



Institute
of Technology

2012
Catalog Addenda
Clovis Main Campus

Revised: July 12, 2012



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 11, 2012.

Institute of Technology Culinary Arts Professional diploma program and the Culinary Arts Professional AOS program are also accredited by the American Culinary Federation.

MISSION STATEMENT

To provide a quality education for our students and a qualified graduate for our employers.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Administrative Office Professional

Baking and Pastry Specialist

Computerized Accounting

Heating, Ventilation & Air Conditioning

Human Resources Administrator

Medical Billing/Coding Specialist

Medical Office Administration

Network Support Technician

Pharmacy Technician

Professional Medical Assistant

Web and Graphics Design

January 17, 2012	October 18, 2012
February 20, 2012	November 21, 2012
March 26, 2012	January 10, 2013
April 30, 2012	February 14, 2013
June 4, 2012	March 21, 2013
July 9, 2012	April 25, 2013
August 13, 2012	May 31, 2013
September 17, 2012	July 5, 2013
October 22, 2012	August 8, 2013
November 26, 2012	September 12, 2013

Culinary Arts Professional Diploma (2nd Year)

Culinary Arts Specialist

January 17, 2012	August 9, 2012
February 20, 2012	September 13, 2012
March 26, 2012	October 18, 2012
April 30, 2012	November 21, 2012
June 4, 2012	January 10, 2013
July 9, 2012	February 14, 2013
August 13, 2012	March 21, 2013
September 17, 2012	April 25, 2013
October 22, 2012	May 31, 2013
November 26, 2012	July 5, 2013

Baking and Pastry Specialist (Weekend Course)

January 21, 2012	February 3, 2013
March 3, 2012	March 17, 2013
April 21, 2012	May 5, 2013
June 9, 2012	June 23, 2013
July 21, 2012	August 4, 2013
September 8, 2012	September 22, 2013
October 20, 2012	November 3, 2013
December 8, 2012	January 5, 2014

Culinary Arts Professional Diploma (Full Program)

Culinary Arts Professional (AOS Degree)

Human Resources Administrator (AAS Degree)

January 17, 2012	March 21, 2013
February 20, 2012	April 25, 2013
March 26, 2012	May 31, 2013
April 30, 2012	July 5, 2013
June 4, 2012	August 8, 2013
July 9, 2012	September 12, 2013
August 13, 2012	October 17, 2013
September 17, 2012	November 21, 2013
October 22, 2012	January 9, 2014
November 26, 2012	February 13, 2014

Criminology/Emergency Response (AAS Degree)

January 17, 2012	April 25, 2013
February 20, 2012	May 31, 2013
March 26, 2012	July 5, 2013
April 30, 2012	August 8, 2013
June 4, 2012	September 12, 2013
July 9, 2012	October 17, 2013
August 13, 2012	November 21, 2013
September 17, 2012	January 9, 2014
October 22, 2012	February 13, 2014
November 26, 2012	March 21, 2014

Accounting (AAS Degree)

January 17, 2012	April 25, 2013
February 20, 2012	May 31, 2013
March 26, 2012	July 5, 2013
April 30, 2012	August 8, 2013
June 4, 2012	September 12, 2013
July 9, 2012	October 17, 2013
August 13, 2012	November 21, 2013
September 17, 2012	January 9, 2014
October 22, 2012	February 13, 2014
November 26, 2012	March 21, 2014

**Refer to Main Catalog for
Program Descriptions**



2012 Class Schedule—Weekday Classes

January 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
 1:00 p.m. to 5:30 p.m.
 6:00 p.m. to 10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m. to 12:00 p.m.
 12:15 p.m. to 5:15 p.m.
 5:30 p.m. to 10:30 p.m.



2012 Class Schedule—Weekend Classes

January 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DAILY SCHEDULES

Baking and Pastry Specialist weekend classes are held on Saturday and Sunday from:

8:30 a.m. to 4:40 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#



Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a student's specific course of study- desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Computerized Accounting and Human Resource Administrator courses.

Students enrolled in the Professional Medical Assistant Program will work with Autoclaves, Centrifuge, and other equipment common to a medical office. Pharmacy Technician students will work with various pill dispensers and mock prescription labs. Medical Billing/Coding Specialist students will work on Medical Manager Software that is common to the medical billing field and by utilizing both Macintosh and Windows based computers, Web and Graphic Design students learn applications specific to both platforms. Medical Office Administration students will work with the appropriate software for a dental or medical office as well as using 10-key calculators and practicing transcription.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include solder kits, multi-meters and tools appropriate to the trade. Network Support Technician students will install network software, and tear-down and troubleshoot computers in labs that support servers, networks, hubs and routers.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Accounting (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 70.00
Tuition (Year 1)	\$ 11,100.00
Tuition (Year 2)	\$ 11,100.00
Tuition (Year 3)	\$ 5,550.00
Total	\$ 27,895.00

Administrative Office Professional

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 40.00
Tuition	\$ 15,750.00
Total	\$ 15,865.00

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 45.00
Tuition	\$ 17,950.00
Total	\$ 18,070.00

Computerized Accounting (Diploma)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 40.00
Tuition	\$ 15,750.00
Total	\$ 15,865.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 62.50
Tuition (Year 1)	\$ 11,516.00
Tuition (Year 2)	\$ 11,515.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,087.50

Culinary Arts Specialist

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 50.00
Tuition	\$ 19,950.00
Total	\$ 20,075.00

Culinary Arts Professional (Diploma)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 77.50
Tuition (Year 1)	\$ 15,475.00
Tuition (Year 2)	\$ 15,475.00
Total	\$ 31,102.50

Culinary Arts Professional (AOS Degree)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 77.50
Tuition (Year 1)	\$ 15,475.00
Tuition (Year 2)	\$ 15,475.00
Total	\$ 31,102.50

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 45.00
DMV	\$40.00
Tuition	\$ 17,950.00
Total	\$ 18,110.00

Human Resource Administrator (Diploma)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 40.00
Tuition	\$ 15,750.00
Total	\$ 15,865.00

Human Resource Administrator (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 67.50
Tuition (Year 1)	\$ 13,375.00
Tuition (Year 2)	\$ 13,375.00
Total	\$ 26,892.50

Medical Billing/Coding Specialist

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 40.00
Tuition	\$ 15,750.00
Total	\$ 15,865.00

(Continued on page 10)



Program Cost

(Continued from page 9)

Medical Office Administration

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 40.00
Tuition	\$ 15,750.00
Total	\$ 15,865.00

Network Support Technician

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 42.50
Tuition	\$ 16,950.00
Total	\$ 17,067.50

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 45.00
Background	\$40.00
Tuition	\$ 17,550.00
Total	\$ 17,710.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 45.00
Tuition	\$ 17,550.00
Total	\$ 17,670.00

Web and Graphic Design

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 42.50
Tuition	\$ 16,950.00
Total	\$ 17,067.50

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Accounting (AAS)	\$ 5,550.00	\$ 5,550.00	\$ 5,550.00	\$ 5,550.00	\$ 5,550.00	\$ 27,895.00	121	1500	75
Administrative Office Professional	\$ 7,875.00	\$ 7,875.00				\$ 15,865.00	59	800	40
Baking and Pastry Specialist	\$ 8,975.00	\$ 8,975.00				\$ 18,070.00	55	890	40 *
Computerized Accounting (Diploma)	\$ 7,875.00	\$ 7,875.00				\$ 15,865.00	57	800	40
Criminology/Emergency Response (AAS)	\$ 5,758.00	\$ 5,758.00	\$ 5,758.00	\$ 5,757.00	\$ 1,919.00	\$ 25,087.50	108	1300	65
Culinary Arts Professional (Diploma)	\$ 7,738.00	\$ 7,737.00	\$ 7,738.00	\$ 7,737.00		\$ 31,102.50	90	1500	60
Culinary Arts Professional (AOS)	\$ 7,738.00	\$ 7,737.00	\$ 7,738.00	\$ 7,737.00		\$ 31,102.50	90	1280	60
Culinary Arts Specialist	\$ 9,975.00	\$ 9,975.00				\$ 20,075.00	36	780	30
Heating, Ventilation and Air Conditioning	\$ 8,975.00	\$ 8,975.00				\$ 18,110.00	57	800	40
Human Resource Administrator (Diploma)	\$ 7,875.00	\$ 7,875.00				\$ 15,865.00	57	800	40
Human Resource Administrator (AAS)	\$ 6,688.00	\$ 6,687.00	\$ 6,688.00	\$ 6,687.00		\$ 26,892.50	100	1200	60
Medical Billing/Coding Specialist	\$ 7,875.00	\$ 7,875.00				\$ 15,865.00	57	800	40
Medical Office Administration	\$ 7,875.00	\$ 7,875.00				\$ 15,865.00	55	860	40
Network Support Technician	\$ 8,475.00	\$ 8,475.00				\$ 17,067.50	57	800	40
Pharmacy Technician	\$ 8,775.00	\$ 8,775.00				\$ 17,710.00	55	860	40
Professional Medical Assistant	\$ 8,775.00	\$ 8,775.00				\$ 17,670.00	55	860	40
Web and Graphic Design	\$ 8,475.00	\$ 8,475.00				\$ 17,067.50	57	800	40

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

*Weekend BPS course is 48 weeks in length

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

Program	Period Cost	PERCENT OF PERIOD COMPLETED					
		10%	20%	30%	40%	50%	60%
Accounting (AAS)	\$ 5,550.00	\$ 555.00	\$ 1,110.00	\$ 1,665.00	\$ 2,220.00	\$ 2,775.00	\$ 3,330.00
Administrative Office Professional	\$ 7,875.00	\$ 787.50	\$ 1,575.00	\$ 2,362.50	\$ 3,150.00	\$ 3,937.50	\$ 4,725.00
Baking and Pastry Specialist	\$ 8,975.00	\$ 897.50	\$ 1,795.00	\$ 2,692.50	\$ 3,590.00	\$ 4,487.50	\$ 5,385.00
Computerized Accounting (Diploma)	\$ 7,875.00	\$ 787.50	\$ 1,575.00	\$ 2,362.50	\$ 3,150.00	\$ 3,937.50	\$ 4,725.00
Criminology/Emergency Response (AAS)	\$ 5,758.00	\$ 575.80	\$ 1,151.60	\$ 1,727.40	\$ 2,303.20	\$ 2,879.00	\$ 3,454.80
Culinary Arts Professional (Diploma & AOS)	\$ 7,738.00	\$ 773.80	\$ 1,547.60	\$ 2,321.40	\$ 3,095.20	\$ 3,869.00	\$ 4,642.80
Culinary Arts Specialist	\$ 9,975.00	\$ 997.50	\$ 1,995.00	\$ 2,992.50	\$ 3,990.00	\$ 4,987.50	\$ 5,985.00
Heating, Ventilation and Air Conditioning	\$ 8,975.00	\$ 897.50	\$ 1,795.00	\$ 2,692.50	\$ 3,590.00	\$ 4,487.50	\$ 5,385.00
Human Resource Administrator (Diploma)	\$ 7,875.00	\$ 787.50	\$ 1,575.00	\$ 2,362.50	\$ 3,150.00	\$ 3,937.50	\$ 4,725.00
Human Resource Administrator (AAS)	\$ 6,688.00	\$ 668.80	\$ 1,337.60	\$ 2,006.40	\$ 2,675.20	\$ 3,344.00	\$ 4,012.80
Medical Billing/Coding Specialist	\$ 7,875.00	\$ 787.50	\$ 1,575.00	\$ 2,362.50	\$ 3,150.00	\$ 3,937.50	\$ 4,725.00
Medical Office Administration	\$ 7,875.00	\$ 787.50	\$ 1,575.00	\$ 2,362.50	\$ 3,150.00	\$ 3,937.50	\$ 4,725.00
Network Support Technician	\$ 8,475.00	\$ 847.50	\$ 1,695.00	\$ 2,542.50	\$ 3,390.00	\$ 4,237.50	\$ 5,085.00
Pharmacy Technician	\$ 8,775.00	\$ 877.50	\$ 1,755.00	\$ 2,632.50	\$ 3,510.00	\$ 4,387.50	\$ 5,265.00
Professional Medical Assistant	\$ 8,775.00	\$ 877.50	\$ 1,755.00	\$ 2,632.50	\$ 3,510.00	\$ 4,387.50	\$ 5,265.00
Web and Graphic Design	\$ 8,475.00	\$ 847.50	\$ 1,695.00	\$ 2,542.50	\$ 3,390.00	\$ 4,237.50	\$ 5,085.00

Refer to Main Catalog for the Refund Policy



Staff and Faculty

CAMPUS STAFF

Joseph Haydock	Campus President
Richard Melella	Director of Education (Interim)
Sharon Walker	Director's Assistant
Melinda Wood	Director of Student Services
Jamie Jones	Assistant Director of Student Services
Misty Laurence	Registrar
Manola Phimmavong	Assistant Registrar
Vannary Pho	Receptionist
Cindy Comstock	Receptionist / Administrative Assistant
Lisette Banuelos	Part-time Receptionist
Paul Smith	Director of Admissions
Melissa Moran	Senior Admissions Representative
Renee McComb	Senior Admissions Representative
Leann Quaschnick	Senior Admissions Representative
Susan Loeffler	Senior Admissions Representative
Fara Singh	Admissions Representative
Oscar Plata	Admissions Representative
Linda Mayo	Admissions Representative
Ryan Wilson	Admissions Representative
Lizette Haros	Admissions Representative
Gabriel Cassaro	Admissions Representative
Jana Tonkin	Administrative Assistant
Theresa Costa	Director of Financial Aid
Pauline Moreno	Financial Aid Officer
Joseph Rodriguez	Financial Aid Officer
Chris Ortega	Financial Aid Officer
Mark Llanes	Financial Aid Officer
Michelle Owens	Financial Aid Officer
Amanda Nash	Director of Employment Services
Tim Kearn	Assistant Director of Employment Services
Christine Holt	Employment Services
Elizabeth Matson	Employment Services
Megan Arno	Employment Services
Michael Ramos	Employment Services
Falina Marihart	Employment Services
Robert Locklin	Employment Services
Edia Camara	Administrative Assistant
Jessica Holt	Marketing Coordinator

Marisa Maron	Extern Coordinator
Theresa McGee	Extern Coordinator
Albert Aguiniga	Facilities Coordinator
Tony Leon	Facilities Coordinator
Richard Kebo	IS Technician
Ernesto Moreno	IS Technician
Laura Haberstich, MSLIS	Librarian
TBD	Director—EMT Program / Clinical Coordinator—Vocational Nursing Program
Robin Phoolka	Administrative Assistant
Sherry Parker	Student Accounts Representative
Kay Soares	Student Loan Advisor

FACULTY

Denise Doyle	Business Division Director / CERM Division Director <i>BA in Criminology / MA all completed except practicum</i>
Deborah Cacy	Mentor Instructor / PMA Instructor <i>Certified Medical Assistant / 24+ years industry experience</i>
Erik Giese	Culinary Instructor <i>Chef/ServSafe Certified / 6+ years industry experience</i>
Richard Calhoun	Adjunct HVAC Instructor <i>13 Years industry experience</i>
Marisa Maron, CPht	PT Instructor/Extern Coordinator <i>Certified Pharmacy Technician / 10+ years industry experience</i>
Amy Hawkins	PMA Instructor <i>9+ Years industry experience / CPR Certified / Certified Medical Assistant</i>
Molly Hudson, FMP	Culinary Mentor Instructor / Extern Coordinator <i>Certified Foodservice Management Professional / 25+ Years industry experience</i>
Dennis Lewis	WGD Instructor <i>BFA in Commercial Illustration / 35+ years industry experience</i>
Sarah Lopez	Culinary Instructor <i>Chef/AS Culinary Arts / 10+ Years industry experience</i>
Thomas Mendoza	Culinary Mentor Instructor <i>Certified ServSafe Sanitation / Chef/Pastry Chef / 25+ Years industry experience</i>
Lynne Rabe	Instructor/Med Div Director <i>Certified Medical Assistant / 30+ years industry experience</i>
Christopher Smith	Culinary Instructor <i>Chef/AS Culinary Arts / Certified ServSafe / 23 years industry experience</i>

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Staff and Faculty

(Continued from page 12)

Michael Handy CEC Culinary Instructor
Certified Executive Chef / AA Culinary Arts-Hotel & Restaurant Management / 15+ Years industry experience

Don C. Waddell Culinary Division Director
Chef / 4 years industry experience / AA Business

Jason Desmond Culinary Instructor
Certified Executive Chef / AOS Culinary Arts / Certified ServSafe / 15+ Years industry experience

Nina Henry-James Adjunct Business Instructor
B.S. in Business Administration / 12 Years industry experience

Erin Easley Culinary Instructor
Pastry Chef/3+ Years industry experience

Kristine Morgan WGD Instructor
9+ years experience / Graphics Design

Jerry Thompson HVAC Instructor
20+ Years Experience

Scott Gale HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience

Fausto Garcia NST Instructor
Microsoft Certified Professional / A+ / Net+ / MCSE / 13 years industry experience

Bill King HVAC Instructor
EPA Certification / ARI Certification / Nastec Certification / Trac Pipe Certification / State Contractors License (C-20) / Refrigerant 410-A Recovery and Handling Certification / 18+ years industry experience

Mark Patch HVAC Instructor
EPA Certification, Contractor's License / 25+ years industry experience

Shannon Stoltz, CPhT Adjunct PT Instructor
8+ years industry experience / Certified Pharmacy Technician

Kyle Waller Culinary Instructor
AS-Culinary Arts / 10 years industry experience

Frank Lamonski NST Instructor
MCP / 23 years industry experience

Robert Scott Falk Business Instructor
30+years industry and education experience / B.A./M.Div

Willem Bezemer Culinary Instructor
55+ years industry experience / Master Pastry Chef

Robin Dukart MBCS/MOA Instructor
6+ years industry experience / Billing and Medical Administration

Thomas Nelson Culinary Instructor
34+ years industry experience / A.S. Culinary

Lorenzo Lara Adjunct CERM Instructor
20 years in the Sheriff's Department, Corrections

Richard Kebo NST Instructor
20+ years in computer technologies / B.A. in Technical Systems

Eveitt Ware Adjunct Business Instructor
BS Business Management / 20+ years industry experience

Foster Womble Adjunct CERM Instructor
26+ years in the Sheriff's Department-Sergeant and Special Investigations / Incident Command System Member (Retired) / B.S. in Criminology with a Minor in Industrial Education

David L. Pol Assistant Culinary Division Director
Executive Chef / ACF Board of Directors / Certified ServSafe, Nutrition, Supervisory Management / NICA Member / NECA Member / 34+ years industry experience

Judy Chang Business Instructor
11+ years with business/insurance experience / BA in Sociology with a coop in Law and Society / MA Clinical Psychology

Steve Hathaway CERM Instructor
20+ years Fresno Sherriff's Department / 20+ years Investigations

Brett Scroggins Adjunct CERM Instructor
20+ years Fresno Sherriff's Department—Special Teams and Training

Luis Davila PMA Lab Assistant
Graduate of the PMA Program

Kevin Arnett Culinary Instructor
4+ years experience, Dean's List Graduate of CAP Program

James Jackson Business Instructor
5+ years Finance/Banking / BA Marketing / MBA Marketing / 2+ College Business/GenEd Instructor

Emmitt Watkins Adjunct CERM Instructor
32+ years retired Fresno County Sherriff's Department (acting Correctional Lieutenant) and member of the Incident Command System Team

Juan Martinez Adjunct Business Instructor
13+ years industry experience / B.S. in Accounting

Mary Haynes Business Instructor
25+ years industry experience / B.A. in Accounting / B.A. in Economics

Kurt Karlsson Business Instructor
23+ years industry experience/ Business Manager (Controller) / BA Industrial Administration (Accounting)

Daryl Nichols Adjunct CERM Instructor
19+ years industry experience / B.S. Criminal Justice

Christian Romeo Culinary Instructor

Marlene Sham Chef Assistant
AA Business Degree / Graduate of IOT: Baking and Pastry Specialist / Certified ServSafe / 2+ years industry experience

Charon McKinley Adjunct Business Instructor
12+ years industry experience / MA in Leadership and Organizational Studies

(Continued on page 14)



Staff and Faculty

(Continued from page 13)

Bob Locklin Business Instructor
AAS in Human Resources Administration / 20+ years industry experience

Angelica Valdez Adjunct Culinary Instructor

Melaine Brooks, RD Culinary Instructor
13+ years industry experience / BS in Dietetics and Food Administration / CDR certified in Adult Weight Management / ServSafe Certified

Charlene Holguin Business Instructor
MBA / 20 years experience in the restaurant industry / 10 years experience in training and development / HRA Diploma from IOT / BA in Business Management

Veronica Gutierrez MBCS Instructor
19+ years industry experience

Jennifer Edwards, MBA Adjunct Instructor
AS Accounting / MBA / 40+ years industry experience

Diana Cormer CERM Instructor

Byron Pullen Adjunct CERM Instructor

Pha Mouavangsou Technical Division Director
BA Business / MS Business Administration / 10+ years industry experience

Anna Pelkey Adjunct Culinary Instructor

Heather Hixon Business Instructor
BA Mathematics / MBA

Kim Kempen PMA/MOA Instructor
BA Health Science / 20 years industry experience

Correne Quigley Faysal Adjunct Culinary Instructor

Valicia Newland Adjunct Business Instructor

Brandon Cain Adjunct Business Instructor
MA in Liberal Arts / BA in English

Greg Humann Adjunct CERM Instructor

David Mumper Adjunct CERM Instructor

Kurt Willems Adjunct Business Instructor

Jess Perez Adjunct HVAC Instructor

Rudy Murrieta Adjunct WGD Instructor

Jon Pino Adjunct CERM Instructor



VA Catalog Addendum

Institute of Technology, Inc.

VA Catalog Addendum

2012 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 12:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program.

Clarification of Probation Policy – Course Catalog, Page 12:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Signature

Date

School Official Signature

Date



Weekend Courses Addendum

ATTENDANCE POLICY

Page 11:

The following sentence:

Students who fail to attend 12 consecutive scheduled class days will be terminated from the program.

Is changed to read:

Students who fail to attend 6 consecutive scheduled class days will be terminated from the program.

STATE OF CALIFORNIA NOTICE OF STUDENT RIGHTS

Page 65:

The following sentence:

A student has the right to cancel the enrollment agreement without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later.

Is changed to read:

A student has the right to cancel the enrollment agreement without any penalty or obligations, through attendance at the first class session, or the second Sunday of class by 12 noon after enrollment, which ever is later.

I have read and understand this addendum to the catalog.

Print Name: _____

Signature: _____

Date: _____



Catalog Changes

Page 41: CUL130: Garde Manger and Buffet Catering

Change the following:

(7 Qtr. Credit Units, 100 Hours)

To read:

(8 Qtr. Credit Units, 100 Hours)

Page 41: HM200: Restaurant Hospitality Communications

Change the following:

(10 Qtr. Credit Units, 100 Hours)

To read:

(9 Qtr. Credit Units, 100 Hours)

Page 41: HM210: Culinary Hospitality Communications

Change the following:

(10 Qtr. Credit Units, 100 Hours)

To read:

(9 Qtr. Credit Units, 100 Hours)

Page 42: CUL210: American Regional Cuisine

Change the following:

(7 Qtr. Credit Units, 100 Hours)

To read:

(8 Qtr. Credit Units, 100 Hours)