fundamentals of Law in Business | 24 | 2.0 |
| MNN220A | Technology Trends in Business I | 24 | 2.0 |
| MNN230A | Entrepreneurship: Creating a Business | 24 | 2.0 |
| MNN230B | Entrepreneurship: Financing and Marketing a Business | 24 | 2.0 |
| MNN230C | Entrepreneurship: Managing a Business | 24 | 2.0 |
| MNN331 | Professional Portfolio Project | 24 | 1.0 |
| MNN402* | Internship | 72 | 2.0 |
| PHN101A | Ethics in Technology and Society | 24 | 2.0 |
| | Total: | 960 | 57.0 |
| | Total Weeks/Quarters: | 48/4 | |

**Keyboarding Speed Graduation Requirement:**
40 NWPM

\* See eligibility requirements under "Class Descriptions."

# Business Office Professional

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** This short-term, vocationally directed program is designed to prepare graduates for employment as office assistants, word processors, administrative support, or data entry clerks in a variety of career fields. Technical and professional skills are presented as necessary components to function in today's business. Students are introduced to accounting, Microsoft Office, project management, and leadership. Emphasis on vocational training is consistent with the mission of the College.

**Certifications:** The student is prepared for Microsoft Office Specialist (MOS) certification in Outlook. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center.

Note: All units in this program are transferable to the Specialized Associate Degree – Business program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive; and 43-6011.00 - Executive Secretaries and Executive Administrative Assistants
**CIP Code:** 52.0401 – Administrative Assistant and Secretarial Science, General

**Expected Educational Outcomes:** Upon completing the Business Office Professional program, students will have demonstrated:

1. Document processing skills needed to create and edit document including Microsoft Word.
2. Computer and technology skills needed for today's technology.
3. English skills to communicate effectively.
4. File management skills.
5. Accounting essentials including Excel.
6. Administrative office skills.

**Diploma** awarded upon successful completion of all graduation requirements.

# Business Office Professional

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline: Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|-----------|-------------|-------|------------|
| ACN160A | Fundamentals of Accounting IA | 24 | 2.0 |
| ACN16LA | Fundamentals of Accounting IA Lab | 24 | 1.0 |
| BMN141 | Math Review | 24 | 1.0 |
| CMN127A | Keyboarding | 24 | 1.0 |
| CMN127B | Introduction to Word I | 24 | 1.0 |
| CMN127C | Introduction to Word II | 24 | 1.0 |
| CMN166A | Beginning Excel | 24 | 1.0 |
| CMN166B | Intermediate Excel | 24 | 1.0 |
| CMN310K | Comprehensive Outlook | 24 | 1.0 |
| CMN320E | Outlook Certification Preparation | 24 | 1.0 |
| ENN101A | Business English - Grammar | 24 | 2.0 |
| ENN101B | Business English - Punctuation | 24 | 2.0 |
| ENN300A | Business Correspondence I | 24 | 1.0 |
| GBN050 | Information Literacy | 24 | 2.0 |
| GBN101 | Career Transitions | 24 | 2.0 |
| GBN132A | Administration: Office Management | 24 | 2.0 |
| GBN132B | Administration: Records Management | 24 | 2.0 |
| GBN132C | Administration: Project Management | 24 | 2.0 |
| MNN220A | Technology Trends in Business I | 24 | 2.0 |
| MNN331 | Professional Portfolio Project | 24 | 1.0 |
| | Total: | 480 | 29.0 |
| | Total Weeks/Quarters: | 24/2 | |

**Keyboarding Speed Graduation Requirement:**

40 NWPM

# Accelerated Business Professional

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** This short-term, accelerated program is designed to prepare graduates for employment as administrative specialists, project manager assistants, office assistants, or other administrative support positions in a variety of career fields. This program is tailored for those with previous college education and/or work experience to meet the demands of today's employer. Emphasis will be on Microsoft (MOS) certification preparation in Word, Excel, and Outlook. In keeping with the philosophy of the College, the emphasis in this program is placed on certifications and vocational skills.

**Certifications:** The student is prepared for three Microsoft Office Specialist (MOS) certifications: Word, Excel, and Outlook. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center.

**Prerequisites:** (1) Net keyboarding speed of 30 WPM on a 5-minute timing, and (2) College transcript indicating completion of 30 semester/45 quarter units, or résumé outlining three years of office work experience, and/or interview with and approval of the Business Department Head.

Note: All units in this program are transferable to the Specialized Associate Degree – Business program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-6011.00 - Executive Secretaries and Executive Administrative Assistants; 43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
**CIP Code:** 52.0401 – Administrative Assistant and Secretarial Science, General

**Expected Educational Outcomes:** Upon completing the Accelerated Business Professional program, students will have demonstrated:

1. A working knowledge of computer programs used in business including word processing and spreadsheets.
2. A working knowledge of business contracts and business formations.
3. An advanced proficiency in Microsoft Word, Excel, and Outlook including (MOS) certification preparation.
4. Competence in using language arts to write and/or produce professional documents and correspondence.
5. The ability to use management skills, critical thinking, and leadership in the business setting.
6. An understanding of ethical and professional practices of the modern office.
7. A working knowledge of social media marketing and technology trends.

**Diploma** awarded upon successful completion of all graduation requirements.

# Accelerated Business Professional

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline:  Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| ACN160A | Fundamentals of Accounting IA | 24 | 2.0 |
| ACN16LA | Fundamentals of Accounting IA Lab | 24 | 1.0 |
| CMN166A | Beginning Excel | 24 | 1.0 |
| CMN166B | Intermediate Excel | 24 | 1.0 |
| CMN166C | Advanced Excel | 24 | 1.0 |
| CMN310K | Comprehensive Outlook | 24 | 1.0 |
| CMN310WA | Comprehensive Word I | 24 | 1.0 |
| CMN310WB | Comprehensive Word II | 24 | 1.0 |
| CMN320A | Word Certification Preparation | 24 | 1.0 |
| CMN320B | Excel Certification Preparation | 24 | 1.0 |
| CMN320E | Outlook Certification Preparation | 24 | 1.0 |
| ENN101A | Business English - Grammar | 24 | 2.0 |
| ENN101B | Business English - Punctuation | 24 | 2.0 |
| ENN300A | Business Correspondence I | 24 | 1.0 |
| GBN101 | Career Transitions | 24 | 2.0 |
| HMN150B | Social Media Marketing | 24 | 2.0 |
| MNN120 | Fundamentals of Law in Business | 24 | 2.0 |
| MNN220A | Technology Trends in Business I | 24 | 2.0 |
| MNN331 | Professional Portfolio Project | 24 | 1.0 |
| MNN335A | Presentation Skills | <u>24</u> | <u>2.0</u> |
|  | Total: | 480 | 28.0 |
|  | Total Weeks/Quarters: | 24/2 | |

**Keyboarding Speed Graduation Requirement:**

40 NWPM

# Hands-on experience places graduates of Information Technology Programs in demand in virtually any industry.
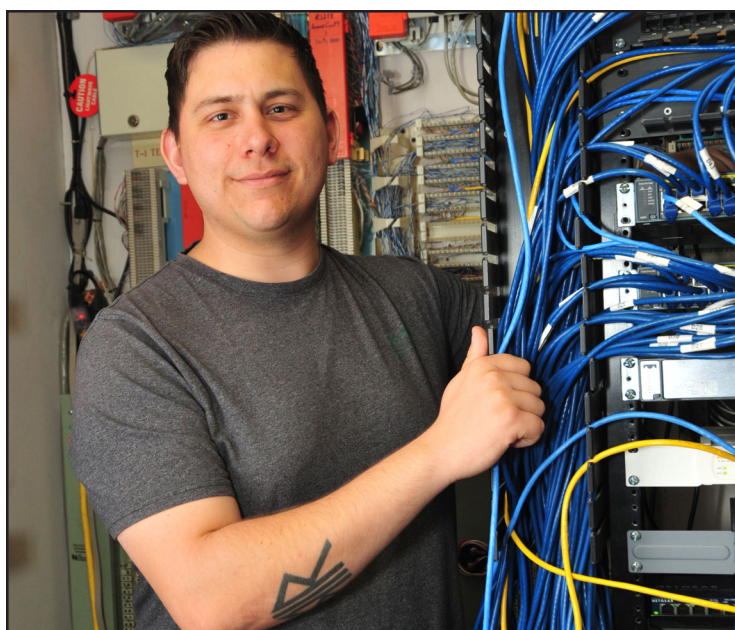


With hands-on experience in computer systems configuration as well as operating systems, graduates of Empire's IT programs are prepared for positions in hardware installation and customer support. In the advanced programs, students are trained to assume the role of network administrator.

# Specialized Associate Degree—Information Technology

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** The Specialized Associate Degree – Information Technology program is intended to give the student knowledge of a wide array of network technologies. From the program, students learn to build and troubleshoot a computer and learn the terminologies, setup, and configuration of several different network technologies. This provides students with a solid foundation from which they can then specialize in a specific field. After completion of core classes which prepare students for eight certifications, students may choose from three concentrations in Microsoft, Linux, or Security. An internship is included for those students who meet certain requirements. Graduates are prepared for entry-level positions as network administrators, network consultants, network engineers, network technicians, or systems engineers.

Certification Preparations (Core Classes):
> CompTIA A+ Technician
> CompTIA Network+
> Microsoft Certification at the product level (MCP-Microsoft Certified Professional) in four areas:
>> Windows 10 Professional, Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services
> MCSA (Microsoft Certified Solutions Associate) Windows Server 2012: With completion of the three MCP certifications (Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services) , the student will have achieved the highly regarded MCSA: Windows Server 2012 certification.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center. Exam fees vary, ranging from $60 to $225.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 11-3021.00 - Computer and Information Systems Managers; 15-1122.00 - Information Security Analysts; 15-1142.00 - Network and Computer Systems Administrators; 15-1143.00 - Computer Network Architects; 15-1152.00 - Computer Network Support Specialists
**CIP Code:** 11.1001 – Network and System Administration/Administrator

# Specialized Associate Degree—Information Technology

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline: Core Classes

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| CSN100 | Introduction to Computer Hardware | 72 | 5.0 |
| CSN111A | Command Line Interface | 24 | 1.0 |
| CSN120 | Computer Configuration and Troubleshooting | 72 | 5.0 |
| CSN140 | Advanced Computer Set-up and Communications | 72 | 5.0 |
| CSN150 | Ticketing and Troubleshooting | 24 | 1.0 |
| CSN160 | Network Plus | 72 | 5.0 |
| CSN191A | Certification Preparation I | 24 | 1.0 |
| CSN205 | Windows Server | 72 | 5.0 |
| CSN212 | Windows Server Network Infrastructure | 72 | 5.0 |
| CSN218 | Windows Server Active Directory | 72 | 5.0 |
| CSN225A | Email Client Communications | 24 | 1.0 |
| CSN242 | Windows Operating System Configuration | 72 | 5.0 |
| CSN250A | Introduction to Routers I | 24 | 2.0 |
| CSN250B | Introduction to Routers II | 24 | 2.0 |
| CSN270A | Network Mapping and Documentation | 24 | 1.0 |
| CSN400* | Information Technology Internship | 120 | 4.0 |
| GBN101 | Career Transitions | 24 | 2.0 |

### General Education

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| ENN303A | Management Communications I | 24 | 2.0 |
| ENN303B | Management Communications II | 24 | 2.0 |
| GBN050 | Information Literacy | 24 | 2.0 |
| GBN200A | Human Relations I | 24 | 2.0 |
| GBN200B | Human Relations II | 24 | 2.0 |
| GBN200C | Human Relations III | 24 | 2.0 |
| MAN101 | Introduction to Algebra | 24 | 2.0 |
| PHN101A | Ethics in Technology and Society | 24 | 2.0 |
| | Core Total: | 1080 | 71.0 |

**Keyboarding Speed Graduation Requirement:**
25 NWPM

## Program Outline: Concentrations

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| **Cybersecurity Specialist Concentration** | | | |
| **(25 units required)** | | | |
| CSN313 | Cybersecurity Fundamentals I | 72 | 5.0 |
| CSN323 | Cybersecurity Fundamentals II | 72 | 5.0 |
| CSN325 | Security Plus | 72 | 5.0 |
| CSN332 | Ethical Hacking I | 72 | 5.0 |
| CSN342 | Ethical Hacking II | 72 | 5.0 |
| | Program Total: | 1440 | 96.0 |
| | Total Weeks/Quarters: | 72/6 | |
| **Linux Specialist Concentration** | | | |
| **(25 units required)** | | | |
| CSN260 | Introduction to Linux | 72 | 5.0 |
| CSN365 | Linux Plus | 72 | 5.0 |
| CSN375 | Linux on the Desktop | 72 | 5.0 |
| CSN385 | Linux on the Server | 72 | 5.0 |
| CSN395 | Linux in the Enterprise | 72 | 5.0 |
| | Program Total: | 1440 | 96.0 |
| | Total Weeks/Quarters: | 72/6 | |
| **Microsoft Specialist Concentration** | | | |
| **(25 units required)** | | | |
| CSN219 | Advanced Windows Server | 72 | 5.0 |
| CSN231 | Enterprise Administrator | 72 | 5.0 |
| CSN236 | Exchange Server | 72 | 5.0 |
| CSN260 | Introduction to Linux | 72 | 5.0 |
| CSN325 | Security Plus | 72 | 5.0 |
| | Program Total: | 1440 | 96.0 |
| | Total Weeks/Quarters: | 72/6 | |

* See eligibility requirements under "Class Descriptions."

# Cybersecurity Specialist Concentration

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** The Cybersecurity electives are designed to give the student experience recognizing network vulnerabilities and maximizing network security. In addition, students are introduced to the Unix/Linux operating systems including setup, configuration, and user management. Students will also learn the basics of Cisco routers including setup and configuration of many LAN (Local Area Network) and WAN (Wide Area Network) technologies.

The student is prepared for ten certifications:
> CompTIA A+ Technician, Network+ and Security+
> Microsoft Certification at the product level (MCP-Microsoft Certified Professional) in four areas:
>> Windows 10 Professional, Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services
> MCSA (Microsoft Certified Solutions Associate) Windows Server 2012: With completion of the three MCP certifications (Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services) , the student will have achieved the highly regarded MCSA: Windows Server 2012 certification.
> Security Certifications in two areas: CompTIA Cybersecurity Analyst (CySA+) and CompTIA PenTest+

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center. Exam fees vary, ranging from $60 to $225.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Information Technology (Security Concentration) program, students will have demonstrated:
1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows, Linux cross platform connectivity, and numerous software products.
2. An understanding of Microsoft Windows operating systems including setup, configuration, and file and user management, as well as router configuration.
3. An ability to design and configure a PKI (Public Key Infrastructure).
4. An understanding of network data packets, the ability to create and design network firewalls and intrusion detection systems.
5. An understanding of strong authentication including the use of biometric, key fobs, and smart cards.
6. An understanding of various types of network vulnerabilities and the types of attacks used to penetrate a network.
7. The critical thinking skills required to analyze network connectivity problems and make necessary judgments to troubleshoot hardware and software.
8. The ability to interact with users/customers in a professional, businesslike manner.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

# Linux Specialist Concentration

<span style="color:red">No longer enrolling new students in this program effective February 5, 2020.</span>

**Objective:** During the Linux electives, students will be able to implement various Linux platforms and fully deploy their capabilities. These courses are designed to provide the student with the fundamental knowledge of the Linux operating system, installation, configuration, system management and troubleshooting.

There is also a study of the basic concepts of Linux File systems, Redundant Array of Independent Disks (RAID) design, backup procedures, SAMBA (Windows interconnectivity), IP routing, Domain Name Service (DNS), Postfix and Dovecot email servers, Apache Web Server, network file system, security models and standards, authentication, and KVM virtualization. Students will also learn the basics of Cisco routers including setup and configuration of many LAN (Local Area Network) and WAN (Wide Area Network) technologies.

The student is prepared for ten certifications:
CompTIA A+ Technician, Network+ and Linux+
Microsoft Certification at the product level (MCP-Microsoft Certified Professional) in four areas:
  Windows 10 Professional, Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services
MCSA (Microsoft Certified Solutions Associate) Windows Server 2012: With completion of three MCP certifications (Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services) , the student will have achieved the highly regarded MCSA: Windows Server 2012 certification.
Linux Professional Institute Certification (LPIC Level I)
Red Hat Certified Systems Administrator (RHCSA)

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. All exams except Red Hat may be taken at the on-campus VUE Testing Center and are included in the program fees. Red Hat certification exams are offered at Red Hat Testing Centers; contact them for pricing.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Information Technology (Linux Concentration) program, students will have demonstrated:
1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows, Linux cross platform connectivity, and numerous software products.
2. The ability to create a network infrastructure using Linux Workstation and Server software.
3. An understanding of Unix/Linux operating systems including setup, configuration, and file user management.
4. The critical thinking skills required to analyze network connectivity problems and make necessary judgments to troubleshoot hardware and software.
5. The ability to use the internet as a resource to facilitate the use of unknown systems and new types of servers.
6. The ability to interact with users/customers in a professional, businesslike manner.
7. Proficiency with Open Office Suites.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

# I.T. Support Specialist

No longer enrolling new students effective February 5, 2020.

**Objective:** The IT Support Specialist program was developed to give the student classroom instruction, lab, and real work experience to prepare a student for a career in the technical side of personal computers. Training in hardware support and services including basic electronic theory, terminology, and computer system assembly complete with software installation, troubleshooting techniques, and solutions. There is an introduction to LAN cabling and design, installation, and maintenance. The Computer Support Specialist program provides a student with basic networking skills, which includes Microsoft Windows Clients Operating systems and servers. Graduates are prepared to assume positions as computer consultants or computer technicians.

In keeping with the philosophy of the College, courses are included in management communications and career transitions designed with the Computer Support Specialist program in mind. The emphasis in this program is placed on marketable skills (employability).

Empire College is a Microsoft Imagine partner and uses a teaching program prescribed by Microsoft to prepare graduates for certification as Microsoft Certified Professionals (MCPs) at the product level.

The student is prepared for four certifications:
  CompTIA A+ Technician
  CompTIA Network+
  Microsoft Certification at the product level (MCP-Microsoft Certified Professional) in
  Windows 10 Professional and Installing and Configuring Windows Server 2012.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center. Exam fees vary, ranging from $60 to $225.

Note: All units in this program are transferable to the Specialized Associate Degree – Information Technology program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 15-1151.00 - Computer User Support Specialists; 11-1152.00 - Computer Network Support Specialists
**CIP Code:** 11.1006 – Computer Support Specialist

**Expected Educational Outcomes:** Upon completing the Computer Support Specialist program, students will have demonstrated competency in the following areas:
1. The ability to diagnose and repair microcomputers (IBM compatibles) using standard diagnostic techniques.
2. Installation and configuration of internal and external computer components.
3. Installation and configuration of application software.
4. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows and numerous software products.
5. The ability to interact with users/customers in a professional, businesslike manner.

**Diploma** awarded upon successful completion of all graduation requirements.

# I.T. Support Specialist

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline:  Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|-----------|-------------|-------|------------|
| CSN100 | Introduction to Computer Hardware | 72 | 5.0 |
| CSN111A | Command Line Interface | 24 | 1.0 |
| CSN120 | Computer Configuration and Troubleshooting | 72 | 5.0 |
| CSN140 | Advanced Computer Set-up and Communications | 72 | 5.0 |
| CSN150 | Ticketing and Trouble-shooting | 24 | 1.0 |
| CSN160 | Network Plus | 72 | 5.0 |
| CSN191A | Certification Preparation I | 24 | 1.0 |
| CSN212 | Windows Server Network Infrastructure | 72 | 5.0 |
| CSN242 | Windows Operating System Configuration | 72 | 5.0 |
| CSN250A | Introduction to Routers I | 24 | 2.0 |
| ENN303A | Management Communications I | 24 | 2.0 |
| ENN303B | Management Communications II | 24 | 2.0 |
| GBN101 | Career Transitions | 24 | 2.0 |
| | Total: | 600 | 41.0 |
| | Total Weeks/Quarters: | 30/2.5 | |

**Keyboarding Speed Graduation Requirement:**

25 NWPM

# Graduates of the
# Legal Programs have been
# trained in the many skills

required to establish their careers as paralegals, law office administrators, or office assistants in law offices, government agencies, or corporate legal departments. Classes in legal research, litigation assistance, and paralegal studies enhance their skills.

# Specialized Associate Degree—Paralegal

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** This program is designed to prepare graduates to assume positions as paralegals or administrative support staff in a law office. Emphasis is placed on the development of legal office skills such as: case management, legal research, discovery, calendaring, drafting and analyzing legal documents, and alternative dispute resolution. A 96-hour internship is included for those students who meet certain requirements. Further concentration on critical thinking and decision making, human relations, and communications coupled with general education classes is designed to produce well-qualified paralegals who, under the supervision of an attorney, can perform such tasks as managing complex files, developing legal practice systems, research and writing, and case management. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

This program fully complies with the paralegal education requirements of California Business and Professions Code § 6450, et seq.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 23-2011.00 - Paralegals and Legal Assistants; 23-2099.00 - Legal Support Workers, All Other
**CIP Code:** 22.0302 – Legal Assistant/Paralegal

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Paralegal program, students will have demonstrated:

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and transcription.
2. Competence in the daily functions of a law office including calendaring, correspondence, basic bookkeeping, and preparation of legal documents.
3. Knowledge and understanding of managerial duties required in a law office.
4. An understanding of a wide range of computer software programs specifically designed for law offices in the areas of legal research, docketing and calendaring, and accounting software.
5. An ability to interpret and understand contemporary business literature.
6. The capability to further learn management concepts, communications, and human relations principles as they relate to career success and productivity.
7. An understanding of the responsibilities necessary to implement and maintain professional standards and ethical responsibilities required in all aspects of a law office.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

# Specialized Associate Degree—Paralegal

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline: Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units | Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|---|---|---|---|
| ACN160A | Fundamentals of Accounting IA | 24 | 2.0 | LGN420A | Legal Office Procedures: Transcription | 24 | 1.0 |
| ACN16LA | Fundamentals of Accounting IA Lab | 24 | 1.0 | LGN420B | Legal Office Procedures: Forms | 24 | 1.0 |
| ACN160B | Fundamentals of Accounting IB | 24 | 2.0 | LGN421A | Legal Terminology | 24 | 1.0 |
| BMN142 | Business Math | 24 | 2.0 | LGN421B | Core Grammar for Lawyers | 24 | 1.0 |
| CMN127A | Keyboarding | 24 | 1.0 | LGN421C | Fundamentals of Writing for the Legal Professional | 24 | 2.0 |
| CMN127B | Introduction to Word I | 24 | 1.0 | PLN240A | Legal Research I | 24 | 2.0 |
| CMN127C | Introduction to Word II | 24 | 1.0 | PLN24AL | Legal Research I Lab | 24 | 1.0 |
| CMN166A | Beginning Excel | 24 | 1.0 | PLN240B | Legal Research II | 24 | 2.0 |
| CMN310K | Comprehensive Outlook | 24 | 1.0 | PLN310A | Writing for the Legal Professional I | 24 | 2.0 |
| ENN101A | Business English - Grammar | 24 | 2.0 | PLN310B | Writing for the Legal Professional II | 24 | 2.0 |
| ENN101B | Business English - Punctuation | 24 | 2.0 | PLN31AL | Writing for the Legal Professional I Lab | 24 | 1.0 |
| ENN300A | Business Correspondence I | 24 | 1.0 | PLN31BL | Writing for the Legal Professional II Lab | 24 | 1.0 |
| ENN300B | Business Correspondence II | 24 | 1.0 | PLN340A | Advanced Legal Research and Writing | 24 | 2.0 |
| GBN101 | Career Transitions | 24 | 2.0 | PLN340L | Advanced Legal Research and Writing Lab | 24 | 1.0 |
| LGN130A | Business Law I: Legal System | 24 | 2.0 | PLN401* | Internship for Paralegals | 96 | 3.0 |
| LGN130B | Business Law II: Torts and Crimes | 24 | 2.0 | TYN225A | Keyboarding Speed Development I | 24 | 1.0 |
| LGN130C | Business Law III: Contract Law | 24 | 2.0 | | | | |
| LGN130D | Business Law IV: Business Organizations, Agency/ Employment, and Property Law | 24 | 2.0 | **General Education** | | | |
| | | | | CMN100 | Computer Literacy | 24 | 1.0 |
| LGN231A | Civil Litigation: Pleadings | 24 | 2.0 | ENN303A | Management Communications I | 24 | 2.0 |
| LGN231B | Civil Litigation: Discovery | 24 | 2.0 | ENN303B | Management Communications II | 24 | 2.0 |
| LGN231C | Civil Litigation: Law and Motion | 24 | 2.0 | GBN050 | Information Literacy | 24 | 2.0 |
| LGN231D | Real Property | 24 | 2.0 | GBN200A | Human Relations I | 24 | 2.0 |
| LGN231E | Family Law | 24 | 2.0 | GBN200B | Human Relations II | 24 | 2.0 |
| LGN231F | Estate Planning and Probate | 24 | 2.0 | MAN101 | Introduction to Algebra | 24 | 2.0 |
| LGN231G | Criminal Law | 24 | 2.0 | PHN101A | Ethics in Technology and Society | 24 | 2.0 |
| LGN320A | Calendaring for the Law Office I | 24 | 1.0 | | | | |
| LGN320B | Calendaring for the Law Office II | 24 | 1.0 | | Total: | 1440 | 95.0 |
| LGN331A | Law Office Management I | 24 | 2.0 | | Total Weeks/Quarters: | 72/6 | |
| LGN331B | Law Office Management II | 24 | 2.0 | | | | |
| LGN360 | Technology in the Law Office | 24 | 2.0 | **Keyboarding Speed Graduation Requirement:** | | | |
| LGN370A | Discovery I | 24 | 2.0 | 45 NWPM | | | |
| LGN370B | Discovery II | 24 | 2.0 | | | | |
| LGN370C | E-Discovery | 24 | 2.0 | * See eligibility requirements under "Class Descriptions." | | | |

**Keyboarding Speed Graduation Requirement:**
45 NWPM

* See eligibility requirements under "Class Descriptions."

# Paralegal Studies

<span style="color:red">No longer enrolling new students in this program effective February 5, 2020.</span>

**Objective:** Tailored for those with previous college education and/or office work experience, this program is designed to prepare graduates to assume positions as paralegals or administrative support staff in a law office. Emphasis is placed on the development of legal office skills such as: case management, legal research, discovery, calendaring, drafting and analyzing legal documents, and alternative dispute resolution. Graduates are prepared to perform such tasks as managing complex files, developing legal practice systems, research and writing, and case management under the supervision of an attorney. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

This program fully complies with the paralegal education requirements of California Business and Professions Code § 6450, et seq.

**Prerequisites:** College transcript indicating completion of 30 semester units/45 quarter units or résumé outlining three years of office work experience, computer literacy and Microsoft Word knowledge to format documents, and/or interview with and approval of the Legal Department Head.

Note: All units in this program are transferable to the Specialized Associate Degree – Paralegal program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 23-2011.00 - Paralegals and Legal Assistants; 23-2099.00 - Legal Support Workers, All Other
**CIP Code:** 22.0302 – Legal Assistant/Paralegal

**Expected Educational Outcomes:** Upon completing the Paralegal Certificate program, students will have demonstrated:

1. Competence in the daily functions of a law office including calendaring, correspondence, and preparation of legal documents.
2. Knowledge and understanding of managerial duties required in a law office.
3. An understanding of a wide range of computer software programs specifically designed for law offices in the areas of legal research, docketing and calendaring.
4. An understanding of the responsibilities necessary to implement and maintain professional standards and ethical responsibilities required in all aspects of a law office.

**Certificate** awarded upon successful completion of all graduation requirements.

# Paralegal Studies

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline:  Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| LGN130B | Business Law II: Torts and Crimes | 24 | 2.0 |
| LGN130C | Business Law III: Contract Law | 24 | 2.0 |
| LGN130D | Business Law IV: Business Organizations, Agency/ Employment, and Property Law | 24 | 2.0 |
| LGN231A | Civil Litigation: Pleadings | 24 | 2.0 |
| LGN231E | Family Law | 24 | 2.0 |
| LGN231F | Estate Planning and Probate | 24 | 2.0 |
| LGN331A | Law Office Management I | 24 | 2.0 |
| LGN360 | Technology in the Law Office | 24 | 2.0 |
| LGN370A | Discovery I | 24 | 2.0 |
| LGN370B | Discovery II | 24 | 2.0 |
| PLN240A | Legal Research I | 24 | 2.0 |
| PLN240B | Legal Research II | 24 | 2.0 |
| PLN310A | Writing for the Legal Professional I | 24 | 2.0 |
| PLN310B | Writing for the Legal Professional II | 24 | 2.0 |
| PLN340A | Advanced Legal Research and Writing | 24 | 2.0 |
| | | | |
| **Electives** | **5 24-hour classes required** | 120 | 10.0 |
| LGN130A | Business Law I: Legal System | | |
| LGN231B | Civil Litigation: Discovery | | |
| LGN231C | Civil Litigation: Law and Motion | | |
| LGN231D | Real Property | | |
| LGN231G | Criminal Law | | |
| LGN331B | Law Office Management II | | |
| LGN370C | E-Discovery | | |
| LGN421C | Fundamentals of Writing for the Legal Professional | | |
| | | | |
| | Total: | 480 | 40.0 |
| | Total Weeks/Quarters: | 48/4 | |

NOTE: Due to class prerequisites, students will be scheduled on a part-time basis.

# Legal Office Assistant

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** This program is designed to prepare graduates to assume positions as legal administrative support staff. A number of procedures, principles, and skills important in law offices are studied. By preparing a variety of legal documents, the students master procedures and practical applications to meet the demands of law offices. Entry-level employability in a secretarial position is in keeping with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Paralegal program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-6012.00 - Legal Secretaries
**CIP Code:** 22.0301 – Legal Administrative Assistant/Secretary

**Expected Educational Outcomes:** Upon completing the Legal Office Assistant program, students will have demonstrated:

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and transcription.
2. An understanding of the responsibilities necessary to implement and maintain professional standards of document production and the proper usage of legal terminology.
3. Complete comprehension of the ethical principles of working in a law office and, more particularly, working as a legal office assistant.

**Diploma** awarded upon successful completion of all graduation requirements.

# Legal Office Assistant

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline: Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| ACN160A | Fundamentals of Accounting IA | 24 | 2.0 |
| ACN16LA | Fundamentals of Accounting IA Lab | 24 | 1.0 |
| BMN142 | Business Math | 24 | 2.0 |
| CMN100 | Computer Literacy | 24 | 1.0 |
| CMN127A | Keyboarding | 24 | 1.0 |
| CMN127B | Introduction to Word I | 24 | 1.0 |
| CMN127C | Introduction to Word II | 24 | 1.0 |
| CMN166A | Beginning Excel | 24 | 1.0 |
| CMN310K | Comprehensive Outlook | 24 | 1.0 |
| ENN101A | Business English - Grammar | 24 | 2.0 |
| ENN101B | Business English - Punctuation | 24 | 2.0 |
| ENN300A | Business Correspondence I | 24 | 1.0 |
| ENN300B | Business Correspondence II | 24 | 1.0 |
| GBN050 | Information Literacy | 24 | 2.0 |
| GBN101 | Career Transitions | 24 | 2.0 |
| GBN200A | Human Relations I | 24 | 2.0 |
| GBN200B | Human Relations II | 24 | 2.0 |
| LGN130A | Business Law I: Legal System | 24 | 2.0 |
| LGN130B | Business Law II: Torts and Crimes | 24 | 2.0 |
| LGN130C | Business Law III: Contract Law | 24 | 2.0 |
| LGN130D | Business Law IV: Business Organizations, Agency/ Employment, and Property Law | 24 | 2.0 |

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| LGN231A | Civil Litigation: Pleadings | 24 | 2.0 |
| LGN231B | Civil Litigation: Discovery | 24 | 2.0 |
| LGN231C | Civil Litigation: Law and Motion | 24 | 2.0 |
| LGN231E | Family Law | 24 | 2.0 |
| LGN231F | Estate Planning and Probate | 24 | 2.0 |
| LGN320A | Calendaring for the Law Office I | 24 | 1.0 |
| LGN320B | Calendaring for the Law Office II | 24 | 1.0 |
| LGN421A | Legal Terminology | 24 | 1.0 |
| TYN225A | Keyboarding Speed Development I | 24 | 1.0 |
| | Total: | 720 | 47.0 |
| | Total Weeks/Quarters: | 36/3 | |

**Keyboarding Speed Graduation Requirement:**
45 NWPM

# With hands-on skills, graduates of Medical Programs have attained desired competencies



for back office assisting (phlebotomy, EKGs, injections, and sterile surgical techniques) and/or front office assisting (medical billing, scheduling appointments, and inter-acting with patients) positions. Students are trained in Electronic Health Records (EHR).

# Specialized Associate Degree—Administrative Medical Professional

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** This program is designed to train students to become medical administrative assistants. The emphasis on administrative skills includes extensive instruction in medical terminology, medical insurance billing, diagnostic and procedural coding, medical office procedures, electronic health records, basic anatomy and physiology, and pharmacology. In addition, a medical office management class is offered to increase the student's skills in standard management duties and patient information protection and privacy. Students will be instructed in various medical-related software to include data protection and transmission. A 168-hour externship is included.

The general education classes expand a student's potential for assumption of supervisory or management responsibility within a medical setting. The emphasis is placed on communications, critical thinking, human relations, decision making, and other skills required of well-qualified medical personnel. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable medical skills.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9092.00 - Medical Assistants; 29-2071.00 - Medical Records and Health Information Technicians; and 43-6013.00 - Medical Secretaries
**CIP Code(s):** 51.0716 – Medical Administrative/Executive Assistant and Medical Secretary

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Administrative Medical Professional program, students will have demonstrated:

1. The critical skills necessary to properly handle front office procedures.
2. Expanded focus of medical billing and coding for an out-patient setting.
3. An understanding of management concepts and communications, human relations principles, and critical thinking ability as they relate with career success and productivity.
4. Expanded focus regarding current medical issues such as laws, ethics, insurances, and electronic health records.
5. Knowledge of scope of practice and responsibilities of a medical administrative assistant.
6. Readiness to sit for the Certified Professional Coder, Apprentice Status (CPC-A) exam or the Certified Coding Specialist (CCS), and the California Certified Medical Assistant (Basic and Administrative) or national Certified Medical Administrative Specialist exams.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

# Specialized Associate Degree—Administrative Medical Professional

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline:  Core Classes

| Class No. | Class Title | Hours | Qtr. Units | Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|---|---|---|---|
| ACN160A | Fundamentals of Accounting IA | 24 | 2.0 | MDN310 | Advanced Medical Coding | 24 | 2.0 |
| ACN16LA | Fundamentals of Accounting IA Lab | 24 | 1.0 | MDN311 | Health Information Management | 24 | 2.0 |
| ACN160B | Fundamentals of Accounting IB | 24 | 2.0 | MDN312 | Medical Coding Apprentice-ship Certification Preparation | 24 | 2.0 |
| BMN141 | Math Review | 24 | 1.0 | MDN400B | Medical Career Preparation | 24 | 1.0 |
| BMN142 | Business Math | 24 | 2.0 | MDN401 * | Medical Externship | 168 | 5.5 |
| BMN195A | 10-Key Keypad | | | RXN141A | Basic Health Care Math | 24 | 2.0 |
| CMN127B | Introduction to Word I | 24 | 1.0 | RXN175A | Principles of Pharmacology | 24 | 2.0 |
| CMN166A | Beginning Excel | 24 | 1.0 | RXN185A | Pharmacology by Body Systems I | 24 | 2.0 |
| CMN185A | QuickBooks Pro I | 24 | 1.0 | RXN185B | Pharmacology by Body Systems II | 24 | 2.0 |
| CMN310K | Comprehensive Outlook | 24 | 1.0 | | | | |
| ENN101A | Business English - Grammar | 24 | 2.0 | **General Education** | | | |
| ENN101B | Business English - Punctuation | 24 | 2.0 | CMN100 | Computer Literacy | 24 | 1.0 |
| ENN300A | Business Correspondence I | 24 | 1.0 | ENN303A | Management Communications I | 24 | 2.0 |
| GBN101 | Career Transitions | 24 | 2.0 | ENN303B | Management Communications II | 24 | 2.0 |
| GBN132B | Administration: Records Management | 24 | 2.0 | GBN050 | Information Literacy | 24 | 2.0 |
| MDN150 | Anatomy and Physiology I | 24 | 2.0 | GBN200A | Human Relations I | 24 | 2.0 |
| MDN151 | Anatomy and Physiology II | 24 | 2.0 | GBN200B | Human Relations II | 24 | 2.0 |
| MDN152 | Anatomy and Physiology III | 24 | 2.0 | MAN101 | Introduction to Algebra | 24 | 2.0 |
| MDN160A | Beginning Medical Transcription I | 24 | 1.0 | PHN101A | Ethics in Technology and Society | 24 | 2.0 |
| MDN161A | Medical Terminology I | 24 | 2.0 | | Program Total: | 1440 | 92.5 |
| MDN161B | Medical Terminology II | 24 | 2.0 | | Total Weeks/Quarters: | 72/6 | |
| MDN162A | Introduction to Medical Assisting I | 24 | 1.0 | | | | |
| MDN162B | Intro. to Medical Assisting II | 24 | 1.0 | | | | |
| MDN162C | Intro. to Medical Assisting III | 24 | 1.0 | | | | |
| MDN250 | Medical Office Procedures I | 24 | 2.0 | | | | |
| MDN251 | Medical Office Procedures II | 24 | 2.0 | | | | |
| MDN253 | Medical Office Management | 24 | 2.0 | | | | |
| MDN255 | Medical Assisting Certification Exam Preparation | 24 | 1.0 | | | | |
| MDN301A | Diagnostic Coding I | 24 | 2.0 | | | | |
| MDN301B | Procedural Coding I | 24 | 2.0 | | | | |
| MDN301C | Procedural Coding II | 24 | 2.0 | | | | |
| MDN302A | MediSoft I | 24 | 1.0 | | | | |
| MDN302B | MediSoft II | 24 | 1.0 | | | | |
| MDN305 | Medical Insurance Plans | 24 | 2.0 | | | | |
| MDN306 | Claims Reimbursement | 24 | 2.0 | | | | |
| MDN308A | Electronic Health Records I | 24 | 1.0 | | | | |
| MDN308B | Electronic Health Records II | 24 | 1.0 | | | | |

**Keyboarding Speed Graduation Requirement:**
40 NWPM

\* See eligibility requirements under "Class Descriptions."

# Specialized Associate Degree—Clinical Medical Professional

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** This program is designed to train students to become medical aassistants with a solid foundation in clinical skills. The emphasis on clinical skills includes instruction in medical terminology, medical clinical procedures, medical office procedures, electronic health records, basic anatomy and physiology, and pharmacology. In addition, a medical office management class is offered to increase the student's skills in standard management duties and patient information protection and privacy. Students will be instructed in various medical-related software to include data protection and transmission. A 168-hour externship is included, as well as a 40-hour phlebotomy externship.

The general education classes expand a student's potential for assumption of supervisory or management responsibility within a medical setting. The emphasis is placed on communications, critical thinking, human relations, decision making, and other skills required of well-qualified medical personnel. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable medical skills.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9092.00 - Medical Assistants and 31-9097.00 -  Phlebotomist
**CIP Code(s):** 51.0801 – Medical/Clinical Assistant

**Expected Educational Outcomes:**  Upon completing the Specialized Associate Degree – Clinical Medical Professional program, students will have demonstrated:

1. The critical skills necessary to properly perform the various clinical duties using universal precautions (a set of guidelines set forth by OSHA).
2. An understanding of management concepts and communications, human relations principles, and critical thinking ability as they relate with career success and productivity.
3. Expanded focus regarding current medical issues such as laws, ethics, insurances, and electronic health records.
4. Knowledge of scope of practice and responsibilities of a medical assistant.
5. The critical skills necessary to properly handle basic front office procedures and diagnostic coding.
6. Readiness to sit for the national phlebotomy certification exam leading toward Certified Phlebotomy Technician 1 (CPT-1) and the California Certified Medical Assistant, Registered Medical Assistant, or National Certified Medical Assistant exam to become a Certified Medical Assistant.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

# Specialized Associate Degree—Clinical Medical Professional

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline: Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| BMN142 | Business Math | 24 | 2.0 |
| CMN127B | Introduction to Word I | 24 | 1.0 |
| CMN310K | Comprehensive Outlook | 24 | 1.0 |
| ENN101A | Business English - Grammar | 24 | 2.0 |
| ENN101B | Business English - Punctuation | 24 | 2.0 |
| ENN300A | Business Correspondence I | 24 | 1.0 |
| GBN101 | Career Transitions | 24 | 2.0 |
| GBN132B | Administration: Records Management | 24 | 2.0 |
| MDN150 | Anatomy and Physiology I | 24 | 2.0 |
| MDN151 | Anatomy and Physiology II | 24 | 2.0 |
| MDN152 | Anatomy and Physiology III | 24 | 2.0 |
| MDN161A | Medical Terminology I | 24 | 2.0 |
| MDN161B | Medical Terminology II | 24 | 2.0 |
| MDN162A | Introduction to Medical Assisting I | 24 | 1.0 |
| MDN162B | Intro. to Medical Assisting II | 24 | 1.0 |
| MDN162C | Intro. to Medical Assisting III | 24 | 1.0 |
| MDN163A | Injections and Surgical Assisting | 24 | 2.0 |
| MDN163B | Injections and Surgical Assisting Skills Lab A | 24 | 1.0 |
| MDN163C | Injections and Surgical Assisting Skills Lab B | 24 | 1.0 |
| MDN164A | EKG and Capillary Puncture | 24 | 2.0 |
| MDN164B | EKG and Capillary Puncture Skills Lab A | 24 | 1.0 |
| MDN164C | EKG and Capillary Puncture Skills Lab B | 24 | 1.0 |
| MDN166A | Phlebotomy and Urinalysis | 24 | 2.0 |
| MDN166B | Phlebotomy and Urinalysis Skills Lab A | 24 | 1.0 |
| MDN166C | Phlebotomy and Urinalysis Skills Lab B | 24 | 1.0 |
| MDN250 | Medical Office Procedures I | 24 | 2.0 |
| MDN251 | Medical Office Procedures II | 24 | 2.0 |
| MDN253 | Medical Office Management | 24 | 2.0 |
| MDN255 | Medical Assisting Certification Exam Preparation | 24 | 1.0 |
| MDN301A | Diagnostic Coding I | 24 | 2.0 |
| MDN301B | Procedural Coding I | 24 | 2.0 |
| MDN302A | MediSoft I | 24 | 1.0 |
| MDN302B | MediSoft II | 24 | 1.0 |
| MDN305 | Medical Insurance Plans | 24 | 2.0 |

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| MDN308A | Electronic Health Records I | 24 | 1.0 |
| MDN308B | Electronic Health Records II | 24 | 1.0 |
| MDN400B | Medical Career Preparation | 24 | 1.0 |
| MDN401 * | Medical Externship | 168 | 5.5 |
| PBN100 | Basic Phlebotomy | 28 | 2.0 |
| PBN200 | Advanced Phlebotomy | 28 | 2.0 |
| PBN500 | Phlebotomy Externship | 40 | 1.0 |
| RXN141A | Basic Health Care Math | 24 | 2.0 |
| RXN175A | Principles of Pharmacology | 24 | 2.0 |
| RXN185A | Pharmacology by Body Systems I | 24 | 2.0 |
| RXN185B | Pharmacology by Body Systems II | 24 | 2.0 |

### General Education

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| ENN303A | Management Communications I | 24 | 2.0 |
| ENN303B | Management Communications II | 24 | 2.0 |
| GBN050 | Information Literacy | 24 | 2.0 |
| GBN200A | Human Relations I | 24 | 2.0 |
| GBN200B | Human Relations II | 24 | 2.0 |
| GBN200C | Human Relations III | 24 | 2.0 |
| MAN101 | Introduction to Algebra | 24 | 2.0 |
| PHN101A | Ethics in Technology and Society | 24 | 2.0 |
| | Program Total: | 1440 | 90.5 |
| | Total Weeks/Quarters: | 72/6 | |

**Keyboarding Speed Graduation Requirement:**
40 NWPM

\* See eligibility requirements under "Class Descriptions."

# Specialized Associate Degree—Clinical Medical Professional

No longer enrolling new students in this program effective February 5, 2020.

**PBN100-PBN500 Entrance Requirements:**
In addition to the entrance requirements described on pages 8-9, admission into Empire College's PBN100-PBN500 courses is approved by the Phlebotomy Program Director. Factors used to determine potential to benefit include aptitude, attitude, experience, and demeanor. High school equivalency can be satisfied by a U.S. high school diploma or GED. Admission qualification is determined on an individual basis. All students enrolled must attend the full program, including externship.

Prior to beginning the PBN100-PBN500 courses, Empire College will conduct a criminal background check to include, at a minimum, a search of county court records for all jurisdictions in which the student has resided during the past seven years, as well as a search to identify registered sex offenders.

It is the student's responsibility to provide evidence of medical coverage and proof of current status of the following health screenings before starting the PBN100-PBN500 courses: (1) negative result to a 10 panel drug screen; (2) Hepatitis B within last 10 years; (3) Measles/Mumps/Rubella – 2 if born after 1957; (4) Varicella (Titer/vaccine) – possibly 2 immunizations; (5) Tuberculosis (PPD - skin/chest x-ray) – 2 tests within 21 days of each other and within the last 12 months; and (6) Tetanus/Diphtheria within the last 10 years.

**State of California Certified Phlebotomy Technician Certification:**
Individuals who successfully complete the PBN100-PBN500 courses will receive a certificate of completion from Empire College allowing them to sit for the National certification examination. Upon passing the National examination, graduates are eligible to apply to the State for Certified Phlebotomy Technician 1 (CPT-1) certification. CPT-1 certification is required to work as a phlebotomist in the State of California.

# Clinical Medical Assistant

No longer enrolling new students in this program effective February 5, 2020.

**Objective:**  This program includes extensive instruction in medical terminology, medical office procedures, anatomy and physiology, basic healthcare math, medical insurance and coding and detailed pharmacology by body systems. In addition to clinical procedures, qualified students participate in a 168-hour externship. Students completing this course are prepared for front or back office medical assisting positions in doctor's offices, hospitals (such as diagnostic testing and outpatient areas), health centers, and other medical institutions. Students will be confident in learning to perform a variety of administrative, laboratory, and clinical duties.  Emphasis on vocational training is consistent with the mission of the College.

Note:  All units in this program are transferable to the Specialized Associate Degree – Clinical Medical Professional program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9092.00 - Medical Assistants.
**CIP Code:** 51.0801 – Medical/Clinical Assistant.

**Expected Educational Outcomes:**  Upon completing the Clinical Medical Assistant program, students will have demonstrated:

1.  The critical skills necessary to properly perform the various clinical duties using universal precautions (a set of guidelines set forth by OSHA). These skills include recording vital signs and conducting an array of diagnostic tests such as ECGs, as well as performing venipuncture, giving injections, urinalysis, as well as assisting with patient procedures.

2.  The critical skills necessary to properly handle front office procedures including patient scheduling, clerical skills, and processing insurance claim forms.

3.  Expanded focus regarding current medical issues such as laws, ethics, insurances, scope of practice, and electronic health records.

4.  The important role and responsibilities of an administrative/clinical medical assistant including professionalism and critical thinking in all aspects of providing patient care and education.

5.  Readiness to sit for the California Certified Medical Assistant, Registered Medical Assistant, or National Certified Medical Assistant  exam to become a Certified Medical Assistant.

**Diploma** awarded upon successful completion of all graduation requirements.

# Clinical Medical Assistant

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline:  Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units | Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|---|---|---|---|
| BMN142 | Business Math | 24 | 2.0 | MDN166A | Phlebotomy and Urinalysis | 24 | 2.0 |
| CMN127B | Introduction to Word I | 24 | 1.0 | MDN166B | Phlebotomy and Urinalysis | | |
| CMN310K | Comprehensive Outlook | 24 | 1.0 | | Skills Lab A | 24 | 1.0 |
| ENN101A | Business English - Grammar | 24 | 2.0 | MDN166C | Phlebotomy and Urinalysis | | |
| ENN101B | Business English - | | | | Skills Lab B | 24 | 1.0 |
| | Punctuation | 24 | 2.0 | MDN250 | Medical Office | | |
| ENN300A | Business Correspondence I | 24 | 1.0 | | Procedures I | 24 | 2.0 |
| GBN050 | Information Literacy | 24 | 2.0 | MDN251 | Medical Office | | |
| GBN101 | Career Transitions | 24 | 2.0 | | Procedures II | 24 | 2.0 |
| GBN200A | Human Relations I | 24 | 2.0 | MDN255 | Medical Assisting Certifica- | | |
| GBN200B | Human Relations II | 24 | 2.0 | | tion Exam Preparation | 24 | 1.0 |
| GBN200C | Human Relations III | 24 | 2.0 | MDN301A | Diagnostic Coding I | 24 | 2.0 |
| MDN150 | Anatomy and Physiology I | 24 | 2.0 | MDN302A | MediSoft I | 24 | 1.0 |
| MDN151 | Anatomy and Physiology II | 24 | 2.0 | MDN302B | MediSoft II | 24 | 1.0 |
| MDN152 | Anatomy and Physiology III | 24 | 2.0 | MDN305 | Medical Insurance Plans | 24 | 2.0 |
| MDN161A | Medical Terminology I | 24 | 2.0 | MDN308A | Electronic Health Records I | 24 | 1.0 |
| MDN161B | Medical Terminology II | 24 | 2.0 | MDN308B | Electronic Health Records II | 24 | 1.0 |
| MDN162A | Introduction to Medical | | | MDN400B | Medical Career Preparation | 24 | 1.0 |
| | Assisting I | 24 | 1.0 | MDN401 * | Medical Externship | 168 | 5.5 |
| MDN162B | Introduction to Medical | | | PHN101 | Ethics in Technology and | | |
| | Assisting II | 24 | 1.0 | | Society | 24 | 2.0 |
| MDN162C | Introduction to Medical | | | RXN141A | Basic Health Care Math | 24 | 2.0 |
| | Assisting III | 24 | 1.0 | RXN175A | Principles of Pharmacology | 24 | 2.0 |
| MDN163A | Injections and Surgical | | | RXN185A | Pharmacology by Body | | |
| | Assisting | 24 | 2.0 | | Systems I | 24 | 2.0 |
| MDN163B | Injections and Surgical | | | RXN185B | Pharmacology by Body | | |
| | Assisting Skills Lab A | 24 | 1.0 | | Systems II | <u>24</u> | <u>2.0</u> |
| MDN163C | Injections and Surgical | | | | | | |
| | Assisting Skills Lab B | 24 | 1.0 | | Total: | 1200 | 73.5 |
| MDN164A | EKG and Capillary | | | | Total Weeks/Quarters: | 60/5 | |
| | Puncture | 24 | 2.0 | | | | |
| MDN164B | EKG and Capillary | | | | | | |
| | Puncture Skills Lab A | 24 | 1.0 | | | | |
| MDN164C | EKG and Capillary | | | | | | |
| | Puncture Skills Lab B | 24 | 1.0 | | | | |

**Keyboarding Speed Graduation Requirement:**
30 NWPM

* See eligibility requirements under "Class Descriptions."

# Medical Assistant Essentials

No longer enrolling new students in this program effective February 5, 2020.

**Objective:**  This program includes extensive instruction in medical terminology, medical office procedures, anatomy and physiology, basic healthcare math, as well as instruction in basic insurance knowledge and pharmacology. In addition to clinical procedures, qualified students participate in a 168-hour externship. Students completing this course are prepared for entry-level front or back office medical assisting positions in doctor's offices, hospitals (such as diagnostic testing and outpatient areas), health centers, and other medical institutions. Emphasis on vocational training is consistent with the mission of the College.

Note:  All units in this program are transferable to the Specialized Associate Degree – Clinical Medical Professional program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9092.00 - Medical Assistants.
**CIP Code:** 51.0801 – Medical/Clinical Assistant.

**Expected Educational Outcomes:**  Upon completing the Medical Assistant Essentials program, students will have demonstrated:

1.  The critical skills necessary to properly perform the various clinical duties using universal precautions (a set of guidelines set forth by OSHA).

2.  Expanded focus regarding current medical issues such as laws, ethics, insurances, scope of practice, and electronic health records.

3.  The important role and responsibilities of a medical assistant.

4.  Readiness to sit for the California Certified Medical Assistant, Registered Medical Assistant, or National Certified Medical Assistant  exam to become a Certified Medical Assistant.

**Diploma** awarded upon successful completion of all graduation requirements.

# Medical Assistant Essentials

No longer enrolling new students in this program effective February 5, 2020.

### Program Outline: Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| CMN127B | Introduction to Word I | 24 | 1.0 |
| ENN101A | Business English - Grammar | 24 | 2.0 |
| ENN101B | Business English - Punctuation | 24 | 2.0 |
| ENN300A | Business Correspondence I | 24 | 1.0 |
| GBN101 | Career Transitions | 24 | 2.0 |
| GBN200B | Human Relations II | 24 | 2.0 |
| MDN150 | Anatomy and Physiology I | 24 | 2.0 |
| MDN151 | Anatomy and Physiology II | 24 | 2.0 |
| MDN152 | Anatomy and Physiology III | 24 | 2.0 |
| MDN161A | Medical Terminology I | 24 | 2.0 |
| MDN161B | Medical Terminology II | 24 | 2.0 |
| MDN162A | Introduction to Medical Assisting I | 24 | 1.0 |
| MDN162B | Introduction to Medical Assisting II | 24 | 1.0 |
| MDN162C | Introduction to Medical Assisting III | 24 | 1.0 |
| MDN163A | Injections and Surgical Assisting | 24 | 2.0 |
| MDN163B | Injections and Surgical Assisting Skills Lab A | 24 | 1.0 |
| MDN163C | Injections and Surgical Assisting Skills Lab B | 24 | 1.0 |
| MDN164A | EKG and Capillary Puncture | 24 | 2.0 |
| MDN164B | EKG and Capillary Puncture Skills Lab A | 24 | 1.0 |
| MDN164C | EKG and Capillary Puncture Skills Lab B | 24 | 1.0 |
| MDN166A | Phlebotomy and Urinalysis | 24 | 2.0 |
| MDN166B | Phlebotomy and Urinalysis Skills Lab A | 24 | 1.0 |
| MDN166C | Phlebotomy and Urinalysis Skills Lab B | 24 | 1.0 |

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| MDN250 | Medical Office Procedures I | 24 | 2.0 |
| MDN251 | Medical Office Procedures II | 24 | 2.0 |
| MDN255 | Medical Assisting Certification Exam Preparation | 24 | 1.0 |
| MDN301A | Diagnostic Coding I | 24 | 2.0 |
| MDN305 | Medical Insurance Plans | 24 | 2.0 |
| MDN308A | Electronic Health Records I | 24 | 1.0 |
| MDN308B | Electronic Health Records II | 24 | 1.0 |
| MDN400B | Medical Career Preparation | 24 | 1.0 |
| MDN401 * | Medical Externship | 168 | 5.5 |
| RXN141A | Basic Health Care Math | 24 | 2.0 |
| RXN175A | Principles of Pharmacology | 24 | 2.0 |
| | Total: | 960 | 56.5 |
| | Total Weeks/Quarters: | 48/4 | |

**Keyboarding Speed Graduation Requirement:**
30 NWPM

\* See eligibility requirements under "Class Descriptions."

# Medical Administrative Assistant

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** This program includes extensive instruction in medical terminology, medical office procedures, medical insurance billing and software, claims reimbursement, data protection and transmission with electronic health records software, as well as basic anatomy and physiology. Students completing this course are prepared for front office medical assistant or billing positions in doctors' offices, hospitals, and other medical institutions or facilities requiring a medical background. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

Note: All units in this program are transferable to the Specialized Associate Degree – Administrative Medical Professional program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9092.00 - Medical Assistants and 43-6013.00 - Medical Secretaries
**CIP Code(s):** 51.0716 – Medical Administrative/Executive Assistant and Medical Secretary

**Expected Educational Outcomes:** Upon completing the Medical Administrative Assistant program, students will have demonstrated:

1. The critical skills necessary to properly handle front office procedures.
2. Expanded focus regarding current medical issues such as laws, ethics, insurances.
3. Expanded focus regarding insurance billing and coding in an outpatient setting.
4. A knowledge of electronic health records (EHR) and billing software.
5. The important role and responsibilities of a medical administrative assistant.
6. Readiness to sit for the California Certified Medical Assistant, Certified Medical Administrative Specialist, or National Certified Medical Assistant exam to become a Certified Medical Administrative Assistant.

**Diploma** awarded upon successful completion of all graduation requirements.

# Medical Administrative Assistant

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline: Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| BMN141 | Math Review | 24 | 1.0 |
| BMN195A | 10-Key Keypad | 24 | 1.0 |
| CMN100 | Computer Literacy | 24 | 1.0 |
| CMN127B | Introduction to Word I | 24 | 1.0 |
| CMN310K | Comprehensive Outlook | 24 | 1.0 |
| ENN101A | Business English - Grammar | 24 | 2.0 |
| ENN101B | Business English - Punctuation | 24 | 2.0 |
| ENN300A | Business Correspondence I | 24 | 1.0 |
| GBN101 | Career Transitions | 24 | 2.0 |
| GBN132B | Administration: Records Management | 24 | 2.0 |
| GBN200A | Human Relations I | 24 | 2.0 |
| MDN150 | Anatomy and Physiology I | 24 | 2.0 |
| MDN151 | Anatomy and Physiology II | 24 | 2.0 |
| MDN152 | Anatomy and Physiology III | 24 | 2.0 |
| MDN161A | Medical Terminology I | 24 | 2.0 |
| MDN161B | Medical Terminology II | 24 | 2.0 |
| MDN162A | Introduction to Medical Assisting I | 24 | 1.0 |
| MDN162C | Introduction to Medical Assisting III | 24 | 1.0 |

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| MDN250 | Medical Office Procedures I | 24 | 2.0 |
| MDN251 | Medical Office Procedures II | 24 | 2.0 |
| MDN255 | Medical Assisting Certification Exam Preparation | 24 | 1.0 |
| MDN301A | Diagnostic Coding I | 24 | 2.0 |
| MDN301B | Procedural Coding I | 24 | 2.0 |
| MDN301C | Procedural Coding II | 24 | 2.0 |
| MDN302A | MediSoft I | 24 | 1.0 |
| MDN302B | MediSoft II | 24 | 1.0 |
| MDN305 | Medical Insurance Plans | 24 | 2.0 |
| MDN308A | Electronic Health Records I | 24 | 1.0 |
| MDN308B | Electronic Health Records II | 24 | 1.0 |
| MDN400B | Medical Career Preparation | 24 | 1.0 |
| | Total: | 720 | 46.0 |
| | Total Weeks/Quarters: | 36/3 | |

**Keyboarding Speed Graduation Requirement:**
40 NWPM

# Medical Billing and Coding Technician

No longer enrolling new students in this program effective February 5, 2020.

**Objective:** This course is designed to develop skills used in theory and practice of procedural and diagnostic codes, as well as HCPCS codes for medical outpatient billing. In addition to coding procedures, students learn billing software programs, claims reimbursement, and various medical-related software for data protection and data transmission including electronic health records. Medical terminology, anatomy and physiology are covered to support the billing process. Students completing this course are prepared to work in an outpatient medical setting in various billing and coding or administrative positions. Upon successful completion of the Certified Professional Coder, Apprentice Status (CPC-A) exam, graduates are prepared for entry-level coding positions.

Note: All units in this program are transferable to the Specialized Associate Degree – Administrative Medical Professional program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 29-2071.00 - Medical Records and Health Information Technicians; 43-6013.00 - Medical Secretaries
**CIP Code(s):** 51.0714 – Medical Insurance Specialist/Medical Biller

**Expected Educational Outcomes:** Upon completing the Medical Billing and Coding Technician program, students will have demonstrated:

1. The skills necessary to efficiently use current medical code books for procedures and diagnosis.
2. Knowledge of private and public insurance programs, various insurance plans, eligibility, rules and regulations.
3. Expanded focus regarding current medical issues including law, ethics, and insurances.
4. Readiness to sit for the Certified Professional Coder, Apprentice Status (CPC-A) exam or the Certified Coding Specialist (CCS), and the national Medical Office Assistant Certification (NCMOA).

**Diploma** awarded upon successful completion of all graduation requirements.

# Medical Billing and Coding Technician

No longer enrolling new students in this program effective February 5, 2020.

## Program Outline:  Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|-----------|-------------|-------|------------|
| ACN160A | Fundamentals of Accounting IA | 24 | 2.0 |
| ACN16LA | Fundamentals of Accounting IA Lab | 24 | 1.0 |
| BMN195A | 10-Key Keypad | 24 | 1.0 |
| CMN100 | Computer Literacy | 24 | 1.0 |
| CMN127B | Introduction to Word I | 24 | 1.0 |
| CMN185A | QuickBooks Pro I | 24 | 1.0 |
| CMN310K | Comprehensive Outlook | 24 | 1.0 |
| ENN101A | Business English - Grammar | 24 | 2.0 |
| ENN101B | Business English - Punctuation | 24 | 2.0 |
| ENN300A | Business Correspondence I | 24 | 1.0 |
| GBN101 | Career Transitions | 24 | 2.0 |
| GBN132B | Administration: Records Management | 24 | 2.0 |
| MDN150 | Anatomy and Physiology I | 24 | 2.0 |
| MDN151 | Anatomy and Physiology II | 24 | 2.0 |
| MDN152 | Anatomy and Physiology III | 24 | 2.0 |
| MDN161A | Medical Terminology I | 24 | 2.0 |
| MDN161B | Medical Terminology II | 24 | 2.0 |
| MDN250 | Medical Office Procedures I | 24 | 2.0 |

| Class No. | Class Title | Hours | Qtr. Units |
|-----------|-------------|-------|------------|
| MDN301A | Diagnostic Coding I | 24 | 2.0 |
| MDN301B | Procedural Coding I | 24 | 2.0 |
| MDN301C | Procedural Coding II | 24 | 2.0 |
| MDN302A | MediSoft I | 24 | 1.0 |
| MDN302B | MediSoft II | 24 | 1.0 |
| MDN305 | Medical Insurance Plans | 24 | 2.0 |
| MDN306 | Claims Reimbursement | 24 | 2.0 |
| MDN308A | Electronic Health Records I | 24 | 1.0 |
| MDN308B | Electronic Health Records II | 24 | 1.0 |
| MDN310 | Advanced Medical Coding | 24 | 2.0 |
| MDN311 | Health Information Management | 24 | 2.0 |
| MDN312 | Medical Coding Apprenticeship Certification Preparation | 24 | 2.0 |
| | Total: | 720 | 49.0 |
| | Total Weeks/Quarters: | 36/3 | |

**Keyboarding Speed Graduation Requirement:**
30 NWPM

# Phlebotomy Technician

No longer enrolling new students in this program effective August 1, 2020.

**Objective:** This course is designed to develop skills necessary to be eligible to take the CPT-1 certification examination required to become a Certified Phlebotomy Technician 1 (CPT-1) in the State of California. Students learn basic and advanced infectious disease control and biohazards techniques, along with vascular anatomy. In addition, they learn proper vein selection, patient identification, types of collection equipment, waste disposal and post-puncture care. The course explores risk factors and appropriate responses to complications which may arise from phlebotomy. Finally, students will examine the basic concepts underpinning quality assurance, as well as the legal implications of phlebotomy and legal issues related to blood collection.

**Entrance Requirements:** See page 72 for entrance requirements for Phlebotomy.

Note: All units in this program are transferable to the Specialized Associate Degree – Clinical Medical Professional program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9097.00 - Phlebotomists. **CIP Code:** 51.1009 – Phlebotomy Technician/Phlebotomist.

**Expected Educational Outcomes:** Upon completing the Phlebotomy Technician certification preparation course, students will have demonstrated:
1. Proper infection control techniques, patient identification and preparation for phlebotomy procedures, vein selection and skin puncture site selection, collection equipment identification, post-puncture care, and biohazard waste disposal.

2. Knowledge of medical terms and abbreviations corresponding to appropriate body systems and the ability to describe the anticoagulation theory.

3. Identification of risk factors and appropriate responses to complications that may arise from phlebotomy, including legal issues related to blood collection.

4. Recognition of problems with requisitions, specimen transport and processing, along with the ability to take corrective actions.

5. Application of quality assurance controls to ensure accurate and reliable results.

6. Professional communication skills, interpersonal relationships, and stress management.

7. Readiness to sit for the National Phlebotomy Certification exam leading toward Certified Phlebotomy Technician 1 (CPT-1)

**Certificate** awarded upon successful completion of all graduation requirements.

## Program Outline: Requirements for Graduation

| Class No. | Class Title | Hours | Qtr. Units |
|---|---|---|---|
| PBN100 | Basic Phlebotomy | 28 | 2.0 |
| PBN200 | Advanced Phlebotomy | 28 | 2.0 |
| PBN500 | Phlebotomy Externship * | 40 | 1.0 |
| | Program Total: | 96 | 5.0 |
| | Total Weeks/Quarters: | 11/1 | |

\* The 1-week, 40-hour externship schedule will vary depending upon the externship site. In general, it occurs within one month following successful completion of PBN200–Advanced Phlebotomy.

**State of California Certified Phlebotomy Technician Certification:**
Individuals who successfully complete the Phlebotomy Concentration will receive a certificate of completion from Empire College allowing them to sit for the National certification examination. Upon passing the National examination, graduates are eligible to apply to the State for Certified Phlebotomy Technician 1 (CPT-1) certification. CPT-1 certification is required to work as a phlebotomist in the State of California.

# Class Descriptions

## Course Numbering System

The two letters at the beginning of the course number relate to the academic subject area of the class, as follows:

| | | | |
|---|---|---|---|
| AC | Accounting | MD | Medical |
| BM | Business Math | MN | Management |
| CM | Computer | PB | Phlebotomy |
| CS | Computer Technology | PH | Philosophy |
| EN | English | PL | Paralegal |
| GB | General Business | RX | Pharmacology |
| HM | Hospitality | TR | Tourism |
| LG | Legal | TY | Keyboarding |
| MA | Mathematics | | |

With the exception of the computer classes, the number following the two-letter designation generally indicates the level of the subject matter of the course. For example, ACN160 is a lower level accounting class than ACN170.

## General Education Courses

The following is a list of classes which fall under the category of General Education.

| Course No. | Class Name | Units |
|---|---|---|
| CMN100 | Computer Literacy | 1.0 |
| ENN303A | Management Communications I | 2.0 |
| ENN303B | Management Communications II | 2.0 |
| GBN050 | Information Literacy | 2.0 |
| GBN200A | Human Relations I | 2.0 |
| GBN200B | Human Relations II | 2.0 |
| GBN200C | Human Relations III | 2.0 |
| MAN101 | Introduction to Algebra with Business Applications | 2.0 |
| PHN101A | Ethics in Technology and Society | 2.0 |

**ACN160A   Fundamentals of Accounting IA**
**24 Hours                    2.0 Units**
Basic theory of accounting covering the accounting cycle, the recording of transactions in journals and ledgers, preparation of financial statements, adjusting and closing procedures.

**ACN16LA   Fundamentals of Accounting IA Lab**
**24 Hours                    1.0 Unit**
Supervised lab time devoted to the solving of accounting problems.

**ACN160B   Fundamentals of Accounting IB**
**24 Hours                    2.0 Units**
Theory of accounting for a merchandising enterprise involving special journals, bank reconciliations, and payroll. Prerequisite: ACN160A– Fundamentals of Accounting IA.

**ACN160C   Fundamentals of Accounting IC**
**24 Hours                    2.0 Units**
Theory of accounting for special functions involving receivables, uncollectible accounts, promissory notes, inventory, and fixed assets. Prerequisite: ACN160B–Fundamentals of Accounting IB.

**ACN160D   Fundamentals of Accounting ID**
**24 Hours                    2.0 Units**
Theory of accounting for end of the year procedures and for special functions involving partnerships. Prerequisite: ACN160C–Fundamentals of Accounting IC.

### ACN170A   Fundamentals of Accounting IIA
**24 Hours                    2.0 Units**

Introduction to basic concepts of managerial accounting, with particular emphasis on manufacturing enterprises. Introduction to job and process cost accounting. Prerequisite: ACN160D–Fundamentals of Accounting ID.

### ACN170B   Fundamentals of Accounting IIB
**24 Hours                    2.0 Units**

Preparation of budgets and analysis of variances. Use of responsibility accounting to evaluate decentralized operations. Application of managerial techniques to business decisions, including product pricing and capital investment. Prerequisite:  ACN170A–Fundamentals of Accounting IIA.

### ACN170C   Fundamentals of Accounting IIC
**24 Hours                    2.0 Units**

Introduction to corporations including formation, capital transactions, and earnings. Accounting for the financing through bonds including issuance and retirement. Prerequisite: ACN170B–Fundamentals of Accounting IIB.

### ACN170D  Fundamentals of Accounting IID
**24  Hours                    2.0  Units**

Theory of accounting for principles and reporting standards including composition of the cash flow statement and financial statement analysis. Prerequisite: ACN170C–Fundamentals of Accounting IIC.

### ACN180A  Payroll Accounting
**24  Hours                    2.0  Units**

Basic theory of accounting for a professional enterprise covering the computation of gross and net wages and salaries, the payroll records, and the year-end payroll reports. Prerequisite: ACN160B–Fundamentals of Accounting IB.

### ACN180B  Payroll Certification Preparation
**24 Hours                    1.0 Unit**

The student will maintain and record multifaceted functions of a payroll system. In addition, they will use practice questions to prepare for the NBA, National Bookkeepers Association, payroll certification test. Prerequisite: ACN180A–Payroll Accounting.

### ACN185    Professional Certification Preparation
**24 Hours                    1.0 Unit**

This class utilizes practice tests for preparation for the Certified Bookkeeper designation. NBA, National Bookkeepers Association, testing is included in this class. Prerequisite: ACN160D–Fundamentals of Accounting ID.

### ACN190A   Federal Income Tax I
**24 Hours                    2.0 Units**

Introduction to federal laws and regulations regarding filing of income tax returns by individuals. Gross income inclusions and adjustments to income. Reporting business profit or loss by a sole proprietorship.

### ACN190B   Federal Income Tax II
**24 Hours                    2.0 Units**

Itemized deductions. Reporting of supplemental income and the alternative minimum tax. Tax credits. Depreciation. Capital gains and losses. Exchanges. Depreciation recapture. Prerequisite: ACN190A–Federal Income Tax I.

### ACN190C   Federal Income Tax III
**24 Hours                    2.0 Units**

Payroll. Extensions and amended returns. Introduction to reporting for partnerships and corporations. Prerequisite: ACN190B–Federal Income Tax II.

### ACN190D   Federal Income Tax Certification
**24 Hours                    1.0 Unit**

This course is designed to assist the student in gaining additional practice in completing tax returns in order to pass the IRS VITA (volunteer income tax assistance) certification tests. Prerequisite: ACN190B–Federal Income Tax II.

### ACN274A   Intermediate Accounting I
**24 Hours                    2.0 Units**

This course teaches students how to identify, measure, and record events and transactions of a financial nature. This section emphasizes the financial reporting of assets, liabilities and owner's equity. Prerequisite: ACN170D–Fundamentals of Accounting IID.

### ACN274B   Intermediate Accounting II
**24 Hours                2.0 Units**

This section covers receivables/cash recognition, inventory calculations, and fixed and intangible asset utilization.  Investment transactions in debt and equity securities will be journalized and accounting changes and errors will be reported. Prerequisite: ACN170D–Fundamentals of Accounting IID.

### ACN274C   Intermediate Accounting III
**24 Hours                2.0 Units**

This section covers current and long-term liabilities. Accounting theory surrounding leases is presented and the identification, measurement, and recording of debt and equity financing are emphasized. The recording of income taxes and pensions is also included. Prerequisite: ACN170D–Fundamentals of Accounting IID.

### ACN274D   Non-Profit Accounting
**24 Hours                2.0 Units**

This section covers the basis of accounting and the financial statements required for government and nongovernment not-for-profit organizations. Students are taught the differences between government fund revenues and expenditures and nongovernment restricted and unrestricted revenues and expenses. Prerequisite: ACN170D–Fundamentals of Accounting IID.

### ACN280A   Managerial Accounting I
**24 Hours                2.0 Units**

Introduction to various concepts and classifications of costs. Job order and process costing. Analysis of cost behavior, particularly that of mixed costs. Prerequisite: ACN170B–Fundamentals of Accounting IIB.

### ACN280B   Managerial Accounting II
**24 Hours                2.0 Units**

Segment reporting. Various costing systems explored. Preparation of the master budget and flexible budgets including variance analysis. Prerequisite: ACN170B–Fundamentals of Accounting IIB.

### ACN280C   Managerial Accounting III
**24 Hours                2.0 Units**

Standard cost systems.  Performance measurement in decentralized organizations.  Relevant costs for decision-making during capital budgeting. Prerequisite:  ACN170B–Fundamentals of Accounting IIB.

### ACN280D   Forensic Accounting
**24 Hours                2.0 Units**

General overview of forensic accounting. Business processes and systems development. Comprehensive treatment of the Sarbanes-Oxley Act. Various types of fraud. Prerequisite: ACN170B–Fundamentals of Accounting IIB.

### ACN350A   Ethics in Accounting I
**24 Hours                2.0 Units**

This course covers the analysis of case studies to help students cultivate the ethical commitment needed to ensure that their work meets the highest standards of integrity, independence, and objectivity. Prerequisite: ACN280D–Forensic Accounting.

### ACN350B   Ethics in Accounting II
**24 Hours                2.0 Units**

This course covers the analysis of case studies to help students cultivate the ethical commitment needed to ensure that their work meets the highest standards of integrity, independence, and objectivity. Prerequisite: ACN280D–Forensic Accounting.

### ACN401   Accounting Internship
**72 Hours                2.0 Units**

The student will apply his/her Accounting Program knowledge by placement in the private accounting sector, government agencies, and other accounting settings for on-the-job training under the supervision of an accountant for a period of 72 hours. The various sites and requirements are discussed by the Internship Coordinator with each student. Concurrent enrollment is required in the Specialized Associate Degree–Accounting program with a minimum GPA of 3.0 or more, a minimum of 90 percent attendance, and a typing speed of 30 NWPM. Prerequisite:  ACN274A–Intermediate Accounting I. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Internship Coordinator.

**BMN141    Math Review**
**24 Hours                         1.0 Unit**
A comprehensive review of basic math skills needed in business situations. Includes practice with fractions, decimals, word problems, and problem solving skills.

**BMN142    Business Math**
**24 Hours                         2.0 Units**
Mathematics as used in business situations. This course will cover applications of percents, invoices, discounts, simple interest, and mortgage loans. The use of the calculator as a tool for solving problems more easily is emphasized.

**BMN143    Financial Math**
**24 Hours                         2.0 Units**
Mathematics as used in business situations. This course will cover compound interest and present value, annuities and sinking funds; stocks, bonds and mutual funds; and data interpretation and presentation. Prerequisite: BMN142–Business Math.

**BMN195A   10-Key Keypad**
**24 Hours                         1.0 Unit**
This class is designed to teach the 10-key numeric keypad by touch using a computer. Industry standards are used as grading criteria.

**CMN100    Computer Literacy**
**24 Hours                         1.0 Unit**
This class is designed to be an introduction to computers, terminology, procedures, and computer usage by society and individuals.

**CMN127A   Keyboarding**
**24 Hours                         1.0 Unit**
This class includes basic skill development and proper keyboarding techniques.

**CMN127B   Introduction to Word I**
**24 Hours                         1.0 Unit**
This class includes creating letters, memos, reports, and tables using Microsoft Word. Prerequisite: CMN127A–Beginning Keyboarding or net speed of 25 words per minute.

**CMN127C   Introduction to Word II**
**24 Hours                         1.0 Unit**
This class includes creating letters, memos, reports, bibliographies, employment documents, and tables using Microsoft Word.  Prerequisite: CMN127B–Introduction to Word I.

**CMN166A   Beginning Excel**
**24 Hours                         1.0 Unit**
This class provides a hands-on experience with the Excel spreadsheet program.  Students will learn to enter information into workbook files, format and edit worksheets, and use functional formulas to compute values.  In addition, students will use Excel's charting feature to create charts for illustrating and comparing values.

**CMN166B   Intermediate Excel**
**24 Hours                         1.0 Unit**
This class provides hands-on experience with the Excel spreadsheet program. The student will complete business applications in Excel, practicing specific concepts such as logical and financial functions; rounding and nesting functions; using images, SmartArt, and graphics; and working with tables. Prerequisite: CMN166A–Beginning Excel.

**CMN166C   Advanced Excel**
**24 Hours                         1.0 Unit**
This class provides hands-on experience with the Excel spreadsheet program. The student will practice advanced features such as auditing, consolidating and linking workbooks, using data tables and pivot tables, and working with macros. Prerequisite: CMN166B–Intermediate Excel.

**CMN170    Microsoft Office Fundamentals**
**24 Hours                         1.0 Unit**
This class provides hands-on experience with Word, Excel, Access, and PowerPoint software. The students will create and work with documents, spreadsheets, databases, and slide shows plus integration of the software will be covered.

**CMN175    Financial Analysis with Excel**
**24 Hours                         1.0 Unit**
Students learn an analytical approach to perform financial analysis and to solve business problems using Excel's advanced functions and formulas. Prerequisites: ACN170D–Fundamentals of Accounting IID and CMN166C–Advanced Excel.

**CMN185A   QuickBooks Pro I**
          24 Hours                         1.0 Unit
This class provides a "hands-on" experience with QuickBooks 2018 accounting software. The student will record and report simple transactions of a business. Prerequisites: ACN160A–Fundamentals of Accounting IA.

**CMN185B   QuickBooks Pro II**
          24 Hours                         1.0 Unit
Students will be introduced to two ways to setup a new company in QuickBooks. They will also perform payroll and banking activities. Prerequisite: CMN185A–QuickBooks Pro I.

**CMN185C   QuickBooks Certification**
          24 Hours                         1.0 Unit
This class utilizes software training and practice tests to prepare for the NBA, National Bookkeepers Association, QuickBooks certification test. Prerequisite: CMN185B – QuickBooks Pro II.

**CMN185D   QuickBooks in the Cloud**
          24 Hours                         1.0 Unit
This class provides hands-on experience with Intuit's cloud-based version and teaches students how to maintain a general ledger; track vendor, customer, and inventory activities; process payroll; and prepare bank reconciliations. Prerequisite: CMN185B – QuickBooks Pro II.

**CMN186A   Publisher I**
          24 Hours                         1.0 Unit
A powerful desktop publishing (DTP) program that assists in designing and producing professional quality documents that combine text, graphics, illustrations, and photographs.

**CMN186B   Publisher II**
          24 Hours                         1.0 Unit
A continuation of the powerful desktop publishing (DTP) program that assists in designing and producing professional quality documents that combine text, graphics, illustrations, and photographs. Prerequisite: CMN186A–Publisher I.

**CMN240A   Sage 50 I**
          24 Hours                         1.0 Unit
Students are introduced to computerized accounting using a name brand accounting program.  An overview is presented on the various accounting functions performed by the program including the recording of customers, vendors, and employee transactions. Prerequisite: ACN160D–Fundamentals of Accounting ID.

**CMN240B   Sage 50 II**
          24 Hours                         1.0 Unit
Transactions dealing with accounts payable and accounts receivable for a merchandising business are entered. Payroll entries, account reconciliations, and customizing forms are also addressed. Prerequisite: CMN240A–Sage 50 I.

**CMN310K   Comprehensive Outlook**
          24 Hours                         1.0 Unit
This class provides hands-on experience with Microsoft Outlook to organize and manage communications, contacts, schedules, and tasks. Students will learn to setup and use the basic and advanced features of Microsoft Outlook.

**CMN310P   Comprehensive PowerPoint**
          24 Hours                         1.0 Unit
This class provides hands-on experience with advanced features of Microsoft PowerPoint. Topics include: formatting, animation, video, table and charts, delivering and publishing presentations. After completing this course, the student will be prepared for the MOS certification prep course and exam.

**CMN310WA  Comprehensive Word I**
          24 Hours                         1.0 Unit
This class provides hands-on experience with advanced features of Microsoft Word. Topics include document presentation, collaboration, research, document productivity, and tables. After completing this course, the student will be prepared for the MOS certification prep course and exam. Prerequisite: CMN127C–Introduction to Word II.

**CMN310WB  Comprehensive Word II**
          24 Hours                         1.0 Unit
This class provides hands-on experience with advanced features of Microsoft Word. Topics include document presentation, collaboration, research, document productivity, and tables. After completing this course, the student will be prepared for the MOS certification prep course and exam. Prerequisite: CMN310WA–Comprehensive Word I.

**CMN320A   Word Certification Preparation**
           24 Hours                    1.0 Unit

This class utilizes software training and practice tests for certification preparation for Word. Certification testing is included in this class. Prerequisite: CMN310WB–Comprehensive Word II or concurrent enrollment.

**CMN320B   Excel Certification Preparation**
           24 Hours                    1.0 Unit

This class utilizes software training and practice tests for certification preparation for Excel. Certification testing is included in this class. Prerequisite: CMN166C–Advanced Excel or concurrent enrollment.

**CMN320D   PowerPoint Certification Preparation**
           24 Hours                    1.0 Unit

This class utilizes software training and practice tests for certification preparation for PowerPoint. Certification testing is included in this class. Prerequisite: CMN310P–Comprehensive PowerPoint or concurrent enrollment.

**CMN320E   Outlook Certification Preparation**
           24 Hours                    1.0 Unit

This class utilizes software training and practice tests for certification preparation for Outlook. Certification testing is included in this class. Prerequisite: CMN310K–Comprehensive Outlook.

**CMN320F   Excel Certification Preparation**
           24 Hours                    1.0 Unit

This class utilizes software training and practice tests for certification preparation for Excel. Certification testing is included in this class. Prerequisite: CMN166C–Advanced Excel or concurrent enrollment and a student in the Accounting program.

**CSN100   Introduction to Computer Hardware**
           72 Hours                    5.0 Units

A combination of lectures and hands-on exercises to introduce the student to computer systems. The assembly of a personal computer will be emphasized.

**CSN111A   Command Line Interface**
           24 Hours                    1.0 Unit

Lecture and hands-on exercises introducing the student to Windows Powershell and the Linux BASH shell.

**CSN120   Computer Configuration and
           Troubleshooting**
           72  Hours                   5.0  Units

A combination of lectures and hands-on exercises to further introduce the student to computer systems. The assembly of a personal computer will be emphasized. Prerequisite: Successful completion or concurrent enrollment in CSN100–Introduction to Computer Hardware.

**CSN140   Advanced Computer Set-up and
           Communications**
           72 Hours                    5.0 Units

A combination of lectures and hands-on exercises in advanced problem determination in the areas of personal computers with an emphasis on maintaining, optimizing, and repairing Windows. Prerequisite: Successful completion or concurrent enrollment in CSN120–Computer Configuration and Troubleshooting.

**CSN150   Ticketing and Troubleshooting**
           24 Hours                    1.0 Unit

A combination of exercises and hands-on training designed to teach the student how to use a ticketing system to track and document requests and incidents. Prerequisite: CSN212–Windows Server Network Infrastructure.

**CSN160   Network Plus**
           72 Hours                    5.0 Units

A study through lecture exercises introducing the student to the basic concepts of networking. Prerequisite: CSN100–Introduction to Computer Hardware.

**CSN191A   Certification Preparation I**
           24 Hours                    1.0 Units

This course is intended to prepare a student for an industry certification. Prerequisite: CSN140–Advanced Computer Set-up and Communications.

**CSN191B   Certification Preparation II**
           24 Hours                    1.0 Units

This course is intended to prepare a student for an industry certification. Prerequisite: CSN160–Network Plus.

**CSN205    Windows Server**
**72 Hours                        5.0 Units**

An instructor-led class and lab introducing the student to Microsoft Windows Server focusing on clustering, storage and backups, fault tolerance and certificates services. Prerequisites: CSN212–Windows Server Network Infrastructure and CSN218–Windows Server Active Directory.

**CSN212    Windows Server Network**
**Infrastructure**
**72 Hours                        5.0 Units**

This course will introduce the student to Microsoft Windows Server through lectures, demonstrations, discussions, and hands-on labs. Students will configure Microsoft Windows 2012 Server R2 to perform a wide array of services. Prerequisite: CSN160–Network Plus.

**CSN218    Windows Server Active**
**Directory**
**72 Hours                        5.0 Units**

An instructor-led class and lab introducing the student to Microsoft Active Directory Services. Students will learn to organize Forests, Domains, Organizational Units and objects with Active Directory. Prerequisite: CSN160–Network Plus.

**CSN219    Advanced Windows Server**
**72 Hours                        5.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to key concepts of designing and deploying an advanced Windows Server infrastructure. Prerequisite: CSN205–Windows Server.

**CSN225A   Email Client Communications**
**24 Hours                        1.0 Unit**

Instructor led instruction and lab in using email messaging services.

**CSN231    Enterprise Administrator**
**72 Hours                        5.0 Units**

An instructor led class introducing the student to Windows Server 2012 R2 enterprise administration with emphasis on planning networks and application services, business continuity and disaster recovery plans, Active Directory Digital Rights Management Services, Public Key Infrastructure and virtualization. Prerequisite: CSN205–Windows Server.

**CSN236    Exchange Server**
**72 Hours                        5.0 Units**

An instructor-led class and lab introducing the student to Microsoft Exchange Server. Students will learn to set up and maintain Microsoft's electronic mail server. Prerequisite: CSN205–Windows Server.

**CSN242    Windows Operating System Configuration**
**72 Hours                        5.0 Units**

This course will introduce students to Microsoft Windows 10 Client through lectures, demonstrations, discussions, and hands-on lab exercises.

**CSN250A   Introduction to Routers I**
**24 Hours                        2.0 Units**

This course introduces the students to routers and internetworking. Prerequisite: Completion or concurrent enrollment in CSN160–Network Plus.

**CSN250B   Introduction to Routers II**
**24 Hours                        2.0 Units**

This course introduces the students to routers and internetworking. Prerequisite: Completion or concurrent enrollment in CSN250A–Introduction to Routers I.

**CSN260    Introduction to Linux**
**72 Hours                        5.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to the basics of the Linux/Unix operating systems. Prerequisite:  CSN242–Windows Operating System Configuration.

**CSN270A   Network Mapping and Documentation**
**24 Hours                        1.0 Unit**

Instructor-led lab in using Visio and other tools to create professional business and networking diagrams.

**CSN313    Cybersecurity Fundamentals I**
**72 Hours                        5.0 Units**

This course is a combination of lecture, lab exercises, and hands-on training designed to provide the student with the knowledge and skills required to use threat detection tools, perform data analysis, and detect risks with the goal of protecting data and systems within an organization. Prerequisite: CSN325–Security Plus.

**CSN323    Cypersecurity Fundamentals II**
**72 Hours                    5.0 Units**

This course is a combination of lecture, lab exercises, and hands-on training designed to provide the student with the knowledge and skills required to identify incidents in a network, create an incident response plan, lock down applications and create policies for secure network environment. Prerequisite: CSN313–Cybersecurity Fundamentals I.

**CSN325    Security Plus**
**72 Hours                    5.0 Units**

This course is designed to be an introduction to network security concepts and practices. Prerequisite: CSN205–Windows Server.

**CSN332    Ethical Hacking I**
**72 Hours                    5.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to the concepts and techniques of ethical hacking. Students will use a wide variety of tools to perform hacking on systems to further protect information systems. Prerequisite: CSN325–Security Plus.

**CSN342    Ethical Hacking II**
**72 Hours                    5.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to the concepts and techniques of ethical hacking. Students will use a wide variety of tools to perform hacking on Web Servers and applications, databases and wireless networks. Students will implement various types of firewalls and intrusion detection systems as well as have knowledge of cryptography and cryptographic attacks. Prerequisite: CSN332–Ethical Hacking I.

**CSN365    Linux +**
**72 Hours                    5.0 Units**

A combination of lecture, lab exercises and hands-on training in the principles of Linux/Unix administration. Prerequisite: CSN260–Introduction to Linux.

**CSN375    Linux on the Desktop**
**72 Hours                    5.0 Units**

A combination of lecture and lab exercises introducing the student to the basic concepts of using Apache, FTP, Bind, Sendmail, Telnet, SSH, and other services. Prerequisite: CSN365–Linux+.

**CSN385    Linux on the Server**
**72 Hours                    5.0 Units**

A combination of lecture and lab exercises introducing the student to the basic concepts of using shells and scripts, including the vi editor, networking fundamentals, network services, and managing security. Prerequisite: CSN375–Linux on the Desktop.

**CSN395    Linux in the Enterprise**
**72 Hours                    5.0 Units**

A combination of lecture and lab exercises introducing the student to the use of Linux in an enterprise environment. Students learn to troubleshoot enterprise-related problems and use remote installation services. Prerequisite: CSN385–Linux on the Server.

**CSN400    Information Technology Internship**
**120 Hours                    4.0 Units**

The internship is designed to allow the student to observe and participate in a series of on-the-job learning experiences whereby they will achieve entry-level proficiency in network administration, desktop support, or network engineering. Prerequisite: Completion of CSN205–Windows Server and concurrent enrollment in the Specialized Associate Degree – Information Technology program, minimum GPA of 3.0, and 90% (minimum) attendance. At the discretion of the internship site, a background check and health screening may be required. Students not meeting the criteria will be required to complete classes totaling 4.0 units in lieu of the internship. The classes will be determined by the Director of Education and/or Information Technology Department Head, with input from the student.

**ENN101A    Business English–Grammar**
**24 Hours                    2.0 Units**

This class will define and utilize grammatical skills as a foundation for clear, organized writing and speaking.

**ENN101B    Business English–Punctuation**
**24 Hours                    2.0 Units**

This class is a general overview of the use of punctuation in business correspondence and writing. Prerequisite: ENN101A–Business English-Grammar.

**ENN300A   Business Correspondence I**
 **24 Hours                    1.0 Unit**
Business correspondence writing with emphasis on formatting, word control, correct grammar and punctuation. The résumé and cover letter are included for employment preparation. Prerequisite: Completion or concurrent enrollment in ENN101B–Business English-Punctuation.

**ENN300B   Business Correspondence II**
 **24 Hours                    1.0 Unit**
Advanced business correspondence writing with emphasis on formatting, word control, and correct grammar and punctuation usage. Oral presentation skills and teamwork are utilized to increase the quality of production. Prerequisite: ENN300A–Business Correspondence I.

**ENN303A   Management Communications I**
 **24 Hours                    2.0 Units**
This class is designed to help the students develop their skills within the context of a business. An emphasis is placed on interpersonal communications, decision-making, and presentations.

**ENN303B   Management Communications II**
 **24 Hours                    2.0 Units**
This class is designed to develop personal economic value, interpersonal communication, decision-making skills, presentation skills, and interviewing techniques used in today's business. Prerequisite: ENN303A–Management Communications I.

**GBN050   Information Literacy**
 **24 Hours                    2.0 Units**
This class includes techniques to evaluate and document reliable information. Students will become familiar with the Internet and the e-library as research tools for educational and business purposes. An introduction to HTML, Word, PowerPoint, and YouTube will include professional business applications.

**GBN101   Career Transitions**
 **24 Hours                    2.0 Units**
This course is designed to help students with personal development, goal setting, and successful transitions to a college and business environment.  The value of a college education and personal financial responsibility are ex-

plored with emphasis on managing within a budget.

**GBN132A   Administration: Office Management**
 **24 Hours                    2.0 Units**
This class is designed to prepare the student for a career in Office Management. Critical thinking and problem solving skills, business etiquette, professionalism, time management, social media, customer service, and technical skills are emphasized as essential elements to be successful in administrative office management.

**GBN132B   Administration: Records Management**
 **24 Hours                    2.0 Units**
This class is designed to train students to perform and utilize proper filing techniques for successful office management.

**GBN132C   Administration: Project Management**
 **24 Hours                    2.0 Units**
This class is designed to prepare the student for a career in Project Management. Time management, project management, team/leadership, technology, and communication skills are emphasized as essential elements to be successful in administrative project management.

**GBN200A   Human Relations I**
 **24 Hours                    2.0 Units**
A study of human relationships in the workplace which emphasizes many practical aspects of human behavior. The approach to issues will be as realistic and as directly job related as possible in a classroom setting.

**GBN200B   Human Relations II**
 **24 Hours                    2.0 Units**
A study of human relationships in the workplace which emphasizes many practical aspects of human behavior. Conflict resolution, team dynamics, leadership, organizational change, diversity, ethical politics, and power are topics that will be discussed in this class.

**GBN200C   Human Relations III**
 **24 Hours                    2.0 Units**
A study of the essential customer service skills in the workplace. Topics include listening skills, customer service and behavior, service breakdowns and service recovery, and encouraging customer loyalty.

### HMN105   Introduction to California Wines
**24 Hours                           2.0 Units**

This class is an overview of grape production and winemaking practices, vocabulary and tasting skills. Students will learn about the different grape varietals and pairing of food and wine. Prerequisite: GBN132C–Administration: Project Management.

### HMN135   Event Planning
**24 Hours                           2.0 Units**

This course is designed to provide the students with the education and skills required to research, plan, schedule, organize, and market special events. Creative events, speaker selection, and choosing a venue; in addition, preparing and managing the budget, scheduling, and coordinating the food and beverages will be discussed. Prerequisite: GBN132C–Administration: Project Management.

### HMN150A  Marketing
**24 Hours                           2.0 Units**

This class provides useful tips, checklists, and creative ideas of successful marketing practices. The students will also discuss customer service, developing a marketing plan, marketing budgets, and marketing and the law. Prerequisites: GBN132C–Administration: Project Management.

### HMN150B  Social Media Marketing
**24 Hours                           2.0 Units**

Students will examine the objectives of social media marketing and how these can be incorporated into a marketing mix for any organization.

### HMN210   Certified Guest Service Professional
**24 Hours                           2.0 Units**

Successful employees must have effective guest service skills in today's competitive market. They must be able to engage and connect with the guest to go above and beyond the call of duty. These segments of guest services will be covered during this class. Prerequisites: GBN132C–Administration: Project Management.

### LGN130A   Business Law  I: Legal System
**24 Hours                           2.0 Units**

Introduction to the role of law in society, roots of our legal system, overview of sources of law, and the basic structure of our legal system. Students will review common law, statutory law, administrative law, and constitutional law.

### LGN130B   Business Law  II: Torts and Crimes
**24 Hours                           2.0 Units**

This course covers a broad range of topics in business law. First the student will learn about tort law, beginning with reviewing and understanding the elements of intentional torts and negligence, including defenses. Finally, the students will learn about crimes, including the difference between criminal and civil law, and criminal procedure, including application of constitutional defenses. Students will specifically learn about crimes that affect businesses and crimes committed by businesses. Prerequisite: LGN130A–Business Law I: Legal System recommended but not required. LGN130 series may be taken out of order.

### LGN130C   Business Law  III: Contract Law
**24 Hours                           2.0 Units**

Course covers contracts including an introduction to contracts, the elements necessary for a valid contract, performance or breach of contracts and potential remedies, and practical contracts. Prerequisite: LGN130A–Business Law I: Legal System and LGN130B–Business Law II: Torts and Crimes recommended but not required. LGN130 series may be taken out of order.

### LGN130D   Business Law  IV: Business Organizations, Agency/Employment, and Property Law
**24 Hours                           2.0 Units**

Course covers forms of business from sole proprietorships to general partnerships and LLCs to corporations, the basics of agency law, employment law and labor law, and the basics of both real and personal property law. Prerequisite: LGN130A–Business Law I: Legal System, LGN130B–Business Law II: Torts and Crimes, and LGN130C–Business Law III: Contract Law recommended but not required. LGN130 series may be taken out of order.

### LGN231A   Civil Litigation: Pleadings
**24 Hours                           2.0 Units**

This class focuses on the role of the legal support professional in civil litigation. The course includes practical applications of the rules of civil procedure through hands-on lab work pre-

paring documents and forms. Students will learn and review the practical applications of calendaring and evidentiary requirements through the post-trial process. The class focuses on the student learning and developing an understanding about the initial phases of a lawsuit, the relevant and applicable rules of procedure and court rules, and preparing the appropriate pleadings. Prerequisites: Completion of or concurrent enrollment in LGN130A-Business Law I: Legal System and LGN130B– Business Law II: Torts and Crimes recommended but not required.

### LGN231B    Civil Litigation: Discovery
**24 Hours**                    **2.0 Units**

This class focuses on the role of the legal support professional in civil litigation. The course includes practical application of civil procedure rules through hands-on lab work preparing documents and forms. LGN231B focuses on the student learning and developing an understanding about the discovery phase of a lawsuit, the relevant and applicable rules of procedure and court rules, and preparing the appropriate pleadings. Prerequisite: LGN231A-Civil Litigation: Pleadings. (Prerequisite may be waived on a case-by-case basis with successful petition to the department head.)

### LGN231C    Civil Litigation: Law and Motion
**24 Hours**                    **2.0 Units**

This class focuses on the role of the legal support professional in civil litigation. The course includes practical application of civil procedure rules through hands-on lab work preparing documents and forms. Students will learn and review the practical applications of calendaring and evidentiary requirements through the post-trial process. LGN231C focuses on the student learning and understanding civil case management, motions and motion practice, calendaring for trial, trial preparation, and the procedures, pleadings, and the associated various rules of procedure and court rules. Prerequisite: LGN231B-Civil Litigation II: Discovery. (Prerequisite may be waived on a case-by-case basis with successful petition to the department head.)

### LGN231D    Real Property
**24 Hours**                    **2.0 Units**

Real estate law overlaps in many other areas of law: estate planning, family law, business transactions, and in settlements of lawsuits. This class focuses on the role of the legal support professional in the area of real property law. This course includes learning real estate terms and practical application of those terms through hands-on lab work preparing documents and forms. Students will become familiar with types of estates, how to describe real estate, public and private restrictions on land use, how to glean information from preliminary title reports, manner in which to transfer title to real estate, manner in which to record a mortgage or financing of real estate, real estate contracts and closing transaction, taxation issues, and landlord and tenant issues.

### LGN231E    Family Law
**24 Hours**                    **2.0 Units**

This course provides in-depth study of issues surrounding family law including dissolution of marriage, child custody and support, and property division.

### LGN231F    Estate Planning and Probate
**24 Hours**                    **2.0 Units**

This course provides provisions and techniques for drafting wills, trusts, and advance healthcare directives in estate planning/probate. The processes of estate administration and the probate practice are studied in detail. The student is exposed to the processes in the calculation and closing of an estate.

### LGN231G    Criminal Law
**24 Hours**                    **2.0 Units**

This class focuses on criminal law and procedure. This course provides an overview of the criminal justice process, probable cause, and search and seizure.  This course will also provide students with a practical understanding of providing legal support in a criminal defense law office.

### LGN320A    Calendaring for the Law Office I
**24 Hours**                    **1.0 Unit**

This course is the first of two and utilizes the software program CLIO to train students in the requirements of calendaring and docketing such as document filing deadlines and court

dates in the standard court systems and law offices as well as appointments, discovery, and tickler dates for law office staff. Students will learn the importance of triggering events to docket the filing deadlines for most Northern California counties. Students will primarily be utilizing the Local Court Rules for the Sonoma County Superior Court, the California Code of Civil Procedure, and California Rules of Court for class projects. Instructor will discuss calendaring deadlines for Federal Court. Prerequisite: Completion or concurrent enrollment in LGN130A–Business Law I: Legal System.

**LGN320B   Calendaring for the Law Office II**
**24 Hours                          1.0 Unit**
This course, the second of two that utilizes calendaring software to train students in the requirements of calendaring in a law office. Students will continue to learn how to calendar with CLIO. Prerequisite: LGN320A–Calendaring for the Law Office I.

**LGN331A   Law Office Management I**
**24 Hours                          2.0 Units**
This course will cover the fundamentals of law office management. It is designed to familiarize the student with the practical workings of a law office including understanding law office procedures. Law office management goes beyond mere efficiency and productivity and includes being sensitive to ethical concerns and providing quality legal services to clients in an affordable manner.

**LGN331B   Law Office Management II**
**24 Hours                          2.0 Units**
This class is a continuation of LGN331A–Law Office Management I. The concepts of legal fees, timekeeping, billing, law office financial management, client operating and trust accounts, and office technology in the law firm are discussed and studied. Prerequisite: LGN331A–Law Office Management I.

**LGN360      Technology in the Law Office**
**24 Hours                          2.0 Units**
This course will be taught from the perspective of a paralegal entering a new law office practice. The paralegal's role is often to evaluate and analyze law office technology to help keep the law firm on the cutting edge. This course will provide students with the information to manage a paperless office. Students will learn the criteria for selecting scanning technology and litigation management systems appropriate for their law practice. Students will review and learn to use law practice management technology, electronic document review tools, e-filing, and e-discovery resources. Students will review practical technology and common tools used every day in law firms, such as word processing software, electronic spreadsheets, databases, and e-mail. Ethical considerations, such as software piracy, misuse of software and databases, security, spoliation of evidence, claw back rules, working with in-house and contract IT, and the protection of client data will be reviewed.

**LGN370A   Discovery I**
**24 Hours                          2.0 Units**
This course concentrates on discovery and investigation in civil litigation. Students will review case scenarios and recommend courses of discovery procedures to be taken. Students will prepare and respond to numerous discovery documents including interrogatories and requests for admissions. Students will also review proper objections to interrogatories. The course will provide the student with an understanding of the rules for California discovery procedures. Prerequisite: Completion of LGN231B–Civil Litigation: Discovery recommended but not required.

**LGN370B   Discovery II**
**24 Hours                          2.0 Units**
This concentrates on discovery and investigation in civil litigation. Students will review case scenarios and recommend courses of discovery procedures to be taken.  Students will prepare and respond to numerous discovery documents including requests for production of documents. Students will prepare a Notice of Deposition, Subpoena for Appearance, Subpoena for the Production of Business Record, request for IME, and demand for IME report. The course will provide the student with an understanding of the rules for state and federal discovery procedures. Prerequisite:  LGN370A–Discovery I.

**LGN370C   E-Discovery**
         24 Hours                    2.0 Units
This class concentrates on e-discovery and investigation in civil litigation. Students will learn about the e-discovery process, including data preservation, the legal hold process, early case assessment, data collection and document review, analysis, and production. Students will also review and discuss cases pertaining to e-discovery. The course will provide the student with an understanding of the rules for state and federal e-discovery procedures. Students will also learn the program Logikull and use Logikull to prepare an e-discovery document production. Prerequisite: LGN370A–Discovery I.

**LGN420A   Legal Office Procedures: Transcription**
         24 Hours                    1.0 Unit
This is a project-based class based on a law office model where students will prepare legal documents and correspondence from transcription, rough draft copy, and computer forms. Emphasis will be on listening skills, ability to take direction by transcription, and proper formatting of legal pleadings and documents in the areas of civil litigation, criminal law, estate planning, real property, family law, and corporate documents. Prerequisite: Completion of or concurrent enrollment in LGN231A and/or LGN231B–Civil Litigation: Pleadings and/or Discovery.

**LGN420B   Legal Office Procedures: Forms**
         24 Hours                    1.0 Unit
This is a project-based class based on a law office model where students will prepare legal documents using proper formatting. Emphasis will be on properly formatting legal documents and forms as well as proofreading documents.

**LGN421A   Legal Terminology**
         24 Hours                    1.0 Unit
The course is an in-depth review of grammar and legal terminology necessary to properly prepare and proofread documents in a law office. Students will learn and apply legal terms through review, repetition, and homework exercises.

**LGN421B   Core Grammar for Lawyers**
         24 Hours                    1.0 Unit
The course is an in-depth review of grammar necessary to properly prepare and proofread documents in a law office. The course is completed by reviewing lessons and taking quizzes using the online program *Core Grammar for Lawyers,* which was developed specifically to develop and improve the grammar skills of legal professionals.

**LGN421C   Fundamentals of Writing for the Legal Professional**
         24 Hours                    2.0 Units
The student will review the skills necessary for legal writers, including a review of grammar, punctuation and effective writing.

**MAN101   Introduction to Algebra**
         24 Hours                    2.0 Units
The foundation of algebra theory is presented, based on examples of basic mathematical computations. A strong emphasis on applying these theories to the solution of word problems is used.

**MDN150   Anatomy and Physiology I**
         24 Hours                    2.0 Units
A study of the basic structures and functions of the body and many of the diseases that may affect it.  The student will study structural organization of the body, digestive system, urinary system, female and male reproductive systems, and the nervous system with emphasis on the medical terms relating to these systems. Prerequisite: Completion or concurrent enrollment in MDN161B–Medical Terminology II.

**MDN151   Anatomy and Physiology II**
         24 Hours                    2.0 Units
A study of basic body structures and functions and many of the diseases that affect the following body systems: cardiovascular, respiratory, blood, lymphatic, immune, and skeletal with emphasis on the medical terms relating to these systems.  Prerequisite: Completion or concurrent enrollment in MDN161B–Medical Terminology II.

**MDN152   Anatomy and Physiology III**
         24 Hours                    2.0 Units
A study of the basic body structures and functions and many of the diseases that affect the following body systems: muscular, integumentary, eye and ear, and endocrine with emphasis on the medical terms relating to these systems. Prerequisite: Completion or concurrent enrollment in MDN161B–Medical Terminology II.

### MDN160A  Beginning Medical Transcription I
**24 Hours                    1.0 Unit**

The student is introduced to transcribing from the computer with simple medical transcription using medically dictated material. The importance of medical reports and records, proper punctuation, and available references are discussed. Prerequisites: Completion or concurrent enrollment in MDN161B–Medical Terminology II.

### MDN160B  Beginning Medical Transcription II
**24 Hours                    1.0 Unit**

This class builds on the skills learned in MDN160A. The student strives for more accuracy while maintaining better speed. The goal is to know how to utilize reference books and transcribe accurately. Prerequisites: MDN160A–Beginning Medical Transcription I.

### MDN160C  Beginning Medical Transcription III
**24  Hours                    1.0  Unit**

This class builds on the skills learned in MDN160A and MDN160B. The student strives for more accuracy while maintaining better speed. The goal is to know how to utilize reference books and transcribe accurately. Prerequisites: MDN160B–Beginning Medical Transcription II.

### MDN161A  Medical Terminology I
**24 Hours                    2.0 Units**

This course is a study of medical word roots, combining forms, suffixes, and prefixes. The student is introduced to terminology used in various medical specialties.

### MDN161B  Medical Terminology II
**24 Hours                    2.0 Units**

This course is a continuation of study of medical word roots, combining forms, suffixes, and prefixes. The student continues to expand on previously learned terminology. The student is introduced to common medical abbreviations. Prerequisite: MDN161A–Medical Terminology I.

### MDN162A  Introduction to Medical Assisting I
**24 Hours                    1.0 Unit**

This course is an introduction to the "back office." The student will be introduced to basic back office procedures such as vital signs (temperature, pulse, respiration, and blood pressure), eye exams, measuring height and weight, and hand washing techniques, following OSHA guidelines with a workbook. Students will put a patient chart together and learn accurate charting methods. Prerequisite: Completion or concurrent enrollment in MDN161A–Medical Terminology I.

### MDN162B  Introduction to Medical Assisting II
**24 Hours                    1.0 Unit**

This course is a continuation of MDN162A, Introduction to Medical Assisting I. Having learned basic vital signs, students will be able to gain confidence in their skills with additional practice. Additional skills such as Eye Exams, Height and Weight, and Pulse Oximetry will be included. Pediatric exams (well and sick visits) with accurate growth charting for height, weight and head circumference are included. Actual Patient simulations will allow the student to practice rooming a patient, obtaining a medical history, and anticipating the doctor's needs depending on the patient's chief complaint. Charting will be addressed as well as the proper handling of biohazardous waste.  Prerequisite:  Completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN162A–Introduction to Medical Assisting I.

### MDN162C  Introduction to Medical Assisting III
**24 Hours                    1.0 Unit**

Students will participate in BLS for Health Care Providers to be trained in CPR (adult, child, infant), AED Adult and Child and Heartsaver first aid (splinting, bleeding, shock, etc.) along with practical application including dressings and bandages. Proper methods of body mechanics with patient lifting, proper use of a wheelchair and crutches are taught. Upon completion each student will receive a certificate in CPR (adult, child, infant), AED (adult, child, infant) and Heartsaver First Aid. Prerequisite:  Completion or concurrent enrollment in MDN161A–Medical Terminology I.

### MDN163A  Injections and Surgical Assisting
**24 Hours                    2.0 Units**

The student is given a more in-depth look at the duties of the back office medical assistant. Skills taught will include assisting with a physical examination, patient positioning as well as the medical assistant's role during the exam, proper documentation, and cleanup following the procedures. The patient's care will also be

emphasized. Injections will be introduced. The importance of proper equipment, various site objectives, techniques, and safety precautions following OSHA rules and guidelines are stressed. Proper dose calculation methods will also be reviewed. Prerequisites: MDN162B–Introduction to Medical Assisting II; completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN150 or MDN151 or MDN152–Anatomy and Physiology I, II or III.

**MDN163B   Injections and Surgical Assisting Skills
            Lab A**
**24 Hours                    1.0 Unit**

The student will practice injections demonstrating proper technique and using appropriate equipment according to the instructor following the instructor's demonstration. Following extensive practice sessions, the students will be required to satisfactorily check-off on required skills. Prerequisite: Completion or concurrent enrollment in MDN163A–Injections and Surgical Assisting.

**MDN163C   Injections and Surgical Assisting Skills
            Lab B**
**24 Hours                    1.0 Unit**

The student is introduced to surgical assisting as applicable to minor surgery in the medical office. Identification, proper care, and usage of basic medical instruments are taught. Instruction and demonstration in the techniques of disinfecting, wrapping, and sterilization of instruments using various methods including the autoclave method is emphasized. The student is instructed in the proper sterile techniques as well as suture removal, and set up of specialty exam equipment trays including proctologic exams and pelvic and pap trays. Prerequisite: Completion or concurrent enrollment in MDN163A–Injections and Surgical Assisting.

**MDN164A   EKGs and Capillary Puncture**
**24 Hours                    2.0 Units**

The student is introduced to the procedure for performing an electrocardiogram (EKG) and the electrical conduction system of the heart. Students will also be introduced to techniques in the collection of capillary blood specimens for hemoglobin, hematocrit, and blood glucose screening. Eye and ear irrigations will be intro-

duced. Use of therapeutic ultra sound and throat cultures will be demonstrated and practiced. The use of correct documentation, normal values, and reporting of laboratory procedures will be practiced. OSHA regulations for a laboratory facility are reviewed. Prerequisites: Completion of MDN162B–Introduction to Medical Assisting II; completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN150, MDN151, or MDN152–Anatomy and Physiology I, II, or III.

**MDN164B   EKGs and Capillary Puncture Skills
            Lab A**
**24 Hours                    1.0 Unit**

The lab class is used to practice and demonstrate the skills covered in MDN164A including EKGs, collection of capillary blood specimens, and use of the ultrasound equipment. Students will "check-off" on lab procedures according to preset standards. The use of correct documentation and reporting of laboratory procedures will be practiced. Prerequisite: Completion or concurrent enrollment in MDN164A–EKGs and Capillary Puncture.

**MDN164C   EKGs and Capillary Puncture Skills
            Lab B**
**24 Hours                    1.0 Unit**

The lab class is used to practice and demonstrate the skills covered in MDN164A including EKGs, processing of capillary blood specimens, and use of the ultrasound equipment. Throat swabs and culturing will be demonstrated and practiced. The use of correct documentation and reporting of laboratory procedures will be practiced. Prerequisite: Completion or concurrent enrollment in MDN164A–EKGs and Capillary Puncture.

**MDN166A   Phlebotomy and Urinalysis**
**24 Hours                    2.0 Units**

The student is introduced to venipuncture for Medical Assistants and will learn the purpose and procedure of different types of blood draws. Appropriate sites and patient care of site are discussed. Equipment including vacuum tubes and supplies are reviewed. Students will be introduced to basic techniques needed for the laboratory and medical office. Urinalysis and specimen processing will be introduced. Students will learn normal values for common tests and proper documentation of urinalysis

involving microscopic preparation, as well as physical and chemical analysis. Prerequisites: Completion of MDN162B–Introduction to Medical Assisting II; completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN150, MDN151, or MDN152–Anatomy and Physiology I, II, or III.

### MDN166B Phlebotomy and Urinalysis Skills Lab A
**24 Hours        1.0 Unit**

The lab class is used to practice and demonstrate the skills covered in MDN166A including performing blood collection by venipuncture and properly assessing urinalysis. Students will learn normal values for common tests and proper documentation. Urinalysis skills to include appearance, chemical analysis, and microscopic exam. Prerequisite: Completion or concurrent enrollment in MDN166A–Phlebotomy and Urinalysis.

### MDN166C Phlebotomy and Urinalysis Skills Lab B
**24 Hours        1.0 Unit**

The lab class is used to practice and demonstrate the skills covered in MDN166A including performing blood collection by venipuncture and properly assessing urinalysis. Students will also process culture specimens after performing throat swabs. Students will also process culture specimens after performing throat swabs. Students will "check-off" on lab procedures according to preset standards. Prerequisite: Completion or concurrent enrollment in MDN166A–Phlebotomy and Urinalysis.

### MDN250 Medical Office Procedures I
**24 Hours        2.0 Units**

The class introduces the student to the profession of Medical Assisting and the role of others in the office setting. A brief history of medicine is discussed and will require each student to create a medical history report. Medical specialties, professional behavior and roles as a medical assistant as it relates to medical ethics and medicine and the law are covered in this course.

### MDN251 Medical Office Procedures II
**24 Hours        2.0 Units**

This class is designed to train the student in various tasks inherent in a medical office: greeting patients, oral communications, telephone techniques, accurate charting, alphabetical filing and terminal digit filing are explained, message taking, postal regulations, and the different time zones. Discussion of medical pegboard accounting, with a self-paced pegboard system including simulations for each student.

### MDN253 Medical Office Management
**24 Hours        2.0 Units**

This class is designed to orient the student to management fundamentals in a medical outpatient setting. Students examine the responsibilities of an office manager, staff relationships, policy and procedures, and daily office functions. Students receive training in personnel management and employee benefits. HIPAA, OSHA, CLIA, HITECH and compliance are discussed in detail including: implementation, compliance, and documentation. Prerequisites: MDN250–Medical Office Procedures I, MDN251–Medical Office Procedures II, and enrollment in the Specialized Associate Degree-Medical Assistant program.

### MDN255 Medical Assisting Certification Exam Preparation
**24 Hours        1.0 Unit**

This course is an online testing simulator designed to highlights the student's strengths and weaknesses in preparation for the California Certified Medical Assistants exam. The instructor presents all potential certification opportunities to the student and the exam application(s) process is explained and facilitated. The student will be presented with multiple scenarios based on actual patient situations to sharpen their skills as a Medical Assistant and prepare them for certification. The student will be well prepared to sit for the CCMA, NCMA, or RMA exam. Prerequisite: MDN162A–Introduction to Clinical Assisting I.

### MDN301A Diagnostic Coding I
**24 Hours        2.0 Units**

This class is designed to develop the student's skill in using the ICD-10-CM coding manual. The use of ICD-10-CM Volumes I and II will be demonstrated. Exposure is given to an array of coding situations that will usually be encountered on the job, with extensive practices given in theory and practical. Prerequisites: Completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN150, MDN151 or MDN152–Anatomy and Physiology I, II, or III.

**MDN301B  Procedural Coding I**

24 Hours                    2.0 Units

This class is designed to give the student experience with the Evaluation Management, Medicine, and Pathology/Lab sections of the CPT coding manual. The student is also introduced to the HCPCS coding manual to explore coding supplies provided in an outpatient setting and by durable medical equipment providers. Emphasis is on the use of current medical code books for procedures, efficient ways of looking up codes, and abstracting these codes from case scenarios. Prerequisites: Completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN150, MDN151 or MDN152– Anatomy and Physiology I, II, or III.

**MDN301C  Procedural Coding II**

24 Hours                    2.0 Units

This class is designed to give the student extensive practice with the CPT coding manual. The student will focus on the Surgery procedural service codes and the unique Surgery subsections as well as coding Radiology and Anesthesia services. The student will also become proficient at using the modifiers associated with these sections. The emphasis is on the use of current medical code books for procedures, efficient ways of looking up codes, and abstracting these codes from case scenarios. Prerequisites: Completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN150, MDN151 or MDN152– Anatomy and Physiology I, II, or III.

**MDN302A  MediSoft I**

24 Hours                    1.0 Unit

This course is designed to develop the student's skill in handling computerized patient billing and record keeping procedures including daily reports and end of month summaries in a logical, realistic manner. The simulations will enable students to input data, manipulate the data, and output the information in a usable form. The student will learn to record data to computerized patient files and to operate a computerized patient billing and record keeping system. The student is introduced to the HIPAA Privacy Rule, the major types of health plans, HIPAA Security Rule, and HIPAA Transaction and Code Set Rule as they relate to insurance claims.

**MDN302B  MediSoft II**

24 Hours                    1.0 Unit

This class continues to build on the knowledge gained in MDN302A. The student continues to practice simulations using more advanced functions. Appointment scheduling, canceling appointments, posting payments, and adjustments are taught and practiced. Students are introduced to electronic medical records and electronic data interchange. Prerequisite: MDN302A–MediSoft I.

**MDN305    Medical Insurance Plans**

24 Hours                    2.0 Units

This class is presented to orient the student to Commercial and Government insurance programs. These include Medi-Cal (Medicaid), Healthy Families, Medicare, State Disability, Worker's Compensation, TRICARE, CHAMPVA, Managed Care Plans such as HMO's and PPO's.  Medical ethics and legal issues pertaining to patient billing are discussed.  Prerequisite: Completion or concurrent enrollment in MDN161A–Medical Terminology I.

**MDN306    Claims Reimbursement**

24 Hours                    2.0 Units

This course expands on the knowledge gained in Insurance Plans, CPT and ICD-10 coding. The student is introduced to the responsibilities of an insurance specialist, the life cycle of the CMS-1500 (or universal) claim form, and billing guidelines for paper and electronic claims. The student is also given an in-depth review of the follow-up necessary for delinquent or denied claims and to ensure accurate reimbursement from health plans. Prerequisites: Completion of MDN305–Medical Insurance Plans, MDN301A-Diagnostic Coding I, MDN301B–Procedural Coding I; completion or concurrent enrollment in MDN301C-Procedural Coding II.

**MDN308A  Electronic Health Records I**

24 Hours                    1.0 Unit

This is an introduction to the components and requirements of the electronic health record. Students learn the principles of computer technology related to health care with emphasis on computerized medical billing, health care data collection, storage, retrieval, security arrangement, presentation, and verification. Students use the Greenway Prime Suite, real practice

management EHR software to simulate various activities in the medical office to gain proficiency.

### MDN308B   Electronic Health Records II
**24 Hours                                    1.0 Unit**

A continuation of MDN308A–Electronic Health Records I, the student is introduced to the components and requirements of the electronic health record. Students learn the principles of computer technology related to health care with emphasis on computerized medical billing, health care data collection, storage, retrieval, security arrangement, presentation, and verification. Students use the Greenway Prime Suite, real practice management EHR software to simulate various activities in the medical office to gain proficiency. Prerequisite: MDN308A–Electronic Health Records I.

### MDN310   Advanced Medical Coding
**24 Hours                                    2.0 Units**

This course expands on the knowledge acquired in CPT and ICD-10-CM coding. The student will gain further understanding of the evaluation and management audit form and learn to abstract data to accurately code both procedures and diagnoses. The student will learn to abstract information from patient chart notes, operative reports, radiology reports, and laboratory and pathology requisition forms. Prerequisites: Completion of MDN301A,B,C–Medical Insurance Coding I, II, III; completion or concurrent enrollment in MDN306–Claims Reimbursement.

### MDN311   Health Information Management
**24 Hours                                    2.0 Units**

This course focuses on applying critical thinking skills to real HIM-related situations that occur in the workplace. The program aligns to the five health information management curriculum domains: health data management; health statistics, biomedical research, quality management; health service organization and delivery; information technology and systems; organization and management.

### MDN312   Medical Coding Apprenticeship
###           Certification Preparation
**24 Hours                                    2.0 Units**

This course provides a review of medical coding processes and procedures, including

practice test activities and simulated certification examinations. Students are presented with coding case practices and are expected to apply their knowledge of procedural and anatomical coding in an abstract manner. This course will review anatomical terminology, pathophysiology, and reimbursement issues. It will also review Current Procedural Terminology, International Classification of Diseases 10th Revision, Clinical Modification ICD-10-CM, Official Coding Guidelines and CMS Healthcare Common Procedural Coding System. The student will be  well prepared for the Coding Certification Exam.  Prerequisites: MDN305-Medical Insurance Plans; MDN306-Claims Reimbursement;  completion or concurrent enrollment in MDN310-Advanced Medical Coding.

### MDN400B   Medical Career Preparation
**24 Hours                                    1.0 Unit**

Students will complete three projects to ready them for the job market: creation of a professional portfolio, a comprehensive study of stress management, and a research paper on a medical topic of interest to them. Prerequisites: This course is scheduled during the student's last quarter to maximize the outcomes as the student transitions from school to the workplace.

### MDN401   Medical Externship
**168 Hours                                    5.5 Units**

The externship is designed to allow the student to observe and participate in a series of on-the-job learning experiences whereby they will achieve entry-level proficiency as a medical assistant.

Prerequisites: Completion of full Specialized Associate Degree–Medical Assistant, Certified Medical Assistant, or Medical Assistant Essentials program; overall 3.0 GPA; 90 percent (minimum) overall attendance; attainment of the graduation typing speed requirement for the program; and completion of all in-class requirements; i.e., no Incompletes, "F," "RF" grades in the following classes: MDN162A,B,C; MDN163A,B,C; MDN164A,B,C; and MDN166A,B,C. The student is required to complete a health screening, drug test, and background check prior to beginning the externship. Details of the screening are available in the Medical Externship Office.

NOTE: Students not meeting the criteria will be required to complete classes totaling 5.5 units in lieu of the externship.The classes will be determined by the Director of Education and/or Medical Department Head with input from the student.

**MNN120    Fundamentals of Law in Business**
**24 Hours                                    2.0 Units**

This course covers contracts including an introduction to contracts, the elements necessary for a valid contract, performance or breach of contracts and potential remedies, practical contracts, and forms of business from sole proprietorships to general partnerships, LLC's and corporations.

**MNN220A   Technology Trends in Business I**
**24 Hours                                    2.0 Units**

This class focuses on exploring current and emerging technology trends in the workplace. Students will develop hands-on skills using a variety of technologies including social and mobile tools, communication and web applications.

**MNN220B   Technology Trends in Business II**
**24 Hours                                    2.0 Units**

This class focuses on exploring current and emerging technology trends in the workplace. Students will develop hands-on skills using a variety of advanced technologies including Adobe and Microsoft applications; Cloud applications; web design, graphics, and layout; advanced mobile technologies; and advanced social media technologies.

**MNN230A   Entrepreneurship: Creating a Business**
**24 Hours                                    2.0 Units**

This class covers the basics of the business environment and the steps necessary to create a business. Global business and start-up procedures are incorporated in the development of a small business plan. Prerequisite: GBN132C–Administration: Project Management or ACN160D–Fundamentals of Accounting ID.

**MNN230B   Entrepreneurship: Financing and**
**                      Marketing a Business**
**24 Hours                                    2.0 Units**

This class is designed to teach students the basics of professional financial options in the creation of a business. Special emphasis is placed on the pivotal role of marketing, including product, prmotion, distribution, and pricing.  Prerequisite: MNN230A–Entrepreneurship: Creating a Business and ACN160A–Fundamentals of Accounting IA.

**MNN230C   Entrepreneurship: Managing a Business**
**24 Hours                                    2.0 Units**

This class is designed to teach students how to effectively manage a business. Topics covered include bringing a business to life, building a top quality workforce, finding new ways to learn and link, and putting it all together. Prerequisite: MNN230A–Entrepreneurship: Creating a Business.

**MNN331    Professional Portfolio Project**
**24 Hours                                    1.0 Unit**

In this course, students will create a professional career portfolio as a visual representation of their education, experience, strengths, abilities, skills, accomplishments, and work for employment interviews. Prerequisite: Completion of GBN132C-Administration: Project Management or enrollment in the Accelerated Business Professional program.

**MNN335A   Presentation Skills**
**24 Hours                                    2.0 Units**

This class provides students with the skills needed to deliver successful presentations. Topics covered include understanding the audience, planning a presentation, managing stress, and presenting to an audience.

**MNN401    Internship**
**120 Hours                                  4.0 Units**

The internship will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisites: Concurrent enrollment is required in the Specialized Associate Degree–Business program with a minimum GPA of 3.0 or more, a minimum of 90 percent attendance, and a typing speed of 40 NWPM. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Internship Coordinator.

**MNN402    Internship**
**72 Hours                       2.0 Units**

The internship will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisites: Concurrent enrollment is required in the Business Management Professional program with a minimum GPA of 3.0 or more, a minimum of 90 percent attendance, and a typing speed of 40 NWPM. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Internship Coordinator.

**PBN100    Basic Phlebotomy**
**28 Hours                       2.0 Units**

This course focuses on basic infection control, anatomy and medical terminology. Students will learn proper vein selection, patient identification, types of collection equipment: waste disposal and post puncture care. Prerequisites: High school diploma or GED.

**PBN200    Advanced Phlebotomy**
**28 Hours                       2.0 Units**

Students will learn advanced infectious disease control and biohazards techniques. They will also learn the anticoagulation theory, along with knowledge of preanalytical sources of error in specimen collection, transport, processing and storage. Anatomical site selection and patient preparation are also taught. The class explores risk factors and appropriate responses to complications which may arise from phlebotomy. In addition, applications of basic concepts of communication, interpersonal relations, stress management, and professional ethical behavior are emphasized. Finally, students will examine the basic concepts underpinning quality assurance, as well as the legal implications of phlebotomy and legal issues related to blood collection. Prerequisite: PBN100–Basic Phlebotomy.

**PBN500    Phlebotomy Externship**
**40 Hours                       1.0 Unit**

The externship is designed to allow the student to observe and participate in a series of on-the-job learning experiences whereby they will achieve entry-level proficiency as a Certified Phlebotomy Technician, CPT-1. Prerequisite: PBN200–Advanced Phlebotomy.

**PHN101A    Ethics in Technology and Society**
**24 Hours                       2.0 Units**

This class ties personal integrity and morals into ethical standards and relates personal ethics to decision making in a professional environment. Employee and employer responsibilities are explored, particularly as they apply to personal information and privacy in an age of electronic records.

**PLN240A    Legal Research I**
**24 Hours                       2.0 Units**

In this course the student will learn how to research, properly cite, and Shepardize cases and codes using the law library and Computer Assisted Legal Research (CALR) including LEXIS and the Internet as resources. The student will learn to use these research sources to find cases and codes covering California and federal law. The student will also learn how to use and understand secondary source resources including treatises, encyclopedias, and practice guides. Class time will be used for lecture, discussion, and assistance with course projects. Prerequisite: LGN231F– Estate Planning and Probate. (Prerequisite may be waived on a case-by-case basis with successful petition to the department head.)

**PLN24AL    Legal Research I Lab**
**24 Hours                       1.0 Unit**

This course is an hour of lab time provided to give students the time to locate and prepare legal research assignments given in PLN240A, including the opportunity to use the law library and take advantage of on-line resources. The instructor will be present to provide students with assistance and to provide additional explanations as needed. Prerequisite: LGN231F– Estate Planning and Probate. (Prerequisite may be waived on a case-by-case basis with successful petition to the department head.)

**PLN240B    Legal Research II**
**24 Hours                       2.0 Units**

In this course the student will continue to work on researching, citing, and Shepardizing cases and codes using Computer Assisted Legal Research (CALR) including LEXIS and the Internet as resources. The student will learn how to use

these research sources to find cases, codes, and secondary materials which they learned to locate in a law library. The student will learn how to formulate appropriate searches and will continue practicing proper citation formats. The student will learn when and how to use the Internet, including social media, as resources for legal research. Prerequisite: PLN240A–Legal Research I.

**PLN310A   Writing for the Legal Professional I**
**24 Hours                      2.0 Units**

This class is the first of a two-part series of legal writing classes designed to guide the student through the writing process for paralegals. PLN310A introduces the student to the legal writing process, including outlining, paragraphs, proofreading and editing, letters to clients, and persuasive writing. Prerequisite: Completion of or concurrent enrollment in PLN240A – Legal Research I

**PLN31AL   Writing for the Legal Professional I Lab**
**24 Hours                      1.0 Unit**

This course is an hour of lab time provided to give students the time to prepare and edit coursework assigned in PLN310A.  The instructor will be present to provide students with assistance and to provide additional explanations as needed. Prerequisite: PLN240B–Legal Research II.

**PLN310B   Writing for the Legal Professional II**
**24 Hours                      2.0 Units**

This class is the second of a two-part series of legal writing classes designed to guide the student through the writing process for paralegals. The student will learn how to brief cases using the IRFAC (Issue, Rule, Facts, Analysis, Conclusion) method of organizing a legal document. Prerequisite: PLN310A–Writing for the Legal Professional I.

**PLN31BL   Writing for the Legal Professional II Lab**
**24 Hours                      1.0 Unit**

This course is an hour of lab time provided to give students the time to prepare assignments given in PLN310B, The instructor will be present to provide students with assistance and to provide additional explanations as needed. Prerequisite: PLN310A– Writing for the Legal Professional I.

**PLN340A   Advanced Legal Research and Writing**
**24 Hours                      2.0 Units**

The student will learn how to perform complex legal research and writing utilizing the tools introduced in PLN240A and PLN240B. Prerequisites: PLN310B–Writing for the Legal Professional II.

**PLN340L   Advanced Legal Research and Writing Lab**
**24 Hours                      1.0 Unit**

This course is an hour of lab time provided to give students the time to prepare assignments given in PLN340A, including legal research projects, preparation of legal documents assigned, work in the law library, and work using on-line legal resources. The instructor will be present to provide students with assistance and to provide additional explanations as needed. Prerequisite: PLN310B–Writing for the Legal Professional II.

**PLN400     Virtual Internship for Paralegals**
**96 Hours                      3.0 Units**

The student will apply his or her Paralegal Program knowledge by working in a virtual law office where every aspect of a personal injury law firm will be available to the student and the student will complete daily assignments such as client intake, preparing forms, legal research, writing legal memos, etc. Prerequisites: PLN240B–Legal Research II and concurrent enrollment in the Specialized Associate Degree–Paralegal program.

**PLN401     Internship for Paralegals**
**96 Hours                      3.0 Units**

The student will apply his or her Paralegal Program knowledge by placement in the private legal sector, government agency, or other legal setting for on-the-job training under the supervision of an attorney for a 96-hour period. The various sites are approved by the Legal Department Head and discussed with each eligible student. The student is required to meet with the Department Head to discuss the student's progress on a periodic basis. Prerequisites: PLN240B–Legal Research II and concurrent enrollment in the Specialized Associate Degree–Paralegal program, minimum GPA of 3.2, minimum typing speed of 45 wpm, and minimum 90% attendance. At the discretion of the internship site, a background check and health screening may be required. For those

students who do not meet these requirements, the missing units must be replaced by another course.

### RXN141A   Basic Health Care Math
**24 hours          2.0 units**

This course is designed for students to become proficient in pharmacological and medical measurement systems with their equivalency. This will include ratios and proportions, converting between measurement systems, calculating dosages by weight, pediatric dosage calculations, and dosage calculation for nonparenteral medications and parenteral medications and for diluting solutions. Prerequisites: MDN161A–Medical Terminology I.

### RXN175A   Principles of Pharmacology
**24 hours          2.0 units**

This course is an introductory course in pharmacology for allied health students. The class is designed to provide an overview of the history, language, legislation, and ethics surrounding pharmacology. The student is instructed in understanding drug uses, interactions, and side effects with emphasis on patient safety. The student will learn medication orders to include: reading, interpreting, and documenting along with common medication routes.  Prerequisite: MDN161B–Medical Terminology II.

### RXN185A   Pharmacology by Body Systems I
**24 hours          2.0 units**

This course is a basic course in pharmacology for allied health students. The class is designed to provide an overview of pharmacology by body systems. The student is instructed in understanding drug uses, interactions, and effects on body systems. The student will learn medication of disorder of: the eye and ear, skin conditions, musculoskeletal systems, gastrointestinal, and endocrine systems. Prerequisites: MDN150–Anatomy and Physiology I, MDN151–Anatomy and Physiology II, MDN152– Anatomy and Physiology III, and RXN175A–Principles of Pharmacology.

### RXN185B   Pharmacology by Body Systems II
**24 hours          2.0 units**

This class is a body-systems approach to pharmacology. The student is introduced to the basic study of medication use and patient education for the following systems: Respiratory Tract Conditions, Circulatory Disorders, Urinary Tract Conditions, Reproductive System, and Neurological Conditions. Prerequisites: MDN150–Anatomy and Physiology I, MDN151–Anatomy and Physiology II, MDN152–Anatomy and Physiology III, and RXN175A–Principles of Pharmacology.

### TRN146C   Salesmanship
**24 Hours          2.0 Units**

In today's highly competitive business market, it is essential to have an understanding of marketing and sales. The students will go beyond theory to focus on a practical approach for effectively selling products and services in all markets. The students will take a customer-oriented approach to solving problems and creating solutions in the context of sales. Prerequisites: GBN132C–Administration: Project Management.

### TYN225A   Keyboarding Speed Development I
**24 Hours          1.0 Unit**

This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: CMN127A–Beginning Keyboarding or equivalent.

### TYN225B   Keyboarding Speed Development II
**24 Hours          1.0 Unit**

This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: TYN225A–Keyboarding Speed Development I.

### TYN225C   Keyboarding Speed Development III
**24 Hours          1.0 Unit**

This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: TYN225B–Keyboarding Speed Development II.

### TYN225D   Keyboarding Speed Development IV
**24 Hours          1.0 Unit**

This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: TYN225C–Keyboarding Speed Development III.

**TYN225E   Keyboarding Speed Development V**
         **24 Hours                   1.0 Unit**
This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: TYN225D–Keyboarding Speed Development IV.

**TYN225F   Keyboarding Speed Development VI**
         **24 Hours                   1.0 Unit**
This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: TYN225E–Keyboarding Speed Development V.

# Community
## outreach

*Through an established culture of community outreach and academic service learning, Empire College is committed to providing a variety of free services each year to local residents and nonprofit agencies. In addition to providing services ranging from health screenings to income tax preparation to legal advice to GED prep, Empire's community outreach involves raising thousands of dollars and donating facility space to local nonprofits.*

*As a private college, our institutional service culture is focused on supporting the community at all levels and includes the president (board member and former chairman of the Sonoma County Workforce Investment Board), faculty and staff (through academic and co-curricular service-learning curriculum and personal modeling of volunteerism), and students in each of our 24 occupational programs, as well as the Law School's Juris Doctor and Master of Legal Studies programs.*

*Through these combined efforts, Empire College was recognized nationally on the President's Higher Education Community Service Honor Roll with Distinction in 2012 to 2015. Empire was a finalist for the top award in 2013. The award is the highest honor a college can receive for its commitment to volunteering, service learning, and civic engagement.*

*In 2015, the Empire College Board of Directors was recognized by the Sonoma County Board of Supervisors with a Jefferson Award for Public Service. A national recognition system designed to highlight*







*public service in America, the County's program recognizes the value of non-profit organizations, boards, commissions and advisory bodies, as well as individual efforts for Excellence in Community Leadership and Civic Engagement.*

Graduation ceremonies, held at the Luther Burbank Center for the Performing Arts, give everyone a chance to celebrate our graduates' success.
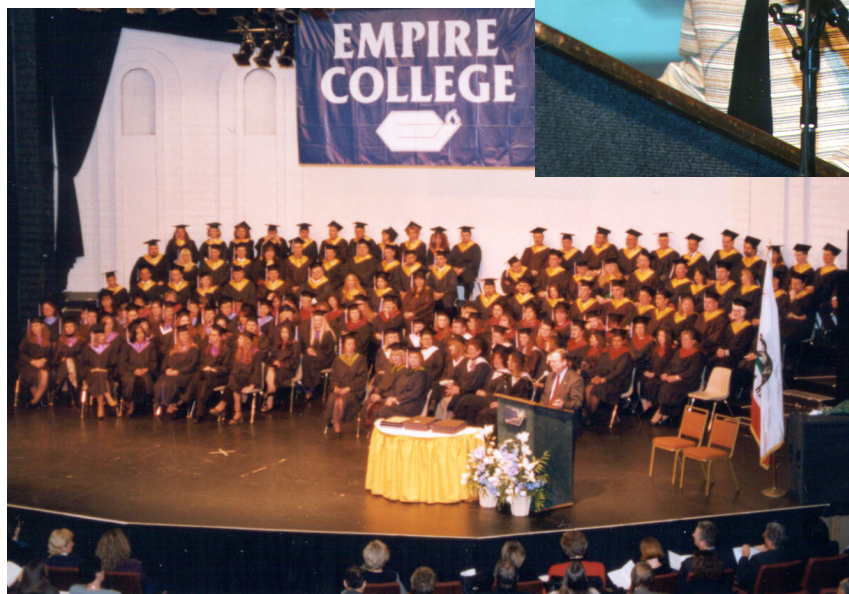
# Academic Calendar 2020—2021

|  | **2020** | **2021** |
|---|---|---|
| Quarter Start Date | February 3, 2020 | February 1, 2021 |
| President's Day | February 17, 2020 | February 15, 2021 |
| Mid-Quarter End Date | March 12, 2020 | March 11, 2021 |
| Spring Break | March 16-20, 2020 | March 15-19, 2021 (subject to change based on public schools' calendars) |
| Mid-Quarter Start Date | April 6, 2020 * | March 22, 2021 |
| Quarter End Date | May 7, 2020 | April 29, 2021 |
| Quarter Start Date | May 11, 2020 * | May 3, 2021 |
| Memorial Day | May 25, 2020 | May 31, 2021 |
| Mid-Quarter End Date | June 18, 2020 | June 10, 2021 |
| Mid-Quarter Start Date | June 22, 2020 * | June 14, 2021 |
| Summer Break | – | July 5-9, 2021 |
| Quarter End Date | July 30, 2020 | July 29, 2021 |
| Quarter Start Date | August 3, 2020 | August 2, 2021 |
| Labor Day Holiday | September 7, 2020 | September 6, 2021 |
| Mid-Quarter End Date | September 10, 2020 | September 9, 2021 |
| Mid-Quarter Start Date | September 14, 2020 | September 13, 2021 |
| Quarter End Date | October 22, 2020 | October 21, 2021 |
| Quarter Start Date | October 26, 2020 | October 25, 2021 |
| Thanksgiving Holiday | November 26, 2020 | November 25, 2021 |
| Mid-Quarter End Date | December 3, 2020 | December 2, 2021 |
| Mid-Quarter Start Date | December 7, 2020 | December 6, 2021 |
| Winter Break | December 21, 2020-January 1, 2021 | December 20, 2021-December 31, 2021 |
| Quarter End Date | January 28, 2021 | January 27, 2022 |

\* Adjusted due to COVID-19

REGISTRATION: Students may register for any of the start dates at any time throughout the year.

Date of Publication: September 14, 2020

Period Covered:
September 14, 2020 - December 31, 2021



Accredited by the
Accrediting Council
for Independent
Colleges and Schools

Empire College

3035 Cleveland Avenue
Santa Rosa, CA 95403

www.empcol.edu
Phone 707-546-4000      Fax 707-546-4058

# 2020 Catalog Addenda

## Program Tuition and Fees

Effective February 5, 2020, Empire College ceased taking new enrollments in its Business School programs. The tuition and fees listed below were in effect on February 5, 2020.

| PROGRAM | Total Quarters[1] | Quarterly Tuition | Total Tuition | Registration and Student Services Fee[2] Non-Refundable | Student Tuition Recovery Fund Fee Non-Refundable | Lab Fee | Estimated Textbook, Equipment, Uniform, & Supply Cost | Total Cost[3] |
|---|---|---|---|---|---|---|---|---|
| **Accounting** | | | | | | | | |
| Specialized Associate Degree – Accounting | 6 | $3,996 | $23,976 | $150 | $0 | $985 | $5,330 | $30,441 |
| Accounting with Entrepreneurship Emphasis | 4 | 3,996 | 15,984 | 150 | 0 | 945 | 3,150 | 20,229 |
| Accounting with Certification Emphasis | 2 | 3,996 | 7,992 | 150 | 0 | 735 | 1,900 | 10,777 |
| **Business** | | | | | | | | |
| Specialized Associate Degree – Business | 6 | $3,996 | $23,976 | $150 | $0 | $1,600 | $5,050 | $30,776 |
| Business Management Professional | 4 | 3,996 | 15,984 | 150 | 0 | 900 | 3,650 | 20,684 |
| Business Office Professional | 2 | 3,996 | 7,992 | 150 | 0 | 425 | 1,950 | 10,517 |
| Accelerated Business Professional | 2 | 3,996 | 7,992 | 150 | 0 | 725 | 2,100 | 10,967 |
| **Information Technology** | | | | | | | | |
| Specialized Associate Degree – Information Technology – Cybersecurity Specialist | 6 | $3,996 | $23,976 | $150 | $0 | $2,650 | $3,820 | $30,596 |
| Specialized Associate Degree – Information Technology – Linux Specialist | 6 | 3,996 | 23,976 | 150 | 0 | 2,250 | 3,400 | 29,776 |
| Specialized Associate Degree – Information Technology – Microsoft Specialist | 6 | 3,996 | 23,976 | 150 | 0 | 2,350 | 4,260 | 30,736 |
| I.T. Support Specialist | 2.5 | 3,996 | 9,990 | 150 | 0 | 1,150 | 1,900 | 13,190 |
| Microsoft Solutions Expert | 2 | 3,197 | 6,394 | 150 | 0 | 925 | 1,650 | 9,119 |
| **Legal** | | | | | | | | |
| Specialized Associate Degree – Paralegal | 6 | $3,996 | $23,976 | $150 | $0 | $925 | $4,000 | $29,051 |
| Paralegal Studies (less than full-time) | 4 | 1,998 | 7,992 | 150 | 0 | 500 | 1,300 | 9,942 |
| Legal Office Assistant | 3 | 3,996 | 11,988 | 150 | 0 | 400 | 3,060 | 15,598 |

# Program Tuition and Fees (continued)

| PROGRAM | Total Quarters[1] | Quarterly Tuition | Total Tuition | Registration and Student Services Fee[1] Non-Refundable | Student Tuition Recovery Fund Fee Non-Refundable | Lab Fee | Estimated Textbook, Equipment, Uniform, & Supply Cost | Total Cost[2] |
|---|---|---|---|---|---|---|---|---|
| **Medical** | | | | | | | | |
| Specialized Associate Degree – Administrative Medical Professional | 6 | $3,996 | $23,976 | $150 | $0 | $1,600 | $5,750 | $31,476 |
| Specialized Associate Degree – Clinical Medical Professional | 6 | 3,996 | 23,976 | 150 | 0 | 1,800 | 4,530 | 30,456 |
| Clinical Medical Assistant | 5 | 3,996 | 19,980 | 150 | 0 | 1,400 | 3,540 | 25,070 |
| Medical Assistant Essentials | 4 | 3,996 | 15,984 | 150 | 0 | 1,350 | 2,800 | 20,284 |
| Medical Administrative Assistant | 3 | 3,996 | 11,988 | 150 | 0 | 550 | 3,650 | 16,338 |
| Medical Billing and Coding Technician | 3 | 3,996 | 11,988 | 150 | 0 | 775 | 3,850 | 16,763 |
| Phlebotomy | 1 | 2,735 | 2,735 | 250 | 0 | 600 | 265 | 3,850 |

[1] Includes $100 registration and $50 student service fees.
[2] Charges for the period and the entire program.

**Quarterly Fee:** Tuition charges are $3,996 per quarter for all degree and diploma programs based on a full schedule of 240 contact/class hours.

**Registration Fee:** A $100 Registration Fee must accompany each application prior to admission to Empire College. The fee entitles the student to begin classes within 12 months following the receipt of the original application, if the student has been accepted.

**Student Service Fee:** An additional $50 fee is charged to each student to cover the cost of student activities once the student has started college.

The Registration Fee and Student Service Fee constitute a non-refundable administration fee after the seven-day cancellation period (see "Student's Right to Cancel" on Page 5 of this addenda).

**Student Tuition Recovery Fund Fee:** 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, 1747 North Market, Suite 225, Sacramento, CA 95834, (916) 574-8900 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 noncollection 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.

Effective January 1, 2015, the Student Tuition Recovery Fund assessment is zero ($0) per $1,000. Therefore, no STRF assessment is currently being charged.

**Medical Programs with Externships:** Students enrolling in the Specialized Associate Degree – Administrative Medical Professional or Clinical Medical Professional, Clinical Medical Assistant, or Medical Assistant Essentials programs are required, prior to starting the externship, either to have a physical screening (including Hepatitis B, Tetanus, Varicella, and Influenza vaccines as well as a two-step PPD) signed by a licensed physician or to sign a waiver. Students may use their own physicians for the physical screening but must provide the written documentation necessary to qualify for the externship. However, there is no reduction in tuition cost. In addition, prior to starting the externship students are required to have a drug screening and background check. Students enrolling in the Specialized Associate Degree – Clinical Medical Professional program and Phlebotomy Technician course must have evidence of health insurance prior to starting PBN100-Basic Phlebotomy.

**Medical Program Certifications:** California Certified Medical Assistant (Basic and Clinical) or National Certified Medical Assistant certificates are awarded upon successful completion of the exams, which are administered as part of the Specialized Associate Degree – Clinical Medical Professional, Clinical Medical Assistant, and Medical Assistant Essentials programs. Certified California Medical Assistant (Basic and Administrative) or the corresponding national certificates are awarded upon successful of the exams, which are administered as part of the Specialized Associate Degree – Administrative Medical Professional and Medical Administrative Assistant programs. In addition, a Certified Professional Coder certificate is awarded upon successful completion of the CPC exam, which is administered as part of the Specialized Associate Degree-Administrative Medical Professional and Medical Billing and Coding Technician programs. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended.

**Information Technology Program Certifications:** The majority of IT certification exams may be taken at the on-campus VUE Testing Center. The six exams that are included as preparations in the core classes of the Specialized Associate Degree – Information Technology program are included in the fees for that program, as well as exam fees related to some of the classes included in the three Concentrations (please refer to the Certification Assurance Program guidelines). The four exams that are included as preparations in the I.T. Support Specialist and Microsoft Solutions Expert programs are included in the fees for those programs. Exam vouchers will be issued to students in accordance with class requirements and/or Empire College's Certification Assurance Program guidelines. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended.

**Business Program Certifications:** Microsoft Office Specialist (MOS) Certificates are awarded upon successful completion of the exams, which are administered as part of the class curriculum and are included in the tuition and fees for Business programs as outlined below. Certifications are not required to be employed in the career field, but they are highly recommended.

Specialized Associate Degree – Business: MOS Word, Excel, Outlook, PowerPoint
Business Management Professional and Accelerated Business Professional: MOS Word, Excel, Outlook
Business Office Professional: MOS Outlook

**Accounting Program Certification:** A Microsoft Office Specialist (MOS) Certificate is awarded upon successful completion of the Excel exam, and Bookkeeping, Payroll, and QuickBooks certificates from The National Bookkeepers Association are awarded upon successful completion of those exams, all of which are administered as part of the Specialized Associate Degree – Accounting, Accounting with Entrepreneurship Emphasis, and Accounting with Certification Emphasis programs' class curriculum and are included in the tuition and fees. Likewise, a VITA (Volunteer Income Tax Assistance) certificate in income tax preparation is awarded upon successful completion the three Accounting programs' class curriculum and is included in the tuition and fees. Certifications are not required to be employed in the career field, but they are highly recommended.

**Class Additions:** Students who add classes to their programs of study at the time of enrollment will be charged the current hourly tuition rate ($16.65) per 24-hour class, plus the cost of books and supplies.

## Modified Programs

For programs that are less than 240 clock hours, the Registration Fee is $50.

For programs that are 240 clock hours or more, the Registration Fee is $75 plus a Student Services Fee of $25.

## Individual Classes

Students who take individual classes will be charged at the current hourly tuition rate ($16.65), plus the cost of books and supplies. Students are awarded a certificate upon completion of individual classes. A one-time $25 Application Fee must accompany each application for admission prior to entry into individual courses. The fee, once paid, entitles the student to begin classes within 12 months following receipt of the original application if the student has been accepted. If cancellation is requested by the applicant within the 7-day cancellation period, all funds paid will be refunded.

Students who return to complete unfinished classes in their diploma or degree program will be charged the current hourly tuition rate for each lab or lecture hour taken.

## Refund Policy

### Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or tuition obligations, through the third week of scheduled instruction after the first class session. 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 pro rata refund if you have completed less than 60 percent of scheduled hours in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Empire College, 3035 Cleveland Avenue, Santa Rosa, CA 95403.  This can be done by mail or by hand delivery.

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, less a registration or administration fee not to exceed $150.00, 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 pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $150.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60 percent 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 institution 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; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

· The student has failed to attend class for 15 business days.

· The student fails to return from a leave of absence.

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 hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours 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 15 business 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.

Should subsequent Federal or California regulation require a change to this refund policy, Empire College will adhere to such requirements.

For further information, please contact the Financial Aid Office at the College.

## Attendance

Since students at Empire are training for their employment future, it is expected that they be in regular attendance. Students must attain overall attendance of 80 percent or better to meet graduation requirements. Students who have below 80 percent attendance for two consecutive quarters may be subject to dismissal from the College.

On each day of absence, the student is required to call one of the Student Success Advisors. If the student does not call, the Student Success Advisor will contact the student. If the Student Success Advisor is unable to reach a student, the person designated to be notified in case of an emergency may be called.

Policies regarding tardiness, class cuts, and make-up work are at the discretion of the individual instructors.

## Students with Veterans Benefits

Once students submit a VA eligibility letter, they will be permitted to start classes. The VA student will not be penalized due to a late payment from the Department of Veterans Affairs. This includes additional charges for late fees and denial of access to classes or other school facilities. Furthermore, the student will not be expected to borrow additional funds to make up for a late payment from VA.

## Student Consumer Information

For further information concerning federal financial aid programs, please refer to the *Entrance Counseling Guide for Direct Loan Borrowers*, published by Federal Student Aid and incorporated into this Empire College Catalog Addenda.

# Empire College

SCHOOL OF LAW

2020-2021 CATALOG

# Contents

Cover Photo: Steven Yeager

*Hon. Allan D. Hardcastle, Professor of Evidence,*

*delivered the commencement address to*

*Empire College School of Law's Class of 2019.*

**Theoretical and practical legal education taught by a network of distinguished faculty who are practicing attorneys or judges.**

# Proud to be a provider of quality legal

*Roy O. Hurd, President*

People choose to study law for many different reasons. Some require legal education to complement and facilitate an intersection of their chosen career paths with government or policy, for which our Master of Legal Studies program provides an excellent opportunity. Some view themselves as trial attorneys persuading a jury to find in favor of their client. Others believe the legal system is the most effective way to address society's problems. Regardless of the career path they pursue, the discipline and critical thinking skills learned while studying law will assist them in their future endeavors.

One of the most fascinating aspects of law is that it is always subject to change. Students learn that the study of law is not a process of memorizing stagnant rules but rather a discipline of carefully analyzing a client's position and preparing an argument to support that position.

At Empire, we are committed to providing students with an education that will allow them to successfully confront the ethical and intellectual challenges the field of law presents. Our faculty have distinguished themselves with a high level of competence in their legal specialties and are effective communicators in the classroom.

The study of law is a very personal decision and one that should only be made after considering many factors. If you believe this is an opportunity for you, we invite you to call the College and meet with the professionals who can assist you in making this important decision.

Roy O. Hurd, President

**For more than 40 years, Empire College School of Law has been providing a quality legal education for students wishing to pursue a career in the field of law. We are very proud of the accomplishments of our graduates including members of the judiciary in Sonoma, Napa, Mendocino, Lassen, Calaveras, Lake, and Merced Counties.**

# education.
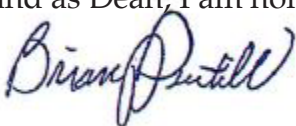
*If you're going to change things, you have to be with the people who hold the levers.*
~ U.S. Supreme Court Justice, Ruth Bader Ginsburg

For over forty years, Empire College School of Law graduates have successfully taken up positions as community leaders, business executives, attorneys and judges, here in Sonoma County and beyond. The school is one of what the California State Bar Association calls "opportunity schools" – law schools created to diversify the practice of law and to provide a legal education to those for whom it was previously unobtainable. Our students are of all ages and come from diverse social, economic, employment, educational, and ethnic backgrounds; many have gone on to serve under-represented segments of our community.

Empire's law curriculum provides a comprehensive program for aspiring lawyers and others who may benefit from a legal education. Our faculty is comprised of practicing and retired local attorneys and judges, and we teach each of our students not just to "think like a lawyer," but to act like one. Courses include traditional case studies as well as participatory clinics in which students provide legal services to the public under the direct supervision of the faculty. In short, our students' *legal* careers, not just their *law school* careers, start the first day of class.

*Brian J. Purtill, Dean*

Having commuted to law school myself while working and being married with two children (three by the end), I have a great deal of respect for what it takes for our students to obtain a legal degree on a night-time basis. And having spent over 35 years in the legal community of Sonoma County as a litigator and mediator, there is much I have to share toward making their careers a reality. Empire has a long and strong tradition of graduating skilled, ethical advocates and community leaders, and as Dean, I am honored to be part of that continuing success.

Brian J. Purtill, Dean

# General Information

## Mission Statement

The mission of Empire College School of Law is to provide a positive learning environment to achieve a quality legal education. Taught by judges and practicing attorneys, the School of Law's courses emphasize academic excellence and the development of practical lawyering skills. The school is dedicated to instilling students with the highest principles of professional, ethical, and moral responsibility. Students will be enabled to pursue diverse career choices through the acquisition of a thorough knowledge and understanding of the legal system.

The Law School's mission statement is reinforced by the following objectives:

- To provide graduate students an opportunity to understand the basic building blocks of a professional law school curriculum.

- To prepare graduate students to undertake the study of the diverse areas of the law leading to a thorough understanding of specific specialties.

- To foster in graduate students an appreciation for the community service and pro bono publico responsibilities of legal professionals.

- To give graduate students the intellectual tools to enhance their chosen career or learn a new skill-set in order to change careers.

## Accreditation

Founded in 1973, the School of Law has been accredited by the Committee of Bar Examiners of the State Bar of California since 1982 to offer a Juris Doctor program. Added in 2013, the Master of Legal Studies program is approved by the Accrediting Council for Independent Colleges and Schools, a nationally recognized accrediting agency by the United States Department of Education and the Council for Higher Education Accreditation.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or be admitted to practice law in jurisdictions other than California. A student who intends to seek admission to practice outside of California should contact the admitting authority in that jurisdiction for information regarding its education and admission requirements.

Except as provided in rule 4.30 of the Admissions Rules (Legal education in a foreign state or country), completion of a professional law degree program at this law school other than for the Juris Doctor degree does not qualify a student to take the California Bar Examination or satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar examination or to satisfy requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to qualify to sit for the bar examination or to be admitted to practice for information regarding their legal education requirements.

Empire College is a privately owned Sub-Chapter S corporation, organized under the laws of the State of California. Empire 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.

Empire College School of Law's degree-granting authority in connection with its students qualifying to take the California Bar Examination and obtain admission to the practice of law in California is based on accreditation by the Committee of Bar Examiners of The State Bar of California.

## Academic Programs

The Juris Doctor curriculum requires completion of 86 units for graduation. The Juris Doctor degree is awarded upon satisfactory completion of those units.

The Master of Legal Studies curriculum requires completion of 36 units for graduation. The Master of Legal Studies degree is awarded upon satisfactory completion of those units.

The Law School academic year is divided into three 15-week trimesters (Fall, Spring, Summer). Students attend classes two to four nights per week, primarily Monday through Thursday. Additional courses may be offered during the 15-week Summer Trimester and on Saturdays. Considerable outside study is necessary for academic success.

Normally, Juris Doctor students are required to complete the 86 units extending over a period no sooner than 2 years and no longer than 7 years while enrolled in courses requiring classroom attendance of not more than 10 hours nor less than 6 hours per week. These parameters are subject to change by the Committee of Bar Examiners.

### Definition of Credit

For all purposes, 15 contact hours of direct instruction with an additional 30 hours of out-of-class student work equals 1 trimester credit; 30 contact hours of work in laboratory activities equals 1 trimester credit; and 45 hours of practicum equals 1 trimester credit. A contact hour is equal to 50 minutes of instruction.

### Modification of Curriculum

Juris Doctor students who have achieved a cumulative grade point average of 76 or higher after their second year of school and who work 20 hours per week or less may petition the Dean to accelerate their studies. Before petitioning to accelerate their studies, students should give serious consideration to how the increased number of classes will affect their academics, work, and personal schedules.

### Academic Environment

The student body at Empire College School of Law is diverse. Many of our students bring business and professional experience, enhancing classroom discussion.

### Veterans Training

Empire College School of Law Master of Legal Studies courses are approved for the training of eligible veterans and VA-eligible persons. Students who intend to apply for Veteran's benefits should apply to the Law School at least two months prior to the beginning of classes.

Empire College will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit for any previous law school education, shorten the training period proportionately, and notify the Veterans Administration and student accordingly.

Pursuant to VA policy, a veteran or VA-eligible person placed on probation for unsatisfactory progress shall be terminated if his or her academic progress remains below graduation requirements after two trimesters. If the veteran or eligible person is allowed to remain on probation beyond this period, he or she will have all veteran's benefits discontinued and any further certification of benefits terminated.

### Veterans Policy Statement

**Refund Policy for Nonaccredited Courses, CFR 21.4255.** Empire College School of Law has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion. The amount charged to the veteran or VA-eligible person for tuition, fees, and other charges will not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

Note: The maximum non-refundable registration fee allowed by the VA is $10.00 for non-accredited schools.

# Admissions – Juris Doctor

Admitted students are classified as "Regular," "Special" or "Transfer" students. Students may be provisionally admitted and allowed to begin classes pending receipt of all necessary documentation, as set forth below under "Admission Requirements." Students will not be formally accepted until all of the necessary documentation has been received. Details regarding each classification are given below.

Empire operates on a relatively fluid Admissions process, and will do all it can to accommodate desired start dates for qualified candidates who are ready, willing and able to start Law School. The following, however, are some general guidelines that will help make the Admissions process run more smoothly.

## Admission Requirements

It is recommended that applicants meet with an Admissions Officer as early as six months prior to their intended entrance date in order to begin the admissions process. All applicants wishing to be admitted must, prior to admission, obtain and furnish the following:

1. A completed application plus a non-refundable application fee in the amount of $50.00. The application and fee should be received no later than 30 days prior to the first day of classes.

2. Unofficial transcripts from each graduate and undergraduate school must be provided as part of the Admissions process. One official transcript from each undergraduate and/or graduate school shall be provided within 45 days of the beginning of the student's first term. The Committee of Bar Examiners requires each student to provide an official transcript, or transcripts from the LSAC Credential Assembly Service, within 45 days after the beginning of the term showing eligibility for admission under § 6060(C)(1) of the California Business and Professions Code and rule 4.25 of the Admissions Rules (Regular Student pre-legal education requirements) or an official certification that the person has passed the equivalency examination required by § 6060(C)(2) of the California Business and Professions Code and rule 4.25 of the Admissions Rules (Special Student pre-legal education requirements).

Failure of a Regular Student Juris Doctor applicant to timely provide official transcripts showing the required pre-legal education requirements, unless attendance is extended for no more than an additional 45 days, will result in the student's removal from class until such a time as the student can provide documentation he or she meets either the Regular Student pre-legal education requirements or Special Student pre-legal education requirements, including any additional documents or actions Empire College School of Law may require. (Official transcripts are those which are sealed and sent by the applicants' schools directly to Empire College School of Law or provided by the LSAC's Credential Assembly Service.)

3. Two Letters of Recommendation. Letters should be received by Empire College within two weeks after the date the application is submitted. Letters must have original signatures of the authors and contain the authors' contact information; they should be detailed, insightful evaluations from individuals (non-relatives) who are well-acquainted with the applicant's academic ability or potential for success in law school.

4. A typed, signed and dated original Statement of Intent should be received by Empire College within two weeks after the date the application is received, explaining in no more than 500 words:

   a. Why you intend to study law and why you selected Empire College School of Law;

b. The particular contribution you expect to make as an attorney or legal professional and those particular attributes that qualify you for the task; and

c. The adjustment you will need to make as a result of attending evening law school and how you plan to incorporate the educational program.

This statement will be used as a counseling tool by the Dean. The Dean will consider your ability to express yourself clearly, concisely, and sincerely. A straightforward description of the personal opportunity law school will present to you is essential.

5. Law School Admissions Test (LSAT). The LSAT must be taken within four months of your first day of classes at Empire College School of Law. In addition to the applicant's LSAT score, consideration will be given to life experience, educational background, career history, and other accomplishments. Please note that Special Students must take the LSAT, and provide the Law School with the results, prior to beginning classes. (See page 8.)

6. After receipt of all other admissions documents, all applicants must have an interview with and approval of the Dean of the School of Law before being allowed to enroll.

It is important that you keep a copy of all schedules, agreements, contracts, or applications to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid; and records which will show the percentage of the program which has been completed.

## Law School Admissions Council (LSAC) Credential Assembly Service

Empire College School of Law accepts LSAC's Credential Assembly Service (CAS) which simplifies the admission process for law school applicants. Applicants make sure that all of their undergraduate, graduate, professional, and law school transcripts; letters of recommendation; and evaluations are sent initially to LSAC. LSAC summarizes undergraduate work and combines applicant documents with the LSAT score and writing sample to create a report that can be submitted to law schools. (Individual law school application fees are **not** included as part of CAS). When law schools receive your completed application, they will request your law school report from LSAC.

If you are a JD applicant who has studied for more than one academic year outside the United States or Canada, you can use CAS for transcript evaluation and authentication if required by the law schools to which you are applying.

## Regular Students

An applicant holding a bachelor's degree from a qualified institution may be admitted as a Regular Student. An applicant not holding a bachelor's degree from a qualified institution may be admitted as a Regular Student if either of the following are met:

1. The applicant has earned an Associate in Arts Degree or an Associate in Science Degree from a qualified institution in California. The Specialized Associate Degree (Occupational) and the Associate of Applied Science Degree, and other associate level degrees which are vocationally oriented, do not satisfy this subsection; or

2. The applicant has completed at least two years of college work:

   a. "Two years of college work" means a minimum of sixty semester or ninety quarter units of college credit equivalent to at least half that required for a

bachelor's degree from a college or university that has degree-granting authority from the state in which it is located and has been completed with a grade average adequate for graduation.

Students who have not earned a BS, BA, AS, or AA degree may be required to submit their pre-legal transcripts to the Committee of Bar Examiners for evaluation of whether they have completed the necessary pre-legal requirements.

Every applicant who seeks admission as a Regular Student must provide official transcripts and other required documentation by the 45th day after the first day of class. If transcripts showing eligibility for admission as a Regular Student are not on file within that period, the admittee must be classified as a Special Student, if the student is admissible as a Special Student, or the student must be excluded. In exceptional circumstances the Dean of the Law School may grant an additional 45-day extension.

Pursuant to school policy, any Regular Student Juris Doctor student whose undergraduate and/or graduate cumulative grade point average (regardless of whether the student has a bachelor's degree) is less than 3.0, and who also scores below the 20th percentile on the Law School Admissions Test, may be required to take and pass the First-Year Law Students' Examination (FYLSX). For the purpose of making this determination, the undergraduate and/or graduate grade point average may be calculated on the most recent 60 semester units or 90 quarter units earned by the student.

If required, the student must take and pass the FYLSX examination within two consecutive attempts starting with the first test date after completion of Criminal Law, Contracts, and Torts. The Dean shall have the authority to require that certain students meet additional conditions necessary for the

student to advance in their studies. If the student fails to take and pass the FYLSX within the first two attempts, he or she will be academically disqualified. Regular Student Juris Doctor candidates whose cumulative grade point average is 70 or higher after completing Criminal Law, Contracts, and Torts may petition the Dean to waive the FYLSX requirement.

All applicants are strongly encouraged to complete the necessary requirements for a B.A. or comparable degree prior to seeking admission. No particular pre-law curriculum is required; however, certain courses may be helpful. Classes in English composition, history, sociology, critical thinking, government, administrative law, criminal justice, and political science are all suitable. The student should concentrate on courses which are intellectually challenging and include extensive and advanced reading and writing, as opposed to vocationally oriented.

Students are admitted to commence study in Fall, Spring, and Summer terms. Regular students must take the Law School Admissions Test (LSAT) within four months of commencing the study of law.

### Special Students

Students who have not qualified as a Regular Student may apply for admission as a Special Student.

Since January 1, 1991, the California State Bar has required that all applicants seeking admission as Special Students take and pass between three and five College-Level Examination Program (CLEP) exams prior to admission to law school. (See catalog section entitled "College-Level Examination Program" on page 10 for further details.)

In addition to the Committee of Bar Examiners' CLEP requirements for Special Students, Empire College School of Law requires Special Student applicants to complete the Law School Admissions Test

prior to acceptance and a written assignment requested by the Law School Dean.

Special Student applicants must also provide all the documentation required of applicants for regular status and must obtain approval from the Dean.

Pursuant to California State Bar policy, all students who are accepted as Special Students must take and pass the First-Year Law Students' Examination (FYLSX) given by the Committee of Bar Examiners before receiving credit for any law studies completed. A Special Student who does not pass the First-Year Law Students' Examination within three administrations after first becoming eligible to take the examination must be promptly disqualified from a law school's J.D. program. A student who passes the First-Year Law Students' Examination within three administrations after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within the three administrations, but who subsequently passes it, is eligible for re-enrollment in Empire's J.D. program, but may only receive credit for one year of legal study, Criminal Law, Contracts, and Torts.

Any applicant who seeks admission as a Regular Student, but who does not provide official transcripts or other required documentation by the 45th day after the first day of registration, or by any extended deadline no longer than an additional 45 days, shall be classified as a Special Student, if the student is admissible as a Special Student, or the student must be dismissed from school.

### Transfer Students

Students wishing to transfer to Empire College School of Law must provide official transcripts from all law schools attended showing satisfactory completion of all prior law studies. Students attending an

unaccredited California law school must show satisfactory completion of one year of study followed by passage of the First-Year Law Students' Examination (FYLSX) and successful completion of subsequent courses at the unaccredited school. Students must be in good standing under the rules of the law school they are currently attending.

Under exceptional circumstances, admission may be possible for persons who were previously disqualified from law study if it can be shown that the prior disqualification was a result of factors other than lack of academic ability.

Empire College School of Law reserves the right to determine the number of transfer credits to be accepted. This determination will be made by the Dean on an individual basis and will depend in part on an evaluation of course content and verification of passing grades received in various courses. Normally, only law coursework completed within 36 calendar months prior to the date the applicant will begin his or her studies at Empire College will be transferable. Some scheduling adjustment may be needed for transfer students to ensure that they receive the necessary instruction in required subjects and the corresponding unit credit required for graduation.

Transfer students must meet all admissions requirements outlined in this catalog.

Normally, all transfer students must take and pass a minimum of 44 of 86 units in residence in order to qualify for graduation from Empire College School of Law with a Juris Doctor degree.

**Transfer of Credit from Other Law Schools**: A student attending Empire College School of Law may take courses for credit at other law schools with the permission of the Dean. Credit for courses completed with passing grades at other law schools may be transferred with the permission of the Dean;

however, grades are not transferable and will not be included in the grade point average computed by Empire College School of Law.

**Transfer of Credit to Other Law Schools**: Other law schools accredited by the Committee of Bar Examiners of the State Bar of California generally accept Empire College School of Law credits. Some ABA law schools will also accept transfer of credits from Empire College School of Law.

The transfer of credits from Empire College School of Law to another law school is the decision of the receiving law school. Students wishing to transfer to another law school should contact that school to determine its policy of accepting Empire's credits.

### Credit for Experiential Learning

The introductory courses of LAW I401–Introduction to Law and LAW I402–Legal Research and Writing may be waived at the discretion of the Dean of the Law School based on the applicant's prior education or experience. Waiver of the coursework does not constitute waiver of the units. Applicants who obtain a waiver of the coursework must still complete the cumulative units required for graduation.

### Non-Matriculating Students

A student enrolled in another law school, subject to approval of the enrolled law school and the Dean of Empire College School of Law, may be admitted as a non-degree auditing student upon submission of required documentation. Non-Matriculating Students are subject to Tuition and Fees and all other regulations of Empire College School of Law. (See Empire College School of Law Policy Manual section 2A.9 and 2B.9 for further details.)

### Law School Admissions Test (LSAT)

Regular and Transfer students must take (or have taken) the Law School Admissions Test (LSAT) within four months of commencing the study of law. It is the student's obligation to timely take the LSAT and assure that Empire receives the score. Commencing the study of law is defined as beginning any course at Empire College School of Law.

Normally, the LSAT must have been taken within the last five years. The Dean will have the discretion to waive or modify the five-year requirement. The examination is usually administered several times throughout the year. Empire College is test center #14021.

For information about the test and information regarding the location of other testing centers, please contact the Admissions Department of Empire College School of Law or write to:

Law School Admission Council
662 Penn Street
Newtown PA 18940-0998
Telephone: (215) 968-1001
Online service: www.LSAC.org

### College-Level Examination Program (CLEP)

Special Students must attain passing scores on the following General Examinations administered by CLEP prior to commencing the study of law:

- College Composition or College Composition with Modular; and

- Two other examinations, each designed to correspond to full-year courses (6 semester hours each) or four other examinations, each designed to correspond to semester courses (3 semester hours each) that can be selected from any of the following subjects:
  - Composition and Literature (Humanities examination only)
  - Foreign Languages
  - History and Social Sciences
  - Science and Mathematics
  - Business.

To receive credit an applicant must score 50 or higher on each examination.

For information about the test, Summary of Credit Recommenda- tions for the CLEP Examinations, and further information regarding the location of testing centers and testing dates, please contact the Admissions Department of Empire College School of Law or write to:

    College-Level Examination Program
    P.O. Box 6600
    Princeton, NJ 08541-6600
    Telephone: (800) 257-9558 or
    (212) 237-1331
    Fax: (610) 628-3726
    Email: clep@info.collegeboard.org
    Web: http://clep.collegeboard.org
Representatives are available Monday through Friday, 8 a.m. to 6 p.m. Eastern Time.

Applicants who are either requesting a general education evaluation or pursuing law study under the Committee of Bar Examiners' Law Office Study program must have the College Board send official score reports to the State Bar's Office of Admissions in Los Angeles; 1149 S. Hill Street, Los Angeles, CA 90015-2299. The score recipient code for the Office of Admissions is 7165.

### Registration with the State Bar of California

Law students must register with the State Bar of California when they begin their legal studies, no later than 90 days after beginning their classes. Refer to the State Bar of California's official website at www.calbar.ca.gov for current rules and regulations. Empire requires this registration to be completed no later than 2 months after beginning classes.

Students are advised that it is their individual responsibility to comply with the Rules Regulating Admission to Practice Law in California. Students may obtain a copy from the Committee of Bar Examiners,

180 Howard Street, San Francisco, CA 94105-1639 or online at www.calbar.ca.gov.

Students should retain copies of all forms and information sent to and received from the Committee of Bar Examiners.

### Orientation and Registration

Prior to the start of an academic term, there is an orientation for the benefit of all new students. The orientation introduces the students to the Administration, academic philosophies, the challenges and disciplines of studying law, and the responsibilities of the law student.

All students are required to complete registration and arrange for the payment of fees prior to the start of classes. Information and registration material will be sent to all new and returning students prior to the start of classes.

**Please Note:** A student is not officially registered until the "Student Schedule" is signed by a member of the Law School staff and Accounts Receivable Manager. Any student who registers late will be considered absent until registration and the student schedule have been completed and will be charged a late fee.



*Congressman Mike Thompson (front row, left) delivered the commencement address to the Class of 2016.*

# Admissions – Concurrent Enrollment – Juris Doctor and Master of Legal Studies

### Enrollment in the Master of Legal Studies Program Prior to Enrollment in the Juris Doctor Program

Applicants must decide prior to beginning classes whether they will enroll in the Juris Doctor (JD) program, the Master of Legal Studies (MLS) program, or be concurrently enrolled in both programs. If a student wishes to begin their studies in only the MLS program, but believes there is a possibility they may later enroll in the JD program, concurrent enrollment is highly recommended and will be subject to the same policies listed below.

If a student enrolls in the MLS program and later desires to enroll in the JD program, they must:

1. Have completed the Law School Admissions Test (LSAT) within 4 months of their first day of class in the Juris Doctor program; or at a later date if the Dean of the Law School grants an exception, not to exceed one calendar year following the student's first day of class in the MLS program; and

2. Have met the JD academic requirements in the first-year courses of Criminal Law, Contracts and Torts and would have been moved on to the second-year of instruction whether or not on probation.[1] Such students may be required to complete the First-Year Law Students' Examination as detailed in the Empire College School of Law Catalog (see page 9); and

3. Have maintained a 70 grade point average or higher in the MLS program, if

the MLS program has been completed prior to enrolling in the JD program.

The maximum time which may elapse between completion of the MLS program and enrolling in the JD program is 2 years. An exception to this policy may be granted by the Dean of the Law School so long as any exception would not cause the cumulative time in both programs, including any gap period of time between programs, to exceed 84 months (7 years) and no MLS units completed earlier than 36 months (3 years) prior to the student's first day of class in the JD program are included towards the JD unit graduation requirement.

### Concurrent Enrollment in JD and MLS Following JD Academic Disqualification

If a student is concurrently enrolled in the JD and MLS programs and is academically disqualified from the JD program, but remains eligible for the MLS, the student must:

1. Decide whether they will pursue the MLS only[2]; or

2. Meet one of the requirements for readmission into the JD program pursuant to Empire College School of Law Policy Manual section 8.5, et seq., including, but not limited to, a Petition for Immediate Readmission (Section 8.6), or for Delayed Readmission requiring the student to reapply after at least two full academic years have elapsed and to restart the JD program pursuant to Empire Policy Manual section 8.7.

---

[1] In the rare circumstance that a student is allowed to complete less than a full first-year schedule, such as completing Criminal Law and Torts, but not Contracts, such a student may be allowed in their second-year to complete the missing first-year course(s) and with permission of the Dean, other courses. However, for purposes of the policies above, the first-year GPA will still be calculated as the cumulative average of Criminal Law, Contracts, and Torts.

[2] If a student determines to continue in the MLS program only, this does not preclude the student from later petitioning for Delayed Readmission. However, if readmitted to the JD program after completion of the MLS program, the student would be required to restart the JD program in compliance with Empire College School of Law Policy Manual section 8.8 "where a student is granted delayed readmission, the student will be required to begin again as a first-year student."

*Two Sonoma County Superior Courtrooms (below) are housed within 11,000 square feet of the Empire College building. In the evening, the courtrooms are utilized as classrooms for Trial Practice and Moot Court.*







*The Law Library (right) houses nearly 10,000 volumes along with extensive computerized legal resources.*

# Admissions – Master of Legal Studies

The Master of Legal Studies ("MLS") also known as the Master of Studies in Law (MSL), is a Master's degree offered to serious students who wish to accomplish post-graduate studies in the law but do not want to pursue a traditional Juris Doctor (JD) law degree.

Admittance, attendance, and graduation from Empire College School of Law's MLS program will not allow a graduate to be entitled to practice law in California or any other jurisdiction. Attendees or graduates shall not be qualified to sit for the California Bar Examination or any bar examination in any other jurisdiction.

### Enrollment Prerequisites

Only applicants meeting the requirements for Regular Students as indicated on pages 7-8 of this catalog may be admitted into the MLS program. Special Students are not eligible for the MLS program.

### Admission Requirements

Applicants wishing to be admitted to the Master of Legal Studies program must, prior to admission, meet all of the requirements to be admitted to the Juris Doctor program as a Regular Student (see pages 7-8).

Applicants to the MLS program are encouraged to take the Law School Admission Test (LSAT), but it is not required for admission to the program.

Foreign applicants with a non-English background, at the discretion of the Dean, may be required to take the Test of English as a Foreign Language ("TEOFL") and submit an official score prior to admission to the program.

All admission decisions will be based upon a complete review of the admissions file as well as upon a consideration of the applicant's work history, life experience, and previous academic success.

It is important that you keep a copy of all schedules, agreements, contracts, or applications to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid; and records which will show the percentage of the program which has been completed.

### Transfer Students

Students wishing to transfer to Empire College School of Law must provide official transcripts from all law schools attended showing satisfactory completion of all prior law studies.

Empire College School of Law reserves the right to determine the number of transfer credits to be accepted. This determination will be made by the Dean on an individual basis and will depend in part on an evaluation of course content and grades received in various courses. Normally, only law coursework completed within 36 calendar months prior to the date the applicant will begin his or her studies at Empire College will be transferable. Some scheduling adjustment may be needed for transfer students to ensure that they receive the necessary instruction in required subjects and the corresponding unit credit required for graduation.

Transfer students must meet all admissions requirements outlined in this catalog.

Under no circumstances will more than 49 percent of the credits required for the Master of Legal Studies degree be transferred from another institution. All transfer students must take and pass a minimum of 24 units in residence in order to qualify for graduation from the Master of Legal Studies program. Students who successfully transfer credits are still subject to the residence requirement under section 2B.0 of the Empire College School of Law Policy Manual.

**Transfer of Credit from Other Law Schools**: A student attending Empire College School of Law may take courses for credit at other law schools with the permission of the Dean. Credit for courses successfully completed at

other law schools may be transferred with the permission of the Dean; however, grades are not transferable and will not be included in the grade point average computed by Empire College School of Law. A Master of Legal Studies student wishing to transfer courses previously completed at another law school shall petition the Dean for approval prior to commencing studies at Empire. See Empire Policy Manual section 2B.6 for current policies relating to Master of Legal Studies students who wish to complete courses at another institution.

**Transfer of Credit to Other Law Schools**: Other law schools accredited by the Committee of Bar Examiners of the State Bar of California generally accept Empire College School of Law credits. Some ABA law schools will also accept transfer of credits from Empire College School of Law.

The transfer of credits from Empire College School of Law to another law school is the decision of the receiving law school. Students wishing to transfer to another law school should contact that school to determine its policy of accepting Empire's credits.

### Credit for Experiential Learning

The introductory courses of LAW I401–Introduction to Law and LAW I402–Legal Research and Writing may be waived at the discretion of the Dean of the Law School based on the applicant's prior education or experience. Waiver of the coursework does not constitute waiver of the units. Applicants who obtain a waiver of the coursework must still complete the cumulative units required for graduation.

### Orientation and Registration

Prior to the start of an academic term, there is an orientation for the benefit of all new students. The orientation introduces the students to the Administration, academic philosophies, the challenges and disciplines of studying law, and the responsibilities of the law student.

All students are required to complete registration and arrange for the payment of fees prior to the start of classes. Information and registration material will be sent to all new and returning students prior to the start of classes.

**Please Note:** A student is not officially registered until the "Student Schedule" is signed by a member of the Law School staff and Accounts Receivable Manager. Any student who registers late will be considered absent until registration and the student schedule have been completed and will be charged a late fee.

# Student Services

### Academic Advising and Support

The Dean of the Law School is available to assist students with academic advising. Any student having difficulty with a particular class or scheduling should see the Dean.

Students are required to participate in some support programs; others are optional.

**Satisfactory Academic Progress Advising**: Students who are not achieving Satisfactory Academic Progress, as defined in this Catalog, will be required to meet with the Dean and/or Academic Standards Committee to review their progress and develop a plan for improvement.

### Alumni Assistance

Empire's alumni association is also available to mentor and counsel students during law school.

### Career Placement Assistance

Current students and students who have successfully graduated from the Master of Legal Studies and/or Juris Doctor program are eligible to receive placement assistance after satisfying all financial obligations to the College. Job notices are posted and résumés are accepted from qualified graduates to be forwarded to employers. Résumé preparation and interview techniques can be addressed.

Placement assistance is available to all past graduates.

### Housing

Empire College does not have on-campus housing nor does it assist students in finding housing. However, the College is centrally located in Santa Rosa with many apartment complexes nearby.

### Transportation and Parking

Golden Gate Transit serves the campus and connects with Sonoma County Transit and Santa Rosa City Transit in the downtown area, making it possible to commute by bus to school from many locations within Sonoma County. The bus stop is conveniently located in front of the College. The nearest SMART stop is 1.5 miles away (an 11-minute drive).

Freeway access is convenient. Parking space at the College is ample.

### Eating Facilities

Vending machines and microwave ovens are provided in the College's student lounge, and many restaurants are located within a short distance as well.

### Americans with Disabilities Act

The College has a separate set of policies and procedures pertaining to the Americans with Disabilities Act (ADA). A copy of these policies and procedures is contained in the Empire College School of Law Policy Manual. If the student wishes accommodation under the ADA, he or she should notify the Dean immediately.

Empire College has an ADA committee which meets periodically and is available to meet with any student who has a question regarding ADA.

The building facilities and grounds which house Empire College School of Law meet city and state regulations concerning access for persons with disabilities, in addition to the federal regulations, also known as the Americans with Disabilities Act, enacted in 1990. The services provided are specially designed restroom facilities, drinking fountains, parking stalls and access corridors to the building, handrails, access ramps and building entry doors.

Empire College School of Law will make a reasonable accommodation to all individuals with disabilities to attend law school unless such an accommodation would impose an undue hardship on the operation of Empire College School of Law. Students with disabilities will be given consideration for accommodations based upon a written request from such a disabled student, accompanied by medical documentation.

Students requesting accommodations must schedule an appointment to discuss them with the Dean before any accommodation can be granted.

## Bookstore

For the convenience of students and faculty, the College operates a bookstore which stocks texts, study aids, and supplies needed for study at the College. Students are not required to purchase their materials from Empire College, however.

## Student Photographs and ID Cards

A student photograph will be taken at orientation or at one of the first class meetings. These photos will be used to create student identification cards that are issued to each student. ID cards are valid through the student's expected graduation date and should be returned to Empire College if the student withdraws from their legal studies.

## Class Size

Class sizes will vary. The maximum scheduled for lecture classes is 48 students. Small class sizes ensure vibrant discussions and class interactions with Professors.

## Law Library

The law library is an integral part of the School of Law. Emphasis is placed on the basic research required for classes. The library consists of California, Federal and other court reference works, reports, statutes and digests, as well as a growing collection of law reviews and treatises. Lexis/Nexis and Westlaw computerized legal research databases are available.

The library hours are as follows:

| | |
|---|---|
| Monday-Thursday | 8:00 a.m. - 9:00 p.m. |
| Friday | 8:00 a.m. - 6:00 p.m. |
| Saturday | 8:30 a.m. - 5:00 p.m. |
| Sunday | Open during exam periods |

Lexis/Nexis and Westlaw computerized legal research databases are for educational purposes only. The computers are not to be used for Internet surfing or for retrieval and transmission of e-mail. Sending, saving, or viewing offensive material is strictly prohibited and may result in dismissal. Students using the library for commercial purposes are subject to dismissal.

After 12:00 p.m., the library is for the exclusive use of law students and students enrolled in the paralegal and other legal programs for study and research. Talking, socializing, and other disruptive activities are not permitted. No food or beverages of any kind are allowed in the library.

The Law School is located 1.2 miles from the Sonoma County Public Law Library, which is another research source for our students.

# Policies and Regulations

### General

Empire's Policies and Regulations are provided to all students as part of their orientation; the following are inclusive.

### Examinations

Mid-term and final written examinations are given in all courses except those requiring substantial oral or written work, such as Moot Court, drafting, legal research, clinics, or special seminars. Examinations are graded anonymously and generally form the basis for the student's grade. Instructors, with the approval of the Dean, may use factors other than the written examination in determining the final grade. The basis for the grade will be set forth in the class syllabus, and a copy of the grading policy will be on file with the Law School office.

All students must take examinations as scheduled. It is recognized that in special circumstances and due to emergencies, it may be necessary to schedule delayed examinations. An emergency is defined as a serious illness or injury to the student or a member of his or her immediate family. Special circumstances are defined as other situations which, in the opinion of the Dean, are sufficient to warrant delay in taking examinations. Any student taking delayed examinations must have the prior written approval of the Dean. No examination may be taken prior to the day of the regularly scheduled examination. If delayed examinations are approved by the Dean, a fee of $75 will be charged for each examination taken.

The School of Law has the right to withhold the taking of mid-term or final examinations if a student has an unpaid balance due the School and has not made arrangements, approved by the School, for the payment of said unpaid balance.

### Grade Notification

Transcripts are available for pick-up by students at the end of each academic term. Additionally, mid-term grades will be included for students at the end of all applicable academic trimesters.

### The Honor System

A principal objective of the School of Law is to educate students in a profession which is both learned and honorable, a profession in which the public places trust and confidence. The School of Law, therefore, provides an educational environment which seeks to encourage students to develop respect for their professional obligations, both present and future.

Each student is expected and required, on his or her honor, not to give or receive assistance during an examination. Departure from this "Honor System" is an offense against the integrity of the individual, fellow students, the school, and the profession of which our students aspire to become members.

Students must observe these basic principles and are urged to avoid any situations which might place them under suspicion of violation of the Honor System.

Violation of the Honor System may result in dismissal from the School of Law.

### Privacy of Faculty

Students will be provided a method for contacting each of their faculty members. It is the policy of the School of Law not to release any personal or confidential information to students or outside parties without the faculty member's written consent.

### Privacy of Students

The School of Law maintains a confidential academic record and file for each admitted student. It is the policy of the School of Law not to release information to outside parties without the student's written consent.

## Student Conduct

All students at Empire College School of Law are expected to conduct themselves in a professional manner by being thoughtful, courteous, and considerate to others.

The School of Law reserves the right to suspend or dismiss any student whose conduct in the opinion of the Dean or Academic Standards Committee is disruptive or in any way interferes with the learning process of other students. The School of Law further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or in the Empire College School of Law Policy Manual or as set forth in writing by the School of Law. Unlawful activities on the campus will be grounds for immediate dismissal.

## Drug-Free Awareness/Drug Prevention Program

Empire College has developed a five-point program, in compliance with federal regulations, to inform all students and employees about its policies concerning illicit drugs and alcohol, the legal sanctions relating to unlawful drug and alcohol possession or distribution, the health risks associated with substance abuse, counseling programs available, and the penalty that will be imposed if found in violation of Empire College Policies.

## Smoke-Free Campus

It is the objective of Empire College to promote a safe and healthful atmosphere for students, faculty, staff and visitors to our facility by reducing the health risks associated with tobacco smoke and related products and minimizing discomfort and inconvenience to all concerned. To meet this obligation, the College has implemented a smoke-free campus. This includes all "E cigarettes" and various vapor-based smoking devices.

Smoking and all other uses of tobacco are prohibited on all property in all indoor and outdoor spaces owned and controlled by Empire College. The only designated smoking area is at the kiosk located at the south end of the parking lot. Everyone is asked not to smoke in any location on campus except the specified designated smoking area.

## Harassment Policy

Verbal, physical, visual, and sexual harassment of students and employees of Empire College is absolutely forbidden. It is expected that all students will be sensitive to the feelings of others and will not act in a way that might be considered harassment by someone else.

If you believe you or one of your fellow students has been the victim of harassment, you must report it immediately to the Dean, Assistant to the Dean, or Admissions Officer so that your report may be investigated.

## Sexual Assault

Students, staff, and faculty are required to report any sexual assault, either actual or attempted, immediately to the Dean or Registrar/Assistant to the Dean of the School of Law. An immediate investigation will be made and involve the local law enforcement authorities as required. Assault victims will be counseled and given information on local agencies that will provide support services. If applicable, the alleged offender will be placed on administrative leave of absence until a determination of guilt or innocence is reached.

The College adheres to guidelines relating to sexual assault as defined by the U.S. Office of Education.

## Equal Opportunity Policy

Empire College School of Law grants students of any race, color, ethnic origin, age, sex, or sexual orientation all rights,

privileges, programs, and activities generally made available to students of the School of Law. The School of Law does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, or other school administered programs.

### Grievance Procedure

**Academic Matters**:  A student who claims that an examination or course grade was the product of unfairness, a departure from established grading policy or a clearly shown mistake, and presents credible factual support for the claim, may have his or her claim reviewed by the Academic Standards Committee. The Committee is formed in accordance with State Bar standards. The Committee consists of no less than three nor more than five instructors appointed by the Dean to serve for the academic year. Requests for a hearing shall be submitted in writing to the Dean or the Assistant to the Dean within ten (10) days of the date that grades were mailed to or made available for pick-up by students.

**Non-Academic, Non-Financial Matters**: Except in extraordinary or emergency situations, students who are the subject of proposed disciplinary action for non-academic or non-financial matters are entitled to written notice in advance and a hearing by a disinterested panel before the imposition of discipline. The student has the right to assistance of counsel of their choosing, opportunity to call witnesses and examine adverse witnesses, and submit documentary evidence. Disciplinary action of this nature may be imposed for any conduct by a student which, in the opinion of the Academic Standards Committee of the School of Law, violates the high standards of ethics expected of potential future officers of the court or legal professionals, interferes with the rights of other students, disrupts the intended functions of the School of Law, or otherwise violates the rights of others or violates the announced policies. The School of Law reserves the right to impose such disciplinary action, up to and including dismissal, on any student whose conduct warrants such action.

Prospective or enrolled students are encouraged to make inquiry of school personnel regarding any questions they may have concerning the policies, regulations, and requirements stated in this Catalog or the Empire College School of Law Policy Manual. Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to:

> MASTER OF LEGAL STUDIES:
> Accrediting Council for Independent Colleges and Schools (ACICS)
> 750 First Street, NE, Suite 980
> Washington, DC 20002-4223

> JURIS DOCTOR:
> Committee of Bar Examiners
> State Bar of California
> 180 Howard Street
> San Francisco, CA 94105-1639

### Reservation of Rights

Since this catalog is prepared before the beginning of the academic year, it is possible that some changes will occur between the time the catalog is printed and the start of the academic year. Course content may be altered, classes cancelled, or policies changed by the Dean.

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. They are not to be regarded as offers or a contract.

# Satisfactory Progress Standards – Master of Legal Studies

## Satisfactory Academic Progress Statement

Empire College School of Law has specific standards students are expected to achieve in order to maintain Satisfactory Academic Progress (SAP) in their programs of study. These Standards are based on grades and the completion of program requirements within a maximum time frame. Compliance with Satisfactory Progress standards has substantial effect on the disbursement of Title IV financial aid funds. Students in the Master of Legal Studies (MLS) will be requested to acknowledge receipt of the Satisfactory Academic Progress Statement, which outlines these standards, at the time they meet with Financial Aid Office personnel and/or during their first two weeks of classes or if the policy is revised.

At Empire College School of Law, satisfactory progress for MLS students is defined by the following criteria:

**Quantitative Standard** – Students must complete 36 units and are permitted to attempt up to 1.5 times the number of units (36 x 150% = 54 units) in their program of study. 54 units is the maximum timeframe for completion of the MLS program. Students must be on Pace. Pace is defined as the progress through the student's educational program that will ensure completion within maximum timeframe. If it becomes impossible for a student to complete the MLS program within 54 units, considering all units attempted and completed, the student is not on Pace. If a student fails to complete more than 18 attempted units, it becomes mathematically impossible to complete the MLS program within the 54 unit maximum timeframe. Further, Pace requires completion of at least 2/3 or 66.67% of the units the student attempts each trimester. Pace is calculated by dividing the total number of units the student has successfully completed by the total number of units attempted. In rare circumstances a student may exceed the maximum timeframe if they meet the standards described in the Appeals section below.

**Qualitative Standard** – Students must successfully meet or exceed the minimum Cumulative Grade Point Average (CGPA) of 65% and be on Pace.

MLS students must meet the following minimum standards of Satisfactory Academic Progress to be successful at Empire College School of Law. The student's progress will be reviewed at the end of each trimester to determine satisfactory academic progress. Lack of satisfactory progress can seriously jeopardize a student's financial aid.

A full-time student will have attempted to complete 18 or more trimester units at the end of each academic year. A half-time student will have attempted to complete at least 9 trimester units at the end of each academic year. For financial aid purposes the academic year is defined as at least 45 weeks for all MLS students.

| Required Evaluation Point (Each Academic Year) | Minimum CGPA* | | Minimum Units Successfully Completed Full/Half Time |
|---|---|---|---|
| End of 1st Trimester | 65% | AND | 6/3 units |
| End of 2nd Trimester | 65% | AND | 12/6 units |
| End of 3rd Trimester | 65% | AND | 18/9 units |

*\* Cumulative Grade Point Average*

**Non-Severable Courses –** A/B required MLS courses (Criminal Law, Contracts, Torts, and Constitutional Law) are non-severable two trimester courses. Upon completion of the first trimester of an A/B course, the units for that trimester are considered vested. These vested units will not be granted until the condition subsequent of completion of the B portion of the course is successfully completed. However, for purposes of SAP, the quantitative and qualitative portions of this policy will be applied every trimester, regardless if the trimester culminates in vested or completed units.

**Transfer of Credit -** Master of Legal Studies credit for courses successfully completed at other law schools may be transferred with permission of the Dean; however, grades are not transferable and will not be included in the grade point average computed by Empire College School of Law. Transfer credits will be evaluated by the Dean of the Law School

For the purposes of the quantitative maximum timeframe and Pace in this policy, transfer credits are included in the total units completed.

Normally, only law coursework completed within 36 calendar months prior to the date the applicant will begin his or her studies at Empire will be transferable.

The transfer permission request or petition shall be submitted in writing and accompanied by a copy of the catalog description of the course or courses the student completed or desires to complete. The Dean will consider all factors in determining whether credit can be granted, including evaluating the academic equivalency of courses and the hourly unit requirements.

Under no circumstances will more than one-half of the credits required for the Master of Legal Studies degree be transferred from another institution. All transfer students must take and pass a minimum of 24 units in residence in order to qualify for graduation from the Master of Legal Studies program. Students who successfully transfer credits are still subject to the residence requirements under section 2B.0 of the Empire College School of Law Policy Manual.

**Students not making satisfactory academic progress are subject to the following:**

**End of First Trimester Not Meeting SAP – Academic Warning:** The first time any student is not meeting SAP at the end of any academic trimester, he or she will be placed on Warning Status with no right of appeal and continue to be financial aid eligible. These students will receive a letter from the Dean stating they are on SAP warning and requiring the student to meet with the Dean to discuss a plan for improvement.

**End of Second Consecutive Trimester Not Meeting SAP – Academic Probation:** A student who does not maintain satisfactory progress at the end of a second consecutive trimester will be placed on Probation for the next trimester and has two alternatives:

1. Request an appeal with the Dean of the Law School to develop an academic plan that will ensure the student is able to meet SAP standards by a specific time frame. The student's academic plan will be reviewed with the student during the probationary period as stated in the plan. If approved, student remains eligible for financial aid.

2. Student does not appeal, remains in school, and becomes ineligible for financial aid until such time as the student makes satisfactory progress.

**End of Third Consecutive Trimester Not Meeting SAP – Academic Dismissal:** Students not making satisfactory academic progress at the end of a third consecutive trimester will be dismissed unless their academic plan developed after appeal determined the student will require more than one trimester to meet progress standards.

**Appeals:** An MLS student is allowed one (1) appeal of probation status for the length of their program.

Students on Probationary Status may appeal within ten (10) days of notification of their change in status, and request to be placed on an academic plan. In order for an appeal to be considered, the student must provide the Dean of the Law School a letter that includes information about the circumstances or events which prevented the student from attaining SAP. Circumstances may include:

   o   Death of a relative of the student
   o   An injury or illness of the student
   o   Other special circumstance. Special circumstances must be documented by the student to demonstrate that they had an adverse impact of the student's performance.

In addition, the student must note what has changed in order for the student to be successful.

The Dean of the Law School will review appeals to determine whether they include the necessary information and documentation. The Dean of the Law School will then determine whether the student is eligible for an academic plan and can regain SAP within the maximum timeframe. The student will be notified in writing within five (5) days, of the final decision. There are no additional appeals processes.

**Grading System:** Students will receive a progress report of their grades at the end of every trimester. Class work is reported in

terms of a numeric grade. In the judgment of Empire College School of Law, the reported numeric grades are equivalent to the following academic performance measurements:

| | | |
|---|---|---|
| A | 80 and above | Outstanding |
| B+ | 76 - 79 | Honors |
| B | 70 - 75 | Superior |
| B- | 65 - 69 | Satisfactory/Credit |
| C | 64 and below | Unsatisfactory/No Credit |

For classes where students receive a pass/fail grade, these pass/fail grades do not affect grade point average. Credit hours are earned for "Pass" grades and no credit hours are earned for "Fail" grades.

**Withdrawal from a Course:** Students who wish to change their schedule by dropping a course may do so only with the permission of the Dean of the Law School. Dropping a class during the first two weeks of the trimester will result in no grade or units attempted being assigned for the course. Beyond the second week of a trimester, students may request to be withdrawn from a class and a grade of "W" will be assigned. "W" grades are not calculated into the CGPA, but will be considered units attempted if the student has incurred a financial obligation for the trimester and will affect the successful course completion percentage required for the satisfactory Pace.

**Repeating a Course:** A student who receives a final grade of less than 65% in any course must repeat the course and receive a grade of 70% or higher. Repeating the same course will be granted only one time. Failure to successfully repeat a course will result in academic disqualification. When a student repeats a course, both the original course grade (reflected as an RF) and the grade received for the repeated course will be shown on the student's transcript. However, only the grade received after repeating the course will be included in the student's grade point average.

### Attendance

Regular and punctual attendance is required for the successful completion of law school. Students should plan to attend every class. A minimum of 80 percent attendance is required in most courses. In the event a student misses a class they should prepare any missed work and obtain notes from another student to ensure they do not miss concepts. If missing an examination, there is a specific make-up examination policy 7.10 in the Policy Manual.

A student who has reached the absence limit in a course will be sent a warning letter. **A student who has exceeded the absence limit in a required course will be automatically dropped from the course. Dropped students will be required to repeat the course at its next offering in order to meet graduation requirements.** Being dropped from a course for exceeding the absence limit will result in a Withdraw from the course and the units will count as attempted units.

A student admitted to the MLS program in the School of Law is expected to pursue the complete course of study without interruption and to conform their personal schedules to that of the School of Law. No student may extend the course of study beyond four years from the start date unless it is approved by the Dean of the Law School (see Empire Policy Manual section 2B.3).

### Standard Period of Non-Enrollment (SPNE)

Any MLS student who wants to take a break from the program and have the right to continue thereafter must request what is called a Standard Period of Non-Enrollment (SPNE). (For more details, see Empire College School of Law's Policy Manual, section 5.) This interruption to the regular curriculum can only be taken for one trimester. The request for a SPNE must be received by Empire before the start of the trimester the student intends to miss. A student who is a Title IV recipient should see the Federal

Student Loan Repayment Manager to be aware of the possible consequences an SPNE may have on loan repayment terms, change in financial aid refunds (return of Title IV funds), and the resulting change in amounts owed to the College.

### Withdrawal from School

A student may also withdraw from Empire College School of Law. Readmission is permitted either by approval of the Dean or the Academic Standards Committee, depending on the student's status at the time of withdraw (see Empire College School of Law Policy Manual Section 5). A student considering withdrawing who is a Title IV recipient should see the Federal Student Loan Repayment Manager to be aware of the possible consequences a withdrawal may have on loan repayment terms, change in financial aid refunds (return of Title IV funds), and the resulting change in amounts owed to the College.

Should a student decide to withdraw from school, they must notify the Law School. Students withdrawing must attend an exit interview with the Dean's office, the Accounts Receivable Manager and the Federal Student Loan Repayment Manager to complete withdrawal paperwork and to discuss student aid and financial obligations due the College.

### Grievance Procedure

**Academic Matters:** A student who claims that an examination or course grade was the product of unfairness, a departure from established grading policy or a clearly shown mistake, and presents credible factual support for the claim, may have his or her claim reviewed by the Academic Standards Committee (ASC). The ASC is formed in accordance with State Bar standards. The ASC consists of no less than three and no more than five instructors appointed by the Dean to serve for the academic year. Requests for a hearing shall be submitted in writing to

the Dean or the Assistant to the Dean within ten (10) days of the date that grades were mailed.

**Non-Academic, Non-Financial Matters:** Except in extraordinary or emergency situations, students who are the subject of proposed disciplinary action for non-academic or non-financial matters are entitled to written notice in advance and a hearing by a disinterested panel before the imposition of discipline. The student has the right to assistance of counsel of their choosing, opportunity to call witnesses and examine adverse witnesses, and submit documentary evidence. Disciplinary action of this nature may be imposed for any conduct by a student which, in the opinion of the Academic Standards Committee of the School of Law, violates the high standards of ethics expected of potential future officers of the court or legal professionals interferes with the rights of other students, disrupts the intended functions of the School of Law, or otherwise violates the rights of others or violates announced policies. The School of Law reserves the right to impose such disciplinary action, up to and including dismissal, on any student whose conduct warrants such action.

## Graduation Requirements

Students will be eligible to graduate and receive a Master of Legal Studies Degree if all of the following requirements have been met:

1. Completion of the academic curriculum with passing scores in each class;
2. Completion of 36 units, at least 24 of which are in residence;
3. Achievement of a cumulative grade point average of 65 or higher;
4. Attendance of at least 80 percent in each course;
5. Full payment of all financial obligations owed to Empire College School of Law.

## Graduation Fee

During the second trimester of the second year if a Master of Legal Studies graduate chooses to walk in the commencement exercises, a graduation fee is charged to each student eligible for a Master of Legal Studies degree. This fee helps cover the cost of caps, gowns, ceremony, reception, and other expenses.

## Graduation Honors

Honor categories are determined by grade point average as follows:

| | |
|---|---|
| Magna Cum Laude | 82 to 100 |
| Cum Laude | 76 to 81.99 |

# Grading and Academic Standards – Juris Doctor

## Grading

The school uses the following grading system:

| | | |
|---|---|---|
| 90 - 100 | | Outstanding |
| 80 - 89 [1] | | Superior |
| 70 - 79 [2] | | Satisfactory |
| 65 - 69 | | Unsatisfactory |
| 64 and Below | Failing | No Credit |

| | | |
|---|---|---|
| 65 - 100 | P | Pass/Credit |
| 64 and Below | F | Fail/No Credit |

Only grades in the required courses are used to calculate the grade point average.

## Repeated Courses

A student who receives a final grade of less than 65 in any required course must repeat the course and receive a grade of 70 or higher. Repeating the same course will be granted only one time. If the failed course is an elective, the student may repeat it or use another elective to obtain the needed units.

When a student repeats a course, both the original course grade (reflected as an RF) and the grade received for the repeated course will be shown on that student's transcript. However, only the grade received after repeating the course will be included in the student's grade point average.

## Academic Year

The academic year begins with the Fall Trimester and ends on the last day of the Summer Trimester of the following calendar year.

## Academic Standards - Grade Point Average

In order to qualify for the Juris Doctor (J.D.) Degree, all students must have a cumulative grade point average of 70 or above to graduate.

First-year students whose cumulative grade point average after completion of Torts, Criminal Law, and Contracts is 70 or above will be advanced to the second year in good standing.

## Academic Probation

First-year students whose cumulative grade point average after completion of Torts, Criminal Law, and Contracts is between 68 and 69.99 will be on academic probation.

Advancement on probation will be granted for only one academic year and once granted the student must, after the end of probation, achieve and maintain a minimum of 70 for each subsequent academic year and maintain a cumulative grade point average of 70 or better. Students on academic probation will be prohibited from participating in activities and programs where good academic standing is required.

Any student whose cumulative grade point average is less than 70 at the end of the student's second, third, or fourth academic year will be academically disqualified and is not eligible for academic probation.

## Academic Disqualification

First-year students whose cumulative grade point average after completion of Torts, Criminal Law, and Contracts is less than 68 will be academically disqualified.

Any student whose cumulative grade point average is less than 70 at the end of the student's second, third, or fourth academic year will be academically disqualified.

## Readmission

An academically disqualified student may petition the Academic Standards Committee for immediate or delayed readmission. The decision and conditions of readmission will be determined by the Academic Standards Committee. The factors considered by the Academic Standards Committee are set forth in the *Empire College School of Law Policy Manual (Sections 8.5-8.8) and the Guidelines for Accredited Law School Rules.*

---

[1] 82 or higher = Magna Cum Laude

[2] 76-81.99 = Cum Laude

## Graduation Requirements

Students will be eligible to graduate and receive a Juris Doctor Degree if all of the following requirements have been met:

1. Completion of the academic curriculum with passing scores in each class;

2. Completion of 86 units, at least 44 of which are in residence;

3. A minimum of 1200 hours enrollment in law school over a 30 to 84 month period in satisfaction of State Bar requirements. In order to complete the required curriculum, students may need to take classes during one or more summer trimesters;

4. Pursuant to the Committee of Bar Examiner's Accredited Law School Rules, Title 4, Division 2, Section 4.160(F), completion of a minimum of six trimester units of practice-based skills and competency training.

5. Achievement of a cumulative grade point average of 70 or higher;

6. Attendance of at least 80 percent in each course;

7. Full payment of all financial obligations owed to Empire College School of Law.

## Graduation Fee

During the second trimester of the final year if a graduate chooses to walk in the commencement exercises, a graduation fee is charged to each student eligible for a degree of Juris Doctor. This fee helps cover the cost of caps, gowns, ceremony, reception, and other expenses.

## Graduation Honors

Honor categories are determined by grade point average as follows:

| | |
|---|---|
| Magna Cum Laude | 82 to 100 |
| Cum Laude | 76 to 81.99 |

## Attendance

Regular and punctual attendance is required for the successful completion of law school. Students should plan to attend every class.

A minimum of 80 percent attendance is required in most courses; some professors require more.

**A student who has reached the absence limit in a course will be sent a warning email. A student who has exceeded the absence limit in a course will be automatically dropped from the course. Dropped students will be required to repeat the course at its next offering in order to meet graduation requirements.**

Empire College School of Law defines a full-time student as one taking six or more units per trimester or the required curriculum for the corresponding academic year. Students will not be allowed to enroll on a part-time basis (that is, to take one or two classes rather than the complete academic course) except in unusual situations, and then only with the Dean's approval.

A student admitted to the School of Law is expected to pursue the complete course of study without interruption and to conform their personal schedules to that of the School of Law. No student may extend the course of

study beyond five years from the time he or she begins Torts, Contracts, or Criminal Law without prior approval of the Dean. Students may not interrupt the study of law for a period longer than one year.

If a student is unable to complete a trimester's work, or is unable, after completion of a trimester, to return for the next regular trimester, the student must, in order to regain the right to return to the School of Law, either take an approved break (Standard Period of Non-enrollment) or withdraw and be readmitted. Readmission is permitted either by approval of the Dean or the Academic Standards Committee, depending on the student's status at the time of withdrawal (see Section 5 of Empire College School of Law Policy Manual).

*Notable commencement speakers have included (top to bottom): The Honorable Joyce Kennard, Associate Justice of the California Supreme Court; Willie Brown, Mayor of San Francisco; and Patricia Ireland, President of the National Organization for Women.*
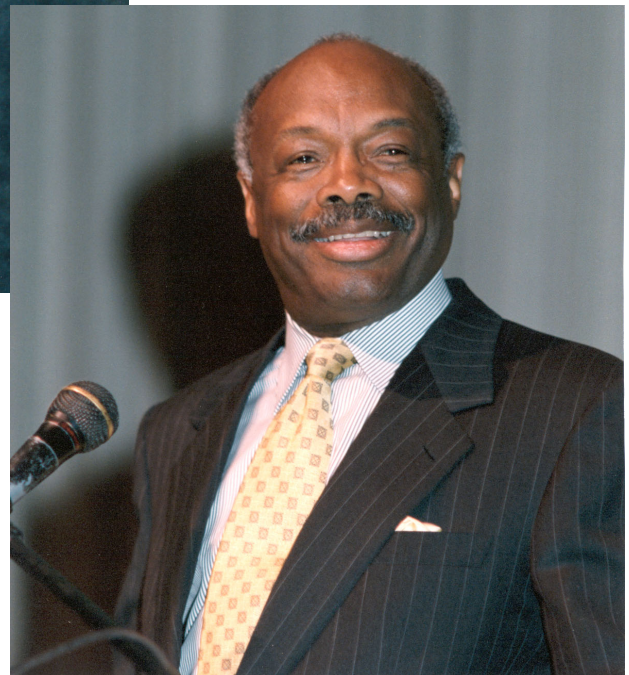
# Financial Aid and Tuition Assistance Programs

## Scholarships

Several scholarships are administered by Empire College School of Law.

**Dean's Scholarship**: The Dean's Scholarship was established by Dean Broderick in 2001. The scholarship is funded by late fees. The purpose of the fund is to award a scholarship annually to one or more law students enrolled at Empire College School of Law to assist them in the completion of their legal education. The scholarship is based upon financial need, community involvement, school leadership, and academic promise. The amount awarded to each scholarship recipient will be within the discretion of the Scholarship Committee. The Scholarship Committee is comprised of three faculty members and the Dean.

**Olga Gracey Scholarship**:  This annual scholarship is available to one or more self-supporting women in their first year of study at Empire College School of Law. The Student Bar Association established the scholarship in 1991 in memory of Olga Gracey, a first year law student.

## Third-Party Administered Scholarships

**Katherine Thornhill Scholarship**:  This scholarship was established to provide financial support to one or more students attending Empire College School of Law. The awards are based on financial need. The amount of the scholarship varies from year to year.

**Sonoma County Community Foundation Scholarship**: Scholarships ranging from $250 to $20,000 over four years are available for qualified students. Recipients are selected on a competitive basis considering academic and non-academic factors and demonstrated financial need. Some of these funds are restricted to students from a specific geographic area.

**Other Scholarships**:  Law students may be eligible for other third-party scholarship awards. Students are encouraged to apply for other scholarship opportunities. Some examples are the Sonoma County Women in Law Scholarship and the Michael F. O'Donnell Memorial Scholarship.

## Financial Aid Programs (MLS program only)

Financial aid is available for those who qualify. Federal and state financial aid programs are administered by the College to all students determined to be eligible and who maintain Satisfactory Academic Progress, which is defined in  this Catalog. Eligibility for all financial aid programs is based upon a Need Analysis and/or prior academic performance.

For financial aid purposes, an academic year is defined as three trimesters. A full-time student is defined as one scheduled at least six units per trimester.

Students wishing more information on aid should contact the Admissions or Financial Aid Offices of the College at 707-546-4000.

## Loan Programs (MLS program only)

A student may borrow under the William D. Ford Federal Direct Loan Program. 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 monies not paid from federal student financial aid program funds.

**Federal Direct Unsubsidized Loan** (Loans up to $20,500 per academic year for graduate students):  The Federal Direct Unsubsidized Loan is not based on financial need. The interest payments on a Federal Direct Unsubsidized Loan begin immediately after the loan is fully disbursed or may be added to the principal balance.

Monthly payments begin six months after the student graduates, drops below half-time or withdraws from school. Students receiving Federal Direct Loan funds must maintain at least half-time status and Satisfactory Progress.

**Federal Direct Graduate Plus Loan** (Loans up to the cost of education less any other financial aid):  Repayment commences as early as 60 days after the loans are made. Students can defer payments until they are out of school.

**College Work Study**:  The Federal Work Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student's course of study.

All borrowers are required to attend a loan counseling session *before* any funds are disbursed. Disbursement of any loan proceeds during the course of a student's enrollment requires maintenance of Satisfactory Progress, as defined in this Catalog.

All student borrowers will also participate in a loan exit counseling session before leaving school.

### Empire Financing Programs

Empire College offers its students affordable payment programs with varying payoff terms, including no-interest loans. Interested students should inquire about the available payment plans through Empire's accounting/financial aid department.

### Other Financial Assistance

Empire College programs have been funded by the following agencies:

The State Department of Rehabilitation

Private Rehabilitation Agencies

The United States Bureau of Indian Affairs

The California Indian Manpower Corporation.

Many of our students receive assistance from these organizations. Students seeking benefits should contact the appropriate agency as early as possible for information and assistance in determining eligibility.

# Tuition and Fees

## Program Tuition and Fees

Please refer to the enclosed Catalog Addenda.

## Tuition Policies

Tuition is required to be paid in full each trimester. Grades may not be released and the student may not be permitted to begin classes the next trimester if fees and tuition are not paid.

Students are expected to pay their balances in full or make provisions for monthly payments prior to the beginning of each trimester. If the student has agreed to make monthly payments, a promissory note, or other payment agreement, must be signed and interest of one percent per month may be charged on the unpaid balance if any payment is delinquent. The standard payment arrangement allows the student to pay each trimester's Tuition, Library Fee, and Lexis Nexis / Westlaw Password Fee in four monthly installments. The first installment is due prior to, or the day of, the first course session for the trimester the student is scheduled to attend. The remaining three installments for the trimester are due no later than the last day of each month.

Students who have not complied with the above Tuition Policies may not be permitted to attend classes in the next trimester nor receive grades. Additionally, diplomas may be withheld and examination grades will not be released.

## Tuition Adjustment Policy

Pursuant to Empire College School of Law Policy Manual Section 1.1, no amendment concerning the cost of tuition or fees will be effective earlier than the next succeeding trimester following a written notice of the proposed change is mailed or emailed to students. Written notice of the proposed change will be mailed or emailed to students at least 60 calendar days prior to the effective date of a tuition increase.

Tuition may be increased no more than once per academic year. An academic year refers to a period beginning with the first day of a Fall trimester and continuing through the day immediately before the first day of the next following Fall trimester.

Tuition is based on the price-per-unit and any tuition increase shall not exceed five-percent (5%) of the price-per-unit of the trimester immediately preceding the trimester in which students are subject to the tuition in increase.

## Procedure for Cancellation of Enrollment by the Student

Applicants may cancel their enrollment without penalty as follows: 1) within three business days following their signing of this Enrollment Agreement; 2) within three business days following their attendance at the regularly scheduled orientation held prior to the first course session of the applicant's program; or 3) any time within the first two weeks of classes in the program or programs for which they are enrolled.

Applicants who provide written notice to the school of their intent to cancel their enrollment under any of the three circumstances outlined in the previous paragraph will receive a full refund of all monies paid, and/or a credit to all fees charged to their account which have not yet been paid, no later than 30 calendar days following the date of their written notice of cancellation, and no future monies will be owed to Empire College.

Cancellation of enrollment by the applicant is only effective upon notice received by the school of the applicant's intent to cancel. Cancellation requires no specific form of notification so long as cancellation is expressed to the School of Law in writing; email and texting are acceptable examples. Applicants who do not attend the first course session of the program for which they are enrolled, and who do not provide notice to

the school that they are unable to attend the first course session but desire to remain enrolled, will be presumed to be still enrolled.

### Withdrawn Student Refund Policy

The following policy applies to each trimester for which the applicant has registered, attended the first course session of a program of instruction for which the applicant has registered, or has notified the school they will be unable to attend the first course session of a program of instruction for which they have registered but desire to remain enrolled.

Students may withdraw from the school at any time and receive a pro rata refund. For students who have enrolled and have not cancelled their enrollment and have attended at least one course session, or who have notified the school they will be unable to attend the first course session but desire to remain enrolled, the $70.00 Library Fee and the AdaptiBar fee are non-refundable. The Lexis Nexis / Westlaw Password Fee of $125 will be refunded unless the notification of withdrawal is received after the Lexis Nexis /Westlaw password has been issued to the student. Lexis Nexis / Westlaw Passwords are typically issued to the student within the first month of the trimester in which they begin the courses of Criminal Law, Contracts, and Torts. The Lexis Nexis / Westlaw Password is never issued to students during the introductory courses of Legal Research and Writing and Introduction to Law, as all required research in those courses is to be completed without access to those research platforms. The AdaptiBar fee is not charged until a student starts the First Year courses. The following schedule applies to tuition refunds following the first course session of the then current trimester for which the student has enrolled; the "% Refund" is a percentage of the totals of the tuition cost, and when applicable, the Lexis Nexis / Westlaw Password Fee, for the trimester in which the withdrawal is requested:

**JURIS DOCTOR, MASTER OF LEGAL STUDIES, 15-WEEK TRIMESTERS, 10-WEEK INTROS:**

| Notice of withdrawal given by: | % Refund |
|---|---|
| First and Second Week | 100% |
| Third and Fourth Week | 75% |
| Fifth and Sixth Week | 50% |
| Seventh and Eighth Week | 25% |
| Ninth through Fourteenth Week | 0% |

Withdrawal from a program, trimester, or course requires no specific form of notification so long as withdrawal is expressed to the school. The date from which the refund will be calculated is the date on which Empire College School of Law receives notification of withdraw.

Withdrawal tuition refunds are made within 30 days of the withdrawal date. Applicants should review Empire College School of Law Policy Manual sections 5.0 through 5.6 for the effects of withdrawing in good standing, other than good standing, and for leaving a program of instruction on a Standard Period of Non-Enrollment.

**2018 Roger J. Traynor Award**
**1st Place for Oral Argument**

*In April 2000, Empire College School of Law's Moot Court Team captured first place at the 31st Annual California Moot Court Competition. In 2001, Empire's team captured gold again at the State Bar's Environmental Negotiation Competition. Competing law schools included UCLA, Loyola, Pepperdine, Santa Clara, UC Davis, and UC Berkeley. Empire's teams also placed in the 2002, 2003, 2004, 2006, 2007, 2008, 2009, 2010, 2018, and 2019 California Moot Court Competitions.*



**2019 2nd Place for Oral Argument**
**Best Appellant's Brief**

---

# Curriculum – Juris Doctor

## Introductory Courses

| *Course No.* | *Course Title* | *Units* | |
|---|---|---|---|
| LAW I401 | Introduction to Law | 1 | |
| LAW I402 | Legal Research and Writing | 2 | |
| | *Total Units* | 3 | 3 |

## First Year

| | | | |
|---|---|---|---|
| LAW 500A/B* | Contracts | 6 | |
| LAW 501A/B* | Criminal Law | 6 | |
| LAW 502A/B* | Torts | 6 | |
| LAW 503 | Law Study and Exams | 1 | |
| | *Total Units* | 19 | 22 |

## Second Year

| | | | |
|---|---|---|---|
| LAW 600A/B* | Civil Procedure | 6 | |
| LAW 603A/B* | Constitutional Law | 6 | |
| LAW 601A/B* | Evidence | 6 | |
| | *Total Units* | 18 | 40 |

## Third Year

| | | | |
|---|---|---|---|
| LAW 702A/B* | Real Property | 6 | |
| LAW 701A | Wills and Trusts | 3 | |
| | *Total Units* | 9 | 49 |

## Fourth Year

| | | | |
|---|---|---|---|
| LAW 800A/B* | Business Organizations | 6 | |
| LAW 801A/B* | Remedies | 5 | |
| | *Total Units* | 11 | 60 |

## One-Trimester Required Classes **

| | | | | |
|---|---|---|---|---|
| LAW R500 | CT | Advanced Legal Research | 2 | |
| LAW R501 | CT | Advanced Legal Writing | 2 | |
| LAW R502 | | Community Property | 3 | |
| LAW R503 | | Criminal Procedure | 2 | |
| LAW R504 | CT | Moot Court | 2 | |
| LAW R505 | | Professional Responsibility | 2 | |
| | | *Total Units* | 13 | 73 |

## Electives **

| | | | |
|---|---|---|---|
| | *Total Units* | 13 | 86 |
| | *Total Months:* | 48 | |

\*    Denotes all non-severable two-trimester courses. Both trimesters must be successfully completed to receive final A/B course grade. A/B designation is for grading purposes only.

\*\*    These courses will be taken during the summer session and/or the fall/spring trimesters, as the student's schedule permits.

\*\*\*    A minimum of six trimester units of the 13 elective units must satisfy practice-based skills and competency training.

**Electives** (Periodically/regularly offered based on student interest and faculty availability.)

| Course No. | | Course Title | Units |
|---|---|---|---|
| LAW E502-3 | CT | Alternative Dispute Resolution (ADR) Survey/Mediation | 2-3 |
| LAW E503 | | Americans with Disabilities Act (ADA) | 2 |
| LAW E506 | | Bankruptcy Debtor/Creditor Law | 2 |
| LAW E508-1,2,3 | CT | Clinical Education | 1-3 |
| LAW E510-1,2,3 | CT | Disability Law Clinic | 1-3 |
| LAW E511 | CT | Discovery Workshop | 3 |
| LAW E512 | | Elder Law | 2 |
| LAW E513 | CT | Elder Law Clinic | 2 |
| LAW E515 | | Employment Law | 3 |
| LAW E516-2,3 | | Environmental Law | 2-3 |
| LAW E517-1,2 | CT | Environmental Negotiations Competition | 1-2 |
| LAW E518 | | Family Law | 2 |
| LAW E519 | | Federal Indian Law | 3 |
| LAW E523 | | Immigration Law | 2 |
| LAW E524 | CT | Immigration Law Clinic | 2 |
| LAW E525 | | Insurance Law | 3 |
| LAW E526 | | Intellectual Property Law | 3 |
| LAW E528 | CT | Law Office Management | 2 |
| LAW E532-1,2,3 | CT | Moot Court Competition | 1-3 |
| LAW E535-2 | CT | Family Law Clinic | 2 |
| LAW E536 | | Sexual Orientation and the Law | 2 |
| LAW E537-1,2,3 | CT | Small Claims Advisory Clinic | 1-3 |
| LAW E538 | | Internet Law | 2 |
| LAW E539-1,2 | | Survey Course on the CA Bar Exam Preparation & Skills | 1-2 |
| LAW E541 | CT | Trial Practice | 3 |
| LAW E544 | | Employment Discrimination Law | 3 |
| LAW E547 | | California Government and Administrative Law | 2 |
| LAW E548-2,3 | CT | Legal Aid Clinic | 2-3 |
| LAW E551 | | Governance in Context | 2 |
| LAW E552 | | Non-Profit Organizations Law | 3 |
| LAW E553 | | Jurisprudence | 2 |
| LAW E556 | | Energy Law and Policy | 3 |
| LAW E559-3 | | History of American Law | 3 |

All elective courses are graded on a pass/fail basis.

CT = Satisfies a portion of Competency-Training graduation requirement.

# Curriculum – Master of Legal Studies

**Objective**: The objective of the Master of Legal Studies program is to enable students to pursue diverse career choices through the acquisition of a foundational understanding of the legal system. In addition, it is the objective of the law school to enhance the professional skills and knowledge for those graduates who do not choose to sit for the California Bar Examination. Empire College School of Law is committed to providing legal skills to professionals in the fields of medicine, banking, retail sales, insurance, engineering, and manufacturing – even if those graduates do not envision the active practice of law per se.

This program is designed to inform and educate professionals about the fundamentals of the law and help them gain an educated appreciation for the intricacies surrounding the intersection of law, public policy, and the professions. Master's candidates shall take some of the core classes in the law school curriculum in order to increase their understanding of the basic building blocks of the legal profession. Professionals from diverse fields, including banking, finance, insurance, education, law enforcement, human relations, and sales and marketing all deal with the law as it is applied to their activities. With increased sophistication regarding legal principles, Master's candidates shall be able to increase their awareness of and preparation for legal issues which may arise in their daily lives.

**Expected Educational Outcomes**: Upon completing the Master's degree, program participants shall:

1. Be able to identify the elements of both common law and statutory definitions of torts, crimes, and contracts.

2. Have an expanded knowledge of the elements of constitutional legal issues and how those may be addressed in both their personal and professional lives.

3. Gain specialized legal knowledge in the fields covered by their elective course offerings.

4. Have a broad understanding of the law coupled with an in-depth understanding of one or more unique areas of specialization.

### Introductory Courses

| Course No. | Course Title | | Units | |
|---|---|---|---|---|
| LAW I401 | Introduction to Law | | 1 | |
| LAW I402 | Legal Research and Writing | | 2 | |
| | | Total Units | 3 | 3 |

### First Year

| LAW 500A/B* | Contracts | | 6 | |
|---|---|---|---|---|
| LAW 501A/B* | Criminal Law | | 6 | |
| LAW 502A/B* | Torts | | 6 | |
| | | Total Units | 18 | 21 |

### Second Year

| LAW R500 | Advanced Legal Research | | 2 | |
|---|---|---|---|---|
| LAW 603A/B* | Constitutional Law | | 6 | |
| | | Total Units | 8 ** | 29 |

### Electives

| | | Total Units | 7 | 36 |
|---|---|---|---|---|
| | | Total Months: | 24 | |

\* Denotes all non-severable two-trimester courses. Both trimesters must be successfully completed to receive final A/B course grade. A/B designation is for grading purposes only.

\*\* To maintain Title IV eligibility, a minimum of 3 units per trimester must be taken.

**Electives** (Periodically/regularly offered based on student interest and faculty availability.)

Students select their choices from the list of Elective Courses below. These courses are taught on a rotational basis as professional needs or student interest demands. These courses will be taken during the summer, fall, or spring trimesters as the student's schedule permits.

| Course No. | Course Title | Units |
|---|---|---|
| LAW 503 | Law Study & Exams | 1 |
| LAW 600A/B* | Civil Procedure | 6 |
| LAW 601A/B* | Evidence | 6 |
| LAW 701A | Wills & Trusts | 3 |
| LAW 702A/B* | Real Property | 6 |
| LAW 800A/B* | Business Organizations | 6 |
| LAW 801A/B* | Remedies | 5 |
| LAW R501 | Advanced Legal Writing | 2 |
| LAW R502 | Community Property | 3 |
| LAW R503 | Criminal Procedure | 2 |
| LAW R504 | Moot Court | 2 |
| LAW R505 | Professional Responsibility | 2 |
| LAW E502-3 | Alternative Dispute Resolution (ADR) Survey/Mediation | 2-3 |
| LAW E503 | Americans with Disabilities Act (ADA) | 2 |
| LAW E506 | Bankruptcy Debtor/Creditor Law | 2 |
| LAW E511 | Discovery Workshop | 3 |
| LAW E512 | Elder Law | 2 |
| LAW E515 | Employment Law | 3 |
| LAW E516-2 | Environmental Law | 2 |
| LAW E518 | Family Law | 2 |
| LAW E519 | Federal Indian Law | 3 |
| LAW E523 | Immigration Law | 2 |
| LAW E525 | Insurance Law | 3 |
| LAW E526 | Intellectual Property Law | 3 |
| LAW E528 | Law Office Management | 2 |
| LAW E536 | Sexual Orientation and The Law | 2 |
| LAW E538 | Internet Law | 2 |
| LAW E541 | Trial Practice | 3 |
| LAW E544 | Employment Discrimination Law | 3 |
| LAW E547 | California Government and Administrative Law | 2 |
| LAW E551 | Governance in Context | 2 |
| LAW E552 | Non-Profit Organizations Law | 3 |
| LAW E553 | Jurisprudence | 2 |
| LAW E556 | Energy Law and Policy | 3 |
| LAW E559-3 | History of American Law | 3 |

* Denotes all non-severable two-trimester courses. Both trimesters must be successfully completed to receive final A/B course grade. A/B designation is for grading purposes only.

Elective courses with class numbers preceded by an E are graded on a pass/fail basis; all others receive a numeric grade.

All courses not required in the MLS program are considered elective courses. Students who are enrolled in the MLS program only, and not concurrently enrolled in both the JD and MLS, may request approval from the Dean to complete any course offered by Empire College School of Law as an elective in the MLS program, regardless of the prerequisites for the course(s) listed in this catalog.

# Course Descriptions

### Course Numbering System

Courses in the Juris Doctor and the Master of Legal Studies programs begin with LAW followed by a space and then a specific course number. The numbers following the space indicate the level of subject matter as follows:

Introductory class numbers are preceded with an I

First-year core classes: 500-series

Second-year core classes: 600-series

Third-year core classes: 700-series

Fourth-year core classes: 800-series

Required class numbers are preceded with an R. (Note: Some upper-level Juris Doctor required courses are elective options for Master of Legal Studies students.)

Elective class numbers are preceded with an E. Electives are offered on a random basis based on the availability of the professors and student demand. Electives may be added, revised, or deleted based on faculty expertise, new legal issues, and student demand. Classes may be cancelled due to lack of enrollments. All elective courses are Pass/Fail.

### Master of Legal Studies Elective Courses

All courses not required in the MLS program are considered elective courses. Students who are enrolled in the MLS program only, and not concurrently enrolled in both the JD and MLS, may request approval from the Dean to complete any course offered by Empire College School of Law as an elective in the MLS program, regardless of the prerequisites for the course(s) listed in this catalog, with the exception of clinics.

**LAW R500   Advanced Legal Research
         (Digitally-Based)       2 units**
Introduces students to Federal and California primary and secondary legal sources and to research methods to locate relevant authority in support of a legal proposition.  Students will be taught techniques to plan a search, perform searching, modify searching and validate legal authority using digitally accessible libraries and services including Lexis Nexis, Westlaw, and other on-line and computer access resources. Prerequisite(s): Completion of first-year required coursework; preferred completion of second-year required courses.

**LAW R501   Advanced Legal Writing  2 units**
Students will learn how to write briefs and legal memoranda that get to the heart of the issues. They will learn to develop a clear, concise English prose style that they will apply to writing about legal subjects. Students will focus on substantive analysis of legal problems, grammar, and organization, with a goal of making themselves understood the first time. Prerequisite(s): Completion of first-

year required coursework; preferred completion of second-year required courses.

**LAW E502-2 Alternative Dispute     2 units
LAW E502-3 Resolution (ADR)         3 units
         Survey/Mediation**
The purpose of this course is to give students an understanding of various dispute resolution processes which have come to be described under the umbrella term "alternative dispute resolution."  Primary emphasis is on arbitration and mediation techniques in the context of those fields most familiar to practicing lawyers. Comparisons are made to standard civil litigation methods as a way to evaluate the advantages and disadvantages of each process, much as a lawyer would want to do in advising a client. As time permits, consideration is also given to the general question of the role of the law in shaping and promoting these dispute resolution techniques. Prerequisite(s): Completion of LAW I401– Introduction to Law and LAW I402–Legal Research and Writing, or equivalent.

**LAW E503   Americans with Disabilities Act (ADA)   2 units**
This course will cover Title I (employment), Title II (State and Local Government Services), Title III (Public Accommodations), Title IV (Telecommunications) and Title V (Miscellaneous) of the Americans with Disabilities Act (ADA), as well as its relationship with California's Fair Employment and Housing Act (FEHA) and the Unruh Civil Rights Act. Prerequisite(s): Completion of LAW I401– Introduction to Law and LAW I402–Legal Research and Writing, or equivalent.

**LAW E506   Bankruptcy Debtor/Creditor Law   2 units**
Rights and duties of consumer credit grantors and consumer debtors; fair credit reporting; fair debt collection practices and consumer remedies. Creation, scope and administrative function of federal debtor proceedings and arrangements; wage earner plans; insolvency proceedings. Prerequisite(s): Completion of second-year required classes.

**LAW 800A/B Business Organizations  6 units**
Formation; pre-incorporation activities; de facto corporations; ultra vires acts; role, authority and meetings of officers, directors and shareholders; standard of care; proxy solicitations; close corporations; fiduciary relations; shareholder litigation; capitalization; dividend distributions; fundamental changes; partnerships and agency. Prerequisite(s): Completion of third-year required coursework (or if an Accelerated Student, concurrent enrollment in third-year courses).

**LAW E547   California Government and Administrative Law  2 units**
This course will teach students the fundamental legal framework of California cities and counties. It focuses on both substantive areas of municipal law and the process required when local governments legislate and adjudicate. The course will provide practical information, discuss current issues facing local governments, and discuss the most recent, cutting-edge cases.

Prerequisite(s): Completion of LAW I401–Introduction to Law and LAW I402–Legal Research and Writing, or equivalent.

**LAW 600A/B Civil Procedure   6 units**
Jurisdiction – traditional and modern concepts. Federal and State subject matter jurisdiction; judgments; res judicata and collateral estoppel; forms of action, demurrer, answer, cross-actions, amendment of pleadings, joinder of actions and parties, venue of actions, process, motions, civil discovery, trial procedure, dismissals, non-suit, directed verdict. Prerequisite(s): Completion of first-year required coursework.

**LAW E508-1 Clinical Education    1 unit**
**LAW E508-2 Clinical Education    2 units**
**LAW E508-3 Clinical Education    3 units**
Prerequisite(s): Completion of second-year required coursework.

Third- and fourth-year[1] students are allowed to work in public or private law offices for unit credit. Students may receive one hour of credit for each 48 hours of participation. A student may receive up to three units of credit per academic year. A student who participates in the program may receive a maximum five units of credit. No more than three units may be earned from the same internship.

Participants in the Clinical Education Program have the option to register with the California State Bar through its Practical Training of Law Students Program. Registration requires completing Student, Dean, and Supervising Attorney(s) forms and submitting the completed forms and the filing fee to the Los Angeles office of the State Bar. Forms are available in the Law School Administrative Office.

In order for the student to receive credit, the student must enroll in the Clinical Education class which meets at least two to three times during the trimester. At the conclusion of each trimester, the supervising attorney must submit an evaluation report of the student on forms provided by the School of Law.

Approved clinical education units will be charged the same tuition rate as all other academic units.

[1] During the second trimester of their second year, students with a cumulative grade point average of 76 or higher may be permitted to take up to 2 clinical education units by petitioning the Dean.

**LAW R502  Community Property      3 units**
Historical development of community property law; jurisdictional issues; classification of marital property, community or separate; valuation of community property including business and goodwill; management of marital property; liability for marital and individual debts; division of community property on dissolution or death; problems posed by unmarried, cohabiting couples. Prerequisite(s): Completion of second-year required coursework.

**LAW 603A/B Constitutional Law      6 units**
Participants in the course will study the constitutional, historical and policy basis for the federal structure, Judicial review, congressional powers, state powers and federalism, individual liberties, due process, equal protection, and state action doctrine. Prerequisite(s): Completion of first-year required coursework.

**LAW 500A/B Contracts      6 units**
Remedies for breach of contract: consideration; offer and acceptance; problems of performance; conditions; impossibility; third party beneficiaries; assignment; Parol Evidence Rule; Statute of Frauds. Prerequisite(s): Completion of LAW I401– Introduction to Law and LAW I402–Legal Research and Writing, or equivalent.

**LAW 501A/B Criminal Law      6 units**
Nature and sources of criminal law; elements of crimes; analyses of specific crimes; legal defenses; California Penal Code and decisions; procedure. Prerequisite(s): Completion of LAW I401– Introduction to Law and LAW I402–Legal Research and Writing, or equivalent.

**LAW R503  Criminal Procedure      2 units**
Arrest through Appellate Proceeding, including bail, arraignment, preliminary motions, discovery, and trial procedure. Recent Supreme Court decisions on right to counsel, freedom from prejudicial publicity, fair trial, and other constitutional guarantees. Prerequisite(s): Completion of first-year required coursework.

**LAW E510-1 Disability Law Clinic      1 unit**
**LAW E510-2 Disability Law Clinic      2 units**
**LAW E510-3 Disability Law Clinic      3 units**
Six law students are invited to work in the Disability Law Clinic, the area's primary resource for information and representation on the law as it pertains to people with disabilities, under the supervision of an attorney. Each student will be assigned several cases on which they will participate in all areas of case development from client interviews to court appearances. The cases assigned will all be in the area of Administrative Law. In addition to their work in the Law Clinic, students will attend a class in Administrative Law as it relates to Disability Practice. Class discussion will incorporate issues raised in the text, student experience with the Law Clinic, and current developments in Administrative Law. Prerequisite(s): Completion of second-year required coursework and Good Academic Standing.

**LAW E511  Discovery Workshop      3 units**
Most litigators spend the majority of their time engaging in discovery.  This trimester long workshop not only discusses strategic considerations and discovery tactics, but involves a great deal of hands-on experience. Students will be conducting discovery in a mock lawsuit, which will include participating in taking depositions. Prerequisite(s): Completion of first-year required coursework; preferred completion of second-year courses.

**LAW E512  Elder Law      2 units**
This course takes an in-depth look at what may well be one of the most hotly debated issues facing our country today – the providing of opportunities, benefits, and care for

an ever-increasing aging population. The course will examine such diverse programs as Social Security, Medicare, Medicaid, and The Age Discrimination in Employment Act. Senior housing, long-term care, elder abuse and neglect, conservatorships, powers of attorney, right to die laws, and estate planning for elderly clients will also be studied as part of the course. Prerequisite(s): Completion of first-year required coursework.

**LAW E513    Elder Law Clinic        2 units**
This clinic provides students with real-life client counseling opportunities with senior citizens.  The clinic allows students to interact with clients, provide advice, follow-up, and direct clients to legal and non-legal resources.  Students will draft legal documents and correspondence under the supervision of a practicing attorney.  The clinic will provide the public with free legal advice. Prerequisite(s): Completion of first-year required coursework and Good Academic Standing.

**LAW E515    Employment Law        3 units**
This course surveys employment law from its inception in English common law through the most recent developments in "at-will" employment and discrimination. State case law and portions of the Labor Code will also be addressed. Prerequisite(s): Completion of first-year required coursework.

**LAW E544    Employment
                    Discrimination Law      3 units**
This course reviews state and federal laws and cases in employment discrimination and their interaction. Administrative issues concerning the Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing will also be addressed. Prerequisite(s): Completion of first-year required coursework.

**LAW E556    Energy Law and Policy   3 units**
All social, economic and biological activities take energy. For much of industrial history, the energy powering society came from fossil fuels.  This course examines the policies and legal framework governing the generation

and supply of energy.  The course challenges students to take a systems view and to think about energy not as a gallon of gas or watt of electricity but as an enabling force that for the last 200 years has allowed for the complex industrial world we see today. Prerequisite(s): Completion of Intros, completion of first-year required coursework preferred.

**LAW E516-2 Environmental Law      2 units**
**LAW E516-3 Environmental Law      3 units**
A survey of legal principles and policies relating to protection and enhancement of the physical environment. Particular attention will be given to common law doctrines and public rights and remedies; federal and state control programs for the field of air pollution, water pollution, noise, solid waste management, fish and wildlife resources; planning for federal, state and local administrative agencies. Prerequisite(s): Completion of second-year required coursework.

**LAW E517-1 Environmental Nego-     1 unit**
**LAW E517-2 tiations Competition     2 units**
Annually select students have an opportunity to compete in a statewide competition analyzing and negotiating an environmental problem. Students work in teams of two and must research and prepare arguments to resolve a lawsuit pertaining to environmental issues designed by the Environmental Section of the State Bar of California. The competition is structured and scored by practicing attorneys, professional mediators, and judges who are experts in the area of environmental law. Prerequisite(s): Completion of second-year required coursework; preferred completion of LAW E516-2 or E516-3–Environmental Law.

**LAW 601A/B Evidence            6 units**
Problems in relevancy; circumstantial evidence, including habit, custom, compromises, and character evidence; witnesses, including competency privilege, examination, impeachment and rehabilitation; opinion evidence; Constitutional considerations and exclusionary rules; hearsay evidence and the exceptions to its exclusion; authenticity of

writings; the "best evidence" rule, burden and proof and presumptions. Prerequisite(s): Completion of first-year required coursework.

**LAW E518   Family Law            2 units**
Practical and theoretical problems affecting the family: marriage, divorce, adoption, legitimacy, child custody, and parental obligations and rights. Prerequisite(s): Completion of first-year required classes and LAW 600A/B–Civil Procedure.

**LAW E535   Family Law Clinic     2 units**
This clinic provides students working with self-represented litigants. All cases are in the areas of family law. The Family Law Clinic offers free legal services to persons who have a related case in Sonoma County. Students will meet individually with parties and assist them with filing the complex court documents for divorce, paternity, custody, support. Students will learn Essential Forms, DissoMaster, drafting of pleadings and local court practices, and communication skills with individuals going through emotional family law issues. A supervising attorney will oversee the work.
Prerequisite(s): Completion of second-year required coursework preferred and Good Academic Standing. Prefer completion of LAW R502–Community Property.

**LAW E519   Federal Indian Law     3 units**
The course is designed to introduce students to the principal doctrines and rules governing the legal and political relationships between American Indian tribes and the United States Government. Prerequisite(s): Completion of second-year required coursework.

**LAW E551   Governance in Context    2 units**
This course seeks to stimulate a reexamination of contemporary government by studying the several domains which most influence it: human evolution, neurobiology, psychology, philosophy, history, economics, and political science. Prerequisite(s): Completion of LAW 603A/B–Constitutional Law.

**LAW E559-3 History of American Law  3 units**
An introductory survey of legal history and comparative systems of law, including discussion of principal legal traditions, with the aid of understanding foreign legal cultures, and the sources and historical elements in our own system of law. Prerequisite(s): Completion of LAW I401–Introduction to Law and LAW I402–Legal Research and Writing, or equivalent.

**LAW E523   Immigration Law        2 units**
Discussion of federal power, constitutional rights and issues, plenary power, the foundation cases, due process, and ethics. Consideration of visas, work permits, affidavits of support, court proceedings, asylum, refugees, and more. Prerequisite(s): Completion of first-year required coursework.

**LAW E524   Immigration Law Clinic  2 units**
The immigration law clinic is designed to provide students with hands-on, practical experience working on U visa cases for victims of crime, and/or Deferred Action for Childhood Arrivals applications. Under the supervision of the professor, students will be responsible for all aspects of case management for the clients assigned to them. Responsibilities include performing client interviews, conducting legal analysis, gathering evidence, drafting and filing applications, and maintaining client correspondence. Students are expected to adhere to the rules of professional conduct at all times. This includes maintaining client confidentiality, interacting respectfully with clients, and pursuing all casework in a diligent and timely manner. Prerequisite(s): Completion of second-year required coursework and Good Academic Standing.

**LAW E525   Insurance Law          3 units**
A survey of the basic legal aspects of insurance law, including principles of insurable interests, problems of contract formation and interpretation and application for standard policy provisions in various types of coverage. Attention is also given to principles of indemnity, subrogation, and determi-

nation and control of the risk transferred from insured to carrier. Prerequisite(s): Preferred completion of Contracts, Torts, and Constitutional Law.

**LAW E526   Intellectual Property Law                        3 units**
Course includes an overview of the intellectual property field including patents, trademarks, copyrights, unfair competition, trade secrets, employer-employee relationships, the transfer of intellectual property rights, and the general application of antitrust and misuse doctrines to such rights. Prerequisite(s): Completion of second-year required coursework.

**LAW E538   Internet Law          2 units**
We will explore how the internet works, and how legal principles of privacy, copyright, property, licenses, contracts, and defamation apply to social media and use of the internet. The first few weeks will be lecture and case study to lay the groundwork for the legal principles. The remainder of the class, students will pick topics to research, write and publish blog posts, and create video and in-class presentations on the topics. We will use Google+ to publish the class content, and use social media sites like Twitter, Facebook and Pinterest to explore privacy policies, Terms of Service, Fair Use Doctrine, the Computer Fraud & Abuse Act, the Stored Communications Act, and related legal issues and questions. Students will be graded on their blog posts, presentations and a position paper analyzing a question of law that has not yet been decided. Prerequisite(s): Completion of first-year required coursework; preferred completion of LAW 603A/B–Constitutional Law.

**LAW I401   Introduction to Law       1 unit**
Introduces the student to the basic concepts of the law, the historical roots of common law and equity, the precedent system in its practical operation, the modes of reasoning used by courts/attorneys and the fundamentals of statutory interpretation. Prerequisite(s): None.

**LAW E553   Jurisprudence          2 units**
Jurisprudence, also known as philosophy of law, is an effort to answer basic questions about the law: Where does it come from? What is its purpose? What are necessary elements of a valid law? How do law and morals relate, i.e, do they overlap or are they totally different realms?  Is disobedience against a "bad" law ever justified, and if so, on what basis? The answers to these questions appear in several current competing legal philosophies: Natural Law, Positivism, Realism, Sociological Jurisprudence, Law and Economic Theory, and Critical Legal Studies, all of which will be read in the required textbook. Students will find the course a good preparation for facing questions of constitutional law, ethics, legislation, judging, politics and social justice. Prerequisite(s): LAW I401–Introduction to Law and LAW I402–Legal Research and Writing, or equivalent.

**LAW E528   Law Office Management  2 units**
This class discusses the financial and administrative aspects of owning and operating a law practice. Students learn to use computer programs for calendaring, docketing, client billing, litigation support, and document preparation. Prerequisite(s): Completion of second-year required coursework.

**LAW 503       Law Study and Exams    1 unit**
An orientation to the study of law school examinations consisting of exam writing and techniques for the effective study of law. Prerequisite(s): Completion of LAW I401–Introduction to Law and LAW I402–Legal Research and Writing, or equivalent.

**LAW E548-2 Legal Aid Clinic         2 units**
**LAW E548-3 Legal Aid Clinic         3 units**
This class provides students with real life client counseling opportunities and exposure to a variety of poverty law topics. Dependent upon the number of hours the student commits to the clinic and the availability of attorneys to supervise, students will be allowed to interact with clients, provide legal

advice under the supervision of an attorney, draft simple pleadings and direct clients to legal and non-legal resources. Students may work in the areas of Unlawful Detainers, Restraining Orders, Elder Abuse, and Guardianships. Students will draft legal documents and correspondence under the supervision of a practicing attorney. Some students may gain the opportunity to attend court hearings. Prerequisite(s): Completion of first-year coursework and Good Academic Standing.

**LAW I402    Legal Research
            and Writing            2 units**
An introduction to legal analytical thought, including practical exercises in writing and the fundamentals of legal research that provides a foundation for writing legal papers. Prerequisite(s): None.

**LAW R504   Moot Court            2 units**
Students research, write, and argue a brief before a mock appellate court. The course emphasizes effective research and writing techniques and introduces the student to making oral arguments in court. Prerequisite(s): Completion of first-year required coursework; recommended completion of LAW R500–Advanced Legal Research and LAW R501–Advanced Legal Writing.

**LAW E532-1 Moot Court Competition   1 unit**
**LAW E532-2 Moot Court Competition   2 units**
**LAW E532-3 Moot Court Competition   3 units**
This program provides a team of three law students to represent Empire College School of Law in the annual Roger Traynor Moot Court Competition. Under the guidance of faculty coaches, the team will research and write an appellate brief analyzing an actual case before the California Appellate Courts. After submitting their written brief, the team will participate in oral arguments before appellate judges and attorneys. Empire Law School has a tradition of excellence and success in this statewide competition. Prerequisite(s): Completion of LAW R504–Moot Court.

**LAW E552   Non-Profit Organizations
            Law                   3 units**
This course will survey the law governing the formation, operation and dissolution of nonprofit organizations, tax implications, as well as duties of in-house counsel and board members. Specific topics to include: formation; pre-incorporation activities; ongoing legal considerations facing non-profit corporations in all of their dealings, ranging from contracts, fundraising, HR, and more  (also known as 501(c)(3)s). We will go through each "department" of a non-profit, whether large or small, or whether functions are done in-house or contracted out. Prerequisite(s): Successful completion of first-year courses.

**LAW R505   Professional
            Responsibility       2 units**
Application of the California Rules of Professional Conduct, the ABA Model Rules of Professional Conduct and relevant case materials; examination of disciplinary system; relationship between disciplinary and legal malpractice liability; duties of attorneys with respect to clients, the courts, opposing parties and the public; problems arising from conflicts of interest. Prerequisite(s): Completion of second-year required coursework.

**LAW 702A/B Real Property        6 units**
The law of real property; historical background; common law estates and interests; statute of uses and modern conveyancing; concurrent ownership; landlord and tenant; deeds and delivery; boundaries; recording acts and title search; contract for sale of land; easements, servitudes and other land use restrictions; adverse possession; landowners; rights, including air, water, mineral and lateral and subjacent support. Prerequisite(s): Completion of second-year required coursework.

**LAW 801A/B Remedies             5 units**
Covers the general scope of monetary (i.e., various forms of damages) and non-monetary (i.e., traditional equitable relief, etc.)  remedies; including coverage of the principles governing the general use of equitable rem-

edies; general scope of interpleader and declaratory relief, constructive trusts, and equitable liens; principles governing uses of and defenses to specific performance and injunctions; equitable conversion; the technical aspects of injunctions. Prerequisite(s): Completion of third-year required coursework (or if an Accelerated Student, concurrent enrollment in third-year courses).

**LAW E536    Sexual Orientation and the Law                    2 units**
This course will examine some of the rapidly evolving legal issues specifically affecting the lives of lesbian, gay, bisexual, and transgender (LGBT) people, particularly in California. Substantive issues to be covered include employment discrimination and sexual harassment; discrimination against transgendered and gender non-conforming people; parenting issues; recognition of lesbian and gay relationships, including marriage, civil union, and domestic partnerships; freedom of speech and association; homophobia in schools; and immigration and asylum issues for LGBT people. Students will examine these issues with a particular focus on constitutional doctrines, particularly equal protection and due process/privacy, utilizing case law, legal theory, news articles, and film to better understand how the law has developed, the current legal framework, and the practical impact this framework has on those governed by it. Prerequisite(s): Completion of first-year required coursework; completion of LAW 603A/B–Constitutional Law recommended.

**LAW E537-1 Small Claims Advisory  1 unit**
**LAW E537-2 Clinic                 2 units**
**LAW E537-3                        3 units**
In agreement with the Sonoma County Superior Court, law students assist people with questions regarding small claims cases. Under the supervision of the court attorney, students give information on the preparation and presentation of a small claims action at the Small Claims Advisory department at the courthouse. Matters include landlord/tenant issues; automobile sales and repair; breach of

contract and construction disputes. Prerequisite(s): Completion of second-year required coursework or Dean's approval and Good Academic Standing.

**LAW E539-1 Survey Course on the     1 unit**
**LAW E539-2 California Bar Exam      2 units**
**             Preparation and Skills**
This survey course is offered as a one-trimester course incorporating three, 4- to 5-week segments. It is taught by two professors and incorporates Legal Skills (Performance Test section), Analysis and Insights on the California Bar Exam ("straight" Essay Questions section), and MBE Exam Preparation (MBE section). Prerequisite(s): Concurrent enrollment in fourth-year required classes.

**LAW 502A/B Torts                   6 units**
Intentional wrongs to person and property; unintentional wrongs; negligence; duty of persons in control of property; tort liability arising from contractual relationships; liability for defective products; liability without fault; deceit; defamation; malicious prosecution; interference with contractual economic and other legally protectable relations, tort alternatives. Prerequisite(s): Completion of LAW I401– Introduction to Law and LAW I402–Legal Research and Writing, or equivalent.

**LAW E541   Trial Practice         3 units**
The course considers litigation problems – practical, legal and ethical – that confront a trial lawyer. Emphasis is given to techniques of client interviewing and investigation, both informal and by use of statutory discovery procedures and pleading. The student gains classroom experience in trial procedures from voir dire examination, opening statements, direct and cross examination through final argument. Prerequisite(s): Completion of first-year required coursework, LAW 600A/B– Civil Procedure, and LAW 601A/B– Evidence.

**LAW 701A   Wills and Trusts       3 units**
Covers intestacy; execution; integration; republication; incorporation by reference, independent significance; revocation and

revival; will contracts; testamentary capacity; lapse, ademption; satisfaction; will contests; will substitutes; nature and classification of trusts; elements of a trust, creation of inter vivos and testamentary trusts; revocable and irrevocable trusts; insurance trusts; nature of the beneficiary's interest, including restraints on alienation and principles regarding transferability; modification and termination of trusts; charitable trusts, fiduciary administration, including qualification, duties, standards and liabilities of fiduciary; management, investment and accounting by fiduciary; powers of appointment. Prerequisite(s): Completion of second-year required coursework.

# Community
## outreach

Through an established culture of community outreach and academic service learning, Empire College is committed to providing a variety of free legal services each year to local residents through six clinics: Elder Law, Disability Law, Family Law, Immigration Law, Legal Aid, and Small Claims.

As a private college, Empire's institutional service culture is focused on supporting the community at all levels and includes the president (board member and former chairman of the Sonoma County Workforce Investment Board), faculty and staff (through academic and co-curricular service-learning curriculum and personal modeling of volunteerism), and students in the Law School's Juris Doctor and Master of Legal Studies programs, as well as each of the School of Business's occupational programs.

Through these combined efforts, Empire College was recognized nationally on the President's Higher Education Community Service Honor Roll with Distinction in 2012 through 2015. Empire was a finalist for the top award in 2013. The award is the highest honor a college can receive for its commitment to volunteering, service learning, and civic engagement.

In 2015, the Empire College Board of Directors was recognized by the Sonoma County Board of Supervisors with a Jefferson Award for Public Service. A national recognition system designed to highlight public service in America, the County's program recognizes the value of non-profit organizations, boards, commissions and advisory bodies, as well as individual efforts for Excellence in Community Leadership and Civic Engagement.

# 2020–2021 Calendar

**FALL 2020**

| | |
|---|---|
| Week 1 | August 31-September 4 |
| Week 2 | September 7-11 |
| | Labor Day Holiday – Monday, September 7 |
| Week 3 | September 14-18 |
| Week 4 | September 21-25 |
| Week 5 | September 28-October 2 |
| Week 6 | October 5-9 |
| Week 7 | October 12-16 |
| Week 8 | October 19-23 |
| Week 9 | October 26-30 |
| Week 10 | November 2-6 |
| Week 11 | November 9-13 |
| Week 12 | November 16-20 |
| Week 13 | November 23-27 |
| | Thanksgiving Holiday – Thursday & Friday, November 26 & 27 |
| Week 14 | November 30-December 4 |
| Exams | December 7-17 |
| Vacation | December 18-January 3, 2021 |

**SPRING 2021**

| | |
|---|---|
| Week 1 | January 4-8 |
| Week 2 | January 11-15 |
| Week 3 | January 18-22 |
| Week 4 | January 25-29 |
| Week 5 | February 1-5 |
| Week 6 | February 8-12 |
| Week 7 | February 15-19 |
| | President's Day Holiday - Monday, February 15 |
| Week 8 | February 22-26 |
| Week 9 | March 1-5 |
| Week 10 | March 8-12 |
| Week 11 | March 15-19 |
| Week 12 | March 22-26 |
| Week 13 | March 29-April 2 |
| Week 14 | April 5-9 |
| Exams | April 12-22 |
| Vacation | April 23-May 2 |

Note: Registration occurs in Weeks 9-12 each trimester.

# 2020–2021 Calendar

**SUMMER 2021**

| | |
|---|---|
| Week 1 | May 3-7 |
| Week 2 | May 10-14 |
| Week 3 | May 17-21 |
| Week 4 | May 24-28 |
| Week 5 | May 31-June 4 |
| | Memorial Day Holiday – Monday, May 31 |
| Week 6 | June 7-11 |
| Week 7 | June 14-18 |
| Week 8 | June 21-25 |
| Week 9 | June 28-July 2 |
| Week 10 | July 5-9 |
| | Independence Day Holiday – Monday, July 5 |
| Week 11 | July 12-16 |
| Week 12 | July 19-23 |
| Week 13 | July 26-30 |
| Week 14 | August 2-6 |
| Exams | August 9-19 |
| Vacation | August 20-29 |

**FALL 2021**

| | |
|---|---|
| Week 1 | August 30-September 3 |
| Week 2 | September 6-10 |
| | Labor Day Holiday – Monday, September 6 |
| Week 3 | September 13-17 |
| Week 4 | September 20-24 |
| Week 5 | September 27-October 1 |
| Week 6 | October 4-8 |
| Week 7 | October 11-15 |
| Week 8 | October 18-22 |
| Week 9 | October 25-29 |
| Week 10 | November 1-5 |
| Week 11 | November 8-12 |
| Week 12 | November 15-19 |
| Week 13 | November 22-26 |
| | Thanksgiving Holiday – Thursday & Friday, November 25 & 26 |
| Week 14 | November 29-December 3 |
| Exams | December 6-16 |
| Vacation | December 17-January 2, 2022 |

Note: Registration occurs in Weeks 9-12 each trimester.

JURIS DOCTOR:
Accredited by the
Committee of Bar Examiners
of the
State Bar of California

MASTER OF LEGAL STUDIES:
Accredited by the
Accrediting Council
for Independent
Colleges and Schools

# Empire College

SCHOOL OF LAW

3035 CLEVELAND AVENUE
SANTA ROSA, CA 95403

law.empcol.edu
Phone 707-546-4000     Fax 707-284-2814

1973 - 2020

*47*

YEARS OF
EXCELLENCE

# ADDENDUM TO 2020-2021 CATALOG

## EMPIRE COLLEGE SCHOOL OF LAW CATALOG

### Tuition Policies

For all classes starting on and after August 31, 2020, tuition is charged at a rate of $814.00 per unit including Clinical Education units. Based on this current rate, the total tuition cost for the 86 units required for graduation from the Juris Doctor program is $70,000 (an average of $17,500 for each of the four years). The total tuition cost for the 36 units required for graduation from the Master of Legal Studies program is $29,304 (an average of $14,652 for each of the two years). Tuition is subject to change.

### Books and Supplies

Students should budget an average of $800-900 per year for books and supplies. Empire College maintains a bookstore for the use of its students.

### Library Fee

The Library Fee is $70.00 each trimester a student is enrolled, and is payable at the beginning of each trimester. The Library Fee entitles the registered student to the use of the library facilities and its research and reference materials including computer software, online databases.

### Lexis Nexis/Westlaw Password Fee

After students have started their first-year core classes (Criminal Law, Contracts, and Torts) they will be assigned user numbers for both Westlaw and Lexis Nexis, which are on-line legal research programs. The Law School has arranged for its students to receive these passwords for a total of $125 per year—a fraction of the normal cost.

### ExamSoft Fee

Students who register to use their laptops with ExamSoft software pay a per trimester use fee. The rate effective with the Fall 2020 exams is $30 per trimester. Late fee of $25 remains unchanged.

### AdaptiBar Fee

A one-time fee is charged to all 1L-4L students for participation in a program designed to give access to and practice with multiple-choice (MBE) questions during all four years of law school and preparation for one taking of the CA Bar Examination. The fee is currently $330.00, but is subject to change.

# ADDENDUM TO 2020-2021 CATALOG

# EMPIRE COLLEGE SCHOOL OF LAW CATALOG (cont.)

## New Veterans Policy

For any student wishing to take advantage of Veterans' Administration benefits pursuant to the Veterans Benefits and Transition Act of 2018, 38 U.S.C. § 3679, the following applies:
You are allowed to attend or participate in the course of education provided by Empire College during the period beginning on the date on which you provide to Empire a certificate of eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 of the Veterans Benefits and Transition Act of 2018, and ending on the earlier of the following dates: 1) The date on which the U.S. Department of Veterans Affairs (DVA) provides payment to Empire for a course of education in which you are engaged at Empire; 2) The date that is 90 days after the date on which Empire certifies for tuition and fees following receipt of the COE from the student.

Empire 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 such 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 as used herein is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill® benefits.

## Board of Directors

**Roy O. Hurd**, Chairman of the Board, Chief Executive Officer and President
Community involvement: Sonoma County Workforce Investment Board, Bergin College of Canine Studies Board, MTI College Board, Center for Excellence in Higher Education Board

**Brad Bollinger,** Publisher, North Bay Business Journal
Community involvement: North Bay Leadership Council Board; Vice President and Director, Ernest L. and Ruth W. Finley Foundation

**Judy L. Coffey, RN**, Senior Consultant, Leadership Coach and Mentor, Leap Solutions
Community involvement: American Heart Association Western States Affiliate Board, American Heart Association North Bay Heart Walk, Go Red for Women and Inspired Women, Rebuild North Bay Foundation Board, United Way of the Wine Country Board, Chair of Women's United Way Board, Workforce Investment Advisory Board, Verity Advisory Board

# ADDENDUM TO 2020-2021 CATALOG

## EMPIRE COLLEGE SCHOOL OF LAW CATALOG (cont.)

**J. Barrie Graham**, Senior Advisor, WR Hambrecht+Co.
Community involvement: Canine Companions for Independence Board, Truett Hurst Winery Board, Marines Memorial Foundation (chairman)

**Allen L. Gummer**, retired corporate executive, University of Oregon Board of Trustees
Community involvement: University of Oregon College of Business Board, UO Ambassador, UO President's Advisory Society, UO Alumni Life Member

**Stephen E. Hansel**, Owner/Winemaker, Hansel Winery
Owner, Walter Hansel Bistro

**Alan Milner**, Co-founder, Alternatives to Waste
Community involvement: Luther Burbank Savings & Loan Board

**Victor S. Trione**, Chairman of the Board, Luther Burbank Savings and Loan; President, Vimark, Inc.


## Administration

Roy O. Hurd, Chairman, CEO and President
Sherie L. Hurd, Executive Vice President, Marketing and Operations
Brian J. Purtill, Esq., Dean
Tracy Chodora, Assistant to the Dean/Registrar

**Admissions**
Dahnja Schiro, Director of Admissions

**Accounting**
Stacey Demidow, CPA, Controller and Director of Benefits Administration
Jessica Fairfield, Accounts Receivable Manager
Georgie Micallef, Bookstore Manager
Peggy Ransford, Accounts Payable Manager/Accounting Assistant

**Administrative Services**
Debbie Benedetti, Senior Administrative Assistant
Ken Castor, Maintenance Supervisor
Karina Nuno, Director of Administrative Services
Trenton Schuttler, Systems Administrator
Robert Swanson, Esq., Law Librarian

# ADDENDUM TO 2020-2021 CATALOG

# EMPIRE COLLEGE SCHOOL OF LAW CATALOG (cont.)

**Career Services**
Eddy Gilbert, Career Placement Advisor

**Financial Aid**
Mary O'Brien, Financial Aid Director
Lea Smith, Financial Aid Advisor
Kass Von der Mehden, Federal Student Loan Repayment Manager

## Faculty – Fall Trimester 2020 – Master of Legal Studies/Juris Doctor

Jared Babula, Esq., California Energy Commission
B.S. Sonoma State University
J.D. Empire College School of Law
LL.M. Golden Gate University

Hon. Katie Boriolo, Administrative Law Judge, Worker's Compensation Appeals Board
B.A. Chico State University
J.D. Empire College School of Law

Deborah Bull, Esq., Perry, Johnson, Anderson, Miller & Moskowitz
B.A. Stanford University
J.D. Empire College School of Law

Constance Burtnett, Esq., Private Practitioner
A.B. Princeton University
J.D. Empire College School of Law

David Carr, Esq., Department of Justice, Attorney General's Office
B.A. University of California, Santa Cruz
J.D. University of San Diego School of Law

Murray Cockerill, Esq., Sonoma County Superior Court
B.A. New York University
J.D. Empire College School of Law

Rex Grady, Esq., Robins Cloud LLP
B.A./M.A. University of California, San Diego
M.A. University of New Brunswick, Canada
J.D. Empire College School of Law

# ADDENDUM TO 2020-2021 CATALOG

# EMPIRE COLLEGE SCHOOL OF LAW CATALOG (cont.)

Roger Illsley, Esq., Perry, Johnson, Anderson, Miller & Moskowitz
B.A. University of California, Davis
J.D. University of Southern California

Keith Langan, Esq., CPCU, Allianz Global Corporate & Specialty
B.S. University of San Francisco
J.D. Golden Gate University School of Law

Hon. Paul Lozada, Sonoma County Superior Court Commissioner
B.A. St. Mary's College
J.D. Empire College School of Law

Kathleen Pozzi, Esq., Public Defender, Sonoma County
B.A. University of San Francisco
J.D. Empire College School of Law

Robert Rutherfurd, Esq. , Anderson Zeigler Disharoon Gallagher & Gray
A.B. University of California, Berkeley
J.D. Hastings College of Law

James Sansone, Esq. Carle Mackie Power & Ross, LLP
B.S. University of San Francisco
J.D. Empire College School of Law

Martin L. Seeger, IV, Esq., Babin & Seeger, LLP
B.A. University of the Pacific
J.D. McGeorge School of Law

Robert A. Swanson, Esq.
B.S. University of Missouri
J.D. Empire College School of Law

Philip "Jeff" Terry, Esq. Carle Mackie Power & Ross, LLP
B.A. University of California, Berkeley
J.D. Hastings College of the Law

# ADDENDUM TO 2020-2021 CATALOG

# EMPIRE COLLEGE SCHOOL OF LAW CATALOG (cont.)

## Faculty – Fall Trimester 2020 – Juris Doctor Clinical Education

Margaret A. Brothers, Esq., Private Practitioner
B.A. Wellesley College
J.D. Empire College School of Law

Adam Brown, Esq., Executive Director, Disability Services & Legal Center
B.A. Hartwick College
J.D. Franklin Pierce Law Center

Daniel J. Lanahan, III, Esq., Flack Law, PC
B.A. St. Mary's College of California
J.D. Empire College School of Law

Ronit Rubinoff, Esq., Executive Director, Legal Aid of Sonoma County
B.A. Middlebury College, Vermont
J.D. Pacific McGeorge School of Law