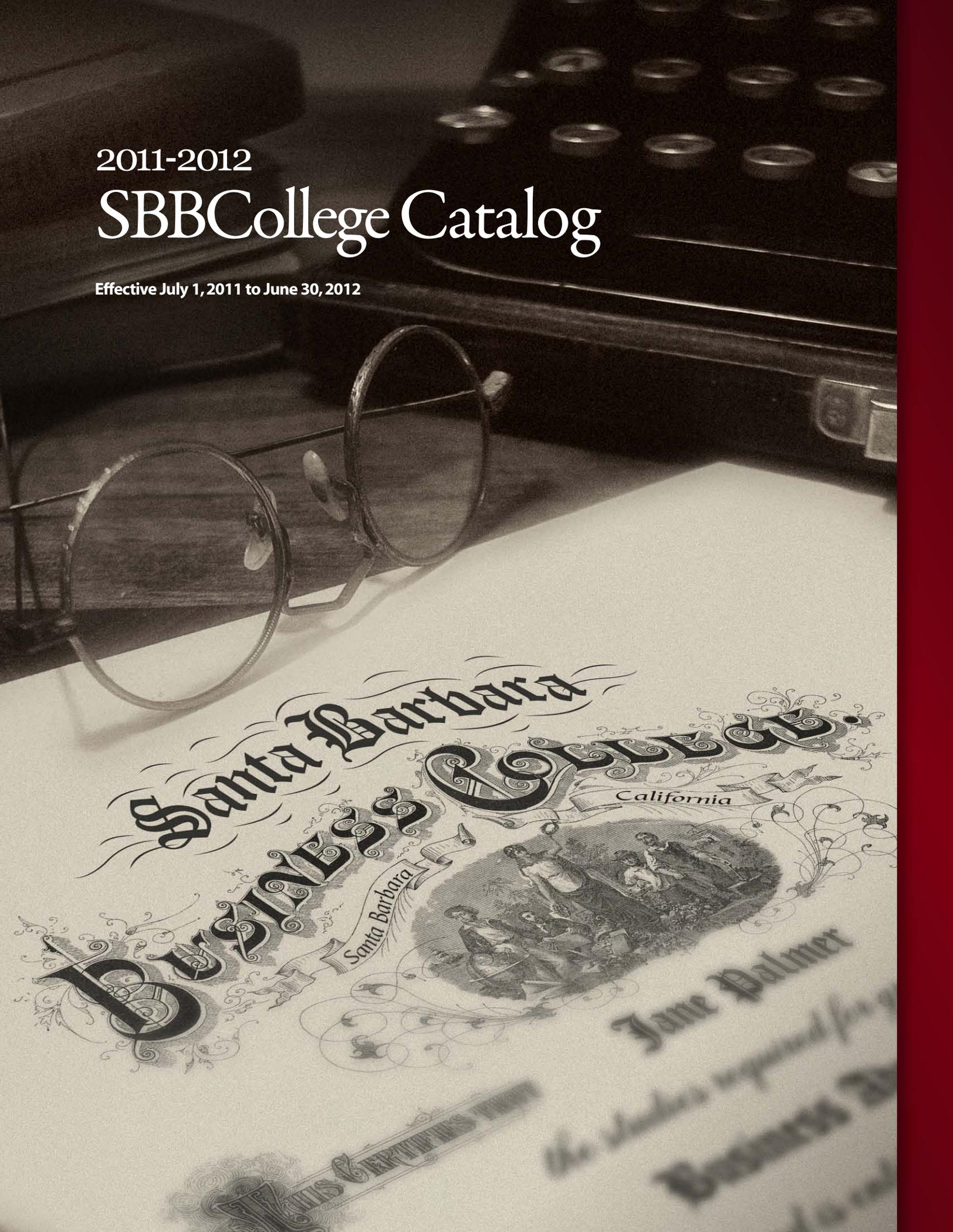


2011-2012

SBBCollege Catalog

Effective July 1, 2011 to June 30, 2012



Welcome to SBBCollege

Dear Student,

Welcome to SBBCollege, one of the oldest colleges in California. By enrolling in SBBCollege, you've made a great decision for you and for your future. Your education will give you skills, knowledge and experience to succeed in your career.

Going back to college is a big step. Attending the first day of school, studying for tests, participating in classroom discussions – these are all things you probably haven't done recently. Don't worry. We're here to help you along the way. Our instructors and staff take pride in your success and are willing to give you the time and attention you need to do well.

The course of your education is going to be filled with a lot of exciting opportunities to experience new things. While you'll be spending time studying, don't forget to take a moment to enjoy yourself. You're at the beginning of a brand-new life.

On behalf of staff and faculty from SBBCollege, we wish you much success.

A handwritten signature in black ink, appearing to read "Matthew Johnston", with a long horizontal flourish extending to the right.

Matthew Johnston
President of SBBCollege

Table of Contents

General Information

Mission	5
Objectives	5
State of California Disclosures	5
Accreditations	6
Approvals and Authorizations	6
Legal Status	6
History	7
Campus Locations and Facilities	7
Hours	9
Student Handbook	9
Dress Code	9
Retention of Student Records	9
Grievance Process	10
Campus Safety and Security	10
Crime Awareness	10
Drug and Alcohol Policy	11
Emergency Response and Evacuation	11

Student Services

Student Portal	13
Computer Requirements (online instruction)	13
Academic Advising	14
Bookstore	14
Student Identification Card	14
College Transcripts	14
Student Housing	15
Library and Other Learning Resources	15

Career Services

Job Placement Assistance	17
Employment While Attending College	17

Admissions

Pre-Enrollment Advising	19
General Admissions Requirements	19
Program-Specific Requirements	20
Verification of High School Transcripts	21

Application for Admission	21
BASICS Coursework	21
Placement Testing	22
Credit for Previous Training	22
Transferability of Credits to Other Institutions	23
Articulation Agreements	23
Residential Students Taking Courses Online	23
Contractual Agreements	24
Less-Than-Full Program Students	24
Orientation of New Students	24
Non-Discrimination Statement	24
Access by Disabled Individuals	24

International Students

Enrolling in Academic Programs	25
Enrolling in ESL Non-Credit Courses	27
Housing	27

Financial Assistance

Can I Afford College?	29
General Eligibility Requirements	29
How Do I Qualify for Financial Assistance?	30
What is the Cost of Attendance?	30
Allowances for 2011-2012 Academic Year	30
Am I a Dependent or an Independent Student?	31
How Do I Apply And What Do I Need?	31
What Financial Assistance Programs are Available?	32
Verification Policy and Procedures	35
Disbursement Policy	35
Loan Repayment Responsibility	36
Refund Policy	36
The Federal Return of Title IV Aid Policy	36
Student's Right to Cancel	38
Withdrawal from the Program	39
Rights and Responsibilities	40
Student Rights	40
Student Responsibilities	41
Family Educational Rights and Privacy Act of 1974	41
SFA Policy on the Retention of Student Records	42

Academic Information

Faculty.....	43
Curriculum	43
Externship	43
Equipment	43
Attendance.....	44
Requests for Program Changes	44
Add/Drop Period	45
Withdrawal Procedures	45
Grading Policy	45
Satisfactory Academic and Financial Aid Progress....	46
Reentry.....	51
Awarding of Degrees, Diplomas and Certificates	51
Graduation Requirements	52
Academic Honors and Graduation Honors.....	52
Leaves of Absence	52
Definition of Credit	53
Out-of-Class Student Work Expectation	53
Changes Disclosure.....	53
Veterans' Bulletin	53

Program Listings

Programs by Campus Location	57
-----------------------------------	----

Diploma Programs

Desktop and Network Support	58
Medical Assisting	59
Medical Office Administration	60
Office Administration.....	61
Paralegal Studies	62
Vocational Nursing	63

Associate's Degree Programs

Business Administration	64
Criminal Justice.....	65
Early Childhood Education.....	66
Health Information Technology.....	67
Medical Assisting	68
Network Systems Administration	69
Paralegal Studies	70
Pharmacy Technology	71

Bachelor's Degree Programs

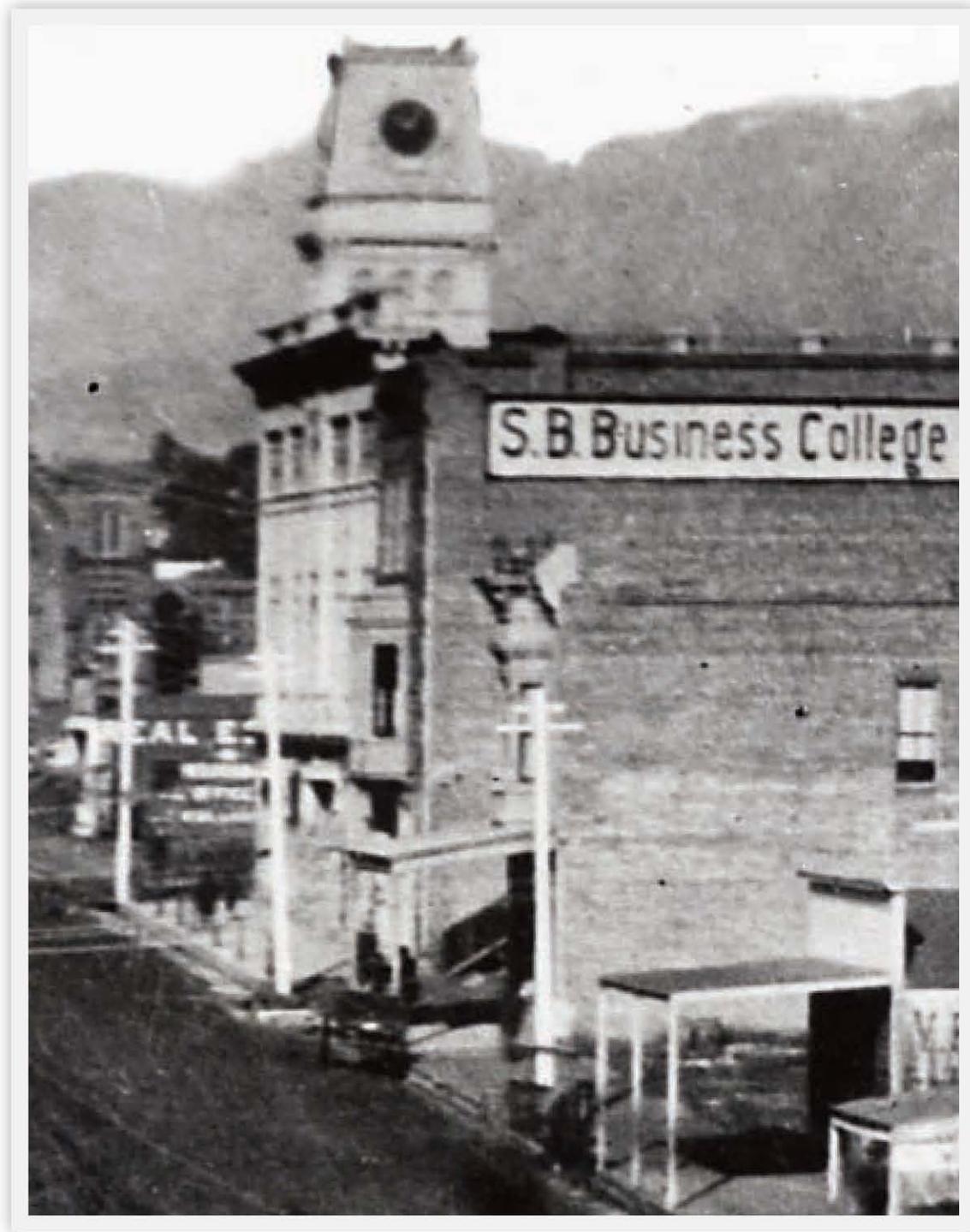
Business Administration	72
Criminal Justice.....	73
Healthcare Administration.....	74

Master's Degree Program

Master of Business Administration	75
---	----

Course Descriptions

Course Abbreviations and Numbering System.....	77
Accounting (ACC).....	78
Business (BUS)	79
Communications (COM)	82
Computer Information Systems (CIS).....	83
Early Childhood Education (ECE).....	84
Economics (ECN).....	86
English (ENG)	87
English as a Second Language (ESL)	88
Externship (EXT)	98
History (HIS)	99
Legal (LEG)	100
Master of Business Administration (MBA)	106
Mathematics (MTH)	109
Medical (MED).....	110
Network Administration (NET).....	115
Nursing (NUR)	117
Psychology (PSY).....	123
Reading (RDG).....	124
Sociology (SOC)	125
Spanish (SPN)	126



Santa Barbara Business College was located on State Street in Santa Barbara in the 1890's.
(Note the horses and carriages parked in front.)

General Information

Mission

Santa Barbara Business College is committed to providing relevant, quality educational programs that meet the needs of the communities we serve. Our primary goal is to provide the highest caliber employees possible — employees who are proficient, responsible and accountable.

The success of our students is our success. Our reputation is built on the quality of our graduates and their application of the knowledge and skills they acquire.

Objectives

- To provide relevant, quality educational programs.
- To assist students in obtaining the financial resources necessary to complete their education.
- To assist graduates in identifying employment opportunities consistent with education, goals and interests.
- To provide the communities we serve with well-trained employees.

State of California Disclosures

Santa Barbara Business College's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009. Santa Barbara Business College has been granted approval to operate under the terms of California Education Code (CEC) section 94890(a)(1) until December 31, 2016 per CEC section 94890(b). CPPEA is administered by the Bureau for Private Postsecondary Education. The Bureau can be reached at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Santa Barbara Business College encourages prospective students to review this catalog prior to signing an enrollment agreement. Prospective students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

Accreditations

Santa Barbara Business College is accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, (202) 336-6780, to award certificates, diplomas, associate's degrees, bachelor's degrees, and master's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

The vocational nursing program at Santa Barbara Business College is accredited by the State of California Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, (916) 263-7800. The program is compliant with all requirements in Article 5 of the Vocational Nursing Practice Act with Rules and Regulations.

Approvals and Authorizations

Santa Barbara Business College is approved as follows:

The State of California Department of Consumer Affairs Bureau for Private Postsecondary Education.

The California State Approving Agency for Veteran's Education for the training of veterans and eligible persons under Title 38, Chapter 36, U.S. Code Sections 3671(a) and 3672(a).

The U.S. Department of Education for participation in the Federal Perkins Loans, Federal Work-Study Programs, Federal Supplemental Educational Opportunity Grant, Federal Direct Loan and Federal Pell Grant Programs.

Legal Status

Sanbarcollbuscom, Inc., a California corporation doing business as Santa Barbara Business College and SBBCollege, assumes full responsibility for all educational interaction between the College and the student. Officers of Sanbarcollbuscom, Inc. are Dean Johnston, Chief Executive Officer and Matthew Johnston, President.

Santa Barbara Business College is a private institution that is neither tax-supported nor endowed but is entirely dependent upon the quality of its education for its continuation and success.

Santa Barbara Business College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal Law.

Confirmation of accreditation, association, legal status and approvals is available upon request. These can be viewed by contacting the campus on-site administrator.

All information in this college catalog is current and correct and is so certified as true by Matthew Johnston, President.

History

Santa Barbara Business College has a rich history as one of the oldest colleges in the United States.

SBBCollege was founded in 1888 in the old west. Hitching posts — wooden beams used to tie up horses — still dotted the dirt roads of Santa Barbara, an isolated small town along California's Pacific coast. But times were changing.

A prosperous business community needed trained workers. Recognizing this growing need, J.E. Metzger opened Santa Barbara Business College in 1888. The new college was an instant success. At the time, Santa Barbara Business College educated area teachers and offered courses in banking, merchandising, shorthand, typing, and business law.

Metzger saw that the business world was changing. He strongly held that workers needed new and modern skills to advance in their careers. In 1888, he wrote, "The world moves with a wonderful velocity. Old methods are dead. The new ones are what you need and must have." Under Metzger's leadership, Santa Barbara Business College prided itself on providing employment-focused education and training. That practice, now an SBBCollege tradition, continues today.

In the 1890's, leadership of the College was handed to Edward B. Hoover. In addition to his work at the College, Hoover was very interested in developing the business opportunities available in town, and was a charter member in organizing the local Chamber of Commerce. Hoover's involvement with other business leaders gave him insight into which specific skills local employers needed. Under Hoover's direction, Santa Barbara Business College adapted quickly to teach specific skills that were in demand. Adapting to the needs of local employers is another SBBCollege tradition that continues today.

Throughout the last century — including the Great Depression, countless earthquakes, and two world wars — SBBCollege was a constant presence along California's Central Coast.

In 1988, then-President Dean Johnston commented on the College's historic anniversary. "As we celebrate the College's 100th year, we feel we have succeeded in fulfilling a need in our community, for students and employers." Johnston came to lead the College in 1979 in a partnership with Wallace Wong, a successful investor and business owner. In 2005, Matthew Johnston became President of the College. At that time, Dean Johnston moved to the post of CEO.

Over the years, SBBCollege added new programs to meet the demands of emerging industries and expanded to five communities in Southern California. During the last part of the 20th century, the College added medical, legal, and information technology programs. Recently, SBBCollege added bachelor's degrees in business administration, criminal justice, and healthcare administration and an MBA program. The College also began serving international students with the addition of English as a Second Language programs and academic degree programs for international students.

Campus Locations and Facilities

Santa Barbara Business College campus locations are housed in professional facilities within the communities of Santa Barbara, Santa Maria, Bakersfield, Ventura, and Rancho Mirage, California.

All regular class sessions are held on campus with the exception of courses that are online or have off-site on-the-job practical requirements. The address of each campus is listed on the back cover of this catalog.

Each campus is structured to provide air-conditioned classrooms, a student lounge area, faculty and staff lounges, and full administrative facilities. Each campus facility and the equipment it utilizes fully complies with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety and health safety. All Santa Barbara Business College facilities meet federal requirements for handicap accessibility.

SBBCollege Santa Barbara

Santa Barbara is one of the country's most beautiful cities, ideally located along one of the calmest stretches of California coastline. The ease of beach life and an abundance of artistic and cultural activities combine to make Santa Barbara one of the most desirable places in the world.

The Santa Barbara campus is located in a stand-alone, two-story building. Administrative offices, a learning resource center, classrooms, vending machines and a student lounge are easily accessible on the ground floor. Additional upstairs loft space is available for various uses and storage. Parking is free and available on- and off-site. The building is handicap accessible.

SBBCollege Santa Maria

Santa Barbara Business College opened a campus in Santa Maria to better serve students living north of Santa Barbara along the Central Coast. Located halfway between Los Angeles and San Francisco, the city of Santa Maria is a growing community with diverse job opportunities.

The Santa Maria campus is located in a stand-alone two-story building, occupying space on both floors. Administrative offices and classrooms are located on the first floor along with vending machines and a courtyard with picnic tables and bench seating. Additional classrooms and a student learning resource center are located on the second floor. Parking is free and available on-site. The building is handicap accessible on the first floor and any necessary accommodations will be provided.

SBBCollege Bakersfield

The Santa Barbara Business College Bakersfield campus is located in Kern County in the heart of the southern San Joaquin Valley. Situated between the Coast Range Mountains to the west and the snow-capped Sierra Nevadas to the east, Kern County enjoys a solid economic foundation.

The Bakersfield campus is located on the ground floor of a two-story, stand-alone building. Administrative offices, a student learning resource center and classrooms are easily accessible. Vending machines and a student lounge are also available. Parking is free and available on-site. The building is handicap accessible.

SBBCollege Ventura

The Santa Barbara Business College Ventura campus serves students in the coastal and agricultural communities south of Santa Barbara. The once-quiet beach city of Ventura and its neighboring communities share Santa Barbara's mission past.

The Ventura campus is located in a stand-alone, single-story building with additional space within easy walking distance. Administrative offices, a student learning resource center, classrooms, vending machines and a student lounge are easily accessible. Parking is free and available on-site. The building is handicap accessible.

SBBCollege Rancho Mirage

Santa Barbara Business College opened its fifth campus in Rancho Mirage, California in the beautiful Coachella Valley. Long known for its healing springs and spa services, Rancho Mirage is a cultural and retail oasis, with parks, theaters and a large number of resorts and spas.

The Rancho Mirage campus is located in a stand-alone, two-story building. Administrative offices, a student learning resource center, and classrooms are located on the first floor. Parking is free and available on-site. The building is handicap accessible on the first floor and any necessary accommodations will be provided.

SBBCollege Online

Recognizing the demand for online instruction to meet the needs of students' busy schedules, Santa Barbara Business College opened a campus online. The power of the Internet gives students added flexibility to take courses in a convenient, comfortable, yet still accountable environment.

Hours

Santa Barbara Business College administrative offices are open from 8:00 a.m. until 5:00 p.m. (Pacific), Monday through Friday.

At our campus locations, instruction is offered Monday through Thursday. On these days, campuses are open until classes are concluded, except during legal holidays and breaks.

Online courses are offered Monday through Sunday.

Student Handbook

The Santa Barbara Business College Student Handbook is a companion document to the College's Catalog. Students are responsible for complying with all policies and procedures outlined in both documents.

Dress Code

Since Santa Barbara Business College is a career-focused educational facility, it is important that students display a professional image while enrolled. The College is frequently visited by prospective employers and professionals in the community who may help students obtain employment. First impressions are important. It is, therefore, to the benefit of students to dress in a professional manner always.

Students are expected to exhibit good taste in their dress. Shorts, beachwear, low necklines and short hemlines are considered inappropriate professional attire.

If a uniform is a program requirement, it is an element of a professional appearance. Students are expected to wear the uniform while on campus and when they are working as students in the community.

Retention of Student Records

Santa Barbara Business College maintains student records for a minimum of five (5) years and student transcripts are retained permanently.

Grievance Process

A student seeking to resolve problems or complaints may first contact an instructor or staff member. The grievance policy is located in the Student Handbook. Requests for further action may be made to the campus on-site administrator.

Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
(888) 370-7589

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833
(916) 263-7800

Accrediting Council of Independent Colleges and Schools
750 First Street, NE, Suite 980, Washington, DC 20002-4241
(202) 336-6780

Campus Safety and Security

Santa Barbara Business College recognizes that effective learning requires a safe environment and safety is achieved through the efforts of all members of the campus community. The College continues to comply with safety and security legislation including the Crime Awareness and Campus Security Act of 1990, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Higher Education Opportunity Act of 1965 (HEOA), and the Safe and Drug Free Colleges and Communities Act and amendments of 1989.

Crime Awareness

Santa Barbara Business College's annual security report is available to any current or potential student or employee upon request and is also available on the College's web site at www.sbbcollege.edu and portals.

The annual security report includes statistics for the previous three years for reported crimes that occurred on campus, in off-campus buildings and property owned or controlled by Santa Barbara Business College, and on public properties within or immediately adjacent to and accessible from a campus. The report also includes institutional policies and procedures concerning campus security, crime prevention and reporting, drug and alcohol policy and penalties, and emergency response and evacuation procedures.

Students and employees are urged to report any criminal activity or other emergencies to the campus on-site administrator or other campus personnel. The report can be verbal or written, depending on the severity of the situation. Crimes may be reported confidentially. The on-site administrator is responsible for investigating crime reports and taking appropriate action. Santa Barbara Business College personnel will work with local and state law enforcement agencies if such involvement is necessary.

Drug and Alcohol Policy

The Safe and Drug-Free Colleges and Communities Act, Title 34 U.S.C., as amended, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The Santa Barbara Business College Student Handbook outlines regulations to help ensure that we all work together to make our colleges drug-free.

Emergency Response and Evacuation

Santa Barbara Business College institutes and continues to update and administer an Emergency Action Plan (EAP) to communicate the actions staff, faculty, and students must take to ensure safety in the event of a bomb threat, fire, earthquake, significant criminal activity, or other natural/environmental emergency. The health and safety of all individuals on campus is critical and must take precedence.

The campus on-site administrator has the authority, and is responsible for overall management and administration of the EAP. A copy of the EAP is available in the campus on-site administrator's office.

The EAP is reviewed with new students during initial orientation. Emergency evacuation drills are conducted periodically and all students, faculty, and staff must participate. At no time during a campus drill or actual emergency will students be permitted to leave the campus unless directed to do so.

All students must comply with the EAP and the directions given to them by the campus on-site administrator, staff, and faculty personnel during any emergency or drill. Students are expected to follow safe practices while on campus property.

A visual emergency exiting layout is posted in all campus classrooms and main entrance areas. In addition, the Student Handbook outlines "Emergency Classroom Procedures" expected to be followed in case of emergency.

The College will attempt to immediately communicate by e-mail, phone, alarm, classroom announcement or any other means deemed necessary by the campus on-site administrator to inform students, faculty, and staff about any imminent threat to the health or safety of the campus community.



Miss Palmer, a Santa Barbara Business College student from the early 1950's, is one of thousands of graduates who received career training over the College's rich 100-plus year history.

Student Services

Student Portal

SBBCollege provides each student with rights to access the student portal located at <https://portal.SBBCollege.edu>.

The minimum requirements to gain access to the student portal are:

- Signed Application for Enrollment and/or Enrollment Agreement
- Valid e-mail account on record with the College
- Signed Statements of Understanding and Student Disclosures, as appropriate
- Computer with Internet access

Once the minimum requirements above are completed, students attending the online campus will automatically receive a user name and password. Students attending a campus location will be directed to create an account as a “new user” and will input a user name and password. Once a student’s account is authenticated into the site he/she will gain access to student information, including personal/college calendar, course schedules, financial aid packaging, attendance, grades, unofficial transcripts, career services and campus news.

Computer and Internet Requirements (online instruction)

Students attending class online must have access to a personal computer and have permission of the computer’s owner to install software. For certain courses the College will provide software that must be downloaded and installed on the student’s computer. Most companies, libraries and other public places do not allow users to download or install software.

To be successful in your online course, review the recommended computer hardware, software configuration and Internet requirements.

- Pentium-based computer or equivalent (Celeron, AMD, etc. with dual core or higher processor)
- RAM: 1G or better
- Hard Disk Space: 2G available (5G preferred)
- Current version of Windows operating system (MacOS and Unix are not supported)
- Broadband Internet connection (T1, DSL, or cable — dial-up is not supported)
- E-mail (ability to send and receive e-mail with file attachments)
- Web-browser software (Explorer 6.0 or higher)
- Ability to turn off pop-up blockers to allow access to online courses
- Anti-virus Software (Norton, McAfee, etc.)

Academic Advising

Each student is given personal consideration and assistance with course arrangement and program scheduling. The academic department provides individual assistance and advice to a student with special academic problems in any particular subject. A student is also encouraged to request an appointment with his/her instructors to work on any specific problem he/she may be having in his/her courses.

Bookstore

Residential Campus Locations

For the students' convenience, books needed for completion of programs are available at each campus location. Books are subject to change based on publisher availability, course review and/or program updates. Increases or decreases in book prices will not be applied to student accounts for books purchased at initial enrollment. Students enrolling in classes a week prior to or during the first week of classes might receive books during or after the first week of class. Students are responsible for providing any and/or all books as listed for each course when not purchased from Santa Barbara Business College at initial enrollment. Students purchasing books subsequent to initial enrollment from Santa Barbara Business College are subject to most recent book pricing.

Online Campus

Books will be shipped to students enrolled in the online campus from the online campus bookstore. Books are subject to change based on publisher availability, course review and/or program updates. Increases or decreases in book prices will be applied to the student's account. Students enrolling in classes a week prior to or during the first week of classes might receive books during or after the first week of class.

Student Identification Card

Each student will receive a student identification card to use while enrolled at Santa Barbara Business College. Students may use their card to obtain discounts at businesses that may provide such opportunity. Identification cards may be used for on-campus services and provide information regarding access to the College's online library. The student identification card cost is \$5.00 for the first card and \$10.00 for lost or replacement cards.

College Transcripts

Students receive a complimentary transcript upon completion of their program. Additional unofficial copies are available at no charge upon request by the student. Also, an unofficial transcript may be secured for personal use at no charge using the student portal.

Official transcripts of a student's record from Santa Barbara Business College will be furnished only upon written authorization of the student with a \$3.00 fee for each request. Two business days are necessary to prepare a transcript for any time period after 2004. Three to five business days are necessary to prepare a transcript for attendance prior to 2004.

Student Housing

Santa Barbara Business College does not offer dormitory or other housing facilities for its students. A student can contact the Career Services department for a referral to obtain current rates within the proximity of the institution. According to rentals.com, rental properties near Santa Barbara Business College campus locations start at approximately:

- Santa Barbara - \$700 per month
- Santa Maria - \$675 per month
- Bakersfield - \$225 per month
- Ventura - \$700 per month
- Rancho Mirage - \$525 per month

Library and Other Learning Resources

Santa Barbara Business College's programs of study prepare students for their next careers while emphasizing the value of continued learning. To promote use of resources and to maintain current publications, the College offers all students access to an electronic online library, the Library Information Resource Network (L.I.R.N.), and a Learning Resource Center. Students may gain access to L.I.R.N. on any Internet-accessible computer located in the Learning Resource Center, computer classroom or at home by accessing <http://www.lirn.net>.

In addition to the College's online library resources, each campus location maintains a holding of resource and reference materials including standard reference works such as current dictionaries, world almanac, thesaurus, periodicals and recent editions of books appropriate to the curriculum. The academic department also maintains physical audio-visual reference materials. All materials are inventoried, organized and made available to students for study and research.

A Learning Resource Center with Internet access to the online library, physical holdings and a quiet room to study is made available to all students during regular college hours. Students who require additional use of any reference or resources material may check out such material with the learning resource center assistant.



Santa Barbara Business College students practice note taking in this 1950's classroom photo.

Career Services

At Santa Barbara Business College, assisting graduates to secure employment related to their fields of study is our main objective. However, it is understood that Santa Barbara Business College does not and cannot promise or guarantee employment, level of income, or wage rate to any student or graduate.

Job Placement Assistance

Santa Barbara Business College's Career Services department stands ready to address the following steps in preparation for the job search.

- Reviewing a graduate's resumé
- Assisting in interviewing techniques
- Advising for career choice
- Providing help in career job-market research
- Marketing the graduate's skills
- Generating job leads

The success or failure of the College's career services efforts will be influenced to a great extent by the attendance, academic record and motivation of the student.

Employment While Attending College

Santa Barbara Business College assists students in finding part-time work while they are attending college. The Career Services department works with both students and employers in filling part-time positions. However, employment is not guaranteed.



During the early 1900's, Santa Barbara Business College students were trained on the use of "modern" business equipment like this Blickensderfer, a forerunner of portable typewriters that would become popular later in the century.

Admissions

Pre Enrollment Advising

Helping students prepare for their education begins with an interview. During this initial interview, students' interests and goals are discussed. These goals are then matched to our programs and available career opportunities. We want each student to choose an educational plan that gives him/her every opportunity to succeed.

The pre-enrollment interview with the admissions department is required for incoming applicants. This ensures applicants have the opportunity for personal advising regarding potential success in their field of study. Applicants must be beyond the compulsory age of high school attendance.

Before an applicant is accepted into a program of study, he/she must meet the general admission requirements and the program-specific requirements.

General Admissions Requirements

Undergraduate Programs

The general admissions requirements to enroll in a diploma, associate's or bachelor's degree program are receipt of official transcripts of high school graduation, GED, or equivalency. Also, applicants must meet the minimum test score of 15 on the Wonderlic SLE (Scholastic Level Exam). However, the College may accept a minimum test score of 12 with the requirement of remedial (BASICS) courses.

Bachelor's degree candidates who hold an associate's degree or higher from an institution accredited by an agency approved by the U.S. Department of Education are waived from the Wonderlic SLE and remedial requirements.

Graduate Program

Master's degree candidates must hold a bachelor's degree from an institution accredited by an agency approved by the U.S. Department of Education. There is no particular previous course of study required to apply. However, a bachelor's degree in business, finance, or administration will provide the strongest foundation for acceptance and most likely include the required undergraduate prerequisite coursework. Each candidate must demonstrate through previous study, educational performance, and/or work experience the ability to master analytical and quantitative concepts and apply critical analysis in the decision making process.

Program Specific Requirements

The College has additional admissions requirements for the following programs:

Medical Assisting Diploma and Associate of Science Degree

Applicants must have a health screening once accepted and prior to starting laboratory coursework. Applicants also need to obtain CPR certification prior to externship.

Paralegal Diploma

Applicants must have earned an associate's degree or greater in a program of study from an institution accredited by an agency approved by the U.S. Department of Education.

Vocational Nursing Diploma

Applicants qualified for entry into the Vocational Nursing program must meet at minimum the following requirements as approved through the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT):

- Must be 17 years of age or older.
- Must provide verification of high school graduation, GED or equivalency (foreign transcripts must be evaluated).
- Must provide verification of a current CPR card (and must be kept current throughout the training program).
- Must complete a physical examination with tuberculosis screening (chest X-ray or PPD skin test) and provide record of Hepatitis B, MMR, varicella immunizations and/or titers and tetanus within the past 10 years.
- Must complete a drug screening with negative results for illegal substances.
- Must complete a background check validating no criminal history (prohibiting completion of clinical hours).

The ACCUPLACER test will be administered to all vocational nursing applicants. Each applicant must meet the required minimum scores on two out of three tests. The required minimum scores are 38 on the arithmetic, 65 on the reading comprehension and 54 on the sentence skills tests. In some cases an applicant may have taken and passed one, two or all three of the ACCUPLACER tests at another Institution. Santa Barbara Business College will accept ACCUPLACER test results from another educational institution providing the applicant can provide proper documentation with proof of passing scores.

Vocational nursing applicants may be scheduled for a personal interview with the vocational nursing program manager. The program manager will make final selection recommendations to the Admissions Review Committee based on all available information including test scores and submission of required documentation.

Vocational Nursing Licensure Requirements

There are five methods to qualify for licensure as a vocational nurse in the State of California.

- Graduate from a California accredited school of vocational nursing. The vocational nursing program at Santa Barbara Business College is accredited by the State of California Board of Vocational Nursing and Psychiatric Technicians (BVNPT).
- Graduate from an out-of-state school accredited by the Board of Nursing in the state in which it is located.
- Demonstrate equivalent education and/or nursing experience. This method requires the equivalent of completion of 51 months of paid bedside nursing experience. If using formal education, official transcripts must be submitted to the Board for a determination of possible credit in lieu of paid bedside nursing experience.
- Active military service. This method requires no less than 12 months of active duty bedside patient care on a hospital ward, completion of the basic course of instruction in nursing while in the armed forces, and proof that service has been honorable.

- Application for vocational nurse licensure by endorsement. This method requires licensure as a Practical/Vocational Nurse in another U.S. State or Territory. Licensure is granted without examination provided the following two requirements are met: (1) satisfactory proof of a current and valid license as a vocational nurse or practical nurse, or in an equivalent capacity, by another state, a territory of the United States or a foreign country; and (2) passed either the National Council Licensure Examination (NCLEX) or the National League for Nursing State Board Test Pool Examination for Practical Nurse (SBTP) with a score equal to or above the minimum passing score required by the Board.

Verification of High School Transcripts

Students enrolling in undergraduate programs at Santa Barbara Business College are required to provide the College with their official high school transcripts demonstrating their successful completion and graduation of high school. It is the student's responsibility to provide the College with the official documentation. Failure to do so within the first 14 calendar days of the students' start date will result in cancellation of enrollment.

Santa Barbara Business College will determine the validity of the transcript by checking for the school's accreditation, official stamp, graduation date, passing scores on the CAHSEE exams (if applicable), and signature of a school official.

Application for Admission

All applicants must complete the Application for Admission. Once submitted, the Admissions Review Committee assesses applicant information, test scores and other relevant data and approves or denies admission to the College. Acceptance is based on personal goals, previous experience, individual needs, academic assessments, and any associated program requirements.

Upon receipt of an application for admission, students will be scheduled to meet with a financial aid associate to discuss tuition and fees. All students will be charged an application fee and a non-refundable registration fee. Applicants will discuss these and other fees such as uniforms, technology, equipment and supplies with the Financial Aid Department to ensure full disclosure. Each applicant will be presented with a financial package that may include financial aid (for those who qualify), cash payments, and/or scholarships to cover all tuition and fees.

BASICS Coursework

Santa Barbara Business College designed BASICS to address the needs of new students who will benefit from additional courses concentrating in three areas: (1) mathematics; (2) English; and (3) reading. These courses are intended to strengthen and remediate the student's academic proficiency and prepare the student for success in college-level coursework.

Once accepted into the College, students are scheduled automatically into the BASICS coursework. BASICS coursework is not offered to students enrolling in the vocational nursing program. Eligible students enrolling in all other undergraduate programs may elect to demonstrate proficient knowledge in any of the three subject areas and place out of one or more of these courses. Students with documented proof of an associate's degree or higher from an institution accredited by an agency approved by the U.S. Department of Education are not required to take BASICS courses and are not required to place out. Students must express to their admissions associate their intention to place out of one or more of these courses. Placement testing must be completed prior to attending the first day of class.

The BASICS coursework does not apply toward credit hours required to graduate in any program.

Placement Testing

In order to be eligible for placement testing, students must achieve a minimum test score of 15 on the Wonderlic SLE. Placement testing requires up to three separate examinations measuring competency in (1) mathematics; (2) English; and (3) reading. Unless specifically requested by a student, all students are scheduled automatically into courses focused on remediation in the tested subjects. Placement testing is designed to determine a student's proficiency in the identified subjects to establish if remedial work is not necessary.

Students who choose to take one or more of the placement exams must successfully meet the required minimum scores to place directly into their core program courses. Students who do not meet the required minimum scores will be placed into Math Basics I (MTH 099R), Math Basics II (MTH 100R), English Basics (ENG100R), and/or Reading Basics (RDG100R). Placement testing fees apply.

Credit for Previous Training

Santa Barbara Business College does not allow credit for prior experiential learning; however, because Santa Barbara Business College provides employment training, it honors the student's previous work history and/or college experience by offering opportunities to challenge courses required for graduation in a program of study.

The maximum allowed quarter credits for a student in any program of study to test out of and/or transfer into Santa Barbara Business College is 50 percent for undergraduate programs and 20 percent for graduate programs. Electives may be substituted for courses in which a student has received test-out or transfer credit.

Test Out

Test-out credit will be granted if the student takes the course final and achieves a grade of at least 80 percent. Testing out must be completed within the first week of class. Financial aid adjustments with regard to program cost and credit hour requirements will be necessary because test-out credit hours cannot be funded with financial aid.

Credit granted by test-out will be indicated by a grade of "TO" on the student's transcript.

Transfer of Credit

Santa Barbara Business College may accept coursework only from an institution accredited by an agency approved by the U.S. Department of Education. Credit hours accepted as transfers are not eligible for financial aid. For proper evaluation the student must provide supporting documents including college catalog, course description and/or course outline as required. Credit hours transferred may be credited toward graduation if the following criteria are met:

- The course is similar in objectives and content.
- The course can be applied to graduation requirements.
- The letter grade for the course is "C" or higher.
- An official college transcript is received.
- The credits have been earned within the last 10 years.

Credits accepted for transfer will be indicated by a grade of "TR" on the student's transcript.

Previous Credits Taken in Residence

Santa Barbara Business College will evaluate credits earned in a previous enrollment at any Santa Barbara Business College campus and will determine accepting credit based on:

- The course is similar in objectives and content.
- The course can be applied to graduation requirements.
- The credits have been earned within the last 10 years.

Credits accepted from a previous enrollment in residence may exceed 50 percent of new program credit for undergraduate programs and 20 percent for graduate programs.

Transferability of Credits and Credentials to Other Institutions

Although Santa Barbara Business College is accredited by an agency approved by the U.S. Department of Education, the acceptance of credit by other institutions is unlikely and cannot be guaranteed unless a specific articulation agreement is made between the institutions.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT SANTA BARBARA BUSINESS COLLEGE

The transferability of credits earned at Santa Barbara Business College is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the degree or diploma earned at Santa Barbara Business College is also at the complete discretion of the institution to which students may seek to transfer. If the credits, degree or diploma earned at Santa Barbara Business College are not accepted at the institution to which students seek to transfer, they may be required to repeat some or all of the coursework at that institution. For this reason, students should make certain that their attendance at Santa Barbara Business College will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending Santa Barbara Business College to determine if their credits, degree or diploma will transfer.

Articulation Agreements

Santa Barbara Business College has not entered into any transfer or articulation agreements with any other college or university. However, Santa Barbara Business College retains the right to enter into agreements with other colleges or universities at any time. To determine if such agreements have been made, please contact the campus on-site administrator or view the list of institutions with articulation agreements on the College website at www.sbbcollege.edu.

Residential Students Taking Courses Online

The residential campuses of Santa Barbara Business College have consortium agreements with the College's online campus for the purpose of allowing residential-campus students to take courses online *when necessary*. Students enrolling at a residential campus are expected to take courses at their residential campus with the following exceptions:

- Externship course is only offered online. All students in programs requiring the externship course will be required to take a portion of that course through an online mode of delivery.
- In special circumstances, residential-campus students may be offered an opportunity to take online course(s).

Prior to enrolling in an online course, residential-campus students will receive academic advisement to ensure their preparedness for the online mode of delivery. Additionally, these students will receive an orientation to the online course which includes information for login, participation, discussions, and submission of assignments.

Contractual Agreements

A student may enroll at Santa Barbara Business College under a contractual agreement with a private agency. These students may have programs that meet agency training goals, but may differ from the programs listed in this catalog. If a student is enrolled under a specific training agreement that does not include the approved Santa Barbara Business College programs, he/she will not be eligible for Title IV financial aid assistance.

Less Than Full Program Students

If a complete program of study is not desired, scheduling can be arranged for the student to select one or more courses being offered in a given term. Subjects may be selected on an elective basis to meet the training needs of the individual.

A less-than-full program student will be assessed a rate based on a per credit charge for coursework as well as applicable fees. A certificate of completion, not a diploma, is awarded to a less-than-full program student. A less-than-full program student is not eligible for financial assistance or placement assistance.

Orientation of New Students

Orientation is conducted prior to each start date as a means of introducing new students to Santa Barbara Business College. During this orientation, the College will familiarize students with the campus location (if applicable), provide necessary information for student success and explain academic procedures and college regulations.

Non Discrimination Statement

Santa Barbara Business College does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, marital status, medical condition, age, or any other illegal or inappropriate basis in any of its policies, procedures or practices. This non-discrimination policy covers admission and access to, treatment of, and participation in Santa Barbara Business College programs and activities, including but not limited to employment. Inquiries regarding this policy may be addressed to the on-site administrator of each campus who coordinates compliance with Section 504 (disability discrimination) of the Rehabilitation Act of 1973, Title 29, U.S.C., as amended, and Title IX (sex discrimination).

Access to Services, Activities and Facilities by Disabled Individuals

The policy of Santa Barbara Business College is to make its programs and services accessible to and usable by disabled persons. Inquiries about the accessibility of particular programs and services should be made to the campus on-site administrator.

International Students

Enrolling in Academic Programs

International students seeking to enroll in any of the academic programs at Santa Barbara Business College must meet the following criteria and obtain proper documentation from the U.S. Citizenship and Immigration Services (USCIS). In order for the student to be admitted into the College's academic programs, the student must provide the following:

Undergraduate Programs

- Proof of high school or equivalent transcript from a school accredited by the department of education in their country or equivalent. The transcript must be from a certified translator with an explanation of the grading scale.
- Proof of student's English Language Proficiency: Score of 75 on the Internet-based Test of English as a Foreign Language (TOEFL); Score of 6.5 on the International English Language Testing System (IELTS); or Certificate of Completion from Santa Barbara Business College's Intensive English Advanced Level III.

Graduate Program

- Proof of bachelor's degree from an accredited institution that has approval from an accrediting agency approved by the U.S. Department of Education. For candidates who are graduates from institutions outside of the United States, the institution must be recognized by their government and the transcripts must be translated into English and evaluated to determine the equivalency of the credentials to the credentials awarded by institutions in the United States by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).
- Proof of student's English Language Proficiency: Score of 75 on the Internet-based Test of English as a Foreign Language (TOEFL); Score of 6.5 on the International English Language Testing System (IELTS); or Certificate of Completion from Santa Barbara Business College's Intensive English Advanced Level III.

It is important to know that all classes and coursework will be conducted in English. The College is not responsible for providing any free of charge English tutoring.

Once the student meets the criteria to attend Santa Barbara Business College, he/she may request that the College issue an I-20 form. In order to request the I-20 form, the student must submit the following additional documents:

- Completed application with \$75 non-refundable application fee. (Must be included with application.)
- Copy of passport.
- Financial Certification/Current Bank Statement.
- Signed Student Conditions Agreement.

An international student who is transferring from another college in addition to all documents listed above must submit the following:

- SEVIS number along with copy of I-20 from current US school
- Copy of Visa (in country students only).

Financial Assistance

International students may be eligible for federal student financial aid if they are permanent residents and possess an I-551 (Alien Registration Receipt Card).

International students who do not meet the criteria above must possess one of the following documents from the U.S. Citizenship and Immigration Services (USCIS):

- I-94 (Arrival-Departure Record) with an appropriate endorsement;
- A passport confirming permanent residency in the Trust Territory of the Pacific Islands;
- Official documentation that the student has been granted asylum in the U.S.; or
- Other proof from the USCIS that the student is in the U.S. for other than a temporary purpose.

If an international student possesses any of these documents, he or she should check with the campus' Financial Aid Department regarding his or her eligibility to receive any kind of federal student financial aid. If at any time a student faces financial hardship he/she should contact the Financial Aid Department for assistance.

Career Services

Career services assistance is available to all graduates from the College's academic programs. However, most if not all resources provided by the campus to assist their students with graduate employment are related to firms and employment opportunities located in the United States. The International student is required to obtain all the necessary governmental authorizations to work and remain in the U.S upon graduating from any academic program.

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) must be approved by the campus Designated School Officer (DSO) in accordance with SEVIS regulations. An F-1 student may be authorized by the campus DSO to participate in a curricular practice training program, also called externship, as part of the established curriculum at Santa Barbara Business College. Externship is offered by sponsoring employers through cooperative agreements with Santa Barbara Business College. The student must submit a request for authorization for CPT/Externship to the campus DSO. The student may begin CPT/Externship only after receiving his/her I-20 form with the DSO endorsement.

Enrolling in English as a Second Language (ESL) Non Credit Courses

International students who wish to enroll in non-credit ESL courses will need to take an English Assessment Test prior to the start of their program for placement. Students who wish to request I-20 forms for F-1 visas must submit the following documents:

- Completed application with \$75 non-refundable application fee.(Must be included with application.)
- Copy of passport.
- Financial Certification/Current Bank Statement.
- Signed Student Conditions Agreement.

Financial Assistance

Financial assistance is not available to students enrolled in non-credit ESL courses.

Career Services

Career services assistance is not available to students enrolled in non-credit ESL courses.

Non-Credit Courses of Study

Santa Barbara Business College offers short-term non-credit courses to international students seeking to study English. These courses are not degree applicable and do not apply toward credit needed to graduate in any academic program. The following courses of study can be completed in their entirety or by selected levels based on proficiency:

- Intensive English, Levels 1-9
- Semi Intensive English, Levels 1-9
- English Explorer
- TOEFL Preparation

Housing

Santa Barbara Business College does not offer any accommodations to international students. However, the College will provide the students with housing information upon request. Students may contact the International department for local housing information.



This photograph was taken August 14, 1945, the day World War II ended. Celebratory papers are being thrown from the roof of the Granada Building. Inside, when the news reached Santa Barbara Business College, class was dismissed!

Financial Assistance

Can I Afford College?

Obtaining an education is one of the most important investments of time and money one will ever make. The College provides tools for the student to ease the burden of affording the tuition, books and other necessary expenses of higher education. Santa Barbara Business College is authorized to participate in each of the following programs listed in Title IV, Higher Education Act of 1965, as amended:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Work-Study
- Federal Perkins Loans
- Federal Direct Loans

General Eligibility Requirements

Eligibility for Student Financial Assistance (SFA) Programs (other than unsubsidized loans and parent loans) is based on financial need rather than academic achievement. To have his or her financial need determined, a student must complete and file a Free Application for Federal Student Aid (FAFSA). Additionally, to be eligible for SFA Program funds, a student must:

- Have a high school diploma or a GED, or equivalency.
- Enroll as a regular student in an eligible degree or certificate program.
- Be a U.S. citizen or eligible noncitizen.
- Be registered with Selective Service (if required).
- Have a valid Social Security Number (SSN).
- Make satisfactory academic progress.
- Sign statements on the FAFSA regarding educational purpose and overpayments and defaults.

A student must enroll at least half time to be eligible for a Direct Loan.

How Do I Qualify for Financial Assistance?

When a student applies for federal student aid, the information he/she reports on the FAFSA is used in a formula, established by the U.S. Congress, that calculates the student's Expected Family Contribution (EFC), an amount a student and his/her family are expected to contribute toward his/her education. EFC is used in an equation to determine financial need:

$$\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

The financial aid associate will subtract from a student's cost of attendance the amount the student and his/her family are expected to contribute toward that cost to determine his/her financial need. In determining a student's need for aid from Student Financial Aid Programs, the financial aid associate must first consider other aid the student expects to receive.

What is the Cost of Attendance?

Cost of attendance (COA) is the total amount it will cost a student to go to college. COA includes tuition, fees, a housing and food allowance, an allowance for books, supplies, transportation, loan fees, dependent care, costs related to a disability, and miscellaneous expenses.

$$\text{Tuition, Books, Fees} + \text{Living Allowance} = \text{Cost of Attendance}$$

Each year, these allowances are reviewed and the various components are updated to reflect changes in the economy.

Allowances for

Academic Year

	Students Living At Home With No Dependents	All Other Students
Housing and Food	483	1207
Transportation	119	134
Supplies	24	24
Personal/Miscellaneous	346	317
Total Living Allowance (monthly)	\$972	\$1682
Tuition, Books and Fees	<i>Actual Institutional Charges</i>	<i>Actual Institutional Charges</i>

Therefore, a typical budget for a single student not living at home during the 2011-2012 academic year would be:

$$\begin{array}{ccc} \text{Tuition, Books, Fees} & + & \text{Living Allowance} & = & \text{Cost of Attendance} \\ \$12280* & & \$13456 & & \$25736 \end{array}$$

**This is just an example.
Your amount will be different.*

*\$1682 x 8 months
Academic years are 8 months.*

Am I a Dependent or an Independent Student?

When a student applies for aid, the answers to certain questions will determine whether he/she is considered dependent on his/her parent(s) and must, therefore, report the parents' incomes and assets as well as his/her own; or whether he/she is independent and must, therefore, report only his/her income and assets and those of a spouse, if currently married.

How Do I Apply and What Do I Need?

After the enrollment interview and completion of the Application for Admission, a financial planning appointment will be made for the prospective student with the financial aid associate who will explain all available programs. A student can apply for federal aid by completing the Free Application for Federal Student Aid (FAFSA).

When a student applies, he/she should have certain records on hand. The U.S. Income Tax Return is the most important record because applicants must use exact numbers from specific lines on the tax return. The student will be informed as to which tax year's return to bring. The student will need to refer to:

- His/her tax return.
- His/her parents' tax return if the student is a dependent student.
- His/her spouse's tax return if the student is married and his/her spouse filed a separate return.

Other records, such as W-2 forms, business/farm records and bank statements, will also be useful.

Applying Electronically

A FAFSA will be processed within a few days if applied for electronically. The results will be sent electronically to Santa Barbara Business College. This will generate an Institutional Student Information Record (ISIR) which contains the information from the application and the EFC. The student will receive a Student Aid Report (SAR) in the mail from the Department of Education's contractor.

Applying by Mail

A FAFSA will be processed in approximately four weeks if applied for by mail. A student will receive a Student Aid Report (SAR) in the mail from the Department of Education's contractor. If there are no questions or problems with the application, the SAR will report the information from the application and the EFC.

Review

When a student receives a SAR, he/she must review it carefully to make sure it is correct. If the data is correct and no changes are needed, a student may receive financial aid on the basis of that information.

Corrections

If corrections are required, a financial aid associate can expedite any corrections by submitting them electronically. Santa Barbara Business College will receive a new ISIR, and the student will receive a new SAR. Both of these documents will indicate the corrected information. Alternatively, a student can make corrections electronically or by using the SAR and mailing it to the address on the form for processing.

What Financial Assistance Programs are Available?

A student attending Santa Barbara Business College has access to a variety of federal-, state- and college-sponsored student financial aid programs. Some programs have specific eligibility guidelines that must be met in order to qualify.

A. Federal Pell Grants

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are only awarded to undergraduate students who have not earned a Bachelor's or professional degree. To determine eligibility, the U.S. Department of Education uses a standard formula established by Congress to evaluate the information reported when the student applied. The SAR or ISIR contains the EFC and will indicate whether a student is eligible for a Pell Grant.

B. Federal Supplemental Educational Opportunity Grants

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need (students with the lowest EFC) and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be paid back. In order to be eligible for FSEOG, a student must have completed, signed and returned the FAFSA, Financial Aid Award Worksheet and enrollment agreement to the Financial Aid Office.

C. Federal Work-Study

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The programs emphasize work that relates to the student's course of study. A student eligible to participate will earn at least the current minimum hourly rate, but it may be higher, depending on the type of work and skills required.

D. Federal Perkins Loans

A Federal Perkins Loan is a low-interest (five percent) loan for both undergraduate and graduate students with exceptional financial need. Federal Perkins Loans are made through the financial aid office. Santa Barbara Business College is the lender, and the loan is made with government funds. Students must repay this loan.

If awarded, a student can borrow up to \$5,500 per academic year. Repayment begins nine months after the borrower graduates, leaves college, or drops below half-time status. A recipient will be allowed up to 10 years to repay.

E. Stafford & PLUS Loans

Stafford Loans are available for undergraduate students. Students must be enrolled as at least a half-time student to be eligible for a Stafford Loan. There are two types of Stafford Loans: subsidized and unsubsidized. You must have financial need to receive a subsidized Stafford Loan. Financial need is not a requirement to obtain an unsubsidized Stafford Loan. The U.S. Department of Education will pay (subsidize) the interest that accrues on subsidized Stafford Loans during certain periods. Depending on your financial need, you may receive both subsidized and unsubsidized loans for the same enrollment period, but the total amount of these loans may not exceed the annual loan limit.

Students attending school at least half-time will have a six month period of time after they graduate, leave school, or drop below half-time status before they begin repayment on a Stafford Loan.

Parents of dependent students and students pursuing a graduate degree can borrow from the PLUS Loan program to help pay the cost of education. Borrowers will be required to pass a credit check to be eligible. Students whose parent does not pass the credit check may receive an additional unsubsidized loan. The yearly limit for PLUS is equal to the student's cost of attendance minus any other financial aid for which the student is eligible.

Consolidation loans allow student or parent borrowers to combine multiple federal education loans into one loan with one monthly payment.

Stafford, PLUS and Consolidation loans are made through the U.S. Department of Education.

William D. Ford Federal Direct Loan Program. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. Repayment is made directly to the Department of Education.

Maximum Annual Loan Limits - Subsidized and Unsubsidized Direct Stafford Loans

	Base Amount (Sub & Unsub)	Additional Unsubsidized Loan
Dependent Students (<i>excluding those whose parents cannot borrow PLUS</i>)		
First-year Undergraduate	\$3,500	\$2,000
Second-year Undergraduate	\$4,500	\$2,000
Third-year Undergraduate and Beyond	\$5,500	\$2,000
Independent Students (<i>including dependent students whose parents cannot borrow PLUS</i>)		
First-year Undergraduate	\$3,500	\$6,000
Second-year Undergraduate	\$4,500	\$6,000
Third-year Undergraduate and Beyond	\$5,500	\$7,000
Graduate Students		
All Years	\$8,500	\$12,000

Consult the Financial Aid Office for current Stafford and PLUS interest rates.

F. Cal Grant Programs

Santa Barbara Business College participates in the Cal Grant program. Students who attend Santa Barbara Business College may be eligible for Cal Grant B or C.

Cal Grant B Awards are entitlement awards that provide low-income students with a living allowance and assistance with tuition and fees. Most first-year students receive an allowance for books and living expenses. After the freshman year, Cal Grant B also helps pay tuition and fees. For a Cal Grant B, your coursework must be for at least one academic year. If you are a high school senior, a recent high school graduate or you just got your GED, and you meet all the requirements and you apply by March 2, you may be eligible to receive a Cal Grant Entitlement award.

Cal Grant C Awards help pay for tuition and training costs at occupational or career colleges. This award is for books, tools and equipment. You may also receive an additional award for tuition at a school other than a California Community College. To qualify, you must enroll in a vocational program that is at least four months long. Funding is available for up to two years, depending on the length of your program.

Cal Grant B Competitive Awards are for students who aren't eligible for the Entitlement awards. The main difference is that these awards are not guaranteed. Cal Grant B Competitive Awards are for students with a minimum 2.0 GPA

who are from disadvantaged and low-income families. These awards can be used for tuition, fees and access costs at qualifying schools whose programs are at least one year in length. If you get a Cal Grant B Competitive Award it can only be used for access costs in the first year. These costs include living expenses, transportation, supplies and books. Beginning with the second year, you can use your Cal Grant B Competitive Award to help pay tuition and fees at public or private four-year colleges or other qualifying schools.

G. State and Private Vocational Rehabilitation

Santa Barbara Business College is approved by the State of California Department of Consumer Affairs Bureau for Private Postsecondary and Vocational Education for participation in the Vocational Rehabilitation Program.

H. Veterans Education and Veterans Training Rehabilitation

Santa Barbara Business College is approved for the training of veterans in certain courses on certain campuses. Please inquire with the financial aid department for more information.

I. Institutional Scholarships

Santa Barbara Business College awards a maximum of twenty-five \$2,000 scholarships annually for each campus. Scholarships are awarded to high school seniors on the basis of academic achievement and merit. An applicant may apply for only one scholarship per program. The scholarships may be applied to any program offered. The application deadline is December 31 of the same high school graduation year, and final awards are made by January 31. All scholarships must be used in the calendar year awarded.

The following requirements must be met in full when applying for an institutional scholarship:

1. Submit a completed scholarship application to the SBBCollege Admissions Department.
2. Submit an official high school transcript with a statement of intention to graduate.
3. Submit a short essay to explain the desire to pursue the chosen area of study and describe any long-range goals.
4. Obtain a satisfactory score on the Santa Barbara Business College entrance exams.

The institution will review applications and award the scholarships based on academic ability, personal attributes and financial need. To maintain an institutional scholarship, the recipient must be at least a half-time student and must adhere to all College policies as stated in the current student handbook and this catalog, including satisfactory academic progress.

J. TFC Financing

TFC Credit Corporation will assist Santa Barbara Business College in collecting payments from students. TFC will collect monthly payments for all student accounts. Depending on the length of the payment obligation, students will be assessed eight to sixteen percent for financing their tuition payments.

K. Santa Barbara Business College Financing

A student whose tuition is not fully covered by financial aid or other funding source(s) can make payments directly to Santa Barbara Business College without interest. Payment must be made in full within a specific-time frame to qualify.

Verification Policy and Procedures

As part of the financial aid process at Santa Barbara Business College, a student and his/her spouse or parents, if applicable, may be asked to verify the information submitted on the FAFSA. This means that the student is expected to provide required documentation of certain items. Santa Barbara Business College normally requests that this documentation be submitted within one to two weeks of the request. However, we also recognize that it is sometimes necessary to contact outside sources which could result in additional delays. Therefore, except in instances where extenuating circumstances arise, the student will have 45 days from the date he/she was notified to provide the requested documentation. The financial aid associate will provide information concerning extenuating circumstances. In no case will federal student aid disbursements be made if the student's application has been selected for verification and that verification process has not been completed. If the student and/or his/her family fail to provide the required documentation within the 45-day time frame, financial aid disbursements will not be made, and the student will be expected to make cash payments in lieu of receiving financial aid disbursements.

It is our policy to provide, in writing, a clear understanding of the forms and other documentation needed to verify the financial aid application. If the student is unsure of what is needed, he/she should request further explanation until he/she understands. If the submitted data fails to meet requirements, a financial aid associate will contact the student in writing. If corrections must be made, it will be necessary for the student, his/her spouse, and/or his/her parents to make or have a financial aid associate submit the corrections electronically. If the student's award or loan amount changes after the verification procedures are complete, the student will be notified to meet with a financial aid associate and sign a revised Financial Aid Award Worksheet. If the verification process indicates that all of the student's information is correct, and there are no outstanding issues or conflicting information, the student's financial aid will be processed.

Santa Barbara Business College is required by federal regulations to make referrals to the Office of Inspector General if it is suspected that aid was requested under a false pretense. This institution takes very seriously the proper stewardship of federal funds and will cooperate with government agencies in the full prosecution of a student who is found to have provided falsified data.

Disbursement Policy

All required financial aid papers must be completed accurately and submitted to the Financial Aid Office before any financial aid disbursement is made. A student must also maintain satisfactory progress in order for any disbursement to be credited to the student's account or for the College to release funds to the student.

The student's account will be credited automatically for a student who is eligible for Federal Pell Grant and FSEOG. A Federal Perkins Loan recipient will need to sign his/her promissory note in order for the loan to be credited to the student's account. An enrolled student who is eligible for the Federal Pell, FSEOG, and/or Perkins programs will have his/her awards disbursed no earlier than ten days before the first day of each term. For Vocational Nursing students who started school on or after July 1, 2011, disbursements will be made no earlier than ten days before each Academic Year and a subsequent disbursement will be made at the midpoint of the Academic Year.

For Stafford Loans, funds will be delivered to Santa Barbara Business College in equal installments as required by law. For first-time, first year borrowers the first installment will be issued when the student has completed 30 calendar days of the program. For all other Stafford loan borrowers, the first disbursement will be issued no earlier than ten days before the first day of the first term. The remaining installments will be issued no earlier than ten days before the first day of each term. For Vocational Nursing students who started school on or after July 1, 2011, disbursements will be made no earlier than ten days before each Academic Year and a subsequent disbursement will be made at the midpoint of the Academic Year.

For PLUS Loans, loan funds will be delivered to SBBCollege in equal installments as required by law. All installments will be issued no earlier than ten days before the first day of each term. For Vocational Nursing students who started school on or after July 1, 2011, disbursements will be made no earlier than ten days before each Academic Year and a subsequent disbursement will be made at the midpoint of the Academic Year.

A student, or parent, participating in the Stafford & PLUS Loan Program can have these funds disbursed in the form of an electronic funds transfer (EFT). Once the US Department of Education electronically disburses the funds to Santa Barbara Business College, the College will notify the student of its receipt and the date it was credited to his/her account.

Currently the regulations provide a three-day period for disbursing and an additional 10-day period for returning Stafford Loan Program funds. If the student does not satisfy a programmatic requirement necessary to receive the funds and Santa Barbara Business College expects the student to satisfy that requirement within 10 days, an additional 10-day period will be included prior to returning the funds.

A student, or parent, may request Stafford Loan Program funds to be disbursed by check. Santa Barbara Business College will disburse the funds to an eligible student (or, for PLUS Loan funds, to parents of an eligible student) no later than 30 calendar days after Santa Barbara Business College receives the check.

Loan Repayment Responsibility

If the student obtains a loan to pay for his/her program of study, he/she is responsible to repay the full loan amount plus any interest, less the amount of any refund.

Refund Policy

As mandated by federal and state regulations, Santa Barbara Business College uses a fair and equitable refund policy. The refund amount will be the larger of the Federal "Return of Title IV Aid" or the state refund calculation.

The Federal Return of Title IV Aid Policy

The Federal "Return of Title IV Aid" calculation is required if the student received student financial assistance program funds and the student withdrew on or before the 60 percent point in calendar time of the payment period.

Effective October 7, 2000, a financial aid (Title IV) recipient who withdraws and who has completed 60 percent or less of the payment period is subject to federal refund regulations per 34 CFR 667, 682, 685, published November 1, 1999.

Federal regulations provide that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the College must calculate the following:

A. Determine the percentage of the payment period completed. To determine the percentage of the payment period completed, the number of days* attended in the payment period is divided by the total days* in the payment period. For Vocational Nursing students who started school on or after July 1, 2011, the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the day the student withdrew, by the total number of clock hours in the same period.

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

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

C. The earned Title IV aid is subtracted from the aid that was actually disbursed to, or on behalf of, the student. The amount remaining is unearned aid.

D. Determine the amount of unearned institutional charges. To determine the amount of unearned institutional charges, multiply the reciprocal of the percentage of the payment period completed by the institutional charges for that payment period from which the student withdrew. (The institutional charges for the payment period from which the student withdrew are determined by multiplying the cost per credit by the number of credits the student was attempting in payment period (term) before withdrawing. Add to the product the \$25 application fee.)

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

F. Santa Barbara Business College must return Title IV funds to the programs from which the student received aid during the payment period as applicable, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Unsubsidized Direct Stafford loans (other than PLUS loans)
4. Subsidized Direct Stafford loans
5. Federal Perkins loans
6. Federal PLUS loans
7. Direct PLUS loans
8. Federal Pell Grants for which a return of funds is required
9. Academic Competitiveness Grants for which a return of funds is required
10. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

NOTE: After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50 percent. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note.

An example of the Federal Return of Funds Policy is as follows:

Assume that a student started college on January 3rd and was scheduled to complete the first payment period within 70 calendar days. However, because of unforeseen circumstances, the student withdrew from college on February 8th completing 37 calendar days. While in school, Title IV in the amount of \$3,062 was disbursed on the student's behalf (Federal Pell Grant of \$1,850, Federal SEOG of \$50 and Federal Stafford Loan of \$1,162). In order to calculate the unearned aid the calculation would be as follows:

37 <i>calendar days completed</i>	/	70 <i>calendar days in the payment period</i>	=	52.85% <i>percentage of earned Title IV aid</i>
52.85% <i>percentage of earned Title IV aid</i>	X	\$3062 <i>Title IV disbursed</i>	=	\$1619.80 <i>Title IV earned</i>
\$3062 <i>Title IV disbursed</i>	-	\$1619.80 <i>Title IV earned</i>	=	\$1442.20 <i>Title IV aid to be returned (unearned aid)</i>

Santa Barbara Business College must then calculate the unearned institutional charges:

\$3420 <i>institutional charges for the payment period</i>	X	47.1% <i>reciprocal of percentage of earned Title IV aid</i>	=	\$1610.82 <i>unearned institutional charges</i>
--	---	--	---	---

As required, Santa Barbara Business College must return the lesser of the total unearned aid or the unearned institutional charges for the payment period. In this example, the College must return \$1,442.20 in the order specified by law (as indicated in section F above).

It is important to note that in some cases, financial aid earned by the student may not cover the amount of tuition owed to Santa Barbara Business College for the portion of college attended. In these cases, it is necessary for the student to make satisfactory payment arrangements with the Student Accounts Associate.

Student's Right to Cancel

A. A student has the right to cancel his/her agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, the student also has the right to stop school at any time; and the student has the right to receive a pro rata refund if he/she has completed 60 percent or less of the scheduled hours in the current payment period in their program through the last day of attendance.

B. Cancellation may occur when the student provides a written notice of cancellation by mail or by hand delivery at the student's place of training:

- Santa Barbara Campus, 506 Chapala Street, Santa Barbara, California 93101
- Santa Maria Campus, 303 East Plaza Drive, Santa Maria, California 93454
- Bakersfield Campus, 5300 California Avenue, Bakersfield, California 93309
- Ventura Campus, 4839 Market Street, Ventura, California 93003
- Rancho Mirage Campus, 34-275 Monterey Avenue, Rancho Mirage, California 92270
- Online Campus, 1834 Palma Drive, Ventura, California 93003

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

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

E. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Withdrawal from the Program

A student may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if he/she has completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for books and materials not returned in good condition, within 45 days of withdrawal. If the student has completed 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the College.
3. The student has failed to attend class for 14 calendar days.
4. The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For Vocational Nursing students who started school on or after July 1, 2011, the amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of clock hours in the program), multiplied by the number of clock hours scheduled to attend, prior to withdrawal.

For programs beyond the current "payment period," if the student withdraws prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

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

Rights and Responsibilities

Postsecondary education or training requires an investment of money, time and commitment from which the student expects returns in the form of productive employment, social development, intellectual enrichment and personal satisfaction. As a consumer, the student has the responsibility to carefully evaluate the product (education or training) and fully understand what is being purchased. Before making a final decision on education or training, the student, as an informed consumer, should have information about the College's academic programs, facilities, cost of attendance, refund policy, financial aid programs, and any other information necessary to help make that decision.

Student Rights

A student has the right to:

- Know what financial assistance is available, including information on all federal, state and institutional financial aid programs.
- Know the deadlines for submitting applications for each of the financial aid programs available.
- Know the criteria used by the institution to select financial aid recipients.
- Know how the College determines individual financial need. This process includes how costs for tuition and fees, room and board, travel, supplies, personal and miscellaneous expenses, etc., are considered in the budget.
- Know what resources (such as parental contribution, other financial aid, student assets, etc.) are considered in the calculation of financial aid need.
- Know how much of the individual financial need, as determined by the institution, has been met.
- Request from the financial aid office an explanation of the various programs in the student aid package. If a student believes he/she has been treated unfairly, a request may be generated for reconsideration of the award which was made to them.
- Know what portion of student financial aid is a loan and must, therefore, be repaid. For all loans received, the student has the right to know the interest rate, the total amount that must be repaid, the monthly payment amount, the payback procedures, the length of time the student has to repay the loan, and when repayment is to begin.
- Know how the College determines whether a student is making satisfactory progress and what happens if he/she is not.
- Cancel the contract for college without any penalty or obligation as described in the Notice of Cancellation form given at orientation.
- Read the Notice of Cancellation form for an explanation of the student's cancellation rights and responsibilities. If the Notice of Cancellation form is lost, the College can provide a sample copy.
- End his/her enrollment at any time and receive a refund for the part of the course not taken. Student refund rights are described in the contract. If the student loses the individual copy of the contract, the College can provide a description of the refund policy.

If the College closes before a student graduates, that student may be entitled to a refund by contacting the California Department of Consumer Affairs Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below this information.

If a student has any complaints, questions, or problems which cannot be worked out with the College, he/she may contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
(888) 370-7589

Student Responsibilities

It is the student's responsibility to:

- Review and consider all information about the College's programs prior to enrollment.
- Complete all application forms accurately and submit them on time.
- Accurately complete the application for student financial aid. Errors may result in delayed receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return within 45 days all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which the application was submitted.
- Read and understand all forms that require a signature, and keep copies of them.
- Accept responsibility for all signed agreements.
- Notify the lender of changes in name, address or college status.
- Know and comply with the deadlines for application or reapplication for aid.
- Repay all personal student loans on time and in full.

Each student is held responsible for compliance with regulations contained in this catalog. Failure to read and comply with Santa Barbara Business College regulations does not relieve the student from liability. Santa Barbara Business College reserves the right to dismiss a student whose conduct or academic standing is regarded as unsatisfactory.

Family Educational Rights and Privacy Act of

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day Santa Barbara Business College receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College's 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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 College to amend a record should write the College 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 College decides not to amend the record as requested, the College 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.

The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College 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 the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting 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 the College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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 20202-5901

Santa Barbara Business College may disclose, without consent, "directory" information. The College considers the following information directory information and may disclose this information to the public: student's name, dates of attendance, veteran status, if applicable, the degree or diploma earned and any possible awards the student has earned.

A student can request in writing to not disclose this information to the public. Requests must be made within 30 days of starting school.

SFA Policy on the Retention of Student Records

Records for students receiving financial aid will be retained by Santa Barbara Business College for a minimum of five years from the end of the award year for which the student aid was awarded or five years from the end of the award year in which the student last attended — whichever is later. However, in the case of a Perkins Loan recipient, Santa Barbara Business College will retain the original Perkins promissory notes until the loan is satisfied or the documents are needed to enforce the obligation. Also for Federal Perkins Loan recipients, repayment records will be maintained for five years from the date on which a loan is assigned to the Department, cancelled or repaid. All records required by the State of California Reform Act will be maintained for a minimum of five years, and student transcripts will be maintained permanently.

Academic Information

Faculty

Santa Barbara Business College faculty members are selected for their academic qualifications and, whenever possible, real-world business experience. In this way, Santa Barbara Business College faculty can provide a solid classroom education with real-world insights. Many of the faculty have advanced degrees, hold industry certifications, or have excelled in their particular business endeavors. As professionals in the fields in which they teach, these faculty members bring to Santa Barbara Business College students the benefits of their practical professional experiences.

Curriculum

Santa Barbara Business College provides a specialized curriculum to meet the needs of career-oriented students. The curriculum is therefore structured to prepare graduates for specific employment opportunities in the workplace.

Externship

In the job market, having in-field experience before graduation is a great advantage. The externship course provides on-the-job experience as a continuation of the student's education. The student will gain experience in an actual work environment and will receive a better understanding of his/her chosen career.

The externship course is required for graduation in most programs of study at Santa Barbara Business College. Therefore, the student will work closely with the Career Services Department to identify an appropriate site approximately 15 weeks prior to enrollment in the externship course. Because the externship is educational, compensation should not be expected.

Equipment

Santa Barbara Business College will make available to all students the equipment necessary to acquire the skills desired for gainful employment. Students are instructed, through a curriculum that is designed to provide a hands-on experience, to use, practice and understand different equipment. The College promotes proper care and respect in the use of any equipment.

Computer classrooms are equipped with appropriate computer stations including necessary hardware, software and available printers. Software needs are reviewed and changes made as determined in scheduled curriculum reviews.

Laboratory classrooms are equipped with sinks, necessary instruments, exam tables and other miscellaneous equipment appropriate to the courses taught. Laboratory classroom needs are reviewed and changes made as determined in scheduled curriculum reviews.

Television and video equipment, overhead projectors, and data projectors are available in classrooms at each campus and may be used in instruction. All classrooms contain desks or tables and seating suited to the learning activities required for instruction. Classrooms at each campus are equipped with white boards and bulletin boards as necessary.

Attendance

The College encourages its students to establish good attendance practices and believes that students must attend class if they are to be well prepared for the workplace.

Attendance Guidelines for Residential Campus Courses

Ninety percent (90%) attendance is required in each course in order to receive a passing grade. Policies regarding tardiness are established by the individual classroom instructors. The campus administration may require attendance on Fridays in the event a student is absent from a regularly scheduled class on Monday through Thursday. Instructors may require a student's attendance on Fridays when the student may benefit from additional instruction.

Attendance Guidelines for Online Courses

At the beginning of each course, each instructor will provide students with a course outline specifying weekly activities, due dates and grading policy. Participation is required in order to receive weekly attendance. Participation is defined as submission of any coursework for the class. Additionally:

The class week begins each Monday at 12:01 a.m. and ends on Sunday 9:00 p.m. (Pacific).

Students are required to participate weekly to earn attendance for the week.

In order to have sufficient time to complete weekly assignments and participate in weekly activities, students are expected to login each Monday.

If the student does not meet the weekly participation required by the instructor, the student may be withdrawn from that course and will be responsible for all incurred charges.

Requests for Program Changes

All program changes must be approved by the Academic Department. A student who wishes to make a program change should request the change in writing to the Dean. Program changes must be made within the first half of the maximum program length of the new program. A student may change programs a maximum of three times. Program changes require the student to sign a new enrollment agreement and may affect the amount and disbursement dates of his/her financial aid. Consequently, a student must meet with the financial aid associate before a program change can be completed.

Add Drop Period

Students may add or drop a course during the first six (6) school days of each term. The request must be made in writing.

If a student elects to add a subject to their schedule, the addition of one or more courses will cause an increase in the student's tuition charge for the term.

If a student elects to drop a course, it will no longer appear on the student's transcript. The student will not be charged tuition for the course. However, courses dropped after the first six (6) school days of a term will appear on the student's transcript with a grade of Withdraw-Passing (WP) or Withdraw-Failing (WF). Tuition will be charged for any courses dropped after the first six (6) school days of a term.

Withdrawal Procedures

A student who officially withdraws from Santa Barbara Business College must complete an Application for Withdrawal, available from the Academic Department. Notification of withdrawal to an instructor does not constitute an official withdrawal.

Before withdrawing from a program, a student is encouraged to discuss this decision with instructors and to make use of available advising services. A student who withdraws from one or all courses will receive a grade of "WP" or "WF."

A student who does not officially withdraw will be dropped automatically from enrollment when he/she has been absent 14 consecutive calendar days.

Grading Policy

Grades are recorded for each course as follows:

Grade	Scale	Vocational Nursing Scale	Point	Value
A	90 – 100	93 – 100	4.0	Excellent
B	80 – 89	85 – 92	3.0	Above Average
C	70 – 79	77 – 84	2.0	Average
D	60 – 69	69 – 76	1.0	Below Average
F	59 and below	68 and below	0.0	Failure
S			N/A	Satisfactory
US			N/A	Unsatisfactory
P			N/A	Pass
I			N/A	Incomplete
WP			N/A	Withdrawal-Passing
WF			N/A	Withdrawal-Failing
TR			N/A	Transfer of Credit
TO			N/A	Test Out

'S' and 'US' grades are used for selected courses only (see course descriptions). Satisfactory/Unsatisfactory courses are counted as credits completed and credits attempted but not in CGPA computation.

'P' is used for selected courses only (see course descriptions). Pass/Fail courses are counted as credits completed and credit attempted but not in CGPA computation.

'TR' grades are applied to credit granted for transfer of credit.

'TO' grades are applied to credit granted for test out.

Online Grading Policy

For students in online courses, in order to successfully complete all required assignments and attain a satisfactory grade in each course, additional logins and/or make-up assignments may be assigned by the instructor as course requirements. Student participation will be monitored and graded by the instructor and will include any or all of the following:

Students must post responses to instructor's questions and respond to classmates. If a student fails to attend, post, or does not show a substantive posting on the day of the post, the student may not receive grade points or credit for the assignment.

Students will read materials posted online and complete course activities as needed to prepare for the timed weekly quiz.

In order to be eligible to receive full grade for any assignments, students must pay attention to submission deadlines. All assignments should be submitted and/or completed by the due date. (Students are advised not to procrastinate when completing or submitting assignments as technical problems, while not expected, may arise.)

Courses are taught synchronously and asynchronously as required by instructors to meet course objectives.

Up to two days will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's response or evaluation.

Satisfactory Academic and Financial Aid Progress

Satisfactory academic progress is required of all students and is necessary in order to maintain eligibility for federal financial aid programs. The two components of satisfactory academic progress are the qualitative component (cumulative grade point average) and the quantitative component (earned credits divided by attempted credits or incremental completion rate). A student's progress will be evaluated at the end of each term or payment period to determine satisfactory academic progress. A student who does not meet the standards of satisfactory academic progress at any given evaluation point will be notified and placed on either financial aid warning/financial aid probation or be dismissed as a regular student.

Academic Year

Federal regulations require Santa Barbara Business College to establish an academic year that meets the minimum requirements: 30 weeks and 36 quarter credits or 30 weeks and 900 clock hours. Listed are the definitions of each program's academic year.

Program	Credits/Clock Hours	Weeks
<i>Bachelor of Science Degree Programs</i>		
Business Administration	36 Credits	30
Criminal Justice	36 Credits	30
Healthcare Administration	36 Credits	30
<i>Associate of Science Degree Programs</i>		
Business Administration	36 Credits	30
Criminal Justice	36 Credits	30
Early Childhood Education	36 Credits	30
Health Information Technology	36 Credits	30
Medical Assisting	36 Credits	30
Network Systems Administration	36 Credits	30
Paralegal Studies	36 Credits	30
Pharmacy Technology	36 Credits	30
<i>Diploma Programs</i>		
Desktop and Network Support	36 Credits	30
Medical Assisting	36 Credits	30
Medical Office Administration	36 Credits	30
Office Administration	36 Credits	30
Paralegal Studies	36 Credits	30
Vocational Nursing	900 Clock Hours	35

Enrollment Status

Santa Barbara Business College defines full-time enrollment status as 12 credit hours of regularly scheduled instruction or examination per term. Half-time enrollment is considered half of the full-time status.

Maximum Time Frame

A student must complete all coursework in no more than 1.5 times the normal program length, as measured by the credit hours required for completion of the program with the exception of the Vocational Nursing program which is measured by clock hours. This 1.5 times the normal program length is referred to as the maximum time frame. For example, a student in a 94 quarter credit hour associate's degree program must complete the program in no more than 141 attempted credit hours. A student in the 1600 clock hour Vocational Nursing program must complete the program in no more than 2400 attempted clock hours.

Failure to Successfully Complete Program Within Maximum Time Frame

A student is not permitted to exceed the maximum time frame for completion of his/her program. The student will be dismissed from the program of study when it is determined he/she will not be able to complete the program without exceeding the maximum time frame.

Required Minimum Academic Achievement

In order to be considered in satisfactory academic progress, a student must have earned the following cumulative grade point average (CGPA) and incremental completion rate (IRC) at the following evaluation points:

Undergraduate Programs

<i>Required Evaluation Point</i>	<i>Minimum CGPA</i>	<i>Minimum IRC</i>
The end of the first term	1.0	55%
The end of the second term	1.25	60%
The end of the third term	1.5	60%
The end of the fourth	1.75	60%
The end of the fifth term and all subsequent terms	2.0	66.67%

Vocational Nursing Program

<i>Required Evaluation Point</i>	<i>Minimum CGPA</i>	<i>Minimum IRC</i>
The end of the first payment period (completion of 450 clock hours) and all subsequent payment periods	2.0	66.67%

Graduate Program

<i>Required Evaluation Point</i>	<i>Minimum CGPA</i>	<i>Minimum IRC</i>
The end of the first term and all subsequent terms	3.0	66.67%

Effect of Attendance on Satisfactory Academic Progress

A student is expected to maintain good attendance and follow the established attendance policy. In the event a student fails to maintain the required attendance standard in any course, he/she will be withdrawn from the course, which will result in a “WP” or “WF” grade.

Effect of Grades on Satisfactory Academic Progress

Courses with grades of “F”, “I”, “US”, “WP”, or “WF” are not counted as credits successfully completed, but are counted as credits attempted and will therefore affect the incremental completion rate. Grades of “I”, “P”, “S”, “US”, “WP” and “WF” are not used in the calculation of CGPA.

A student with extenuating circumstances may apply for an extension of fourteen (14) calendar days following the last day of a term to complete work for courses in which an “I” grade is received. Applications for extension must be submitted to the instructor and approved by the Dean no later than the last day of class. Courses indicating “I” at the end of the fourteen (14) days will automatically become an “F” and will be calculated in the CGPA as well as the incremental completion rate.

Effect of Credit for Previous Training on Satisfactory Academic Progress

Credit for previous training (transfer credit) or test out credit will be counted as both completed and attempted credits when calculating the incremental completion rate and for determining the maximum time frame. However, the credits will not count in the CGPA.

Effect of BASICS Coursework on Satisfactory Academic Progress

Credit for remedial coursework (BASICS) will be counted when calculating the incremental completion rate and for determining the maximum time frame. However, the credits will not count in the CGPA and do not count toward the total number of credits required to graduate from any program of study.

Effect of Repeating a Course on Satisfactory Academic Progress

A student is required to repeat any course in which he/she has received a grade of “F” or “US” or has withdrawn from prior to completion. The new grade will replace the original grade for the purpose of calculating the CGPA. However, both courses will be considered credits attempted for the purpose of determining incremental completion rate.

Effect of Program Change on Satisfactory Academic Progress

A student who changes programs must submit a written request for a program change. The Dean will complete an Enrollment Modification Form identifying which courses have been completed and which, if any, count toward the graduation requirements of the new program. Depending on the programs, one of the following procedures will apply:

All coursework that applies to the new program will be used in the calculation of satisfactory academic progress, including both the CGPA and incremental completion rate. The student will need to sign a new enrollment agreement for the new program; or

If there are no relevant courses applicable to the new program, the student will begin the new curriculum with a new normal program length, maximum time frame, CGPA and incremental completion rate. The student will need to sign a new enrollment agreement for the new program.

Additional Degree Seeking Students

Students who successfully complete a program at Santa Barbara Business College may be allowed to re-enroll in another program. In order to enroll, they must reapply to the College as a new enrollment following the completion of all admissions requirements.

Financial Aid Warning

A student who does not maintain satisfactory academic progress will be placed on warning for a maximum of one (1) term or payment period. A student placed on warning will be notified within the first fourteen (14) calendar days following the last day of the term in which he/she failed to maintain satisfactory academic progress. The student on warning will be advised and provided tutoring, if needed, in order to improve his/her CGPA and/or incremental completion rate. A student on warning will remain eligible for financial aid. At the end of the term or payment period in which the student is on warning, if the academic record is not in compliance with the standards of satisfactory academic progress, the student will be dismissed from the program of study.

Appeals

A student who wishes to appeal determination that he/she is not making satisfactory academic progress due to mitigating circumstances, may submit a written appeal to the Dean for review. The written appeal should include a detailed explanation and documentation of the following:

- Current academic status of the student
- Mitigating circumstances that led to the student's current academic status
- How the student's situation has changed
- The student's plan for achieving required minimum standards of satisfactory academic progress

The Dean is responsible for determining the appropriateness of the mitigating circumstances in regards to severity, timeliness, and the student's ability to avoid the circumstance. The result of the appeal (granted or denied) will be provided to the student and documented in the student's academic file. If the student's appeal is granted, he/she will be placed on financial aid probation and eligibility for financial aid will be reinstated for one (1) additional term or payment period.

Financial Aid Probation

A student on financial aid probation may receive financial aid despite the determination that he/she did not maintain satisfactory academic progress. However, if it is determined that the student will not make satisfactory academic progress by the end of the term or payment period in which he/she is on probation, a written academic plan must be developed by the Dean and signed by the student. The plan is designed to ensure the student will be able to meet the standards of satisfactory academic progress by a specified point in time. As part of the academic plan, the Dean may require the student to repeat some or all of the courses in which the student previously received a grade of "D," "F," "WF," or "WP" before attempting any other courses in the program of study.

In order for the student to qualify for further financial aid, he/she must meet the required CGPA and incremental completion rate standards by the end of the term or payment period in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be dismissed from the program of study.

Mitigating Circumstances

Mitigating circumstances may include poor health, death in the family or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's academic performance. The student is responsible for providing any requested written verification of mitigating circumstances.

Non-Regular Enrollment Status

A student who has failed to maintain the academic minimums outlined above and is therefore ineligible to remain in regular enrollment may apply to continue his/her studies at the College in a non-regular enrollment status. During this time, the student is not eligible to receive financial aid and must attempt to improve the deficient areas that led to the failure to maintain satisfactory academic progress by retaking courses he/she failed. Upon completion of the non-regular status term, a student who has re-established satisfactory academic progress may apply to the administration to return to a regular student status and reinstate his/her eligibility for financial aid. A meeting will be scheduled between the Dean and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on financial aid warning for a period of one term or payment period.

Reentry

A student who withdraws from or is dismissed by Santa Barbara Business College may petition, in writing, for readmission. The written petition and student file will be reviewed by the College's Admissions Review Committee. The Committee will consider such factors as the student's prior satisfactory academic progress, previous attendance, and attitude in making a decision for readmission. The student will be notified of the Committee's decision. The College is not obligated to readmit any student.

A student accepted for readmission will reenter with the same academic standing he/she had at the time of withdrawal or dismissal. Prior to reentry, a student must meet with a financial aid associate to determine financial aid eligibility and to sign a new enrollment agreement. After an evaluation by the Academic Department, the student may receive credit for coursework previously completed. A student may be readmitted one (1) time unless the on-site administrator determines that extenuating circumstances exist.

Awarding of Degrees, Diplomas and Certificates

Degrees and diplomas are awarded to full-program graduates. Less-than-full-program certificates of completion are awarded to students who complete specific classes.

Graduation Requirements

To be eligible for graduation, a student must complete each of his/her courses with a passing grade. Further, he/she must have earned at least a cumulative grade point average of 2.0 for undergraduate programs or 3.0 for the graduate program and have satisfactorily taken care of all obligations to the College.

To receive an undergraduate degree or diploma, a student must:

- Be enrolled in a full program.
- Receive a passing grade for all required coursework.
- Achieve a C (2.0) cumulative grade point average or above.
- Meet the skill requirements, if any, of the program.
- Complete all coursework in no more than 150% of normal program length.

To receive a graduate degree, a student must:

- Receive a passing grade for all required coursework.
- Achieve a B (3.0) cumulative grade point average or above.
- Complete all coursework in no more than 150% of normal program length.

Academic Honors and Graduation Honors

The Dean's List is compiled at the end of each term to honor undergraduate students who have completed 12 or more letter-graded credits during the term with a GPA of 3.75 or higher. High Honors is given to those students who have completed 12 or more letter-graded credits during the term with a GPA of 4.00.

Students who graduate with a cumulative grade point average (CGPA) of 3.75 or higher will be recognized at the graduation ceremony with one of the following honors:

High Honors – CGPA of 4.0

Dean's List – CGPA of 3.75-3.99

Leaves of Absence

Any time a student is not in regular attendance, he/she jeopardizes the quality of his/her program. Therefore, leaves of absence are not encouraged. A student may, however, be granted a leave of absence, the length of which may not be more than 150 calendar days.

A student may be granted more than one leave of absence. However, the leave of absence together with any additional leaves of absence must not exceed 150 calendar days during a 12-month period.

A leave of absence involves no additional charge to the student. All leaves must be requested by the student in writing. A student who wishes to request a leave of absence must arrange an interview with the Dean.

A student should be aware that a leave of absence will affect the amount and disbursement dates of the student's financial aid awards. Leaves will also affect the time needed to complete a program, lead to an extension of a student's graduation date, or create inappropriate sequencing of classes. The leave of absence may affect a student's satisfactory academic progress if the leave results in the student receiving grade(s) of "WP" or "WF."

Definition of Credit

For all purposes, 10 contact hours of direct instruction with an additional 20 hours of out-of-class student work = 1 quarter credit; 20 contact hours of work in laboratory activities = 1 quarter credit; and 30 hours of practicum (or externship) = 1 quarter credit. A contact hour is equal to 50 minutes of instruction.

Out-of Class Student Work Expectation

For every hour of classroom or direct faculty instruction, a minimum of two hours of out-of-class student work is required each week throughout the course. The out-of-class work represents the intended learning outcomes for the course and is verified by evidence of student achievement. Out-of-class work may include, but not limited to, such learning activities as outside reading, written assignments, research projects and test preparation.

Changes Disclosure

Due to the many changes that occur in both the workplace and education, it is impossible to guarantee long-standing particulars. Santa Barbara Business College, therefore, reserves the right to add to or delete from certain courses, programs or areas of study as circumstances may require; to make faculty changes; and to modify tuition rates, with every effort made to protect the student against any hardships that may result.

Veterans' Bulletin

This Veterans' Bulletin includes those items not specifically addressed elsewhere in this catalog.

Credit Evaluation Policy

To ensure coursework is not duplicated, Santa Barbara Business College will accept courses taken for credit from other accredited colleges, universities or specified schools, as well as training received during military duty, for transfer of credit toward veterans' programs at Santa Barbara Business College for subjects in which the course content is comparable. If the program is thereby shortened, the Veterans Administration will be notified.

Academic and Attendance Standard

The Veteran's Administration (VA) requires that all students receiving veteran educational benefits maintain progress toward their program of study. Therefore, all students receiving benefits must maintain a cumulative grade point average (CGPA) of 2.0 and incremental completion rate (ICR) of 66.67% at each evaluation point to remain eligible for VA benefits. A student who allows his/her CGPA to fall below a 2.0 and/or allows his/her ICR to fall below 66.67% will be placed on warning and be allowed one (1) term or payment period to meet the standard. If the student fails to do so, the VA office will be notified and the student's benefits interrupted.

Regular attendance is expected of all students. If it is necessary for a student to be absent at any time, he/she is required to notify the College in advance. If excessive absenteeism affects a student's academic progress, he/she could be placed on warning. Excessive absence from a class is cause for an instructor to drop a student from the class or to assign an "F," "I," "WP" or "WF" for the class.

The campus administration may require attendance on Fridays in the event a student is absent from a regularly scheduled class on Monday through Thursday. Instructors may require a student's attendance on Fridays when the student may benefit from additional instruction.

In compliance with veterans' regulations, absences from classes on legal holidays are permitted when the campus is closed. Time off on Fridays and during the winter break is counted as a period of non-attendance.

Instructional Schedule

Training in all courses is offered Monday through Thursday. Campuses are open until classes are concluded, except on legal holidays and during holiday breaks. Class periods are 60 minutes in length. Training in all online courses is offered Monday through Sunday. Administrative business hours are 8:00 a.m. to 5:00 p.m. (Pacific) Monday through Friday except on legal holidays and breaks.

Readmission Requirements for Servicemembers

Santa Barbara Business College will not deny readmission to a servicemember of the uniformed services for reasons relating to that service. In addition, a student who is readmitted under this section will be readmitted with the same academic status as the student had when he/she last attended the College. An affected servicemember is any individual who is a member of, applies to be a member of, or performs, has performed, applies to perform, or has the obligation to perform, service in the uniformed services. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Any student whose absence from Santa Barbara Business College is necessitated by reason of service in the uniformed services is entitled to readmission if:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the Dean of Students;
- The cumulative length of the absence and of all previous absences from the College by reason of service in the uniformed services does not exceed five years; and
- Except as otherwise provided in this section, the student submits a notification of intent to reenroll in the College.

However, no advance notice by the student is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge. In addition, any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance notice of service to the Dean may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation that the student performed service in the uniformed services that necessitated the student's absence from the College.

When determining the cumulative length of the student's absence for service, the period of service does not include any service:

- That is required, beyond five years, to complete an initial period of obligated service;
- During which the student was unable to obtain orders releasing the student from a period of service in the uniformed services before the expiration of the five-year period and the inability to obtain those orders was through no fault of the student; or
- Performed by a member of the Armed Forces (including the National Guard and Reserves) who is ordered to or retained on active duty under section 688, 12301(a), 12301(g), 12302, 12304, or 12305 of Title 10, U.S.C., or under section 331, 332, 359, 360, 367, or 712 of Title 14, U.S.C.;

- Ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress;
- Ordered to active duty (other than for training) in support of an operational mission for which personnel have been ordered to active duty under section 12304 of Title 10, U.S.C.;
- Ordered to active duty in support of a critical mission or requirement of the Armed Forces (including the National Guard or Reserve); or
- Called into Federal service as a member of the National Guard under chapter 15 of Title 10, U.S.C., or section 12406 of Title 10, U.S.C.

An affected servicemember must, upon the completion of a period of service in the uniformed services, notify Santa Barbara Business College of his/her intent to return to the College no later than three years after the completion of the period of service. However, a student who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services must notify the College of his/her intent to return no later than two years after the end of the period that is necessary for recovery from such illness or injury. A student who fails to apply for readmission within the required period does not automatically forfeit eligibility for readmission, but is subject to the College's established leave of absence policy and general practices.

A student who submits an application for readmission to Santa Barbara Business College must provide documentation to establish:

- The student has not exceeded the specified service limitations; and
- The student's eligibility for readmission has not been terminated.

Santa Barbara Business College will not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

A student's eligibility for readmission under this section by reason of such student's service in the uniformed services terminates upon the occurrence of any of the following events:

- A separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge;
- A dismissal of such person permitted under section 1161(a) of Title 10, U.S.C.; or
- A dropping of such person from the rolls pursuant to section 1161(b) of Title 10, U.S.C.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call or write the Veterans Administration Regional Office:

Department of Veterans Affairs
 P.O. Box 8888
 Muskogee, OK 74402
 (888) 442-4551
www.gibill.va.gov



Street car tracks run up State Street just a few steps out the doors of Santa Barbara Business College in the 1890's.

Program Listings

Programs by Campus Location

	Santa Barbara	Santa Maria	Bakersfield	Ventura	Rancho Mirage	Online
Business Administration	A B M	A B	A B	A B	A B	A B M
Criminal Justice		A B	A B	A B	A B	A B
Desktop and Network Support			D			
Early Childhood Education			A			A
Health Information Technology	A	A	A	A	A	A
Healthcare Administration	B	B	B	B	B	B
Medical Assisting	D A	D A	D A	D A	D A	
Medical Office Administration	D	D	D	D	D	D
Network Systems Administration			A			
Office Administration		D	D	D		
Paralegal Studies			D A	D A	D A	D A
Pharmacy Technology		A	A	A		
Vocational Nursing		D	D		D	

D = Diploma Offered

A = Associate of Science Degree Offered

B = Bachelor of Science Degree Offered

M = Master of Business Administration Degree Offered

Santa Barbara Business College may limit programs offered based on the number of students available to enter into a program.

Desktop and Network Support

Diploma

60 Instructional Weeks

C.I.P.Code 11.0301

The Desktop and Network Support diploma program prepares students for work in the fast-paced computer industry. The curriculum places emphasis on Microsoft networking, peripheral interfacing, network design and administration, client/server configuration, LANs management, network theory, and systems integration. Graduates will be prepared for network and user support positions. For highly motivated students, this curriculum can also assist with preparation for certification examinations.

Number	Course Title	Clock	Credit
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 100	Computer Concepts	50	4
ENG 105	Introduction to College Writing	40	4
EXT 290	Externship	180	6
MTH 110	Elementary Algebra	40	4
NET 100	Desktop Applications	50	4
NET 101	Hardware Configuration and Management	50	4
NET 110	Networking Essentials	50	4
NET 210	Alternative Operating Systems	50	4
NET 230	Client Workstations	50	4
NET 231	Server Operating Systems I	50	4
NET 232	Server Operating Systems II	50	4
NET 233	Network Infrastructure and Management	50	4
Diploma Totals		790	58

Medical Assisting

Diploma

60 Instructional Weeks

C.I.P. Code 51.0801

The Medical Assisting diploma program prepares students for careers as healthcare professionals. Students will acquire working knowledge for preparing patients for treatment, assisting the physician, and sterilizing instruments. Graduates are prepared for entry-level positions in clinical, hospital, and private practice environments and are eligible to sit for the Registered Medical Assistant (RMA) examination.

Number	Course Title	Clock	Credit
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 100	Computer Concepts	50	4
ENG 105	Introduction to College Writing	40	4
EXT 290	Externship	180	6
MED 100	Medical Terminology	40	4
MED 110	Medical Document Coding	40	4
MED 115	Medical Insurance Forms	40	4
MED 130	Electronic Health Records	50	4
MED 200	Drug Fundamentals and Administration	40	4
MED 231	Body Systems I	60	4
MED 232	Body Systems II	60	4
MED 233	Body Systems III	60	4
MTH 110	Elementary Algebra	40	4
Diploma Totals		780	58

Medical Office Administration

Diploma

60 Instructional Weeks

C.I.P.Code 51.071

The Medical Office Administration diploma program provides students with a working knowledge of the medical front office. The curriculum places emphasis on document coding, insurance forms, and computer applications. Graduates are prepared for entry level administrative positions in clinical, hospital, and private practice environments.

Number	Course Title	Clock	Credit
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 100	Computer Concepts	50	4
ENG 105	Introduction to College Writing	40	4
EXT 290	Externship	180	6
MED 100	Medical Terminology	40	4
MED 105	Medical Office Procedures	50	4
MED 110	Medical Document Coding	40	4
MED 115	Medical Insurance Forms	40	4
MED 130	Electronic Health Records	50	4
MED 131	Structure and Function of the Human Body I	40	4
MED 132	Structure and Function of the Human Body II	40	4
MED 220	Medical Law and Ethics	40	4
MTH 110	Elementary Algebra	40	4
Diploma Totals		730	58

Office Administration

Diploma

60 Instructional Weeks

C.I.P. Code 52.0408

The Office Administration diploma program provides a strong working knowledge of accounting principles including the use of accounting software. Students will become proficient with general office software applications and business communications. Graduates of this program are prepared for entry-level positions as bookkeepers, accounting clerks, and administrative assistants.

Number	Course Title	Clock	Credit
ACC 100	Accounting Principles I	40	4
ACC 110	Accounting Principles II	40	4
ACC 120	Payroll Accounting	40	4
BUS 100	College Success	40	4
BUS 120	Introduction to Business	40	4
BUS 200	Professional Resource Development	40	4
BUS 210	Business Communication	40	4
CIS 100	Computer Concepts	50	4
CIS 105	Microsoft Word	50	4
CIS 110	Microsoft Excel	50	4
CIS 140	Accounting Software	50	4
ENG 105	Introduction to College Writing	40	4
EXT 290	Externship	180	6
MTH 110	Elementary Algebra	40	4
Diploma Totals		740	58

Paralegal Studies

Diploma

60 Instructional Weeks

C.I.P. Code 22.0302

The Paralegal Studies diploma program is designed for students to comprehensively cover the theory and application of procedures used in law offices by paralegals, enabling them to assist attorneys in areas such as research, reporting, and the preparation of legal documents, agreements, exhibits, and other relevant tasks prior to trial. Students are also taught client interview skills, basic investigative techniques, how to conduct legal research, and the art of briefing case law. Post-graduate employment is primarily in private law offices, but placement opportunities also exist in bank trust departments, insurance companies, government at all levels, and paralegal-only services.

Number	Course Title	Clock	Credit
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 100	Computer Concepts	50	4
CIS 150	Legal Software	50	4
ENG 105	Introduction to College Writing	40	4
LEG 100	Ethics for Paralegals	40	4
LEG 110	Criminal Law	40	4
LEG 115	Contract Law	40	4
LEG 120	Civil Law	50	4
LEG 130	Probate/Wills and Trusts	50	4
LEG 140	Family Law	50	4
LEG 200	Employment and Labor Law	40	4
LEG 205	Tort Law	40	4
LEG 250	Legal Research and Writing I	40	4
LEG 255	Legal Research and Writing II	40	4
MTH 110	Elementary Algebra	40	4
Diploma Totals		690	64

*In order to be admitted to the Paralegal Studies diploma program, applicants must have earned an Associate's degree or greater in a program of study from an institution that has approval from an accrediting agency approved by the U.S. Secretary of Education.

Vocational Nursing

Diploma

60 Instructional Weeks

C.I.P.Code 51.3999

The Vocational Nursing diploma program prepares students for careers as healthcare professionals. Students will acquire the nursing knowledge to care for patients across the lifespan in diverse practice settings while providing a safe environment for the patient and themselves within their scope of practice as licensed vocational nurses. Nursing skills will be taught and practiced in a supervised laboratory setting and then perfected at clinical sites with patients in a variety of settings. Nursing skills include hand washing, assessment of vital signs and patient status, personal hygiene, feeding, transfer techniques, medication administration, oxygen administration, foley catheter insertion and care, tracheostomy care, wound care, suctioning techniques, enteral tube (NG & G tube) insertion, feeding and care, specimen collection, enema administration, and isolation procedures. Graduates are prepared for entry-level positions in hospital, long-term care and private practice environments. They are eligible to sit for the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN) administered by the National Council of State Boards of Nursing (NCSBN).

Number	Course Title	Clock	Credit
NUR 100	Fundamentals of Nursing I	120	12
NUR 101	Nursing Skills Lab I	120	6
NUR 110	Fundamentals of Nursing II	40	4
NUR 111	Nursing Skills Lab II	20	1
NUR 115	Geriatric Nursing	90	5
NUR 221	Orthopedic Nursing	90	5
NUR 231	Respiratory Nursing	90	5
NUR 232	Cardiovascular Nursing	140	8
NUR 233	Urinary/Renal Nursing	50	3
NUR 241	Endocrine Nursing	90	5
NUR 242	Gastrointestinal Nursing	90	5
NUR 243	Neurological Nursing	100	6
NUR 251	Integumentary Nursing	90	5
NUR 252	OB/Pediatric Nursing	140	8
NUR 253	Rehabilitation Nursing	50	3
NUR 261	Oncology Nursing	90	5
NUR 262	Psychiatric Nursing	50	3
NUR 263	Leadership and Supervision	140	8.0
Diploma Totals		1600	97

Business Administration

Associate of Science Degree

90 Instructional Weeks

C.I.P. Code 52.0302

The Business Administration associate's degree program provides strong working knowledge of basic business concepts, including accounting principles, the use of accounting software and general office software applications. Students will become proficient in both interpersonal and business communications. Graduates of this program are prepared for entry-level positions as bookkeepers, accounting clerks, and management trainees.

Number	Course Title	Clock	Credit
ACC 100	Accounting Principles I	40	4
ACC 110	Accounting Principles II	40	4
ACC 120	Payroll Accounting	40	4
ACC 200	Financial Accounting	40	4
BUS 100	College Success	40	4
BUS 120	Introduction to Business	40	4
BUS 200	Professional Resource Development	40	4
BUS 210	Business Communication	40	4
BUS 220	Consumer Behavior and Economics	40	4
CIS 100	Computer Concepts	50	4
CIS 105	Microsoft Word	50	4
CIS 110	Microsoft Excel	50	4
CIS 140	Accounting Software	50	4
ENG 105	Introduction to College Writing	40	4
EXT 290	Externship	180	6
LEG 115	Contract Law	40	4
MTH 110	Elementary Algebra	40	4
<i>Core Totals</i>		<i>860</i>	<i>70</i>
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SPN 200	Spanish I	40	4
<i>General Education Totals</i>		<i>240</i>	<i>24</i>
Associate's Degree Totals		1100	94

Criminal Justice

Associate of Science Degree

90 Instructional Weeks

C.I.P. Code 43.0114

The Criminal Justice associate's degree program is designed as a multifaceted program of study and provides a broad understanding of the criminal justice systems in the United States. The student is prepared for entry-level employment or advancement in law enforcement, corrections, probation, immigration, security services and comparable types of employment. Students preparing for a career in Criminal Justice and security will study private, industrial and retail security. This is not a training program for police or corrections officers. However, it will provide a broad understanding of the criminal justice system in the United States and a fundamental knowledge of the social and behavioral sciences.

Number	Course Title	Clock	Credit
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 100	Computer Concepts	50	4
CIS 105	Microsoft Word	50	4
ENG 105	Introduction to College Writing	40	4
EXT 290	Externship	180	6
LEG 110	Criminal Law	40	4
LEG 111	Criminal Procedures	40	4
LEG 150	Criminal Justice Administration	40	4
LEG 155	Crime Scene Investigation	50	4
LEG 220	Criminal Investigation	40	4
LEG 221	Introduction to Law Enforcement	40	4
LEG 225	Criminology	40	4
LEG 235	Introduction to Security	40	4
LEG 240	Introduction to Corrections, Probation and Parole	40	4
LEG 260	Case Report Writing	40	4
MTH 110	Elementary Algebra	40	4
<i>Core Totals</i>		<i>850</i>	<i>70</i>
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SPN 200	Spanish I	40	4
<i>General Education Totals</i>		<i>240</i>	<i>24</i>
Associate's Degree Totals		1090	94

Early Childhood Education

Associate of Science Degree

90 Instructional Weeks

C.I.P.Code 13.1210

The Early Childhood Education associate's degree program provides a variety of challenging career opportunities to graduates. Students will acquire thorough and practical knowledge of child development in several key areas. Students will be able to design curriculum, plan environments, manage both typical and challenging behaviors, and assess children across developmental domains. Graduates of this program will qualify for employment as teachers of infants, toddlers and preschoolers, as well as be equipped for advancement within the field of early childhood education.

Number	Course Title	Clock	Credit
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 100	Computer Concepts	50	4
ECE 100	Child Growth and Development	40	4
ECE 105	Child, Family and Community	40	4
ECE 110	Infant and Toddler Development	40	4
ECE 115	Infant and Toddler Care	40	4
ECE 200	Programs and Curriculum I	40	4
ECE 205	Programs and Curriculum II	40	4
ECE 210	Observation and Assessment	50	4
ECE 220	Guiding Children	40	4
ECE 230	Administration in ECE	40	4
ECE 235	Administration: Special Considerations	40	4
ECE 240	Adult Supervision and Mentoring	40	4
ENG 105	Introduction to College Writing	40	4
EXT 290	Externship	180	6
MTH 110	Elementary Algebra	40	4
<i>Core Totals</i>		840	70
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SPN 200	Spanish I	40	4
<i>General Education Totals</i>		240	24
Associate's Degree Totals		1080	94

Health Information Technology

Associate of Science Degree

90 Instructional Weeks

C.I.P. Code 51.0707

The Health Information Technology associate's degree program provides students with the skills necessary for employment in administrative positions in a medical office or facility. The curriculum emphasizes front office skills, medical billing and coding, and integrated computer applications. The program is enhanced with the development of strong general office skills necessary for career advancement. Graduates are prepared for entry-level positions as medical records, health information technicians or medical billers in private practice, clinical, hospital, and insurance billing environments. They are eligible to sit for the Certified Professional Coder (CPC-A) examination administered by the American Academy of Professional Coders (AAPC).

Number	Course Title	Clock	Credit
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 100	Computer Concepts	50	4
ENG 105	Introduction to College Writing	40	4
EXT 290	Externship	180	6
MED 100	Medical Terminology	40	4
MED 105	Medical Office Procedures	50	4
MED 110	Medical Document Coding	40	4
MED 115	Medical Insurance Forms	40	4
MED 120	Medical Billing Procedures	50	4
MED 130	Electronic Health Records	50	4
MED 131	Structure and Function of the Human Body I	40	4
MED 132	Structure and Function of the Human Body II	40	4
MED 200	Drug Fundamentals and Administration	40	4
MED 215	Advanced Medical Coding	40	4
MED 220	Medical Law and Ethics	40	4
MTH 110	Elementary Algebra	40	4
<i>Core Totals</i>		860	70
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SPN 200	Spanish I	40	4
<i>General Education Totals</i>		240	24
Associate's Degree Totals		1100	94

Medical Assisting

Associate of Science Degree

90 Instructional Weeks

C.I.P. Code 51.0801

The Medical Assisting associate's degree program prepares students for careers as healthcare professionals. Students will acquire working knowledge for preparing patients for treatment, assisting the physician, and sterilizing instruments. Graduates are prepared for entry-level positions in clinical, hospital, and private practice environments and are eligible to sit for the Registered Medical Assistant (RMA) examination.

Number	Course Title	Clock	Credit
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 100	Computer Concepts	50	4
ENG 105	Introduction to College Writing	40	4
EXT 290	Externship	180	6
MED 100	Medical Terminology	40	4
MED 105	Medical Office Procedures	50	4
MED 110	Medical Document Coding	40	4
MED 115	Medical Insurance Forms	40	4
MED 130	Electronic Health Records	50	4
MED 200	Drug Fundamentals and Administration	40	4
MED 220	Medical Law and Ethics	40	4
MED 231	Body Systems I	60	4
MED 232	Body Systems II	60	4
MED 233	Body Systems III	60	4
MED 255	Advanced Hematology	60	4
MTH 110	Elementary Algebra	40	4
<i>Core Totals</i>		<i>930</i>	<i>70</i>
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SPN 200	Spanish I	40	4
<i>General Education Totals</i>		<i>240</i>	<i>24</i>
Associate's Degree Totals		1170	94

Network Systems Administration

Associate of Science Degree

90 Instructional Weeks

C.I.P. Code 11.1006

The Network Systems Administration program prepares students for work in the fast-paced computer industry. The curriculum places emphasis on Microsoft networking, peripheral interfacing, network design and administration, client/server configuration, LAN management, network theory, and systems integration. In addition, the curriculum will provide exposure to the relationship between LAN and WAN connectivity, advanced directory services, security, and server applications. Graduates will be prepared for network administration and other emerging computer positions. For highly motivated students, this curriculum can also assist with preparation for certification examinations.

Number	Course Title	Clock	Credit
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 100	Computer Concepts	50	4
ENG 105	Introduction to College Writing	40	4
EXT 290	Externship	180	6
MTH 110	Elementary Algebra	40	4
NET 100	Desktop Applications	50	4
NET 101	Hardware Configuration and Management	50	4
NET 110	Networking Essentials	50	4
NET 210	Alternative Operating Systems	50	4
NET 230	Client Workstations	50	4
NET 231	Server Operating Systems I	50	4
NET 232	Server Operating Systems II	50	4
NET 233	Network Infrastructure and Management	50	4
NET 234	Directory Services	50	4
NET 262	Contact Management Services	50	4
NET 265	Database Servers	50	4
<i>Core Totals</i>		<i>940</i>	<i>70</i>
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SPN 200	Spanish I	40	4
<i>General Education Totals</i>		<i>240</i>	<i>24</i>
Associate's Degree Totals		1180	94

Paralegal Studies

Associate of Science Degree

90 Instructional Weeks

C.I.P. Code 22.0302

The Paralegal Studies associate's degree program is designed for students to comprehensively cover the theory and application of procedures used in law offices by paralegals, enabling them to assist attorneys in areas such as research, reporting, and the preparation of legal documents, agreements, exhibits, and other relevant tasks prior to trial. Students are also taught client interview skills, basic investigative techniques, how to conduct legal research, and the art of briefing case law. Post-graduate employment is primarily in private law offices, but placement opportunities also exist in bank trust departments, insurance companies, government at all levels, and paralegal-only services.

Number	Course Title	Clock	Credit
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 100	Computer Concepts	50	4
CIS 150	Legal Software	50	4
ENG 105	Introduction to College Writing	40	4
EXT 290	Externship	180	6
LEG 100	Ethics for Paralegals	40	4
LEG 110	Criminal Law	40	4
LEG 115	Contract Law	40	4
LEG 120	Civil Law	50	4
LEG 130	Probate/Wills and Trusts	50	4
LEG 140	Family Law	50	4
LEG 200	Employment and Labor Law	40	4
LEG 205	Tort Law	40	4
LEG 250	Legal Research and Writing I	40	4
LEG 255	Legal Research and Writing II	40	4
MTH 110	Elementary Algebra	40	4
<i>Core Totals</i>		870	70
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SPN 200	Spanish I	40	4
<i>General Education Totals</i>		240	24
Associate's Degree Totals		1110	94

Pharmacy Technology

Associate of Science Degree

90 Instructional Weeks

C.I.P. Code 51.0805

The Pharmacy Technology associate's degree program prepares students to support licensed pharmacists by assisting during patient consultation, counter dispensing, and prescription preparation. In either a retail or hospital pharmacy, technicians may stock and inventory prescriptive and over-the-counter medications, maintain written or computerized patient medication records, count or pour medications into dispensing containers, assemble daily supplies of medication, repackage medications, prepare commercially unavailable medications, and deliver medications to patient rooms. Graduates are prepared for entry-level positions in retail, hospital or institutional pharmacies and meet the requirement to apply for a California state license.

Number	Course Title	Clock	Credit
BUS 100	College Success	40	4
BUS 120	Introduction to Business	40	4
BUS 200	Professional Resource Development	40	4
CIS 100	Computer Concepts	50	4
CIS 105	Microsoft Word	50	4
ENG 105	Introduction to College Writing	40	4
EXT 290	Externship	180	6
MED 100	Medical Terminology	40	4
MED 131	Structure and Function of the Human Body I	40	4
MED 132	Structure and Function of the Human Body II	40	4
MED 220	Medical Law and Ethics	40	4
MED 240	Pharmacology	40	4
MED 241	Pharmacy Calculations	40	4
MED 245	Institutional Pharmacy	60	4
MED 250	Pharmacy Procedures and Applications	60	4
MED 251	Prescription Processing	60	4
MTH 110	Elementary Algebra	40	4
<i>Core Totals</i>		<i>900</i>	<i>70</i>
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
PSY 210	Group Dynamics	40	4
SPN 200	Spanish I	40	4
<i>General Education Totals</i>		<i>240</i>	<i>24</i>
Associate's Degree Totals		1140	94

Business Administration

Bachelor of Science Degree

160 Instructional Weeks

C.I.P. Code 52.0207

The Business Administration baccalaureate degree program provides students with the knowledge, analytical, and interpersonal skills essential for success in a wide variety of sectors of business, industry, government, and non-profit organizations. Students will become proficient in the areas of accounting, finance, general management, marketing, and human resources, among others. Graduates of the program will be well prepared for entry-level supervisory or managerial positions.

Number	Course Title	Clock	Credit	Number	Course Title	Clock	Credit
ACC 100	Accounting Principles I	40	4	CIS 140	Accounting Software	50	4
ACC 110	Accounting Principles II	40	4	ENG 105	Introduction to College Writing	40	4
ACC 120	Payroll Accounting	40	4	EXT 290	Externship	180	6
ACC 200	Financial Accounting	40	4	LEG 115	Contract Law	40	4
ACC 300	Managerial Accounting	40	4	MTH 110	Elementary Algebra	40	4
BUS 100	College Success	40	4	<i>Core Totals</i>		1440	126
BUS 120	Introduction to Business	40	4	COM 200	Speech Communications	40	4
BUS 200	Professional Resource Development	40	4	ECN 210	Microeconomics	40	4
BUS 210	Business Communication	40	4	ECN 220	Macroeconomics	40	4
BUS 220	Consumer Behavior and Economics	40	4	ENG 210	English Composition	40	4
BUS 300	Business Ethics	40	4	ENG 310	Writing Argumentation	40	4
BUS 310	Management and Supervision	40	4	ENG 325	American Literature	40	4
BUS 325	Organizational Behavior	40	4	HIS 215	Modern World History	40	4
BUS 330	Principles of Marketing	40	4	MTH 210	Intermediate Algebra	40	4
BUS 335	Finance	40	4	MTH 220	College Algebra	40	4
BUS 340	Business Statistics	40	4	PSY 200	General Psychology	40	4
BUS 350	Business Information Systems	40	4	PSY 210	Group Dynamics	40	4
BUS 410	Human Resources Management	40	4	SOC 200	Introduction to Sociology	40	4
BUS 430	International Business	40	4	SPN 200	Spanish I	40	4
BUS 440	E-Business Concepts	40	4	SPN 210	Spanish II	40	4
BUS 445	Entrepreneurship	40	4	<i>General Education Totals</i>		560	56
BUS 450	Strategic Management	40	4	Bachelor's Degree Totals		2000	182
BUS 490	Capstone Project	60	4				
CIS 100	Computer Concepts	50	4				
CIS 105	Microsoft Word	50	4				
CIS 110	Microsoft Excel	50	4				

Criminal Justice

Bachelor of Science Degree

160 Instructional Weeks

C.I.P.Code 43.0112

The Criminal Justice baccalaureate degree program prepares students for criminal justice positions in a wide range of business, industry, and government organizations. Courses emphasize practical application along with theoretical knowledge to create a strong basis for succeeding in criminal justice and related fields. Students in the criminal justice program will be given the tools to address a wide range of problems in criminal justice with specific focus on law enforcement, corrections, investigation, juvenile justice, the criminal court system, and private security. Students will also gain the general administrative skills, technical ability, and ethical awareness necessary for them to succeed in the workplace.

** Some occupations will accept this degree as a foundation for employment but may also require skills and/or training not limited to: academy and/or specialized training, satisfactory mental and/or physical examinations, clean background check, and age restrictions.*

Number	Course Title	Clock	Credit	Number	Course Title	Clock	Credit
BUS 100	College Success	40	4	LEG 400	Multiculturalism in Criminal Justice	40	4
BUS 200	Professional Resource Development	40	4	LEG 410	Organized Crime	40	4
BUS 310	Management and Supervision	40	4	LEG 420	Technology and Crime	40	4
BUS 325	Organizational Behavior	40	4	LEG 430	Juvenile Justice	40	4
CIS 100	Computer Concepts	50	4	LEG 490	Capstone Project	60	4
CIS 105	Microsoft Word	50	4	MTH 110	Elementary Algebra	40	4
ENG 105	Introduction to College Writing	40	4	<i>Core Totals</i>		<i>1430</i>	<i>126</i>
EXT 290	Externship	180	6	COM 200	Speech Communications	40	4
LEG 110	Criminal Law	40	4	ECN 220	Macroeconomics	40	4
LEG 111	Criminal Procedure	40	4	ENG 210	English Composition	40	4
LEG 150	Criminal Justice Administration	40	4	ENG 310	Writing Argumentation	40	4
LEG 155	Crime Scene Investigation	50	4	ENG 325	American Literature	40	4
LEG 220	Criminal Investigation	40	4	HIS 215	Modern World History	40	4
LEG 221	Introduction to Law Enforcement	40	4	MTH 210	Intermediate Algebra	40	4
LEG 225	Criminology	40	4	MTH 220	College Algebra	40	4
LEG 235	Introduction to Security	40	4	PSY 200	General Psychology	40	4
LEG 240	Intro to Corrections, Probation & Parole	40	4	PSY 210	Group Dynamics	40	4
LEG 260	Case Report Writing	40	4	SOC 200	Introduction to Sociology	40	4
LEG 300	Ethics in Criminal Justice	40	4	SOC 310	Research Methods	40	4
LEG 310	Criminal Court Systems	40	4	SPN 200	Spanish I	40	4
LEG 320	Deviant Behavior	40	4	SPN 210	Spanish II	40	4
LEG 330	White-Collar and Financial Crime	40	4	<i>General Education Totals</i>		<i>560</i>	<i>56</i>
LEG 340	Victimology	40	4	Bachelor's Degree Totals		1990	182
LEG 345	Homeland Security	40	4				
LEG 350	Correctional Law and Administration	40	4				

Healthcare Administration

Bachelor of Science Degree

160 Instructional Weeks

C.I.P. Code 51.0711

The Healthcare Administration baccalaureate degree program combines a solid foundation in medical administration with an understanding of computer applications, accounting, and advanced coursework in human resources and organizational management. This program is designed to prepare the student for rewarding healthcare careers in hospitals, long-term care facilities, private practice, health insurance companies, and various other organizations that support the healthcare profession. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment and be prepared for entry-level management positions.

Number	Course Title	Clock	Credit	Number	Course Title	Clock	Credit
ACC 100	Accounting Principles I	40	4	MED 410	Managed Care	40	4
ACC 110	Accounting Principles II	40	4	MED 430	Healthcare Marketing	40	4
BUS 100	College Success	40	4	MED 440	Strategic Management in Healthcare	40	4
BUS 200	Professional Resource Development	40	4	MED 490	Capstone Project	60	4
BUS 310	Management and Supervision	40	4	MTH 110	Elementary Algebra	40	4
BUS 325	Organizational Behavior	40	4	<i>Core Totals</i>		1440	126
BUS 340	Business Statistics	40	4	COM 200	Speech Communications	40	4
BUS 410	Human Resources Management	40	4	ECN 210	Microeconomics	40	4
CIS 100	Computer Concepts	50	4	ECN 220	Macroeconomics	40	4
ENG 105	Introduction to College Writing	40	4	ENG 210	English Composition	40	4
EXT 290	Externship	180	6	ENG 310	Writing Argumentation	40	4
MED 100	Medical Terminology	40	4	ENG 325	American Literature	40	4
MED 105	Medical Office Procedures	50	4	HIS 215	Modern World History	40	4
MED 110	Medical Document Coding	40	4	MTH 210	Intermediate Algebra	40	4
MED 115	Medical Insurance Forms	40	4	MTH 220	College Algebra	40	4
MED 120	Medical Billing Procedures	50	4	PSY 200	General Psychology	40	4
MED 130	Electronic Health Records	50	4	PSY 210	Group Dynamics	40	4
MED 131	Structure & Function of the Human Body I	40	4	SOC 200	Introduction to Sociology	40	4
MED 132	Structure & Function of the Human Body II	40	4	SPN 200	Spanish I	40	4
MED 200	Drug Fundamentals & Administration	40	4	SPN 210	Spanish II	40	4
MED 215	Advanced Medical Coding	40	4	<i>General Education Totals</i>		560	56
MED 220	Medical Law and Ethics	40	4	Bachelor's Degree Totals		2000	182
MED 300	Healthcare Delivery Systems	40	4				
MED 310	Public and Community Health	40	4				
MED 320	Healthcare Finance	40	4				
MED 330	Health Information Management Systems	40	4				

Master of Business Administration

MBA

70 Instructional Weeks

C.I.P. Code 52.0201

The Master of Business Administration (MBA) degree program provides students with the knowledge, analytical, and interpersonal skills essential for assuming management positions in business, government, and non-profit entities that are global in scope. Students learn to achieve and maintain competitive advantage for their organizations through effective leadership and innovation in operations management, marketing, and human resources management, among other functional areas. The MBA program emphasizes 21st-century business environment opportunities and challenges, as well as the critical importance of effective leadership to achieve organizational objectives. Among the distinguishing features of the program is the capstone project: Throughout the program students design a strategy and strategy implementation plan for the leaders of an organization that is selected at the start of their MBA program.

Number	Course Title	Clock	Credit
MBA 500	Organizational Behavior	40	4
MBA 510	Managerial Accounting	40	4
MBA 515	Business Law	40	4
MBA 520	Ethical and Regulatory Environments	40	4
MBA 530	Effective Leadership Skills	40	4
MBA 540	Quantitative Methods	40	4
MBA 545	Marketing Management	40	4
MBA 550	Managerial Economics	40	4
MBA 555	Operations and Management Systems	40	4
MBA 560	Corporate Finance	40	4
MBA 565	International Markets	40	4
MBA 570	Human Resources Management	40	4
MBA 575	Management Information Systems	40	4
MBA 590	MBA Capstone Project	60	4
Master's Degree Totals		580	56



Edward B. Hoover managed Santa Barbara Business College from the late 1800's to the 1930's. Under Hoover's direction, the College developed ongoing relationships with local businesses and began the practice of adapting quickly to teach specific skills employers need. This practice became a tradition at Santa Barbara Business College that continues today.

Course Descriptions

Course Abbreviations

Accounting (ACC)	Legal (LEG)
Business (BUS)	Master of Business Administration (MBA)
Communications (COM)	Mathematics (MTH)
Computer Information Systems (CIS)	Medical (MED)
Early Childhood Education (ECE)	Network Administration (NET)
Economics (ECN)	Nursing (NUR)
English (ENG)	Psychology (PSY)
English as a Second Language (ESL)	Reading (RDG)
Externship (EXT)	Sociology (SOC)
History (HIS)	Spanish (SPN)

Course Numbering System

Santa Barbara Business College uses the following course numbering systems:

100-200	Lower Division Courses
300-400	Upper Division Courses
500	Graduate Level Courses

Higher course numbers represent increased levels of difficulty.

Graduate standing is required for registration in 500 level courses.

Courses having prerequisites are listed with the course description in the catalog.

Not all courses are offered each term.

Accounting

ACC Accounting Principles I

40 Hours, 4 Credit Hours

This course will provide students with knowledge and experience in basic accounting. Emphasis will be placed on transaction analysis, journalizing, posting, preparing trial balances and simple financial statements, and simple adjusting and closing entries for a service industry sole proprietorship.

ACC Accounting Principles II

40 Hours, 4 Credit Hours

This course will provide further development of journalizing and posting activities using both general and special journals. Particular emphasis will be given to completing the accounting cycle for a merchandising business, including purchase, sale, and valuation of inventory. Additionally, knowledge of internal controls and procedures for accounting for cash will be provided. *Prerequisite: Accounting Principles I (ACC 100)*

ACC Payroll Accounting

40 Hours, 4 Credit Hours

This course provides students with the theory and practice of payroll accounting and recordkeeping. Emphasis will be placed on employees' earnings records, payroll registers, government forms, employee deductions, employers' payroll taxes, wage and hour regulations, and Social Security and disability laws. Students will apply their knowledge by completing manual and computerized payrolls.

ACC Financial Accounting

40 Hours, 4 Credit Hours

This course will provide knowledge of and information related to capital transactions for partnership and corporate entities and the preparation of journal entries for those transactions, financial statements for those entities and analysis and use of information from those financial statements. It will also provide knowledge about special topics including uncollectible accounts, notes and interest, and long term assets, to include computing and journalizing transactions related to these topics. *Prerequisite: Accounting Principles II (ACC 110)*

ACC Managerial Accounting

40 Hours, 4 Credit Hours

This course will provide students an introduction to terminology and procedures used to develop and use accounting information for managerial purposes. Emphasis will be placed on cost classifications and behavior, operation of job and process cost accounting systems and budgeting and decision making tools. *Prerequisite: Financial Accounting (ACC 200)*

Business

BUS College Success

40 Hours, 4 Credit Hours

This course is designed to teach the value of self assessment and the knowledge and skills to develop healthy, positive relationships. Emphasis will be placed on the development of a positive self image, the value of goal setting as it applies to college, work and life success, team work and personal responsibility. Critical thinking and communication skills are also explored and improved.

BUS Introduction to Business

40 Hours, 4 Credit Hours

This course is designed to provide students with a comprehensive overview of business management, including the management of people, information and resources. Emphasis will be placed on the understanding and utilization of entrepreneurial skills. Students will apply their knowledge by developing and presenting a business plan for the modern market place.

BUS Professional Resource Development

40 Hours, 4 Credit Hours

This course is designed to provide the students with the tools and job search techniques necessary for obtaining employment in their chosen fields. Emphasis will be placed on resumé preparation, cover letters, follow-up letters, interviewing skills, business ethics, and professional attitudes.

BUS Business Communication

40 Hours, 4 Credit Hours

This course is designed to teach the student how to communicate effectively in the business world. Both written and oral communication is covered. Special emphasis is placed on “how to” communicate effectively: paying attention to visuals, words selected, sentence structure, fonts used, movement, tone, modulation, etc. *Prerequisite: Introduction to College Writing (ENG 105)*

BUS Consumer Behavior and Economics

40 Hours, 4 Credit Hours

This course is a comprehensive study of consumerism. It provides the student with a variety of perspectives related to human behavior and economics. The focus is placed on consumer: power, demographics, reasoned action, psychology, protection and responsibility. Additionally, the student will study various industries as they relate the consumer process to: product development, laws, marketing, ethics and technology.

BUS Business Ethics

40 Hours, 4 Credit Hours

This course introduces contemporary and controversial ethical issues influencing today's business environment. Topics will include critical thinking, ethical dilemmas, the role of stakeholders, and various aspects of business (marketing, operations, finance, management and employees) with and without ethics. The purpose of this course is to enhance the student perspective of the influence of ethics and business concerns on administrative practices and decision making. Additionally, this course should prepare students for ethically based decision making as employees and managers in the business world.

BUS Management and Supervision 40 Hours, 4 Credit Hours

This course is designed to introduce students to basic management principles. Topics include the importance of planning, decision making, organizational structure, and organizational culture. Emphasis is placed on managing people, groups/teams, operations, and processes. Leadership is also covered and the traits/skills of successful managers and leaders.

BUS Organizational Behavior 40 Hours, 4 Credit Hours

This course examines organizational behavior as it relates to employees and management domestically and internationally. Studies of organization and behavioral theories, structures, and cultures provide the student greater understanding of business perspectives. Job satisfaction and the individual perspective of organizational cultures is explored. The course provides a comprehensive review of individual, group and organizational performance in relation to contemporary business settings. *Prerequisite: General Psychology (PSY 200)*

BUS Principles of Marketing 40 Hours, 4 Credit Hours

This course introduces the student to the purpose, function, process and responsibilities of marketing. Emphasis is placed on the assessment of marketing strategies and the importance of consumer behavior and relationships. Additional topics include: ethical responsibility, the impact and challenges of technology, and global marketing. *Prerequisite: Consumer Behavior and Economics (BUS 220)*

BUS Finance 40 Hours, 4 Credit Hours

This course will provide the student with a conceptual understanding of the financial decision making process. Emphasis will be placed on the terminology, tools, and techniques used in that process, to include the evaluation of a business's financial position, the risks and opportunities that face it, and determination of appropriate capital structure. *Prerequisite: Managerial Accounting (ACC 300)*

BUS Business Statistics 40 Hours, 4 Credit Hours

This course provides an introduction to statistical concepts and methods. Topics include data collection, presenting data in tables and charts, numerical descriptive measures, basic probability, discrete probability distributions and normal distribution. *Prerequisite: Intermediate Algebra (MTH 210)*

BUS Business Information Systems 40 Hours, 4 Credit Hours

This course introduces the various information and communication technologies and explains how information systems are used to enhance business and solve business problems. Students will develop a strong understanding of technical components and terminology. *Prerequisite: Computer Concepts (CIS 100)*

BUS Human Resources Management 40 Hours, 4 Credit Hours

This course is designed to give students a working knowledge of human resources management in medium to large businesses, small entrepreneurial environments, and global industries. Students learn the fundamentals of labor studies, job descriptions, recruitment, the interview process, background investigation, testing candidates, and the hiring process. Post hiring topics include: training and developing employees, performance appraisal, coaching, motivation of employees, and

safety and health. The financial aspects of human resource management are also covered in the development of pay rates, employee incentives, and benefits packages. Broader topics include strategic planning, legal obligations, ethics, fair treatment, employee rights, and the unionization process. *Prerequisite: Management and Supervision (BUS 310)*

BUS International Business 40 Hours, 4 Credit Hours

This course introduces students to the challenges and opportunities related to international business. It explores factors and forces that do not affect domestic business activities. Financial considerations including exchange rates, taxation, and banking laws will be covered. Other topics include: cultural differences, political risks, and legal systems which play an important role in international business success/failure. *Prerequisite: Business Ethics (BUS 300); Principles of Marketing (BUS 330); Macroeconomics (ECN 220)*

BUS E Business Concepts 40 Hours, 4 Credit Hours

This course addresses current and emerging issues in business transactions utilizing a variety of electronic services. The e-commerce topics covered include: business models and concepts, infrastructure, marketing, security and encryption, retailing, supply chain, ethics, and social/political issues. This course also examines issues and topics in the functional areas of business as they relate to electronic commerce. *Prerequisite: Principles of Marketing (BUS 330); Business Information Systems (BUS 350)*

BUS Entrepreneurship 40 Hours, 4 Credit Hours

This course prepares the student for the entrepreneurial experience. Students will gain an understanding of the terminology, processes, and responsibilities associated with building and owning their own business. Additional topics include intellectual property rights, partnerships, franchising, and ethical considerations. *Prerequisite: Principles of Marketing (BUS 330); Finance (BUS 335); Business Information Systems (BUS 350)*

BUS Strategic Management 40 Hours, 4 Credit Hours

In this course students learn about the challenges and opportunities facing organizations (of all sizes, cultures and locations) and the role strategic planning plays in their success. Strategic planning theories and systems are presented. In addition, students learn how to systematically develop a clear strategic plan. *Prerequisite: Business Ethics (BUS 300); Principles of Marketing (BUS 330); Finance (BUS 335)*

BUS Capstone Project 60 Hours, 4 Credit Hours

Each potential graduate will have a culminating experience in which he/she will demonstrate the ability to apply the knowledge gained during the baccalaureate program by analyzing and recommending solutions to issues central to businesses. This will be a research project documented by a formal written report which entails utilizing information from prior coursework and research. Students will also be required to present their research project. *Prerequisite: Business Ethics (BUS 300); Management and Supervision (BUS 310); Organizational Behavior (BUS 325); Principles of Marketing (BUS 330); Finance (BUS 335); Business Statistics (BUS 340); Business Information Systems (BUS 350); Human Resources Management (BUS 410); International Business (BUS 430); E-Business Concepts (BUS 440); Entrepreneurship (BUS 445); Strategic Management (BUS 450); Microeconomics (ECN 210); Macroeconomics (ECN 220)*

Communications

COM Speech Communications

40 Hours, 4 Credit Hours

This general education course provides the student with an introduction to the theories and practice of effective communication. Emphasis is placed on how to appropriately select a topic, research, organize, outline, and effectively write a variety of speeches. *Prerequisite: Introduction to College Writing (ENG 105)*

Computer Information Systems

CIS Computer Concepts

50 Hours, 4 Credit Hours

This course is designed to provide students with a basic understanding and appreciation for the effect computers and information technologies have on people and business. Emphasis will be placed on basic computer concepts, applications, the Internet and related topics for success in today's digital world. Course technology fee required.

CIS Microsoft Word

50 Hours, 4 Credit Hours

This course is designed to provide students with the hands-on experience and skills necessary to perform complex tasks using Microsoft Word. Students will learn to perform basic and advanced functions relating to document creation, formatting, editing, printing and sharing. Course technology fee required.

CIS Microsoft Excel

50 Hours, 4 Credit Hours

This course is designed to provide students with the hands-on experience and skills necessary to perform complex tasks using Microsoft Excel. Students will learn to perform basic and advanced functions by creating, editing and presenting worksheets. Emphasis will be placed on formulas, functions, lists and charts, and performing analysis of data. Course technology fee required.

CIS Accounting Software

50 Hours, 4 Credit Hours

This course is designed to provide a realistic approach to automated accounting principles using the computer. Emphasis is placed on general ledger, accounts payable and receivable, payroll, depreciation, inventory, and financial statements. Course technology fee required. *Prerequisite: Accounting Principles I (ACC 100)*

CIS Legal Software

50 Hours, 4 Credit Hours

This course is designed to provide hands-on experience using various legal software programs. Students will become familiar with calendaring, billing and legal citation programs. Course technology fee required.

Early Childhood Education

ECE Child Growth and Development 40 Hours, 4 Credit Hours

This course is designed to provide knowledge of child development with a focus on the preschool years. Growth across several developmental domains will be covered as well as major theories of child development. Students will learn to facilitate development across domains and to recognize typical versus atypical development.

ECE Child, Family and Community 40 Hours, 4 Credit Hours

This course is designed to explore the interplay between children, families and communities. The effects of environmental, social and media influences will be studied. Topics include family dynamics, interpersonal relationships, socialization, and community and educational opportunities.

ECE Infant and Toddler Development 40 Hours, 4 Credit Hours

This course is designed to provide students with an in-depth understanding of prenatal, infant and toddler development. Growth across several developmental domains will be covered as well as major theories of early development. Typical versus atypical development will be discussed.

ECE Infant and Toddler Care 40 Hours, 4 Credit Hours

This course is designed to provide students with the knowledge necessary to plan an appropriate infant and toddler program. Licensing requirements specific to infant and toddler programs will be explored. Ways in which curriculum, routines, and environments differ from preschool will be studied. Needs and services plans, care giving routines, and communication with parents will be covered.

ECE Programs and Curriculum I 40 Hours, 4 Credit Hours

This course is designed to provide a foundation in lesson planning and curriculum concepts. Students will be able to design lesson plans and activities that facilitate development across domains. Tailoring to meet special needs or situations will be covered. Topics include art, music and movement, literature and outdoor activities.

ECE Programs and Curriculum II 40 Hours, 4 Credit Hours

This course is designed to showcase lesson planning and curriculum in the areas of math, science, cooking, and sensory activities. Students will be able to design lesson plans and activities that facilitate development across domains. Tailoring to meet special needs or situations will be covered.

ECE Observation and Assessment 50 hours, 4 Credit Hours

This course is designed to give students an overview of various observation techniques and assessment guidelines. Portfolios, anecdotal records, and daily logs will be covered as well as specific assessment tools such as the Desired Results Developmental Profile, Early Childhood Environment Rating Scale, and Infant/Toddler Environment Rating Scale. Course laboratory fee required.

ECE Guiding Children 40 hours, 4 Credit Hours

This course is designed to provide a foundation in positive guidance and discipline techniques. Measures such as scaffolding, redirection, problem solving, and shadowing will be covered. Challenging behaviors and coping strategies will be explored.

ECE Administration in Early Childhood Education 40 hours, 4 Credit Hours

This course is designed to give students an overview of childcare administration including business planning and licensing requirements. Focus will be on environmental design, developing policies, and day to day administration tasks.

ECE Administration Special Concerns 40 hours, 4 Credit Hours

This course is designed to explore special concerns in the administration of a childcare center including such topics as conducting staff meetings and training workshops, working with families and working with the community. Special focus is on treating cultural differences between teachers, staff and families with respect and consideration. *Prerequisite: Administration in Early Childhood Education (ECE 230)*

ECE Adult Supervision and Mentoring 40 hours, 4 Credit Hours

This course is designed to provide students with the necessary skills to manage, train and motivate childcare staff, with a focus on mentoring new teachers in the classroom. People skills, problem solving, communication, evaluation and supervision will be covered. Students will learn how to work with teachers, assistants, and volunteers to create a nurturing childcare environment.

Economics

ECN Microeconomics

40 Hours, 4 Credit Hours

This general education course provides an introduction to microeconomics, the branch of economics which deals with the market behavior of individuals and firms. The main goal of this course is to provide the student with the ability to apply the basic concepts of economics to real life situations. Topics include resource allocation, monopolies and the role of government in regulating and supplementing the price system.

ECN Macroeconomics

40 Hours, 4 Credit Hours

This general education course is designed to introduce the analytical framework used by economists to examine macro-economic issues. Emphasis is placed on the market system, inflation, economic growth, economic fluctuations, fiscal policy, monetary policy and international trade. This course will provide a solid foundation from which students can thoughtfully and intelligently examine issues affecting economies throughout the world.

English

ENG R English Basics

40 Hours, 4 Credit Hours

This course is a review of English language basics intended to strengthen the student's background and prepare the student to move into Introduction to College Writing (ENG 105). Emphasis will be placed on the standard usage of grammar, punctuation, sentence structure, and spelling. This course does not apply toward credit hours needed to graduate in any program. This course is graded on a satisfactory/unsatisfactory basis.

ENG Introduction to College Writing

40 Hours, 4 Credit Hours

This course will introduce students to the process of effective writing. Following established standards of usage, students will learn to develop clear, concise sentences into focused, cohesive paragraphs. By emphasizing paragraph structure, this course will lay the foundation for producing well-written research papers and other compositions. In addition, students will develop vital library research skills that can be used both in college and the workplace.

ENG English Composition

40 Hours, 4 Credit Hours

This general education course equips the student to understand, create, and develop English essays. Using the paragraph and research skills gained from Introduction to College Writing (ENG 105), the student will connect and combine paragraphs into cohesive, coherent, and developed essays. *Prerequisite: Introduction to College Writing (ENG 105)*

ENG Writing Argumentation

40 Hours, 4 Credit Hours

This general education course is designed to strengthen the student's understanding of argumentation and the expression of reasoning in written media. This course emphasizes reading arguments, writing arguments, understanding visual arguments, understanding and avoiding logical fallacies and creating argumentative research projects. *Prerequisite: English Composition (ENG 210)*

ENG American Literature

40 Hours, 4 Credit Hours

This general education course covers selected works in American literature from 1492 to the present. Emphasis is placed on historical background, cultural and political context and literary analysis of selected prose and poetry. Students will discover various literary genres, become familiar with terms and literary devices and will interpret literature for purpose and meaning beyond the obvious. *Prerequisite: English Composition (ENG 210)*

English as a Second Language

ESL Beginning Grammar and Communication I 40 Hours, 0 Credit Hours

This course is designed as an introduction to the fundamental listening, speaking, and grammar skills used in the English language. It provides students with the opportunity to learn English through a variety of activities, exercises, and practices. The student will be able to understand basic survival English in everyday situations.

ESL Beginning Reading and Writing I 20 Hours, 0 Credit Hours

This course is designed as an introduction to the fundamental reading and writing skills used in the English language. It provides students with the opportunity to learn English through a variety of activities, writing exercises, and reading practices. The student will be able to read and write at a basic skill level in English.

ESL Beginning Communication Lab I 20 Hours, 0 Credit Hours

This course is designed to reinforce what the students learn in the Beginning Grammar & Communication I course. It provides students with the opportunity to complete authentic academic tasks and to practice oral skills. The student will be able to practice English in more ways, from video exercises and audio tasks to vocabulary games and academic exercises.

ESL Beginning Grammar and Communication II 40 Hours, 0 Credit Hours

This course is designed to focus on developing a solid core of basic grammar skills and improving listening and speaking abilities for beginning learners of English. It provides the students with the opportunity to practice English in a variety of activities and exercises based on previous knowledge.

ESL Beginning Reading and Writing II 20 Hours, 0 Credit Hours

This course is designed to provide beginning English language learners with a stronger foundation of reading and writing skills used in the English language. The students will be able to function in minimal common English reading and writing situations.

ESL Beginning Communication Lab II 20 Hours, 0 Credit Hours

This course is designed to reinforce what the students learn in the Beginning Grammar & Communication II course. It provides students with the opportunity to complete authentic academic tasks and to practice oral skills. The student will be able to practice English in more ways, from video exercises and audio tasks to vocabulary games and academic exercises.

ESL Beginning Grammar and Communication III 40 Hours, 0 Credit Hours

This course is designed to further develop a foundation of basic grammar skills and to improve listening and speaking abilities at a higher level for beginning learners of English. It provides students with the opportunity to reinforce what was learned through a variety of activities, exercises, and practices.

ESL Beginning Reading and Writing III 20 Hours, 0 Credit Hours

This course is designed for the high-beginning level student to continue building on the reading and writing skills previously learned in the English language. It provides students with the opportunity to practice English through vocabulary, reading and writing skills exercises. The student will be able to read and write at a high-beginning skill level in English.

ESL Beginning Communication Lab III 20 Hours, 0 Credit Hours

This course is designed to reinforce what the students learn in the Beginning Grammar & Communication III course. It provides students with the opportunity to complete authentic academic tasks and to practice oral skills. The student will be able to practice English in more ways, from video exercises and audio tasks to vocabulary games and academic exercises.

ESL A Beginning American Pronunciation 20 Hours, 0 Credit Hours

This course is an elective designed for students at the beginning level of English. It provides students with the opportunity to learn the basic elements of pronunciation that will facilitate the student's ability to understand other English speakers and to be understood themselves. The student will also use their English ability to enhance their spelling skills.

ESL B Beginning Vocabulary Development 20 Hours, 0 Credit Hours

This course is an elective designed for students at the elementary and beginning level of English. It provides students with the opportunity to learn and apply new vocabulary by associating words with colorful and engaging images. The student will be able to understand basic survival vocabulary in everyday situations by participating in communicative activities and problem solving exercises.

ESL C Beginning Oral Skills 20 Hours, 0 Credit Hours

This course is an elective designed for students at the elementary and beginning level of English. It provides students with the opportunity to participate in a number of activities, where they learn vocabulary and structures necessary for conversation. The student will be exposed to known topics enhancing their fluency of expression and improving their English conversation skills more quickly.

ESL D Beginning American Culture 20 Hours, 0 Credit Hours

This course is an elective designed for students at the elementary and beginning level of English. It provides students with the opportunity to learn about American culture through activities and conversation with a cultural focus. The student will be exposed to an atmosphere of shared learning in which students can express their differences and appreciate each other's life experiences.

ESL E Beginning Literature 20 Hours, 0 Credit Hours

This course is an elective designed for students at the beginning level of English. It provides students with the opportunity to learn the basic elements of reading that will facilitate the student's ability to understand different types of readings. The focus of this course directs the student's attention to the reading process, not primarily reading content. The student will also use their English ability to enhance their comprehension and thinking skills, as well as, building vocabulary.

ESL F Beginning Idioms, Slang, & Phrasal Verbs

20 Hours, 0 Credit Hours

This course is an elective designed for students at the beginning level of English. It provides students with the opportunity to learn the basic elements of idioms, slang, and phrasal verbs that will facilitate the student's ability to understand and use spoken English. The focus of this course directs the student's attention to the vocabulary necessary to communicate with ease. Students will also use their English ability to enhance their comprehension and listening skills, and to build their vocabulary.

ESL Intermediate Grammar and Communication I

40 Hours, 0 Credit Hours

This course is designed to focus on improving listening and speaking skills as well as expanding on the student's core grammar base. It provides students with the opportunity to practice speaking after being introduced to new vocabulary, new grammar, and extensive listening exercises.

ESL Intermediate Reading and Writing I

20 Hours, 0 Credit Hours

This course is designed for intermediate English language learners to focus on reading, and writing skills in addition to vocabulary used in standard written English. It provides students with the opportunity for continued skills and competency development within the level. The student will be able to read and write at a low intermediate skill level in English.

ESL Intermediate Communication Lab I

20 Hours, 0 Credit Hours

This course is designed to reinforce what the students learn in the Intermediate Grammar & Communication I course. It provides students with the opportunity to complete authentic academic tasks and to practice oral skills. The student will be able to practice English in more ways, from video exercises and audio tasks to vocabulary games and academic exercises.

ESL Intermediate Grammar and Communication II

40 Hours, 0 Credit Hours

This course is designed for English language learners to increase their competency in listening and speaking skills as well as expanding the student's grammar foundation. It provides students with the opportunity for continued skills practice in grammar and communication.

ESL Intermediate Reading and Writing II

20 Hours, 0 Credit Hours

This course is designed as a continued foundation of English reading and writing and enables the student to function in common English writing situations at an intermediate level. The students will improve their competency and fluency through vocabulary, comprehension, and basic reading and writing activities.

ESL Intermediate Communication Lab II

20 Hours, 0 Credit Hours

This course is designed to reinforce what the students learn in the Intermediate Grammar & Communication II course. It provides students with the opportunity to complete authentic academic tasks and to practice oral skills. The student will be able to practice English in more ways, from video exercises and audio tasks to vocabulary games and academic exercises.

ESL Intermediate Grammar and Communication III 40 Hours, 0 Credit Hours

This course is designed to focus on the integration of critical thinking through extensive listening, speaking, and grammar practices. Academic skills such as inferencing, synthesizing, note taking and test taking, will also be introduced, developed, and practiced.

ESL Intermediate Reading and Writing III 20 Hours, 0 Credit Hours

This course is designed for high intermediate level students to utilize the English language skills already learned to build a higher level of competency in vocabulary and reading while moving toward writing skill development. It provides students with the opportunity to continue practicing vocabulary development, reading fluency, and writing competency.

ESL Intermediate Communication Lab III 20 Hours, 0 Credit Hours

This course is designed to reinforce what the students learn in the Intermediate Grammar & Communication III course. It provides students with the opportunity to complete authentic academic tasks and to practice oral skills. The student will be able to practice English in more ways, from video exercises and audio tasks to vocabulary games and academic exercises.

ESL A Intermediate American Pronunciation 20 Hours, 0 Credit Hours

This course is an elective designed for students at the intermediate level of English. It provides students with the opportunity to practice the elements of pronunciation necessary for the students to understand other English speakers and to be understood themselves. The student will also concentrate on improving rhythm, stress, and intonation, as well as, individual speech sounds.

ESL B Intermediate Vocabulary Development 20 Hours, 0 Credit Hours

This course is an elective designed for students at the intermediate level of English. It provides students with the opportunity to learn new vocabulary necessary for the students to use with English speakers and to understand a wider variety vocabulary in conversation and reading. The student will also concentrate on improving word formation, collocation, phrases, and varieties of English (e.g., formal and informal English).

ESL C Intermediate Oral Skills 20 Hours, 0 Credit Hours

This course is an elective designed for students at the intermediate level of English. It provides students with the opportunity to address and discuss real-life problems. The student will also concentrate on comparing their ideas and values with those of classmates with different backgrounds, personalities, and cultures.

ESL D Intermediate American Culture 20 Hours, 0 Credit Hours

This course is an elective designed for students at the intermediate level of English. It provides students with the opportunity to learn about and discuss American culture. The student will also concentrate on comparing their ideas and values with those of classmates with different backgrounds, personalities, and cultures.

ESL E Intermediate Literature

20 Hours, 0 Credit Hours

This course is an elective designed for students at the intermediate level of English. It provides students with the opportunity to be able to read in ways that are expected in school, college, or business. The focus of this course directs the student's attention to the reading process, not primarily reading content. Students will also use their English ability to enhance their comprehension and listening skills, and to build their vocabulary.

ESL F Intermediate Idioms, Slang and Phrasal Verbs

20 Hours, 0 Credit Hours

This course is an elective designed for students at the intermediate level of English. It provides students with the opportunity to learn idioms, slang, and phrasal verbs used in American English. Students will also concentrate on developing speaking, listening, and pronunciation skills.

ESL G Intermediate Media and Current Events

20 Hours, 0 Credit Hours

This course is an elective designed for students at the intermediate level of English. It provides students with the opportunity to check comprehension, take notes, and practice listening skills through watching DVDs in English. The students will improve their ability to communicate in English by learning new vocabulary and sharing their opinions on the given topics.

ESL H Intermediate English Through Video

20 Hours, 0 Credit Hours

This course is an elective designed for students at the intermediate level of English. It provides students with the opportunity to check comprehension, take notes, and practice listening skills through watching DVDs in English. The students will improve their ability to communicate in English by learning new vocabulary and sharing their opinions on the given topics.

ESL J Intermediate Business English

20 Hours, 0 Credit Hours

This course is an elective designed for students at the intermediate level of English. It provides students with the opportunity to familiarize themselves with the basic communication modes of the modern American business world. Students will be introduced to business situations through reading assignments, basic business forms and reports, and actual case studies.

ESL Advanced Grammar and Communication I

40 Hours, 0 Credit Hours

This course is designed as a continuation of integrated critical thinking skills through a higher level of grammar practices and exercises. Academic skills through deductive learning are emphasized to enable students to function in a natural context.

ESL Advanced Reading and Writing I

20 Hours, 0 Credit Hours

This course is designed for low advanced English language learners to develop further their vocabulary and reading and writing skills at an advanced level of competency. A higher development of paragraph and essay writing in standard written English will be emphasized.

ESL Advanced Communication Lab I 20 Hours, 0 Credit Hours

This course is designed to reinforce what the students learn in the Advanced Grammar & Communication I course. It provides students with the opportunity to complete authentic academic tasks and to practice oral skills. The student will be able to practice English in more ways, from video exercises and audio tasks to vocabulary games and academic exercises.

ESL Advanced Grammar and Communication II 40 Hours, 0 Credit Hours

This course is designed as a continuation for advanced students to provide natural language activities which utilize the target grammar and communication. A variety of examples are used to encourage natural communication while practicing advanced grammar.

ESL Advanced Reading and Writing II 20 Hours, 0 Credit Hours

This course is designed for advanced levels students to enhance language learning in academic reading/writing through skills such as organizing, inferencing, synthesizing, and note taking. It provides students with the opportunity to utilize critical thinking skills, with a focus on writing essays, such as argumentative, cause and effect, and descriptive.

ESL Advanced Communication Lab II 20 Hours, 0 Credit Hours

This course is designed to reinforce what the students learn in the Advanced Grammar & Communication II course. It provides students with the opportunity to complete authentic academic tasks and to practice oral skills. The student will be able to practice English in more ways, from video exercises and audio tasks to vocabulary games and academic exercises.

ESL Advanced Grammar and Communication III 40 Hours, 0 Credit Hours

This course is designed to refine the skills learned previously through the integration of listening, speaking, and grammar used in critical thinking and natural speech. Students will develop the ability to effectively and accurately communicate at a high academic level.

ESL Advanced Reading and Writing III 20 Hours, 0 Credit Hours

This course is designed for high advanced levels students in preparation for non-ESL academic reading/writing classes. The development of reading and writing comprehension skills is emphasized for mainstreaming students into the general college curriculum.

ESL Advanced Communication Lab III 20 Hours, 0 Credit Hours

This course is designed to reinforce what the students learn in the Advanced Grammar & Communication III course. It provides students with the opportunity to complete authentic academic tasks and to practice oral skills. The student will be able to practice English in more ways, from video exercises and audio tasks to vocabulary games and academic exercises.

ESL A Advanced American Pronunciation 20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to learn about and practice stress patterns, intonation, and rhythm with extensive pronunciation exercises and activities. Students will also be able to identify and improve their individual pronunciation issues.

ESL B Advanced Vocabulary Development 20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to practice and learn academic level vocabulary with an emphasis on academic work. The students will also be able to use new vocabulary as found in academic textbooks, articles, lectures and seminars.

ESL C Advanced Oral Skills 20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to converse in extensive discussions, demonstrating advanced pronunciation and intonation skills. Discussions will be related to the student's individual areas of interest and knowledge. Students will practice the skills necessary for debates, interviews, and presentations.

ESL D Advanced American Culture 20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to explore traditional basic American values and how these values affect various aspects of life in the United States. Students will compare American culture with their own and other world cultures and customs.

ESL E Advanced Literature 20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to read actual selections from a variety of publications and develop reading fluency and comprehension. The student will practice extensive reading in a variety of writing styles with academic level vocabulary.

ESL F Advanced Idioms, Slang and Phrasal Verbs 20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to discuss and utilize idioms, slang, and phrasal verbs used in American English. The student will also concentrate on developing new vocabulary and identifying and discussing when idioms, slang, and phrasal verbs are used in the English language.

ESL G Advanced Media and Current Events 20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to read about and explore the different types of media and current events in English through authentic news reports. The students will improve their ability to communicate in English using specific vocabulary in a wide range of discussions and presentations.

ESL H Advanced English Through Video 20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to improve listening comprehension skills, identify cultural points, and develop new vocabulary used while watching DVDs in English. Students will discuss the DVDs and practice natural communication through sharing their opinions.

ESL J Advanced Business English I 20 Hours, 0 Credit Hours

This course is designed for students at the advanced level of English. It provides students with the opportunity to learn the elements of business English through authentic texts and listenings. The students will also be able to improve their ability to communicate in English in a wide range of business situations..

ESL K Advanced Business English II 20 Hours, 0 Credit Hours

This course is designed for students at the advanced level of English as a continuation of Advanced Business I. It provides students with the opportunity to expand upon the elements of business English through authentic texts and case studies. The students will explain, support, and organize their opinions about the case studies reviewed.

ESL L Advanced Grammar I 20 Hours, 0 Credit Hours

This course is designed for students at the advanced level of English. It provides students with the opportunity to review particular areas of English grammar that will benefit their use in a high level English environment. The students will improve their ability to communicate in English by learning more difficult grammar and applying it to everyday and business related situations.

ESL M Advanced Grammar II 20 Hours, 0 Credit Hours

This course is designed for students at the advanced level of English as a continuation of Advanced Grammar I. It provides students with the opportunity to build upon more complex grammar elements necessary for use in an academic setting. The students will further develop their skills in verb tense usage, coordination/subordination, and complex/compound sentence formation.

ESL N Business Vocabulary I 20 Hours, 0 Credit Hours

This course is designed for students at the advanced level of English. It provides students with the opportunity to practice and learn advanced level vocabulary with an emphasis on business. The students will also be able to use new vocabulary as found in business textbooks, articles, other media.

ESL P Business Vocabulary II 20 Hours, 0 Credit Hours

This course is designed for students at the advanced level of English as a continuation of Business Vocabulary I. It provides students with the opportunity to practice dictionary skills, developing vocabulary in context, and applying vocabulary in business situations. The students will learn vocabulary from business textbooks, articles, other media.

ESL Q Speaking and Presentations I

20 Hours, 0 Credit Hours

This course is designed for students at the advanced level of English. It provides students with the opportunity to address, discuss, and present practical material that is relevant to the backgrounds and experiences of the students. The student will also concentrate on comparing their ideas and values with those of classmates with different backgrounds, personalities, and cultures.

ESL R Speaking and Presentations II

20 Hours, 0 Credit Hours

This course is designed for students at the advanced level of English as a continuation of Speaking & Presentations I. It provides students with the opportunity to retell and report stories, discuss and present current topics, and listen to fellow student presentations and ask pertinent questions about them. Students will prepare and give presentations based on news stories and assigned readings.

ESL IELTS Preparation

20 Hours, 0 Credit Hours

This course is an elective designed for students who need to take the IELTS test and are at an advanced level of English. It provides students with the opportunity to learn effective test-taking strategies for the IELTS Exam. Students will review the four components given on the exam and practice these components using authentic material.

ESL TOEFL Preparation

20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to practice and prepare for all areas of the TOEFL iBT test. The students will also be able to improve their ability to practice language skills and learn test-taking strategies.

ESL A TOEFL Preparation Reading

20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to practice and prepare for the reading component of the TOEFL iBT test. The students will also be able to improve their ability to practice language skills and learn test-taking strategies.

ESL B TOEFL Preparation Listening

20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to practice and prepare for the listening component of the TOEFL iBT test. The students will also be able to improve their ability to practice language skills and learn test-taking strategies.

ESL C TOEFL Preparation Speaking

20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to practice and prepare for the speaking component of the TOEFL iBT test. The students will also be able to improve their ability to practice language skills and learn test-taking strategies.

ESL D TOEFL Preparation – Writing

20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to practice and prepare for the writing component of the TOEFL iBT test. The students will also be able to improve their ability to practice language skills and learn test-taking strategies.

ESL Academic Reading and Writing

20 Hours, 0 Credit Hours

This course is an elective designed for students at the advanced level of English. It provides students with the opportunity to practice and write academic level essays with an emphasis on the writing process and academic level vocabulary. The students will also be able to read example essays in order to improve their reading fluency and comprehension.

Externship

EXT Externship

180 Hours, 6 Credit Hours

Students will extern in a professional environment related to their field of study in order to gain on-the-job experience. Attendance and participation for externship is facilitated through an online mode of delivery. This course is graded on a pass/fail basis.

Prerequisite: Successful completion of all other courses in the student's program of study with the exception of the Capstone Project.

History

HIS Modern World History

40 Hours, 4 Credit Hours

This general education course is an introduction to 20th Century events and ideology which have evolved into our current world. The focus will be an understanding of the changes (political, scientific, economic, social and cultural) which took place in the United States, Europe, the Americas, Asia and Africa. In addition, the course includes a study of maps, a chronological history of the past and a factual understanding of specific history periods.

Legal

LEG Ethics for Paralegals

40 Hours, 4 Credit Hours

This course provides students with practical knowledge of the law of professional responsibility and how that law is applied to paralegals. In addition to the general legal ethical concepts presented in the course, students will research individual state professional responsibility rules. Upon completion of this course, the paralegal student will be able to recognize legal ethical issues, categorize them, and research the possible solutions to these issues.

LEG Criminal Law

40 Hours, 4 Credit Hours

This course is designed to provide a basic understanding of criminal law. This course will emphasize historical common law and constitutional law issues. Students will become familiar with the elements of crimes, criminal intent, defenses to crimes and the differences between felonies and misdemeanors.

LEG Criminal Procedures

40 Hours, 4 Credit Hours

This course is designed to provide an in-depth understanding of criminal law procedures and applications. Students will become familiar with basic rights in a criminal prosecution, such as the presumption of innocence, the government's burden of proof and the concept of reasonable doubt. Emphasis will be placed on the understanding of applicable Constitutional Amendments. In addition, students will understand the court process in the criminal justice system.

LEG Contract Law

40 Hours, 4 Credit Hours

This course is designed to provide an understanding of the legal terminology and applications in the field of contract law. Emphasis will be placed on the essential elements of a contract, types of contracts, and remedies for breach. In addition, this course will provide an overview of the Uniform Commercial Code and Common law concepts related to contracts.

LEG Civil Law

50 Hours, 4 Credit Hours

This course is designed to provide an understanding of legal terminology, procedures and applications in civil litigation. Students will gain knowledge and experience in preparing legal documents using standard and special legal forms in a simulated legal environment. In addition, this course will provide a comprehensive overview of the litigation process with an emphasis placed on drafting and filing pleadings, responding to discovery and performing trial preparations. Course technology fee required.

LEG Probate Wills and Trusts

50 Hours, 4 Credit Hours

This course is designed to provide an understanding of legal terminology, procedures and applications in the field of trusts and probate law. Students will gain knowledge and experience in preparing legal documents using standard and special legal forms in a simulated legal environment. This course will emphasize drafting valid wills and trusts, understanding the laws of intestate succession, identifying various types of trusts, and the duties of the personal representative. Course technology fee required.

LEG Family Law 50 Hours, 4 Credit Hours

This course is designed to provide an understanding of legal terminology, procedures and applications in the field of family law. Students will gain knowledge and experience in preparing legal documents using standard and special legal forms in a simulated legal environment. In addition, this course will emphasize dissolution of marriage, child custody, child and spousal support, and division of property. Course technology fee required.

LEG Criminal Justice Administration 40 Hours, 4 Credit Hours

This course is designed to provide a basic understanding of the criminal justice system, which consists of the police, courts and corrections. Students will become familiar with the history of law enforcement and its duty to protect society, as well as the court system's balancing of due process versus social control. The course will also explore the role of corrections in punishing criminals while attempting to rehabilitate them to return to society.

LEG Crime Scene Investigation 50 Hours, 4 Credit Hours

This course is designed to provide the student with the basic theoretical and philosophical understanding of crime scene investigation. Major emphasis will be focused on securing the crime scene, evidence collection and an analysis of crime scene evidence. Class activities will provide students practice in: surveying and documenting a crime scene, lifting and analyzing fingerprints, casting shoe print impressions, analysis of blood spatter, analysis of handwriting samples, and other crime scene investigation techniques. Course laboratory fee required.

LEG Employment and Labor Law 40 Hours, 4 Credit Hours

This course is designed to provide a general understanding of law in the workplace. Emphasis will be placed on legal classification of workers, discrimination claims, workplace safety, and wage and hour regulations. In addition, the rights and remedies of both employers and employees will be discussed.

LEG Tort Law 40 Hours, 4 Credit Hours

This course provides a general understanding of the concepts of intentional torts, negligence, product liability and strict liability. In addition, students will gain an understanding of the defenses and remedies.

LEG Criminal Investigation 40 Hours, 4 Credit Hours

This course is designed to provide students with the basic understanding of the investigatory process. Analysis of problems encountered in interviewing, interrogating, evidence collection and admissibility will be examined.

LEG Introduction to Law Enforcement 40 Hours, 4 Credit Hours

This course is designed to provide the student with the basic theory, application and philosophy of policing in our society. In addition, this course will give an overview of the different levels of law enforcement, their roles and how police agencies are organized. Information about the types of jobs in law enforcement and the skills needed in order to obtain them will also be discussed.

LEG Criminology 40 Hours, 4 Credit Hours

This course is designed to examine the influence of social, environmental and biological factors as it relates to criminal behavior. Major emphasis will be placed on the evolution of criminological theories. This course also deals with analysis of present-day programs and trends in the criminal justice system's response to victims.

LEG Introduction to Security 40 Hours, 4 Credit Hours

This course is designed to provide students with an introduction to security, and addresses the nature, scope and history of security services. The course will introduce the essential elements of private and public security, as well as types of security organizations. Information about the types of jobs in the security field and the skills needed in order to obtain them will also be discussed.

LEG Intro to Corrections, Probation and Parole 40 Hours, 4 Credit Hours

This course is designed to offer a practical analysis of corrections, probation and parole in the American criminal justice system. The course covers and explores various aspects of the social history of punishment, staff and inmate safety, prisoner rights litigation, overcrowding, gender and ethnicity, special populations, gang control strategies, and growth of supermax prisons. The course also identifies theories of the environmental conditions and subcultures within a correctional setting. In addition, this course can serve as a useful introduction to career planning for employment in the corrections, probation and parole fields.

LEG Legal Research and Writing I 40 Hours, 4 Credit Hours

This course is designed to teach the fundamentals of legal research and writing. The student will identify, locate, validate, analyze, and apply primary sources of law. The student will learn to cite and use legal authorities effectively in legal memoranda and case briefs. In addition, the basics of electronic research tools will be covered. *Prerequisites: Introduction to College Writing (ENG 105); and one of the following courses: Criminal Law (LEG 110); Contract Law (LEG 115); Civil Law (LEG 120); Probate/Wills and Trusts (LEG 130); Family Law (LEG 140); Employment Law (LEG 200); or Tort Law (LEG 205)*

LEG Legal Research and Writing II 40 Hours, 4 Credit Hours

This course is designed to further develop legal analysis and writing skills. The student will identify, research, cite, analyze, and apply secondary sources of law. The various styles and formats of legal writing will also be emphasized. *Prerequisites: Legal Research and Writing I (LEG 250)*

LEG Case Report Writing 40 Hours, 4 Credit Hours

This course defines the basic elements of criminal investigation report writing. Emphasis is placed on the writing process, style, research and techniques necessary for complete, clear and concise reporting. *Prerequisite: Introduction to College Writing (ENG 105)*

LEG Ethics in Criminal Justice 40 Hours, 4 Credit Hours

This course is designed to provide the student with an understanding of the ethical theories and conduct relating to the field of criminal justice. Topics covered include recognizing ethical decisions, virtue ethics, obligations and duty, measuring consequences and the future of ethics in criminal justice.

LEG Criminal Court Systems 40 Hours, 4 Credit Hours

This course is designed to provide a thorough understanding of both Federal and State court systems. Topics include: history and purpose of the court system; organizational structure; prosecution/defense; the court processes; and current issues. Students will also explore and analyze court cases, statistics, ethical challenges, and a variety of court specific proceedings and concerns including: probable cause, Exclusionary Rule, plea bargaining, appeals process, Habeas Corpus, rush to judgment, beyond a reasonable doubt and wrongful convictions.

LEG Deviant Behavior 40 Hours, 4 Credit Hours

In this course, deviant behavior is defined through a study of the most common traits and characteristics. The course is also designed to provide the student with an understanding of the types of human behavior which may lead to criminal activity. In addition, the student will become familiar with the various psychological and sociological theories relating to deviant behavior. *Prerequisites: Criminology (LEG 225); General Psychology (PSY 200)*

LEG White Collar and Financial Crime 40 Hours, 4 Credit Hours

The course provides a comprehensive study of white collar and financial crime. Topics covered include: consumer fraud, environmental crime, corporate fraud, securities fraud, institutional fraud, medical fraud, government crime and computer crime. Student research and their class contributions foster current, relevant, accurate and interesting class discussions. *Prerequisite: Criminal Investigation (LEG 220)*

LEG Victimology 40 Hours, 4 Credit Hours

This course is designed to provide the student an understanding of the theories of violence, the victims and the offenders. Students will also gain insight into the appropriate and practical responses when attending to victims of crime. *Prerequisite: Criminology (LEG 225); General Psychology (PSY 200)*

LEG Homeland Security 40 Hours, 4 Credit Hours

This course is designed to provide the student with an understanding of the functions and services provided by Homeland Security. The primary focus will be on terrorism; its motivation, development and effects on society. In addition, this course will discuss NORCOM, NORAD, disaster management, the importance of communication channels, and the role of the criminal justice professional in homeland security. Students will also gain insight into the Intelligent System, technology employed and the areas of greatest risk to society.

LEG Correctional Law and Administration 40 Hours, 4 Credit Hours

This course is designed to provide an understanding of the responsibilities and issues faced by correctional administration. Students will learn the historical perspective and analyze, then project potential future requirements. In addition, studies will focus on: analysis of mission/vision and strategic planning, fiscal responsibilities, goals and criminal sanctions, programs and services for criminals, offender classification, risk management, the prison environment and security, and prison staff responsibilities and empowerment issues the correctional administrator must address. *Prerequisite: Introduction to Corrections, Probation and Parole (LEG 240)*

LEG Multiculturalism in Criminal Justice 40 Hours, 4 Credit Hours

This course is designed to provide the criminal justice student with an understanding of diversity and multi-cultural specifics for law enforcement. Topics include: recent issues and changes in the law enforcement agency and communities and the challenges they present; cross cultural communication; terrorism and disaster preparedness; hate/bias and racial profiling; community policing; and emerging strategies, roles, and technology. Cultures are exposed for their history, demographics, stereotypes, myths, labels and offensive terminology, family structure and culture, and key issues for law enforcement. *Prerequisite: Introduction to Law Enforcement (LEG 221); Ethics in Criminal Justice (LEG 300)*

LEG Organized Crime 40 Hours, 4 Credit Hours

This course is designed to provide the student with an understanding of the world of organized crime. The focus is on historical data, cultural implications, relevant economic issues, the effects on society and the investigation, crimes, laws and enforcement related to organized crime. *Prerequisite: Deviant Behavior (LEG 320)*

LEG Technology and Crime 40 Hours, 4 Credit Hours

This course is a comprehensive study of the technology used in law enforcement and the criminal justice environment. The course covers basic computer science, networks, wireless technology, and the requirements of managing technology successfully. Students study internal and external systems including: dispatch centers, agency systems, crime analysis, incident/disaster response, wiretaps, tracking/surveillance, internet navigation, and hi-tech crime. *Prerequisites: Computer Concepts (CIS 100); Criminal Investigation (LEG 220)*

LEG Juvenile Justice 40 Hours, 4 Credit Hours

This course is designed to provide the criminal justice student with an understanding of the Juvenile Justice System in America historically, organizationally, and theoretically. In addition, the student will understand the dynamics which causes juvenile crime and study the effect of the system on the juvenile offender through various case studies and statistics analysis. *Prerequisite: Deviant Behavior (LEG 320)*

LEG Capstone Project

60 Hours, 4 Credit Hours

Each potential graduate will have a culminating experience in which he/she will demonstrate the ability to apply the knowledge gained during the baccalaureate program by recognizing and analyzing problems and recommending solutions to issues central to criminal justice. This will be a research project documented by a formal written report which entails utilizing information from prior coursework and research. Students will also be required to present their research project. *Prerequisites: Ethics in Criminal Justice (LEG 300); Criminal Court Systems (LEG 310); Deviant Behavior (LEG 320); White-Collar and Financial Crime (LEG 330); Victimology (LEG 340); Homeland Security (LEG 345); Correctional Law and Administration (LEG 350); Multiculturalism in Criminal Justice (LEG 400); Organized Crime (LEG 410); Technology and Crime (LEG 420); Juvenile Justice (LEG 430)*

Master of Business Administration

MBA Organizational Behavior

40 Hours, 4 Credit Hours

This course examines the roles of leaders, and their influence on culture and performance within an organization. Topics include the establishment of common values, employee motivation, group and team dynamics, conflict resolution, managing change and communication within an organization.

MBA Managerial Accounting

40 Hours, 4 Credit Hours

This course provides students with the tools necessary to apply accounting concepts to plan, control and evaluate business activities. Topics addressed include analysis and interpretation of financial data, developing and evaluating financial data and conducting cost-benefit analyses. *Prerequisites: Undergraduate Accounting; Undergraduate Finance*

MBA Business Law

40 Hours, 4 Credit Hours

This course provides the student with a foundational knowledge of the legal issues that both start-up and established business enterprises face. With this knowledge, the student will more correctly assess an organization's need for competent legal advice from an experienced professional in matters of contracts, corporations, employment, insurance, intellectual property, international trade, leases, limited liability organizations, partnerships, and homeland security concerns. The purpose of this course is to expose the student to a select group of legal issues faced by the typical business in today's business environment. These issues include the following: the American legal system, business organizations, contracts, employment law, intellectual property law, and international law.

MBA Ethical and Regulatory Environments

40 Hours, 4 Credit Hours

This course is a study of ethical decision-making in a business and the regulatory context. Emphasis is placed on theory and practice in the identification, evaluation and achievement of ethical standards for interacting with co-workers, management of employees, and development and implementation of business strategy. The impact of the external regulatory environment on ethical-decision making is also considered. *Prerequisite: Organizational Behavior (MBA 500) or Undergraduate Ethics*

MBA Effective Leadership Skills

40 Hours, 4 Credit Hours

This course emphasizes the development of effective leadership skills, focusing on personal development and interpersonal skills. Students will examine the role of managers and leaders in establishing individual responsibility, aligning values, building consensus and meeting objectives. Students will evaluate their personal leadership style as well as that of a current or former employer.

MBA Quantitative Methods 40 Hours, 4 Credit Hours

This course examines quantitative techniques that help transform data into information that can be used to make informed business predictions and decisions. Emphasis is placed on how to set up models, and how to interpret and apply their results. *Prerequisite: Undergraduate Statistics or Undergraduate Research Methods*

MBA Marketing Management 40 Hours, 4 Credit Hours

This course explores how companies make price and promotion decisions. Students will examine marketing opportunities including pricing strategies, customer communications, identifying advertising and promotion opportunities, market segmentation, competitive analysis, and pricing issues. Students will work in teams to develop a marketing plan for a selected business.

MBA Managerial Economics 40 Hours, 4 Credit Hours

This course applies economic theory to solve business problems related to costing, pricing, revenue prediction, budgeting, investment and consumer behavior. Students will learn to use economic information to make sound business decisions. *Prerequisites: Undergraduate Microeconomics; Undergraduate Macroeconomics*

MBA Operations and Management Systems 40 Hours, 4 Credit Hours

This course examines quantitative techniques that help transform data into information that can be used to make informed business predictions and decisions. Emphasis is placed on how to set up models, and how to interpret and apply their results. *Prerequisite: Undergraduate Management or equivalent*

MBA Corporate Finance 40 Hours, 4 Credit Hours

This course introduces students to concepts important to the financial success of a corporation. Students will examine the key financial concepts including sources of investment capital, corporate investment strategies, dividend policy, short and long-term planning and risk management. *Prerequisites: Managerial Accounting (MBA 510); Managerial Economics (MBA 550)*

MBA International Markets 40 Hours, 4 Credit Hours

This course examines a variety of legal, political, cultural, economic, financial and environmental issues that must be considered when developing an international marketing strategy. Students will use this knowledge to develop a plan to market a selected good or service internationally. *Prerequisite: Marketing Management (MBA 545)*

MBA Human Resources Management 40 Hours, 4 Credit Hours

This course allows students to gain a more thorough understanding of important managerial considerations related to employee management, including selection, retention, workforce planning, as well as ethical and legal considerations in hiring, performance management and progressive discipline. *Prerequisite: Business Law (MBA 515)*

MBA Management Information Systems

40 Hours, 4 Credit Hours

This course examines managerial and strategic functions of management information systems to support an organization's mission and strategic plan. Major points of emphasis will be information reporting, analysis of management information and strategic decision making. *Prerequisite: Operations and Management Systems (MBA 555)*

MBA MBA Capstone Project

40 Hours, 4 Credit Hours

Students will complete an independent research project approved by the instructor. Students will identify a business management challenge within an organization, research similar scenarios and solutions and develop a detailed solution proposal. Students will be required to provide weekly status reports and to prepare a final presentation to accompany the written project. *Prerequisites or Co-requisites: All required MBA program courses*

Mathematics

MTH R Math Basics I

20 Hours, 2 Credit Hours

This course is a review of basic arithmetic principles and computations. Emphasis will be placed on operations involving whole numbers, integers and fractions. This course does not apply toward credit hours needed to graduate in any program. This course is graded on a satisfactory/unsatisfactory basis.

MTH R Math Basics II

40 Hours, 4 Credit Hours

This course is a review of basic arithmetic principles and computations intended to strengthen the student's background and prepare the student to move into Elementary Algebra (MTH 110). Emphasis will be placed on operations involving decimals, ratios, rates, proportions, percentages, and metric and standard units of measurement. This course does not apply toward credit hours needed to graduate in any program. This course is graded on a satisfactory/unsatisfactory basis.

MTH Elementary Algebra

40 Hours, 4 Credit Hours

This course provides an introduction to algebra. Topics include algebraic expressions, linear equations, graphing, polynomials, and factoring polynomials. This course will emphasize a problem-solving approach for problem analysis and solution.

MTH Intermediate Algebra

40 Hours, 4 Credit Hours

This general education course provides an overview of intermediate algebra topics. Topics include rational expressions and equations, functions and graphs, systems of equations, radical expressions, and quadratic equations. This course will emphasize a problem-solving approach for problem analysis and solution. *Prerequisite: Elementary Algebra (MTH 110)*

MTH College Algebra

40 Hours, 4 Credit Hours

This general education course provides an overview of college algebra. Topics include functions and graphs, dividing polynomials, systems of linear equations in three variables, matrix solutions to linear systems, arithmetic sequences and permutations and combinations. The course will emphasize a problem-solving approach for problem analysis and solution. *Prerequisite: Intermediate Algebra (MTH 210)*

Medical

MED Medical Terminology

40 Hours, 4 Credit Hours

This course is designed to provide an understanding of basic medical terminology, and anatomy and physiology. The student will learn medical terminology word-parts including prefixes, suffixes, and combining forms. Emphasis will be placed on spelling and pronunciation of medical terminology used in today's healthcare environment.

MED Medical Office Procedures

50 Hours, 4 Credit Hours

This course is designed for students to become familiar with patient confidentiality, professional responsibility, and the interaction between patients and the healthcare professional. Emphasis will also be placed on creating and maintaining records, telephone techniques, and appointment scheduling. Course technology fee required.

MED Medical Document Coding

40 Hours, 4 Credit Hours

This course is designed to provide a basic understanding of the skills required to accurately code diagnostic and procedural services. Students will learn to correctly apply the different coding systems, such as International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and the Healthcare Common Procedure Coding System (HCPCS). Emphasis will be placed on utilizing appropriate coding systems in preparation to bill for reimbursement.

MED Medical Insurance Forms

40 Hours, 4 Credit Hours

This course is designed to provide an understanding of basic health insurance and claims process including the CMS1500 form. The course will deliver hands-on practice in completing claims with accuracy and completeness. Associated insurance terminology will be covered.

MED Medical Billing Procedures

50 Hours, 4 Credit Hours

This course is designed to familiarize students with computerized procedures such as accounts receivable, insurance billing and appointment management. Emphasis will be placed on the use of medical software for patient information, billing, insurance claims and reports. Course technology fee required. *Prerequisite: Medical Document Coding (MED 110); Medical Insurance Forms (MED 115)*

MED Electronic Health Records

50 Hours, 4 Credit Hours

This course is designed to introduce the student to electronic processes for collecting, maintaining and transmitting health related information. The student will develop an understanding of their professional responsibilities to HIPAA regulations as it pertains to electronic transfer of records. Emphasis will be placed on the content of the health records, documentation requirements and regulatory agencies. Course technology fee required.

MED * Structure and Function of the Human Body I 40 Hours, 4 Credit Hours

This course is designed to provide basic knowledge of the anatomy, physiology and disease processes of the respiratory, nervous, integumentary, muscular, sensory and skeletal systems. Included as well is the study of the structure, function and pathology of these body systems. Associated medical terminology will also be covered.

MED * Structure and Function of the Human Body II 40 Hours, 4 Credit Hours

This course is designed to provide basic knowledge of the anatomy, physiology and disease processes of the endocrine, cardiovascular, lymphatic, renal, digestive and reproductive systems of the body. Also included is the study of the structure, function and pathology of these body systems. Associated medical terminology will also be covered.

MED Drug Fundamentals and Administration 40 Hours, 4 Credit Hours

This course is designed to provide students with an understanding of drug classifications and their actions. Students will learn drug uses, contraindications, adverse reactions, dosages and routes, implications for patient care, and patient education. Emphasis will be placed on calculating, administering, and documenting medications. In addition, pharmacology abbreviations will be covered along with the use of the Physicians' Desk Reference (PDR).

MED Advanced Medical Coding 40 Hours, 4 Credit Hours

This course is designed to further develop the skills required to accurately and completely code patient encounters. Students will improve their skills with the ICD, CPT and HCPCS coding systems through the use of patient cases. Emphasis will be placed on coding conventions, HIPAA regulations, and requirements when using modifiers. *Prerequisite: Medical Document Coding (MED 110); Medical Insurance Forms (MED 115)*

MED Medical Law and Ethics 40 Hours, 4 Credit Hours

This course is designed to provide an overview of the laws and ethics of medicine. The student will learn key medical legal terms, review actual court cases, and learn what medical ethics are and how to apply them to the healthcare profession. Emphasis will be placed on law and ethics affecting the workplace, patient care, medical records, patient privacy and confidentiality, HIPAA, and the healthcare professional.

MED * Body Systems I 60 Hours, 4 Credit Hours

This course is designed to provide basic knowledge of descriptive anatomy and functional physiology of the nervous, integumentary, muscular and skeletal systems. The student will practice laboratory procedures such as venipuncture and laboratory safety procedures, including universal precautions and proper specimen handling. The student will also practice laboratory procedures relevant to the systems, such as drug administration, injections, vitals, surgical asepsis, patient education, charting, dressing and bandaging. Associated medical terminology will be covered. Course laboratory fee required. ** Course does not require instruction in sequence to any other course(s). Prerequisite: Medical Terminology (MED 100)*

MED * Body Systems II

60 Hours, 4 Credit Hours

This course is designed to provide basic knowledge of descriptive anatomy and functional physiology of the sensory, respiratory, endocrine and reproductive systems. The student will practice laboratory procedures such as venipuncture and laboratory safety procedures, including universal precautions and proper specimen handling. The student will also practice laboratory procedures relevant to the systems such as vital signs, assisting with minor surgery and gynecological exams, visual acuity, ear and eye irrigation, and instillation. Associated medical terminology will be covered. Course laboratory fee required. * *Course does not require instruction in sequence to any other course(s). Prerequisite: Medical Terminology (MED 100)*

MED * Body Systems III

60 Hours, 4 Credit Hours

This course is designed to provide basic knowledge of descriptive anatomy and functional physiology of the renal, digestive, cardiovascular and lymphatic systems; hematology; and nutrition. The student will practice laboratory procedures such as venipuncture and laboratory safety procedures, including universal precautions and proper specimen handling. The student will also practice procedures relevant to these systems, such as urinalysis; electrocardiograms; and instrument handling, identification and sterilization. Associated medical terminology will be covered. Course laboratory fee required. * *Course does not require instruction in sequence to any other course(s). Prerequisite: Medical Terminology (MED 100)*

MED Pharmacology

40 Hours, 4 Credit Hours

This course is designed to provide students with a comprehensive view of the classification of pharmaceutical agents with regards to mechanism of action, adverse effects and pharmacokinetics/pharmacodynamics. Emphasis is placed on brand/generic drug names.

MED Pharmacy Calculations

40 Hours, 4 Credit Hours

This course is designed to provide students with a comprehensive review of the proper use of the metric system and conversion among the systems. Areas of emphasis are the application of dosages, reducing and increasing formulas, percentage preparations, and methods of calculating dosages.

MED Institutional Pharmacy

60 Hours, 4 Credit Hours

This course examines the roles, regulations, and requirements of pharmacies in hospitals, nursing homes and extended-care facilities. The development of institutional pharmacy departments, legal requirements of hospital staffing, and organization and interdepartmental relationships are discussed as well. Course laboratory fee required. *Prerequisites: Pharmacology (MED 240); Pharmacy Calculations (MED 241)*

MED Pharmacy Procedures and Applications

60 Hours, 4 Credit Hours

This course is designed to provide an understanding of the history of pharmacy, the professional role of the pharmacy technician and pharmacy law including HIPAA regulations. The student will practice non-sterile compounding procedures and use of laboratory equipment. In addition, patient rights, dosage forms, brand/generic drugs and abbreviations will be discussed. Course laboratory fee required. *Prerequisites: Pharmacology (MED 240); Pharmacy Calculations (MED 241)*

MED Prescription Processing

60 Hours, 4 Credit Hours

This course is designed to familiarize students with computer applications and the preparation of retail prescriptions in the pharmacy. The processing of prescriptions, prescription labeling, billing procedures, professional responsibility, customer service, and telephone techniques will be covered. Course laboratory fee required. *Prerequisites: Pharmacology (MED 240); Pharmacy Calculations (MED 241)*

MED Advanced Hematology

60 Hours, 4 Credit Hours

This course is designed to provide knowledge of cardiovascular anatomy and physiology as related to hematology. The student will practice laboratory procedures such as venipuncture, skin punctures, laboratory safety, use of collection equipment, requisitions, specimen transport and specimen handling. Emphasis will be placed on anatomical site selection, patient education and preparation, anticoagulation theory, preanalytical sources of error, risk factors, and corrective actions to take with phlebotomy-associated problems. Students will also discuss common communication skills, interpersonal relationships, and stress management skills needed for success in the laboratory. Legal and ethical issues associated with blood collection will be discussed. Course laboratory fee required. *Prerequisite: Body Systems I (MED 231); Body Systems II (MED 232); Body Systems III (MED 233)*

MED Healthcare Delivery Systems

40 Hours, 4 Credit Hours

This course provides the student with a comprehensive review of healthcare delivery systems in the US including history, types of delivery systems and their organization and the personnel associated with them. Regulation of healthcare systems and the role of government are also covered. The new US Healthcare Plan is explored and compared to other universal healthcare plans.

MED Public and Community Health

40 Hours, 4 Credit Hours

This course provides the student with a solid understanding of global and local community health issues, regulations and preventative measures. The course covers global health organizations, epidemiology, leading causes of death, underserved populations and the emerging communities and health concerns of the 21st century. Much focus is placed on the global and local environmental issues associated with water and air quality, waste management, communicable disease, and occupational health issues.

MED Healthcare Finance

40 Hours, 4 Credit Hours

This course covers the most important principles and applications of healthcare accounting, finance and business management. The course considers a variety of environments including hospitals, medical practices, clinics, home health agencies, nursing homes, and managed care organizations, for-profit, and not-for-profit. Planning, budgeting, and pricing strategies are also covered. *Prerequisite: Accounting Principles II (ACC 110)*

MED Health Information Management Systems 40 Hours, 4 Credit Hours

This course is a comprehensive study of the management of health information, and the technology and regulations impacting those processes. The students will gain an understanding of the history, purpose, and the benefits of health information management systems and technology. Topics include the fundamentals of healthcare delivery and information systems, and the integration of multiple department data. *Prerequisites: Healthcare Delivery Systems (MED 300); Public and Community Health (MED 310)*

MED Managed Care 40 Hours, 4 Credit Hours

This course provides an overview of managed care and what contributes to this system. Students will gain an understanding of the health sector of the economy, the national policy concerns resulting from the importance people attach to the economic problems they face in maintaining their health care and how managed care addresses those issues. *Prerequisites: Macroeconomics (ECN 220); Healthcare Delivery Systems (MED 300)*

MED Healthcare Marketing 40 Hours, 4 Credit Hours

This course will examine the role and function of marketing and strategy development in healthcare. Marketing concepts including market research, segmentation, branding and promotion are studied. Strategy development includes the role of vision and mission, internal and external assessment, developing strategic initiatives, tactical planning and strategic execution. *Prerequisites: Healthcare Delivery System (MED 300); Public and Community Health (MED 310)*

MED Strategic Management in Healthcare 40 Hours, 4 Credit Hours

In this course students will gain an understanding of the changes shaping healthcare today and the development and reasons for strategic management. The analysis of current healthcare businesses, challenges and plans provides a relevant, reality based approach to strategic planning in this quickly changing industry. *Prerequisites: Organizational Behavior (BUS 325); Health Information Management Systems (MED 330); Healthcare Marketing (MED 430)*

MED Capstone Project 60 Hours, 4 Credit Hours

Each potential graduate will have a culminating experience in which he/she will demonstrate the ability to apply the knowledge gained during the baccalaureate program by recognizing and analyzing problems and recommending solutions to issues central to healthcare. This will be a research project documented by a formal written report which entails utilizing information from prior coursework and research. Students will also be required to present their research project. *Prerequisites: Organizational Behavior (BUS 325); Business Statistics (BUS 340); Human Resources Management (BUS 410); Healthcare Delivery Systems (MED 300); Public and Community Health (MED 310); Healthcare Finance (MED 320); Health Information Management Systems (MED 330); Managed Care (MED 410); Healthcare Marketing (MED 430); Strategic Management in Healthcare (MED 440)*

Network Administration

NET Desktop Applications 50 Hours, 4 Credit Hours

This course is designed to provide an introduction to basic system configurations, file management and other maintenance features. Students will gain an understanding of the Windows desktop, applications and how they relate to networks. Installation and configuration of network components and an introduction to various network types and how to make use of resources available in those networks will be covered. Course technology fee required.

NET Hardware Configuration and Management 50 Hours, 4 Credit Hours

The course is designed to provide the basic knowledge and technical skills essential to servicing and supporting personal computers. Students will install and configure system hardware and software used in today's PCs. Students will also be introduced to text-based operating systems (DOS and Linux) and gain experience using a command line for basic system configurations, file management and other maintenance utilities. Course technology fee required.

NET Networking Essentials 50 Hours, 4 Credit Hours

This course introduces the various technologies used in local area networks (LANs) and wide area networks (WANs). Emphasis is placed on the components used in networking and how various types of networks are interconnected. Students will implement and manage various networking services and addressing schemes. Students will receive an introduction to troubleshooting techniques and the equipment used by support personnel. Course technology fee required.

NET Alternative Operating Systems 50 Hours, 4 Credit Hours

This course is designed to provide students with the knowledge of alternative server systems such as Legacy Microsoft and Linux. Students will learn to configure the system to meet the requirements of different users, identify and correct problems when running applications, implement security, and understand various fault tolerance systems. In addition, students will gain an understanding of remote access, gateway connections, monitoring, optimizing and troubleshooting. Course technology fee required.

NET Client Workstations 50 Hours, 4 Credit Hours

This course is designed to provide students with the knowledge to install, configure, optimize, network and support a client workstation. Students will learn the skills necessary to monitor, manage and troubleshoot access to files and folders; connect to local and network print devices; and manage the desktop environment, including basic driver installation, removal and troubleshooting. Students will also use DNS, DHCP, WINS, TCP/IP, RRAS, and other important protocols and features used in a networking environment. Course technology fee required.

NET Server Operating Systems I

50 Hours, 4 Credit Hours

This course is designed to provide students with the knowledge to install, configure, network and support Windows servers. Students will learn the skills necessary to configure and troubleshoot access to resources, configure and troubleshoot hardware devices and drivers, and configure and troubleshoot network connections. Course technology fee required.

NET Server Operating Systems II

50 Hours, 4 Credit Hours

This course is designed to provide students with the knowledge to optimize and support Windows servers. Students will learn the skills necessary to optimize performance, reliability and availability, configure Internet services, configure and troubleshoot group policies, and implement and monitor security for networked servers. Course technology fee required. *Prerequisite: Server Operating Systems I (NET 231)*

NET Network Infrastructure and Management

50 Hours, 4 Credit Hours

This course is designed to provide an understanding of network protocols and services. Students will learn the skills necessary to configure, monitor and troubleshoot TCP/IP, WINS, DHCP, DNS, as well as manage and secure servers and client computers, object and container permissions, and shared resources. Course technology fee required.

NET Directory Services

50 Hours, 4 Credit Hours

This course is designed to provide students with the knowledge to install, configure, optimize and support directory services. Students will learn the skills necessary to configure and troubleshoot access to resources, users and groups, organizational units, and business/IT enterprise concepts. Students will also learn to monitor and secure the directory services with policies used within the business structure. Course technology fee required.

NET Contact Management Servers

50 Hours, 4 Credit Hours

This course is designed to provide students with the knowledge to install, configure, optimize, network and support contact management servers, such as Exchange. Topics include the installation, configuration, management and tuning of mail and messaging services on servers and clients; mail access protocols; security issues; and Internet connectivity. Students will also be introduced to client applications associated with contact management servers. Course technology fee required. *Prerequisite: Server Operating Systems II (NET 232)*

NET Database Servers

50 Hours, 4 Credit Hours

The course is designed to introduce students to database servers and how they relate to database applications. Focus will be on the knowledge and skills required to install, configure, monitor, maintain, administer and troubleshoot database servers from the server and client sides. Topics include migration from previous versions, managing database files, and backup and restoration strategies, along with client application development. Course technology fee required. *Prerequisite: Server Operating Systems II (NET 232)*

Nursing

NUR Fundamentals of Nursing I

120 Hours, 12 Credit Hours

This course is designed to provide an understanding of nursing on which all other courses are constructed. The history of nursing introduces the student to the scope of vocational nursing within the healthcare system. Holistic care is stressed with emphasis placed on the individual as a whole being. Nursing principles are examined, and the needs of the individuals, family and community are identified. Other areas of consideration include ethical and legal issues, medical terminology, cultural diversity, religion, critical thinking and professional adjustment. Mathematical concepts necessary for calculations of dosage in relation to medication administration are covered. The Apothecary, Metric and household systems will be evaluated and conversions between the systems in reference to pharmacology. Basic anatomy and physiology are analyzed in relation to normal versus abnormal and how deviations relate to disease processes. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 120 hours of theory.

NUR Nursing Skills Lab I

120 Hours, 6 Credit Hours

This practicum emphasizes the application of basic nursing skills in a laboratory setting utilizing aseptic and sterile techniques. Body mechanics, positioning, bathing, dressing, grooming, toileting, oral, gastric (G) and nasogastric (NG) feeding, range of motion, vital signs, oxygen administration and isolation techniques are practiced on mannequins and classmates. This course consists of 120 hours in a laboratory setting where skills are practiced and perfected. This course is graded on a pass/fail basis. Course laboratory fee required.

NUR Fundamentals of Nursing II

40 Hours, 4 Credit Hours

This course is designed to provide an understanding of nursing and continues to build on NUR 100. The nursing process is incorporated into holistic, patient-centered care. Communication skills are identified and evaluated for use for various types of patients. Basic anatomy and physiology are analyzed in relation to normal versus abnormal and how deviations relate to disease processes. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 40 hours of theory. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100) with a grade of "C" or better and a pass grade in Nursing Skills Lab I (NUR 101)*

NUR Nursing Skills Lab II

20 Hours, 1 Credit Hour

This practicum emphasizes the application of basic nursing skills in a laboratory setting utilizing aseptic and sterile techniques. Physical exam skills, tracheotomy suctioning and care, dressing types and use are evaluated for application for various types of wounds and incisions. The nursing process is applied to situations in a laboratory setting. This course consists of 20 hours in a laboratory setting where skills are practiced and perfected. This course is graded on a pass/fail basis. Course laboratory fee required. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100) with a grade of "C" or better and a pass grade in Nursing Skills Lab I (NUR 101)*

NUR Geriatric Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of the geriatric patient and special needs related to aging and diseases/disorders that accompany aging. Cultural diversity, legal and ethical issues and the process of communication are studied. The student learns to develop critical thinking skills; utilize educational resources; access and make decisions in the healthcare system and investigate biological, sociological and psychological theories as they apply to the aging patient. The family is emphasized and alternatives in care are explored. This course examines the normal aging process while promoting health, maintenance and rehabilitation applicable to the older patient. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 30 hours of theory and 60 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100) and Fundamentals of Nursing II (NUR 110) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR Orthopedic Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of orthopedic patients and their special needs related to care of casts, splints, traction, pins and impaired mobility. Critical thinking skills are applied to provide a holistic approach to the patients and families. Cultural diversity and legal and ethical issues are studied in relation to care of the orthopedic patient. Pre-op and post-op care and effects of surgical interventions are evaluated for impact on the patients and how care is provided. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 30 hours of theory and 60 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR Respiratory Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of patients with respiratory diseases/disorders and complications and their special needs related to medications, oxygen therapy, breathing treatments and dietary restrictions. By utilizing previous knowledge and skills in combination with new information, patient and family centered care is provided to patients. Critical thinking skills are applied to assist in providing a holistic approach to patients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of the respiratory-compromised patient. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the life span. This course consists of 30 hours of theory and 60 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR Cardiovascular Nursing

140 Hours, 8 Credit Hours

This course is designed to provide an understanding of patients with cardiovascular diseases/disorders, complications and their special needs related to medications, oxygen therapy, telemetry and dietary restrictions. By utilizing previous knowledge and skills in combination with new information, patient and family centered care is provided to patients. Critical thinking skills are applied to assist in providing a holistic approach to the patients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of a patient with cardiovascular diseases and complications. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 50 hours of theory and 90 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR Urinary Renal Nursing

50 Hours, 3 Credit Hours

This course is designed to provide an understanding of patients with renal and/or urinary diseases/disorders, complications and their special needs related to medications, catheters, irrigations of the bladder and dietary restrictions. By utilizing previous knowledge and skills in combination with new information, patient and family centered care is provided to patients. Critical thinking skills are applied to assist in providing a holistic approach to the patients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of a patient with urinary/renal diseases and complications. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 20 hours of theory and 30 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR Endocrine Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of patients with endocrine diseases/disorders, complications and their special needs related to medications, dietary needs and effects on all the body systems. By utilizing previous knowledge and skills in combination with new information, patient and family centered care is provided to patients. Critical thinking skills are applied to assist in providing a holistic approach to the patients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of a patient with an endocrine disorder and complications. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 30 hours of theory and 60 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR Gastrointestinal Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of patients with gastrointestinal diseases/disorders, complications and their special needs related to medications, dietary needs and diversions of the GI tract. By utilizing previous knowledge and skills in combination with new information, patient and family centered care is provided to patients. Critical thinking skills are applied to assist in providing a holistic approach to the patients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of patients with gastrointestinal diseases and complications. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 30 hours of theory and 60 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR Neurological Nursing

100 Hours, 6 Credit Hours

This course is designed to provide an understanding of patients with neurological diseases/disorders, complications and their special needs related to medications, dietary needs, safety needs and precautions. By utilizing previous knowledge and skills in combination with new information, patient and family centered care is provided to patients. Critical thinking skills are applied to assist in providing a holistic approach to the patients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of a patient with neurological diseases and complications. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 40 hours of theory and 60 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR Integumentary Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of patients with integumentary diseases/disorders, complications and their special needs related to medications, dietary needs, wound care and the use of aseptic or sterile techniques when providing care by incorporating standard precautions. By utilizing previous knowledge and skills in combination with new information, patient and family centered care is provided to patients. Critical thinking skills are applied to assist in providing a holistic approach to the patients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of patients with integumentary diseases and complications. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 30 hours of theory and 60 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR OB Pediatric Nursing

140 Hours, 8 Credit Hours

This course is designed to provide an understanding of obstetrical nursing and the pediatric population. Obstetrical nursing focuses on providing care to childbearing and childrearing families. The ante-partum, intra-partum and post-partum phases are included with an emphasis on normal versus abnormal development. Nutrition and pharmacology are integrated. Pediatrics includes the care of newborns, high-risk newborns and development from infant to adolescent. Nursing management and principles are integrated into the care of the child and communication skills are stressed as they relate to children. Problem-solving, critical thinking skills and competency in knowledge are set within the legal/ethical guidelines for the vocational nurse. Pharmacology and medication administration are tailored to the pediatric population. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 50 hours of theory and 90 clinical hours (45 hours each speciality). *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR Rehabilitation Nursing

50 Hours, 3 Credit Hours

This course is designed to provide an understanding of rehabilitation nursing and the conditions that often require extensive rehabilitation. The rehabilitation process is evaluated in reference to the various disciplines involved to provide a holistic approach to patient care and optimize the rehabilitation potential of the patient. By utilizing previous knowledge and skills in combination with new information, patient and family centered care is provided to patients. Critical thinking skills are applied to assist in providing a holistic approach to the patients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of patients requiring rehabilitation. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 20 hours of theory and 30 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR Oncology Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of patients with oncology diseases/disorders, complications and their special needs related to medications, dietary and psychological issues. By utilizing previous knowledge and skills in combination with new information, patient and family centered care is provided to patients. Critical thinking skills are applied to assist in providing a holistic approach to the patients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of patients with cancerous diseases and complications. Advanced Directives, Durable Power of Attorney and End of Life issues will be studied. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. This course consists of 30 hours of theory and 60 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR Psychiatric Nursing

50 Hours, 3 Credit Hours

This course is designed to provide an understanding of patients with mental illness and complications and their special needs related to medications, dietary and psychological issues. Communication skills are refined to effectively communicate therapeutically with patients with mental illness and their families. By utilizing previous knowledge and skills in combination with new information, patient and family centered care is provided to patients. Critical thinking skills are applied to assist in providing a holistic approach to the patients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of patients with mental health disorders and complications. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care. This course consists of 20 hours of theory and 30 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

NUR Leadership and Supervision

140 Hours, 8 Credit Hours

This course is designed to assist the vocational nursing student to successfully transition into the role of a Licensed Vocational Nurse after passing the NCLEX-PN exam. Leadership styles are incorporated in theory and clinical practice. Supervision of peers offers the opportunity to practice skills. By utilizing previous knowledge and skills in combination with new information, patient and family centered care is provided to patients. Critical thinking skills are applied to assist in providing a holistic approach to the patients and their families. Cultural diversity and legal and ethical issues are studied in relation to the role of the Licensed Vocational Nurse in diverse settings. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide patients with individualized patient-centered care across the lifespan. An NCLEX review class is incorporated into the last week of the curriculum. This course consists of 50 hours of theory and 90 clinical hours. *Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110), Geriatric Nursing (NUR 115), Orthopedic Nursing (NUR 221), Respiratory Nursing (NUR 231), Cardiovascular Nursing (NUR 232), Urinary/Renal Nursing (NUR 233), Endocrine Nursing (NUR 241), Gastrointestinal Nursing (NUR 242), Neurological Nursing (NUR 243), Integumentary Nursing (NUR 251), OB/Pediatric Nursing (NUR 252), Rehabilitation Nursing (NUR 253), Oncology Nursing (NUR 261) and Psychiatric Nursing (NUR 262) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)*

Psychology

PSY General Psychology

40 Hours, 4 Credit Hours

This general education course presents principles and concepts of psychology, the science concerned with understanding and explaining mental processes and behavior. Topics include human development, learning, thinking, motivation, sensation, and perception.

PSY Group Dynamics

40 Hours, 4 Credit Hours

This general education course presents the study of current theories and techniques relative to small group interaction. Included are analyses of background factors, external forces, dynamic interplay and group results. Additionally, the decision making processes, conflict management theories and group process evaluations are explored.

Reading

RDG R Reading Basics

20 Hours, 2 Credit Hours

This course is a review of the basic reading skills necessary for comprehension and vocabulary development intended to strengthen the student's background and prepare the student for success in college-level coursework. Emphasis will be placed on active reading and reviewing skills, identifying main ideas and context clues. This course does not apply toward credit hours needed to graduate in any program. This course is graded on a satisfactory/unsatisfactory basis.

Sociology

SOC Introduction to Sociology

40 Hours, 4 Credit Hours

This general education course is designed to provide students with an introduction to the discipline of Sociology including research methods, data analysis and theories developed. The impact of various diversity models, poverty, power and politics on societies, world economies and the environment will be studied. Special emphasis will be placed on critical thinking and ethical considerations.

SOC Research Methods

40 Hours, 4 Credit Hours

This general education course offers a step-by-step, systematic approach to conducting research. Emphasis is on using critical thinking, efficient and appropriate research techniques and the Internet to produce a factual, relevant in-depth white paper. Students will develop and evaluate data collection methods. *Prerequisite: English Composition (ENG 210)*

Spanish

SPN Spanish I

40 Hours, 4 Credit Hours

This general education course provides an introduction to the Spanish language and cultures which use Spanish as the primary language. The main focus is on the basics of the Spanish language. Vocabulary, grammar, and sentence structure are studied. This course also prepares the student for a smooth transition to more advanced Spanish language learning.

SPN Spanish II

40 Hours, 4 Credit Hours

This general education course gives the student experience with more advanced Spanish. Extensive practice writing using advanced Spanish terms and phrases are provided. The primary focus is on advanced vocabulary, grammar, and complex sentence structure. This course also prepares the student for using Spanish on a regular basis in the business world. *Prerequisite: Spanish I (SPN 200)*



Santa Barbara Campus

506 Chapala Street
Santa Barbara, California 93101
(805) 967 9677



Santa Maria Campus

303 East Plaza Drive
Santa Maria, California 93454
(805) 922 8256



Bakersfield Campus

5300 California Avenue
Bakersfield, California 93309
(661) 835 1100



Ventura Campus

4839 Market Street
Ventura, California 93003
(805) 339 2999



Rancho Mirage Campus

34 275 Monterey Avenue
Rancho Mirage, California 92270
(760) 341 2602



Online Campus

1834 Palma Drive
Ventura, California 93003
1 866 991 SBBC

SBBCollege
SANTA • BARBARA • BUSINESS • COLLEGE

A Tradition of Success Since 1888

www.sbbcollege.edu