LearNet academy , Inc.



Learnet, Inc.

Catalog 2025

January 1st 2025 to December 31st 2025

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STATEMENT FOR CATALOG

The catalog is revised **annually** and whenever Learnet Academy, Inc. is expected to update its catalog at an appropriate interval. The catalog reflects the institution's educational programs with accurate descriptions of what is offered.

Learnet Academy's Catalog is revised **annually in December as a routine schedule after annual meeting**. Evaluations and suggestions by students, staff, faculty and the advisory committee are reviewed and discussed by staff and faculty member throughout the year. We use this feedback to update and revise the Catalog in order to better suit the needs and changing demands of the academic community at Learnet Academy.

Learnet Academy, Inc. may refer to this catalog as "Learnet."

Required Disclosures

"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, option #5 or by visiting ***https://osar.bppe.ca.gov."***

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Learnet Academy, Inc.Overview

Campus Address

Learnet Academy, Inc.

Main Campus and Corporate Headquarters
Holmes Center
***3251 West Sixth Street, Floor 2**
Los Angeles, CA 90020

213.387.4242
213.387.5365 (fax)
www.learnet.edu

Learnet Academy, Inc. may refer to this catalog as "Learnet."

* All sessions and new student orientation are held at the main campus.

History

Established in 1993, Learnet has built a reputation as one of the leading training centers dedicated to offering specialized professional computer courses in operating systems and their applications. These offerings include Microsoft Certified Professional Programs and many other certification courses listed in the later part of this catalog.

On January 1, 1998, Learnet proudly announced the establishment of an intensive English as a Foreign Language (EFL) program. This brought to fruition a goal long held by the owner to extend the scope of Learnet' programs beyond domestic students to include individuals in need of English as a Second or Other Language (ESOL).

Learnet has grown up to be a Higher Education Institution accredited by the Accrediting Council for Independent Colleges and Schools in 2010. And Learnet Inc. has been granted accreditation to offer programs through the Academic Associate's, Bachelor's, and Master's Degree, and certificate/diploma level by the Accrediting Commission of Career Schools and Colleges (ACCSC ID: M073056) in 2017, and Commission on English Language Program Accreditation (CEA ID: 1087) in 2018.

In 2020 Learnet expanded its academic delivery to include fully online courses in five of the twelve programs offered.

Mission Statement

Learnet's mission is to provide an education that prepares its students with the critical thinking ability to meet their academic and professional goal in a globalized world.

Goal and Objectives

Learnet is small by tradition and design.

The mission statement reads, "Learnet's mission is to provide an education that prepares its students with the critical thinking ability to meet their academic and professional goals in a globalized world."

We understand that we are preparing our students to study in a changing world influenced by global developments. We concern ourselves with the personal development of the individual student, and we encourage all students to care for one another and Learnet Academy, Inc.

Goal and Objectives

Learnet's goal is to establish an academic community that unites students, employers, communities, and nations for those wishing to pursue academic or professional positions in:

- MBA, BBA, and AA in Business Administration: Operations Developer, Manager, and Business Administrator
- AA in Computer Business Applications, Computer Information Infrastructure, and Computer Information Systems: Computer System Engineer, Database Administrator, Computerized Office User Administrator, Business Manager
- Computer Information Technology Administrator, Computer Office User Specialist: Microcomputer Support Specialist
- Real Estate and Finance / Salesperson: Business Administrator, Real Estate Salesperson
- General Contractor: Contractor
- English as a Foreign Language, TOEFL iBT: Admissions to U.S. colleges and universities for higher or continuous education.

Learnet's Supporting objectives are to:

Supporting Objectives

- To operate and provide educational services for the public in compliance with all state and federal laws and regulations, as well as Learnet's policies and procedures
- To maintain a high retention rate in compliance with state and federal standards
- To maintain a high placement rate for Learnet's academic, and professional programs to Learnet's students in compliance with all state and federal standards
- To continuously improve Learnet's programs and the quality of its instructional teaching faculty and administrative staff
- To provide quality academic professional and language programs for Learnet's students

Students

- Assist in admission for higher or continuous education and/or job placement for professional.
- Provide a supportive educational environment that will maximize student learning potential.
- Offer a range of quality programs routinely upgraded to reflect the current and future needs within related academic and professional fields.
- Become life-long, independent learners through general education courses that provide the foundation across disciplines that underlie all intellectual pursuits; thus, enabling students to become active contributors in their efforts to achieve their academic and professional goals in a globalized world.

Employers

- Provide valuable and highly trained employees to the organization with quality skills and an excellent educational background.

Communities and Nations

- Learnet seeks to prepare our students its professions not only in the United States, but also in their own nations.

Ownership

Learnet is a California Corporation Ms. Tia J. Shin owned. The members of the Board of Directors are:

Tia J. Shin — President
David Y. Oh — Secretary

Learnet does not have a pending petition in bankruptcy, nor has it filed a petition for bankruptcy, at the time this catalog was printed. This institution 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 State Bankruptcy Code (11 U.S.C. 1101 et seq.).

Program Advisory Committee

Learnet has an advisory committee that consists of at least three members per each program that represent the consultants and experts from several fields pertaining to the private postsecondary school industry. There is no conflict of interest between Learnet and the members of the Advisory Committee.

Company / Name	Field
Cris Ippolite	CBA, Information Technology Consultant
Mahan Hajianpour	CBA, Information Technology Consultant
Jeff Lipeles	CBA, Information Technology Consultant
Victor Negri	CBA, Information Technology Consultant
Kevin Ben Hakimian	Business Administration: Real Estate
Burak Gatenyo	Business Administration: Real Estate
Benjamin Huh	Business Administration: Entrepreneur
Charles W. Mason	Business Administration: Real Estate
Dr. Gayle Yraceburu	Business Administration: Entrepreneur
David Soufer	Business Administration: Entrepreneur
Mark Yoon	Business Administration: Entrepreneur
Payam Afsharian	Business Administration: Entrepreneur
Ashley Umer	Business Administration: Entrepreneur
Jack Khorsandi	General Contractor
Simon Ho	General Contractor
Seon Oh	General Contractor

Two regularly scheduled meeting is conducted on a regular basis with semiannual meetings per program.

General Information

Approvals and Affiliations

Learnet Academy, Inc. has been granted accreditation to offer programs through the Academic Associate's, Bachelor's, and Master's Degree, and certificate/diploma level by the Accrediting Commission of Career Schools and Colleges (ACCSC ID: M073056), and Commission on English Language Program Accreditation (CEA ID: 1089).

Learnet is a private institution licensed by the California Bureau for Private Postsecondary Education (School Code: 1937011). Learnet is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations and has approvals from the California State Approving Agency for Veterans Education (CSAAVE), a division of California Department of Veteran Affairs (CalVet), the California Department of Real Estate (DRE). Note: Language programs and Associate Degree programs are not included in the list of approved programs for Veterans students.

Learnet is a Vendor for Workforce Investment Act (WIA), Community Redevelopment Agency of Los Angeles (CRA), Employment Training Panel (ETP), and provides Rehabilitation Training Note: Language programs and Associate Degree programs are not included in the list of approved programs for students funded by WIA, CRA, ETP and Rehabilitation Training.

Learnet is affiliated with the California Association of Private Postsecondary Schools (CAPPS), National Association of Foreign Student Advisors (NAFSA), and Microsoft Imagine Academy.

Learnet is an Authorized Pearson Testing Center (CA109), Certiport Testing Center, Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) Testing Center, Test of English for International Communication (TOEIC) Testing Center, and Transportation Security Administration (TSA) Testing Center for Federal Government Employees.

As such, many official Federal and State Certification tests may be given on campus.

Articulations with Accredited Higher Education

The collaborations between Learnet and some Universities and Community Colleges allow Learnet's graduates to receive college credit for coursework taken at Learnet in Los Angeles, California.

Articulation Agreements are in place between Learnet and some Universities and Community Colleges allow Learnet's graduates to receive college credit for coursework taken at Learnet in Los Angeles, California as follows:

- DeVry University
- Kaplan University
- Trident University International
- American Business & Technology University
- Fremont College
- Globe University
- Laurus College
- Ashworth College

Approved Programs

Learnet offers twelve programs: Eight Certificate / Diploma, Two Academic Associate Degrees, a Bachelor's Degree and a Master's Degree. All programs are taught exclusively in English. The programs offered are as follows:

Title, and Credential	CONTACT HOURS / WEEKS			ACADEMIC CREDIT HOURS	Total Credits** Awarded
	Lecture/Lab Hours	Weeks	Total Clock* Hours	Lecture/Lab***	
(1) Computer Information Technology Administrator (CITA), *Certificate**	480/240	36	720	-	-
(2) Computer Office User Specialist (COUS), *Certificate*	240/120	18	360	-	-
(3) Computer Information Infrastructure (CII), *Certificate**	480/240	36	720	-	-
(4) Computer Information Systems (CIS), *Certificate*	240/120	18	360	-	-
(5) Real Estate and Finance Salesperson, *Certificate*	360	15	360	-	-
(6) General Contractor, *Certificate*	360	15	360	-	-
(7) Academic Associate's in Computer Business Applications, *Academic Associate's Degree**	800/200	96	1000	80/10	90 credits
(8) Academic Associate's in Business Administration: Real Estate Concentration, *Academic Associate's Degree**	940/40	96	980	94/2	96 credits
(9) Bachelor of Business Administration, *Bachelor's Degree*	1640/320	192	1960	165/15	180 credits
(10) Master of Business Administration, *Master's Degree**	420/120	96	540	42/6	48 credits
The below two language programs are not within Learnet's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC):					
(11) English as a Foreign Language (EFL), *Diploma*	960	48	960	-	-
(12) TOEFL iBT (Test Of English as a Foreign Language iBT), *Diploma*	480	24	480	-	-

**Programs offered residential (on campus), hybrid, and online.*

CLOCK HOURS:

*1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s).

QUARTER CREDIT HOURS:

** 1 quarter credit is 10 lecture hours. Students are required to complete 2 hours of homework for every one hour of lecture instruction.

*** Lab: Hands-on Training is included in the clock hours lecture for computer courses.

Average Class Size

Program	Average Class Size	Maximum Class Size
Computer Information Technology Administrator (CITA)	30	40
Computer Office User Specialist (COUS)	20	40
Computer Information Infrastructure (CII)	30	40
Computer Information Systems (CIS)	20	40
Real Estate and Finance Salesperson (RE)	5	20
General Contractor (GC)	5	20
Academic Associate's in Computer Business Applications, Academic Associate's Degree (ACBA)	30	40
Academic Associate's in Business Administration, Academic Associate's Degree (ABA)	30	40
Bachelor of Business Administration, Bachelor's Degree (BBA)	10	30
Master of Business Administration, Master's Degree (MBA)	10	20
The below two language programs are not within Learnet's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC):		
English as a Foreign Language (EFL)	25	30
TOEFL iBT (Test of English as a Foreign Language iBT)	25	30

Handicapped Facilities

The Holmes Center is a modern building, fully equipped to meet ADA (Americans with Disabilities Act) requirements, including handicap-accessible restrooms. The building itself and the parking structure have been designed for handicapped access.

Certificates / Diplomas / Degrees

Upon successful completion of all levels of the EFL or TOEFL iBT programs, students are awarded a Diploma of Completion. The same applies for those who complete all courses of the certificate programs, students are awarded a Certificate of Completion. All Academic Associate Degree graduates receive an AA Degree, all Bachelor's Degree graduates receive a Bachelor Degree, and all Master's Degree graduates receive a Master Degree upon graduation.

Housing

The Learnet does not maintain dormitory/housing accommodations for students; however, we are able to assist students looking for housing options in the vicinity of Learnet. Review the section "Student Service".

Online Technology Requirements

Students enrolling in online programs must have regular daily access to a computer that meets the following minimum requirements:

- A functioning e-mail account
- Access to Microsoft 2010 or Microsoft Office 365
- Intel I3 Processor or higher
- A monitor capable of displaying 1024x768 at 16bit color
- Minimum 4 GB of RAM
- High-speed Internet access on LAN connection (DSL or faster)
- Wireless connection (802.11n or ac)
- While dial-up may work, it may not be suitable for many applications
- A supported web browser
- Mozilla Firefox, version 37 or greater
- Internet Explorer, version 10 or greater
- Safari, version 6 or greater
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Adobe Flash, version 17 or greater
- Adobe Reader, version DC
- Java, version 8 or greater

Note: Best practice is to allow application software (QuickTime, Adobe Reader, etc.) to update as new versions are released.

Operating Systems for PC Users:

- Windows 8/10 - 32 or 64 bit
- Windows Media Player

Operating Systems for Mac Users:

- OS X 10 - version 10.8x or newer
- Apple QuickTime

Additional requirements:

- 6 GB free hard disk space
- Computer administrator rights (the ability to install software)
- CD/DVD drive
- Windows PC or access to Windows PC (the Optum program is not compatible with Mac computers)

Additional requirements for tablet users:

- Windows PC or access to Windows PC to attach and upload documents**

Estimated costs for purchase of the above equipment is $1,200.00.

Non-Discrimination Policy

Learnet 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.

Online Student Identity Authentication and Privacy

The Learning Management System (LMS) for online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by Learnet in accord with established institutional privacy and confidentiality policies with access provided only to agents of Learnet who require immediate and necessary use of the information to fulfill the various academic activities of Learnet. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional comprise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from Learnet. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact Learnet officials for an immediate reset of their information. This is provided at no extra cost to the student.

2025 Academic Calendar and Start and End Dates

Month	2025 Start Dates by Program					
	CITA/COUS	CII/CIS	RE	GC	ACBA, ABA,BBA, and MBA	EFL/TOEFL iBT
Jan	01/03, 01/24, 01/27	01/03	01/03	01/03	01/03	01/03, 01/24, 01/27
Feb	02/21 02/24					02/21 02/24
Mar	03/21, 3/31	03/21	3/31	3/31	03/21, 3/31	03/21, 3/31
Apr	04/25	04/01	04/25	04/25		04/25
May	05/23 05/26					05/23 05/26
Jun	06/20, 6/30	06/20, 6/30			06/20, 6/30	06/20, 6/30
Jul	07/25 07/28					07/25 07/28
Aug	08/22 08/25					08/22 08/25
Sep	09/19 09/29	09/19 09/29			09/19 09/29	09/19 09/29
Oct	10/24 10/27	10/27	10/27	10/27	10/27	10/24 10/27
Nov	11/21 11/24					11/21 11/24
Dec	12/19	12/19			12/19	12/19

Start dates are subject to change due to the enrollment number.
Non-degree programs' start dates may follow the course module.
Term Start Dates are in black, and End Dates are in blue.

CITA:	Computer Information Technology Administrator
COUS:	Computer Office User Specialist
CII:	Computer Information Infrastructure
CIS:	Computer Information Systems
RE:	Real Estate and Finance Salesperson
GC:	General Contractor
ACBA:	Academic Associate's in Computer Business Applications, AA Degree
ABA:	Academic Associate's in Business Administration: Real Estate Concentration, AA Degree
BBA:	Bachelor of Business Administration, Bachelor's Degree
MBA:	Master of Business Administration, Master's Degree

The below two language programs are not within Learnet's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC).

EFL:	English as a Foreign Language
TOEFL iBT:	Test of English Foreign Language Internet-Based Test

Note: Students can register for an upcoming term in any given program up until the previous Wednesday prior to the start date for that program.

Legal Holidays

Learnet will be closed on the following days, both for classes and administration purposes:

- New Year's Day
- Memorial Day (Observed)
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- The school has periodic breaks at the end of each quarter: one week break at the end of the first, second, third quarter and a two week break at the end of the fourth quarter.

Physical Facilities: Class Sessions are Held

The City

With its cosmopolitan population, wide selection of cultural and social activities, and ideal location, Los Angeles is one of the most popular choices for students or visitors coming to the United States. Learnet is located in the prestigious Mid-Wilshire section of the city, close to shops, restaurants, theaters, museums, and other cultural attractions.

The Campus

Learnet is at 3251 W. 6th St., 2nd Floor, Los Angeles, California, 90020, in the heart of Los Angeles' Mid-Wilshire district. Learnet is 10 minutes from downtown Los Angeles and occupies the second floor of the Holmes Center. The class sessions are held at this address as well as online.

Facility	Size	Capacity
Classroom 1	530 sq	58 persons
Classroom 2	150 sq	17 persons
Classroom 3	250 sq	27 persons
Classroom 4	310 sq	35 persons
Classroom 5	350 sq	40 persons
Classroom 6	500 sq	55 persons
Classroom 7	350 sq	38 persons
Classroom 8	300 sq	33 persons
Classroom 9	500 sq	Auditorium 320 persons
Classroom 10	1700 sq	
Classroom 11	700 sq	
Operations / Lobby	2500 sq	278 persons
Library / Resource Center	300 sq	33 persons
IT Testing Center	80 sq	8 persons
Student Lounge	1200 sq	133 persons
Faculty Lounge	350 sq	35 persons
Registrar / Student Service	300 sq	33 persons
Admissions / Placement	600 sq	66 persons
Education Department	100 sq	10 persons
Staff Lounge	200 sq	23 persons
Conference Room	250 sq	28 persons
Director	300 sq	33 persons
Storage 1 (Fireproof)	60 sq	6 persons
Storage 2	60 sq	6 persons
Storage 3	60 sq	6 persons
Restrooms	500 sq	55 persons
Common Area	1000 sq	110 persons
Total	**13,500 square feet**	**1500 persons**

Each classroom has equipment for research with Wi-Fi. Learnet has eleven classrooms, furnished with projectors and current hardware and software to meet the needs of today's demanding students. These classrooms are also set up to offer instruction in EFL courses. Learnet makes every effort to upgrade hardware and software on a continual basis to allow students access to the latest technologies.

Transportation

We at Learnet feel that lack of access to transportation should not be a barrier to education. A variety of transportation options are available to students and faculty. Learnet is located one block north of Wilshire Boulevard and one block west of Vermont Boulevard. The intersection of Wilshire and Vermont is a major Los Angeles transportation hub, so Learnet, while away from the noise of major roads, is able to give students easy access to bus service to downtown Los Angeles, as well as to the beach cities and other suburban areas. Access to the new Metro Rail Red Line provides service to downtown Los Angeles and connects directly to south-central Los Angeles and Long Beach on the Blue Line. Eventually, the Red Line will extend to the San Fernando Valley and East Los Angeles. For students with cars, ample security parking is available directly behind Learnet. For MTA riders, a student discount is available by presenting their student identification card and proof of enrollment.

Copyright and Software

In compliance with U.S. Copyright Laws. Learnet does not reproduce any copyrighted materials for instructional use, including the reproduction of book material and/or software material. As a member of Microsoft's IT Academy Program, Learnet has a volume license, authorizing the use of Microsoft software on classroom computers. Additionally, Learnet does not permit the photocopying of book materials under any circumstances. The staff, faculty, and other personnel at Learnet honor copyright laws. We strictly adhere to and enforce this policy on our campus. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that it is illegal to make or distribute copies of copyrighted material without authorization (section 106). The only exception is the user's right to make a backup copy for archival purposes (section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime. Penalties include fines of as much as $100,000, and jail terms of up to five years.

1. Learnet licenses the use of computer software from a variety of outside companies. Learnet does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, Learnet employees shall use the software only in accordance with the license agreement.
3. It is the sole responsibility of the students to acquire/purchase textbooks for their specified programs. Required software is included in textbooks and course materials as evaluation versions.
4. During the enrollment processing, the students are given verbal notice of their course material responsibilities, including copyright and software license infringement laws. Learnet strictly forbids use of illegal materials, including copied textbooks and software.
5. A memo regarding prohibited use of the copy machine for textbooks and materials is posted in the copy area. Additionally, the copy machine is monitored by administrative staff to ensure that faculty and students do not use it inappropriately.

Academic Honesty

Students will be expected to adhere to standards of academic honesty and integrity, as outlined Learnet is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources).
Plagiarism includes submitting a paper, report or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion or misrepresentation, a faculty member will take disciplinary action including but not limited to: requiring the student to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from Learnet may be imposed on a student who violates the standards of academic integrity.

ADA Statement

Learnet is dedicated to providing the least restrictive learning environment for all students. Learnet promotes equity in academic access through the implementation of reasonable accommodations as required by THE VOCATIONAL REHABILITATION ACT of 1973, Title V, Section 504 and the AMERICANS WITH DISABILITIES ACT of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post - secondary educational programs and activities. All students enrolled are required to meet and MUST demonstrate competency in all identified critical components of courses and all program objectives.

Enrollment and Admissions Procedures

Pre-Enrollment

"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."

Students should review all tuition costs and charges, tuition discounts, and all costs incidental to training to review prior to signing the agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided to them prior to signing an enrollment agreement. These documents contain important policies and performance data for this institution. This institution must have the student sign and date the School Performance Fact Sheet information relating to completion rates, placement rates, license examination passage rates, and salaries or wages before signing the enrollment agreement. The student must read, “I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provide in the School Performance Fact Sheet” in the enrollment agreement.

The prospective student who answers mostly “c” on questions and scores lower than 15 points will be interviewed by the Dean or DE Coordinator prior to receiving approval to enroll to further evaluate their technical competence and to verify that they possess or have access to equipment that meets the online technology requirements.

Admissions Requirements and Enrollment Procedure for Certificate, Associate, and Bachelor's Degree Programs

Requirements

- Be at least 18 years of age (past the age of compulsory education)
- Complete an application
- Submit a non-refundable registration fee of $150
- Students must submit proof of no less than a high school credential, defined as a high school diploma issued by a state-approved or accredited public or private high school or an equivalent credential in the U.S. Such equivalents include the following:
    1. The Certificate of Proficiency Equivalency Report, as described on page 27 in this catalog, is based on completing the High School Proficiency Examination with satisfactory scores.
    2. The California High School Equivalency Certificate (GED): The applicant must have a minimum score of 45 on each of the five sections and an overall score of 250 or higher.
- Pass an entrance examination (except those applying for the EFL Program)
- Students enrolling in a program offered online must successfully complete an Online Assessment Quiz and confirm they have or have access to equipment that meets the online technology requirements.
- Satisfy additional requirements for students enrolling in *Computer / Real Estate and Finance / General Contractor programs,* as specified below.
- Complete all enrollment documents.

Programs Specific Entrance Requirements and Examinations

Certificate Programs of Computer / Real Estate and Finance / General Contractor: All applicants to Learnet must pass an Entrance Examination, the Scholastic Level Exam (SLE). Testing must be completed prior to signing the enrollment agreement. Learnet uses the Wonderlic Scholastic Level Exam (SLE), a nationally recognized standardized test that measures an applicant's potential for successfully completing the program they plan to enroll in. If the student does not receive a passing score, the student may retake the test after seven days; there is a limit to three times for retake. The institution on its premises shall give the test. A score of 17 or above is required:
In addition to these admissions requirements, students in the Contractor License course of study must also provide proof of 2 to 4 years of practice experience in the field and a certificate of experience by an employer.

English as a Foreign Language (EFL) Program / TOEFL iBT Program: Each student is given a written placement test at enrollment or shortly after but before beginning classes. Students are placed in levels corresponding to performance on this exam. Students are allowed to request a level change during the first week of the term only. They must have the consent of the Dean. Students must make an appointment to meet directly with the Dean for this request. The Dean will decide upon the students' re-test and a meeting with the teacher of the level to which they want to change.

Procedure

- Complete the following enrollment paperwork. Copies of paperwork from this Section, parts *1* and *2,* are given to the student at the time of enrollment. Students can print out the rest of the paperwork outlined below from http://www.learnet.edu, or it will be provided in hard copy upon request.
    1. Enrollment Agreement, a valid form of identification, Entrance Record (Admissions Application and Interview), Entrance Test, Promissory Note (cash only) for Student File
    2. Student Disclosure Form

3. School Catalog

- Students enrolling to attend one or more courses online must successfully complete an Online Assessment Quiz and confirm they have or have access to equipment that meets the online technology requirements.
- The Admissions Advisor must recommend the student for enrollment and have submitted the completed enrollment paperwork to the Executive Director for approval on or before the Wednesday prior to the intended Monday start date.

Additional Requirements for International Students

An I-20 cannot be processed until all items in this checklist are completed and have been received:

- Completed I-20 application form
- Official bank statement or sponsor letter and endorsement dated within the past three months, containing a minimum of $15,000 per year
- Minimum High school diploma or official transcript translated into English for language programs or all other certificate programs.
- A photocopy of the page from the student's passport showing full legal name, birth date, passport expiration date, and photograph
- For F-1 transfer students only: a signed transfer form from the school the student has been attending, and copies of the student's most recent I-20, I-94, and F-1 visa.
- F1 students may take a maximum of 25% of the 12 credits enrolled each term online.

Additional Requirements for Students Applying for AA or BBA Degree

- Students applying outside the United States must have a graduate certificate from all secondary or postsecondary institutions. In addition, students must submit official transcripts from all postsecondary institutions attended, certifying a grade point. Foreign transcripts, not in English, must be submitted together with certified English translations.
- International students must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL) or equivalent record. The minimum TOEFL score requirements are 419 (Paper-based), 124 (Computer-based), and 42 (iBT), taken within the past five years. Testing must be completed prior to signing the Enrollment Agreement. Exam scores such as the IELTS may be acceptable instead of this TOEFL requirement at the discretion of the Executive Director/Dean. Students who completed secondary and post-secondary education in a country where English is the primary language are exempt from this requirement. Students who have satisfactorily graduated from Learnet's EFL and/or TOEFL iBT program or transferred from other accredited colleges in the U.S. are exempt from this requirement.

Admissions Requirements and Enrollment Procedure for Master's Degree Program

Requirements for Students Applying for an MBA Degree

- Complete an application
- Submit a non-refundable registration fee of $150
- Students must submit proof of no less than a bachelor's degree, defined as a college diploma issued by a state or accredited public or private college or an equivalent degree (for domestic students only). Such equivalents include the following:
- Students seeking admission to the MBA program (proposed program) must also hold a bachelor's degree and at least 12 quarter credits of related business courses at the undergraduate level. Evidence of undergraduate coursework includes the following:
    1. Official transcripts from a college or university accredited by an organization approved by the US Department of Education.
    2. Students with bachelor's degrees from a foreign college or university must have their transcripts translated and evaluated for equivalency.
- Students enrolling to attend one or more courses online must successfully complete an Online Assessment Quiz and confirm they have or have access to equipment that meets the online technology requirements.

Procedure

- Complete the following enrollment paperwork. Copies of paperwork from this Section, parts *1* and *2,* are given to the student at the time of enrollment. Students can print out the rest of the paperwork outlined below from http://www.learnet.edu, or it will be provided in hard copy upon request.
    1. Enrollment Agreement, a valid form of identification, Entrance Record (Admissions Application and Interview), Entrance Test, Promissory Note (cash only) for Student File
    2. Student Disclosure Form
    3. School Catalog
- Students enrolling to attend one or more courses online must successfully complete an Online Assessment Quiz and confirm they have or have access to equipment that meets the online technology requirements.
- The Admissions Advisor must recommend the student for enrollment and have submitted the completed enrollment paperwork to the Executive Director for approval on or before the Wednesday prior to the intended Monday start date.

Additional Requirements for International Students

An I-20 cannot be processed until all items in this checklist are completed and have been received:

- Completed I-20 application form
- Official bank statement or sponsor letter and endorsement dated within the past three months, containing a minimum of $15,000 per year
- Bachelor's transcript or equivalent record
- A photocopy of the page from the student's passport showing full legal name, birth date, passport expiration date, and photograph
- For F-1 transfer students only: a signed transfer form from the school the student has been attending and copies of the student's most recent I-20, I-94, and F-1 visa.
- F1 students may take a maximum of 25% of the 9 credits enrolled each term online.

Additional Requirements for Students Applying for an MBA Degree

- Students must submit official transcripts from all postsecondary institutions attended, certifying a grade point average of at least 2.5 (4.0 scale) in their bachelor's program.
- International students must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL) or equivalent record. The minimum TOEFL score requirement is 60 (TOEFL iBT), taken within the past five years. Testing must be completed prior to signing the Enrollment Agreement. Exam scores such as the IELTS may be acceptable instead of this TOEFL requirement at the discretion of the Executive Director/Dean. Students who completed secondary and post-secondary education in a country where English is the primary language are exempt from this requirement. Students who have satisfactorily graduated from Learnet's AA degree program or transferred from another accredited U.S. college are also exempt from this requirement.

Students applying to the MBA program are required to hold a bachelor's degree. This requirement does not pertain to the undergraduate programs offered at Learnet. In addition, applicants are required to have a CGPA of at least 2.5 to be considered for admission.

Online Technology Requirement

Students must have regular daily access to a computer that meets the following minimum requirements:

- A functioning e-mail account
- Access to Microsoft 2018-2021 or Microsoft Office 365
- Intel I3 Processor or higher
- A monitor capable of displaying 1024x768 at 16bit color
- Minimum 4 GB of RAM
- High-speed Internet access on LAN connection (DSL or faster)
- Wireless connection (802.11n or ac)
- A supported web browser
- Mozilla Firefox, version 37 or greater
- Internet Explorer, version 10 or greater
- Safari, version 6 or greater
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Adobe Flash, version 17 or greater
- Adobe Reader, version DC
- Java, version 8 or greater

Note: Best practice is to allow application software (QuickTime, Adobe Reader, etc.) to update as new versions are released.

Operating Systems for PC Users:

- Windows 7/8/10 - 32 or 64 bit
- Windows Media Player

Operating Systems for Mac Users:

- OS X 10 - version 10.8x or newer
- Apple QuickTime

Additional requirements for tablet users:

- Windows PC or access to Windows PC to attach and upload documents**

Tuition Payment, Cancellation, and Refund Policies

Registration and Tuition Fee

Learnet reserves the right to change tuition and fees, make curriculum changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees do not affect enrolled students already in attendance.

Payment Methods

Learnet accepts payment for tuition, books, equipment, and other fees through cash payment, Visa, MasterCard, or personal or company check. Learnet will also assist students with setting up monthly payment plans. At Learnet's discretion, installment payments may also be arranged. All outstanding student account balances are billed directly to the student upon completion or termination. Failure to satisfy delinquent accounts within a reasonable time will result in the account being submitted to a collection agency for processing.

Federal and State Grants and Loans

Learnet does not participate in federal or state financial grants(PELL/CAL Grant) and loan programs(Stafford/ Sallie Mae, etc.).

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain a loan to pay for an education program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both following may occur:

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

Financial Assistance Types

Learnet students utilize the following financial assistance types toward their tuition:

1. Workforce Investment Act (WIA): Students funded by this program are monitored and regulated by South Bay Workforce Investment Board and its subsidiary contractors (Worksource Centers). Learnet monitors, operates, and reports students' SAP in accordance with the laws and regulations of South Bay Workforce Investment Board and its subsidiary contractors.
2. Veterans Affairs (VA): G.I. Montgomery Bill: Students funded by this program are monitored and regulated by the Department of Veterans Affairs and Bureau for Private Postsecondary Education. Learnet monitors, operates, and reports students' Standard Academic Progress (SAP) in accordance with the laws and regulations by Veterans Affairs, Bureau for Private Postsecondary Education, and Accrediting Commission of Career Schools and Colleges.
3. Private Vocational Rehabilitation: students funded by this program are monitored and regulated by Case Manager of Rehabilitation and its subsidiary insurance company. Learnet monitors, operates, and reports students' SAP in accordance with the laws and regulations of Vocational Rehabilitation.
4. Employment Training Panel (ETP)
5. Corporation Fund / Employers: no regulatory agencies are involved, but Learnet monitors and reports students' attendance and SAP to the employers.
6. Student loans funded by private lending companies: no regulatory agencies involved, but students are required to repay the lending institution in accordance with the contracted terms and agreement, as well as stay within the boundaries of Learnet's SAP.

Payment Default

Upon default of tuition, the student is required to pay the entire amount due within 45 days. A lender may hire or pay someone else to help collect this note if the student does not pay. This act includes subject to any limits under applicable law, lender's attorneys' fees and lender's legal expenses whether or not there is a lawsuit, including attorneys' fees and legal expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), appeals, and any anticipated post-judgment collection services. The student will also pay any court costs and all other sums provided by law.

Termination

Learnet has a right to terminate the students for any of the following reasons:

1. Violation of Code of Conduct
2. Failure to comply with the Academy's attendance or academic satisfactory progress policies.
3. Failure to meet scheduled financial obligations to the Academy.

Students whose enrollment is terminated will be notified in writing and will be subject to the Academy's refund policy.

Cancellation Policy and Procedures

STUDENTS RIGHT TO CANCEL:
Under California Bureau for Postsecondary Private Education Law, (CEC §94911(e)(1)(2)(3))

Policy
Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to withdrawal from school at any time, and receive a pro rata refund if they have completed 60% or less of the period of attendance (as described in the "Withdrawal from the Program" section below**)**.

Cancellation may occur when students provide a written notice of cancellation by mail or by hand delivery at the students' place of training. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not be on 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. Students will be given two Notice of Cancellation forms on the first day of class.

If the Enrollment Agreement is cancelled Learnet will refund the students any money they paid, less a registration fee of $150.00. If students are issued books or equipment and cancel their agreement, the student is required to return the books and/or equipment. *Refer to Refund Policy and Procedures in the following pages.*

Learnet will issue all refunds within 45 days of the date of cancellation / withdrawal.

For distance educational program where the instruction is not offered in real time, the enrollment agreement shall disclose that the student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. (5,CCR §71716(b))

For distance educational program where the instruction is not offered in real time, the enrollment agreement shall disclose that (1) An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted. (5,CCR §71716(c)(1)(2))

Procedures
1. The student has the right to cancel through attendance at the first-class session or the seventh day after enrollment, whichever is later.
2. Print out the Cancellation Form from the web site, www.learnet.edu .
3. Cancellation Policy and Procedures' shall be informed during the orientation day. This procedure is handled by Admissions.
4. Upon cancellation, there is no charge to the student and any monies paid by the student will be refunded.
5. Cancellations for future students originate only from the Admissions Department.

Admissions will advise all departments of the cancellation.

6. Any other staff member learning of the intent of a student to cancel is to first try to advise students to re-consider and reiterate of benefits of courses.
7. All departments will consider the student's file closed.
8. Should admissions be able to change the student's mind at any time, or re-schedule the student for new start-date, and notify other staff members to give better service to the student.
9. In the event of a seven-day cancel where the student has paid money down, the full amount paid must be refunded within 45 days. If there is a discrepancy between the amount on the contract and the amount on the receipt, the amount in the student's favor will be used. Be sure to double-check that students' contract and receipt amounts match if paid on the day of signing. After signing, the receipt is taken at face value.
10. In the event of a seven-day cancel where a post-dated check has been cut, do not hand the check back to the student or drop it in the mail. The check is to be given to the registrar officer who will make a copy of the check and return it to the student via certified mail.

Withdrawal Policy and Procedures

Under California Bureau for Postsecondary Private Education Law, (CEC §94911(e)(1)(2)(3))

Students may withdraw from school at any time after the cancellation period (described above).

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies Learnet of their intent to withdrawal or as of the date of the student's withdrawal, whichever is later. The student can complete a Withdrawal form obtained from the Registrar office. Once the form is completed, signed, and returned to the Registrar it will be recorded, and the withdrawal process initiated. Learnet will accept any written, dated and signed notification from a student to initiate a withdrawal. Notification by telephone will only be accepted in extenuating circumstances by Learnet Director, when it is determined the student cannot reasonably be expected to return to Learnet to sign and date a withdrawal form.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to attend classes for a two-week period; failure to abide by the rules and regulations of Learnet; and/or failure to meet financial obligations to Learnet. Students whose enrollment is terminated by Learnet will be notified in writing, and the withdrawal date will be the date the violation occurred.
3. The student fails to return from a leave of absence or scheduled vacation. The withdrawal date will be the date the student was scheduled and failed to return.
4. The institution withdraws the student's enrollment failure to purchase the textbook within a week after start date.

Refer to Refund Procedures in the following below.

Refund Policy and Procedures

Under California Bureau for Postsecondary Private Education Law, (CEC §94911(e)(1)(2)(3))

Policy

For determining the amount of the refund, a pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

If the student has completed more than 60% of the period of attendance, tuition is considered fully earned and no refund will be issued.

For periods of enrollment beyond the current "charge period," if the student withdraws prior to the next charge period, any 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. Learnet will issue all refunds within 45 days of the date of cancellation / withdrawal.

Procedures

In order to cancel the enrollment agreement and receive a refund, students must do the following:

1. Cancellation shall occur when the students gives a written notice of cancellation at the address of Learnet shown on the top of the front page of the enrollment agreement.
2. The student can do this by mail or hand delivery or email to registrar@learnet.edu .
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.
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 his/her enrollment agreement: This form is also available on Learnet website.
5. If Learnet has given the students any equipment, including books or other materials, students shall return it to Learnet within 30 days following the date of the notice of cancellation.
6. If students fail to return this equipment, including books, or other materials, in good condition within the 30-day period, Learnet may deduct its documented cost for the equipment from any refund that may be due.
7. Once the students pay for the equipment, it is the students to keep without further obligation.
8. If students cancel the agreement, Learnet will refund any money that the student paid, less any deduction for equipment not timely returned in good condition, within 45 days after the notice of cancellation is received.
9. Students review the refund calculation form and sign the cancellation/withdrawal form: Registrar Officer reports to ED and PDSO/DSO for updating SEVIS record.
10. Refund checks are issued by the Registrar's Office and bear the signature of the Executive Director.
11. Students are required to show photo identification if picking up their check or the Registrar Officer will mail out to students' address.
12. If a refund check is to be picked up by a third party, signed written authorization from the student.

If you have questions about the refund policy and procedures at Learnet, reach to registrar@learnet.edu or phone 213-387-4242.

Student Tuition Recovery Fund

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND DISCLOSURES (STRF) 5 CCR § 76215.

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:
"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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:
"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 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 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."

§76120. Amount of STRF Assessment.

(a) Each qualifying institution shall collect an assessment of Zero Dollar ($0.00) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollars ($0).

Note: Authority cited: Sections 94877, 94923 and 94924, Education Code. Reference: Sections 94843, 94911(b), 94923 and 94924, Education Code.

CCR Title 5, § 71750 - Withdrawals and Refunds

California Code of Regulations Title 5, § 71750 - Withdrawals and Refunds

(a) Every institution shall make refunds that are no less than the refunds required under the Act and this Division.

(b) An institution may not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code, and must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)((8)(B) of the Code shall include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.

(3) Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than $250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

(4) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(d) If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

(e) An institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. For purposes of this subdivision and section 94919(d) of the Code, "day" means calendar day.

(f) The institution shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

If the student has completed more than 60% of the period of attendance, tuition is considered fully earned, and no refund will be issued.

Visa Services and Fee

At Learnet, we are not involved in any visa services nor vouch for student status. However, we do charge $200 of Initial I-20 Processing Fee per student’s request to issue an I-20 form for an F-1 visa student.

Schedule of Total Charges

[*1]The Schedule of Total Charges for a Period of Attendance and [*2]an Estimated Schedule of Total Charges for the Entire Educational Program: (CEC §94870 and §94909(a)(9))

Program Clock Hrs/Credits	EFL 960 Hrs	TOEFL iBT 480 Hrs	CITA 720 Hrs	COUS 360 Hrs	CII 720 Hrs	CIS 360 Hrs	RE 360 Hrs	GC 360 Hrs	ABA 96 Credits	ACBA 90 Credits	BBA 180 Credits	MBA 48 Credits
	CLOCK HOURS								CREDITS			
[1]STRF	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
[2]Registration	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150
[3]Tuition / Quarter (12 Weeks)	---	---	---	---	---	---	---	---	**$ 1,700	**$ 1,700	**$ 1,700	**$ 2,000
[3]Tuition for Entire Program	$6,800	$3,400	$ 8,000	$ 4,000	$ 8,000	$ 4,000	$ 2,900	$ 3,200	$13,600	$13,600	$27,200	$16,000
SUM OF INSTITUTIONAL CHARGES	$6,968	$3,560	$8,170	$4,160	$8,170	$4,160	$3,058	$3,358	$13,785	$13,785	$27,418	$16,190
[4]Books:	$260	$ 70	$450	$300	$400	$ 350	$ 150	$ 250	$750	$650	$1,200	$800
SUM OF NONINSTITUTIONAL CHARGES	$260	$ 70	$450	$300	$400	$ 350	$ 150	$ 250	$750	$650	$1,200	$800
[*1] TOTAL CHARGES FOR FULL-TIME QUARTER (12 WEEKS)	---	---	---	---	---	---	---	---	Registration $150 + STRF $0 + Tuition $1,700 + Books $750 [5]$ 2,600	Registration $150 + STRF $0 + Tuition $1,700 + Books $650 [5]$ 2,500	Registration $150 + STRF $0 + Tuition $1,700 + Books $1,200 [5]$ 3,050	Registration $150 + STRF $0 + Tuition $2,000 + Books $800 [5]$ 2,950
[*2]TOTAL CHARGES FOR ENTIRE EDUCATION PROGRAM	$7,227.5	$ 3,630	$ 8,620	$ 4,460	$ 8,570	$ 4,510	$ 3,207.5	$ 3,607.5	Registration $150 + STRF $0 + Tuition $13,600 + Books $750 $ 14,500	Registration $150 + STRF $0 + Tuition $13,600 + Books $650 $ 14,400	Registration $150 + STRF $0 + Tuition $27,200 + Books $1,200 $ 28,550	Registration $150 + STRF $0 + Tuition $16,000 + Books $800 $ 16,950

**Total Charges: Total charge means the sum of institutional and noninstitutional charges.*

[1]STRF: Non-Refundable Student Tuition Recovery Fee. Fee must be included to each individual course (STRF) assessment rate is Zero dollor ($0.00) per one thousand dollars ($1000) of institutional charges.

[2]Registration: Non-Refundable Registration Fee

[3]Tuition: Subtotal for Institutional Charges-Exclusive Materials

[4]Books: Estimated Total Noninstitutional Charges of Books: Paperback, e-Books, and PDF Books

[5]Registration + STRF + Tuition/Quarter (12 Weeks) + Books(Estimated Total Noninstitutional Charges)

***Students applied for the Completion Waiver Program*

WIA Tuition Information

Program	Tuition	Reg	Books	Total
CIS	$4,000	$150	$300	$4,450
GC	$3,200	$150	$250	$3,600
RE	$2,900	$150	$150	$3,200

CITA:	Computer Information Technology Administrator
COUS:	Computer Office User Specialist
CII:	Computer Information Infrastructure
CIS:	Computer Information Systems
RE:	Real Estate and Finance Salesperson
GC:	General Contractor
ACBA:	Academic Associate's in Computer Business Applications, AA Degree
ABA:	Academic Associate's in Business Administration: Real Estate Concentration, AA Degree
BBA:	Bachelor of Business Administration, Bachelor's Degree
MBA:	Master of Business Administration, Master's Degree
EFL:	English as a Foreign Language
TOEFL iBT:	Test of English Foreign Language Internet-Based Test

Academic Policy

Grading System for Certificate, Associate, and Bachelor's Degree Programs

Grading System for Certificate, Diploma, Associate, and Bachelor's Degree Programs
Learnet maintains an academic progress report for each student. Grades are issued upon the completion of each module, level or quarter.

The grading system is as follows:

Rating	% Score	Letter Grade	Grade Point Average
Excellent	90–100	A	4 point
Above Average	80–89	B	3 point
Average	70–79	C	2 point
Pass	60–69	D	1 point
Fail	0–59	F	0 point

All grades appear on the official transcripts and are used in calculating the grade point average. Student progress and grade reports become part of the student's permanent record and all grades received are posted on the Student Record.

Additional codes represented on the academic transcript:

I – Incomplete, credits/hours not earned.
W – Represents course withdrawal, credits/hours not earned.
RPT – Represents courses that have been repeated
TO – Represents credit/hours granted for test out
TC- Represents credit/hours granted for transfer
ADT – Represents courses audited, credits/hours not earned.

Any student receiving an "F" is required to repeat the level or course and must obtain a grade of "D" or better to complete the program. After the student has successfully repeated the level or course as required by this policy, the previously assigned grade of "F" is not factored into the student's cumulative grade point average (CGPA) by adding the notation of Repeated ("RPT"). CGPA is calculated by percentage of earned points (Grade Points X Earned credits/hours) divided by total earned credits/hours. We do not give any grades for Withdrawal ("W") or Incomplete ("I"), as such "W" and "I" and the course will have to be repeated to complete the program.

An "I", for incomplete, is only assigned when a student has obtained the prior approval of the Executive Director. An "I" grade assignment will revert to the course grade earned if the outstanding work has not been submitted within the agreed upon timeframe, not to exceed 30 days from the course end date.

Grading System for Master's Degree Programs

Grading System for Master's Degree Program
Learnet maintains an academic progress report for each student. Grades are issued upon the completion of each quarter.

The grading system is as follows:

Rating	% Score	Letter Grade	Grade Point Average
Superior	93-100	A	4.0 point
Outstanding	90-92	A-	3.7 point
Very Good	87-89	B+	3.3 point

Good	83-86	B	3.0 point
Better than Average	80-82	B-	2.7 point
Above Average	77-79	C+	2.3 point
Average	73-76	C	2.0 point
Below Average	70-72	C-	1.7 point
Weak	67-69	D+	1.3 point
Poor	63-66	D	1.0 point
Barely Passing	60-62	D-	0.7 point
Fail	0–59	F	0.0 point

All grades appear on the official transcripts and are used in calculating the grade point average. Student progress and grade reports become part of the student's permanent record and all grades received are posted on the Student Record. Please note that students in the MBA program must complete their program with a minimum GPA of 3.0 in order to be eligible to graduate. Therefore, students who earn too many grades of C or D may not have a high enough GPA to graduate and may need to repeat coursework.

Additional codes represented on the academic transcript:

I – Incomplete, credits/hours not earned.
W – Represents course withdrawal, credits/hours not earned.
RPT – Represents courses that have been repeated
TO – Represents credit/hours granted for test out
TC- Represents credit/hours granted for transfer
ADT – Represents courses audited, credits/hours not earned.

Any student receiving an "F" is required to repeat the level or course and must obtain a grade of "D" or better to complete the program. After the student has successfully repeated the level or course as required by this policy, the previously assigned grade of "F" is not factored into the student's cumulative grade point average (CGPA) by adding the notation of Repeated ("RPT"). CGPA is calculated by percentage of earned points (Grade Points X Earned credits/hours) divided by total earned credits/hours. We do not give any grades for Withdrawal ("W") or Incomplete ("I"), as such "W" and "I" and the course will have to be repeated to complete the program.

An "I", for incomplete, is only assigned when a student has obtained the prior approval of the Executive Director. An "I" grade assignment will revert to the course grade earned if the outstanding work has not been submitted within the agreed upon timeframe, not to exceed 30 days from the course end date.

Student's Right to Appeal a Grade

Once a grade has been recorded in the student record, the grade may not be changed without approval of the faculty. Students who feel that they have received an erroneous grade may appeal the grade to the Director no later than 30 days from the date the grade is posted. A decision regarding the appeal will be rendered within 1 week and will be final.

Academic Appeal Procedures

1. Students request an appointment with Dean (ED): Email DE@learnet.edu or sign in the appointment schedule on the Dean's room door for an advisement meeting.
2. Initial appeal request should be no later than 30 days from the date the grade is posted on the first start date of each term: If you can't find your name, ask registrar officer.

3. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge to ED during the advisement meeting.
4. ED in consultation with the instructor will review all requests, and a determination will be made to either maintain or change the extant record: e.g., Test out evaluation, special assignment, ….etc.
5. The student may meet with the ED and anyone else he or she may designate to review the conclusions.
6. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings and make a recommendation to the ED for final action.
7. A decision regarding the appeal will be rendered within 1 week and will be final.
8. This final notice is informed via email or mail to students.

A student placed on academic probation or deemed as failing to make SAP may review the determination and may appeal the determination through the Executive Director whose judgment in this matter shall be final, conclusive, and binding.

Satisfactory Academic Progress Policy (SAP) for Certificate, Associate, and Bachelor's Degree Programs

Satisfactory Academic Progress (SAP) is defined as maintaining a minimum Cumulative Grade Point Average (CGPA) of 2.0 or cumulative grade average (CGA) of 70% (**qualitative progress)** and earning 67% of the credits or hours attempted (**quantitative progress).** For a clock hour program, the maximum time frame shall not exceed 1.5 times* the normal duration of the program. For a credit hour program, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program.

**This policy does not apply to Veterans; Refer to Veterans Information Bulletin.*

Satisfactory Academic Progress Evaluation

Satisfactory progress is evaluated at the end of each quarter once all grades have been posted and is evaluated by the Education and Registrar departments.

Probation and Dismissal Policies: Refer to Education File Procedure on page 166 for a detailed procedure.

Satisfactory Academic Progress Warning Status*

A student who does not achieve the minimum required qualitative and quantitative progress at the end of a quarter will be notified in writing and placed on Warning for the next quarter**.** At the end of the next quarter, either:

1. if the student has achieved the minimum required qualitative and quantitative progress, the student will be notified in writing and removed from Warning, or
2. If the student has not achieved the minimum required qualitative and/or quantitative progress, the student will be notified in writing that they are to be dismissed unless the student files an appeal, and the appeal is approved.

Appeal Process and Probation*

The student may submit a written appeal of his/her dismissal within five calendar days of his/her receipt of the dismissal notice. The appeal should be addressed to the Executive/Dean. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

***** This policy does not apply to Veterans; Refer to Veterans Information Bulletin.*

The Dean will assess all appeals and determine whether the student may be permitted to continue on a probationary status, despite not meeting satisfactory progress requirements. The student will be sent the written decision within 10 days of Learnet's receipt of the appeal. The decision of the Executive/Dean is final. Students reinstated upon appeal are on probationary status for the next quarter during which time they must meet the terms and conditions set out in the Executive/Dean's Academic Plan included with the letter granting the appeal.

At the end of the probationary quarter, and every quarter thereafter, the student's satisfactory academic progress will be reviewed. The student may continue on probation as long as he or she meets the terms of the Academic Plan. Once the student has re-established satisfactory academic progress, the student will be notified in writing and removed from probation within 90 days (1quarter), or within 30 days for short term program. If the student fails to meet the terms of the Academic Plan within 90 days (1quarter), or within 30 days for short term program, the student will be notified in writing by certified mail and dismissed from the program.

The effect on SAP for all Grade Assignments are as follows:

Grade/Assignment	Definition	Included in **qualitative progress**	Included in **quantitative progress**
A, B, C, D, F	Assigned Grade	Yes	Yes
I	Incomplete	No	Yes
W	Withdrew	No	Yes
TC	Transfer Credit	No	Yes
TO	Test Out	No	Yes
ADT	Audit	No	No
RPT	Repeated Course	No	Yes

The Effect on SAP for Repeated Courses

The higher of the two grades earned for a repeated course will be used in calculating the CGPA/CGA. The credits/hours for both courses are included as attempted.

The Effect on SAP for Non-Punitive Grades and Non-Credit or Remedial Courses

The Academy does not offer remedial courses. The grade assignment of ADT is a non-punitive grade that does not impact CGPA/CGA or attempted credits/hours.

The Effect on SAP When a Student Seeks to Earn an Additional Credential

If a student seeks an additional credential, the credits/hours and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, both in CGPA/CGA and attempted credits/hours.

The Effect of SAP on Extended Enrollment Status

If a student is not making satisfactory academic progress, student may be required to be in an extended enrollment status at the discretion of the Dean/Executive Director. However, all credits/hours attempted count toward 150% of the normal program length even if the student is on extended enrollment.

The Effect on SAP When Student Changes Programs or is Re-admitted to the Same Program.

If a student is re-admitted into the Academy or changes program of study, the credits/hours and grades that are applicable to the student's current program of study will be included in the CGPA/CGA and in credits/hours attempted for determining the student's satisfactory academic progress.

The Effect on SAP for Transfer Credits

Transfer credits/hours are included as attempted but do not affect the CGPA/CGA.

Re-entry for Students Dismissed Due to Failure to Meet SAP

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary period upon reentry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

Maximum Timeframe

All program requirements must be completed within a maximum timeframe of 1.5 times the normal program length as measured in clock/credit hours

Clock Hours: A program of 720 hours in length must be completed within 1080 attempted hours of study. An explanation of the ratio of satisfactory credits earned to credits attempted for each program is detailed in the table below.

Credit Hours: If a student drops a course or receives a final grade of "D" or "F", that student may repeat the course one time only.

Courses may be repeated only within the maximum time allowed to complete a program of study (the number of scheduled hours + 1/2 the number of scheduled hours). The grades of each course will then be averaged to obtain a final grade and may not be higher than "C".

Program	Hours / Credits	Maximum Attempted
Computer Information Technology Administrator	720 hrs	1080 hrs
Computer Office User Specialist	360 hrs	540 hrs
Computer Information Infrastructure	720 hrs	1080 hrs
Computer Information Systems	360 hrs	540 hrs
Real Estate and Finance Salesperson	360 hrs	540 hrs
General Contractor	360 hrs	540 hrs
Academic Associate in Computer Business Applications, AA Degree	90 credits	135 credits
Academic Associate in Business Administration: Real Estate Concentration, AA Degree	96 credits	144 credits
Bachelor of Business Administration, Bachelor's Degree	180 credits	270 credits
The below two language programs are not within Learnet's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC):		
EFL	960 hrs	1440 hrs
TOEFL iBT	480 hrs	720 hrs

In order to meet the quantitative standard, students must complete 67% of all credit/clock hours attempted

Satisfactory Academic Progress Policy (SAP) for Master's Degree Program

Satisfactory Academic Progress

The student's academic average is reviewed to determine **qualitative progress**. After each evaluation period, the minimum required grade average is 80% (G.P.A. of 3.0). Students with less than an 80% grade average will be placed on probation, notified by email and post mail, and required to complete a probation meeting with the Dean. Incomplete grades are not given, and students may repeat classes earning less than an 80% average. Coursework repeated may adversely affect a student's academic progress in terms of the maximum timeframe.

Whether students change programs or seek additional programs, their cumulative GPAs will reflect all units taken; however, the transfer credits do not impact students' cumulative GPAs at Learnet.

In conclusion, students must complete all required courses while maintaining an average grade of 80% (GPA of 3.0) or better.

Program	Credits	Maximum Attempted
Master of Business Administration, Master's Degree	48 credits	72 credits

Transfer of credits based on previous coursework is not applicable to students in the EFL, TOEFL iBT, General Contractor, and **MBA** programs.

Warnings for Course Failures

Students with less than an average of 70% grade average during a given course will be placed in a two-week warning period, notified by email, until probation period is initiated through a probation meeting with the Dean.

Course Withdrawals

Students who withdraw from a course will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Attendance Requirement

Attendance is Key to Academic Success. Full participation in the total program can obtain maximum achievement of a student's potential. Poor attendance has severe implications for later outcomes as well. Students with more than 10 consecutive days of unexpected absences will be placed in a two-week warning period, notified by email, until probation period is initiated through a probation meeting with the Dean. If the student does not follow the proper procedure within the given timeline, the student will be withdrawn.

- Students with less than an overall attendance rate of 78% will be placed on a two-week warning period, notified by email, until probation period is initiated through a probation meeting with the Dean.
- Students with less than an average of 70% grade average during a given course will be placed in a two-week warning period, notified by email, until probation period is initiated through a probation meeting with the Dean.

***** *This policy does not apply to Veterans; Refer to Veterans Information Bulletin.*

Teaching Methods

The IAIA committee set forth specific guidelines and decided to approve partial online teaching delivery methods for the programs under the exceptional conditions (2) and (3) as follows:

(1) 100% In-person class is for a normal student and situation.
(2) Live-streaming Zoom class is for a student following the CDC's COVID-19 quarantine instruction until the PCR test result.
(3) Recorded Zoom class is for a student infected with COVID-19 to take a makeup class after recovery, from the onset of symptoms, or the first positive test if a student does not have symptoms for up to two weeks.
(4) 100% Online class through NEO Learning Management System Platform (LMS) is for five non-language programs.

Since the pandemic started in 2020, the Education Department has adopted and continues the instructional and teaching methods above to deliver the program content through Zoom.

Online Attendance Requirement

Students attending online are required to participate weekly in each course in which they are enrolled. Minimally, a student must submit a gradable item at least twice each week in order to be marked present for that week. A gradable item is defined as a threaded discussion, submission of an assignment or completion of a test or quiz. Students are welcome to complete their online coursework on-campus or off-campus. Computer labs are available for student use.

Students who are studying in the US on an I-20 are required to participate in their online course from the campus to receive attendance credit. See the schedule of classes to determine when proctors are available for the courses in which you are enrolled. Students will utilize the computer labs to upload their coursework and may also complete group projects or presentations in person as well.

- Students with less than an overall attendance rate of 78% will be placed on a two-week warning period, notified by email, until probation period is initiated through a probation meeting with the Dean.
- Students with less than an average of 70% grade average during a given course will be placed in a two-week warning period, notified by email, until probation period is initiated through a probation meeting with the Dean.

After two consecutive weeks (Monday - Sunday) of absence in all the classes a student is in enrolled in, the student will be withdrawn from Learnet. If a student is enrolled in multiple courses and meets attendance in one course but fails to attend the other, they will be withdrawn from the course for which excessive absences are noted (i.e., after two consecutive weeks) in accord with the Learnet's procedures for course withdrawal.

Online Completion Policy and Faculty Response Expectations

A student who does not complete at least 75% of the gradable assignments in a course will be awarded a grade of an "F". The faculty response time to student submissions is as follows:

Submission	Response # Days
Questions	1
Academic Postings	3
Course projects	7
Final Course Exams	7
Capstone Projects	30

Incoming Transfer of Credit: Previous Education Evaluation

Instruction

Accreditor and California law requires that a record of all students' previous education be kept and evaluated if the student is to receive credit for any course completed at another institution. It is critical that the official transcript be obtained and evaluated course-by-course. If the student requests consideration for previous training or experience, the transfer of credit process cannot be completed until the request has been evaluated by the Dean. The school does not accept credits for experiential learning. A copy of the evaluation form and the student evaluation letter must be maintained in the student file.

Previous Education Evaluation

Transfer of credit from other institutions is encouraged and available in all programs except EFL. Applicants may request an informal transfer of credit evaluation prior to admission. Official notification of credits that have been accepted for transfer to a program normally occurs at the time an offer of admission is made or during the student's first module of enrollment. Evaluation of credits for transfer to a program will require a copy of the transcript that reflects the course being evaluated.

Minimum Requirements for the Evaluation of Transfer of Credit

Credits evaluated for transfer from other educational institutions must have been:

- Earned and recorded on an official transcript at a school that was accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation;
- Earned within 5 years prior to or after matriculation to Learnet;
- For education received more than 5 years prior to the start of class, the student must demonstrate proficiency in that subject matter by earning a score of 70% or higher on an exam, administered by the Dean, in that subject matter;
- Earned in courses posting a "B" (3.0 on a 4.0 scale) or higher;
- Earned in a course in which the content is equivalent in both content and credit value to the corresponding Learnet course;
- Approved prior to registering for the course.

Learnet also considers credits for transfer from educational accomplishments attained in extra-institutional settings that are recognized by the American Council on Education's (ACE) Center for Adult Learning and Educational Credentials.

Foreign Coursework

Coursework from non-U.S. institutions will normally require transcripts to be evaluated and certified by a National Association of Credential Evaluation Services (NACES) member agency. Transfer of credit documentation, when requested, should be submitted to the Office of Admission. Students who have satisfactorily completed courses from a foreign nation's appropriately accredited university may be able to apply the courses credits toward an Academic Associate Degree at Learnet. Students should consult admissions BEFORE requesting to have credits evaluated because the time it takes to evaluate a large number of units can delay enrollment. Courses must first be evaluated by an approved credential evaluation agency, then finally reviewed and approved by Dean. Once courses are approved, their credit(s) may then be transferred to Learnet.

To have foreign coursework credits evaluated, students should contact one of the approved credential evaluation agencies listed below and request a detailed equivalency report that indicates-for each course-whether it is an upper-or-lower-division course, its US quarter equivalency, and the grade the student earned:

Please visit http://www.naces.org/ and select one of institutions listed:

AERC, American Education Research Corporation, 626-339-4404, www.aerc-eval.com

IERF, International Education Research Foundation, 310-258-9451 www.ierf.org
APIE, Academic and Professional International Evaluations, Inc., 562-594-6498, www.apie.org

Maximum Number of Credits Permitted for Transfer
The maximum number of credits accepted for transfer to a Learnet program is **10 %** of the credits required for the Academic Associate's Degree Programs of lower-division course, and if applicants have an associate's (or higher-level) degree, Learnet may be able to approve a block transfer of 90 quarter credits (50% of the program's 180 credits) into the Bachelors program; Only complete credentials, meaning graduation/diploma of the associate's (or higher-level) degree qualify for **block transfer**.

Students in the computer programs may submit proof of passing a Microsoft exam or its equivalent, within one year prior to the start of the program, for that given course topic to receive credit. In cases where it falls within the past three years, students may take an exam at Learnet and must receive a grade of at least 70% to test out from that course.

Students in the Real Estate Salesperson/Finance program may submit an official transcript from an accredited educational institution, taken within one year prior to the start of the program, with a grade of "C" or higher to receive credit for a course.

Transfer of credits based on previous coursework is not applicable to students in the EFL, TOEFL iBT, General Contractor, and MBA programs.

Reconsideration of a Transfer of Credit Evaluation
Students may request review of a transfer of credit evaluation by submitting a written request to the Office of Admission prior to the start of the quarter. Because transfer of credit evaluations are based on a number of important factors, written requests for review should explain, in detail, the issues or circumstances that led the student to believe the evaluation was flawed or that an error was made during the evaluation process. The outcome of this review is final.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION" The transferability of credits you earn at Learnet Academy, Inc. 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 this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 Learnet Academy to determine if your credits or degree, diploma or certificate will transfer.

Refer to Articulations with Accredited Higher Education on page 4 of this catalog.

Credit for Prior Experiential Learning
Learnet does not award credit for prior experiential learning. 5 CCR §71810(b)(7); 5CCR §71770(c)

Test Out Evaluation

Any student may request the opportunity to test out of a course, based on the student's previous experience. The student must take the final exam for the course not more than 30 days prior to the start of class. To receive course credit, the student must earn a score of at least 70%. No letter grade will be given for any transfer or test out course.

Course Numbering System

Course Numbering System

Courses numbered 1-199 are introductory courses; Certificate programs, courses numbered 200 and higher are more specialized courses regarding the topic within that department. 100-299 are associate degree level, 300-499 are baccalaureate degree level, and 500-699 are graduate level courses at the master's degree level in that given department. Courses that are to be taken consecutively are generally numerically consecutive (ex., CIT101, and CIT102) unless indicated otherwise. Courses with a prerequisite are listed in the course description and syllabus.

For Examples,

- Computers use a letter followed by three numbers. Example: C101 or D203. The designations are C for general computer courses, N for network related courses, D for data or database related courses, V is for visual, G is for graphics courses, and R is for router related courses.
- Real Estate program use the letter B followed by three numbers such as B401
- The General Contractor courses are designated by the license number for a particular trade. For instance, C6 Cabinet, Millwork and Finish Carpentry Contractor. These designations are determined by the California Contractors Licensing Board.
- EFL programs are designated by the level of the course. Example: EFL for Intermediate Students which has modules 3A Intermediate, 3B High Intermediate. These are common designation for ESL and EFL programs.

Course Letter Descriptor

- CIT : Computer Information Technology
- N : Networking
- R : Router Technology
- D : Database
- B : Real Estate
- GC : General Contractor
- C- : Contractor
- CG : Computer Graphics
- BUS : Business
- ENG, MAT, PHS, SOC, BIO, COM, PSY, ANTH : General Education
- -C : Certificate
- FIN : Finance
- MGT : Management
- HRM : Human Resource Management
- ORG : Organizational Behavior
- QNT : Quantitative Analysis
- CAP : Capstone
- LAW : Law
- MKT : Marketing
- EFL : English as a Foreign Language
- TOEFL iBT : Test of English as a Foreign Language Internet Based Test

Tardiness

Learnet encourages students to be on time for all activities, appointments, and classes. Students who arrive more than 20 minutes late for class or who miss 20 minutes of class time during any given class hour are recorded as incomplete and are considered absent for that class hour.

Make-Up Classes

Learnet does not require a student to make up missed classes. Make-up classes are not specifically scheduled and are never guaranteed. However, missed classes can be made up on a drop-in or space-available basis within two weeks from the date the original class was missed. In no event will make-up classes be provided for students after the scheduled end of the module or level. If Learnet cancels classes or if there is holiday during the term, Learnet will schedule make-up classes or assignments.

Make-Up Work

Students will be given an opportunity, at the discretion of the Executive Director and subject to the availability of space, to repeat, remediate, or make up lost work. This work shall be given full standing and credit with respect to the student's satisfactory academic progress.

Leave of Absence

A Leave of Absence (LOA) may be granted under special circumstances.

Procedures

1. LOA requests must be submitted to the dean through the registrar's office.
2. Email registrar@learnet.edu or sign in the appointment schedule on the Dean's room door for an advisement meeting.
3. "Leave of Absence" form is given to student by Dean.
4. This form must include an anticipated return date and be signed by the student and all medical LOAs, whether requested in advance or based on emergency situations, must be documented by a doctor's statement.
5. Students are entitled to take up to two LOAs, not exceeding 60 days total, during any academic year: For example, a student may take one 60-day LOA *or* two LOAs that, together, add up to a maximum of 60 days.
6. The student may not request a second LOA if he or she has already taken one 60-day LOA; furthermore, he or she may not request a third LOA, no matter how many days the student was absent during the first two LOAs.
7. Failure to return to school as scheduled without prior written notification to and approval from the Executive/ Dean will result in immediate dismissal.
8. Any refund due will be made within 30 calendar days from the end of an approved Leave of Absence: *Refer to "Refund Policy and Procedures" in this catalog.*

The Executive/Dean may grant LOAs for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. Time for an approved LOA will not be included in the calculation of a student's maximum program length.

There are two categories of LOA:

- General LOA for emergency or personal purposes, up to 60 days
- Medical LOA for medical situations

Only the Dean is authorized to grant a Leave of Absence. All medical LOAs, whether requested in advance or based on emergency situations, must be documented by a doctor's statement. The Dean completes the request for Leave of Absence and should work with Registrar Officer for Updating the Campus Accountability Report, SEVIS, File Maker DB and ensures their proper disbursement of the refund.

Restarts

The Restarts procedure is as follows:

1. By definition, a restart is any student who has previously attended Learnet.
2. Any student who has dropped out or been terminated by Learnet for attendance or academic probation.
3. Any student who has dropped or has been terminated by Learnet shall be eligible to restart.
4. Student required to (e) mail or hand deliver a letter addressing why they withdrew and why they feel they are in a position to continue with their education at this time. Letter must include the program, shift, date and time the student would like to return.
5. All restarts must have written permission from the Executive/Dean. The Executive/Dean will also complete the Education portion of the Restart Application. Email to admissions@learnet.edu, and Admissions Director will request the student information to the Registrar Officer and Dean.
6. A new Enrollment Agreement cannot be signed or submitted until the following:
    a. The Dean has submitted a Restart Authorization Form;
    b. All termination paperwork has been completed and the student has completed the three-week waiting period;
    c. If there are no objections to the Petition to Return Process, the Admissions Director calls the student to come in for re-entry or advises the student to make an appointment with admissions.
    d. The student may start the enrollment procedure with a Restart Authorization form.
    e. The $150.00 restart fee has been paid to cover the processing of the student's new paperwork.
7. Restarts are to be treated as new students but shall receive credit for all hours successfully completed and shall be charged only for hours yet to be completed. In the event that the student has paid for the course in full, the student will only be charged at the standard rate for any hours over the regularly scheduled hours, as indicated in the Enrollment Agreement.
8. The maximum number of times a student may restart at Learnet is two. Learnet understands that unforeseen circumstances can prohibit the student from completing studies but feels that the student should be able to successfully complete the schooling within three attempts. If a student wishes to be exempted from this policy, he or she must submit their request in writing to the Dean, detailing the reasons for the exemption. The decision to exempt the student must be approved by the Executive Director.

Language of Instsruction: (5, CCR §71810(b)(5))

All instruction and instructional materials will be provided only in English. Learnet offers EFL and TOEFL iBT instructions; all instructions are in English.

Graduation Requirements

Students must complete all required prerequisite courses and completion of all courses while maintaining an average grade of 70% (GPA of 2.0) or better. The student must also meet the attendance policy, maintaining an overall attendance rate of 78%, and have satisfied all financial obligations, or made satisfactory financial arrangements, with the Academy for Certificate, AA, and BBA programs. Students must complete all required courses while maintaining an average grade of 80% (G.P.A of 3.0) or better for MBA program.

Student Conduct Requirements

Students are expected to dress and act properly while attending classes. At the discretion of Learnet administration, a student may be terminated without the grace period from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior; possession of drugs or alcohol upon school premises; possession of weapons; disrespectful behavior to other students, an administrator, or faculty member; or any other stated or determined infractions of conduct.

Substance Abuse

Learnet recognizes that individuals sometimes use substances such as alcohol and drugs to an extent that impairs abilities. This policy is implemented because Learnet believes that any student's impairment due to the use of substances is likely to place that student, other students, employees, and other personnel at risk of injury.

Our policy on substance abuse remains consistent, whether alcohol, marijuana, legal or illegal prescription, and/or controlled substances are at issue. For the purposes of this policy, "substance" refers to any of the above. "Impairment" or "being impaired" refers to a state in which normal physical or mental faculties in use at school have been detrimentally affected by a substance. A "substance abuser" is anyone who uses drugs for non-medical purposes, detrimentally affecting academic performance or interfering with normal social adjustment at school.

Any student attending school while impaired or who becomes impaired while at school will be found in violation of school policy and will be subject to severe disciplinary action. Such action can include suspension, dismissal, or other penalty appropriate to the circumstances. Likewise, the use, possession, transfer, or sale of any substance on school premises or in any Learnet parking space, storage area, or job site is prohibited and subject to severe disciplinary action. Students using prescription drugs have a duty to report this to their instructors and school officials in case an adverse reaction to the medication occurs while at school, and in case the student is falsely accused of using an illegal substance. When a student is involved in the use, possession, transfer, or sale of a substance in violation of this policy, Learnet may notify the appropriate authorities. Such notice will be given only after the incident is investigated and reviewed by the Executive Director.

Substance abuse is both a school and a medical problem. Learnet is aware that substance abuse is a complex public health issue that has both physical and emotional consequences for students, their families, and other social relationships. Any psychological or physical problem affecting academic performance is the concern of Learnet.

Any instructor suspecting a substance abuse case should discuss the matter with the Executive Director immediately. Because each case is different, the handling and referral of the case must be coordinated between the instructor and the Executive Director. Learnet maintains a referral service for students with substance problems. Counseling and referrals are provided on a confidential basis. Voluntary, successful participation in a recovery or rehabilitation program may be a mitigating factor in disciplinary action, depending on the particulars of each case. While Learnet does not require students to get help, he or she may ask the school for it. In some cases, disciplinary action may be suspended, or the student may be placed on probation, pending the successful completion of a recovery program. Students who enter a rehabilitation program due to performance or behavior problems resulting from substance abuse are subject to dismissal for failing to successfully complete the program.

Learnet is concerned with students' privacy, especially when matters of a medical or personal nature are concerned. As long as such information is not required for police or security purposes, Learnet shall maintain student information in confidence, but the information is subject to release to authorized school personnel on a need-to-know basis. An exception to this rule exists when the student signs a release for the transfer of such information to designated persons or agencies.

Academic Freedom and Faculty Governance

For Learnet, academic freedom is of paramount importance. Within the guidelines established by the directors, faculty and students are able to explore the many avenues of inquiry necessary to seek answers to questions in their field of study. It is the policy of the Academy that instructors and students are entitled to full freedom in exploring the many facets of the program they are involved with, subject to the adequate performance of their other academic duties.

Instructors and students are entitled to freedom in the classroom to discuss course subjects, but they should be careful not to introduce controversial matter that has no relation to the course.

Learnet's instructors are citizens and members of a learned profession. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking on behalf of Learnet.

Academic freedom faces its greatest threat in expressions of dissent, in settings of sharp controversy, and in connection with attempts to produce social change. It should be made clear, however, that controversy as such must not be stilled. It can have beneficial as well as adverse effects, and it can produce these effects both on society and on educational institutions.

The democratic process itself thrives on the resolution of conflicting viewpoints in the interest of the general welfare. Controversy characterizes every healthy, free society. Its absence makes for totalitarian attitudes and political controls.

Postsecondary education also flourishes in settings where conflicting points of view can be expressed. Intellectual competency emerges out of such circumstances. Thus, controversy becomes a major educational tool. It need not be eliminated or avoided.

Since controversy is educationally useful, a means for keeping inquiry open and free must remain. The faculty should not avoid controversy by insisting on single points of view.

Faculty governance applies to the following:

- The development of the educational program of the institution
- The selection of course materials, instructional equipment and other educational resources
- Systematic evaluation and revision of the curriculum
- Assessment of student learning outcomes
- Planning for institutional effectiveness

Student Grievance and Complaint Procedure

Most problems or complaints that students may have with Learnet or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not bring the situation to a close to the satisfaction of students, they may submit a written complaint to:

Learnet Academy, Inc.
Holmes Center
3251 West 6th Street 2nd Floor
Los Angeles, CA 90020

Students can expect to receive a written response within 10 business days.

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, *www.bppe.ca.gov* , (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897."
"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling *(888) 370-7589* or by completing a complaint form, which can be obtained on the bureau's internet Web site *www.bppe.ca.gov."*

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818, *www.bppe.ca.gov*
(888) 370-7589, (916) 574-8900 (telephone), (916) 263-1897(facsimile)

STUDENT COMPLAINT PROCEDURE

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

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org
A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx.

If a student does not feel that the school has adequately addressed a complaint or concern, complaints must contain the name, address, and telephone number of the complainant on a separate page and should be mailed to the address below. If you have questions, please contact CEA:

Commission on English Language Program Accreditation
1001 North Fairfax Street, Suite 630
Alexandria, VA 22314
(703) 665-3400
www.cea-accredit.org

Retention of Student Files

Student records are confidential and are kept by the Registrar Department for five years in compliance with standards set by the California Private Postsecondary Education Act (CPPEA) of 2009 (sections 94900, 94900.5, 94900.7). Contents of the student files are kept according to the Student File Checklist Form. Thus, the institution complies with California state law requiring maintenance of student records for five years, except transcripts, which must and are maintained in perpetuity.

Family Education Rights and Privacy Act

Learnet complies with the Family Educational Rights and Privacy Act (FERPA) as follows. The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Learnet receives a request for access. A student should submit to the Registrar, Executive Director, Dean, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Learnet in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Learnet who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Learnet.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Learnet to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Learnet may disclose directory information without the consent of the student unless the student has restricted the release of this information. Learnet has designated the following categories of personal student information as directory information:

- Name
- Photograph
- Program of study
- Dates of attendance
- Diploma/Certificate
- Honors and awards received
- Participation in officially recognized activities

This information may be provided to third parties by the college. Students may block the disclosure of directory information (all or in part) by notifying the Registrar's office in writing. Although the initial request may be filed at any time, requests for non-disclosure will be honored by Learnet until removed, in writing, by the student. Learnet may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, eligible students must be notified of directory information and allowed a reasonable amount of time to request that Learnet not disclose directory information about them. For more information regarding FERPA, visit the Student Services Department on campus.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the [School] whom Learnet has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom Learnet has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising Learnet's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit,

evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, Learnet, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information Learnet has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if Learnet determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of Learnet's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of Learnet, governing the use or possession of alcohol or a controlled substance if Learnet determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Student Services

General Services

Learnet provides the following general student services:

1. Recommendation Letter for Job Placement
2. Housing Information*
3. Field Trip and Event
4. Student ID
5. Health Insurance Information**
6. Airport Pick-up / Personal Transportation
7. Academic Advising and Tutoring
8. Transcript Form***
9. F-1 and 1098 form Student Advising

**Learnet does not offer on-campus or off-campus housing:* To assist you in securing a place to stay while studying in Los Angeles, we have provided a few housing options and contact information for each option. Some housings are within walking distance of the campus; others are within an easy public metro and bus ride of Learnet. For the detailed information, please review the website as follows:

Home Stay / Home Share: *Refer to* http://www.sarahomestay.com
Private Apartment Living: ***Refer to*** Rent.com, Apartment.com, Los Angeles Craigslist

Since choosing a housing is such a personal decision, with so many options and possibilities to choose from, **Learnet has no responsibility, it is the students' responsibility to make their own living arrangements**. Housing prices within a 5-mile radius of our campus range on average from $500 (Shared Room), $700(Studio), up to $2000 (Single Room). Price estimates are obtained from LA Rentals (www.cpmusa.com), a business specializing in apartment rentals in central Los Angeles. You may pick up the LA Rentals' housing application form at the Student Service Office.

** *Learnet does not offer health insurance but information:* The Student is responsible for his/her own health coverage. Medical care expenses can jeopardize a student's ability to meet financial obligations and consequently the student's ability to maintain full-time status, which is required to remain in good standing as defined by DHS regulations in the United States.

The healthcare system in the U.S. is quite different than in most other countries. Please watch these useful videos for more information about your healthcare plan.

International Student Health Insurance USA - Click **VIDEO 1**, **VIDEO 2**
Using your insurance - Click **VIDEO**
Deductibles, Coinsurance, and Copays: Click **VIDEO**

Most health insurance offers excellent international student health insurance benefits and extra options to help students get the right solution for their health insurance needs. The health plan offers flexibility and freedom, covering expensive overseas medical care such as hospital accommodation, surgery, and other in-patient treatments. It includes benefits like rehabilitation treatment, outpatient surgery, and medical evacuation, just in case.
The disadvantage of health insurance can be the cost. This is especially true if you are in poor health and do not have access to group coverage of any kind.
Contact Options

- Toll-Free
  (877) 926-0042
- International
  +1 (904) 478-0002
- Email
  groups@InternationalStudentInsurance.com

****Transcript Request Procedures*

Official transcripts are issued by the Registrar's Office and bear the Learnet's seal and signature of the Dean or Registrar Officer.

Order a Transcript

1. If you have taken courses at Learnet and you want to request the Transcript, email to studentservice@learnet.edu to order an official transcript.
2. The site walks you through placing your order, including delivery options and fees by appointment.
3. You will be required to verify your identity before the transcript is released. Online students may contact student services via Zoom so your identity can be verified.
4. Fill out the Transcript Request form with your signature provided from Student service office.
5. Requests will be honored as quickly as possible, usually within five working days from receipt.
6. You are strongly encouraged to order transcripts well in advance of a significant break such as quarter / winter breaks.
7. You may be charged additional fees for a rush transcript in order to guarantee that the transcript is issued before office closes.

Pick Up Transcripts

Students and alumni are required to show photo identification if picking up their transcript. If a transcript is to be picked up by a third party, signed written authorization from the student or the alumni is required. Transcripts for online students will be mailed once the student's identity has been verified through a Zoom call and review of their government issued picture ID.

If you have questions about the transcript or other documents ordering service at Learnet, reach to studentservice@learnet.edu or phone 213-387-4242.

Academic Services

Learnet is responsible for maintaining student files of all current students enrolled at Learnet, as well as ongoing status records and monitoring of student progress throughout the program. Learnet has an on-campus and online library offering current and up to date materials and texts related to our courses offered. Specific information about the online holdings is contained in the Learning Resources section of this catalog.

Learnet performs academic advisement. Academic advisors assist students in creating individualized educational plans. Advisement includes planning an appropriate program of study and helping the student schedule classes. Advisors provide guidance with specific program requirements as well as general Learnet requirements and procedures. Advisors also can assist students in developing career goals and making both short and long-term plans to reach those goals. Advisors are available on-campus by appointment or will meet with online students through Zoom.

Parking

Parking is available in the parking lot behind the building and can be entered from New Hampshire Street. Any damage to, or loss of vehicles or possessions, is the responsibility of the student and not of Learnet.

Local Rehabilitation and Treatment Centers

If students feel that another student or someone they know has an alcohol or other substance abuse problem, or if students just want to learn more about these diseases, there are a number of local centers and agencies that can provide help, information, and support. Some of the local rehabilitation and treatment centers are listed below:

Plaza Community Center
648 South Indiana Street
Los Angeles, CA 90023
213.268.1107

National Council on Alcoholism & Drug Dependency
600 South New Hampshire Avenue
Los Angeles, CA 90005
213.384.0403

Job Placement

Job Placement Assistance

The Placement Director is responsible for maintaining all job referral activities and for locating jobs within the local business community. The school will attempt to set up interviews with local businesses and industries for as many graduates as possible. It is the Placement Director's job to develop and maintain a job network in the area; assist in job search and placement; provide readiness discussions and training in accordance with school policies and contract requirements; search for and develop employment opportunities through personal and media contact with employers; and seek out and develop potential business/industry training contracts that could be serviced by the school.

Additionally, students can benefit from assistance in the following areas:

1. Preparing resumes
2. Developing job interviewing skills
3. Identifying job position openings
4. Following up with employers after interviews

The Student Placement Assistance Department is committed to assisting graduates find suitable employment**. Learnet or its Student Placement Assistance Department cannot, however, guarantee employment to any student, recent graduate, or alumni of the school.**

Staff Interaction

Instructional staff is always aware of the fact that they are to do more than "impart facts." Every part of their classroom function needs to be pointed toward a future job. In reality, sitting in the classroom or Training is a student's first job. It is "pre-on-the-job-training."

C604: From Concept to Interview

C604 'From Concept to Interview' is a free 72-hour job placement preparation workshop that is available for students who have successfully completed any program at Learnet. Any students may take this workshop if they require job assistance. This workshop is optional, a non-credit workshop, and is not necessary to complete a program.

Learning Resource System

Overview Library and Resources

The library and all its contents are the Learnet's **Learning Resources System (LRS).** The information technology in the LRS is available 24 hours/7 days a week to the students and faculty by utilizing a digital LRS, that are three major components to this academic library: 1) Library World Online Public Access Catalog (OPAC), 2) Library Information Resource Network (LIRN) and LexisNexis®, and 3) Our collection of e-books. Also the students and faculty can use the web-based research and information literacy resources to access 4) Safari Books, Microsoft Learning, Microsoft MSDN Library, and Imagine Academy

The Online Public Access Catalog (OPAC), is called Learnet's Library of Library World, the title of the vendor we use to have and use this OPAC so that students and faculty can view the contents of our physical cataloged collection online, place books on hold and check out books. The second component of our library is the Library Information Resource Network (LIRN) and LexisNexis®. LIRN and LexisNexis are the collection of databases housing magazine and newspaper, and journal articles, many of which are peer-reviewed from accredited sources in full-text form. Every monthly and quarterly statistics respectively within GALE are pulled to view the database summary report, and a written analysis of these statistics; such as searches, session numbers, full-text retrievals, even dates and times the articles were read, is prepared by the librarian from Learnet' database network database all over GALE in LIRN. The third component of our library is our e-books. The e-books that our own 'here' through Learnet' website, we house are in pdf file format and can be emailed to patrons upon request. Our LIRN also has a collection of e-books called ebrary.

The library is preparing to promote the use of the new Library World application among the students that they can download in their smartphones to provide 24 hours / 7 days a week assistance for the students.

Hours and Location

Online LRS open 24/7, Physical Library Hours: 9:00 AM – 7:00 PM – Monday through Friday
The library closes on the following holidays and weekends:

- New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the day following, and Christmas Eve and Christmas.

Besides, the library will be closed during school break time: one week after the end of each quarter. Note that at the end of the 4th quarter, there is a two-week break due to holidays.

Location: The library is conveniently located on campus between Room 5 and Faculty Lounge.

Library's Procedures

The library's procedures regarding student borrowing and return of materials are that each item must be checked out of both; 1) catalog systems, one for records and, 2) one online system. Students must have either a current student ID or a current driver's license in or to have a library account to borrow materials. If any borrowed items are lost or missing, a fee for the total cost of the lost item will be incurred. Damaged materials may be negotiated with the Librarian, the Dean, or the Executive Director. Most items have a loan period of two weeks; however, depending on the item and the borrower (student or faculty), this is subject to change. The due date of each item is informed to the borrower at the time when the item is checked out and the borrower is also given a library receipt detailing the item and when it is due. When an item is not returned on time, the borrower is notified via email.

Online Students

The Library/Learning Resource Center's electronic resources may be accessed online. Instructions and passwords for access to these resources are changed regularly, with students being updated accordingly. These resources are available and required for completing research assignments online. The librarian is available to assist online students with research. Click on the library link in the LMS for contact information, hours, and additional information about the library.

Technical Assistance

Technical assistance for online students is available 7 days a week, 24 hours a day through the learning management system at campusonline@learnet.edu , or by calling during Learnet's office hours (213) 713-6168.

Disclosure Notices

Campus Security

General Information

The program is administered in accordance with the law. The physical facility goes through periodic inspection as required by the State of California and the city and county agencies that are responsible to the users of the building.

- Students are provided with safety instructions at the time of enrollment
- Fire department visits on a regular basis
- CALOSHA requirements are followed
- Fire escape routes are posted
- Earthquake procedures are routinely reviewed with staff and students

Health, safety, earthquake, and security are handled by the Director of Fire, Life and Safety.

Security Policies

Learnet has adopted and implemented Section 668.48 of Public Law 101-542, "The Student Right-to-Know and Campus Security Act," effective November 8, 1990. Furthermore, each college shall have a written set of procedures to implement the Crime Awareness and Campus Security Act beginning September 1, 1992.

The following policy is implemented to ensure to the fullest extent possible that students, faculty, and staff are informed in all areas in the event they become victims of criminal actions or other emergencies occurring on campus. Each individual will receive immediate treatment off-campus and be provided with information regarding resource facilities for follow-up treatment and information regarding legal action.

Criminal offenses are defined as unlawful attempts or threats to do physical injury to another or to do damage to another's personal property. These offenses include murder, aggravated assault, rape, burglary, robbery, and motor vehicle theft.

The following procedure will be followed to ensure campus security:

1. The staff will be trained to be aware of any unusual occurrences or behaviors on or around the campus grounds. Also, they will be trained in notifying proper authorities.
2. Certified instructors who are in the classroom at all times monitor all classrooms.
3. The Executive Director, or his/her designee, secures the building each evening and ensures that all students, faculty, and staff have properly exited the building.

Campus training/awareness is provided to each new student and to newly hired employees during their orientation session. During this orientation session, the following information regarding crime prevention is provided and discussed:

1. Each student and employee of Learnet is responsible for his or her personal belongings.
2. Proper security of all personal belongings is the responsibility of each student and employee.

3. Any infraction of the regulation relating to Public Law 101-542 must be reported to the proper Learnet personnel immediately.
4. All students and employees of Learnet are responsible for conducting themselves as professionals at all times while on campus and/or while attending Learnet functions.
5. Students are provided with Learnet rules and regulations during orientation; employees receive an employee handbook.
6. Any student or employee who is found in possession of, using, or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from Learnet.
7. All students and employees are provided with information during orientation regarding the drug-free status of the campus.

Students and employees sign a statement that they are aware of this policy and will abide by it. This documentation is found in the student's file and the employee's personnel file and is included in Learnet catalog. The following steps will be taken in the event of a criminal action or other emergencies:

1. The Executive/Dean, or designated individual in his/her absence, is the first person to be notified in the event that criminal action or other types of emergencies occur on campus. The second contact person would be the designated department manager. The third contact person would be the next designated department manager.
2. Learnet will immediately notify the proper law authorities. A written statement from the victim will be obtained.
3. Learnet will abide by all legal requirements set forth by law enforcement.
4. Medical and follow-up treatment services will be made available to the victim if required.
5. The management of Learnet will be in contact with the victim regarding the status of medical treatment and law enforcement and/or necessary action taken regarding disciplinary proceedings and/or results of disciplinary action or appeal.
6. Confidentiality will be guaranteed.
7. Appropriate services that are available to the victim will be provided to each individual immediately.

2023 Annual Campus Security Report

Murder	Aggravated Assault	Rape	Burglary	Robbery	Motor Vehicle Theft
0	0	0	0	0	0

Campus Performance
Achievement
Information

Master of Business Administration (direct, hybrid and online), Master's Degree-48 Units

On-time Completion Rates (Graduation Rates)
Master of Business Administration

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2024	8	8	4	50
2025	17	17	12	71

Students Completing Within 150% of the Published Program Length
Master of Business Administration

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	3	3	3	100
2023	4	4	4	100
2024	8	8	7	88
2025	17	17	16	94

Job Placement Rates
Master of Business Administration

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	8	7	5	5	100
2025	17	16	12	12	100

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

Gainful Employment Categories
Master of Business Administration

Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2024	0	5	5
2025	0	12	12

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2024	5	0	5
2025	12	0	12

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2024	0	5
2025	0	12

Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2024	0	5
2025	1	12

License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2024	N/A	N/A	N/A	N/A	N/A
2025	N/A	N/A	N/A	N/A	N/A

***This program does not lead to state licensure exam.**

Salary and Wage Information

Master of Business Administration

Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	$40,001.00-$45,000.00	$45,001.00-$50,000.00	No Salary Information Reported
2024	5	5	0	5	0
2025	12	12	0	12	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. for this information.

Bachelor of Business Administration, Bachelor's Degree-180 Units

On-time Completion Rates (Graduation Rates)
Bachelor of Business Administration

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2024	8	8	7	88
2025	6	6	5	83

Students Completing Within 150% of the Published Program Length
Bachelor of Business Administration

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	2	2	2	100
2023	0	0	0	0
2024	8	8	8	100
2025	6	6	5	83

Job Placement Rates
Bachelor of Business Administration

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	8	8	7	7	100
2025	6	5	4	4	100

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

Gainful Employment Categories
Bachelor of Business Administration

Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2024	0	7	7
2025	0	4	4

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2024	7	0	7
2025	4	0	4

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2024	0	7
2025	0	4

Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2024	1	7
2025	1	4

License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2024	N/A	N/A	N/A	N/A	N/A
2025	N/A	N/A	N/A	N/A	N/A

***This program does not lead to state licensure exam.**

Salary and Wage Information

Bachelor of Business Administration
Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	$30,001.00-$35,000.00	$35,001.00-$40,000.00	No Salary Information Reported

2024	7	7	0	7	0
2025	4	4	0	4	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. for this information.

Academic Associate's in Business Administration: Real Estate Concentration (direct, hybrid and online), Degree Program-96 Units

On-time Completion Rates (Graduation Rates)
Business Administration, Academic Associate's Degree

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2024	26	26	24	92
2025	16	16	14	88

Students Completing Within 150% of the Published Program Length
Business Administration, Academic Associate's Degree

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	9	9	6	67
2023	8	8	7	88
2024	26	26	25	96
2025	16	16	16	100

Job Placement Rates
Business Administration, Academic Associate's Degree

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	26	25	22	22	100
2025	16	16	13	13	100

Gainful Employment Categories
Business Administration, Academic Associate's Degree

Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2024	0	22	22
2025	0	13	13

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2024	22	0	22
2025	13	0	13

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2024	0	22
2025	0	13

Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2024	0	22
2025	0	13

License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2024	N/A	N/A	N/A	N/A	N/A
2025	N/A	N/A	N/A	N/A	N/A

***This program does not lead to state licensure exam.**

Salary and Wage Information

Business Administration, Academic Associate's Degree
Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	$25,001.00-$30,000.00	$30,001.00-$35,000.00	No Salary Information Reported
2024	22	22	0	22	0
2025	13	13	0	13	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. for this information.

Academic Associate's in Computer Business Applications (direct, hybrid and online), Degree Program-90 Units

On-time Completion Rates (Graduation Rates)
Computer Business Applications, Academic Associate's Degree

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2024	44	44	41	93
2025	56	56	54	96

Students Completing Within 150% of the Published Program Length
Computer Business Applications, Academic Associate's Degree

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	6	6	5	83
2023	11	11	10	91
2024	44	44	43	98
2025	56	56	54	96

Job Placement Rates
Computer Business Applications, Academic Associate's Degree

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	44	43	38	38	100
2025	56	54	44	44	100

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

Gainful Employment Categories
Computer Business Applications, Academic Associate's Degree

Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2024	0	38	38
2025	0	44	44

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2024	38	0	38
2025	44	0	44

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2024	1	38
2025	0	44

Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2024	1	38
2025	0	44

License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2024	NA	NA	NA	NA	NA
2025	NA	NA	NA	NA	NA

***This program does not lead to state licensure exam.**

Salary and Wage Information

Computer Business Applications, Academic Associate's Degree
Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	$25,001.00-$30,000.00	$30,001.00-$35,000.00	No Salary Information Reported
2024	38	38	0	38	0
2025	44	44	0	44	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. for this information.

Computer Information Technology Administrator (direct, hybrid and online), Certificate Program-720 Clock Hours

On-time Completion Rates (Graduation Rates)
Computer Information Technology Administrator, Certificate Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2024	6	6	4	67
2025	3	3	0	0

Students Completing Within 150% of the Published Program Length
Computer Information Technology Administrator, Certificate Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2024	6	6	6	100
2025	3	3	3	100

Job Placement Rates
Computer Information Technology Administrator, Certificate Program

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	6	6	4	4	100
2025	3	3	2	2	100

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

Gainful Employment Categories
Computer Information Technology Administrator, Certificate Program

Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2024	0	4	4
2025	0	2	2

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2024	4	0	4
2025	2	0	2

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2024	0	4
2025	0	2

Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2024	0	4
2025	0	2

License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2024	N/A	N/A	N/A	N/A	N/A
2025	N/A	N/A	N/A	N/A	N/A

***This program does not lead to state licensure exam.**

Salary and Wage Information

Computer Information Technology Administrator, Certificate Program
Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	$25,001.00-$30,000.00	$30,001.00-$35,000.00	No Salary Information Reported
2024	4	4	0	4	0
2025	2	2	0	2	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. for this information.

Computer Office User Specialist, Certificate Program-360 Clock Hours

On-time Completion Rates (Graduation Rates)
Computer Office User Specialist, Certificate Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2024	2	2	2	100
2025	3	3	3	100

Students Completing Within 150% of the Published Program Length
Computer Office User Specialist, Certificate Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2024	2	2	2	100
2025	3	3	3	100

Job Placement Rates
Computer Office User Specialist, Certificate Program

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	2	2	2	2	100
2025	3	3	1	1	100

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

Gainful Employment Categories
Computer Office User Specialist, Certificate Program

Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2024	0	2	2
2025	0	1	1

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2024	2	0	2
2025	1	0	1

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2024	0	2
2025	0	1

Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2024	0	2
2025	0	1

License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2024	N/A	N/A	N/A	N/A	N/A
2025	N/A	N/A	N/A	N/A	N/A

***This program does not lead to state licensure exam.**

Salary and Wage Information

Computer Office User Specialist, Certificate Program
Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	$25,001.00-$30,000.00	$30,001.00-$35,000.00	No Salary Information Reported
2024	2	2	0	2	0

2025	1	1	0	1	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. for this information.

Computer Information Infrastructure (direct, hybrid and online), Certificate Program-720 Clock Hours

On-time Completion Rates (Graduation Rates)
Computer Information Infrastructure, Certificate Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2024	3	3	2	67
2025	3	3	0	0

Students Completing Within 150% of the Published Program Length
Computer Information Infrastructure, Certificate Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2024	3	3	3	100
2025	3	3	3	100

Job Placement Rates
Computer Information Infrastructure, Certificate Program

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	3	3	3	3	100
2025	3	3	3	3	100

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

Gainful Employment Categories
Computer Information Infrastructure, Certificate Program

Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2024	0	3	3
2025	0	3	3

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2024	3	0	3
2025	3	0	3

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2024	0	3
2025	0	3

Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2024	0	3
2025	0	3

License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2024	NA	NA	NA	NA	NA
2025	NA	NA	NA	NA	NA

***This program does not lead to state licensure exam.**

Salary and Wage Information

Computer Information Infrastructure, Certificate Program

Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	$25,001.00-$30,000.00	$30,001.00-$35,000.00	No Salary Information Reported
2024	3	3	0	3	0
2025	3	3	0	3	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. for this information.

Computer Information Systems, Certificate Program-360 Clock Hours

On-time Completion Rates (Graduation Rates)

Computer Information Systems, Certificate Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2024	3	3	3	100
2025	2	2	2	100

Students Completing Within 150% of the Published Program Length

Computer Information Systems, Certificate Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2024	3	3	3	100
2025	2	2	2	100

Job Placement Rates

Computer Information Systems, Certificate Program

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	3	3	3	3	100

2025	2	2	2	2	100

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

Gainful Employment Categories
Computer Information Systems, Certificate Program

Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2024	0	3	3
2025	0	2	2

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2024	3	0	3
2025	2	0	2

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2024	1	3
2025	0	2

Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2024	0	3
2025	0	2

License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2024	NA	NA	NA	NA	NA
2025	NA	NA	NA	NA	NA

***This program does not lead to state licensure exam.**

Salary and Wage Information

Computer Information Systems, Certificate Program
Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	$25,001.00-$30,000.00	$30,001.00-$35,000.00	No Salary Information Reported
2024	3	3	0	3	0
2025	2	2	0	2	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. for this information.

Real Estate & Finance Salesperson, Certificate Program-360 Clock Hours

On-time Completion Rates (Graduation Rates)
Real Estate & Finance Salesperson, Certificate Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2024	1	1	1	100
2025	4	4	4	100

Students Completing Within 150% of the Published Program Length
Real Estate & Finance Salesperson, Certificate Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2024	1	1	1	100
2025	4	4	4	100

Job Placement Rates
Real Estate & Finance Salesperson, Certificate Program

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	1	1	1	1	100
2025	4	4	4	4	100

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

Gainful Employment Categories
Real Estate & Finance Salesperson, Certificate Program

Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2024	0	1	1
2025	0	4	4

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2024	1	0	1
2025	4	0	4

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2024	0	1
2025	0	4

Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field

2024	0	1
2025	0	4

License Examination Passage Rates

Real Estate & Finance Salesperson, Certificate Program

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2024	1	1	1	0	100
2025	4	0	0	0	0

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from the graduates.

Salary and Wage Information

Real Estate & Finance Salesperson, Certificate Program
Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	$25,000.00-$30,000.00	$30,001.00-$35,000.00	No Salary Information Reported
2024	1	1	0	1	0
2025	4	4	0	4	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. for this information.

General Contractor, Certificate Program-360 Clock Hours

On-time Completion Rates (Graduation Rates)
General Contractor, Certificate Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2024	4	4	2	50
2025	3	3	3	100

Students Completing Within 150% of the Published Program Length
General Contractor, Certificate Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2024	4	4	4	100
2025	3	3	3	100

Job Placement Rates
General Contractor, Certificate Program

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	4	4	3	3	100
2025	3	3	3	3	100

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

Gainful Employment Categories
General Contractor, Certificate Program

Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2024	0	3	3
2025	0	3	3

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2024	3	0	3
2025	3	0	3

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2024	1	3
2025	1	3

Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2024	0	3
2025	0	3

License Examination Passage Rates

General Contractor, Certificate Program

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2024	4	2	2	0	100
2025	3	1	1	0	100

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 3 graduates.

Salary and Wage Information

General Contractor, Certificate Program
Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	$50,001.00-$55,000.00	$55,001.00-$60,000.00	No Salary Information Reported
2024	3	3	0	3	0
2025	3	3	0	3	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. for this information.

English as a Foreign Language, Diploma Program-960 Clock Hours

On-time Completion Rates (Graduation Rates)
English as a Foreign Language, Diploma Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2024	33	33	23	70
2025	56	56	39	70

Students Completing Within 150% of the Published Program Length
English as a Foreign Language, Diploma Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2024	33	33	33	100
2025	56	56	56	100

TOEFL iBT, Diploma Program-480 Clock Hours

On-time Completion Rates (Graduation Rates)
Test of English as a Foreign Language iBT, Diploma Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2024	14	14	6	43
2025	39	39	28	72

Students Completing Within 150% of the Published Program Length
Test of English as a Foreign Language iBT, Diploma Program

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2024	14	14	14	100
2025	39	39	39	100

(1) "This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law."

(2) "Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897."

Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, Learnet was not able to obtain salary information.

Occupational Information

Dictionary of Occupational Titles (DOT) codes to the new Standard Occupational Code (SOC) or Classification of Instructional Program (CIP) Codes and titles cited from the U.S. Department of Education's National Center for Education Statistics: https://www.bls.gov/oes/current/oes_stru.htm

Computer

Occupations to which this program is represented to lead are:

- 033.162.010 Computer Security Coordinator
- 033.167.010 Computer System Engineer
- 033.362.010 Computer Security Specialist
- 039.264.010 Computer Processing Scheduler
- 039.264.010 Microcomputer Support Specialist
- 039.264.010 Database Administrator
- 201.362.030 Administrative Secretary
- 203.382.030 Word Processor
- 203.582.054 Data Entry Operations
- 213.362.010 Computer Operator
- 213.382.010 Computer Peripheral Operator
- 216.482.010 Office Assistant
- 313.551.080 General Secretarial
- 317.553.070 Typist

Real Estate and Finance

Occupations to which this program is represented to lead are:

- 219.362.046 Real-Estate Clerk
- 250.357.014 Rental Agent
- 250.357.018 Real-Estate Agent

General Contractor

Occupations to which this program is represented to lead are:

- 182.167.010 Contractor, General Building
- 869.664.014 Construction Worker I
- 869.687.026 Construction Worker II

AA Computer Business Applications

Occupations to which this program is represented to lead are:

- 030.162.010 Computer Programmer
- 030.162.014 Programmer Analyst
- 039.264.010 Database Administrator
- 169.167.010 Administrative Assistant
- 169.167.034 Office Manager
- 201.362.030 Administrative Secretary
- 203.582.054 Data Entry Operations
- 203.382.030 Word Processor
- 213.362.010 Computer Operator
- 216.482.010 Office Assistant
- 279.357.014 Sales Representative
- 313.551.080 General Secretarial

AA Business Administration: Real Estate Concentration

Occupations to which this program is represented to lead are:

- 169.167.010 Administrative Assistant
- 169.167.034 Office Manager
- 219.362.046 Real-Estate Clerk
- 250.357.018 Real-Estate Agent
- 250.357.018 Real-Estate Broker

- 250.357.014 Rental Agent
- 279.357.014 Sales Representative

Bachelor of Business Administration
Occupations to which this program is represented to lead are:

- 161.167-010 Management Analyst
- 162.167-022 Manager, Procurement Services
- 169.167-010 Administrative Assistant
- 169.167-014 Administrative Secretary
- 184.117-070 Operations Manager
- 187.167-082 Manager, Customer Services
- 241.137-014 Supervisor, Customer-Complaint Service
- 241.367-014 General and Operations Manager

Master of Business Administration
Occupations to which this program is represented to lead are:

- 162.117-014 Contract Administrator
- 169.167-034 Manager, Office
- 188.117-014 Business-Enterprise Officer
- 191.117-018 Business Manager
- 189.117-038 User Representative, International Accounting
- 375.167-050 Commander, Internal Affairs
- 376.137-010 Manager, Internal Security

Learnet adopts the National Center for Education Statistics for employment data collection based on Classification of Instructional Programs (CIP) and Mapped to Standard Occupational Classification (SOC). The below Table explains the outlines of the relation between 1) Program Title, 2) CIP Code and Title, and 3) SOC Code and Title.

National Center for Education Statistics
Classification of Instructional Programs (CIP) and Mapped to Standard Occupational Classification (SOC)

Program Title	CIP Code	CIP Title	SOC Code	SOC Title
(1) Computer Information Technology Administrator (CITA), *Certificate*	15.1202	Computer Technology/Computer Systems Technology.	17-3023	Electrical and Electronics Engineering Technicians
(2) Computer Office User Specialist (COUS), *Certificate*	15.1202	Computer Technology/Computer Systems Technology.	17-3023	Electrical and Electronics Engineering Technicians
(3) Computer Information Infrastructure (CII), *Certificate*	11.1003	Computer and Information Systems Security/Information Assurance.	15.1231	Computer Network Support Specialists
(4) Computer Information Systems (CIS), *Certificate*	11.1003	Computer and Information Systems Security/Information Assurance.	15.1231	Computer Network Support Specialists
(5) Real Estate and Finance Salesperson, *Certificate*	52.1501	Real Estate	41.9022	Real Estate Sales Agents
(6) General Contractor, *Certificate*	52.2001	Construction Management	11.9021	Construction Managers
(7) Computer Business Applications, *AA Degree*	52.0407	Business/Office Automation/Technology/Data Entry.	43.9021	Data Entry Keyers
(8) Business Administration: Real Estate Concentration, *AA Degree*	52.0201	Business Administration and Management, General.	11.9199	Managers, All Other
(9) Bachelor of Business Administration, *BBA Degree*	52.0201	Business Administration and Management, General.	11.9199	Managers, All Other
(10) Master of Business Administration, *MBA Degree*	52.0201	Business Administration and Management, General.	11.9199	Managers, All Other
(11) English as a Foreign Language	16.1701	English as a Second Language	–	– NO MATCH
(12) TOEFL iBT	16.1701	English as a Second Language	–	– NO MATCH

Online Transmission

An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

Business Administration Department

Master of Business Administration

Program Description and Objectives

The MBA program is designed to teach business leaders how to operate in a globalized world. The program utilizes contemporary case studies and evaluates challenges facing business professionals in an evolving landscape. Students will gain experience reading and interpreting financial statements, evaluating international trade regulations, marketing internationally, and making rational decisions. To graduate from this program, students will complete a capstone business project that addresses a unique business challenge. Courses are offered on campus and online.

Program Objectives

Graduates of the Master of Business Administration program should have the knowledge and skills necessary to:

- Analyze and evaluate accounting and financial information to facilitate strategic planning.
- Demonstrate effective decision-making.
- Identify conceptual and theoretical constructs and relate them to issues and concerns in international business.
- Apply ethical frameworks to corporate social responsibility, human resources, and problem-solving.
- Apply business best practices to international business opportunities.
- Execute a capstone business project using an integrative and multidisciplinary approach

Master of Business Administration Degree

Upon successful completion of the program, a Master of Business Administration Degree will be issued to the student.

Methods of Instruction

The on-campus method of instruction include classroom instruction, and homework. Online courses utilize an LMS and include instruction, threaded group discussions, exams and homework. Instruction will consist of lectures and/or activities that both disseminate information and pose problems; group and panel discussions; discussion which emphasize the ability to think critically; guest lecturers; and instruction media: films/video/slides/graphic displays. Students may also be assigned reading, writing, and other outside assignments equivalent to two hours per one hour lecture. Class instruction will be based on the assumption that the student has done the reading assignments before class. Classwork will include the use of computers to do several projects related to various software programs. Homework will include reading and writing assignments, problem sets, projects, and presentations.

Program Outline 48 quarter credits, 540 contact hours

Master of Business Administration ***$24,300, or $450 / unit***					
Course #	**Titles**	**Clock Hours Lecture/Lab/ Practicum**	**Total Clock Hours**	**Credits Lecture/Lab/ Practicum**	***Total Credits**
FIN510	Managerial Accounting and Finance	40/20/0	60	4/1/0	5
MGT510	Strategic Management	60/0/0	60	6/0/0	6
HRM520	Human Resource Management	60/0/0	60	6/0/0	6
ORG520	Leadership and Organizational Behavior	60/0/0	60	6/0/0	6
MKT530	International Marketing Management	60/0/0	60	6/0/0	6
QNT530	Research Methods	40/20/0	60	4/1/0	5
LAW540	International Business Law and Ethics	60/0/0	60	6/0/0	6
CAP600	MBA Capstone Course	40/80/0	120	4/4/0	8
	Total	420/120/0	540	42/6/0	48

The Master of Business Administration Degree will be awarded upon completion of the requirements for the diploma, plus completion of the graduation requirements as described in the catalog.

QUARTER CREDIT HOURS:

* 1 quarter credit is 10 lecture hours. Students are required to complete 2 hours of homework for every one hour of lecture instruction.

Note: Courses with a prerequisite are listed in the course description and on the syllabus.

Course Descriptions

FIN510: Managerial Accounting and Finance

This course reviews the basic concepts of accounting and financial reporting from the viewpoint of readers and users of financial and managerial reports rather than the accountants who prepare them. Students will understand the concepts and techniques and use problem-solving methodology to illustrate the theories and tools in investing and financing decision-making.

Prerequisite: None
5.0 Quarter Credits

MGT510: Strategic Management

This course focuses on how firms formulate, implement, and evaluate strategies. Strategic-management concepts and techniques are studied. Students use all the knowledge acquired from prior business courses, coupled with new strategic-management techniques learned, to chart the future direction of different organizations.

Prerequisite: None
6.0 Quarter Credits

HRM520: Human Resource Management

This course offers a human resource management (HRM) function and related elements and activities to examine the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, performance management, appraisal, retention, compensation, and labor relations are examined. Implications of the legal and global environments are examined and current issues such as employee engagement and employee health and safety are analyzed. Emphasis is placed on the modern day importance of HRM at the corporate level as well as the importance of HRM in small businesses and entrepreneurial firms.

Prerequisite: None
6.0 Quarter Credits

ORG520: Leadership and Organizational Behavior

This course addresses human behavior within organizations. Topics include motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture. Students will acquire skills necessary to improve organizational relationships and effectiveness.

Prerequisite: None
6.0 Quarter Credits

MKT530: International Marketing Management

This course evaluates the challenges associated with marketing in an international environment. Students learn how diverse cultural, social and economic contexts impact consumption practices. Students will utilize that knowledge to develop actionable marketing strategies and practices.

Prerequisite: None
6.0 Quarter Credits

QNT530: Research Methods

The course provides an analysis of the types, sources, methods, philosophy of business research for the completion of a research project. Emphasis is placed on research for decision making purposes.

Prerequisite: None
5.0 Quarter Credits

LAW540: International Business Law and Ethics

This course provides students to the legal issues affecting international businesses. Topics include risks in international trade, documentary sales, bills of exchange, and letters of credit. The course also reviews the competence of courts, international arbitration, and enforcement of foreign money judgments. Finally, the impact of treaties and laws that address the international trading systems, such as GATT, the U. S. Trade Act, free-trade agreements, the EEC, and the IMF are evaluated.

Prerequisite: None
6.0 Quarter Credits

CAP600: MBA Capstone Course

In this capstone course, students integrate an overall management viewpoint and specialized functions including Marketing, Finance, Accounting, Leadership, and Human Resource Management to solve a business challenge. Students will conduct a literature review and select a research method to address the international challenge they identify. A final presentation of their research is required to pass the course.

Prerequisite: All other MBA Coursework
8.0 Quarter Credits

Bachelor of Business Administration

Program Description and Objectives

Learnet meets the educational and professional needs of our diverse student body in a supportive, caring environment that provides the technical skills and knowledge necessary for employment advancement in today's job market. This Business Administration Program incorporates various learning disciplines, such as: management, operations, information systems, accounting, economics, taxation, finance, business law, and marketing skills. This includes instruction to produce managers of all kinds, from financial to operations, and even self-employed managers in their own companies. Furthermore, this program also provides students with the knowledge of business communications concepts, understanding the law related to business, and learning the principles of management skills. The curriculum also equips students with advanced knowledge and expanded understanding of the inner workings of the Management professional. The Bachelor of Business Administration Degree will be awarded upon completion of the graduation requirements as described in the catalog.

Program Learning Outcomes

In addition to outcomes for the Bachelor of Businesses Administration Degree Diploma, the student should be able to do the following:

- Demonstrate knowledge in Management, Operations, Information Systems, Accounting, Finance, Marketing, and Economics
- Produce a business plan, which integrates the functional knowledge acquired in the different disciplines of business
- Cooperate and work effectively in a culturally diverse team
- Find, interpret, and evaluate data
- Present information in a well-organized manner both orally and in writing
- Analyze the global socio-economic and legal-political environments in business problem-solving
- Identify regional business issues and potential solutions
- Evaluate ethical implications involved in business decision-making
- Solve problems from a multidisciplinary and global viewpoint
- Develop essential managerial skills, especially critical thinking, quantitative and qualitative analysis, and effective communication skills

Bachelor of Business Administration Degree

The Bachelor of Business Administration Degree will be awarded to the student upon completing the graduation requirements as described in the catalog.

Methods of Instruction

The methods of instruction include classroom instruction and homework. Classroom instruction will consist of lectures that both disseminate information and pose problems; group and panel discussions; discussion which emphasize the ability to think critically; guest lecturers; and instructional media: film/video/slides/audio/graphic displays. Students may also be assigned reading, writing, and other outside assignments equivalent to two hours per one hour lecture. Class instruction will be based on the assumption that the student has done the reading assignments before class. Classwork will include use of computers to do a number of projects related to various software programs. Homework will include reading and writing assignments, problem sets, projects and presentations.

Program Outline

180 quarter credits, 1960 contact hours

Bachelor of Business Administration

Lower Division Coursework

(This coursework may be satisfied through transfer credits awarded for the completion of an Associate degree obtained at an accredited college or university)

$23,000 or $250 / unit

Quarter Designation	Course #	Titles	Clock Hours Lecture	Clock Hours Lab	Total Clock Hours	Credits *Lecture	Credits *Lab	Total Credits
Lower Division Technical and Other Courses 66 Credits	BUS101	Introduction to Business	40	0	40	4	0	4
	BUS201	Business Mathematics	40	0	40	4	0	4
	BUS202	Management Communications	40	0	40	4	0	4
	CIT101	Windows I	20	20	40	2	1	3
	CIT102	Windows II	20	20	40	2	1	3
	CIT103	Word Processing I	60	20	80	6	1	7
	CIT104	Word Processing II	60	20	80	6	1	7
	CIT105	Electronic Spreadsheets I	60	20	80	6	1	7
	CIT106	Electronic Spreadsheets II	60	20	80	6	1	7
	CIT201	Computerized Accounting I	40	20	60	4	1	5
	CIT202	Computerized Accounting II	40	20	60	4	1	5
	CIT203	Database Applications I	40	20	60	4	1	5
	CIT207	Presentation Software	40	20	60	4	1	5
Lower Division General Education 24 Credits	ENG 101	English Composition and Reading I	40	0	40	4	0	4
	ENG 201	English Composition and Reading II	50	0	50	5	0	5
	MAT 101	College Algebra	50	0	50	5	0	5
	PHS 101	Introduction to Physical Science	50	0	50	5	0	5
	SOC 101	Introduction to Sociology	50	0	50	5	0	5
Total Undergraduate			**800**	**200**	**1000**	**80**	**10**	**90**

Bachelor of Business Administration

Upper Division Coursework

Upper Division Technical Courses 69 Credits	BUS310	Introduction to Management Information Systems	40	0	40	4	0	4
	BUS320	Foundations of Marketing	40	0	40	4	0	4
	BUS330	Accounting Information Systems	40	20	60	4	1	5
	BUS340	Managerial Business Finance	40	0	40	4	0	4
	BUS350	Principles of Accounting	40	0	40	4	0	4

	BUS400	Economics for Managers	50	0	50	5	0	5
	BUS410	Individual Taxation	40	0	40	4	0	4
	BUS420	Advanced Business Law	50	0	50	5	0	5
	MGT310	Principles of Management	40	0	40	4	0	4
	MGT320	Operations Management	40	0	40	4	0	4
	MGT330	Management Ethics and Responsibilities	40	0	40	4	0	4
	MGT340	Human Resource Management	40	0	40	4	0	4
	MGT410	Customer Service Management	40	0	40	4	0	4
	MGT420	Strategic Management	40	0	40	4	0	4
	MGT430	International Management	40	0	40	4	0	4
	CAP499	Bachelor Capstone Course	20	80	100	2	4	6
General Education 21 Credits	BIO 301	Life Science	50	0	50	5	0	5
	COM 301	Speech Communications	50	0	50	5	0	5
	ANTH 401	Human Variation	50	20	70	5	1	6
	PSY 401	Organizational Behavior	50	0	50	5	0	5
Total Upper Graduate			840	120	960	85	5	90
		PROGRAM TOTAL	**1640**	**320**	**1960**	**164**	**16**	**180**

The Bachelor of Business Administration Degree will be awarded upon completion of the requirements as described in the catalog.

QUARTER CREDIT HOURS:

* 1 quarter credit is 10 lecture hours. Students are required to complete 2 hours of homework for every one hour of lecture instruction.

** Lab: Hands-on Training is included in the clock hours lecture.

Note: Courses with a prerequisite are listed in the course description and on the syllabus.

Course Descriptions

Lower Division Occupational, Technical and Other Courses

BUS101: Introduction to Business

This course is an introduction to business administration and management, marketing, finance, human resources, and economics in the American marketplace. Aspects of business, including the relationship of business to the social, economic, and political worlds will be covered. The history of the American economy, and a comparison of the free enterprise system to other economic systems, will be discussed. Considers scope, function and organization of business, including principles and practices, with an integrated global perspective.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

BUS201: Business Mathematics

This course is designed for all business students and provides students with basic skills and understanding of mathematics including practices and the use of common formulas. Also, this course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems. A review of basic math functions is provided with emphasis on practical mathematical problems. The course will familiarize students with basic math theory emphasizing those components making up a business accounting formula. Basic equations and techniques will be covered while Proficiency is developed in performing business mathematical operations using computer.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

BUS202: Management Communications

This course presents the principles of communication within an organization, both verbal and written. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report as well as how to effectively communicate across all levels of an organization.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

CIT101: Windows I

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Designed for new computer users, this course will teach students how to organize files and applications, customize their desktop, and create shortcuts to their favorite websites. Special exercises cover everything from Office Basics to using online help and troubleshooting wizards. Students will learn to create and organize folders, locate documents and programs, create special shortcuts with Windows Explorer, and find utilities.

Prerequisite: None
20 Hours Lecture
20 Hours Lab
3.0 Quarter Credits

CIT102: Windows II

Students will learn to create and organize folders; locate documents and programs; create special shortcuts with Windows Explorer and find utilities. This course introduces you to Windows advanced features and tools. Learn to use backup and recovery, use cloud storage, use file defragmentation tools. The class concludes with a demonstration of Windows installation, upgrade, and configuration techniques.

Prerequisite: C101 must be taken before C102
20 Hours Lecture
20 Hours Lab
3.0 Quarter Credits

CIT103: Word Processing I

This course provides a thorough introduction to Word and builds basic skills needed to create, modify and print letters and document, reports, production of boilerplates and integration of mailing lists and form letters. This course provides an in-depth look at Microsoft Word for Windows.

Prerequisite: None
60 Hours Lecture
20 Hours Lab
7.0 Quarter Credits

CIT104: Word Processing II

This course builds upon the skills learned in C202. In this course, students successfully create and work with templates; open, navigate, and modify a document; create documents that incorporate columns of varying sizes and styles; organize document content using tables; and create a mail merge project and review documents using the Review Ribbon. This course provides further in-depth look at Microsoft Word for Windows.

Prerequisite: C201 must be taken before C202
60 Hours Lecture
20 Hours Lab
7.0 Quarter Credits

CIT105: Electronic Spreadsheets I

In this course, students learn the fundamental skills required to create and use Excel spreadsheets. This course teaches students how to start Excel, create and print worksheets, get on-line help, and create simple charts.

Prerequisite: None
60 Hours Lecture
20 Hours Lab
7.0 Quarter Credits

CIT106: Electronic Spreadsheets II

This course builds upon the skills learned in C301. In this course, students will apply, create, and modify various types of charts. Students will create PivotTables and work with formulas. Finally, students will format tables to enhance the appearance of data.

Prerequisite: C301 must be taken before C302
60 Hours Lecture
20 Hours Lab
7.0 Quarter Credits

CIT201: Computerized Accounting I

This course starts with an introduction to basic accounting terms and concepts and walks students through the QuickBooks set-up process. Use the leading small business accounting package to organize records, prepare financial reports, handle payroll, and automatically figure federal and state taxes, as well as withholding and employer contributions. Throughout, attention is devoted to creating easy-to-read statements, including profit and loss, balance sheets, accounts receivable, accounts payable, budget, payroll, and project reports, as well as graphs that give students a quick snapshot of overall business.

Prerequisite: None
40 Hours Lecture
20 Hours Lab
5.0 Quarter Credits

CIT202: Computerized Accounting II

Use the leading small business accounting package to organize records, prepare financial reports, handle payroll and automatically calculate federal and state taxes as well as withholding and employer contributions. Throughout, attention is devoted to creating easy-to-read statements including profit and loss, balance sheets, accounts receivable, accounts payable, budget, payroll and project reports as well as graphs which give the students a quick snapshot of overall business.

Prerequisite: CIT201 must be taken before CIT202.
40 Hours Lecture
20 Hours Lab
5.0 Quarter Credits

CIT203: Database Applications I

Students will learn the basic skills necessary to begin creating and working with databases. This structured course will enable students to create tables, queries, forms, reports and databases. A database is a tool for collecting and organizing information. For example, as a database, a phone book organizes a large amount of data—names, addresses, and phone numbers—so you can access it by name in alphabetic order. Even a grocery list is a simple type of database. A computerized database management system (DBMS), such as Microsoft Office Access, enables you to easily collect large volumes of data organized into categories of related information. This type of database allows you to store, organize, and manage your data, no matter how complex it is, and then retrieve and present it in various formats and reports. Organizing data by using a DBMS gives you the power to manipulate, view and report the data in ways that other applications like spreadsheets and word processing documents cannot. For example, a spreadsheet application like Microsoft Excel has its own unique purpose to store, analyze and report data using tools unique to it; however, Access is the better choice to perform various management functions on data such as asking it complex questions and creating structures to input and report it using standardized business structures which you'll learn throughout this course.

40 Hours Lecture
20 Hours Lab
5.0 Quarter Credits

CIT207: Presentation Software

Learn how to create eye-catching graphs, charts, and illustrations for both printed documents and slideshows. As the graphics module of the award-winning Microsoft Office Suite, PowerPoint has rapidly gained recognition for its ease of use and ease of integration with other Office applications. PowerPoint is a package for creating presentations for meetings, seminars, sales, and classrooms. It encompasses charts, text, graphics, and animation to achieve slides for the screen, paper handouts, transparencies, or presenting pictures.

Prerequisite: None
40 Hours Lecture
20 Hours Lab
5.0 Quarter Credits

Lower Division General Education

ENG 101: English Composition and Reading I

This course emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research on topics that are both diverse and relevant to students today. Readings, discussions, and writing assignments will encourage critical thinking and an in-depth analysis of texts. Through the completion of this course, students will write a minimum of 10,000 words. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress. Overall, this course aims to impart college-level critical reading, academic writing, and research skills to its students.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

ENG 201: English Composition and Reading II

Building on rhetorical skills developed in ENG 101, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Emphasizing critical thinking, this course uses literature to develop reading and writing skills beyond the level achieved in ENG 101. This course presents the principles of expository writing and rhetorical style through coordinated reading and writing assignments. As such, students will practice how to synthesize multiple texts from a variety of sources to present and support a written argument and/or report. Various expository writing techniques, such as argumentation, description, and narration are further discussed. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress.

Prerequisite: GE ENG 101
50 Hours Lecture
5.0 Quarter Credits

MAT 101: College Algebra

The course will familiarize students with basic math theory and basic equations. This in-depth overview of algebra and its uses includes integers, equations, polynomials, the decimal system of numeration, four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device, factoring, geometric figures, and measurements. In addition to the basic operations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. Emphasis is placed on applications to real world problems.

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

PHS 101: Introduction to Physical Science

This program is designed for the student who is interested in a more conceptual and less mathematical approach to physics. It is a survey course introducing the topics of mechanics, heat, sound, electricity & magnetism, light and modern physics. The emphasis will be on developing conceptual understanding of the laws of nature through lectures, demonstrations, and class discussions. Covered are the fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. Describe the basic concepts of electromagnetic and radioactive radiation.

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

SOC 101: Introduction to Sociology

An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. The purpose of this course is to provide students with a broad understanding of sociology's basic concepts, theories, and methods of inquiry. The routine course of instruction employs varied pedagogical strategies to accomplish the foregoing, e.g., written assignments, oral presentations, group activities, lecture, discussion, and outside research.

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

Upper Division Occupational and Technical Courses

BUS310: Introduction to Management Information Systems

In this course, students learn how to use information technology to help ensure the success of their organization. Students become informed users; that is, persons knowledgeable about information systems and information technology. The focus is not merely placed on learning the concepts of information technology, but rather on applying those concepts to facilitate business processes. The course concentrates on placing information systems in the context of business, so that students will more-readily grasp the concepts while on the job.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

BUS320: Foundations of Marketing

This course focuses on various marketing strategies for small and large businesses. Students will learn principles and theories behind and common marketing practices. Topics also include identifying consumers, ethical marketing practices, and branding. Students will create and present a marketing plan at the end of the course.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

BUS330: Accounting Information Systems

This course employs a conceptual framework to emphasize the professional and legal responsibilities of accountants, auditors, and managers for the design, operation, and control of AIS applications. The conceptual framework differentiates AIS applications that are legally subject to specific internal control standards from those that are not.

The modern accountant is likely to encounter multiple generations of accounting systems at various points on the technology continuum. These include small business systems, which employ low-level technology and manual procedures, at one and of the continuum and advanced technology systems, which automate most or all of their processes, at the other end. This course takes an evolutionary approach in dealing with this technology diversity. It begins with a conceptual model of a system and focuses on system objectives, key tasks, and inherent risks. It then presents physical examples of the same system under different technology assumptions. This approach provides students with insight into the impact of technology on the physical operations of a particular system as well the changes in risks and control required to reduce the risks. Topics include the set up and posting of accounts, double entry accounting techniques, applying debits and credits to journals, posting from journals to ledgers and preparing a trial balance. In addition, student will learn to make adjusting entries, correct typical errors, close the accounts of a business and prepare preliminary financial statements.

Prerequisite: None
40 Hours Lecture
20 Hours Lab
5.0 Quarter Credits

BUS340: Managerial Business Finance

This course presents information that is essential for the financial administration of a business. Topics include capital budgeting, cost of capital, cash budgeting, working capital management, and long-term sources of funds. Students will also be challenged with case-studies that require critical evaluation of issues involved in financial decision making. The elements incorporated in Generally Accepted Accounting Principles (GAAP) are also highlighted in this course.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

BUS350: Principles of Accounting

This course is designed to introduce the fundamentals of accounting theory and practice to non-accounting majors. This course includes topics such as journalizing transactions, adjusting entries, closing entries, and completion of financial statements. The course also highlights the importance of ethics, integrity, and objectivity when calculating and presenting the financial information of a company.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

BUS400: Economics for Managers

This course teaches how to use the applications of basic economic principles to situations in business, microeconomic principles for managers as well as in various professions. The last 25 years have witnessed an unprecedented increase in competition in both national and world markets. In this competitive environment, managers must make increasingly complex business decisions that will determine whether the firm will prosper or even survive. Today, economic analysis is more important than ever as a tool for decision making.

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

BUS410: Individual Taxation

This course provides an overview of the concepts related to federal income taxation and fundamentals of federal income taxation pertaining to individuals. Topics include income, deductions, credits, property transactions, and the impact of taxes on business and investment decisions. Students will learn the history and objectives of taxation, along with the treatment of various types of entities, types of income, types of deductions and types of credits.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

BUS420: Advanced Business Law

This course studies function of the law including the legal environment of business. It includes an advanced review of the legal and regulatory environment of business emphasizing the American legal system, dispute resolution, contracts, sales, torts, white-collar crimes, and related legal/ethical issues. By the conclusion of this course, students will have the vocabulary and legal acumen necessary for interact with businesspeople, their customers, employees, suppliers, government officials and to their own lawyers, on legal topics. Finally, this course reviews topics of interest to business executives and entrepreneurs, including contracts, agency, partnerships, corporations, and other principles that relate to business transactions.

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

MGT310: Principles of Management

This course provides an overview and understanding of traditional management and its philosophy and role in society. Students will learn about models for analysis and control of the management function in a company or other organization. The course covers basic concepts, often illustrated by examples from established, large companies.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

MGT320: Operations Management

The Operations Management course is designed as an introduction to the field of operations management. Students develop critical skills and master material relating to the fundamental role played by operations in the competitive performance of an organization. Among the critical skills and areas of mastery, students develop are process analysis, process design, process improvement, supply chain management, capacity planning & control, inventory management, quality planning, quality control, strategic improvement techniques and risk management. The topics covered include both strategic issues and practical applications. Among the topics are forecasting, product and service design, capacity planning, management of quality and quality control, inventory management, scheduling, supply chain management, and project management. This course includes a clear presentation of the concepts, tools, and applications of the field of operations management. Operations management is evolving and growing.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

MGT330: Management Ethics and Responsibilities

This course examines principles of social responsibility, ethics, law, and stakeholder theory as they apply to organizations domestically and abroad. Coverage includes business ethics; individual versus societal interests; labor and employment issues; consumer protection; discrimination and diversity; the natural environment; politics, public policy, and government regulation of business. Upon course completion student are equipped to make ethic decisions in the context of business and society.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

MGT340: Human Resources Management

This course focuses on helping students develop human resources management skills used by business managers in day-to-day operations. Students will learn prevailing regulations that govern human resource management. Strategies for effective on-boarding, performance evaluation, management, and developing staff are also addressed.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

MGT410: Customer Service Management

In this course, students learn how to meet and exceed their customer's expectations. Students will review customer service philosophy and techniques. Services marketing, quality issues, service design and delivery, customer interaction systems, complaint handling and service recovery, customer relationships, loyalty management, and operations are all addressed. Students will also develop a crisis communication plan.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

MGT420: Strategic Management

The course presents the strategy frameworks and concepts through the analysis of concrete business situations in recent cases, practical exercises, and readings from academic journals and business press. The objective of this course is to push students to think strategically in different situations. It will provide an opportunity to develop critical skills for strategic analysis and thinking, teamwork, and cross-functional integration abilities. It will discuss theories and concepts that will help students to identify weaknesses and threats firms will face, appreciate the strengths of the firm, and anticipate opportunities in the external environment. Students will be able to develop corporate and business plans, and the implementation of organizational change through appropriate structures, systems and people management techniques. Topics include industry analysis, global competitiveness, international management, strategies for adjusting to the social, political, and economic environment, approaches for developing and implementing strategic plans in organizations, managerial values and ethics, and social issues in business.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

MGT430: International Management

This course explains what international business is, and outlines the foundations of international business (actions, actors, and systems) and the international business environment. Also, students will learn the distinction between a global and regional strategy, present core global strategy frameworks, and explain key perspectives and layers of global strategy.

This course covers the impact of different cultures and political/economic systems on assumptions, expectations, and organizational practices relevant to conducting business in different national settings. Understanding of the challenges of cross-national management and resources, students will learn how to work and conduct business outside the United States.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

CAP499: Bachelor Capstone Course

In this capstone course, students integrate an overall management viewpoint and specialized functions including Marketing, Finance, Accounting, Leadership, and Operations Management to solve a business challenge. The Bachelor Capstone will provide students with the opportunity to apply their degree program knowledge to test the feasibility of a new career, product, service, or venture. In this course, students will develop a comprehensive plan, a start-up non-profit or for-profit business plan, or a company proposal. Students will choose the individual track they want to pursue and will be guided through the steps to produce a plan that will open doors in their future career.

The purpose of this class is to reflect upon learning experiences, demonstrate ability to organize thoughts, ideas and materials for written proposals, receive and offer support to fellow students, accept and handle criticism and gain greater self-awareness of one's preparation and readiness for work using a project management skill set.

Prerequisite: All other BBA coursework
20 Hours Lecture
80 Hours Lab
6.0 Quarter Credits

Upper Division General Education

BIO 301: Life Science

In this course, students will gain a foundation and understanding of the scientific method and how it is used to solve problems. Topics including elements, molecular bonds, cell biology, metabolism, molecular genetics, evolution, biological diversity, and Mendelian genetics are discussed. By the end of the course, students will have an appreciation for the symbiotic interactions that impact living organisms including humans.

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

COM 301: Speech Communications

In this course, students will learn and practice the fundamentals of speaking in front of a group of people in an organized, deliberate manner in a variety of speaking forums. Students will review the theories and principles of human communication and public discourse. Students will research, compose, present and evaluate various types of speeches including using informative and persuasive communication. Through class discussions, written assignments, communication exercises, and oral presentations, students learn the essential elements of public speaking and how public speaking is essential in personal and professional contexts.

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

ANTH 401 Human Variation

Evaluation of cultural and environmental influences upon composition and distribution of human populations; consideration of the genetic basis for human variation and biological validity of race concept are the topics contained in this course.

Students will explore issues of diversity and justice through examination of popularized accounts of scientific research into human difference. During the lab portion of the course, students will partake in social exercises related to the course topics. Activities such as I.Q. testing and identifying groupthink and biases are included.

Prerequisite: None
50 Hours Lecture
20 Hours Lab
6.0 Quarter Credits

PSY 401: Organizational Behavior

In this course, students are exposed to behavior theories and applications in management. Topics include workplace motivation, attitudes, organizational culture, leadership, decision making, and management of change. Students will learn to detect and solve organizational challenges. In addition, students will become familiar with models used to classify individual behavior so they can use this information to help employees succeed in their positions.

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

Computer Information Department

Academic Associate's in Computer Business Applications

Program Description and Objectives

Learnet meets the educational and professional needs of our diverse student body in a supportive, caring environment that provides the technical skills and knowledge necessary for employment advancement in today's job market. The Academic Associate's in Computer Business Applications program covers a broad spectrum of computer applications such as computer concepts with business applications, Word, Excel, Computerized Accounting, Database Applications, PowerPoint, Internet and Outlook. Students will learn to handle accounting functions and to create documents, reports, spreadsheets, presentations and handle accounting functions. The program also includes courses in business to provide students with an introduction into the field of business, business mathematics, and management communications. The program is designed to develop the student into a versatile and proficient entry-level computerized office operator. This major is filled with a variety of applications and experiences that will lay the foundation for a fulfilling academic and professional career. The Academic Associate's in Computer Business Applications will be awarded upon completion of the requirements for the diploma, plus completion of the graduation requirements as described in the catalog. Courses are offered both on campus and online.

Program Learning Outcomes

Upon successful completion of the Computer Business Applications program, the student should be able to do the following:

- Describe the concepts and operations of the main components of Microsoft Office: Word, Excel, Access, PowerPoint, etc.
- Choose the appropriate application package and apply these Office applications to a range of business and personal problems both standalone and integrated with each other
- Demonstrate written and oral communication skills to logically and persuasively support points of view or findings and express solutions to business needs
- Apply critical thinking skills for computer-based access, analysis, and presentation of information
- Demonstrate ability to work as part of a team in designing and implementing a computerized solution to a problem

Academic Associate Degree

Upon successful completion of the program, an Academic Associate Degree will be issued to the student.

Methods of Instruction

The on campus method of instruction include classroom instruction, and homework. Online courses utilize an LMS and include instruction, threaded group discussions, exams and homework. Instruction will consist of lectures and/or activities that both disseminate information and pose problems; group and panel discussions; discussion which emphasize the ability to think critically; guest lecturers; and instruction media: films/video/slides/graphic displays. Students may also be assigned reading, writing, and other outside assignments equivalent to two hours per one hour lecture. Class instruction will be based on the assumption that the student has done the reading assignments before class. Classwork will include use of computers to do a number of projects related to various software programs. Homework will include reading and writing assignments, problem sets, projects and presentations.

Program Outline

Academic Associate's in Computer Business Applications ***$13,600***						
Topic	**Course #**	**Titles**	**Clock Hours Lecture/Lab****	**Total Clock Hours**	**Credits Lecture/Lab**	***Total Credits**
Business	BUS101	Introduction to Business	40	40	4	4
	BUS201	Business Mathematics	40	40	4	4
	BUS202	Management Communications	40	40	4	4
Computer Concepts with Business Applications	CIT101	Windows I	20/20	40	2/1	3
	CIT102	Windows II	20/20	40	2/1	3
Word Processing	CIT103	Word Processing I	60/20	80	6/1	7
	CIT104	Word Processing II	60/20	80	6/1	7
Electronic Spreadsheets	CIT105	Electronic Spreadsheets I	60/20	80	6/1	7
	CIT106	Electronic Spreadsheets II	60/20	80	6/1	7
Accounting	CIT201	Computerized Accounting I	40/20	60	4/1	5
	CIT202	Computerized Accounting II	40/20	60	4/1	5
Database Management	CIT203	Database Applications I	40/20	60	4/1	5
Communications	CIT207	Presentation Software	40/20	60	4/1	5
General Education	ENG 101	English Composition and Reading I	40	40	4	4
	ENG 201	English Composition and Reading II	50	50	5	5
	MAT 101	College Algebra	50	50	5	5
	PHS 101	Introduction to Physical Science	50	50	5	5
	SOC 101	Introduction to Sociology	50	50	5	5
		Totals	**800/200**	**1000**	**80/10**	**90**

The Academic Associate Degree in Computer Business Applications will be awarded upon completion of the requirements for the diploma, plus completion of the graduation requirements as described in the catalog.

QUARTER CREDIT HOURS:

* 1 quarter credit is 10 lecture hours. Students are required to complete 2 hours of homework for every one hour of lecture instruction.
** Hands-on Training is included in the clock hours lecture for computer courses.

Note: Courses with a prerequisite are listed in the course description and on the syllabus.

General Education Requirements

Every student who graduates from Learnet with an A.A. is unique—almost no two take exactly the same courses. But to be educated is to possess some values in common, some shared competencies and modes of thought. Thus, all graduates meet a 24 quarter units of general education requirement that gives them broad exposure to ideas and skills outside their own areas of special interest.

All students entering an Academic Associate Degree program must complete 24 quarter units of college general education subjects including:

1. English Composition, 9 quarter units
2. Mathematics, 5 quarter units (either Algebra or Geometry)
3. Science, 5 quarter units (life science or physical science)
4. Social Studies, 5 quarter units

Major Requirements

Quarter #	Course #	Title	Quarter Credit
Technical Courses 66 Credits	BUS101	Introduction to Business	4
	BUS201	Business Mathematics	4
	BUS202	Management Communications	4
	CIT101	Windows I	3
	CIT102	Windows II	3
	CIT103	Word Processing I	7
	CIT104	Word Processing II	7
	CIT105	Electronic Spreadsheets I	7
	CIT106	Electronic Spreadsheets II	7
	CIT201	Computerized Accounting I	5
	CIT202	Computerized Accounting II	5
	CIT203	Database Applications I	5
	CIT207	Presentation Software	5
General Education 24 Credits	ENG 101	English Composition and Reading I	4
	ENG 201	English Composition and Reading II	5
	MAT 101	College Algebra	5
	PHS 101	Introduction to Physical Science	5
	SOC 101	Introduction to Sociology	5
		TOTAL	**90**

Course Descriptions

BUS101: Introduction to Business

This course is an introduction to business administration and management, marketing, finance, human resources, and economics in the American marketplace. Aspects of business, including the relationship of business to the social, economic, and political worlds will be covered. The history of the American economy, and a comparison of the free enterprise system to other economic systems, will be discussed. Considers scope, function and organization of business, including principles and practices, with an integrated global perspective. Upon successful completion of the course, students should be able to:

- Identify various challenges in the business environment (socially, legally, economically)
- Compare the legal forms of business ownership and organizational structures in business and explain the impact of ethical practices in business
- Identify the various functions of management and human resources in business
- Discuss the state of American business and its relationship with international trade
- Evaluate the importance of computer knowledge in business success
- Discuss the characteristics of the franchising industry and describe the principles of short range and long range financial planning
- Compare the importance of purchasing and production and the impact it has on the success of an organization

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

BUS201: Business Mathematics

This course is designed for all business students and provides students with basic skills and understanding of mathematics including practices and the use of common formulas. Also, this course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems. A review of basic math functions is provided with emphasis on practical mathematical problems. The course will familiarize students with basic math theory emphasizing those components making up a business accounting formula. Basic equations and techniques will be covered while Proficiency is developed in performing business mathematical operations using computer. Upon successful completion of the course, students should be able to:

- Practice mathematical problems associated with small and large businesses
- Formulate and calculate payroll
- Compare buying and selling discounts for a bigger profit
- Demonstrate ability to work with whole numbers, decimals, fractions, and percentages
- Apply mathematic functions with various bank services
- Practice simple interest and compound interest formulas in business calculations

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

BUS202: Management Communications

This course presents the principles of communication within an organization, both verbal and written. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report as well as how to effectively communicate across all levels of an organization. Upon successful completion of the course, students should be able to:

- Discuss the importance of various management communication strategies in the business environment and its effects
- Evaluate and provide feedback using verbal and written skills
- Produce argumentative, descriptive, and narrative texts relevant to business
- Recognize the effects of non-verbal communication
- Develop skills to communicate strategically in an organization
- Adapt visual aids in presentations for effective communication
- Write and edit texts understanding basic use of citations in written texts

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

CIT101: Windows I

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Designed for new computer users, this course will teach students how to organize files and applications, customize their desktop, and create shortcuts to their favorite websites. Special exercises cover everything from Office Basics to using online help and troubleshooting wizards. Students will learn to create and organize folders, locate documents and programs, create special shortcuts with Windows Explorer, and find utilities. Topics include:

- Windows Desktop, Taskbar, Control Panel and Windows Explorer
- Start and Programs Favorite menus
- Improving speed and efficiency, shortcuts and file management
- Windows Help and Troubleshooter and help and find features
- Special device and hardware capabilities
- File and disk management techniques and Recycle Bin
- Find and Quick View utilities

Prerequisite: None
20 Hours Lecture
20 Hours Lab
3.0 Quarter Credits

CIT102: Windows II

Students will learn to create and organize folders; locate documents and programs; create special shortcuts with Windows Explorer and find utilities. This course introduces you to Windows advanced features and tools. Learn to use backup and recovery, format a disk, use Disk Scan and file defragmentation tools. The class concludes with a demonstration of Windows installation, upgrade, and configuration techniques. Topics include:

- Improving speed and efficiency
- Shortcuts and file management
- Windows Help and Troubleshooter and help and find features
- Special device and hardware capabilities
- File and disk management techniques and Recycle Bin
- Find and Quick View utilities
- Windows installation and upgrade

Prerequisite: CIT101 must be taken before CIT102
20 Hours Lecture
20 Hours Lab
3.0 Quarter Credits

CIT103: Word Processing I

This course provides a thorough introduction to Word and builds basic skills needed to create, modify and print letters and document, reports, production of boilerplates and integration of mailing lists and form letters. This course provides an in-depth look at Microsoft Word for Windows. Topics include:

- Creating and Saving documents
- Moving and Copying text
- Changing the appearance of text (formatting)
- Headers and Footers
- Printing Documents
- Creating and Using Templates
- Sorting paragraphs and Tabular information

Prerequisite: None
60 Hours Lecture
20 Hours Lab
7.0 Quarter Credits

CIT104: Word Processing II

This course teaches you how successfully create and work with templates; open, navigate, and modify a document; create documents that incorporate columns of varying sizes and styles; organize document content using tables; and create a mail merge project and review documents using the Review Ribbon. This course provides further in-depth look at Microsoft Word for Windows. Topics include:

- Inserting graphics, charts and special characters
- Creating and Editing columns
- Merging documents
- Connecting with other Office 2000 programs
- Using master documents for a group project
- Creating on-line documents

Prerequisite: CIT103 must be taken before CIT104
60 Hours Lecture
20 Hours Lab
7.0 Quarter Credits

CIT105: Electronic Spreadsheets I

Learn the fundamental skills required to create and use Excel spreadsheets. This course teaches you how to start Excel, create and print worksheets, get on-line help, and create simple charts. Topics include:

- Basic concepts and terminology
- Excel menus and dialog boxes
- Creating and modifying worksheets
- Copying, deleting, and moving cells
- Defining and replicating formulas
- Formatting worksheets
- Printing worksheets

Prerequisite: None
60 Hours Lecture
20 Hours Lab
7.0 Quarter Credits

CIT106: Electronic Spreadsheets II

Learn the fundamental skills required to create and use Excel spreadsheets and successfully use tables and table tools in a worksheet. This course teaches you how to apply, create, and modify various types of charts, and learned to create a table and format the table as well as work with PivotTable and PivotChart to enhance the appearance of data. Topics include:

- Creating simple chart
- Creating a custom toolbar
- Styles
- Using the IF and VLOOKUP functions
- Creating and working with pivot tables
- Outlining and consolidating works
- Using the Goal Seek, Solver and Scenario
- Displaying and protecting worksheets

Prerequisite: CIT105 must be taken before CIT106
60 Hours Lecture
20 Hours Lab
7.0 Quarter Credits

CIT201: Computerized Accounting I

This course starts with an introduction to basic accounting terms and concepts and walks students through the QuickBooks set-up process. Use the leading small business accounting package to organize records, prepare financial reports, handle payroll, and automatically figure federal and state taxes, as well as withholding and employer contributions. Throughout, attention is devoted to creating easy-to-read statements, including profit and loss, balance sheets, accounts receivable, accounts payable, budget, payroll, and project reports, as well as graphs that give students a quick snapshot of overall business. Topics include:

- Principles of Accounting
- Account Types, Asset, Liability, Owner's Equity
- Accounting Records
- Invoices and Purchase Orders
- Bills and Estimates
- Financial Statements
- Cash Flow Statements

Prerequisite: None
40 Hours Lecture
20 Hours Lab
5.0 Quarter Credits

CIT202: Computerized Accounting II

Use the leading small business accounting package to organize records, prepare financial reports, handle payroll and automatically calculate federal and state taxes as well as withholding and employer contributions. Throughout, attention is devoted to creating easy-to-read statements including profit and loss, balance sheets, accounts receivable, accounts payable, budget, payroll and project reports as well as graphs which give the students a quick snapshot of overall business. Upon successful completion of the course, students should be able to:

- Demonstrate how to prepare sales tax
- Demonstrate how to prepare payroll tax reports
- Formulate and estimate quarterly income tax payments
- Demonstrate how to prepare employee (W-2), non-employee (W-3) 1099, and 940 tax forms
- Discuss the various calculations involved in utilizing the computer in calculations needed in business

Prerequisite: CIT201 must be taken before CIT202
40 Hours Lecture
20 Hours Lab
5.0 Quarter Credits

CIT203: Database Applications I

Students will learn the basic skills necessary to begin creating and working with databases. This structured course will enable students to create tables, queries, forms, reports and databases. A database is a tool for collecting and organizing information. For example, as a database, a phone book organizes a large amount of data—names, addresses, and phone numbers—so you can access it by name in alphabetic order. Even a grocery list is a simple type of database. A computerized database management system (DBMS), such as Microsoft Office Access, enables you to easily collect large volumes of data organized into categories of related information. This type of database allows you to store, organize, and manage your data, no matter how complex it is, and then retrieve and present it in various formats and reports. Organizing data by using a DBMS gives you the power to manipulate, view and report the data in ways that other applications like spreadsheets and word processing documents cannot. For example, a spreadsheet application like Microsoft Excel has its own unique purpose to store, analyze and report data using tools unique to it; however, Access is the better choice to perform various management functions on data such as asking it complex questions and creating structures to input and report it using standardized business structures which you'll learn throughout this course. Topics include:

- Explain database concepts and terminology
- Create and design data tables
- Demonstrate how to modify data tables
- Create calculated fields
- Describe how to view data from more than one field

40 Hours Lecture
20 Hours Lab
5.0 Quarter Credits

CIT207: Presentation Software

Learn how to create eye-catching graphs, charts, and illustrations for both printed documents and slideshows. As the graphics module of the award-winning Microsoft Office Suite, PowerPoint has rapidly gained recognition for its ease of use and ease of integration with other Office applications. PowerPoint is a package for creating presentations for meetings, seminars, sales, and classrooms. It encompasses charts, text, graphics, and animation to achieve slides for the screen, paper handouts, transparencies, or presenting pictures. Topics include:

- PowerPoint Presentations and Multimedia Presentations
- Presentation Outlines and Slides
- Headers, Footers, and Speaker Notes
- Inserting and Formatting Pictures and ClipArt
- Alignment and Slide Transitions
- Styles, Artistic Effects, WordArt , Smart Art, Tables and Charts
- Theme, Background, and Animations

Prerequisite: None
40 Hours Lecture
20 Hours Lab
5.0 Quarter Credits

ENG 101: English Composition and Reading I

The English Composition course emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research on topics that are both diverse and relevant to students today. Readings, discussions, and writing assignments will encourage critical thinking and an in-depth analysis of texts. Through the completion of this course, students will write a minimum of 10,000 words. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress. Overall, this course aims to impart college-level critical reading, academic writing, and research skills to its students. Topics include:

- Critical reading and thinking skills, including analysis of non-fiction texts, generation and synthesis of ideas, and basic elements of argumentation (claims, evidence, reasoning);
- Advanced essay writing, to include instruction/practice in effective strategies for introductions, conclusions, transitions, and topic sentences
- Logically sound thesis statements and the development of supporting ideas that consistently pursue the line of reasoning suggested by the thesis
- Effective use of textual evidence to support ideas, including methods of integrating textual evidence, e.g. quoting and paraphrasing effectively and correctly; sophisticated use of transitional and organizational patterns; and effective strategies for enhancing stylistic fluency;
- Research writing, to include instruction/practice in topic generation; location and evaluation of sources, including electronic resources
- Fair and appropriate use of sources (avoiding plagiarism); synthesis and integration of sources; MLA documentation including parenthetical citations and works cited.
- Writing Conferences: 18 hours of individualized writing assignments/practice in the class with one-on-one conferences with the instructor.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

ENG 201: English Composition and Reading II

Building on rhetorical skills developed in ENG 101, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Emphasizing critical thinking, this course uses literature to develop reading and writing skills beyond the level achieved in ENG 101. This course presents the principles of expository writing and rhetorical style through coordinated reading and writing assignments. As such, students will practice how to synthesize multiple texts from a variety of sources to present and support a written argument and/or report. Various expository writing techniques, such as argumentation, description, and narration are further discussed. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress. Topics include:

- Evaluation of the validity of premises and conclusions; terms, structure, and components of formal argument and reasoning (such as inductive/deductive)
- Formal and informal fallacies of thought, identification of premises and the conclusions drawn from these premises, identification of various types of evidence, and the evaluation of the validity of the use of evidence in a piece of writing or other persuasive rhetoric.
- Basic concepts for and terminology of literary analysis and distinctive features and differences between individual literary genres, which must include
    1. Poetry
    2. Prose fiction
    3. Drama

    Non-fiction prose (sophisticated texts, commonly associated with great works of literature and/or great ideas and often included in many literary anthologies) can also be included.
- How to employ patterns of thought that develop and substantiate an argument about or an interpretation of literary works (e.g., use comparison/ contrast to persuade, not simply to observe, inductive/deductive patterns of reasoning in forming judgments)
- How to clearly define crucial terms in order to clarify the issues at stake in an interpretation of or an argument about literary works; how to select, to effectively integrate, and to cite textual evidence from literary and outside sources to support premises
- How to discuss such evidence by providing a warrant for a premise—e.g., the quotation alone does not constitute evidence; the reasoning that follows is what makes it evidence; how to incorporate and to respond to arguments in literary analysis and interpretation in presenting one's own interpretations
- How to test alternative hypotheses or explanations and to consider alternative sources of evidence or points of view in presenting interpretations of or arguments about literary works
- Writing Conferences: 18 hours of individualized writing assignments/practice in the class with one-on-one conferences with the instructor.

Prerequisite: GE ENG 101
50 Hours Lecture
5.0 Quarter Credits

MAT 101: College Algebra

The course will familiarize students with basic math theory and basic equations with a particular emphasis on the components that make up business accounting formulas. This in-depth overview of algebra and its uses includes integers, equations, polynomials, the decimal system of numeration, four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device, factoring, geometric figures, and measurements. In addition to the basic operations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. Emphasis is placed on applications to real world problems. Topics include:

- Arithmetic and Pre-algebra Refresher
- Properties of Exponents and Scientific Notation
- Formulas, Applications and Problem Solving
- Linear Equations and Inequalities
- Arithmetic Operations with Polynomial and Rational Expressions and Factoring Polynomials
- Radical Numbers, Radical Equations and Quadratic Equations

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

PHS 101: Introduction to Physical Science

This program is designed for the student who is interested in a more conceptual and less mathematical approach to physics. It is a survey course introducing the topics of mechanics, heat, sound, electricity & magnetism, light and modern physics. The emphasis will be on developing conceptual understanding of the laws of nature through lectures, demonstrations, and class discussions. Covered are the fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. Upon successful completion of the course, student should be able to:

- Apply the scientific method of inquiry, including analysis based on scientific concepts and observation.
- Use and convert physical quantities and measurements in the SI (Systeme Internationale) and USCS (U. S. Customary System) unit systems.
- Describe the history and origins of scientific concepts and principles.
- Solve elementary problems involving motion, force, friction, gravitation, energy, heat, work, power, simple machines, vibrations, waves, sound, electricity, electromagnetism, mechanical and electromagnetic forces and torques, fluid statics, dynamics, buoyancy, mechanical, electrical, thermal, fluid resistances, fluid potential and kinetic energy, power, and fluidal work
- Illustrate basic scientific concepts in areas such as chemistry and select topics in earth science and astronomy.
- Compute results using scalar variables and resolve vectors into components and combine vectors into resultants.
- Describe the basic concepts of electromagnetic and radioactive radiation.

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

SOC 101: Introduction to Sociology

An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. The purpose of this course is to provide students with a broad understanding of sociology's basic concepts, theories, and methods of inquiry. The routine course of instruction employs varied pedagogical strategies to accomplish the foregoing, e.g., written assignments, oral presentations, group activities, lecture, discussion, and outside research. Upon successful completion of the course, students should be able to:

- Identify the basic elements of society and some of the most significant themes in sociology
- Demonstrate a sociological understanding of the economy, politics, religion, education, population growth, urbanization, social movements, and social change
- Identify and describe the various methods of social research used by sociologists
- Identify the causes, character, and consequences of social inequality with special reference to aging, class, gender, race and ethnicity
- Act as an articulate observer of social life and demonstrate a better understanding of social issues in their community and beyond

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

Computer Information Technology Administrator

Program Description and Objectives

The Computer Information Technology Administrator (CITA) program develops the student into a versatile and proficient advanced-level computer office operator. The CITA program is filled with various applications and experiences that will lay the foundation for the rest of the student's academic and professional career with the readiness and confidence to continue and succeed in advanced technology studies in almost every field of study. Completing the CITA program enables students to confidently enter the workforce with proven technical skills in a computer office environment. Students will learn to create documents, reports, spreadsheets, presentations, graphics, and databases: CITA provides up to advanced levels of coursework in computer office applications. Courses are offered on campus and online. Leading occupations are Word Processor, Data Entry Operations, and General Secretarial.

Methods of Instruction

The on campus method of instruction include classroom instruction, and homework. *Online courses utilize an LMS and include instruction, threaded group discussions, exams and homework. Instruction will consist of lectures and/or activities that both disseminate information and pose problems; group and panel discussions; discussion which emphasize the ability to think critically; guest lecturers; and instruction media: films/video/slides/graphic displays. Students may also be assigned reading, writing, and other outside assignments equivalent to two hours per one hour lecture. Class instruction will be based on the assumption that the student has done the reading assignments before class. Classwork will include use of computers to do a number of projects related to various software programs. Homework will include reading and writing assignments, problem sets, projects and presentations.

**Online course does not apply to Veterans; Refer to Veterans Information Bulletin.*

Certificates of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued for a completed program.

Program Outline

Computer Information Technology Administrator

$8,000

Module	Course No.**	Title	Lecture Hours	Faculty Supervised Hands-on Lab	Weeks	**Total Hours*
CIT100 Office Basics	CIT101	Windows I	20	20	2	40
	CIT102	Windows II	20	20	2	40
CIT100 Word Processing	CIT103	Word Processing I	60	20	4	80
	CIT104	Word Processing II	60	20	4	80
CIT100 Electronic Spreadsheets	CIT105	Electronic Spreadsheets I	60	20	4	80
	CIT106	Electronic Spreadsheets II	60	20	4	80
CIT200 Database Management	CIT203	Database Applications I	40	20	3	60
	CIT204	Database Applications II	40	20	3	60
CIT100-200 Communications	CIT107	Internet	20	20	2	40
	CIT108	Outlook	20	20	2	40
	CIT207	Presentation Software	40	20	3	60
CG100 Graphics	CG101	Computer Graphics	40	20	3	60
				Total Program	**36**	**720**

****Students taking the same course for the Computer Business Applications, AA Program, may have a clock-hour credit.**

CLOCK HOURS:

* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s).

For Veterans

There is a registration fee of $10.00 and a processing fee of $140.00.

**Specified hours include break and lunchtime.

Reimbursement to Veterans and Eligible Persons

For information or resolution of specific payment problems, the veteran should call the **DVA** nationwide toll-free number at 1-800-827-1000.

Computer Office User Specialist

Program Description and Objectives

The Computer Office User Specialist program covers a broad spectrum of computer applications. The program is designed to develop the student into a versatile and proficient basic-level computer office operator. The COUS (Computer Office User Specialist) program is filled with various applications and experiences to lay the foundation for the rest of the student's academic and professional career. Students will learn to create documents, reports, spreadsheets, and presentations and handle accounting functions: COUS provides up to introductory computer coursework in computer office applications. Leading occupations are Office Assistant, Computer Operations, and General Secretarial.

Certificates of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued for a completed program.

Program Outline

Computer Office User Specialist ***$4,000***						
Module	**Course No.**	**Title**	**Lecture Hours**	**Faculty Supervised Hands-on Lab**	**Weeks**	**Total Hours***
CIT100 Word Processing	CIT103	Word Processing I	60	20	4	80
CIT100 Electronic Spreadsheets	CIT105	Electronic Spreadsheets I	60	20	4	80
CIT200 Computerized Accounting	CIT201 CIT202	Computerized Accounting I Computerized Accounting II	40	20	3	60
CIT100-200 Communications	CIT107	Internet	20	20	2	40
	CIT108	Outlook	20	20	2	40
	CIT207	Presentation Software	40	20	3	60
				Total Program	**18**	**360**

****Students taking the same course for the Computer Business Applications, AA Program, may have a clock- hour credit.**

CLOCK HOURS:

* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.

Course Descriptions

CIT101: Windows I

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Designed for new computer users, this course will teach students how to organize files and applications, customize their desktop, and create shortcuts to their favorite websites. Special exercises cover everything from Office Basics to using online help and troubleshooting wizards. Students will learn to create and organize folders, locate documents and programs, create special shortcuts with Windows Explorer, and find utilities. Topics include:

- Windows Desktop, Taskbar, Control Panel and Windows Explorer
- Start and Programs Favorite menus
- Improving speed and efficiency, shortcuts and file management
- Windows Help and Troubleshooter and help and find features
- Special device and hardware capabilities
- File and disk management techniques and Recycle Bin
- Find and Quick View utilities

Prerequisite: None

CIT102: Windows II

Students will learn to create and organize folders; locate documents and programs; create special shortcuts with Windows Explorer and find utilities. This course introduces you to Windows advanced features and tools. Learn to use backup and recovery, format a disk, use Disk Scan and file defragmentation tools. The class concludes with a demonstration of Windows installation, upgrade, and configuration techniques. Topics include:

- Improving speed and efficiency
- Shortcuts and file management
- Windows Help and Troubleshooter and help and find features
- Special device and hardware capabilities
- File and disk management techniques and Recycle Bin
- Find and Quick View utilities
- Windows installation and upgrade

Prerequisite: CIT101 must be taken before CIT102

CIT103: Word Processing I

This course provides a thorough introduction to Word and builds basic skills needed to create, modify and print letters and document, reports, production of boilerplates and integration of mailing lists and form letters. This course provides an in-depth look at Microsoft Word for Windows. Topics include:

- Creating and Saving documents
- Moving and Copying text
- Changing the appearance of text (formatting)
- Headers and Footers
- Printing Documents
- Creating and Using Templates
- Sorting paragraphs and Tabular information

Prerequisite: None

CIT104: Word Processing II

This course teaches you how to successfully create and work with templates; open, navigate, and modify a document; create documents that incorporate columns of varying sizes and styles; organize document content using tables; and create a mail merge project and review documents using the Review Ribbon. This course provides further in-depth look at Microsoft Word for Windows. Topics include:

- Inserting graphics, charts and special characters
- Creating and Editing columns
- Merging documents
- Connecting with other Office programs
- Using master documents for a group project
- Creating on-line documents

Prerequisite: CIT103 must be taken before CIT104

CIT105: Electronic Spreadsheets I

Learn the fundamental skills required to create and use Excel spreadsheets. This course teaches you how to start Excel, create and print worksheets, get on-line help, and create simple charts. Topics include:

- Basic concepts and terminology
- Excel menus and dialog boxes
- Creating and modifying worksheets
- Copying, deleting, and moving cells
- Defining and replicating formulas
- Formatting worksheets
- Printing worksheets

Prerequisite: None

CIT106: Electronic Spreadsheets II

Learn the fundamental skills required to create and use Excel spreadsheets and successfully use tables and table tools in a worksheet. This course teaches you how to apply, create, and modify various types of charts, and learned to create a table and format the table as well as work with PivotTable and PivotChart to enhance the appearance of data. Topics include:

- Creating simple chart
- Creating a custom toolbar and styles
- Using the IF and VLOOKUP functions
- Creating and working with pivot tables
- Outlining and consolidating works
- Using the Goal Seek, Solver and Scenario
- Displaying and protecting worksheets

Prerequisite: CIT105 must be taken before CIT106

CIT201: Computerized Accounting I

This course starts with an introduction to basic accounting terms and concepts and walks you through the QuickBooks set-up process. Use the leading small business accounting package to organize records, prepare financial reports, handle payroll, and automatically figure federal and state taxes, as well as withholding and employer contributions. Throughout, attention is devoted to creating easy-to-read statements, including profit and loss, balance sheets, accounts receivable, accounts payable, budget, payroll, and project reports, as well as graphs that give students a quick snapshot of overall business. Topics include:

- Principles of Accounting
- Account Types, Asset, Liability, Owner's Equity
- Accounting Records
- Invoices and Purchase Orders
- Bills and Estimates
- Financial Statements
- Cash Flow Statements

Prerequisite: None

CIT203: Database Applications I

Students will learn the basic skills necessary to begin creating and working with databases. This structured course will enable students to create tables, queries, forms, reports and databases. A database is a tool for collecting and organizing information. For example, as a database, a phone book organizes a large amount of data—names, addresses, and phone numbers—so you can access it by name in alphabetic order. Even a grocery list is a simple type of database. A computerized database management system (DBMS), such as Microsoft Office Access, enables you to easily collect large volumes of data organized into categories of related information. This type of database allows you to store, organize, and manage your data, no matter how complex it is, and then retrieve and present it in various formats and reports. Organizing data by using a DBMS gives you the power to manipulate, view and report the data in ways that other applications like spreadsheets and word processing documents cannot. For example, a spreadsheet application like Microsoft Excel has its own unique purpose to store, analyze and report data using tools unique to it; however, Access is the better choice to perform various management functions on data such as asking it complex questions and creating structures to input and report it using standardized business structures which you'll learn throughout this course. Topics include:

- Explain database concepts and terminology
- Create and design data tables
- Demonstrate how to modify data tables
- Create calculated fields
- Describe how to view data from more than one field

Prerequisite: None

CIT204: Database Applications II

Students will learn the skills necessary to effectively begin creating and working with databases. This structured course will enable students to create tables, queries, forms, reports and databases. A database is a tool for collecting and organizing information. For example, as a database, a phone book organizes a large amount of data—names, addresses, and phone numbers—so you can access it by name in alphabetic order. Even a grocery list is a simple type of database. A computerized database management system (DBMS), such as Microsoft Office Access, enables you to easily collect large volumes of data organized into categories of related information. This type of database allows you to store, organize, and manage your data, no matter how complex it is, and then retrieve and present it in various formats and reports. Organizing data by using a DBMS gives you the power to manipulate, view and report the data in ways that other applications like spreadsheets and word processing documents cannot. For example, a spreadsheet application like Microsoft Excel has its own unique purpose to store, analyze and report data using tools unique to it; however, Access is the better choice to perform various management functions on data such as asking it complex questions and creating structures to input and report it using standardized business structures which you'll learn throughout this course. Upon completion, students will be able to:

- Display Information with Reports
- Effectively use Access queries, generate data forms and summarize group information
- Perform database maintenance procedures including copying from one database to another and compacting a database.
- Find Information in a Database
- Report Layout Types
- Create a Report with the Report Wizard
- Add a Calculated Field to a Report

Prerequisite: CIT203 must be taken before CIT204

CIT107: Internet

The Internet is the fastest growing information, communication, and business source in the world. This course will give students an overview of the Internet, including the history and future of the World Wide Web. The history and future of the World Wide Web. Adding and managing Bookmarks. File Compression. Finding Shareware and Freeware on the Internet. Configuring Internet Explorer Mail, News and messenger services. Using various search engines to collect and extract information. Diagnose and resolve connectivity problems. Develop the appropriate security strategies for using Internet Explorer for various sites. Create and assign various levels of security for security zones. Develop strategies for replacing other Internet browsers. The Internet can connect you to people, information, and resources around the world. This course shows you how to connect to the Internet, browse web pages, navigate web sites, use search engines, and exchange email with others. Students will learn to:

- Add and manage bookmarks
- Compress files
- Find shareware and freeware on the Internet
- Configure Internet Explorer Mail, News, and various messenger services
- Use various search engines to collect and extract information
- Diagnose and resolve connectivity problems.
- Develop appropriate security strategies for using Internet Explorer with various sites
- Create and assign various levels of security for security zones
- Develop strategies for replacing other Internet browsers

Prerequisite: None

CIT108: Outlook

This course provides information on how to use Microsoft Outlook to manage information, create and process electronic mail, schedule personal and group activities, participate in group projects, and share information. Gain the skills needed to efficiently communicate, manage tasks, coordinate activities, track business contacts, and organize files with Microsoft Outlook. Communicate via e-mail by creating and receiving messages and effectively using the Address Book, adding attachments and managing indexes. Search for and display contact information quickly creates distribution-lists and use vCard technology to send and receive contact information via the internet. Manage appointments and calendars, plan and manage meeting and events and take charge of tasks. Manage and protect information by archiving, importing and exporting files.
Students will learn to:

- Decide which custom settings to configure for Microsoft Outlook Express and Microsoft NetMeeting
- Plan appropriate methods for deploying multiple-language versions of Internet Explorer
- Communicate via e-mail by creating and receiving messages, effectively using the Address Book, adding attachments, and managing the index
- Search for and display contact information quickly
- Create distribution lists and use vCard technology to send and receive contact information via the Internet
- Manage appointments and calendar, take charge of tasks, and plan and manage meetings and events
- Manage and protect information by archiving, importing, and exporting files

Prerequisite: None

CIT207: Presentation Software

Learn how to create eye-catching graphs, charts, and illustrations for both printed documents and slideshows. As the graphics module of the award-winning Microsoft Office Suite, PowerPoint has rapidly gained recognition for its ease of use and ease of integration with the other Office applications. PowerPoint is a package for creating presentations for meetings, seminars, sales, and the classrooms. It encompasses charts, text, graphics, and animation to achieve slides for the screen, paper handouts, transparencies, or for presenting pictures. Topics include:

- PowerPoint Presentations and Multimedia Presentations
- Presentation Outlines and Slides
- Headers, Footers, and Speaker Notes
- Inserting and Formatting Pictures and ClipArt
- Alignment and Slide Transitions
- Styles, Artistic Effects, WordArt , Smart Art, Tables and Charts
- Theme, Background, and Animations

Prerequisite: None

CG101: Computer Graphics

In this course you will explore the Photoshop CS6 workspace, customize it to serve your needs, and use Photoshop to modify a photograph taken with a digital camera. The tutorial is broken up into step-by-step Guided Exercises interspersed with explanatory sections. As you work through this introductory tutorial, remember that Photoshop is a very complicated application that is best learned through repetition.
Students will learn to:

- Alter contrast, color, and brightness
- Experiment with a variety of paint tools and gradients
- Create photo composites
- Make duotones from grayscale photographs
- Use the masking feature
- Create exciting visual effects.
- Scan and colorize images using functions for creating color separations and comps

Prerequisite: None

Computer Information Infrastructure

Program Description and Objectives

The Computer Information Infrastructure is divided into three major programs covering a broad spectrum of computer and information technology fields. The computer Information Infrastructure program is filled with a variety of Information Technology training which will lay a solid foundation for students' academic and professional careers. The program is designed to develop the students into versatile and proficient advanced-level positions such as hardware repair specialists, computer networking administrators, system engineers, database administrators/ programmers, web server administrator, and router network specialists. Computer Processing Schedulers, Microcomputer Support Specialist, and Database Administrator are leading occupations. Courses are offered on campus and online.

Methods of Instruction

The on campus method of instruction include classroom instruction, and homework. *Online courses utilize an LMS and include instruction, threaded group discussions, exams and homework. Instruction will consist of lectures and/or activities that both disseminate information and pose problems; group and panel discussions; discussion which emphasize the ability to think critically; guest lecturers; and instruction media: films/video/slides/graphic displays. Students may also be assigned reading, writing, and other outside assignments equivalent to two hours per one hour lecture. Class instruction will be based on the assumption that the student has done the reading assignments before class. Classwork will include use of computers to do a number of projects related to various software programs. Homework will include reading and writing assignments, problem sets, projects and presentations.

**Online course does not apply to Veterans; Refer to Veterans Information Bulletin.*

Certificates of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued for a completed program.

Program Outline

Computer Information Infrastructure *$8,000*						
Course No.		**Title**	**Lecture Hours**	**Faculty Supervised Hands-on Lab**	**Weeks**	****Total Hours***
N200 Networking I	N201	Windows Server I	40	20	3	60
	N202	Windows Server II	40	20	3	60
	N203	Networking Fundamentals I	40	20	3	60
	N204	Networking Fundamentals II	40	20	3	60
N300 Networking II	N301	Planning and Maintaining Windows Server Network Infrastructure	40	20	3	60
	N302	Designing Windows Server Network Infrastructure	40	20	3	60
D400 Database	D401	Database Administration Fundamentals / SQL	40	20	3	60
R500 Router Technology	R501	Intro to Router	40	20	3	60
	R502	Advanced Router	40	20	3	60

	R503	Configuring Switch	40	20	3	60
	R504	Remote Access Services	40	20	3	60
	R505	Internetwork Troubleshooting	40	20	3	60
				Total Program	**36**	**720**

Note: Courses with a prerequisite are listed in the course description and syllabus.
CLOCK HOURS:

* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.

For Veterans
There is a registration fee of $10.00 and a processing fee of $140.00.
**Specified hours include break and lunchtime.

Reimbursement to Veterans and Eligible Persons
For information or resolution of specific payment problems, the veteran should call the **DVA** nationwide toll-free number at 1-800-827-1000.

Computer Information Systems

Program Description and Objectives

The Computer Information Systems program covers a spectrum of computer and information and security technology fields. The program is designed to develop the students into versatile and proficient entry-level positions such as computer networking administrators, system engineers, and database administrators. The Computer Information Systems program is filled with a variety of Information Technology training which will lay a solid foundation for students' academic and professional careers. Computer Security Coordinator, Computer System Engineer, and Computer Processing Scheduler are leading occupations.

Certificates of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued for a completed program.

Program Outline

Computer Information Systems					***$4,000***
Course No.	**Title**	**Lecture Hours**	**Faculty Supervised Hands-on Lab**	**Weeks**	**Total Hours***
N201	Windows Server I	40	20	3	60
N202	Windows Server II	40	20	3	60
N203	Networking Fundamentals I	40	20	3	60
N204	Networking Fundamentals II	40	20	3	60
N301	Planning and Maintaining Windows Server Network Infrastructure	40	20	3	60
N302	Designing Windows Server Network Infrastructure	40	20	3	60
			Total Program	**18**	**360**

CLOCK HOURS:

* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.

Course Descriptions

N201: Windows Server I

This course discusses what is new in the world of networking and how System Center can help manage Windows Server. The course also provides insight into industry trends, performance levels, and network performance. And this course is intended for IT professionals who are interested in expanding their knowledge base and technical skills about Windows Server. In this course, students learn how to install, upgrade, and migrate to Windows Server. Students then configure for network connectivity, security, maintenance, and mobile computing. Most of these professionals use some version of Windows client at their workplace and are looking at new and better ways to perform some of the current functions. Upon successful completion of the course, students should be able to:

- Perform a clean installation of Windows Server, upgrade Windows Server versions, and migrate user-related data and settings from an earlier version of Windows.
- Configure disks, partitions, volumes, and device drivers in Windows Server.
- Configure wired and wireless network connectivity in Windows Server.
- Secure Windows Server deployments.
- Optimize and maintain the performance and reliability in Windows Server.
- Configure mobile computing and remote access settings for a Windows Server computer.

Prerequisite: None

N202: Windows Server II

This course is intended for IT Professionals who are interested in the knowledge and skills necessary to plan and implement a Windows Server and Windows Admin Center environment. It incorporates both the planning of the server infrastructure and key aspects of the implementation, management and maintenance of Active Directory and Network Infrastructure. It covers the most important job tasks for Server Administrators who are responsible for the planning, operations, and day-to-day maintenance of Windows Server in the enterprise. Upon successful completion of the course, students should be able to:

- Plan Windows Server deployments and upgrades
- Plan server management and delegated administration strategies
- Plan and provision Application servers including Web services, presentation virtualization and application virtualization
- Plan and provision data and storage
- Plan and implement an update management strategy using Windows Server Update Services (WSUS)
- Plan and implement high availability
- Plan for server performance and event monitoring

Prerequisite: N201

N203: Networking Fundamentals I

This course is for support professionals who are new to Microsoft Windows and will be responsible for installing, configuring, and managing a network infrastructure with Microsoft Windows Server products. Preparing to teach a course on Windows Server Network Infrastructure configuration, Network Infrastructure Configuration, can be a challenge that requires careful planning and organization. Technology plays a role in virtually every business around the world. Possessing the fundamental knowledge of how technology works and understanding its impact on today's academic and workplace environment is increasingly important—particularly for students interested in exploring professions involving technology. A new entry-level credential validates fundamental technology knowledge among students seeking to build a career in technology.
At the end of the course, students will be able to:

- Understanding Local Area Networking
- Defining Networks with the OSI Model
- Understanding Wired and Wireless Networks
- Understanding Internet Protocol
- Implementing TCP/IP in the Command Line
- Working with Networking Services
- Understanding Wide Area Networks
- Defining Network Infrastructures and Network Security
- Macintosh, and UNIX networks

Prerequisite: N201 and N202

N204: Networking Fundamentals II

The course is designed primarily for IT professionals who have some experience with Windows Server. It is designed for professionals who will be responsible for managing identity, networking, storage and compute by using Windows Server, and who need to understand the scenarios, requirements, and options that are available and applicable to Windows Server. This course teaches IT professionals the fundamental administration skills required to deploy and support Windows Server in most organizations. To support a textbook-independent teaching style, each Session plan contains suggested demonstrations and explanations. These Session plans have been developed to be independent of a predefined Session schedule and each session is recommended in order to increase student performance and enhance the knowledge and skills gained through active participation in the course. At the end of the course, students will be able to:

- Use administrative techniques and tools in Windows Server 2019.
- Implement identity Services.
- Manage network infrastructure services.
- Configure file servers and storage.
- Manage virtual machines using Hyper-V virtualization and containers
- Implement high availability and disaster recovery solutions.
- Apply security features to protect critical resources.

Prerequisite: N201 and N202

N301: Planning and Maintaining Windows Server Network Infrastructure

Network Infrastructure Configuration, can be a challenge that requires careful planning and organization. To support a textbook-independent teaching style, the selected Sessions focuse on Planning and Maintaining Windows Server Network Infrastructure in the Software Defined Networking (SDN), and plan contains suggested demonstrations and explanations. This model is recommended in order to increase student performance and enhance the knowledge and skills gained through active participation in the course. This course provides students with the knowledge and skills necessary to develop a Microsoft Windows networking services solution for enterprise networks. This course also introduces the process of translating business goals into strategies for implementing and managing the Windows networking services for N302. At the end of the course, students will be able to:

- Installation and preparation requirements for deploying Network Controller
- Deploy an SDN Infrastructure
- Deploy SDN technologies using Windows PowerShell
- Deploy Network Controller using Windows PowerShell
- Manage tenant virtual networks
- Use Access Control lists (ACLs) to manage datacenter network traffic flow
- Create, delete, or update tenant virtual networks
- Connect container endpoints to a tenant virtual network
- Use the business objectives of organizations to develop strategies for implementing and managing networking services

Prerequisite: N201 and N202

N302: Designing Core / Active Directory and Network Infrastructure

During this course, students will learn how to design an Active Directory infrastructure in the Windows Server and Windows Server R2 operating systems. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, Group Policy, and Public Key Infrastructures (PKIs). Students will also learn how to design for security, high availability, disaster recovery, and migrations. Create an Active Directory design based on administrative Group Policy requirements defined by business needs. Design an Active Directory domain and the organizational unit hierarchy within the domain. Need of multiple-domain AD structure may be necessary to meet the administrative and security needs of an organization. Design a site topology for managing Active Directory replication that fulfills the administrative needs of an organization. At the end of this course, students will be able to:

- Provide an overview of the Assignment scenario.
- Create a design for the Active Directory Domain Services (AD DS) forest and forest trust deployment.
- Design an AD DS domain and Domain Name Service (DNS) integration design.
- Design AD DS sites and AD DS replication.
- Create an AD DS domain controller deployment plan and, an AD DS domain administration design and partially implement the design.
- Create an AD DS Group Policy design and implement some components of that design.
- Design and implement AD DS security policies that meet security requirements.
- Design and implement a PKI deployment by using Active Directory Certificate Services (AD CS).
- Design an Active Directory Rights Management Services (AD RMS) solution and deploy RMS for internal users.
- Create and implement an Active Directory Lightweight Directory Services (AD LDS) design.
- Review and validate a Federated Web single sign-on (SSO) deployment.
- Design and implement a domain restructure.

Prerequisite: N201 and N202

D401: Database Administration Fundamentals/SQL

Database Administration Fundamentals

Students who are beginning studies in technology need a strong foundation in the basics before moving on to more advanced technology courses. Database Administration Fundamentals covers introductory knowledge and skills including: relational databases; core database concepts; relational database concepts; security requirements for databases and the data stored in them; database objects – such as tables and views; graphical tools and T-SQL scripts; database queries; and stored procedures.

The course focuses on teaching individuals how to use SQL Server 2012 product features and tools related to maintaining a database. All the Assignments for this course can be performed using the provided virtual machines. At the end of this course, students will be able to:

- Understand Core database concepts
- Manage Relational database concepts
- Handle Security requirements for databases and the data stored in them
- Manipulate Database objects, such as tables and views
- Create Graphical tools and Transact-Structured Query Language (T-SQL) scripts
- Administer Database queries
- Manipulate Database Definition Language (DDL)
- Administer Data Manipulation Language (DML)
- Understand Stored procedures
- Make Plan and install SQL Server
- Describe the system databases, the physical structure of databases and the most common configuration options related to them

Prerequisite: None

R501: Intro to Router

Routing Technology

This course is designed specifically to prepare students for authenticating the ability to install, configure, operate, and troubleshoot medium-size route and switched networks. With this course, networking professionals will make connections to remote sites via a WAN, mitigate basic security threats, and understand the requirements for wireless network access.

Install, configure, and troubleshoot fully operational routers, as you build a multiprotocol network. In this informative course, you will learn internetworking LAN and WAN concepts and master the router operations. This course covers the basic techniques to configure the routers for LANs and provides the foundation on routers, switches and firewalls. Additional topics include:

- Describe the benefits of a layered model
- Describe the main benefit of the OSI reference model
- Understand each of the seven layers of the OSI reference model
- Describe flow control and how it is used within an internetwork
- Understand how the Transport layer flow control mechanism works
- Describe how the OSI's Network layer provides routing in an internetwork environment
- List the five conversion steps of data encapsulation

Prerequisite: None

R502: Advanced Router ***IP Routing Technology***

This course will discuss the IP routing process. This is an important subject to understand as it pertains to all routers and configurations that use IP. IP routing is the process of moving packets from one network to another network and delivering the packets to hosts.

This course will give you the background on how to configure and verify IP routing with Cisco routers. It is important to be able to configure Cisco routers and then configure and verify IP routing. At the end of this course, students will be able to:

- Routing General/ Overview of routing and routing protocols.
- Understand the IP routing process
- Create and verify static routing
- Create and verify default routing
- Resolve network loops in distance-vector routing protocols
- Extending switched networks with VLANs
- Configuring, verifying and troubleshooting VLANs
- Configure and verify RIP routing
- Configure and verify IGRP routing

Prerequisite: R501

R503: Configuring Switch ***Switching Technologies***

The information presented in this course was designed to give you the background in layer-2 switching that you need to understand the theory. This course also covers the nitty-gritty of VLANs and the different concepts and protocols used with VLANs. Written labs and review questions will reinforce the VLAN material and how you can use them in your internetwork.

Appendix B will cover the Cisco Catalyst 1900 switch configuration and accompanied by Chapter 6 will cover Virtual LAN (VLAN) configuration. By reading and understanding the information presented in this course, you will be ready to configure switches and VLANs. At the end of this course, students will be able to:

- Describe layer-2 switching
- Describe address learning in layer-2 switches
- Understand when a layer-2 switch will forward or filter a frame
- Describe network loop problems in layer-2 switched networks
- Describe the Spanning-Tree Protocol
- List the LAN switch types and describe how they work with layer-2 switches

Prerequisite: R501 and R502

R504: Remote Access Services

Wide Area Networking Protocols

This course, IOS WAN can support many different WAN protocols that can help you extend your LANs to other LANs at remote sites. Connecting company sites together so information can be exchanged is imperative in this economy. However, it would take a truckload of money to put in your own cable or connections to connect all of your company's remote locations.

Service provides allows you to lease or share connections that the service provider already has installed, which can save money and time. It is important to understand the different types of WAN support provided by Cisco. Although this course does not cover every type of Cisco WAN support, it does cover the HDLC, PPP, Frame Relay, and ISDN protocols.

To understand WAN technologies, you need to understand the different WAN terms and connection types that can be used to connect your networks together. This section will discuss the different WAN terms and connection types typically used by service providers. At the end of this course, students will be able to:

- Identify PPP operations to encapsulate WAN data on Cisco routers
- Configure authentication with PPP
- Understand the ISDN protocols, function groups, and reference points
- Describe how Cisco implements ISDN BRI
- Basic security and wireless concepts

Prerequisite: R501 and R502

R505: Internetwork Troubleshooting

Internetwork Technology

Cisco Internetwork Troubleshooting covers how to perform hardware maintenance and troubleshooting on different Cisco routers and switches. Cisco Internetwork Troubleshooting provides advanced information on networking technology, and troubleshooting for TCP/IP, IPX/SPX, AppleTalk LANs, and WANs. This course teaches how to maintain and support Cisco routers, switches and firewalls.

In this course, you will learn how to manage Cisco routers on an internetwork. The Internetwork Operating System (IOS) and configuration files reside in different locations in a Cisco devise, and it is important to understand where these files are located and how they work. Also, you will acquire about the main components of a router, the router boot sequence, and the configuration register, including how to use the configuration register for password recovery. At the end of this course, students will be able to:

- Understand Internal components of a Cisco router
- Manage Router boot sequence
- Administer Configuration register and how to change it
- Understand how Frame Relay works on a large Wireless Technologies network
- Configure Frame Relay LMIs, maps, and subinterfaces
- Monitor Frame Relay operation in the router
- Reset Password recovery
- Internet Protocol Version 6
- VLSM and IPv6 addressing
- Backup and restore the configuration of a Cisco router
- Use CDP and Telnet to gather information about neighbor devices.
- Resolve hostnames and use the ping and trace commands to test network connectivity.

Prerequisite: R501 and R502

Real Estate and Finance Department

Academic Associate's in Business Administration: Real Estate Concentration

Program Description and Objectives

Learnet meets the educational and professional needs of our diverse student body in a supportive, caring environment that provides the technical skills and knowledge necessary for employment advancement in today's job market. This program does not lead to real estate licensure. This Academic Associate's in Business Administration: Real Estate Concentration Program incorporates various learning disciplines, such as computer skills, business management, and real estate. Furthermore, this program also provides students with knowledge of business communications concepts, understanding of business and real estate law, and learning the principles of management skills. The curriculum also equips students with advanced knowledge and an expanded understanding of the inner workings of the real estate professional. The Academic Associate degree in Business Administration with a Major Concentration in Real Estate will be awarded upon completion of the requirements for the diploma, plus completion of the graduation requirements as described in the catalog. Courses are offered on campus and online.

Program Learning Outcomes

In addition to outcomes for the Businesses Administration, on successful completion of the Real Estate concentration, the student should be able to do the following:

- Demonstrate the ability to analyze ethical and procedural problems that arise in general business and real estate.
- Discuss and business sales techniques and evaluate real estate marketing.
- Discuss and calculate basic business mathematics problems and solve real estate taxes.
- Explain and evaluate methods of financing in business and real estate purchases.
- Demonstrate the ability to analyze the factors that affect business and real estate values.
- Discuss and evaluate real estate markets and trends.

Academic Associate Degree

Upon successful completion of the program, an Academic Associate Degree will be issued to the student.

Methods of Instruction

The on campus method of instruction include classroom instruction, and homework. Online courses utilize an LMS and include instruction, threaded group discussions, exams and homework. Instruction will consist of lectures and/or activities that both disseminate information and pose problems; group and panel discussions; discussion which emphasize the ability to think critically; guest lecturers; and instruction media: films/video/slides/graphic displays. Students may also be assigned reading, writing, and other outside assignments equivalent to two hours per one hour lecture. Class instruction will be based on the assumption that the student has done the reading assignments before class. Classwork will include use of computers to do a number of projects related to various software programs. Homework will include reading and writing assignments, problem sets, projects and presentations.

Program Outline

Academic Associate's in Business Administration: Real Estate Concentration					***$13,600***
Course #	**Titles**	**Clock Hours Lecture/Lab**	**Total Clock Hours**	**Credits Lecture/Lab**	**Total Credits***
B101	Real Estate Principles	50	50	5	5
B102	Real Estate Practice	50	50	5	5
B103a	Legal Aspects of Real Estate	40	40	4	4
B104a	Real Estate Finance	40	40	4	4
B105a	Real Estate Appraisal	40	40	4	4
B106	Real Estate Economics	40	40	4	4
B107	Property Management	40	40	4	4
B108	Escrow	40	40	4	4
B109	Computer Applications in Real Estate	40	40	4	4
B201	Accounting	40	40	4	4
B202	Business Law	40	40	4	4
BUS101	Introduction to Business	40	40	4	4
BUS201	Business Mathematics	40	40	4	4
BUS202	Management Communications	40	40	4	4
CIT103	Word Processing I	60/20**	80	6/1	7
CIT105	Electronic Spreadsheets I	60/20**	80	6/1	7
ENG 101	English Composition and Reading I	40	40	4	4
ENG 201	English Composition and Reading II	50	50	5	5
MAT 101	College Algebra	50	50	5	5
PHS 101	Introduction to Physical Science	50	50	5	5
SOC 101	Introduction to Sociology	50	50	5	5
	Total	**940/40**	**980**	**94/2**	**96**

The Academic Associate degree in Business Administration: Real Estate Concentration will be awarded upon completion of the requirements for the diploma, plus completion of the graduation requirements as described in the catalog.

QUARTER CREDIT HOURS:

* 1 quarter credit is 10 lecture hours. Students are required to complete 2 hours of homework for every one hour of lecture instruction.

** Hands-on Training is included in the clock hours lecture for computer courses.

Note: Courses with a prerequisite are listed in the course description and on the syllabus.

General Education Requirements

Every student who graduates from Learnet with an A.A. is unique—almost no two take exactly the same courses. But to be educated is to possess some values in common, some shared competencies and modes of thought. Thus, all graduates meet a 24 quarter units of general education requirement that gives them broad exposure to ideas and skills outside their own areas of special interest.

All students entering an Academic Associate Degree program must complete 24 quarter units of college general education subjects including:

1. English Composition, 9 quarter units
2. Mathematics, 5 quarter units (either Algebra or Geometry)
3. Science, 5 quarter units (life science or physical science)
4. Social Studies, 5 quarter units

Major Requirements

Quarter #	Course #	Title	Quarter Credit
Technical Courses 72 Credits	B101	Real Estate Principles	5
	B102	Real Estate Practice	5
	B103a	Legal Aspects of Real Estate	4
	B104a	Real Estate Finance	4
	B105a	Real Estate Appraisal	4
	B106	Real Estate Economics	4
	B107	Property Management	4
	B108	Escrow	4
	B109	Computer Applications in Real Estate	4
	B201	Accounting	4
	B202	Business Law	4
	BUS101	Introduction to Business	4
	BUS201	Business Mathematics	4
	BUS202	Management Communications	4
	CIT103	Word Processing I	7
	CIT105	Electronic Spreadsheets I	7
General Education 24 Credits	ENG 101	English Composition and Reading I	4
	ENG 201	English Composition and Reading II	5
	MAT 101	College Algebra	5
	PHS 101	Introduction to Physical Science	5
	SOC 101	Introduction to Sociology	5
		TOTAL	**96**

Course Descriptions

B101: Real Estate Principles

The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. The course is required of those preparing for the real estate sales agent license examination, and it applies toward the state's elective educational requirements for the broker's examination. Topics include:

- History of California Real Estate
- Types of Property and Real Estate Contracts
- Agency and Disclosure Requirements
- Real Estate Financing and Lending Practices and Appraisal Procedures
- Deeds, Escrows, Transfer of Ownership, Liens and Encumbrances
- Real Estate Mathematics and Taxation
- Landlord and Tenant Issues, Real Estate Brokerage and Ethical Issues
- Specialized Fields of Real Estate, Subdivisions and Other Public Controls

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

B102: Real Estate Practice

This course reviews the day-to-day operations in real estate roles and brokerages including: listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. The course also applies toward the state's educational requirements for the broker's examination, and it is required of all new real estate brokers. Topics include:

- Ethics and Fair Housing
- Prospecting , Mandatory Disclosures and Knowing Your Obligations
- Listing Presentation Package, Servicing the Listing and Advertising
- The Buyer and the Property Showing
- Obtaining the Purchase Offer and from Offer to Closing
- Real Estate Financing, Escrow, Title Insurance and Taxation
- Property Management and Leasing

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

B103a: Legal Aspects of Real Estate

This course studies California real estate law, including rights incident to property ownership and management, agency, and contracts. It also includes application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. The course applies toward the state's educational requirements for the broker's examination. Topics include:

- Sources of Law, the Judicial System and the Law of Agency
- Duties, Responsibilities and Regulations of Licensees
- Law of Contracts and Real Estate Contracts
- Property, Estates, Recording, Involuntary Liens and Homesteads
- Ownership of Real Property, Acquisitions and Conveyances
- Adjacent Property Rights, Landlord-Tenant Law and Land Use Controls
- Escrows and Title Insurance and Real Property Security Devices

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

B104a: Real Estate Finance

This course will provide an analysis of real estate financing, lending policies and problems in: financing transactions in residential, apartment, commercial and special purpose properties. Methods of financing properties emphasized. Topics include:

- The Nature and Cycle of California Real Estate Finance and Money and the Monetary System
- Fiduciary, Semifiduciary and Nonfiduciary Sources for Real Estate Finance
- Conventional, Insured, and Guaranteed Loans
- Financial Agencies, Lending Programs, Junior Loans in Real Estate Finance
- Loan Terms and Note Payments and Instruments of Real Estate Finance
- Real Estate Loan Underwriting, Processing Real Estate Loans, Loan Defaults and Foreclosures
- The Secondary Mortgage and Trust Deed Markets
- Investment Financing Strategies and Mathematics of Real Estate Finance

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

B105a: Real Estate Appraisal

This is an introductory course covering the purposes of appraisals; the appraisal process; and the different approaches, methods, and techniques used to determine the value of various types of property. Course focus will be on residential and single-unit property. The course applies toward the state's educational requirements for the broker's examination. Topics include:

- The Appraisal Profession and Real Estate and Its Appraisal
- The Real Estate Marketplace and the Appraisal Process
- Building Construction and the Environment, Data Collection and Site Valuation
- The Cost Approach: Reproduction/Replacement Cost and Depreciation
- The Sales Comparison Approach and the Income Capitalization Approach
- Direct and Yield Capitalization, Reconciliation and the Appraisal Report
- Appraising Partial Interests and Appraisal Math and Statistics

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

B106: Real Estate Economics

This course deals with those trends and factors which affect the value of real estate; the nature and classification of land economics; the development of property, construction, and subdivisions; economic values fluctuations; residential market trends; real property; and special purpose property trends. The course applies toward the state's educational requirements for the broker's examination. Topics include:

- California's Economic Growth, Economic Principles and Cycles
- Economic Theories, Measurements, Money and Financing
- Cities' Origin and Growth, Problems of the Cities, and the Suburbs and Beyond
- Government Regulations & Taxes
- Housing and Nontraditional Housing, Farms and Land, and Nonresidential Real Property
- Planning & Land Use Control
- The Economics of Development and Economic Decision Making

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

B107: Property Management

This course covers the professional management of investment properties such as multi-family, commercial, and industrial properties. Course accent is on the current marketing accounting, and maintenance procedures used by professional management firms. It is intended for the property owner or the real estate practitioner who wishes to specialize in property management. This course applies toward the state's elective educational requirements for the broker's examination. Topics include:

- The Economics of Property Management
- Financial and Property Analysis
- Marketing, Leases, Forms, Day-To-Day Operations, Systems and Reports
- Tenant Relations and Apartment Management: Operations and Procedures
- Managing Commercial Property
- Hotel Business Operations and Current Issues in Hotel/Motel Management
- Legal Issues in Property Management

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

B108: Escrow

This course is limited to providing the student with the primary information about escrow. Methods and techniques of escrow procedure for various types of real estate transactions including the legal/ethical responsibilities engaged in escrow work. Upon its completion, the student will not be qualified as an escrow officer but will have been exposed to the terminology, documentation, related service fields, and fiduciary and ethical responsibilities involved in escrow. The student will learn how to open, execute, and close a simple escrow. The principles used in handling escrows involving land titles, including the various forms and procedures used by escrow departments of banks, title companies, and escrow firms. The students have completed the samples. This course applies toward the state's elective educational requirements for the broker's examination. Topics include:

- What is Escrow? Escrow Uses and Title Issues
- Parties, Documents, Contracts and Real Estate Basics
- Real Estate Finance, Escrow, Title and Other Professionals
- Local Variations, Contingencies, and Title Insurance
- Escrow Instructions, Computerized Escrow, Other Types of Escrows and Escrow Review
- Record Keeping, Preparation, Processing and Closing
- Disclosure and Consumer Protection

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

B109: Computer Applications in Real Estate

This course is designed to train the student how to operate basic computer applications for resources in real estate filed, for example Real Estate Listings or Current MLS Listings. Student learns how to request a property valuation of your current home to getting pre-qualified for a home loan you should dedicate the time to becoming an educated consumer or consult a licensed mortgage professional for details pertaining to any and all available home loan programs. Dealing home may be the biggest transaction of everyone's life so you need to understand the process, the people involved and what to expect straight from the beginning. But while you research everything else it's always fun to take a look at the new homes available in your area. Topics include:

- Computer Hardware, Software Applications, Suites, and Windows
- Internet Communications Applications, Web Searches, Bookmarks, Favorites, and Associations
- Time Management, the Real Estate Assistant, Real Estate Contacts and Office Peripherals
- Marketing, Advertising, and Presentations
- Credit, Title, Escrow Company Operations, Real Estate Loans and Lenders
- Property Management (and Commercial, Industrial Real Estate)
- Appraisal and the Office of Real Estate Appraisals (OREA)
- Taxation, Regulation, and Disclosures
- Real Estate Investments and Construction
- Trust Fund Accounting

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

B201: Accounting

This course introduces basic accounting theories and practices used in recording, analyzing and summarizing financial information. Topics include the set up and posting of accounts, double entry accounting techniques, applying debits and credits to journals, posting from journals to ledgers and preparing a trial balance. In addition, student will learn to make adjusting entries, correct typical errors, close the accounts of a business and prepare preliminary financial statements. Topics include:

- Accounting Information and Decision Making
- The Accounting Information System
- The Financial Reporting Process
- Cash and Internal Controls
- Receivables and Sales
- Inventory and Cost of Goods Sold
- Long-Term Assets
- Current Liabilities
- Long-Term Liabilities
- Stockholders' Equity
- Statement of Cash Flows
- Financial Statement Analysis

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

B202: Business Law

This course provides the general laws not only the legal aspects of real estate and finance but also the broad spectrum of basic legal terminology, principles, and procedures. The role of the business professional and the relationship between commerce and the legal system will be emphasized. The student will be provided with applications using the Internet, database, word processing, and network research systems. Upon successful completion of the course, students should be able to:

- Create business contracts
- Identify problematic areas during the making of a contract
- Describe contractual terms and non-contractual obligations of the seller/producer
- Recognize elements involved in discharging a contract.
- Explain the duty of care in negligence and other aspects of negligence and product liability.
- Examine liability in respect of employees

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

BUS101: Introduction to Business

This course is an introduction to business administration and management, marketing, finance, human resources, and economics in the American marketplace. Aspects of business, including the relationship of business to the social, economic, and political worlds will be covered. The history of the American economy, and a comparison of the free enterprise system to other economic systems, will be discussed. Considers scope, function and organization of business, including principles and practices, with an integrated global perspective. Upon successful completion of the course, students should be able to:

- Identify various challenges in the business environment (socially, legally, economically)
- Compare the legal forms of business ownership and organizational structures in business and explain the impact of ethical practices in business
- Identify the various functions of management and human resources in business
- Discuss the state of American business and its relationship with international trade
- Evaluate the importance of computer knowledge in business success
- Discuss the characteristics of the franchising industry and describe the principles of short range and long range financial planning
- Compare the importance of purchasing and production and the impact it has on the success of an organization

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

BUS201: Business Mathematics

This course is designed for all business students and provides students with basic skills and understanding of mathematics including practices and the use of common formulas. Also, this course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems. A review of basic math functions is provided with emphasis on practical mathematical problems. The course will familiarize students with basic math theory emphasizing those components making up a business accounting formula. Basic equations and techniques will be covered while Proficiency is developed in performing business mathematical operations using computer. Upon successful completion of the course, students should be able to:

- Practice mathematical problems associated with small and large businesses
- Formulate and calculate payroll
- Compare buying and selling discounts for a bigger profit
- Demonstrate ability to work with whole numbers, decimals, fractions, and percentages
- Apply mathematic functions with various bank services
- Practice simple interest and compound interest formulas in business calculations

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

BUS202: Management Communications

This course presents the principles of communication within an organization, both verbal and written. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report as well as how to effectively communicate across all levels of an organization. Upon successful completion of the course, students should be able to:

- Discuss the importance of various management communication strategies in the business environment and its effects
- Evaluate and provide feedback using verbal and written skills
- Produce argumentative, descriptive, and narrative texts relevant to business
- Recognize the effects of non-verbal communication
- Develop skills to communicate strategically in an organization
- Adapt visual aids in presentations for effective communication
- Write and edit texts understanding basic use of citations in written texts

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

CIT103: Word Processing I

This course provides a thorough introduction to Word and builds basic skills needed to create, modify and print letters and document, reports, production of boilerplates and integration of mailing lists and form letters. This course provides an in-depth look at Microsoft Word for Windows. Topics include:

- Creating and Saving documents
- Moving and Copying text
- Changing the appearance of text (formatting)
- Headers and Footers
- Printing Documents
- Creating and Using Templates
- Sorting paragraphs and Tabular information

Prerequisite: None
60 Hours Lecture
20 Hours Lab
7.0 Quarter Credits

CIT105: Electronic Spreadsheets I

Learn the fundamental skills required to create and use Excel spreadsheets. This course teaches you how to start Excel, create and print worksheets, get on-line help, and create simple charts. Topics include:

- Basic concepts and terminology
- Excel menus and dialog boxes
- Creating and modifying worksheets
- Copying, deleting, and moving cells
- Defining and replicating formulas
- Formatting worksheets
- Printing worksheets

Prerequisite: None
60 Hours Lecture
20 Hours Lab
7.0 Quarter Credits

ENG 101: English Composition and Reading I

The English Composition course emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research on topics that are both diverse and relevant to students today. Readings, discussions, and writing assignments will encourage critical thinking and an in-depth analysis of texts. Through the completion of this course, students will write a minimum of 10,000 words. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress. Overall, this course aims to impart college-level critical reading, academic writing, and research skills to its students. Topics include:

- Critical reading and thinking skills, including analysis of non-fiction texts, generation and synthesis of ideas, and basic elements of argumentation (claims, evidence, reasoning);
- Advanced essay writing, to include instruction/practice in effective strategies for introductions, conclusions, transitions, and topic sentences
- Logically sound thesis statements and the development of supporting ideas that consistently pursue the line of reasoning suggested by the thesis
- Effective use of textual evidence to support ideas, including methods of integrating textual evidence, e.g. quoting and paraphrasing effectively and correctly; sophisticated use of transitional and organizational patterns; and effective strategies for enhancing stylistic fluency;
- Research writing, to include instruction/practice in topic generation; location and evaluation of sources, including electronic resources
- Fair and appropriate use of sources avoiding plagiarism); synthesis and integration of sources; MLA documentation including parenthetical citations and works cited.
- Writing Conferences: 18 hours of individualized writing assignments/practice in the class with one-on-one conferences with the instructor.

Prerequisite: None
40 Hours Lecture
4.0 Quarter Credits

ENG 201: English Composition and Reading II

Building on rhetorical skills developed in ENG 101, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Emphasizing critical thinking, this course uses literature to develop reading and writing skills beyond the level achieved in ENG 101. This course presents the principles of expository writing and rhetorical style through coordinated reading and writing assignments. As such, students will practice how to synthesize multiple texts from a variety of sources to present and support a written argument and/or report. Various expository writing techniques, such as argumentation, description, and narration are further discussed. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress. Topics include:

- Evaluation of the validity of premises and conclusions; terms, structure, and components of formal argument and reasoning (such as inductive/deductive)
- Formal and informal fallacies of thought, identification of premises and the conclusions drawn from these premises, identification of various types of evidence, and the evaluation of the validity of the use of evidence in a piece of writing or other persuasive rhetoric.
- Basic concepts for and terminology of literary analysis and distinctive features and differences between individual literary genres, which must include
    1. Poetry
    2. Prose fiction
    3. Drama

    Non-fiction prose (sophisticated texts, commonly associated with great works of literature and/or great ideas and often included in many literary anthologies) can also be included.
- How to employ patterns of thought that develop and substantiate an argument about or an interpretation of literary works (e.g., use comparison/ contrast to persuade, not simply to observe, inductive/deductive patterns of reasoning in forming judgments)
- How to clearly define crucial terms in order to clarify the issues at stake in an interpretation of or an argument about literary works; how to select, to effectively integrate, and to cite textual evidence from literary and outside sources to support premises
- How to discuss such evidence by providing a warrant for a premise—e.g., the quotation alone does not constitute evidence; the reasoning that follows is what makes it evidence; how to incorporate and to respond to arguments in literary analysis and interpretation in presenting one's own interpretations
- How to test alternative hypotheses or explanations and to consider alternative sources of evidence or points of view in presenting interpretations of or arguments about literary works
- Writing Conferences: 18 hours of individualized writing assignments/practice in the class with one-on-one conferences with the instructor.

Prerequisite: GE ENG 101
50 Hours Lecture
5.0 Quarter Credits

MAT 101: College Algebra

The course will familiarize students with basic math theory and basic equations with a particular emphasis on the components that make up business accounting formulas. This in-depth overview of algebra and its uses includes integers, equations, polynomials, the decimal system of numeration, four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device, factoring, geometric figures, and measurements. In addition to the basic operations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. Emphasis is placed on applications to real world problems. Topics include:

- Arithmetic and Pre-algebra Refresher
- Properties of Exponents and Scientific Notation
- Formulas, Applications and Problem Solving
- Linear Equations and Inequalities
- Arithmetic Operations with Polynomial and Rational Expressions and Factoring Polynomials
- Radical Numbers, Radical Equations and Quadratic Equations

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

PHS 101: Introduction to Physical Science

This program is designed for the student who is interested in a more conceptual and less mathematical approach to physics. It is a survey course introducing the topics of mechanics, heat, sound, electricity & magnetism, light and modern physics. The emphasis will be on developing conceptual understanding of the laws of nature through lectures, demonstrations, and class discussions. Covered are the fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. Upon successful completion of the course, students should be able to:

- Apply the scientific method of inquiry, including analysis based on scientific concepts and observation.
- Use and convert physical quantities and measurements in the SI (Systeme Internationale) and USCS (U. S. Customary System) unit systems.
- Describe the history and origins of scientific concepts and principles.
- Solve elementary problems involving motion, force, friction, gravitation, energy, heat, work, power, simple machines, vibrations, waves, sound, electricity, electromagnetism, mechanical and electromagnetic forces and torques, fluid statics, dynamics, buoyancy, mechanical, electrical, thermal, fluid resistances, fluid potential and kinetic energy, power, and fluidal work
- Illustrate basic scientific concepts in areas such as chemistry and select topics in earth science and astronomy.
- Compute results using scalar variables and resolve vectors into components and combine vectors into resultants.
- Describe the basic concepts of electromagnetic and radioactive radiation.

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

SOC 101: Introduction to Sociology

An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. The purpose of this course is to provide students with a broad understanding of sociology's basic concepts, theories, and methods of inquiry. The routine course of instruction employs varied pedagogical strategies to accomplish the foregoing, e.g., written assignments, oral presentations, group activities, lecture, discussion, and outside research. Upon successful completion of the course, students should be able to:

- Identify the basic elements of society and some of the most significant themes in sociology
- Demonstrate a sociological understanding of the economy, politics, religion, education, population growth, urbanization, social movements, and social change
- Identify and describe the various methods of social research used by sociologists
- Identify the causes, character, and consequences of social inequality with special reference to aging, class, gender, race and ethnicity
- Act as an articulate observer of social life and demonstrate a better understanding of social issues in their community and beyond

Prerequisite: None
50 Hours Lecture
5.0 Quarter Credits

Real Estate and Finance / Salesperson

Program Description and Objectives

The Real Estate and Finance Salesperson program is designed to prepare students for various positions in the lucrative field of Real Estate. The five courses that Graduates will be able to apply for positions as Real Estate Sales Agents, Loan Officers, Loan Originators, Real Estate Clerks, or Real Estate Appraisers under Standard Industrial Classification (SIC) Code 6531.

Certificates of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued for a completed program.

Program Outline

Real Estate and Finance / Salesperson					***$3,200***
Course No.	**Title**	**Lecture Hours**	**Exam Prep****	**Weeks**	**Total Hours***
B101-C	Real Estate Principles	50	22	3	72
B102-C	Real Estate Practice	50	22	3	72
B103a-C	Legal Aspects of Real Estate	40	32	3	72
B104a-C	Real Estate Finance	40	32	3	72
B105a-C	Real Estate Appraisal	40	32	3	72
			Total Program	**15**	**360**

****Students taking the same course for the Business Administration: Real Estate Concentration AA Program may take the exam prep to fulfill a portion of the required assignment hours.**

CLOCK HOURS:

* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.

For Veterans

There is a registration fee of $10.00 and a processing fee of $140.00.

**Specified hours include break and lunchtime.

Reimbursement to Veterans and Eligible Persons

For information or resolution of specific payment problems, the veteran should call the **DVA** nationwide toll-free number at 1-800-827-1000.

Real Estate and Finance / Salesperson Class Schedule

Students in the Real Estate and Finance/Salesperson program study in the mornings Monday through Friday or evenings Monday through Friday of the periods below. Students are required to attend all assigned class meetings and hours.

Morning	**9:00**	**-**	**10:45**	**Class**
(Monday through Thursday)	**10:45**	**-**	**11:15**	**Break**
	11:15	**-**	**1:00**	**Class**
Evening	**6:00**	**-**	**7:45**	**Class**
(Monday through Thursday)	**7:45**	**-**	**8:15**	**Break**
	8:15	**-**	**10:00**	**Class**
Friday	**9:00**	**-**	**10:45**	**Class**
	10:45	**-**	**11:00**	**Break**
	11:00	**-**	**12:45**	**Class**
	12:45	**-**	**1:15**	**Lunch**
	1:15	**-**	**3:00**	**Class**
	3:00	**-**	**3:15**	**Break**
	3:15	**-**	**5:00**	**Class**

Course Descriptions

B101-C: Real Estate Principles

The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. The course is required of those preparing for the real estate sales agent license examination, and it applies toward the state's elective educational requirements for the broker's examination.

Topics covered:

- History of California Real Estate
- Types of Property and Real Estate Contracts
- Agency and Disclosure Requirements
- Real Estate Financing and Lending Practices and Appraisal Procedures
- Deeds, Escrows, Transfer of Ownership, Liens and Encumbrances
- Real Estate Mathematics and Taxation
- Landlord and Tenant Issues, Real Estate Brokerage and Ethical Issues
- Specialized Fields of Real Estate, Subdivisions and Other Public Controls

Prerequisite: None

B102-C: Real Estate Practice

This course reviews the day-to-day operations in real estate roles and brokerages including: listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. The course also applies toward the state's educational requirements for the salesperson's examination, and it also applies toward state's educational requirements for the broker's examination.

Topics covered:

- Ethics and Fair Housing
- Prospecting, Mandatory Disclosure and Knowing Your Obligations
- Listing Presentation Package, Servicing the Listing and Advertising
- The Buyer and the Property Showing
- Obtaining the Purchase Offer and from Offer to Closing
- Real Estate Financing, Escrow, Title Insurance and Taxation
- Property Management and Leasing
- Fair Housing
- Biases

Prerequisite: None

B103a-C: Legal Aspects of Real Estate

This course studies California real estate law, including rights incident to property ownership and management, agency, and contracts. It also includes application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. The course applies toward the state's educational requirements for the broker's examination.

Topics covered:

- Sources of Law the Judicial System and the Law of Agency
- Duties, Responsibilities and Regulations of Licensees
- Law of Contracts and Real Estate Contracts
- Property, Estates, Recording, Involuntary Liens and Homesteads
- Ownership of Real Property, Acquisitions and Conveyances
- Adjacent Property Rights, Landlord-Tenant Law and Land Use Controls
- Escrows and Title Insurance and Real Property Security Devices

Prerequisite: None

B104a-C: Real Estate Finance

This course provides an analysis of real estate financing, lending policies and problems in: financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties are emphasized.

Topics covered:

- The Nature and Cycle of California Real Estate Finance and Money and the Monetary System
- Fiduciary, Semifiduciary and Nonfiduciary Sources for Real Estate Finance
- Conventional, Insured, and Guaranteed Loans
- Financial Agencies, Lending Programs, Junior Loans in Real Estate Finance
- Loan Terms and Note Payments and Instruments of Real Estate Finance
- Real Estate Loan Underwriting, Processing Real Estate Loans, Loan Defaults and Foreclosures
- The Secondary Mortgage and Trust Deed Markets
- Investment Financing Strategies and Mathematics of Real Estate Finance

Prerequisite: None

B105a-C: Real Estate Appraisal

This is an introductory course covering the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Course focus will be on residential and single-unit property.

Topics covered:
The Appraisal Profession and Real Estate and Its Appraisal

- The Real Estate Marketplace and the Appraisal Process
- Building Construction and the Environment, Data Collections and Site Valuation
- The Cost Approach: Reproduction/Replacement Cost and Depreciation
- The Sales Comparison Approach and the Income Capitalization Approach
- Direct and Yield Capitalization, Reconciliation and the Appraisal Report
- Appraising Partial Interests and Appraisal Math and Statistics

Prerequisite: None

Real Estate and Finance Course Fee

There is a registration and processing fee of $150 for third-party funding and $50/course for private funding.

Course No.	Title	Tuition* Subject to change	Books Subject to change
B101-C	Real Estate Principles	$ 580	$ 70
B102-C	Real Estate Practice	$ 580	$ 70
B103a-C	Legal Aspects of Real Estate	$ 580	$ 70
B104a-C	Real Estate Finance	$ 580	$ 70
B105a-C	Real Estate Appraisal	$ 580	$ 70

**This tuition fee is applicable only to third-party funding. Students with private funding is subject to only $100.00 per course.*

Examination Requirements: Salesperson Applicants

To qualify to take an examination for a Real Estate Salesperson License, an applicant must submit an official transcript or credit certificate showing proof of completion of a three semester or four quarter unit college-level course or an equivalent DRE approved course in **Real Estate Principles, Real Estate Practice** and one additional course which should be chosen from the following list of courses: Accounting, Business Law, Common Interest Developments, Computer Applications in Real Estate, Escrows, Legal Aspects of Real Estate, Mortgage Loan Brokering & Lending, Property Management, Real Estate Appraisal, Real Estate Economics, Real Estate Finance and Real Estate Office Administration.

The three semester-unit or four quarter-unit courses must be completed through a regionally accredited college or university or an approved DRE private course sponsor. Course(s) completed through a foreign institution of higher learning ***must*** be evaluated by a foreign credentials evaluation service approved by DRE.

Refer to ***Instructions To License Applicants*** handbook for further information and examination rules. The handbook is available on the DRE Web site or from any DRE office. The certification statement can be found on the Salesperson Examination Application (RE 400A). Proof of completion of the course must be submitted on or before the date applicants file their original applications.

For additional information

Please call the California Department of Real Estate at (877) 373-4542 for further information on salesperson examination requirements. The DRE website also contains useful information, *www.dre.ca.gov*

License Processing Fee

	Salesperson
Fingerprint Fee	$ 49
Exam Application Fee	$ 60
License Fee	$ 245
Total	$ 354
	First reschedule fee is $15 and subsequent reschedule fee is $30.

Construction Department

General Contractor

Program Description and Objectives

The General Contractor Program is designed to assist students in obtaining General Contractor licensures from the California Contractors State License Board (CSLB). This program is a sequence of courses in a specialized field that builds both theoretical knowledge and practical skills information. This program is taught by highly regarded practitioners working in their fields of specialization. Students of the General Contractor Program will work in various fields as specified in the appropriate Standard Industrial Classification (SIC) Codes from 1521 to 1799. Lead Occupations are Construction Worker I, and Contractor, General Building.

Certificates of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued for a completed program.

Program Outline

General Contractor

$3,600

Course No.	Title	Lecture Hours	Weeks	**Total Hours*
GC101	General Building Contractor Law	120	5	120
GC102	General Building Contractor Trade	120	5	120
C-5	Framing and Rough Carpentry Contractor	120	5	120
	Total Program		**15**	**360**

CLOCK HOURS:

* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.

For Veterans

There is a registration fee of $10.00 and a processing fee of $140.00.

**Specified hours include break and lunchtime.

Reimbursement to Veterans and Eligible Persons

For information or resolution of specific payment problems, the veteran should call the **DVA** nationwide toll-free number at 1-800-827-1000.

General Contractor Class Schedule

Students in the General Contractor program study in the mornings Monday through Friday *or* evenings Monday through Friday of the periods below. Students are required to attend all assigned class meetings and hours.

Morning	**9:00**	**-**	**10:45**	**Class**
	10:45	**-**	**11:15**	**Break**
	11:15	**-**	**1:00**	**Class**
Evening	**6:00**	**-**	**7:45**	**Class**
	7:45	**-**	**8:15**	**Break**
	8:15	**-**	**10:00**	**Class**
Friday	**9:00**	**-**	**10:45**	**Class**
	10:45	**-**	**11:00**	**Break**
	11:00	**-**	**12:45**	**Class**
	12:45	**-**	**1:15**	**Lunch**
	1:15	**-**	**3:00**	**Class**
	3:00	**-**	**3:15**	**Break**
	3:15	**-**	**5:00**	**Class**

Course Descriptions

GC101: General Building Contractor Law

The General Building Contractor Law course includes, but is not limited to, laws and regulations of the State of California, business practices in office practices and finance management, bid preparation and analysis, and contract analysis to provide students with in-depth knowledge in the diversity of construction laws and licensing procedures. Topics include:

- Business Practices in office practices and finance management
- Bid Preparation, bid analysis, and establishing bid price
- Contract analysis, acceptance, and operations
- Planning and project management
- Compliance on vendors and subcontractors
- Employee safety, job site safety, and record keeping
- Labor, employment statutes, personnel policies
- Laws and regulations of State of California

Prerequisite: None

GC102: General Building Contractor Trade

The General Building Contractor Trade course includes the scope of work and code compliance, cost estimation for materials and labor, identification of design and construction errors, work scheduling warranty and many other topics to ensure that students obtain in-depth knowledge of the diverse topics that exist in the area of construction trade. Topics include:

- General Building
- Scope of work and code compliance
- Cost estimation for materials and labor
- Identification of design and construction errors
- Work scheduling warranty
- Personnel and work site safety
- Carpentry, Cabinet & Millwork, Wood and metal framing, Shear
- Rough hardware installation, Cabinetry (face frame and frameless),
- Electrical, Rough and finish wiring
- Concrete, Mixing, placing, and finishing concrete, Setting and
- Plumbing, Rough and finish plumbing, Gas appliances and HVAC
- Drywall installation, Taping and texturing
- Roofing, Gutters and metal flashing, Waterproofing and sealants
- Roofing materials and installation
- Flooring/Floor Covering, Flooring materials and installation
- Painting/Decorating, Painting and wall covering
- Tile materials and installation, Reinforcing steel and hardware

Prerequisite: None

C-5: Framing and Rough Carpentry Contractor

A Framing and Rough Carpentry Contractor course covers topics such as formwork, framing, or rough carpentry necessary to construct framed structures; installation or repairing of individual components of framing systems, and rough carpentry or associated work. This also includes but is not limited to the construction or installation of sub-flooring, siding, exterior staircases and railings, overhead doors, roof decking, truss members, and sheathing. Topics include:

- Wood
- Site Layout
- Framing
- Finish Carpentry
- Tools
- Plans and Specifications
- Mathematics Review
- Cal/OSHA

Prerequisite: None

Contractor License Course Fee

There is a registration and processing fee of $150.

Course No.	Title	Tuition (subject to change)	Books (subject to change)
GC101	General Building Contractor Law	$720	$20-$100
GC102	General Building Contractor Trade	$720	$20-$100
C-5	Framing and Rough Carpentry Contractor	$720	$20-$100

CONTRACTORS STATE LICENSE BOARD's Applicant Requirements

Contractor State License Board requests these Applicant Requirements, **NOT by Learnet.**
An individual must:

- Be at least 18 years old; and
- Have either a valid Social Security number or individual taxpayer identification number; and
- Have the knowledge, experience, and skills to manage the daily activities of a construction business (including field supervision) or be represented by someone else with that background who serves as the "qualifier.": The qualifier must have at least four years of experience within the past ten years as a journeyperson, foreperson, supervising employee, or contractor in the trade being applied for. The experience listed on the application must be verifiable, and people with firsthand knowledge of that experience must certify the accuracy of the information provided to CSLB on the "Certification of Work Experience" form.

License Processing Fee

CONTRACTORS STATE LICENSE BOARD's Fee

License Processing Fee	B General Contractor	C Specialized Contractor
Application Fee	$ 330	$ 330
Initial Licensing Fee	$ 200	$ 200
Total	$ 530	$ 530

Each additional classification fees are $ 75 per classification.
Payment must be payable to the Registrar of Contractors. Cash is not accepted.
Application fees are not refundable once the application has been filed.

The below two language programs are not within Learnet's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC):

Language Department

English as a Foreign Language: EFL

Program Description and Objectives

The EFL program provides intensive English instruction and orientation for international students planning to attend American colleges and universities and individuals pursuing professional training in the U.S.

Students who complete this program's Intermediate or Advanced levels acquire sufficient English and job-related information to begin work or pursue further education or training successfully. The program is designed to provide students with dramatically improved language skills by providing a small student-to-teacher ratio and a standardized, intensive, comprehensive, structure-based curriculum. All courses are conducted entirely in English.

Diploma of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Diploma of Completion will only be issued for a completed program.

Program Outline

EFL for Beginning Students					
Modules			Days	Weeks	Total Hours*
EFL	1A	Beginning	20	4	80
EFL	1B	Beginning	20	4	80
EFL	2A	High Beginning	20	4	80
EFL	2B	High Beginning	20	4	80
EFL for Intermediate Students					
Modules			Days	Weeks	Total Hours*
EFL	3A	Intermediate	20	4	80
EFL	3B	Intermediate	20	4	80
EFL	4A	High Intermediate	20	4	80
EFL	4B	High Intermediate	20	4	80
EFL for Advanced Students					
Modules			Days	Weeks	Total Hours*
EFL	5A	Advanced	20	4	80
EFL	5B	Advanced	20	4	80
EFL	6A	High Advanced	20	4	80
EFL	6B	High Advanced	20	4	80
			Total	**48**	**960**

CLOCK HOURS:

* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.

** Each quarter contains three EFL modules which is a total of 240 hours. Contained within those 240 hours are approximately 199 teacher contact hours, 4 hours of educational field trips, 12 hours of testing, 1 hour of orientation, and 24 hours of utilization of the language laboratory/media center. Social events, which promote and affirm student culture, may be held during or outside of normal course hours. This is subject to change based on instructor's daily plan.

EFL Class Schedule

Students in the EFL program study in the morning, afternoon, and evening period. Classes are held for 4 hours Monday through Friday for a total of 20 hours a week. Students are required to attend all assigned class meetings and hours.

Morning	**9:00**	**-**	**10:20**	**Class**
	10:20	**-**	**10:32**	**Break**
	10:32	**-**	**11:48**	**Class**
	11:48	**-**	**12:00**	**Break**
	12:00	**-**	**1:00**	**Class**
Afternoon	**1:00**	**-**	**2:20**	**Class**
	2:20	**-**	**2:32**	**Break**
	2:32	**-**	**3:48**	**Class**
	3:48	**-**	**4:00**	**Break**
	4:00	**-**	**5:00**	**Class**
Evening	**6:00**	**-**	**7:20**	**Class**
	7:20	**-**	**7:32**	**Break**
	7:32	**-**	**8:48**	**Class**
	8:48	**-**	**9:00**	**Break**
	9:00	**-**	**10:00**	**Class**

Course Descriptions

EFL 1A Beginning

Introducing elementary English to the students who take the first step to learn English. This step demonstrates very short conversation like introducing oneself to others, basic grammar such as how to use *be*, simple questions and answers, Wh- questions, yes/no questions, subject pronouns, basic preposition, etc. The purpose of this course is to let students know that English is a very practical language so they can use it very usefully if they practice hard.

Prerequisite: None

EFL 1B Beginning

This course continues study based on former level, but it becomes more complex. This step treats simple present tense, present continuous, adverbs and questions of frequency, simple past tense, and countable and uncountable nouns. Students may feel the course quickly becomes difficult because they learn grammar and expressions quite different from 1A, and they are just beginners, so the instructor needs to lead the students not to fear about learning English.

Prerequisite: EFL 1A

EFL 2A High Beginning

Instructor teaches to the students more complicated grammar and longer expressions. To make long sentences, the students will learn how to use conjunctions, adjectives like comparative and superlative, and longer vocabulary. At this level, students learn more words and idioms through practicing conversation, and learn about basic writing structure, how to compose real essay in English.

Prerequisite: EFL 1B

EFL 2B High Beginning

In this level, students will learn about irregular verbs, present perfect, and present continuous future. This kind of grammar is quite difficult so student should practice a lot by making sentences in speech and in writing.

Prerequisite: EFL 2A

EFL 3A Intermediate

As the beginning of the intermediate course, this level is related with the basic course, but students will learn more complex words, expressions and grammar. With the basis of basic knowledge, they will be able to speak in English using the comparison of simple past vs. present perfect and future tense.

Prerequisite: EFL 2B

EFL 3B Intermediate

This course continues the development of student knowledge of fundamental structures of English and appropriate use of these structures in both spoken and written communication. Topics such as travel, childhood, customs, personality, and predicaments are presented in unique ways using interesting real-life information. Speaking ability is developed through oral exercises, individual reports, class discussions, and debates. Reading and writing are developed through both in-class and independent reading projects using the Library, as well as compositions and various written assignments. Students will learn typical questions and responses; two-part verbs; time contrasts; simple past, present perfect, present perfect continuous, and future tenses; modes; active and passive voices; habitual actions; comparisons with adjectives; sequence adverbs; infinitives, gerunds, and imperatives; conditional sentences with *if* clauses; and reported speech.

Prerequisite: EFL 3A

EFL 4A High Intermediate

This course provides continuous study from the intermediate level, with more complicated expressions. Students will learn about passive, past continuous, and some adverbs variously used in sentences. The focus on this level is to fortify learning structures in practical English. This level is middle of all complete courses, so it is important to study remembering the basic structure. To do so, students can progress their English ability.

Prerequisite: EFL 3B

EFL 4B High Intermediate

This course builds on the foundations established in EFL 3AB for accurate and fluent communication, extending grammatical, lexical, and functional skills. Students will explore various topics, such as relationships, the media, self-improvement, business and advertising, and controversial issues. Speaking ability is developed through oral exercises, individual reports, class discussions and debates. Reading and writing are developed through both in-class and independent reading projects using the Library, as well as compositions and various written assignments. Students will learn relative pronouns; clauses with *it* and adverbial clauses with *when*; gerund phrases; comparisons with adjectives, verbs, nouns, and past participles; requests with modals; past continuous tense; noun phrases; expectations; prepositions of cause; infinitive clauses and phrases; *would rather* and *would prefer*; *have*/*get* something *done*; time clauses; the passive to describe process; giving opinions with passive; and complex noun phrases.

Prerequisite: EFL 4A

EFL 5A Advanced

Upon completion of this course, students will be better prepared in the four areas of competence: listening, speaking, reading and writing. Students will also become more familiar with idiomatic English. The bulk of the outside reading as well as the subjects of class discussion is student-determined/instructor-approved.

Prerequisite: EFL 4B

EFL 5B Advanced

A comprehensive and challenging class, EFL 5B aims to consolidate and expand the skills of listening comprehension, speaking, reading, and writing in English. The course aims to promote cross-cultural understanding through the use of texts and multimedia from the Library. In addition to a review and refinement of grammar and vocabulary in a culturally rich context, students also experiment with their written and spoken expression through different formats.

Prerequisite: EFL 5A

EFL 6A High Advanced

In addition to giving students an opportunity to discuss (at an advanced level) important social and cultural issues, this class also focuses on improving students' ability to draw inferences from advanced English reading and listening passages. Students are asked to write short essays, stories and even poems in English and present them to the class.

Prerequisite: EFL 5B

EFL 6B High Advanced

EFL 6B is a high advanced language and culture class that aims to refine the skills acquired in EFL 5AB. Emphasis is placed on the development of oral and written expression to promote linguistic and cultural competencies through an extensive grammar review and exploration of spoken and written texts. Cultural competency is reinforced by exposure to American culture through various exercises, written assignments, and media resources. Throughout the course, students will share ideas in collaborative, small-group, and whole class discussions.

Prerequisite: EFL 6A

Graduation Requirements

To graduate from the EFL program, a student must successfully complete EFL 6B by achieving an average grade of 70% (GPA of 2.0) or more. The student must also meet the attendance policy and maintain an overall attendance rate of 78%.

EFL Program Fee

Each module lasts 4 weeks. There is a registration and processing fee of $150 per year.

Level			Tuition (subject to change)	Books (subject to change)
EFL	1A	Beginning	$ 568	$ 50
EFL	1B	Beginning	$ 568	$ 50
EFL	2A	High Beginning	$ 568	$ 50
EFL	2B	High Beginning	$ 568	$ 50
EFL	3A	Intermediate	$ 568	$ 50
EFL	3B	Intermediate	$ 568	$ 50
EFL	4A	High Intermediate	$ 568	$ 50
EFL	4B	High Intermediate	$ 568	$ 50
EFL	5A	Advanced	$ 568	$ 50
EFL	5B	Advanced	$ 568	$ 50
EFL	6A	High Advanced	$ 568	$ 50
EFL	6B	High Advanced	$ 568	$ 50
Total			**$ 6,800**	**$ 600**

TOEFL iBT

Program Description and Objectives

The TOEFL iBT program provides intensive English instruction and orientation for international students planning to attend American colleges and universities and individuals pursuing professional training in the U.S. This program aims to help students feel confident and well-prepared when taking the Internet-based TOEFL (iBT). The program starts with an introduction to the iBT format. Students will then learn the types of questions on the reading, listening, speaking, and writing sections of the test and test-taking strategies for each section. In this program, the student will polish the language and computer skills needed for the exam, improving their overall test-taking abilities.

There is a daily homework assignment in all language skill areas, including vocabulary. Finally, the student will be given opportunities to take practice tests for each section. This program will interest the student who would like to take the TOEFL iBT in particular.

Diploma of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Diploma of Completion will only be issued for a completed program.

Program Outline

TOEFL iBT				
Modules		Days	Weeks	Total Hours*
TOEFL iBT 1	Beginning	20	4	80
TOEFL iBT 2	Beginning	20	4	80
TOEFL iBT 3	Intermediate	20	4	80
TOEFL iBT 4	Intermediate	20	4	80
TOEFL iBT 5	Advanced	20	4	80
TOEFL iBT 6	Advanced	20	4	80
		Total	**24**	**480**

CLOCK HOURS:

* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.

** Each quarter contains three TOEFL iBT modules which is a total of 240 hours. Contained within those 240 hours are approximately 199 teacher contact hours, 4 hours of educational field trips, 12 hours of testing, 1 hour of orientation, and 24 hours of utilization of the language laboratory/media center. Social events, which promote and affirm student culture, may be held during or outside of normal course hours. This is subject to change based on instructor's daily plan.

TOEFL iBT Class Schedule

Students in the TOEFL iBT program study in the morning, afternoon, and evening period. Classes are held for 4 hours Monday through Friday for a total of 20 hours a week. Students are required to attend all assigned class meetings and hours.

Morning	**9:00**	**-**	**10:20**	**Class**
	10:20	**-**	**10:32**	**Break**
	10:32	**-**	**11:48**	**Class**
	11:48	**-**	**12:00**	**Break**
	12:00	**-**	**1:00**	**Class**
Afternoon	**1:00**	**-**	**2:20**	**Class**
	2:20	**-**	**2:32**	**Break**
	2:32	**-**	**3:48**	**Class**
	3:48	**-**	**4:00**	**Break**
	4:00	**-**	**5:00**	**Class**
Evening	**6:00**	**-**	**7:20**	**Class**
	7:20	**-**	**7:32**	**Break**
	7:32	**-**	**8:48**	**Class**
	8:48	**-**	**9:00**	**Break**
	9:00	**-**	**10:00**	**Class**

Course Descriptions

TOEFL iBT 1

Upon completion of this course, students will be better prepared in the four areas of competence; listening, speaking, reading and writing. Grammatically correct sentence structure and proper execution of spoken English are the thrust of this level. Relationship words, cause and effect, opposition, condition, and conditional sentences are practiced. Three-paragraph persuasive compositions stressing a thesis statement, supporting statements and a conclusion will be practiced. A greater emphasis is placed on cultural understanding and comparison.

Prerequisite: None

TOEFL iBT 2

Students will learn test-taking strategies and academic skills for each type of question in the reading, listening, speaking and writing sections of the test through audio scripts for practice activities. This course covers the two categories of Taking Notes and Paraphrasing for a higher score on the TOEFL iBT.

Prerequisite: TOEFL iBT 1

TOEFL iBT 3

Continuing from TOEFL iBT 2, students will learn test-taking strategies and academic skills for each type of question in the reading, listening, speaking and writing sections of the test through audio scripts for practice activities. This course covers the two categories of Summarizing and Synthesizing for a higher score on the TOEFL iBT.

Prerequisite: TOEFL iBT 2

TOEFL iBT 4

The contents of this module will stress the four areas of TOEFL iBT competence: listening, ~~grammar~~ speaking, reading, and writing. There will be an on-going evaluation of students' scores and progress in each portion of the test during the course. A weekly full-length TOEFL iBT is given and graded for each student.

Prerequisite: TOEFL iBT 3

TOEFL iBT 5

This course offers additional, highly focused practice of TOEFL iBT problems, organized by section and problem type. By rotating between sections each week, students will keep their skills sharp and well-rounded. Upon completion of this course, students will be better prepared to take and pass the TOEFL iBT exam. There will be an ongoing evaluation of students' scores and progress in each portion of the test during the course.

Prerequisite: TOEFL iBT 4

TOEFL iBT 6

Continuing TOEFL iBT 5, this course offers additional, highly focused practice of TOEFL iBT problems, organized by section and problem type. By rotating between sections each week, students will keep their skills sharp and well-rounded. Upon completion of this course, students will be better prepared to take the TOEFL iBT exam. There will be an ongoing evaluation of students' scores and progress in each portion of the test during the course.

Prerequisite: TOEFL iBT 5

Graduation Requirements

To graduate from the TOEFL iBT program, a student must successfully complete Level 6 by achieving an average grade of 70% (GPA of 2.0) or more. The student must also meet the attendance policy and maintain an overall attendance rate of 78%.

TOEFL iBT Program Fee Each module lasts four weeks. There is a registration and processing fee of $150 per year.

Level		Tuition (subject to change)	Books (subject to change)
TOEFL iBT	1	$ 568	
TOEFL iBT	2	$ 568	
TOEFL iBT	3	$ 568	
TOEFL iBT	4	$ 568	$40
TOEFL iBT	5	$ 568	
TOEFL iBT	6	$ 568	
Total		**$ 3,400**	**$ 40**

Staff and Faculty

Staff Members

Tia J. Shin	Executive Director
Samuel Bernardo	Dean
Oscar Zapata	DE Coordinator/ Student Service
Giovanni Ong	Registrar / Placement
Anna Ghazaryan	Admissions
Elena Gascon	Admissions
Chaeyeong Lee	Admissions
Rima Baghdasaryan	Secretary
Laurie Anderson	Librarian
Dr. Milad Demetry	Program Head in Business Administration Dept.
Nadia Phoenix	Program Head in Computer Business Dept.
Agasi Aslanyan	Program Head in Computer Information Dept.
Julie Vad	Interim Program Head in Real Estate and Finance Dept.
Guanyong Zhang	Interim Program Head in Construction Dept.

Faculty Members

Faculty members teaching non-degree programs have a minimum of three years of experience, education and training in current practices of the subject area they are teaching.

BUSINESS ADMINISTRATION DEPT.

Dr. Milad Demetry
Program Head, *Business Faculty*
DBA, University of Phoenix
MBA in Management, Keller Graduate School of Management
Major: Research Interest: Business, Leadership, Management

Samuel Bernardo, JD
Business, Real Estate and Finance Faculty
Licensed Attorney, State Bar of California: #140426
Juris Doctor, Loyola Marymount University
BA in College of Arts and Science Chemistry, the University of North Carolina at Chapel Hill
Major: Research Interest: Law, Business, Marketing, Management

Dr. Brandi Payne
Business Faculty
DBA, University of Phoenix
MBA in Human Resource Management, Keller Graduate School of Management
Major: Research Interest: Business, Marketing, Management

Michael Abasolo
Business Faculty
MBA, Asian Institute of Management
Major: Research Interest: Business Administration
BSBA, San Beda University
Major: Accounting

COMPUTER BUSINESS AND INFORMATION DEPT.

Nadia Phoenix
Program Head, CBA / COUS Faculty
Master of Fine Arts, Academy of Art University
Major: Research Interest: Advertising and MS Office
BS, Carleton University, Ottawa, ON, Canada
Major: Electrical Engineering

Agasi Aslanyan
Program Head, CII / CIS / CITA Faculty
MS, California State University, Los Angeles / Certificate, Microsoft……etc.
Major: Research Interest: M.S Information Systems
BS, California State University, Los Angeles
Major: Computer Information Systems

Gregory Frank
CITA Faculty
BA, University of California, Los Angeles / Certificate, Microsoft
Major: Research Interest: English

REAL ESTATE AND FINANCE DEPT.

Guanyong Zhang
Interim Program Head and Real Estate and Finance Faculty
Department of Real Estate of California Licensed Broker ID: 02025295
Master of Construction Business, University of Oklahoma-Processing
Major: Research Interest: Real Estate, Construction Management
BS, Shandong Jianzhu University
Major: Industrial and Civil Construction Engineering

Samuel Bernardo, JD
Business, Real Estate and Finance Faculty
Licensed Attorney, State Bar of California: #140426
Juris Doctor, Loyola Marymount University
BA in College of Arts and Science Chemistry, the University of North Carolina at Chapel Hill
Major: Research Interest: Law, Business, Marketing, Management

Julie Vad
Real Estate and Finance Faculty
Department of Real Estate of California Licensed Salesperson ID: 01324822
MA, TESOL – Pepperdine University
Major: Research Interest: Linguistic
BA, University of California, Los Angeles
Major: Research Interest: English

Federico Diaz
Real Estate and Finance Faculty
Licensed Broker: Licensed-2016, ID: 01805057, Department of Real Estate of California
AS, Santa Monica College
Major: Research Interest: Solar Photivoltair

CONSTRUCTION DEPT.

Guanyong Zhang
Interm Program Head, General Contractor Faculty
California General A Contractor; CSLB License # 934373
California General B Contractor: CSLB License # 1045889
California General C10 Contractor: CSLB License # 1034073
Department of Real Estate of California Licensed Broker ID: 02025295
Master of Construction Business, University of Oklahoma-Processing
Major: Research Interest: Real Estate, Construction Management
BS, Shandong Jianzhu University
Major: Industrial and Civil Construction Engineering

GENERAL EDUCATION DEPT.

Robert Lehman
English Faculty
MA, University of Southern Indiana, Evansville, IN
Major: English Literature
BA, University of Southern Indiana, Evansville, IN
Major: English Literature

Joy Carrillo
Sociology Faculty
MA. California State University Dominguez Hills, Dominguez, CA
Major: Research Interest: Social Anthropology
BA, California State University Dominguez Hills, Dominguez, CA
Major: Liberal Study

Loc Le
Math Faculty
MS, California State Polytechnic University, Pomona, CA
Major: Pure Mathematics

Dr. Christopher Chui
Math, Physics, Sociology, Biology, Communication, and Psycology Faculty
Ph.D. Logos University, Altamonte Springs, FL
Major: Research Interest: Philosophy of Science
MS, Westcoast University, CA
Major: Electrical Engineering
Other Credentials: California DOE Teaching Credential in Physics, Mathematics, Chemistry, and Biology, MCP, CCNA, Library Science,
California State University Northridge and North Carolina Central University

Cindy Beckett
Psychology Faculty
MS, California State University
Major: Psychology
BA, California State University
Major: Psychology

LANGUAGE DEPT.

Robert Lehman
Interim Program Head
MA, University of Southern Indiana, Evansville, IN
Major: English Literature
BA, University of Southern Indiana, Evansville, IN
Major: English Literature

Sherry Schafer
EFL and TOEFL iBT Faculty
MA, University of California, Davis

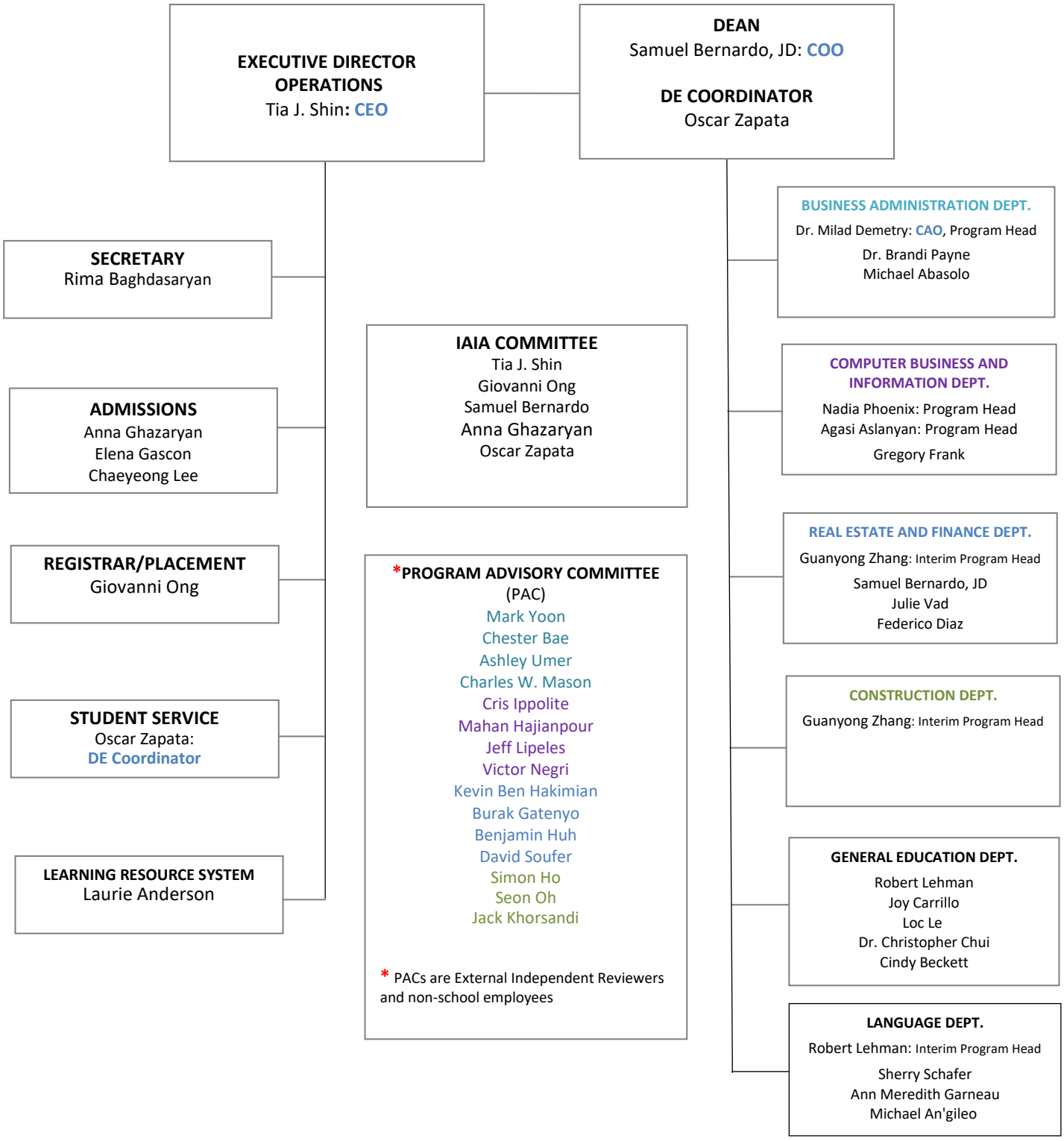
Major: Research Interest: Linguistics and TESOL

Ann Meredith Garneau
EFL Faculty
TESOL Certificate, the University of Los Angeles Extension
BA, Washington DC, University of Ottawa
Major: Research Interest: General/Linguistics and TESOL

Michael An'gileo
EFL Faculty
CATESOL Certificate
BA, University of Southern California
Major: Research Interest: General/Cinema Linguistics and TESOL

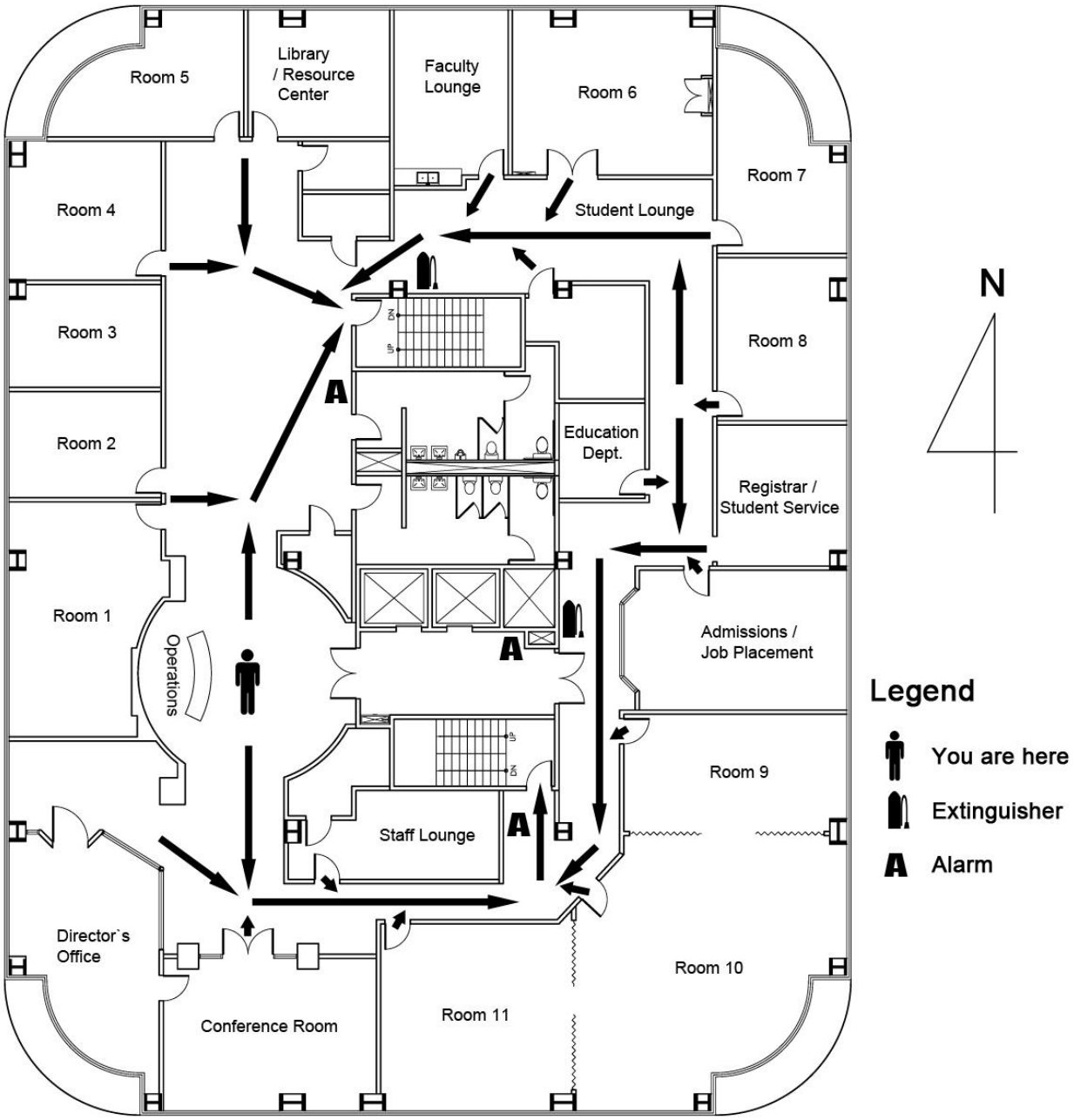
LEARNING RESOURCE SYSTEM
Laurie Louise Anderson
Librarian
MLS, San Jose State University
Major: Research Interest: Library and Information Science
BA, University of California, Berkeley
Major: Anthropology

Organization Chart



Addendum

Campus Map and Emergency Evacuation Plan



Equipment (Dec 2024) ***Detailed information is in the 'Inventory of Equipment' report in the Library Binder.***

Computers Technical Details

	HP ENVY Curved All-in-One Desktop	HP Pavilion 22-3110 TouchSmart All-in-One Desktop	HP Pavilion 21-H010 TouchSmart All-in-One Desktop	DELL Vostro MT 3671Desktop	ASUS Touchscreen Transformer Book Flip
Quantity	1	28	26	5	10
Screen Size	34 Inches	21.5 Inches	21.5 Inches	23.8 Inches	15.6 Inches
Screen Resolution	3440 x 1440 Pixels	1920 x 1080 Pixels	1920 x 1080 Pixels	1920 x 1080 Pixels	
Processor	2.2 GHz Intel Core i5	1.4 GHz AMD E Series	1.5 GHz A4-5000	Intel(R) Core ™ i5-9400	1.7 GHz Intel Core i5
RAM	12 GB SDRAM	4 GB DDR3L SDRAM	4 GB DDR3-SDRAM	8.00 GB	6 GB DDR3 SDRAM
Memory Speed	2133 MHz	1600 MHz	1600 MHz	2.90 GHz	
Hard Drive	1 TB HDD 5400 rpm	1 TB	1024 GB SATA	PCIe NVMe	1 TB HDD 5400 rpm
Graphics Coprocessor	NVIDIA GeForce		AMD Radeon HD 8330 Graphics	Intel UHD Graphics 630	Intel Integrated Graphics

Computers Summary:

- ASUS Notebook PC (QTY 10)
- Lenovo Black Laptop (QTY 10)
- Lenovo Blue Laptop (QTY 5)
- Dell Black Laptop (QTY 5)
- Dell Silver Laptop (QTY 4)
- Monitor including TouchSmart (QTY 99)
- CPU (QTY 32)
- Mice (QTY 106)
- Keyboard (QTY 102)
- External Hard Drive (QTY 1)
- USB (QTY 28)

Audio-Visual Equipment:

- Antenna (QTY 3)
- CD Player / Boom Box (QTY 8)
- Digital Camera (QTY 1)
- Discman (QTY 1)
- DVD (QTY 2)
- Fender Amplifier (QTY 1)
- Headsets (QTY 29)
- Microphone System (QTY 4)
- Overhead Projector (QTY 2)
- Projector Screen (QTY 11)
- Projector Support (QTY 11)
- Projector USB Receiver (QTY 9)
- Projector USB Receiver Base (QTY 9)
- Projector USB Transmitter (QTY 9)
- Projector USB Wireless Adapter (QTY 5)
- Projectors (QTY 12)
- Remotes (QTY 22)
- Servers/Server Equipment (QTY 4)
- Speakers (QTY 16)
- Television (QTY 2)
- Webcam (QTY 7)

Other Instructional Equipment:

- Brother P-Touch Label maker (QTY 10)
- Cisco Router (QTY 3)
- Copier (4)
- Electric Sharpener (QTY 2)
- Fax Machine (QTY 1)
- Filing Equipment (QTY 63)
- Furniture / Chairs including table with foldable chairs and stools (QTY 625)
- Laptop Storage Cart (QTY 1)
- Laser quality printer (QTY 5)
- Mobile white board (QTY 3)
- Network Switch (QTY 13)
- Podium (QTY 8)
- Port Hub (QTY 2)
- Pulsar Power (QTY 1)
- Router (QTY 5)
- Tools Kit (QTY 16)
- White Board (QTY 10)

Other Equipment:

- AC Unit (QTY 1)
- Barcode Scanner (QTY 2)
- Book Cart (QTY 1)
- Bookshelf (QTY 15)
- Bulletin Board (QTY 11)
- Credit card reader (QTY 1)
- Electronic signature ePad (QTY 1)
- Fingerprint scanner (QTY 2)
- ID card printer (QTY 1)
- Magazine / Books rack (QTY 9)
- Paper Shredder (QTY 1)
- Phone (QTY 23)
- Sanitizer dispenser (QTY 1)
- Security monitor (QYT 2)
- Security system camera (QTY 23)
- Security system console (QTY)

Tuition and Other Fees

Tuition and Other Fees

Program	Tuition ONLY: Subject to Change
Computer Information Technology Administrator (CITA) *	$ 8,000
Computer Office User Specialist (COUS)	$ 4,000
Computer Information Infrastructure (CII)*	$ 8,000
Computer Information Systems (CIS)	$ 4,000
Real Estate & Finance Salesperson	$ 3,200
General Contractor	$ 3,600
Computer Business Applications, Academic Associate Degree*	$250/unit or $ 22,500
Business Administration: Real Estate Concentration, Academic Associate Degree*	$250/unit or $ 24,000
Bachelor of Business Administration, Bachelor's Degree	$250/unit or $ 45,000
Master of Business Administration, Master's Degree*	$450/unit or $ 24,300
English as a Foreign Language (EFL)	$ 6,800
Test of English as a Foreign Language Internet Based Test (TOEFL iBT)	$ 3,400
*Programs offered both on campus and online	
Estimated costs for equipment to participate in online courses	$1,200
Non-Refundable Application, Registration & Processing Fee	
Registration Fee	$300
Initial I-20 Processing	$200
International Student Fee	$600

[*1]The Schedule of Total Charges for a Period of Attendance and [*2]an Estimated Schedule of Total Charges for the Entire Educational Program: (CEC §94870 and §94909(a)(9))

Program Clock Hrs/Credits	EFL 960 Hrs	TOEFL iBT 480 Hrs	CITA 720 Hrs	COUS 360 Hrs	CII 720 Hrs	CIS 360 Hrs	RE 360 Hrs	GC 360 Hrs	ABA 96 Credits	ACBA 90 Credits	BBA 180 Credits	MBA 48 Credits
	CLOCK HOURS								CREDITS			
[1]STRF	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
[2]Registration	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150	$ 150
[3]Tuition / Quarter (12 Weeks)	--	--	--	--	--	--	--	--	**$ 1,700	**$ 1,700	**$ 1,700	**$ 2,000
[3]Tuition for Entire Program	$6,800	$3,400	$ 8,000	$ 4,000	$ 8,000	$ 4,000	$ 2,900	$ 3,200	$13,600	$13,600	$27,200	$16,000
SUM OF INSTITUTIONAL CHARGES	$6,968	$3,560	$8,170	$4,160	$8,170	$4,160	$3,058	$3,358	$13,785	$13,785	$27,418	$16,190
[4]Books:	$260	$ 70	$450	$300	$400	$ 350	$ 150	$ 250	$750	$650	$1,200	$800
SUM OF NONINSTITUTIONAL CHARGES	$260	$ 70	$450	$300	$400	$ 350	$ 150	$ 250	$750	$650	$1,200	$800
[*1] TOTAL CHARGES FOR FULL-TIME QUARTER (12 WEEKS)	--	--	--	--	--	--	--	--	Registration $150 + STRF $0 + Tuition $1,700 + Books $750 [5]$ 2,600	Registration $150 + STRF $0 + Tuition $1,700 + Books $650 [5]$ 2,500	Registration $150 + STRF $0 + Tuition $1,700 + Books $1,200 [5]$ 3,050	Registration $150 + STRF $0 + Tuition $2,000 + Books $800 [5]$ 2,950
[*2]TOTAL CHARGES FOR ENTIRE EDUCATION PROGRAM	$7,227.5	$ 3,630	$ 8,620	$ 4,460	$ 8,570	$ 4,510	$ 3,207.5	$ 3,607.5	Registration $150 + STRF $0 + Tuition $13,600 + Books $750 $ 14,500	Registration $150 + STRF $0 + Tuition $13,600 + Books $650 $ 14,400	Registration $150 + STRF $0 + Tuition $27,200 + Books $1,200 $ 28,550	Registration $150 + STRF $0 + Tuition $16,000 + Books $800 $ 16,950

**Total Charges: Total charge means the sum of institutional and noninstitutional charges.*

[1]STRF: Non-Refundable Student Tuition Recovery Fee. Fee must be included to each individual course (STRF) assessment rate is Zero- Dollar ($0.00) per one thousand dollars ($1000) of institutional charges.

[2]Registration: Non-Refundable Registration Fee

[3]Tuition: Subtotal for Institutional Charges-Exclusive Materials

[4]Books: Estimated Total Noninstitutional Charges of Books: Paperback, e-Books, and PDF Books

[5]Registration + STRF + Tuition/Quarter (12 Weeks) + Books(Estimated Total Noninstitutional Charges)

***Students applied for the Completion Waiver Program*

Student I.D.	$20
Late Registration/Payment Fee	$50
Transfer Credit Fee	$30/course
Transcript per Program	$20
Rush Processing Fee	$50
Original I – 20	$100
Special Documents upon request	$100
Optional Practical Training (OPT) Processing Fee	$120
RFE Package	$250
Reinstatement/SEVIS Data Fix	$1,300
Cap Gown Fee	$100
Graduation Fee	$100
Diploma	* No Charge
Diploma Duplicate	$50
Housing Information (Information/Referrals Only)	* No Charge
R.T.D. Bus Pass (Information/Referrals Only)	* No Charge
Transfer Form	* No Charge
Re - Entry Form	* No Charge
Medical Insurance (Information/Referrals Only)	* No Charge

Students must register and pay for at least one term of quarter (3 months) in advance and future payment schedule should be arranged with admissions. If students get any discount or promotion program for tuition, the refund will be calculated based on the regular tuition fee.

Recruitment / Advertising / Promotional Practice Policies

The responsibility to admit students rests solely with the Executive Director and Admissions staff. Recruitment and Admissions of students are never delegated to an outside party. All applications need to be approved and signed by the Executive Director.

Prohibited Admissions Activities

1. Off-Campus Recruiting: California law (and in some cases Federal law) prohibits off-campus solicitation of enrollments through such methods as canvassing, surveys, telemarketing, referring individuals to Learnet, etc., and registering or enrolling a student off-campus, unless the individual (or Agency) is bonded and licensed as an Agent with the California Bureau for Private Postsecondary Education. Note: This does not apply to Learnet employees who participate in panels such as academic and professional career days at a local high school.
2. Employment Agencies may not be used for recruiting.
3. Students may not be compensated for referrals (except under strict conditions). Also, a recent statement by the Bureau of Private Postsecondary Education has indicated that such compensation would be considered as rendering the student an "Agent" of Learnet.
4. Advertising in the Classifieds section of a newspaper (or any other media) is strictly forbidden.
5. No claims implying a guarantee of employment or level of income may be made.
6. No claims implying that a course of study will prepare an individual for gainful employment or State licensure may be made unless they are factual.

Learnet strictly follows advertising/promotional practice guidelines of its approving and/or accrediting agencies, institutions, bodies, and/or organizations.

Statement of Assurance of Compliance with 85/15 Enrollment Ratios

The Code of Federal Regulations (38 CFR 21.4201) states VA shall not approve the enrollment of any VA-eligible person, not already enrolled, in any course for any period during which more than 85 percent of the students enrolled in the course are having all or part of their tuition, fees, or other charges paid to or for them by an Educational Institution or VA.

Public Law 115-407, Section 103

In accordance with the Veterans Benefits and Transition Act of 2018, section 3679(e) of title 38 (Public Law 115-407), a student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation & Employment, or Chapter 33, Post-9/11 GI Bill® benefits shall be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' website – eBenefits, or a VAF 28-1905 form for Chapter 31) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

The school shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require the student to borrow additional funds, in order to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

Veteran's Information Bulletin

Tuition Payment, Cancellation, and Refund Policy

Learnet has and maintains a policy for the unused portion of tuition, fees, and other changes in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued at any time prior to completion and provided that the amount charged to the veteran or eligible person for tuition, fees, and other charges for a portion of the course does not exceed the approximate prorated 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.

In the event of cancellation, withdrawal, or discontinued enrollment, Learnet will waive the $140 processing fee for veterans, making it subject to refund proration.

Changes in Status

Upon any of the changes in status listed in the catalog, the VA will be promptly notified.

Reimbursements

For information or resolution of specific payment questions or problems, veterans should call the DVA nationwide toll-free number at (800) 827-1000.

The information contained in this catalog and its addendum is true and correct in content and policy.



Signature of Executive Director
Tia J. Shin

October 15, 2026
Date

Statements by Students

Learnet
Holmes Center
3251 West 6th Street, 2nd Floor
Los Angeles, CA 90020

I have received a copy of the Veterans Information Bulletin, which contains the rules, regulations, course completion requirements, and costs for my enrolled programs.

Veteran Name: _____

Social Security/C-number: _____

Signature: _____

Date: _____

Enrolled By: _____
Print Name Signature

Education File Procedure

LearNet academy

5251 W. 6th St., Suite 250 Los Angeles, CA 90020
t. 213.387.4262
f. 213.387.3365

EDUCATION FILE PROCEDURE

☐	CREATE THE ACADEMIC SCHEDULE FOR DEGREE PROGRAMS OR ADD THE SCHEDULE FOR CERTIFICATE PROGRAMS	Not more than 30 days prior to the start of class.
☐	PREVIOUS EDUCATION EVALUATION FORM WITH TEST OUT EVALUATION FORM ☐ PREVIOUS INSTITUTION TRANSCRIPT ☐ THIRD PARTY EQUIVALENCY REPORT ☐ TEST OUT TEST(S) ☐ EVALUATION REPORT *The student must take the final exam for the course, not more than 30 days prior to the start of class.*	
☐	TEST OUT EVALUATION FORM ☒ TEST OUT TEST(S)	
☒	STUDENTS WITH MORE THAN 10 CONSECUTIVE DAYS OF UNEXPECTED ABSENCES WILL BE PLACED IN A TWO-WEEK WARNING PERIOD, NOTIFIED BY EMAIL, UNTIL "PROBATION PERIOD IS INITIATED THROUGH A PROBATION MEETING WITH THE DEAN.	2 weeks Warning period ONLY
☐	AT RISK STUDENTS ☐ SEND THE "TERMINATION WARNING FOR ACADEMIC PROBATION" EMAIL ONLY ☒ SCHEDULE APPOINTMENT WITH DEAN ☒ STUDENT ADVISEMENT FORM ☒ ACADEMIC WARNING MEETING FORM ☐ STUDENT MAY RETAKE OR MAKE UP TESTS FOR CHANGE OF GRADING BY DEAN OR INSTRUCTOR'S APPROVAL	2 weeks
☐	IF NOT, ☐ MAIL OUT A "**TERMINATION WARNING** FOR ACADEMIC PROBATION" LETTER ☒ ATTACH GREEN RECEIPT TO COPY OF THE LETTER	Probation: 30 – 90 days
☐	*ESTABLISH SAP (PHASE 1):* ☒ SCHEDULE AN APPOINTMENT WITH DEAN ☒ STUDENT ADVISEMENT FORM ☒ ACADEMIC WARNING MEETING FORM ☒ REVISED ACADEMIC SCHEDULE	
☐	*ESTABLISH SAP (PHASE 2):* MONITORING STUDENT IMPROVEMENT WITHIN 90 DAYS (1 QUARTER) OR WITHIN 30 DAYS FOR A SHORT-TERM PROGRAM. ☒ YES ☒ EMAIL "NOTIFICATION OF REMOVAL FROM ACADEMIC PROBATION" ☐ NO ☐ MAIL OUT "**TERMINATION NOTICE** FOR ACADEMIC WARNING" LETTER WITH AN APPEAL INFORMATION ☐ ATTACH GREEN RECEIPT TO COPY OF THE LETTER	
☐	COLLECT GRADES FROM INSTRUCTORS AND SAVE THEM IN THE TRANSCRIPT SERVER	ED Dept. and Registrar
☐	UPDATE TRANSCRIPTS EVERY 13TH WEEK	

Practical Training Opportunities

As an F-1 international student, you are prohibited from working off-campus without prior authorization. For eligible students, opportunities exist for on-the-job training both during and after your degree and certificate programs.

Optional Practical Training (OPT)

Optional Practical Training (OPT) allows you to work in the United States and gain practical experience in an occupation directly related to your area of study for one year following the completion of your program.

If approved by U.S. Citizenship and Immigration Services (USCIS), you will receive an Employment Authorization Document (EAD card). This enables you to work for up to one year in the U.S. in a job that is directly related to your field of study.

To be eligible to apply for OPT you need to:

- Be in a final quarter of your Learnet Academy Degree/Certificate Program
- Have maintained lawful F-1 visa status for at least three academic quarters (9 months)
- Have been issued an OPT-endorsed Form I-20 from your admissions and placement officer prior to submitting your online application with USCIS.

If you have already done one year of OPT after completing a degree and certificate program or at another school or if you have been approved for 12 months of full-time CPT, you are not eligible to apply to OPT after completing your certificate program at Learnet Academy.

Your employment must be directly related to your studies. You are required to report to your placement officer as soon as you receive a job offer. You will need to report to placement officer the name of your employer and a description of your job that describes how the job is related to your studies.

For more information on OPT eligibility or the application process, please contact your international student advisor at Learnet Academy and watch your email for reminders on OPT information sessions hosted quarterly by the Placement Officer.

Updates to Learnet Catalog January 1st, 2019– December 31st, 2025

Update 12/10/2025

Updating SPFS, Academic Calendar, Staff, Faculty, and Organ Chart

Update 11/10/2024

Page 104 – Computer Information Technology Administration – shows $ 6,800, instead should be $ 8,000
Page 106 – Computer Office User Specialist - shows $ 3,400, instead should be $ 4,000
Page 115 – Computer Information Infrastructure – shows $ 6,800, instead should be $ 8,000

Update 09/05/2023

Updating Staff, Faculty, and Organ Chart

Update 02/15/2023

Revised the chart to include the Estimated Schedule of Total Charges on pages 26 and 160.

Update 01/30/2023

Revised the CONTRACTORS STATE LICENSE BOARD's Applicant Requirements on page 144.
Revised the catalog on pages 22 & 25 to show the pro-rata refund calculation.
Revised the statement to reflect the Federal and State grants/loans and the type of financial assistance the institution participates in on page 18.

Update 01/05/2023

Revised STRF of $10 for TOEFL iBT program, pages 26 and 160.
Revised the Academic Calendar on page 9.
Published 2023 Catalog

Update 12/11/2022

Revised Total Charge, pages 26 and 160.
Revised TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED, page 35.

Update 10/25/2022

Revise STRF, Transfer Credit, School Name, Pre-Enrollment, Prior Signature, Faculty list, Teaching location, Total Charge, BPPE Address in Complaint Procedure, SOC for CII & CII, PFS, Revise Program Objective.

Update 10/23/2022

Updating Staff, Faculty, and Organ Chart
Revise the title for Academic Associate's in BA, CBA and TOEFL iBTmatching with BPPE list.

Update 08/09/2022

Edited and Revised Page Number

Update 07/28/2022

Updating Staff, Faculty, and Organ Chart

Update 05/18/2022

Revised the Veterans' information in SAP and teaching method for CITA & CII.

Update 04/07/2022

Adding VIB and Statement by Student, Updating Staff, Faculty, and Organ Chart

Update 01/24/2022
Updating Staff, Faculty, and Organ Chart

Update 12/28/2021
Publishing 2022 Catalog:
2022 Academic Calendar, Revise Course Number and Description, Updating Staff, Faculty, Equipment, and Organ Chart
Revision Catalog Language to Catalog for DE

Update 10/20/2021, page 53
Updating Campus Performance Achievement Information

Update 09/20/2021, page 156
Revised BPPE Performance Achievement Information Information

Update 12/12/2020
Publishing 2021 Catalog:
2021 Academic Calendar, Revise Course Number and Description, Updating Staff, Faculty, Equipment, and Organ Chart
Revision Catalog Language to Catalog for DE

Update 10/15/2020, page 53
Updating Campus Performance Achievement Information

Update 09/15/2020, page 156
Revised VA Information

Update 08/12/2020
Adding New DE Programs and Revised Admissions Policy in each section.

Update 06/25/2020
Maximum Number of Credits Permitted for Transfer: 10%

Update 05/12/2020 DRAFT only
Adding, Revision Catalog Language to DRAFT Catalog for DE

Updates effective 05/08/2020, page 151-152
Adding Public Law 115-407, Section 103 to VA Information

Update effective 03/28/2020, page 144-148
Updating Faculty

Updates effective 01/31/2020, page 148
Revise Organ Chart

Updates effective 01/03/2020, page 151
Changing Other Fee

Updates effective 01/03/2020, page 144-148
Updating Staff and Faculty

Updates effective 01/01/2020, page 7, and 69
2020 Academic Calendar and Adding BBA and MBA

Updates effective 01/01/2020, page 43
2019 Annual Campus Security Report

Updates effective 12/01/2019, page 127
Updating Equipment

Updates effective 12/01/2019, page 128
Updating Tuition and Other Fee

Updates effective 11/26/2019, page 11
Pre-Enrollment; Remove Cash Discount Policy per BPPE Order

Updates effective 11/26/2019, page 21
Update CBA, BA tuition

Updates effective 11/26/2019, page 129
Cash Discount Policy for Program Completion

Updates effective 10/01/2019, page cover
Revise Statement for Catalog

Updates effective 10/01/2019, page 121-124
Updating Staff and Faculty quarterly

Updates effective 10/01/2019, page 125
Revise Organ Chart

Updates effective 10/01/2019, page 44
Updating Performance Fact Sheet 2017-2018

Updates effective 10/01/2019, page 58
Occupational Information; adding BBA and MBA

Updates effective 09/01/2019, page 5
Approved Programs; Adding BBA

Updates effective 07/01/2019, page 21
Tuition; Correct CIS tuition

Updates effective 07/01/2019, page 38
Revise General Services; Transcript