

# California College of Business, Science and Technology



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June 1<sup>st</sup>, 2024, until June 1<sup>st</sup>, 2025

## TABLE OF CONTENTS

CATALOG DISCLOSURE.....	1
MISSION.....	1
Objectives.....	1
Non-Discrimination Policy.....	2
Disclosure Statements.....	2
FACILITIES.....	3
Library and Learning Resources.....	3
ADMISSIONS POLICIES.....	4
Procedures for Admissions.....	4
General Admissions Criteria.....	4
Admission Standards.....	5
Wonderlic Test Score.....	5
English Language Requirement.....	5
Notice concerning transferability of credits and credentials earned at our institution....	6
ACADEMIC POLICIES.....	6
Attendance/Probation/Dismissal.....	6
Letter Grade and Grade Point System.....	7
Course Retake Policy.....	7
Maximum Time in Which to Complete.....	7
Leave Of Absence.....	7
Attendance Probation.....	8
Make-Up Work.....	8
Automatic Withdrawal.....	8
STUDENT ACTIVITIES AND SERVICES.....	9
Academic Counselling.....	9
Academic Advisement.....	9
Placement Services.....	9
GENERAL TERMS AND CONDITIONS.....	10
General Conduct.....	10
Important Notice.....	10
Grounding For Disciplinary Action.....	11
Student Grievance Procedure .....	11

Liability.....	12
Retention of Records.....	12
Transcripts.....	13
SCHEDULE OF CHARGES .....	13
Student Tuition Recovery Fund .....	13
CANCELLATION AND REFUND POLICY .....	15
Students Right to Cancel .....	15
Student Withdrawal, Refund Policy .....	15
CERTIFICATE PROGRAMS.....	17
Business.....	17
Information Technology (IT).....	21
Health .....	30
COURSE LISTINGS and Certificate Program Hours .....	31
Ownership.....	34
Faculty.....	35
Administration.....	35
Office Hours.....	36
School Holidays 2022/2023 .....	36

## CATALOG DISCLOSURE

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It is the policy of the institution to always provide a copy of the latest catalogue either in writing or electronically on the institution's website to all prospective students. The catalogue is updated at least once a year or whenever changes to policies take place. Prior to signing an enrolment agreement, you must be given this catalogue and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the institution. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrolment agreement.

Any questions a student may have regarding this catalogue that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Post secondary education at 1747 N Market Blvd Ste 225 Sacramento CA 95834 or visit [www.bppe.ca.gov](http://www.bppe.ca.gov) or telephone (888)370-7589 / (916)574-8900 or Fax (916)263-1897

## MISSION

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The Mission of California College of Business Science & Technology is to train students to become skilled and effective at the highest level of academic standards by providing outstanding training in Business, IT and Health.

California College of Business Science & Technology is dedicated to assisting students in acquiring skills to meet their targeted profession with Business, IT and Health. Students learn how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment. It is our goal to fulfil the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field.

## OBJECTIVES

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To encourage and foster the value of life-long learning in our students.

To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned.

To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions.

To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.

To teach students proper techniques as well as business ethnics.

## **NON-DISCRIMINATION POLICY**

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California College of Business Science & Technology is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs.

## **DISCLOSURE STATEMENTS**

- California College of Business Science & Technology is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education.
- California College of Business Science & Technology is not offering any type of financial aid.
- California College of Business Science & Technology is offering only distance education so no non- residential policy required.
- The institution has no responsibility to find or assist a student in finding housing, all programs are offered via distance education.
- California College of Business Science & Technology is currently offering distance education, so we are not offering any visa services or provide status in USA.
- California College of Business Science & Technology is not accredited.
- Any questions a student may have regarding this catalogue that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education P.O. Box 980818, West Sacramento, CA 95798. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Fax: (916) 263-1897.
- As a prospective student, you are encouraged to review this catalogue prior to signing an enrolment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrolment agreement.
- The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling 888-370-7589 or by visiting [www.osar.bppe.ca.gov](http://www.osar.bppe.ca.gov).
- California College of Business Science & Technology does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 etseq.).
- California College of Business Science & Technology does not recognize acquired life experience and prior experiential learning as a consideration for enrolment or granting credit towards any program.
- California College of Business Science & Technology does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student

financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

- The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- Prior to signing an enrolment agreement, you must be given this catalogue and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrolment agreement.
- California College of Business Science & Technology is not approved to participate in State or Federal Student Aid programs.

## **FACILITIES**

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CCBST certificate programs in Business, IT, and Health are offered 100% online through distance education. There are no equipment required, we do provide resources for online students like the online library and learning management system. There are no physical classrooms for students enrolled in these programs to attend. The CCBST certificate programs have a physical administrative office in California located at:

2010 Crow Canyon Place, Suite # 100 San Ramon, CA, 94583 -1344 Tel: 650-887-7005  
Fax: +1 408 673 5350 [www.ccbstcollege.com](http://www.ccbstcollege.com)

## **LIBRARY AND LEARNING RESOURCES**

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Library Services will be offered with LIRN and a professional Resource Librarian. The LIRN resource provides academic resources and tools to support CCBST's students. They provide CCBST students with access to licensed content and technical support. Librarians are credentialed and hold master's degrees in library science.

The LIRN library provides access to the following collections:

- ACM Digital Library. A collection of journals and eBooks.
- Gale Databases. Comprised primarily of articles from journals and newspapers with some video content.
- IEEE All-Society Periodical Package is a collection of 169 periodicals in the areas of engineering, electronics, and computer science.
- IEEE/IEL Electronic Library gives access to journals and eBooks in the areas of electronic engineering, computer science, and electronics.
- ProQuest Central is a collection of 57+ databases. A complete list follows the quote line items. These databases are comprised primarily of articles from journals and newspapers with some video content.
- eBook Central: Academic Complete is a collection of over 202,000 eBooks covering a variety of subject areas.

## **ADMISSIONS POLICIES**

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### **PROCEDURES FOR ADMISSIONS**

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Potential applicants should contact The California College of Business Science & Technology by visiting the institution and meeting with an admissions representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrolment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss various aspects of the programs offered, tuition, financing, and entrance requirements. If qualified, applicants may complete pre-assessments, fill out application forms, and complete the enrolment agreement or they may return to enrol at a later date. Applicants are encouraged to observe classes if they desire.

### **GENERAL ADMISSIONS CRITERIA**

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Each program offered at California College of Business Science & Technology has its own admission standards and it is the responsibility of the applicant to meet those standards. Applicants should review the program description for the specific admission standards for each program offered. Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or are high school graduates or have a high school equivalency certificate (GED). Applicants who are under the compulsory age of school attendance may be admitted provided they are high school graduates or the equivalent. A parent, legal guardian or spouse of legal age is required to co-sign the enrolment agreement.

- The California College of Business Science & Technology does not recognize acquired life experience and prior experiential learning as a consideration for enrolment or granting credit towards any of its programs.
- The California College of Business Science & Technology has no articulation agreement in place with other schools or colleges. Currently California College of Business Science & Technology does not recognize transferability of credits you earn at other colleges.
- Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.
- All students without a High School diploma or equivalent who demonstrate that they have the ability to benefit from our programs through successful completion of the Wonderlic examination are accepted pending the results of a personal interview with a counsellor.

## **ADMISSION STANDARDS**

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For admission to one of The California College of Business Science & Technology' programs, a potential student must complete all of the following:

- Submit an original high school certificate or original transcript indicating that the student graduated from an accredited high school or a signed statement by the student attesting to possessing a high school certificate or GED. All non-English transcripts must be translated into English and be officially certified.
- Submit official copies of transcripts of all postsecondary level institutions attended by the applicant prior to enrolling at California College of Business Science & Technology. All non-English transcripts must be translated into English and be officially certified.
- Attain an acceptable score on the applicable admission test given to all certificate program applicants when necessary. (E.g. Wonderlic/ TOEFL).
- Attend a new student orientation.
- Complete and submit an application form.
- Complete, sign, and submit an enrolment form.
- Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11. School Performance Fact Sheet.
- Pay a registration fee of \$100.00.

## **WONDERLIC TEST SCORE**

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Prospective applicants without proof of a high school diploma or its equivalency certificate (GED) must successfully complete of an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative.

## **ENGLISH LANGUAGE REQUIREMENT:**

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California College of Business Science & Technology does not provide English language services. All instruction is conducted in English only.

It is required that all applicants demonstrate English-language proficiency during their interview with admission personnel. Candidates will be judged on their ability to speak English proficiency.

Though it should be obvious whether a student has sufficient comprehension of the English language, in certain circumstances where there may be sufficient doubt, the school will reserve the right to require an applicant to take a TOEFL exam. In such instances the applicant will be required to present documentation of a score no less than that recommended by the test publisher to represent a good command of the English language. A minimum score of no less than 550 will be accepted.



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

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

## **ACADEMIC POLICIES**

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California College of Business Science & Technology' attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

## **ATTENDANCE/PROBATION/DISMISSAL**

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The faculty and staff of California College of Business Science & Technology consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured.

Satisfactory Academic Progress requires a student to maintain a minimum of 80% attendance. Students who are excessively absent (20% or more of classroom hours) will be placed on probation. If the student's attendance does not improve at the next evaluation point, the student will be dropped from the program. Any student absent for ten (10) consecutive calendar days without a written and approved Leave of Absence will be terminated from their program. Students will not be readmitted without approval of the primary instructor and Director of Education. If a student is absent for a test

he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with approval of the Director of Education

- One tardy equals 1-2 hours of absence (depending on the program)
- One early departure equals one hour of absence.

## LETTER GRADE AND GRADE POINT SYSTEM

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California College of Business Science & Technology grades on a 4.0 scale system. Following is the letter grade/numerical equivalents of the institution's system.

Letter Grade	Percentage	Indicator
A	90-100 %	Excellent
B	80-89 %	Good
C	70-79 %	Satisfactory
D	60-69 %	Unsatisfactory
F	Below 59 %	Failing

## FACULTY TURNAROUND TIME

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The turn-around time for instructor feedback/graded assignments is 7-day turnaround.

70% is the minimum requirement in theory and practical training. Students must maintain a “C” average for successful progression and graduation. Students need to retake tests scored below 70%.

Satisfactory Academic Progress requires a student to maintain a minimum “C” average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student’s academics (theory and practical) do not improve at the next evaluation point, the student will be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

## COURSE RETAKE POLICY

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The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F), subject to additional tuition and fees.

## MAXIMUM TIME IN WHICH TO COMPLETE

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Students are not allowed to attempt more than 1.5-times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

## LEAVE OF ABSENCE

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Students are entitled to take only one leave of absence during any calendar year. The duration of the leave of absence is minimum 14 consecutive days and may not exceed sixty (60) consecutive days. A student may request a LOA by notifying the school in person. Requests for leave must be submitted in writing to the Director

of Education and must include an anticipated return date and be signed by the student.

Failure to return to college as scheduled without prior written notification and approval from the Director of Education will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The Director of Education may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

### **ATTENDANCE POLICIES**

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At least once a week, the Director of Education monitors the student attendance reports of all active students and calls may be made to students who have missed one or more days during that week. Students are required to have an overall attendance rate of 80% or more to meet the minimum attendance requirement in their program. A student who has consecutively missed more than 20% of the scheduled class hours in any given level or module will be put on probation until the next evaluation point. If the student's attendance does not improve at the next evaluation point, the student will be dropped from the program. A probation letter will be sent to that student.

### **MAKE-UP WORK**

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Students can make-up missed class hours at the end of their scheduled class day with Director Approval. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which a college instructor is present. All assignments, tests and homework may be made up.

Students who were absent on theory days, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as an "O" (zero) when calculating the academic progress grade point average.

### **AUTOMATIC WITHDRAWAL**

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student will automatically be withdrawn from the program for the following reasons:

- Failure to attend College for ten (10) consecutive class days.
- Failure to return from an approved leave of absence on the scheduled return date.
- Failure to maintain satisfactory progress for two consecutive modules.
- Failure to fulfil financial agreements.

- Failing any course in the program twice (at specific evaluation points) during the one enrolment period.

## **STUDENT ACTIVITIES AND SERVICES**

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California College of Business Science & Technology offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

### **ACADEMIC COUNSELING**

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Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty and Director of Education have a sincere interest in the personal welfare of each student and therefore an open-door policy is employed.

### **ACADEMIC ADVISEMENT**

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The course requirements are clearly presented in the institution's catalogue. It is the student's responsibility to coordinate any make-up work if the student cannot comply with the chosen program of the student.

Any alteration to any program offered by the College has to be preauthorized by the Director of Education.

### **PLACEMENT SERVICES**

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California College of Business Science & Technology does not guarantee employment for its graduates. The graduate services staff assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The College makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught in workshops offered by student services towards the end of each program.

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Following up with employers after Interviews
- Negotiating wages and benefits
- Maintaining employment once hired
- Securing opportunities for advancement once hired
- Developing and utilizing a network of professional contacts who can aid the job search effort

## **GENERAL TERMS AND CONDITIONS**

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### **GENERAL CONDUCT**

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Students are expected to comply with college policy regarding curriculum, testing, absences, tardiness and makeup while displaying courtesy and consideration towards instructors, staff and other students. California College of Business Science & Technology defines improper conduct as the following: discourteous towards instructors, staff, and other students; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for college policy.

Improper conduct is cause for suspension or expulsion.

The College reserves the right to postpone training in the event of Acts of God, labour disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The College reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

### **IMPORTANT NOTICE**

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The school is not responsible for any lost, stolen or damage of any student's property.

An important part of the training at California College of Business Science & Technology includes the development of professional attitudes and behaviours. Prospective employers seek employees who will be positive additions to their companies. Therefore, California College of Business Science & Technology has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

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

## **GROUNDINGS FOR DISCIPLINARY ACTION**

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

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behaviour or conduct, may request re- admittance into their program by following the procedure Student Grievance Procedure as noted in this catalogue.

## **GRIEVANCE PROCEDURE**

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From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor.

For this reason, we urge both students and staff to communicate any problems that arise directly to the individual (s) involved.

If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of “discussing” differences will resolve the problem.

In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so.

All written complaints will be resolved within 10 days and will be sent to the student in writing.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

1747 N. Market Blvd. Suite 225

Sacramento, CA 95834

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Mailing address is:

P. O. Box 980818 W. Sacramento, CA 95798-0818

Toll Free Number: 1 (888) 370-7589

Telephone Number: (916) 431-6959

Fax: (916) 263-1897

## **LIABILITY**

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California College of Business Science & Technology assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds.

## **RETENTION OF RECORDS**

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California College of Business Science & Technology will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training (proof of training) for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training (proof of training) for which the student has not paid.

## TRANSCRIPTS

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The school reserves the right to withhold an official transcript, if the student's financial obligation to the school is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The school also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. Subject to processing fees.

## SCHEDULE OF CHARGES

Program of Study	Cost Breakdown				
	Registration	Tuition	STRF *	Uniform, Books and Supplies	**Total Cost
	Non refundable	Refundable	Non Refundable	Refundable	Refundable
Business	\$100.00	\$4,290.00	\$0.00	\$280.00	\$4,670.00
Information Technology (IT)	\$100.00	\$4,290.00	\$0.00	\$280.00	\$4,670.00
Health	\$100.00	\$6,500.00	\$0.00	\$280.00	\$6,880.00

\*Since January 1st, 2015, the STRF fee has been temporarily REDUCED to \$0.00

\*\*These are the total charges for the period of attendance and are the total charges for the entire program.

## STUDENT TUITION RECOVERY FUND

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

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

It is important that you keep copies of your enrolment 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 Blvd., Suite 225, Sacramento, California, 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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

## **CANCELLATION AND REFUND POLICY**

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### **STUDENTS RIGHT TO CANCEL**

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You have the right to cancel the enrolment agreement you sign for a course of instruction including and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrolment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the College shown on the top of the front page of the enrolment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and however expressed, it is effective if it shows that you no longer wish to be bound by your enrolment agreement. You will be given notice of cancellation form with this enrolment agreement on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days, unopened/unused following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition (unopened/unused) within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition (unopened/unused), within 45 days after your notice of cancellation is received.

Any used or opened books and supplies may not be returned for credit under any circumstances.

### **STUDENT WITHDRAWAL, REFUND POLICY**

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The student has the right to withdraw from a program of study at any time and pay only for tuition reflective the amount of time the student was enrolled.

If the student withdraws prior to completion of the Program of study in which she/he is enrolled the College determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the Program.

Should the number of scheduled hours during the student's enrolment in the Program exceed sixty percent (60%) of the total hours in the Program, the College shall have earned and will retain 100 percent of the institutional charges assessed to the student, as explained on page one of the Enrolment Agreement.

If the student withdraws from his/her Program of study after the deadline for the student's right to cancel the Agreement has passed and the student is entitled to a refund per the pro rata calculation mentioned above, the College will issue such refund to the student less a registration fee \$250.00, within 45 days follow.

If you obtain books or equipment, as specified in the enrolment agreement and return them in good condition (unopened/unused) within 30 days following the date of your withdrawal, the school shall refund the charge for the books or equipment paid by you.

## CERTIFICATE PROGRAMS BUSINESS

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### **Administrative Assistant Program**

Non-Degree Non-Credit Certificate Level Courses (Below college level)

90 Hours

Synchronous: Zoom sessions

Asynchronous: E-student LMS work

### **Program Description**

The Administrative Assistant Program is designed to provide students with training in Administrative Assistance including the basics of Microsoft Office, Word, PowerPoint, and Excel. The program will train students in basic Bookkeeping and Accounting principles and provide the fundamentals of Human Resources Management.

### **Admission Requirements**

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

### **Program Objectives**

Graduate shall be able to:

- Demonstrate Understanding of Administrative Assistant role and responsibilities
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Bookkeeping and Accounting Principles
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools for Administrative Assistant tasks

### **Program Outline**

GEN 100 Microsoft Basics
ACC 101 Introduction to Bookkeeping and Accounting Principles
HRM 100 Introduction to Human Resources Management
Total hours: 90 hours

### **Completion Requirements**

Students must complete the total 90 hours in program successfully, must pass all courses test and finals with passing grades/scores. Must be financially cleared to graduate.

## **Accounting Program**

Non-Degree Non-Credit Certificate Level Courses (Below college level)

120 Hours

Synchronous: Zoom sessions

Asynchronous: E-student LMS work

### **Program Description**

The Accounting Program is designed to provide students with training in accounting including the basics of Microsoft Office, Word, PowerPoint, and Excel. The program will train students in basic Bookkeeping and Accounting principles, provide the fundamentals of Payroll and Office Procedure Foundations, and principles of Interpersonal Skills.

### **Admission Requirements**

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

### **Program Objectives**

- Graduate shall be able to:
- Demonstrate Understanding of Basic Accounting principles
- Demonstrate knowledge of Microsoft Basics for Accounting application
- Demonstrate understanding of basic Bookkeeping and Accounting Principles
- Demonstrate understanding of basic Payroll and Office Procedure Foundations
- Demonstrate understanding of Interpersonal Skills as it relates to accounting
- Demonstrate application of accounting tools to complete accounting tasks

### **Program Outline**

GEN 100 Microsoft Basics
ACC 101 Introduction to Bookkeeping and Accounting Principles
ACC 102 Payroll and Office Procedure Foundations
SS 102 Interpersonal Skills
Total Hours:120

### **Completion Requirements**

Students must complete the total 120 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate.

## **Banking and Finance**

Non-Degree Non-Credit Certificate Level Courses (Below college level)

90 Hours

Synchronous: Zoom sessions

Asynchronous: E-student LMS work

### **Program Description**

The Banking and Finance is designed to provide students with training in Banking and Finance including the basics of Microsoft Office, Word, PowerPoint, and Excel. The program will train students in Banking Fundamental principles, provide the fundamentals of Payroll and principles of Interpersonal and Business Communications.

### **Admission Requirements**

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

### **Program Objectives**

Graduate shall be able to:

- Demonstrate Understanding of Banking and Finance role and responsibilities
- Demonstrate knowledge of Banking and Finance principles
- Demonstrate understanding of Banking Fundamentals
- Demonstrate understanding of Interpersonal and Business Communications related to Banking and Finance
- Demonstrate application of administrative tools for Banking and Finance

### **Program Outline**

GEN 100 Microsoft Basics
BAFS 100 Banking Fundamentals
SS103 Interpersonal and Business Communications
Total Hours: 90

### **Completion Requirements**

Students must complete the total 90 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate.

## **Human Resources Management Program**

Non-Degree Non-Credit Certificate Level Courses (Below college level)

90 Hours

Synchronous: Zoom sessions

Asynchronous: E-student LMS work

### **Program Description**

The Human Resources Management Program is designed to provide students with training in Human Resources Management including an Introduction to Human Resource and Financial Management, an overview of Human Resources Administrative, Legal and Business Systems. Students will develop Interpersonal and Business Communications skill related to HR Management in the course.

### **Admission Requirements**

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

### **Program Objectives**

Graduate shall be able to:

- Demonstrate understanding of Human Resources Management role and responsibilities
- Demonstrate knowledge of Human Resources and Financial Management
- Demonstrate understanding of Human Resources Administrative, Legal and Business Systems Principles
- Demonstrate understanding of Interpersonal and Business Communications related to Human Resources Management

### **Program Outline**

HRM 102 Introduction to Human Resource and Financial Management
HRM 103 Human Resources Administrative, Legal and Business Systems
SS103 Interpersonal and Business Communications
Total Hours: 90

### **Completion Requirements**

Students must complete the total 90 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate.

## **INFORMATION TECHNOLOGY (IT)**

Logistic and Supply Chain Management Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

105 Hours

Synchronous: Zoom sessions

Asynchronous: E-student LMS work

### **Program Description**

The Logistic and Supply Chain Management Program is designed to provide students with training in Logistic and Supply Chain Management including Microsoft Basics, an overview of Fundamentals of Law, Negotiations, Logistics and Operations. Additionally, students will develop an understanding of Security, Compliance, Customs and Freight Procedures.

### **Admission Requirements**

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

### **Program Objectives**

Graduate shall be able to:

- Demonstrate Understanding of Logistic and Supply Chain Management role and responsibilities
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Fundamentals of Law, Negotiations, Logistics and Operations
- Demonstrate understanding of Security, Compliance, Customs and Freight Procedures

### **Program Outline**

GEN 100 Microsoft Basics
LSM 101 Fundamentals of Law, Negotiations, Logistics and Operations
LSM 102 Security, Compliance, Customs and Freight Procedures
Total Hours: 105

### **Completion Requirements**

Students must complete the total 105 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate.



## **Artificial Intelligence Program**

Non-Degree Non-Credit Certificate Level Courses (Below college level)

120 Hours

Synchronous: Zoom sessions

Asynchronous: E-student LMS work

### **Program Description**

The Artificial Intelligence Program is designed to provide students with training in Artificial Intelligence including an overview of AI, with Introduction to Artificial Intelligence. Students will also learn the essentials for AI including Python for Data Science, Speech Recognition Systems, and Computer Vision and Image Analysis.

### **Admission Requirements**

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

### **Program Objectives**

Graduate shall be able to:

- Demonstrate Understanding of Artificial Intelligence principles
- Demonstrate foundational knowledge of Artificial Intelligence
- Demonstrate understanding of basic Python for Data Science Principles
- Demonstrate understanding of Speech Recognition Systems
- Demonstrate application of Computer Vision and Image Analysis tools to AI tasks

### **Program Outline**

CS 100 Computer Literacy
AI103 Introduction to Artificial Intelligence (AI)
AI104 Introduction to Python for Data Science
AI112 Speech Recognition Systems
AI111 Computer Vision and Image Analysis
Total Hours: 120

### **Completion Requirements**

Students must complete the total 120 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate.

## **Marketing Digital Engagement Strategy Program**

Non-Degree Non-Credit Certificate Level Courses (Below college level)

180 Hours

Synchronous: Zoom sessions

Asynchronous: E-student LMS work

### **Program Description**

Students in the Marketing Digital Engagement Strategy Program will learn foundational Computer Literacy, in addition to designed to Marketing and Analytics. They will also learn the fundamentals for Social Media Marketing, Search Engine and Performance Marketing and create a Final Project in Digital Engagement Strategy.

### **Admission Requirements**

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

### **Program Objectives**

Graduate shall be able to:

- Demonstrate Understanding of Marketing Digital Engagement Strategy
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of Introductory Marketing Principles
- Demonstrate understanding of basic Analytics
- Demonstrate understanding of Social Media Marketing
- Demonstrate application of Search Engine and Performance Marketing tools to a Marketing Digital
- Engagement Strategy tasks
- Demonstrate understanding of with a Final Project in Digital Engagement Strategy

### **Program Outline**

CS 100 Computer Literacy
MDES101 Introduction to Marketing
MDES102 Introduction to Analytics
MDES108 Social Media Marketing
MDES106 Search Engine and Performance Marketing
MDES115 Project - Digital Engagement Strategy
Total hours: 180

### **Completion Requirements**

Students must complete the total 180 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate.

## **Big Data Analytics Program**

Non-Degree Non-Credit Certificate Level Courses (Below college level)

180 Hours

Synchronous: Zoom sessions

Asynchronous: E-student LMS work

### **Program Description**

Students in the Big Data Analytics will receive the basics of Computer Literacy, in addition to learning about Data Analytics for Business. Students will learn the fundamentals for Big Data and engage in Python Programming Language. The course is further designed for student to learn Business Analytics for Decision Making and Big Data Modelling and Management Systems.

### **Admission Requirements**

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

### **Program Objectives**

Graduate shall be able to:

- Demonstrate Understanding of Big Data Analytics fundamentals
- Demonstrate knowledge of Data Analytics for Business
- Demonstrate understanding of basic Big Data Principles
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of Python Programming Language to Big Data tasks
- Demonstrate understanding of Business Analytics for Decision Making
- Demonstrate application of Big Data Modelling and Management Systems

### **Program Outline**

CS 100 Computer Literacy
BDA101 Introduction to Data Analytics for Business
BDA104 Introduction to Big Data
BDA110 Python Programming Language
BDA103 Business Analytics for Decision Making
BDA105 Big Data Modelling and Management Systems
Total hours:180

### **Completion Requirements**

Students must complete the total 180 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate

## **Mobile Application Development Program**

Non-Degree Non-Credit Certificate Level Courses (Below college level)

180 Hours

Synchronous: Zoom sessions

Asynchronous: E-student LMS work

### **Program Description**

The Mobile Application Development program is designed for students to receive the basics of Computer Literacy while learning Basic Android Application Development Java Programming, Server-Side Web Application Development for Mobile, and Best Practices in Mobile Development. Additionally, Students will learn Interface Design/Mobile Application, Design and Prototyping and create a Mobile Application Development Project.

### **Admission Requirements**

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

### **Program Objectives**

Graduate shall be able to:

- Demonstrate Understanding of Mobile Application Development
- Demonstrate knowledge of Microsoft Basics for Mobile Application Development uses
- Demonstrate understanding of Basic Android Application Development Java Programming Principles
- Demonstrate understanding of Introduction to Server-Side Web Application Development for Mobile (PHP/MySQL)
- Demonstrate application of administrative tools to Administrative Assistant tasks
- Demonstrate understanding of Mobile Development Best Practices
- Demonstrate application of User Interface Design/Mobile Application UX & UI Design and Prototyping to Mobile Application Development tasks
- Demonstrate knowledge with a Final Project in Mobile Application Development

### **Program Outline**

CS 100 Computer Literacy
MAD110 Basic Android Application Development Java Programming
MAD107 Introduction to Server-Side Web Application Development for Mobile (PHP/MySQL)
MAD116 Mobile Development Best Practices
MAD109 User Interface Design/Mobile Application UX & UI Design and Prototyping
MAD120 Mobile Application Development Project
Total Hours: 180

## **Completion Requirements**

Students must complete the total 180 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate.

## **Graphics Program**

Non-Degree Non-Credit Certificate Level Courses (Below college level)

155 Hours

Synchronous: Zoom sessions

Asynchronous: E-student LMS work

## **Program Description**

The Graphics program is designed for students to receive the Computer Literacy foundations, with Content Creation and Graphic Design. Further using Adobe Dreamweaver and HTML & CSS, PHP and MySQL, they will develop a Final Project Presentation.

## **Admission Requirements**

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

## **Program Objectives**

Graduate shall be able to:

- Demonstrate Understanding of Graphics
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Bookkeeping and Accounting Principles
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools to Administrative Assistant tasks
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools to Administrative Assistant tasks

## **Program Outline**

CS 100 Computer Literacy
GWD108 Content Creation
GWD101 Graphic Design
GWD107 Adobe Dreamweaver, HTML & CSS
GWD110 Introduction to PHP and MySQL
GWD115 Final Project Presentation
Total Hours:155

## Completion Requirements

Students must complete the total 155 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate.

## PGD Business Analytics and Project Management Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

180 Hours

Synchronous: Zoom sessions Asynchronous: E-student LMS work

## Program Description

The PGD Business Analytics and Project Management program offers students Computer Literacy foundations as they learn SAP FI/CO, Project Management, and receive an introduction to Accounting Fundamentals and Business Analytics. Case Study # 1 will give students the opportunity to reflect and present key understanding of PGD Business Analytics and Project Management.

## Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

## Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of PGD Business Analytics and Project Management
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic SAP FI/CO Principles
- Demonstrate understanding of basic Project Management
- Demonstrate application of Accounting Fundamentals to PGD Business Analytics and Project Management tasks
- Demonstrate understanding of Fundamentals of Business Analytics
- Demonstrate understanding in a Case Study

## Program Outline

CS 100 Computer Literacy
BAPM102 SAP FI/CO
BAPM103 Project Management
BAPM101 Accounting Fundamentals
BAPM105 Fundamentals of Business Analytics
BAPM112 Case Study # 1
Total Hours: 180

## Completion Requirements

Students must complete the total 180 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate.

## Network Technician Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

180 Hours

Synchronous: Zoom sessions

Asynchronous: E-student LMS work

## Program Description

The Network Technician program is designed for students to learn Computer Literacy foundations, with Network+, Installing and Configuring Windows Server, and Microsoft Cloud Fundamentals. Amazon AWS Technical Essentials and Google Cloud Fundamentals will also be a part of this course and student learning.

## Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

## Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Administrative Assistant role and responsibilities
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Bookkeeping and Accounting Principles
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools to Administrative Assistant tasks
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools to Administrative Assistant tasks

## Program Outline

CS 100 Computer Literacy
NT101 Network+
NT102 Installing and Configuring Windows Server
NT110 Microsoft Cloud Fundamentals
NT111 Amazon AWS Technical Essentials
NT112 Google Cloud Fundamentals
Total Hours: 180

## Completion Requirements

Students must complete the total 180 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate

## Internet of Things Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

180 Hours

Synchronous: Zoom sessions

Asynchronous: E-student LMS work

## Program Description

The Internet of Things program offers students Computer Literacy foundations as they learn Getting Started with the Internet of Things, Introduction to Device Programming for IoT, and receive an introduction to Cloud Services for IoT. Students also will learn Device Configuration and Communication and create a Final Project - Internet of Things (IoT).

## Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

## Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Administrative Assistant role and responsibilities
- Demonstrate knowledge Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Bookkeeping and Accounting Principles
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools to Administrative Assistant tasks

## Program Outline

CS 100 Computer Literacy
IOT106 Getting Started with the Internet of Things (IoT)
IOT108 Introduction to Device Programming for IoT
IOT107 Introduction to Cloud Services for IoT
IOT109 IoT Device Configuration and Communication
IOT114 Project - Internet of Things (IoT)
Total Hours: 180



## **Completion Requirements**

Students must complete the total 180 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate.

## **Health**

### **Medical office Administrator Program**

Non-Degree Non-Credit Certificate Level Courses (Below college level) 300 Hours

Synchronous: Zoom sessions

Asynchronous: E student LMS work

### **Program Description**

The Medical Office Administrator program offers students fundamentals in Computer Literacy as they learn basics. Students will also learn Anatomy, Body Systems and Healthcare Terminology, Records Management Tools, Procedures and Law, Interpersonal Communications and CPR & FIRST AID.

### **Admission Requirements**

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete

an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on

Verbal and 210 on Qualitative.

### **Program Objectives**

Graduate shall be able to:

- Demonstrate Understanding of Medical Office Administrator role and responsibilities
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Bookkeeping and Accounting Principles
- Demonstrate understanding of Anatomy, Body Systems and Healthcare Terminology
- Demonstrate application of Records Management Tools, Procedures and Law
- Demonstrate understanding of Interpersonal Communications as it relates to Medical Office Administrator
- Demonstrate application of CPR & FIRST AID

### **Program Outline**

GEN 100 Microsoft Basics
ACC101 Bookkeeping
MOA 101 Anatomy, Body Systems and Healthcare Terminology
MOA 102 Records Management Tools, Procedures and Law
SS102 Interpersonal Communications

MOA107 CPR & FIRST AID

Total Hours: 300

### Completion Requirements

Students must complete the total 300 hours in program successfully, must pass all courses with 60% or higher on test and finals with passing grades/scores. Must be financially cleared to graduate.

### Distance Education Programs Course Hour Calculation

Synchronous Zoom Sessions + Synchronous Zoom (Discussions, videos, assignments)	Asynchronous Instructional Activity (Out of Class Homework)	Total Zoom Synchronous Calculation	Hours
50 minutes (50 minutes + 10 minute break = 1 hour)/week x 2	6-7 hours	2 hours/week x weeks	15 30 hours/semester
50 minutes (50 minutes + 10 minute break = 1 hour)/week x 3	12-14 hours	3 hours/week x weeks	15 45 hours/semester
50 minutes (50 minutes + 10 minute break = 1 hour)/week x 4	12-14 hours	4 hours/week x weeks	15 60 hours/semester
50 minutes (50 minutes + 10 minute break = 1 hour)/week x 6	18-21 hours	6 hours/week x weeks	15 90 hours/semester
*** Special Project Classes 5 hours total meetings	6-7 hours	5 hours total meetings	5 hour/semester

### Satisfactory Hours for Completion of Online certificate programs

CCBST Certificate Program	Specialization	COURSES Academic Year	TOTAL PROGRAM HOURS
		2022-2023	
		Summer/Fall 2022 and	
		Spring 20223	
<b>Business</b>	<b>Administrative Assistant</b>	GEN 100 Microsoft Basics	90 hours
		ACC 101 Introduction to Bookkeeping and Accounting Principles	
		HRM 100 Introduction to Human Resources Management	
		ACC 101 Introduction to Bookkeeping and Accounting Principles	
		ACC 102 Payroll and Office Procedure Foundations	

		SS 102 Interpersonal Skills	
	Finance	GEN 100 Microsoft Basics	90 hours
		BAFS 100 Banking Fundamentals	
		SS103 Interpersonal and Business Communications	
	Management	HRM 101 Introduction to Human Resource	90 hours
		HRM 103 Human Resources Administrative, Legal and Business Systems	
SS103 Interpersonal and Business Communications			
IT	Supply Chain Management	GEN 100 Microsoft Basics	105 hours
		LSM 101 Fundamentals of Law, Negotiations, Logistics and Operations	
		LSM 102 Security, Compliance, Customs and Freight Procedures	
	Intelligence	AI103 Introduction to Artificial Intelligence (AI)	120 hours
		AI104 Introduction to Python for Data Science	
		AI112 Speech Recognition Systems	
		AI111 Computer Vision and Image Analysis	
	Marketing Digital Engagement Strategy	CS 100 Computer Literacy	180 hours
		MDES101 Introduction to Digital Marketing	
		MDES102 Introduction to Analytics	
		MDES108 Social Media Marketing	
		MDES106 Search Engine and Performance Marketing	
		MDES115 Project - Digital Engagement Strategy	
	Big Data Analytics	CS 100 Computer Literacy	180 hours

	BDA101 Introduction to Data Analytics for Business	
	BDA104 Introduction to Big Data	
	BDA110 Python Programming Language	
	BDA103 Business Analytics for Decision Making	
	BDA105 Big Data Modelling and Management Systems	
<b>Mobile Application Development</b>	CS 100 Computer Literacy	180 hours
	MAD110 Basic Android Application Development Java Programming	
	MAD107 Introduction to Server-Side Web Application Development for Mobile (PHP/MySQL)	
	MAD116 Mobile Development Best Practices	
	MAD109 User Interface Design/Mobile Application UX & UI Design and Prototyping	
	MAD120 Mobile Application Development Project	
<b>Graphics</b>	CS 100 Computer Literacy	155 hours
	GWD108 Content Creation	
	GWD101 Graphic Design	
	GWD107 Adobe Dreamweaver, HTML & CSS	
	GWD110 Introduction to PHP and MySQL	
	GWD115 Final Project Presentation	
<b>Analytics and project Management</b>	CS 100 Computer Literacy	180 hours
	BAPM102 SAP FI/CO	
	BAPM103 Project Management	
	BAPM101 Accounting Fundamentals	
	BAPM105 Fundamentals of Business Analytics	
	BAPM112 Case Study # 1	

	<b>Technician</b>	CS 100 Computer Literacy	180 hours
		NT101 Network+	
		NT102 Installing and Configuring Windows Server	
		NT110 Microsoft Cloud Fundamentals	
		NT111 Amazon AWS Technical Essentials	
		NT112 Google Cloud Fundamentals	
		IOT106 Getting Started with the Internet of Things (IoT)	
		IOT108 Introduction to Device Programming for IoT	
		IOT107 Introduction to Cloud Services for IoT	
		IOT109 IoT Device Configuration and Communication	
		IOT114 Project - Internet of Things (IoT)	
<b>Health</b>	<b>Medical Office Administrator</b>	GEN 100 Microsoft Basics	300 Hours
		ACC101 Bookkeeping	
		MOA 101 Anatomy, Body Systems and Healthcare Terminology	
		MOA 102 Records Management Tools, Procedures and Law	
		SS102 Interpersonal Communications	
		MOA107 CPR & FIRST AID	

## OWNERSHIP

California College of Business Science & Technology is owned by Mr. Kris Surana.

## FACULTY

Name	Program	Credentials
Sheldon Bryon	Logistics	Master of Supply Chain Management
Marshaun Reed	HRM	Bachelor of Business Administration in Human Resources Management
Yoruba Echeverria	Logistics	Bachelor of Business Management
T'Mars McCallum	Microsoft	Bachelor of Business Administration in Computer Information Systems Management
Lisa Amacker	Logistics	Master of Education
Stephanie McCallum	Accounting	Master of Business Administration
Terry Farris	HRM	MBA in Business Administration
Michelle MacPherson	HRM	Master of Human Resources Management
Michelle Thrash	HRM	Master of Business Administration
Danielle McDougal	HRM	PHD in progress, Master
Tracy Howell	HRM	Master of Business Administration in Human Resource Management
Anthony Anastasiou	Graphics	Bachelor of Fine Arts in Graphic Design
Brandon Anderson	Logistics	Master of Business Administration

## ADMINISTRATIVE STAFF

Name	Title	Credentials
Kris Surana	CEO/President	Master of Business Administration
Preksha Surana	Director of Operations & Education	Master of Engineering
Oluwabukola Awe-Olaleye	Administrative Assistant	
Hasim Majotikumbar	Administrative Assistant	
Dr. Naima Turner	Director of Nursing	DNP
Sanjay Jain	Custodian of Records	Master of Science

### IT- Faculty/Leads

Sanjay Jain	Master of Science
Siddharth Surana	Bachelor of Computer Science

### Health- Faculty/Lead

Dr. Naima Turner	Director of Nursing	DNP
Francis Archangel	RN	DNP

## OFFICE HOURS

Administrative business office hours are Monday through Friday from 8:30 AM to 5:00 PM PST. Class sessions vary and are described in the course information section that accompanies each program. California College of Business Science & Technology observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided below.

## SCHOOL HOLIDAYS 2024/2025

New Year Day	January 1
Martin Luther King Day	January 15
President's Day	February 19
Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Veterans Day	November 11
Thanksgiving Day	November 28
New Year Day	December 31

Winter Holidays will last from December 22, 2024, until January 7, 2025. Additional holidays or school closures may be declared at the discretion of the Director of Education.

United States Department of Labor's Standard Occupational Classification codes

11-2020 Marketing and Sales Managers  
11-3012 Administrative Services Managers  
11-3021 Computer and Information Systems Managers  
11-3121 Human Resources Managers  
11-9111 Medical and Health Services Managers  
13-1071 Human Resources Specialists  
13-1081 Logisticians  
13-1082 Project Management Specialists  
13-2011 Accountants and Auditors  
15-1254 Web Developers  
15-1255 Web and Digital Interface Designers  
15-2051 Data Scientists  
27-1024 Graphic Designers  
41-2011 Cashiers  
43-3021 Billing and Posting Clerks  
43-3031 Bookkeeping, Accounting, and Auditing Clerks