



**'Honor, Courage, Commitment & Compassion'**

# **Hamilton College**

[www.hamiltoncollegeus.com](http://www.hamiltoncollegeus.com)



## **School Catalog**

### **January 1, 2011 to December 31, 2011**

Address: 501 Shatto Place, Suite 120, Los Angeles, CA 90020  
Telephone: 213.388.1369 Fax: 213-388-1338

*Published: January 2011*

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## Approval Disclosure Statement

Hamilton College is a private postsecondary institution and was granted approval to operate from the California Bureau for Private Postsecondary Education pursuant to California Education Code Section 94909(a) (2). The Bureau's approval means that the institution and its operations comply with the standards established under the law for higher learning and instruction by private educational institutions and does not imply by endorsement or recommendation by the State of California, Bureau for Private Postsecondary Education (BPPE).

Hamilton College is a National Certified Proctor site for professional certification by the National Center for Competency Testing (NCCT).

### Approved Programs, Degree

- Associate of Science in Business Administration
- Associate of Science in Computer Information Technology
- Associate of Science in Manufacturing Technology
- Associate of Science in Networking Technology
- Associate of Science in Web Development

### Approved Programs, Non-Degree

- Advanced Computer Office Management (Short-Term Program)
- Computerized Office Management
- English as a Second Language
- Introduction to Computers (Short-Term Program)
- Massage Therapist
- Medical Assistant
- Vocational Nurse Training Program

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833; [www.bppe.ca.gov](http://www.bppe.ca.gov); telephone number: (916) 431-6959; Fax Number: (916) 263-1897.

All information in this school catalog is current and correct and is so certified as true to the best of his knowledge and belief by:

*Steve Kim*

Steve Kim, Campus Director & CEO

# Welcome to Hamilton College!

*Students, we applaud you for enrolling and committing to enriching your life with education!*

*In 1994, we opened our campus to provide the community with a training facility that will prepare students with real-world working skills!*

*Today we offer challenging new opportunities, programs, and academic degrees to help you reach or enhance your goal. In the end, Hamilton College would like you to grow with honor, courage, commitment, and character.*

*Help us make your future come through!*

*The Administration & Management*

## **Mission**

Our mission at Hamilton College is to provide skills and training that will prepare our graduates for employment in entry-level positions and provide the platform for individual achievement, higher education, and leadership opportunities in the future of our community.

## **Philosophy**

We believe that Education makes a world of difference. All students can learn. Education is a collaboration of student, school, and community. We seek to improve the quality of life through enriched instruction and install the desire for lifelong learning, education, and achievement.

Hamilton College believes in the uniqueness, dignity, and worth of all persons. The person is a human being with physical, psychosocial, and spiritual needs. Human beings have a primary need to ensure physical survival and mental well-being throughout life's cycle and into future generations.

Our allied health graduates will learn to interact with the external environment that includes the patients, patients' families, and the community, incorporating cultural and environmental factors affecting patient care. Our business and computer science graduates will learn the skills and values necessary for ensuring the economic well-being of the individual, family, and private or public enterprise that will employ them. Students will build an ethical and moral framework upon which to harness today's information and technology and envision tomorrow's innovations and imagination. Our degree programs will integrate communication and critical thinking skills in the job skills acquired or learned.

## **History**

Hamilton College opened in April 2010 to provide real-world education and training in the community for entry-level employment in a platform for future educational achievements. Our students have helped reach this goal by walking out of the college as mature and confident contributors to the community.

The college has originally registered as Hamilton State College, LLC; however, Hamilton College became a "C" Corporation in July 2011. The non-degree programs offered are as follows: Advanced Computer Office Management, Computerized Office Management, English as a Second Language, Introduction to Computers, Massage Therapist, medical Assistant, and Vocational Nurse Training Program.

In April 2011, the Bureau for Private Postsecondary Education approved the degree programs as part of the curricular offerings of Hamilton College. The associate degree programs include the Associate of Science in Business Administration, Associate of Science in Computer Information, Technology, Associate of Science in Manufacturing Technology, Associate of Science in Networking Technology, and Associate of Science in Web Development.

## **Educational Objectives**

The objectives underlying each of our programs are to enable our graduates to acquire entry-level job skills, get a job in the careers that they are trained for, and become productive members of society.

## **Advisory Board**

Hamilton College has an Advisory Board. The Advisory Board is a volunteer group of individuals with experience and expertise representing a cross-section of experience in the college academic and practical training areas. The Board's primary purpose is to help the college ensure that its training outcomes, educational materials, and equipment are current and relevant to occupational practices and requirements. The Board is utilized to communicate the occupational needs of the community in order to ensure that the school's students are educated and taught the skills required by employers. The relationship between the College and its Advisory Board is one which enhances the school's ability to meet the needs of students and employers by addressing educational, technological and occupational changes as they occur.

## **Ownership and Location**

**Name of Institution:** HAMILTON COLLEGE

Physical Address: 501 Shatto Place, Suite 120  
Los Angeles, CA 90020

Mailing Address: 501 Shatto Place, Suite 120  
Los Angeles, CA 90020

Telephone Number: (213) 388-1369  
Fax Number: (213) 388-1338

Internet Website: [www.hamiltoncollegeus.com](http://www.hamiltoncollegeus.com)

### **Campus Director and Owner**

Mr. Steve Kim, Campus Director

Class sessions (lecture and lab) are being held at 501 Shatto Place, Suite 120, Los Angeles, CA 90020.

Hamilton College has no pending petition in bankruptcy, nor is operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **Equal Opportunity and Non-Discrimination Policy**

Hamilton College does not discriminate in admission, advising, training, placement, employment, or any activity on the basis of race, color, national origin or religion, age, gender, physical or mental handicap, marital status, or political affiliation. We comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All applicants are interviewed and evaluated on the basis of their ability to train in the field of study.

## **Non-Immigrant Alien Students**

Hamilton College is authorized under federal law to enroll non-immigrant alien students. Applicants seeking admission to Hamilton College need to follow the admissions criteria and contact the admissions office for further information.

## **Instructional Facilities, Equipment, Class Size, and Campus Location**

Hamilton College is located close to downtown Los Angeles in close proximity to freeways, Metro Rail, and public transportation. Classroom and lab instruction is performed at 501 Shatto Place, Suite 120, Los Angeles, CA 90020. Our College has been located to provide our students with the perfect environment to promote learning. Our campus consists of industry-standard computer lab, a medical assistant lab, a nursing lab, a student lounge, a massage therapy lab, a library, and three lecture rooms. We offer covered parking in the building and additional street parking is available.

Our facilities are designed to maintain small classes. Our occupancy level will accommodate about 150 students at any one time in the campus. Our campus complies with ADA standards. On the average, the teacher to student ratio is 25:1 in the lecture; 15:1 in the laboratory. The facility has all necessary equipment for lecture and laboratory practice. Examples of classroom equipment include audio/video equipment, medical charts, overhead projector, computer lab, and library. Laboratory equipment includes computers, a prototype medical examination room area, a prototype medical lab area, and massage room.

## **Safety**

Our campus and training equipment comply with all local, state and federal rules and environmental regulations.

Accommodations can be made for limited-English speaking and/or physically-challenged students. Hamilton College is a wheelchair-friendly facility. We provide assistance in accommodation and requests for services on a case-by-case basis. Please remember that a written, signed applicable documentation, such as a physician's certification, may be necessary when making a request for accommodations.

## **Library and Other Learning Resources**

Hamilton College has a library that houses reference and textbooks that are needed by students in their studies. The library also has four (4) computers with internet access. Students can use the library before and after class. A staff from the Student Services Department will open and monitor the students. Instructors may bring groups of students during class time. Videos, periodicals, CDs, audio tapes, and other learning materials are available for students' use.

## PRIMARY FACULTY AND STAFF

### ADMINISTRATORS

Chief Executive Officer/Campus Director/PDSO	Steve Kim, B. Arch.
Chief Academic Officer	Angelo B. Pajimola, EdD.
Chief Operating Officer/DSO	David E. Brockway, J.D.
Director of Marketing	Ginny Mozaffarimehr
Director of Student Services	Cathy Chang, AA
Accounting Assistant	Mi Lan Kim
Health Education Program Consultant	Eunice Walker, MSN, J.D.

### NON-DEGREE PROGRAM INSTRUCTORS

#### **ESL Program**

Chairperson: Carolyn Sensabaugh, MA  
Chung Hyun Lee, BA

#### **Medical Assistant Program**

Teresita S. Jamiro, BSN, RN  
Ginny Mozaffarimehr

#### **Massage Therapy**

Chairperson: Lisa Mombrun, Massage  
Therapist

#### **Computerized Office Management Program**

Angelo B. Pajimola, Ed.D.  
Frankie Lam, BS

### ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Director: David E. Brockway, J.D.

#### **Instructors:**

Angelo B. Pajimola, Ed.D.  
Carolyn Sensabaugh, MA  
Joseph Craig Silva, M.S.  
Frankie Lam, BS

## 2011 HOLIDAY SCHEDULE

Martin Luther King Day	School Closed
Presidents Day	School Closed
Good Friday	School Closed
Memorial Day	School Closed
Independence Day	School Closed
Labor Day	School Closed
Thanksgiving Day	School Closed
Friday after Thanksgiving	School Closed
Winter Break	December 18, 2011 to January 3, 2012
Christmas Eve	School Closed
New Years Eve	School Closed
New Year's Day	School Closed

Other Holidays or days of school closure may occur at the discretion of the School Administration/ Faculty.

### **Calendar or Schedule of Classes**

Hamilton College operates on an open-entry, open-exit system. Classes are scheduled by modules and students may be able to start a module on any given day during the week. Students will be advised when the next module starts.

### **Hours of Operation**

General school hours are 8:00 a.m. to 5:00 p.m. daily, Monday through Friday. Classes are scheduled in the morning, afternoon and evening. Evening classes are from 6:00 to 10:00 p.m. Saturday sessions are conducted from 9 a.m. to 1 p.m. Check with the Administration, individual instructors and/or registrar for course schedule changes. Course schedules and instructors are subject to change.

# ADMISSIONS

## ADMISSIONS—POLICIES AND PROCEDURES

Hamilton College encourages prospective students to visit our campus and discuss educational occupational goals with our Campus Director and/or Admission Representative prior to signing the enrollment agreement. Prospective students must have a high school diploma or equivalent. Applicants who do not have a high school diploma and are beyond the age of compulsory school attendance in California (18 years old) and who can demonstrate the Ability to Benefit (ATB) from the training will be admitted by passing an independently administered test. Additionally, the student will have a personal interview with the Admissions personnel to determine his or her potential to succeed in that program. Students admitted as ATB students are advised to enroll in GED classes offered at adult schools or community colleges. Satisfactory academic progress of ATB students will be monitored monthly.

All applicants for admission to the college must first be administered a test that is designed to reliably measure their ability to be successfully trained to perform the tasks associated with the occupation to which the program of instruction is presented. ESL applicants must take a placements test to determine their level of competence.

The college uses the Wonderlic Scholastic Level Exam and adopts the minimum passing scores provided by the test publisher for the non-degree programs. The minimum passing scores as published by Wonderlic are as follows:

- |                                     |    |
|-------------------------------------|----|
| • Computer Office Management        | 18 |
| • Massage Therapist                 | 17 |
| • Medical Assistant                 | 13 |
| • Vocational Nurse Training Program | 21 |

All degree program students must have graduated from high school or have passed the GED examination. Hamilton College does not discriminate in admission, advising, training, placement, employment, or any activity on the basis of race, color, national origin or religion, age, gender, or sexual orientation, physical or mental handicap, marital status, or political affiliation. The college complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All applicants are interviewed and evaluated on the basis of their ability to train in the field of study in which they enroll.

**Enrollment Policy:** The College operates on an open-entry, open-exit modular programs. Non-degree new students are admitted every first school day of the week. However, the ESL and the degree programs start by class/module. Students must contact the Admissions office for the enrollment schedule for your program.

**Credit Evaluation Policy:** Hamilton College will inquire about each veteran or eligible person's previous education and training. Veterans and eligible persons who wish to receive credits for previous education and training **MUST** submit an original transcripts from all prior institutions, including military training, traditional college coursework, and vocational training. Transcripts will be evaluated by the Program Director and/or the Chief Academic Officer. If the evaluation determines that credit can be allowed, then, the veteran or eligible person and DVA will be notified of the evaluation result in writing. The cost of the program will be reduced proportionately. Any credit granted shall be indicated on the Enrollment Certification (VA Form 22-1999).

## **Enrollment Procedure**

- STEP 1 Complete the Enrollment Application.
- STEP 2 Personal interview with Admissions, tour of facilities, and determination of the program which is appropriate for the applicant.
- STEP 3 For non-degree applicants: Take the entrance evaluation test (Wonderlic SLE).
- STEP 4 Complete financial arrangements/payments at the business office.
- STEP 5 Complete all admissions documentation and class orientation prior to scheduling class start.

## **Foreign I-20 Students**

If the applicant lives outside the United States, applicants are encouraged to call or write to the admissions departments so we can mail the appropriate application form, student VISA application, and housing information. The applicant must complete the applications and return or mail them to the school. Processing of an application normally takes one to three weeks.

The applicant will be notified by mail or email of either acceptance or rejection of an application. Presuming the institution's acceptance of the application, the applicant will receive a phone call, email, and/or letter outlining the process of enrollment.

Each prospective student must arrange his or her schedule to be at the campus on a Monday of the week prior to the anticipated first day of class in order to attend the student orientation.

The enrollment process must be completed at this time. Tuition is due in two payment periods, unless arrangements for tuition payments are made.

## **Articulation Agreements**

Hamilton College has no Articulation Agreements with other schools and colleges.

## **Financial Assistance and Payment Policy**

Tuition for the program selected is due the first session of each module or term unless alternate arrangements are made with the business office. Payment may be made with cash, check, money order made payable to Hamilton College or through an auto-debit agreement. Hamilton College will assist students in applying for student financial assistance, either through private loans or in-house loans. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Checks that are returned for non-sufficient funds will be assessed a \$50.00 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or money order.

## **Title IV**

Hamilton College does not participate in federal and state financial aid programs at this time.

## **Student's Right to Cancel**

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, fax, or e-mail. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. Address is as follows: Hamilton College, Attn; Campus Director, 501 Shatto Place Suite 120, Los Angeles, CA 90020. The written notice of cancellation does not need any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given a Notice of Cancellation form for your use if you decide to cancel, however, you can use any written notice that you may wish. You must notify us of your cancellation by midnight of the seventh day to avoid any charges. You do not cancel the contract by just not attending classes.

Additionally, the College also may reject an applicant for enrollment; and, an applicant accepted by the institution may cancel his or her agreement prior to the scheduled class start or may never attend class (no show). The College may consider a withdrawal after the class start as a cancellation or no show and therefore not consider the applicant as a new start. The College reserves the right to postpone or cancel a scheduled program or course if the registration is insufficient to establish a class.

If the College has given you any equipment, including books or other materials, they are a part of your tuition. Once you pay for the equipment, it is yours to keep without further obligation, unless returned in "as new" condition. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, books, uniforms and equipment received that has been used.

## **Withdrawal from Course**

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the seventh day following the first class you have attended, the school will remit a refund, less a registration fee not to exceed \$75 (\$100 for degree students, \$10 for Veterans) within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for books, uniforms and equipment received. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. You shall be liable for the amount, if any, by which the documented cost for books and equipment exceeds the prorated refund amount. The documented cost of the books and equipment may be less than the amount the school has charged in the contract. In any event, you will never be charged for more than the books and equipment received as stated in the contract.

## **Refunds after Withdrawal from Program**

Hamilton College will apply a **pro rata refund policy** for students who withdraw or are terminated from their training before completing 60% of their program. Under the 60% pro rata refund

calculation, Hamilton College will retain only the percentage of charges proportional to the period of enrollment completed up to the 60% or less by the student.

After completing more than 60% of the program, Hamilton College will retain 100% of the charges for the enrollment period. The percentage of the period of enrollment completed by the student is calculated by dividing the total number of program hours in the period of enrollment into the number of scheduled hours completed in the period as of the student's last date of attendance. A refund is calculated using the following steps:

1. Determine the tuition institutional charges for the period of enrollment.
2. Divide the tuition charges by the total number of hours in the period of enrollment to determine charges per hour.
3. The total institutional charges are calculated by multiplying the total scheduled hours completed as of the student's last date of attendance by the tuition charges per hour, and then adding costs for the registration fee, STRF fee (if applicable), and those administrative charges listed in the School Catalog under the section titled Other Fees, as applicable.

The refund will be any amount in excess of the total institutional charges (calculated in step 3) against the total payment paid to the College. The amount not paid by the student for the total institutional charges is the amount the student owes to the College.

**If the amount that you paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the date of determination of your withdrawal/termination. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay the balance.**

### Refund Examples

1. **Student completed 60% or less of the program:** A student enrolled in a 720 clock hour program, but was terminated after completed 200 clock hours. The student paid \$1,500 as of the withdrawal date (charges listed below):

Tuition:	\$4,200.00
Registration Fee:	75.00
STRF Fee	35.00

- (a) Tuition charges per hour is \$5.83 (\$4,200.00 divided by 720 Clock Hours)
- (b) Total institutional charges equal \$1,276.67 [\$1,166.67 (\$5.83 x 200 Hours) + \$75.00 registration fee + \$35.00 STRF fee]
- (c) Refund amount is \$223.33 (\$1,500 - \$1,276.67)

2. **Student completed more than 60% of the program:** A student enrolled in a 720 clock hour program but was terminated after completing 600 clock hours. The student paid \$3,000 as of the withdrawal date (charges listed below):

Tuition	\$4,200.00
Registration	75.00
STRF Fee	35.00

- (a) Tuition charge per hour is \$5.83 (\$4,200.00 divided by 720 Clock Hours)
- (b) Total institutional charges equal \$4,310.00 (\$4,200 + \$75.00 registration fee + \$35.00 STRF Fee); total institutional charges must be paid by student because he or she completed more than 60% of the program
- (c) Balance owed by student is \$1,310.00 (\$4,200.00 + \$75.00 + \$35.00 - \$3,000.00)

**The maximum, non-refundable registration fee for veterans and eligible persons is \$10; any registration fee in excess of \$10 is subject to prorated refund. Additionally, the 100 percent pro-rata refund policy will apply for veterans and eligible persons.**

### **Refund Policy for Foreign I-20 Students**

You have the right to withdraw from a program of instruction at any time. If you withdraw after the cancellation period; i.e., up to the seventh day after enrollment, Hamilton College considers the tuition as fully earned; hence, no refunds will be issued. Hamilton College will invoice you for the full amount of the tuition fee if it has not previously been paid in full.

### **Determination of Withdrawal Date (Last Date of Attendance)**

The student's withdrawal date is the last date of physical attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence (LOA) is set retroactively to the last date of attendance before the LOA started.

### **Past Due Accounts**

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good faith effort to catch up with their account in a timely manner, may be subject to disciplinary action.

Any delinquency over sixty (60) days will place the student in jeopardy of termination from the program of study unless mutually satisfactory arrangements are made. If the student fails to comply with the payment arrangement, the account will be turned over to collections and the student will be placed on 30-day probation. If the student's financial status is still not in compliance at the end of probation, the student will be terminated.

Students who have been dismissed for non-payment for tuition will not be re-admitted, but will have to re-enroll after all delinquent tuition payments have been paid in full. Hamilton College reserves the right to withhold a student's diploma, certificate, and transcript for hours or courses completed but not yet paid for. Hamilton College offers students several options for payments of tuition. All students are encouraged to apply for any financial assistance available to them if unable to meet educational costs on their own.

When students must borrow funds to finance their education, Hamilton College provides students with information to assist them in managing their loan effectively. Confidential loan counseling is available upon request.

**STATE OF CALIFORNIA**  
**Student Tuition Recovery Fund (STRF) Disclosures**

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

# **Student Services**

## **Family Educational Rights and Privacy Act**

Hamilton College complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of “tax dependent” students have the right to inspect and challenge the information contained in the student’s record. The college complies with Title IX of the 1972 Educational Amendments, the Equal Opportunity Act of 1972 (title VII) of the Civil Rights of 1964, and Section 504, Rehabilitation Act of 1973. Student information will not be disclosed without the student’s written consent to regulatory agencies and the U.S. Department of Education or to comply with a judicial order or lawfully issued subpoena. The student has the right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed to Family Policy Compliance Office / U.S. Department of Education / 400 Maryland Avenue, SW / Washington, DC 20202-4605.

## **Student Advising/Counseling**

If students encounter any difficulty in progressing satisfactorily through their program, any member of the faculty is available for private advising. Hamilton College welcomes feedback from students regarding policy, instruction, and curriculum. The Campus Director has an open-door policy should a problem occur, as do individual instructors. Students who need professional counseling will be referred to local agencies that specialize with such problems.

## **Tutoring**

Student academic success is essential. Tutoring may be arranged with the students’ Instructor. Reference materials, magazines, computer, internet access, and pertinent publications for use by faculty and students are available on campus.

## **Housing, Child Care, and Transportation**

Hamilton College does not have dormitories, but can provide some assistance in finding suitable and affordable housing near the campus. Students are advised to see the Student Services Department for a listing of available apartments/houses in the geographical area.

Students who need child-care assistance will be referred to the Los Angeles Housing Authority.

Metro Line, MTA, and Foothill Transit are available within walking distance from the campus. Students may be eligible for students discount by completing an application for discounted bus pass by providing proof of enrollment.

## **Release of Student Records/Transcripts**

Hamilton College complies with the Family Educational Rights and Privacy Act of 1974. This act protects the privacy of student's educational records, establishes students' rights to inspect and review their academic records and provides guidelines for correcting inaccurate and misleading data through informal and formal hearings. Written consent is required before education records may be disclosed to third parties.

Copies of unofficial or partial transcripts are available to a student upon request. Official and/or sealed transcripts can be mailed to other institutions upon written request and permission from the students. Students must complete the Request Form to be processed by the Student Services department for receipt of their transcript. A student will be provided one official transcript upon request at no charge. An administrative fee of twenty dollars (\$20.00) will be required to any additional transcripts. Hamilton College will withhold a student's transcript or grades if the student is in default on their tuition contract or is not in good financial standing. If the student has made partial payment to his or her tuition obligation, the institution may withhold only that portion of the grades or transcript that corresponds to the amount of tuition or loan obligation that the student has not paid. If the student's course of study consists of only one course, the institution may withhold the grade(s) or the transcript until the tuition or loan obligation is paid in full. All grades received during a student's enrollment will be reflected on the transcript, including Fail, Withdrawal, or Incomplete.

## **Student Record Retention**

All individual student files are maintained on school premises. Each file contains information relating to the student financially and academically. The College maintains educational records of students for a period of five (5) years in fire-proof file cabinets.

## **Drug and Alcohol Abuse**

Students are expected to treat school personnel and other students with consideration and respect. A student will be suspended or dismissed from the school for serious incidence of intoxication, possession of illegal drugs or alcohol upon school premises, improper or sexual behavior, behavior creating a safety hazard to other persons at school, and disobedient or disrespectful behavior to staff or faculty members. Hamilton College fully supports Drug-Free Schools and Communities Act and forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere on campus. Anyone in violation of state, federal, or other local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and campus disciplinary action. Listed are various public organizations which provide professional counseling regarding drug addiction and rehabilitation in Los Angeles County:

- National Council on Alcoholism & Drug Dependency: 213-384-0403
- Women's and Children Crisis Hotline: 562-945-3939
- Suicide Hotline: 800-255-6111

## **Conduct and Dress Code**

Students are expected to treat school premises with consideration, keep the student lounge neat and clean. They must not put graffiti on walls, equipment, or furniture. At the discretion of the Campus Director, a student may be dismissed from school for any serious incident. Possession of weapons on school premises, behavior creating a safety hazard to others, disobedient or disrespectful behavior to others will result in dismissal.

Student should remember that they represent the College at all times. Any student not conducting himself or herself in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either suspension or dismissal from classes.

All students should dress in a manner consistent with standards observed in a business office, i.e., casual business attire. The Medical Assistant and Massage Therapy programs require a regulation uniform.

## **Sexual Harassment**

Hamilton College provides a work and learning environment that is pleasant, healthful, comfortable and free intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort—verbal, physical, and visual—will not be tolerated. Sexual harassment consists of overt activity of sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- Demands for sexual favors, accompanied by threats concerning an individual's employment status.
- Verbal, written, or graphic communication of sexual nature.

All employees, particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee who becomes aware of an incident of harassment whether by witnessing the incident, or being told of it, must report it to his or her immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware the harassment, might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Students should immediately report, in writing or orally, any incident in which he or she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his or her instructor, the student must contact the Chief Academic Officer or Campus Director.

## **Grievance Procedures**

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, the College urges both students and staff to communicate any problems that arise directly to the individuals(s) involved.

Persons seeking to resolve problems or complaints should:

1. Contact the Instructor in charge (if it is an academic issue) or Student Services (if it is a school services issue) within a week of occurrence.
2. If not resolved, contact the Program Director within a week.
3. If the problem cannot be resolved in this manner, the Campus Director should be contacted confidentially in person, an email or in writing within a week of complaint.
4. If the student is still not satisfied with the corrective action(s) provided, he or she may write or call the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833; [www.bppe.ca.gov](http://www.bppe.ca.gov); Toll Free: 1 (888) 370-7589, Telephone Number: (916) 431-6959; Fax Number: (916) 263-1897.

## **Career/Placement Services**

Placement assistance is provided to active students and alumni at no charge. However, the college cannot guarantee employment or level of income. The following are services provided:

- Interview Workshop
- Job Search Workshop
- Employment Retention
- Resume Workshop
- Self-Improvement

In the job search process, students are assisted by the placement department to fax, email, or mail out resumes. Students also have access to computer and internet in the library.

# ACADEMICS

# Academic Policies

## Change of Program

Hamilton College reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials, and books necessary to remain current with industry standards and advancements in technology. Any changes in tuition will not affect those students already enrolled.

## Clock- Hour/Quarter Credit Unit System

A clock-hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work. Hamilton College adopts the conversion of clock hours to quarter credit units. Hamilton College uses the following formula to convert clock hours to quarter credit units: 10 hours of Classroom/Lecture equal one (1) quarter credit unit; 20 Hours of Laboratory Instruction equals one (1) quarter credit unit; and 30 hours of work-based (externship) activities equals one (1) quarter credit unit.

## Grade Point Average (GPA) Calculation

GPA calculations will be based upon the following model:

$$\text{Quarter Credit Units} \times \text{Grade} = \text{Quality Points}$$

Example:

Class/Subject	Clock Hours	Quarter Credit Units		Final Grade	Quality Points
Word Processing I	60	1.60	x	A (4) =	6.40
Introduction to Computers	45	1.20	x	B (3) =	3.60
Electronic Spreadsheet	75	2.00	x	C (2) =	4.00
Principles & Practices of Accounting	120	3.20	x	A (4) =	12.80
<b>Totals</b>	<b>300</b>	<b>8.00</b>			<b>26.80</b>

$$\text{Cumulative Grade Point Average (GPA)} = \text{Total Quality Points} \div \text{Quarter Credit Units}$$
$$\text{GPA} = 26.80 \div 8.00 = 3.35$$

## SCHOLASTIC REGULATIONS

### Satisfactory Academic Policies

- The school's grading system for each subject in all programs is as follows:

90-100%	(A=4.0)
80-89%	(B=3.0)
70-79%	(C=2.0)
65-69%	(D=1.0)
64% or below	(F=0)
INC	Incomplete (No Points Assigned)
- Grade point average requires for certifying completion of each course is a passing grade of C (2.0) or 70%. Upon successful completion, a diploma or certificate will be awarded.

3. Termination due to Unsatisfactory Grade or Progress – Students must maintain a cumulative GPA of 2.0 (C or 70%) or better to maintain satisfactory progress. Students whose GPAs fall below 2.0 are placed on academic probation. Students will be required to attend make-up classes or tutoring to assist them to attain the minimum GPA. Students have 60 days to attain the required minimum 2.0 GPA; otherwise, they will be terminated due to unsatisfactory grade or progress. Hamilton College does not permit veterans and eligible persons to have more than two terms on probation.
4. Re-Entry Procedure—Any student wishing to re-enter Hamilton College must first obtain and complete a re-entry clearance form, which shall be reviewed by the Campus Director and the individual Program Director. Additionally, students who were dismissed or terminated must present a written appeal demonstrating evidence that the condition(s), which caused the dismissal/termination, have been rectified before re-entry shall be considered.

If a student is terminated for being in non-compliance of financial obligations, the previous account balance must be settled first and/or payment arrangement should be made before the student is officially reinstated.

5. Course Incomplete – Students have 30 calendar days to complete the requirements of an incomplete grade; otherwise, they will receive an F (Fail) grade. Students whose programs require externships must clear their Incomplete grades prior to the commencement of their externship training.
6. Withdrawals – The College does not allow subject or class withdrawals within a modular program. The Chief Academic Officer or instructor must approve all other withdrawals.
7. Course Repetitions - Both the original and the repeated classes are counted as classes attempted. In computing the grade point average, the average grade of the two classes will be used.
8. Non-credit Remedial Courses - Hamilton College may offer non-credit remedial courses.
9. **Class Cuts** – Hamilton College does not tolerate students who cut classes. When students have a pattern of cutting classes, they will be advised, suspended, or terminated.

## **Suspension & Dismissal**

A student whose enrollment is terminated for unsatisfactory attendance, academic performance, or personal behavior will not be allowed to re-enter the College for at least thirty (30) days from the last date of attendance. Students with unsatisfactory attendance are ineligible to return if they have exceeded 150% the length of the program attended. Cheating and plagiarism are grounds for immediate dismissal. Student must request the appeal in writing to the Campus Director. The Campus Director, in conjunction with two other staff members, will comprise an appeal committee. The committee has discretionary decision authority. Policy exceptions may be made if, in the judgment of the committee, extreme mitigating circumstances warrant change. The decision of the committee is final.

## **Appeal Process**

Students are allowed to appeal enrollment termination due to extenuating circumstances. The student must request the appeal in writing to the Campus Director/Program Director. The Campus Director/Program Director, in conjunction with two other staff members, will comprise an appeal committee. The committee has discretionary decision authority. Policy exceptions may be made if, in the judgment of the committee, extreme mitigating circumstances warrant change.

## **Reinstatement**

After the appeal, the Campus Director may reinstate students who have been suspended or dismissed. If the appeal is accepted, the student shall be notified of the reinstatement along with any special terms of reinstatement required by the Campus Director. Students who were dismissed/terminated due to unsatisfactory progress must be evaluated after 30 days to determine if he or she is making progress; that is, meeting the 2.0 GPA and the 80% attendance.

## **Graduation Requirements**

Students will receive a Diploma at graduation. To graduate, a student must have:

- Maintained cumulative attendance of 80% or better throughout the program;
- Maintained a cumulative grade point average of 2.0 or 70% (C) or better; and,
- Have paid the tuition in full.

Diplomas and final transcripts are issued within four to six weeks of the completion date.

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

“The transferability of credits you earn at Hamilton College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Degree, Diploma, or Certificate you earn in \_\_\_\_\_ is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hamilton College to determine if your credits or degree, diploma or certificate will transfer.”

### **Transfer of Hamilton College Credit to Other Institutions**

A clock hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution (i.e., Hamilton College), decides whether to accept credits for transfer. There is no guarantee that other degree-granting institutions will accept Hamilton College credits towards degree requirements.

Accredited, degree-granting institutions usually have policies on accepting credit for transfer. These include such academic factors as course equivalencies, grade, comparability, course level, content, applicability toward a degree or major, and course program prerequisites. Most often, when accepted for transfer, credits are applied towards elective requirements.

To facilitate transfer of Hamilton College credits to other institutions or colleges, the college provides the following to graduates:

- Official transcripts sent under seal to the institution requested by the graduate upon request.
- Course descriptions (found in this catalog and/or in the course study guides)
- Detailed course syllabi (found in the course study guides)

Please e-mail or call the Campus Director for assistance with any of these items. A transcript request form is available upon request.

The college cannot control the transfer for credits to other institutions and makes no guarantees or promises that the graduate will be successful in this endeavor.

### **Experiential Credit**

Hamilton College does not provide awards for prior experiential learning.

### **Transfer Credit Evaluation Appeal**

Students who wish to appeal the evaluation of transfer of credit must write a letter within to the Campus Director within 10 business days after receiving the evaluation. The letter must include:

- The name(s) of the previous institution(s) attended, the name and number of each course for which the students was denied transfer of credit, and the date(s) of enrollment in each course.
- A copy of the catalog description (from the appropriate year) for each course in question.
- A copy of the syllabus or course outline (from the appropriate year) for each course in question.
- A statement indicating why the credit(s) should be accepted.

## **ATTENDANCE POLICIES**

### **Attendance & Tardiness Policy**

The institution places upon students the same demands that an employer will place them as employees. Students are expected to be on time for each class session and remain in class for the entire session. They must meet the minimum cumulative attendance of 80% on each module/class. When students are absent from class, the student should call the school prior to the start of class with an explanation of why they will not be in class that day, and when can the college will expect their return. A student will be terminated after 21 consecutive class days of unexplained absences.

**Absence:** Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Campus Director. All other absences will be considered unexcused.

**Tardiness:** A student is considered tardy for class if he or she arrives later than 15 minutes after THE SCHEDULED START OF CLASS AND LEAVING EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. A TARDY STUDENT WILL BE MARKED AS BEING TARDY. Any combination of three (3) documented periods of tardiness may be considered as one (1) unexcused absence.

If student comes to class 30 minutes later than scheduled or leave 30 minutes prior, he or she may be marked absent. Credit will be given for the time attended, however, towards make-up time. The cumulative attendance information is contained on the progress report for modular enrollees given to all students each month. If students do not agree of the attendance date, students must submit a written appeal to the Campus Director within one week of the progress report distribution. At the end of the month after the module and date, the module attendance date becomes permanent and can no longer be challenged.

### **Attendance Probation Policy**

**Interruption for Unsatisfactory Attendance:** Students are expected to maintain a cumulative attendance average of 80% or better on each academic quarter. Any student not meeting the minimum attendance requirements in the program will be placed on Attendance Probation. The length of probation shall be for the period of 30 days. Students on attendance probation must sign an academic plan to attend make-up classes before or after class, including weekend. The probation period may be extended at the sole discretion of the Campus Director. If the student does not achieve satisfactory attendance progress, he or she will be dismissed from the program. For VA and eligible persons, the DVA will be notified in writing.

In the case of international I-20/F-1 students, failure to regularly attend classes may result in notification to SEVIS/SEVP Department of Homeland Security, Immigration and Customs Enforcement (ICE) of dropped students and of dropped student status, and non- enrollment.

### **Make-Up Work**

Make-up work must be scheduled with the students' instructor to ensure proper credit. Student must make up work for proper credit towards graduation. Make-up assignments and/or tests will be given to those who need to make up academic grades or attendance. However, hours of make-up work cannot be accepted as hours of class attendance. Students have 10 school days after the ending date of the class/subject to make up for academic grades or attendance. Otherwise, students will receive an F grade for that class. Students will be required to repeat the class and/or terminated from the school.

### **Leave of Absence Policy**

A leave of absence (LOA) may be limited to a specified amount of days (not to exceed 60 days), unless the student is subject to jury, active military duty, pregnancy, health conditions and/or family medical leave which are conditions that would cause the leave to exceed 60 days. The College will also take into consideration unforeseen circumstances upon approval of appropriate documentation, in which case the student may take a maximum of 180 days of leave of absence within the program during one academic year.

A student must fill-out an "LOA Request Form" and turn it in to the Campus Director for approval. Student's leaves of absence, Holidays, winter breaks, in-service days, days when the school is closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his or her program of study within the maximum time frame, the student must be dropped from the training program.

**A student will be terminated when he or she fails to return from a Leave of Absence. The withdraw date will be the last date of attendance on record.**

# **Career Programs**

## **Degree Programs**

Associate of Science in Business Administration  
Associate of Science in Computer Information Technology  
Associate of Science in Manufacturing Technology  
Associate of Science in Networking Technology  
Associate of Science in Web Development

## **Non-Degree Programs, Medical Field**

Massage Therapist  
Medical Assistant  
Vocational Nurse Training Program

## **Non-Degree Programs, Computer Field**

Advanced Computer Office Management  
Computerized Office Management  
Introduction to Computers

## **English Program**

English as a Second Language

## The Associate Degree Programs

Hamilton College takes the leadership in offering and awarding of degrees in different disciplines. It is our goal that our students earn the Associate of Science degree with emphasis on computer skills in Business Administration, Computer Information Technology, Manufacturing Technology, Networking Technology, or Web Development. The courses of study at Hamilton College would require a minimum of 60 credit hours divided into two parts: 45 credit hours or more in the major field of study with core courses and 15 credit hours or more in General Education courses from the humanities, basic sciences, behavioral sciences, English, history, and mathematics.

The requirements for admission to the Associate Degree Programs would include a High School Diploma or GED equivalent.

Approximately 25% of the course work required for the Associate of Science degrees is from General Education courses. A sample of course offerings includes those from the Basic Sciences and Mathematics, the Behavioral Sciences, English, Speech and Writing Composition, Environmental Studies, Psychology, Social Sciences, History and Education.

The method of instruction is by lecture, lab and external hours totaling a customary 18 credit hours per semester (16 credit hours to 20 hours per semester for full time students); although the minimum requirement for full time is 15 credit hours unless exigent and special circumstances require consideration for individual circumstances. The time required for graduation would be a minimum of four semesters over a period of approximately two to three years.

Graduation requirements include 45 hours of Computer Science and/or Business courses and 15 hours of General Education Courses. No more than twenty (20) semester credit hours of coursework may be accepted from another instruction. All degree candidates must be approved by the Chairperson of the Computer Science or Business School, the Dean of Academics (CAO) of the College, and the College Chief Executive Officer or his/her designee, or any two of the three. Students may receive "Honors" designation as appropriate. Any student who is not granted an Associate of Science degree from the College may be designated a graduate of a Computer Science or Business Program and receives a Certificate or Diploma upon completion if otherwise qualified by his/her student record in the opinion of the Chairperson of the Computer Science/Business Program. In no case will a degree or Certificate or Diploma be offered, however, if there is an outstanding unpaid balance due to the College, unless financial arrangements have been made, approved by the owner of the College.

This program will permit the Associate of Science degree holder to go into any entry-level position of employment or higher in some cases. Employment opportunities include becoming:

- 1) an instructor or assistant in a computer learning school;
- 2) entry or higher level position in the public sector or private business in a job pertaining to Business Administration, Computer Information Technology, Manufacturing Technology, Networking Technology or Web Development;
- 3) Computer programmer or assistant computer programmer;
- 4) Web designer;
- 5) Computer networking in public institutions or small businesses;
- 6) Assistant computer networking in larger public institutions or businesses;
- 7) Owner/operator in a private computer business;

- 8) Computer management in professional offices such as medical offices, law offices, tax preparation offices, engineering applications and many others;
- 9) A teaching assistant in a Bachelor of Arts or Science Degree Program;
- 10) An entry-level position in a computer designer position in computer hardware or software development, research, and web development.

### LIST OF GENERAL EDUCATION COURSES

Course Number	Course Name/Title	Semester Credit Units
CHEM 11	Inorganic Chemistry (with Lab)	4
CHEM 12	Organic Chemistry (with Lab)	4
ECO 201	Principles of Economics	4
ECO 301	Introduction to Macro Economics	3
ECO 302	Micro Economics	3
ENG 101	English Grammar and Composition I	3
ENG 102	English Grammar and Composition II	3
ENG 201	Speech and Public Speaking	3
ENG 202	Reports and Technical Writing	3
ENG 210	Business Communication	3
ETH 101	Ethics	3
GEOG 11	Geography	3
GEOL 11	Geology I	3
GOV 101	U.S. Government	3
HIS 100	U.S. History	3
HIS 120	World History	3
HIS 200	Asian Studies	3
LIT 101	English and American Literature	3
LIT 202	Western World Literature	3
MATH 11	College Algebra	3
MATH 12	Advanced College Algebra	3
MATH 13	Business Mathematics	3
MATH 15	Linear Algebra	3
MATH 21	Analytic Geometry	3
MATH 22	Differential Calculus	3
MATH 23	Integral Calculus	3
MATH 24	Statistics	3
MUS 101	Fundamentals of Music	3
PHL 101	Introduction to Philosophy	3
PHL 102	Logic and Critical Thinking	3
PHYS 11	College Physics I (with Lab)	4
PHYS 12	College Physics II (with Lab)	4
POL 101	Political Science I	3
PSY 101	General Psychology	3
PSY 201	Educational Psychology	3
SCI 101	Biology	4
SCI 120	Zoology	3
SOC 201	Introduction to Sociology	3
SOC 202	Cultural Diversity in the Workplace	3
SPN 101	Fundamentals of Spanish	3
SPN 102	Spanish Literature	3

## GENERAL EDUCATION COURSES- COURSE DESCRIPTION

**CHEM 11      *Inorganic Chemistry (with Lab)*      *4 Sem. Credit Units***

*Prerequisite: None*

This course provides students with the systematic description of the properties and chemical transformations of matter. Using the periodic table as a guide, reaction types will be studied so that the large body of chemical facts will be put in perspective. Laboratory experience is required for the course.

**CHEM 12      *Organic Chemistry (with Lab)*      *4 Sem. Credit Units***

*Prerequisite: CHEM 11*

This is a course that deals with a systematized study of the nomenclature, structure, reactions and synthesis of organic compounds, including qualitative organic analysis and organic reaction mechanisms. Laboratory experience is required in this course.

**ENG 101      *English Grammar and Composition I*      *3 Sem. Credit Units***

*Prerequisite: None*

This course deals with the parts of speech, grammar and writing. It focuses on the practice of the fundamentals of the writing process in personal and expository writing. Emphasis is on writing for a particular audience, sentence structure, and revising and editing.

**ENG 102      *English Grammar and Composition II*      *3 Sem. Credit Units***

*Prerequisite: ENG 101*

The course deals with the mechanics of punctuation, clauses, and compound sentences. Students continue to learn the elements of academic writing such as term papers, with emphasis on technique and style. It includes a research component and refining of skills.

**ENG 201      *Speech and Public Speaking*      *3 Sem. Credit Units***

*Prerequisite: ENG 102*

This course discusses the basic elements of Speech. Public Speaking meets the needs of people who wish to improve their ability to prepare and deliver effective oral presentations before an audience. This fundamental speech course emphasizes creation of ideas, audience analysis, organization skills and delivery techniques. Aside from writing speeches for different occasions, students will extemporaneously deliver a variety of speeches including informative and persuasive type speeches.

**ENG 202      *Reports and Technical Writing*      *3 Sem. Credit Units***

*Prerequisite: ENG 101 and ENG 102*

Students learn the elements of technical writing, ranging from the simple memorandum to the long, complex technical research report. The course is designed for students in professional, business, technical, and scientific programs.

**ENG 210      *Business Communication*      *3 Sem. Credit Units***

*Prerequisites: ENG 101 and ENG 102*

Good communications is universal and essential in all business. The Business Communications student will learn the forms of business communications, verbal and non-verbal communications and the challenging need for excellence in communication. The newest forms of sending messages via e-mail, the Internet, fax, long distance- as well as more common forms of communicating messages from point A to point B, such as the typewritten word and the US mail system- are covered. The course covers writing letters, proposals, resumes, application letters, memos, intercultural messages and more. Communicating good news as well as bad news is covered. The fundamentals of proper business writing, usage of grammar, format, style and layout of business documents are presented. The student will be graded on how well he/she uses correct grammar to solve today's multi-faceted business problems using varied forms of communication.

***ETH 101 Ethics***

***3 Sem. Credit Units***

***Prerequisite: None***

This course provides an introduction to those problems of philosophy that are problems of *moral* philosophy, or ethics. It examines certain problems that arise such as cultural relativism, subjectivism, and the role of values and character in society. The course will consider several historically important and still-prominent theoretical approaches to ethics that purport to provide systematic procedures for answering questions about right and wrong; likewise for a variety of important moral issues such as famine relief, euthanasia, abortion, and genetic engineering. Throughout, the course will seek not so much to form judgments about specific moral issues but to improve our thinking about the considerations that may count as reasons for and against the moral judgments we are tempted to make.

***GEOG 11 Geography***

***3 Sem. Credit Units***

***Prerequisite: None***

This course contains a focus on several concepts throughout the curriculum of geography. World Geography includes studies in the economic, physical, cultural, and thematic areas. Students will be expected to do presentations, research various topics, and participate in daily activities and assignments. The focus throughout the course will be from the National Geography Standards.

***GEOL 11 Geology***

***3 Sem. Credit Units***

***Prerequisite: None***

Students will study the geologic materials and processes that shape our earth and environment as they relate to our everyday lives. Topics include: global tectonics; earthquakes and other geologic hazards; glacial, river and coastal processes that form our landscapes; water, mineral and energy resources; and waste disposal and pollution.

***GOV 101 U.S. Government***

***3 Sem. Credit Units***

***Prerequisite: None***

This course analyzes the organizational structure and operational dynamics of the U.S. national and local government and an examination of the U.S. Constitution, including principles and theories supporting it. The course examines the three branches of the government and become familiar with the different agencies that support them.

***HIS 100 U.S. History***

***3 Sem. Credit Units***

***Prerequisite: None***

This course introduces major themes in the social, cultural, political and economic history of the United States from the European discovery of the New World to the Civil War. Students will learn how early Americans created, defined, and organized their nation. Students will examine topics such as regionalism, the creation of state and federal governments, the impact of industrialization, westward expansion, sectionalism and slavery, and the role that race, class, and gender play in U.S. History. When reading about the past, students should keep an open mind and realize that America's history was not foreordained; the early history of the United States enables students to evaluate the changing meaning and obligations of citizenship and the relevance of history to their everyday life.

***HIS 120 World History***

***3 Sem. Credit Units***

***Prerequisite: None***

The course emphasizes relevant factual knowledge used in conjunction with leading interpretive issues, types of historical evidence, and appropriate analytical skills. Focused primarily on the past 1,000 years of the global experience, the course builds on an understanding of cultural, institutional, and technological precedents that, along with geography, set the human stage prior to 1000 CE. Rather than focusing on continents or states, the course studies cultural regions or civilizations. Periodization or how past eras were structured forms the organizing principal for dealing with change and continuity. Themes provide further organization to the course, along with constant attention to contacts among societies that form the core of world history.

***HIS 200 Asian Studies***

***3 Sem. Credit Units***

***Prerequisite: None***

This course introduces students to the geography, history, and cultures of Asia while also familiarizing students with various approaches and methods for the study of this region in the humanities and social sciences. We will examine the area stretching region in the humanities and social sciences. We will examine the area stretching from Pakistan in the west to Japan in the east, and from the steppes north of the Great Wall to the southern tip of the Indian subcontinent. The goal of this course is to give students a foundation in the subject matter and approaches of Asian studies.

***LIT 101 English and American Literature***

***3 Sem. Credit Units***

***Prerequisite: None***

This course introduces students to English and American Literature, their history and development and their rich variety of forms and techniques. It surveys English and American literature from its beginning to the present. Through a critical examination of these literary works, students will develop a deeper understanding of some of the main issues and movements that shape English and American culture as we see it today.

***LIT 202 Western World Literature***

***3 Sem. Credit Units***

***Prerequisite: None***

This course studies the representative works of world literature from Antiquity, the Middle Ages, and the Renaissance. The course emphasizes the study and consideration of the literary, cultural, and human significance of selected great works of the Western and non-Western literary traditions. An important goal of the class is to promote an understanding of the works in their cultural/historical contexts and of the enduring human values which unite the different literary traditions. The course's pedagogy gives special attention to critical thinking and writing within a framework of cultural diversity as well as comparative and interdisciplinary analysis.

***MATH 11 College Algebra***

***3 Sem. Credit Units***

***Prerequisite: None***

The design of this course is to provide a solid foundation in algebra for students who have moderate to no previous experience with algebra, as well as to help students succeed with non-mathematical courses that require an understanding of algebraic fundamentals. The concepts examined in this course will include a review of mathematical principles, equations, problem solving, graphing, real world applications, critical thinking, decision making and geometrical functions.

***MATH 12 Advanced College Algebra***

***3 Sem. Credit Units***

***Prerequisite: MATH 11***

A student in this course will analyze and graph functions, including constant, linear, absolute value, square root, polynomial, rational, exponential, and logarithmic functions and non-functions; solve equation and inequalities, including polynomial equations, exponential equations, logarithmic equations, systems of linear equations and systems of linear inequalities; and analyze and create algebraic and numerical patterns.

***MATH 13 Business Mathematics***

***3 Sem. Credit Units***

***Prerequisite: None***

A course in business mathematics teaches basic math skills for financial situations. A student will learn how to calculate payroll, asset valuation, interest and retail evaluations. This course is usually a requirement for students interested in pursuing a degree in finance, business administration, marketing or accounting.

***MATH 15 Linear Algebra***

***3 Sem. Credit Units***

***Prerequisite: MATH 12***

Students study systems of linear equations, matrices, and determinate, as well as finite dimensional vector spaces, inner product spaces, linear transformations, eigenvalues, and eigenvectors. Applications include curve fitting, network analysis, Cramer's rule and differential equations.

**MATH 21**      *Analytic Geometry*

**3 Sem. Credit Units**  
**Prerequisite: MATH 12**

Emphasis is on the study of analytic geometry and calculus in three dimensions. Topics include solid analytic geometry, partial derivatives, multiple integrals, and topics in vector analysis such as Green's theorem, the divergence theorem, surface integrals and Stokes theorem.

**MATH 22**      *Differential Calculus*

**3 Sem. Credit Units**  
**Prerequisite: MATH 21**

The course deals with the applications of techniques include extreme value problems, motion, graphing, and other topics as time allows. Topics include derivatives and applications, differentiation of transcendental functions, and introduction to integration and applications.

**MATH 23**      *Integral Calculus*

**3 Sem. Credit Units**  
**Prerequisite: MATH 22**

Topics in this course include definite integrals and areas, the Fundamental Theorems of Calculus, substitution, integration by parts, other methods of integration, numerical techniques, computation of volumes, arc length, average of a function, applications (to physics, engineering, and probability), separable differential equations, exponential growth, infinite series, and Taylor series.

**MATH 24**      *Statistics*

**3 Sem. Credit Units**  
**Prerequisite: None**

The course covers the organization and analysis of data, frequency distribution, average, measures of variability, probability, counting techniques, normal distributions, sampling methods, estimation, confidence intervals, hypothesis tests, significance levels, z-scores, t-scores,  $\chi^2$  test, regression and correlation, and analysis of variance. This course includes the use of computers (Excel) to analyze statistical data.

**MUS 101**      *Fundamentals of Music*

**3 Sem. Credit Units**  
**Prerequisite: None**

This course introduces students to music theory and application: rhythm, meter, scales, intervals, triads and musical terminology; development of aural and keyboard skills.

**PHL 101**      *Introduction to Philosophy*

**3 Sem. Credit Units**  
**Prerequisite: None**

This course serves as an introduction to philosophy. It has two aims. First, it will introduce you to a number of topics such as the existence of God, skepticism, and free will that have attracted serious attention from great philosophers. The second goal of the course is to learn clear and precise thinking. Learning how to write philosophically will develop skills useful in any academic context.

**PHL 102**      *Logic and Critical Thinking*

**3 Sem. Credit Units**  
**Prerequisite: ENG 101**

The perspective of this course is that logic and critical thinking are essential components of any degree program. Students will examine the characteristics of highly logical people and explore the importance of creativity for individual growth and development as well as for the overall health of our society. The course will examine ways to encourage logic and critical thinking and ways to create challenging and nurturing learning environments. Clinical components of the course involve observation, analysis, and reflection in an authentic setting. The creative writing part builds on the writing and language arts skills the students have acquired through the years. Creative writing focuses both on the writing process and the elements of the short story. All students will be given the opportunity through a variety of types of writing to develop their voice by exploring various genres of writing including short stories, poetry, and journal keeping. Skills in proof reading, peer, editing, and revising are stressed. Critical thinking skills will be enhanced through patterns of language usage and reading.

**PHYS 11**      *College Physics I (with Lab)*      **3 Sem. Credit Units**

**Prerequisites: None**

Students explore kinematics, dynamics, work, energy and power, thermal energy, the study of fluids, circular motion and gravitation. Laboratory experience is required.

**PHYS 12**      *College Physics II (with Lab)*      **3 Sem. Credit Units**

**Prerequisites: None**

Topics for this course include properties of electric and magnetic fields and simple DC circuits. Laboratory experience is required.

**POL 101**      *Introduction to Political Science*      **3 Sem. Credit Units**

**Prerequisite: None**

This course will serve as an introduction to the American political system. The three branches of the national government and the roles of political parties, elections, public opinion, interest groups, and other political actors will be addressed.

**PSY 101**      *General Psychology*      **3 Sem. Credit Units**

**Prerequisite: None**

General psychology is a course that provides the biological basis of behavior, sensation, perception, learning, memory, motivation, emotion, personality, stress, as well as abnormal, developmental and social psychology. Students will review and discuss the scientific nature of contemporary psychological investigation.

**PSY 201**      *Educational Psychology*      **3 Sem. Credit Units**

**Prerequisite: None**

This course will explore theory and research in the field of educational psychology with an emphasis on child development, learning, motivation, at risk students, and classroom management. Students will learn (1) how students differ, (2) how students learn, (3) what motivates student's behavior, and (4) how to best assess student progress.

**SCN 110**      *Biology*      **3 Sem. Credit Units**

**Prerequisite: None**

The course covers the study of life and matter that makes up living organisms. The first part puts emphasis on cellular biology: how matter is organized into cells, how cells function, nucleic acids, and the genetic laws that govern, how characteristics are passed from generation to generation. The next part involves the study of the five kingdoms of living organisms: Monera (bacteria), Protista (protozoans), Fungi (mushrooms and molds), Plantae (plants), and Animalia (animals). Microscope and dissection laboratory experiences supplement their studies.

**SCN 120**      *Zoology*      **3 Sem. Credit Units**

**Prerequisite: None**

This course presents a panorama of animal life and how animals function, live, reproduce and interact with their environment and man. The zoological principles discussed will convey a conceptual unity to the knowledge about animals and their relationship in a dynamic world.

**SCO 201**      *Introduction to Sociology*      **3 Sem. Credit Units**

**Prerequisite: None**

In this course students will learn about the concepts, theories, and methods that sociologists use in their struggle to understand social groups, culture, social control, crime, social stratification, and social institutions. At the conclusion of this course you should be able to (1) define important sociological concepts; (2) describe major sociological perspective and theories; (3) explain the importance of social class, race/ethnicity, gender, age, and religion in structures and social interaction create, maintain, and change social behavior. The

sociological insight gained from this course will help students choose the best course of action when faced with complex and difficult social and political decision in this rapidly changing world.

**SCO 202**      ***Cultural Diversity in the Work Place***

**3 Sem. Credit Units**

***Prerequisite: None***

This course is designed to make the student think about diverse individuals in the workplace to include race, religion, male/females, and country of origin. Each of us brings to the workplace a uniqueness that is not replicable. A depth of exploration is essential to success. The course will also examine the leadership skills and abilities needed to manage a multicultural workforce. A primary focus is placed upon the workplace impact of various historical, social, and cultural experience/ perspectives related to gender, age, ethnicity, and disability. Workforce issues related to the diversity of the American consumer and global consumer impact on the United States are analyzed.

**SPN 101**      ***Fundamentals of Spanish***

**3 Sem. Credit Units**

***Prerequisite: None***

This course provides an introduction to the Spanish language through the development of listening, speaking, reading, and writing skills. It also examines the cultures of Spanish-speaking people throughout the world. Classroom instruction includes the study of the parts of speech in Spanish.

**SPN 102**      ***Spanish Literature***

**3 Sem. Credit Units**

***Prerequisite: None***

This course explores the literary works of selected authors as well as selected books and manuscripts written in Spanish.

## ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION

The Associate of Science in Business Administration program is designed for students who desire to pursue a career in an office environment performing a variety of tasks that include accounting, office work, personnel, or human resources. Students will receive both lecture and lab/practical skills in a computer-based program. Through group projects and interactions, students develop critical thinking and analytical, problem-solving skills.

The Associate of Science in Business Administration requires 66 Semester Units: 45 Semester Credit Units of Specialty Education and 21 Semester Credit Units of General Education.

Course Number	Course Name/Title	Semester Credit Units
ACC 110	Principles and Practices of Accounting— Service/Merchandising	4
ACC 120	Partnership and Corporation	4
ACC 210	Payroll Accounting	4
ACC 220	Income Tax Preparation	4
ACC 250	Computerized Accounting	5
ACC 310	Cost Accounting	4
BUS 111	Introduction to Business	3
BUS 112	Principles of Business Management	3
CMP 110	Word Processing	4
CMP 120	Electronic Spreadsheets	4
CMP 210	Presentation Graphics	3
CMP 220	Database Systems	3
<b>TOTAL UNITS IN SPECIALTY EDUCATION/CORE COURSES</b>		45
<b>TOTAL UNITS IN GENERAL EDUCATION</b>		21
<b>TOTAL PROGRAM UNITS</b>		66

### General Education Requirements:

Six (6) Semester Units of Communication Skills: ENG 101 and ENG 102, ENG 201, ENG 202, ENG 210

Six (6) Semester Units of Mathematics: MATH 11 and MATH 12, MATH 13, MATH 14, MATH 15, MATH 21, MATH 22, MATH 23, or MATH 24

Six (6) Semester Units of Natural or Physical Sciences: CHEM 11, CHEM 12, PHYS 11, PHYS 12, SCN 101, SCN 120

Three (3) Semester Units of Behavioral or Social Sciences: HIS 100, HIS 150, HIS 200, PSY 101, PSY 201, SCO 201, SCO 202

## ASSOCIATE OF SCIENCE IN COMPUTER INFORMATION TECHNOLOGY

The Associate of Science in Computer Information Technology prepares students to become Oracle Database Administrators or related computer jobs in database management. Students will be trained in Oracle 9i and to prepare them for the four (4) DBA exams. They will also be learning programming using Java Script, Visual Basic, and Visual C++. The program stresses the learning of Linux, Windows XP, and Network Security.

The Associate of Science in Computer Information Technology requires 66 semester units: 45 Semester Credit Units of Specialty Education and 21 Semester Credit Units of General Education.

Course Number	Course Name/Title	Semester Credit Units
CMP 220	Database Systems	4
LIN 100	Linux	4
NS 100	Network Security	4
ORL 100	Introduction to Oracle 9i SQL	4
ORL 200	Oracle Fundamentals I	4
ORL 250	Oracle Fundamentals II	4
ORL 270	Oracle 9i Performance Tuning	5.0
VB 100	Visual Basic	4
VC 100	Visual C++	4
WIN 100	Windows XP	4
WM 230	Java Script	4
<b>TOTAL UNITS IN SPECIALTY EDUCATION/CORE COURSES</b>		<b>45</b>
<b>TOTAL UNITS IN GENERAL EDUCATION</b>		<b>21</b>
<b>TOTAL PROGRAM UNITS</b>		<b>66</b>

### **General Education Requirements:**

Six (6) Semester Units of Communication Skills: ENG 101 and ENG 102, ENG 201, ENG 202, ENG 210

Six (6) Semester Units of Mathematics: MATH 11 and MATH 12, MATH 13, MATH 14, MATH 15, MATH 21, MATH 22, MATH 23, or MATH 24

Six (6) Semester Units of Natural or Physical Sciences: CHEM 11, CHEM 12, PHYS 11, PHYS 12, SCN 101, SCN 120

Three (3) Semester Units of Behavioral or Social Sciences: HIS 100, HIS 150, HIS 200, PSY 101, PSY 201, SCO 201, SCO 202

## ASSOCIATE OF SCIENCE IN MANUFACTURING TECHNOLOGY

The Associate of Science in Manufacturing Technology prepares students to be pillars of the manufacturing industry. Students learn a variety of skills including computer-aided drafting and design, computer-aided manufacturing, CNC programming, and CNC Lathe and CNC Mill operations. The general education requirements of the program prepare students to develop critical thinking and analytical skills.

The Associate of Science in Manufacturing Technology requires 66 semester units: 45 Semester Credit Units of Specialty Education and 21 Semester Credit Units of General Education.

Course Number	Course Name/Title	Semester Credit Units
MFG-101	Measurements and Computation	4
MFG 102	Materials & Procedures in Manufacturing	4
ENGG 11	Engineering Drawing	5
PHYS 21	Physics: Mechanics of Solids	6
CAD 100	AutoCAD I	4
CAD 200	AutoCAD II	4
CNC 100	CNC Programming	4
CAM 100	MasterCAM I	4
CAM 200	MasterCAM II	4
CNC 200	CNC Lathe & CNC Mill	6
<b>TOTAL UNITS IN SPECIALTY EDUCATION/CORE COURSES</b>		45
<b>TOTAL UNITS IN GENERAL EDUCATION</b>		21
<b>TOTAL PROGRAM UNITS</b>		66

### General Education Requirements:

Six (6) Semester Units of Communication Skills: ENG 101 and ENG 102, ENG 201, ENG 202, ENG 210

Six (6) Semester Units of Mathematics: MATH 11 and MATH 12, MATH 13, MATH 14, MATH 15, MATH 21, MATH 22, MATH 23, or MATH 24

Six (6) Semester Units of Natural or Physical Sciences: CHEM 11, CHEM 12, PHYS 11, PHYS 12, SCN 101, SCN 120

Three (3) Semester Units of Behavioral or Social Sciences: HIS 100, HIS 150, HIS 200, PSY 101, PSY 201, SCO 201, SCO 202

## ASSOCIATE OF SCIENCE IN NETWORKING TECHNOLOGY

The Associate of Science in Networking Technology prepares students to become Microsoft Certified System Engineers. Networking professionals work in all sectors of public and private entities. This program prepares students to take and pass MCSE examinations. The specialty courses were developed based on the Microsoft literature related to these topics. The general education requirements of the program prepare students to develop critical thinking and analytical skills.

The Associate of Science in Networking Technology requires 66 semester units: 45 Semester Credit Units of Specialty Education and 21 Semester Credit Units of General Education.

Course Number	Course Name/Title	Semester Credit Units
MS-70290	Managing And Maintaining An MS W/2003 Server Environment	4
MS-70291	Implementing And Maintaining An MS W/2003 Server Environment Infrastructure	2
MS-70293	Planning And Maintaining An MS W/2003 Server Network Infrastructure	4
MS-70294	Planning And Maintaining An MS W/2003 Active Directory Infrastructure	4
MS-70270	Installing, Configuring, And Administering MS W/XP Professional	2
MS-70297	Designing An MS W/2003 Active Directory	4
MS-70229	Designing And Implementing Databases With MS SQL Server 2000 Enterprise Edition Infrastructure	4
WIN 100	WINDOWS XP	4
NS 100	NETWORK SECURITY	4
LIN 100	LINUX	4
CIS 100	CISCO (CCNA)	5
ASI 100	A+ CERTIFICATION	4
<b>TOTAL UNITS IN SPECIALTY EDUCATION/CORE COURSES</b>		<b>45</b>
<b>TOTAL UNITS IN GENERAL EDUCATION</b>		<b>21</b>
<b>TOTAL PROGRAM UNITS</b>		<b>66</b>

### General Education Requirements:

- Six (6) Semester Units of Communication Skills: ENG 101 and ENG 102, ENG 201, ENG 202, ENG 210
- Six (6) Semester Units of Mathematics: MATH 11 and MATH 12, MATH 13, MATH 14, MATH 15, MATH 21, MATH 22, MATH 23, or MATH 24
- Six (6) Semester Units of Natural or Physical Sciences: CHEM 11, CHEM 12, PHYS 11, PHYS 12, SCN 101, SCN 120
- Three (3) Semester Units of Behavioral or Social Sciences: HIS 100, HIS 150, HIS 200, PSY 101, PSY 201, SCO 201, SCO 202

## ASSOCIATE OF SCIENCE IN WEB DEVELOPMENT

The Associate of Science in Web Development prepares students to become Webmasters, Computer Graphic Designers, E-commerce entrepreneurs, and other related positions using the Internet. This program focuses on the enhancement of compelling web pages to reach and attract businesses around the globe.

The Associate of Science in Web Development requires 66 semester units: 45 Semester Credit Units of Specialty Education and 21 Semester Credit Units of General Education.

Course Number	Course Name/Title	Semester Credit Units
NS 100	Network Security	4
WM 200	Adobe Photoshop	3
WM 210	Adobe Illustrator	2
WM 220	FLASH	3
WM 230	DHTML/Dreamweaver	4
WM 240	Java Script	4
ORL 100	Introduction to Oracle 9i SQL	4
ORL 200	Oracle Fundamentals I	4
WM 250	Visual Basic.NET	4
WM 260	Visual C++.NET	4
WM 270	Fundamentals of E-Commerce	4
WM 280	Architecture & Design for E-Commerce	5
<b>TOTAL UNITS IN SPECIALTY EDUCATION/CORE COURSES</b>		45
<b>TOTAL UNITS IN GENERAL EDUCATION</b>		21
<b>TOTAL PROGRAM UNITS</b>		66

**General Education Requirements:**

- Six (6) Semester Units of Communication Skills: ENG 101 and ENG 102, ENG 201, ENG 202, ENG 210
- Six (6) Semester Units of Mathematics: MATH 11 and MATH 12, MATH 13, MATH 14, MATH 15, MATH 21, MATH 22, MATH 23, or MATH 24
- Six (6) Semester Units of Natural or Physical Sciences: CHEM 11, CHEM 12, PHYS 11, PHYS 12, SCN 101, SCN 120
- Three (3) Semester Units of Behavioral or Social Sciences: HIS 100, HIS 150, HIS 200, PSY 101, PSY 201, SCO 201, SCO 202

## COURSE DESCRIPTIONS—DEGREE PROGRAMS

**ACC 110: Principles and Practices of Accounting—Service & Merchandising** 4 Sem. Credit Units  
**Prerequisite: None**

This course prepares students in obtaining accounting job skills in conjunction with generally accepted accounting practices and procedures (GAAP). Students will acquire accounting skills such as identifying debits and credits from source documents, journalizing transactions, posting—recording journal entries to the ledgers, preparing financial statements, completing the adjusting and closing entries, and preparing a post-closing trial balance. Students will complete a series of job-simulated exercises in a service-related business. Bank reconciliation and other banking procedures will be discussed. The accounting cycle and GAAP will be stressed. This course prepares students to work in a merchandising (mercantile) or manufacturing business setting. Students will be using different types of journals and subsidiary ledgers. They will also complete the accounting cycle using a number of job-simulated exercises. Students will also get hands-on practice in computing depreciation and inventory. The study of cost accounting is introduced.

**ACC 120 Partnerships and Corporations** 4 Sem. Credit Units  
**Prerequisite: ACC 100**

This course presents an emphasis on managerial uses of cost information for planning and controlling a business. The role of accounting in providing accurate and ethical information for both short and long-term decision-making will be emphasized. Students will identify and utilize accounting concepts and procedures for partnerships and corporations. Special emphasis will be focused on financial statements, budgeting, and ratio analysis as managerial tools for business decisions.

**ACC 210 Payroll Accounting** 4 Sem. Credit Units  
**Prerequisite: ACC 100**

The course provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

**ACC 220 Income Tax Preparation** 4 Sem. Credit Units  
**Prerequisite: None**

This course will enable students to prepare individual tax returns for the general public, including individual taxpayers who operate sole-proprietorship businesses. At the completion of the course, students will be able to complete most individual non-business and small business (self-employed/Schedule C) tax returns and research tax issues. This course will provide the educational foundation necessary to successfully pass the IRS Competency Exam (Wage and Non-business Income Form 1040 Examination).

**ACC 250 Computerized Accounting** 5 Sem. Credit Units  
**Prerequisite: ACC 110**

The Computerized Accounting course prepares the student in using an accounting software package. The course uses QuickBooks Pro. Students will be trained on principles of accounting, accounts receivable, accounts payable, and payroll. Daily operations, end-of-month procedures, and bank reconciliations are included.

**ACC 310 Cost Accounting** 4 Sem. Credit Units  
**Prerequisite: ACC 110**

Students examine how managers reach company objectives using cost analysis. Topics include cost-volume-profit relationships, cost accumulation studies, profit planning, direct and indirect costing, and cost allocation.

**ASI 100      A+ Certification**

**4 Sem. Credit Units**  
**Prerequisite: WIN 100**

This course covers topics related to hardware and software configuration and testing included in A+ certification exam. Included are microcomputers, displays, storage media, printers, operating systems, buses CD ROMS, Windows configuration, installing and upgrading, diagnostics, test preparation, etc. This course provides the students with complete information related to the A+ certifications using as textbook, The A+ Certification Success Study Guide for Computer Technicians, which is an official A+ certification guide. Passing the A+ certification exam does not represent a condition in passing this module or graduating from the entire program.

**BUS 111      Introduction to Business**

**3 Sem. Credit Units**  
**Prerequisite: None**

The course deals with topics that focus on today's business climate. Topics include areas of business such as marketing, management, finance, small business, globalization, social responsibility, motivation, and current issues that affect business operations.

**BUS 112      Principles of Business Management**

**3 Sem. Credit Units**  
**Prerequisite: None**

The course introduces the fundamentals of business management, including planning, raising capital, using business information, managing employees, and marketing products and services. The course is oriented toward principles needed to operate a small business and is designed for those who may eventually have their own businesses or for those who desire to upgrade their skills in their present businesses.

**CMP 110      Word Processing**

**4 Sem. Credit Units**  
**Prerequisite: WIN 100**

The first part of this course introduces the students to the main concepts of word processing using Microsoft Word. It includes topics like creating a document, saving on disk, printing, using spell check, controlling page layout, and searching and replacing documents. This module also includes a presentation of the advanced topics related to document processing and office automation.

**CMP 120      Electronic Spreadsheets**

**4 Sem. Credit Units**  
**Prerequisite: WIN 100**

This course introduces the students to the main concepts of computerized Spreadsheet using Microsoft Excel. Understanding electronic spreadsheets is new to most students. Students will begin with the very basics of Microsoft Excel, gradually building on techniques that they will learn through the module. After learning how to create a worksheet, some of the concepts students will learn are as follows: formatting, modifying and printing a worksheet, creating and operating databases, manipulating and analyzing the worksheet data, spreadsheet auditing and file management, creating formulas and macros, as well as using graphical interfacing and functions to enhance and automate spreadsheet data. They will also learn to create, sort, and explore data to other office automation packages on the market.

**CMP 210      Presentation Graphics**

**3 Sem. Credit Units**  
**Prerequisite: WIN 100**

Presentation software packages allow individuals to develop materials that are needed to make a presentation to a group of people. This class prepares students to acquire skills in developing presentation materials such as transparency masters, presenter notes, and handouts for group participants.

**CIS 100      CISCO (CCNA)**

**5 Sem. Credit Units**  
**Prerequisite: WIN 100**

Upon completion of this module, students will be able to install, configure and program different internetworking devices. Topics include Internetworking, the OSI model, Data Encapsulation, Layer-2 switching, Spanning-Tree protocol STP, the TCP/IP protocol, IP Addressing, IOS management commands,

Command-line interface, IP routing, Routing Information Protocol (RIP), Static and dynamic virtual LANs or VLANs, the Inter-Switch Protocol (ISL), CISCO routers, backing up and restoring CISCO IOS and configuration, Access Lists, etc.

***CMP 220 Database Systems***

***3 Sem. Credit Units***

***Prerequisite: WIN 100***

This course introduces the students to the main concepts of database management systems using Microsoft Access as a database package. It includes topics such as creating a data file, sorting, indexing, creating entry forms, creating labels and reports, using functions, using memory variables, work areas, accessing information in different data files related to each other. Also, the students will learn about database programming covering topics such as loops, control statements, procedures, functions, menu-driven application designs, etc. Upon completion of this module, students will be able to create and maintain a database. They will also be able to write multiple module database programs.

***LIN 100 Linux***

***4 Sem. Credit Units***

***Prerequisite: WIN 100***

This module covers topics related to the Linux operating system, which is a very popular version of UNIX. This module covers topics like installation, set up, defining users, commands, system administration, etc.

***MS 70229 Designing and Implementing Databases with MS SQL 2000 Enterprise Edition***

***4 Sem. Credit Units, Prerequisite: WIN 100***

Topics include the following: Analyzing the Administrative Structure, Determining Business and Technical Requirements, Designing the Active Directory Forest Structure, Designing the Active Directory Domain Structure, Designing the Organizational Unit Structure for Administrative Purposes, Designing Organizational Units for Group Policy, Designing Accounts Access and Management, Designing the Site Topology, Designing Remote Access, and Analyzing Name Resolution

***MS 70290 Managing and Maintaining an MS W/2003 Server Environment***

***4 Sem. Credit Units***

***Prerequisite: None***

The following topics are studied: Installing, Licensing, and Updating Windows 2003; Configuring Windows Server 2003 Hardware; Managing Users, Groups and Computers; Managing Disks; Accessing Files and Folders; Managing Web Services; Managing Printing; Administering Terminal Services; Optimizing Windows Server 2003; Performing System Recovery Functions, etc.

***MS 70291 Implementing and Maintaining an MS W//2003 Server Network Infrastructure***

***2 Sem. Credit Units, Prerequisite: MS 70290***

The following topics are studied: Windows Server 2003 Networking, Installing and Configuring TCP/IP, Administering Security Policy, Managing IP Security, Managing the Dynamic Host Configuration Protocol, Installing and Managing Domain Name Service, Managing Remote Access Services, Managing User Access to Managing Remote Access Services, Managing IP Routing, etc.

***MS 70293 Planning and Maintaining an MS W/2003 Server Network Infrastructure***

***4 Sem. Credit Units, Prerequisite: MS 70291***

This course prepares the student for the MCSE Exam 70-293. Topics include the following: A Technology Primer in Planning a Network Infrastructure, Planning a TCP/IP Network Infrastructure, Planning a Network Connectivity Strategy, Planning a DNS Strategy, Planning a WINS Strategy, Planning Secure Network Access, Planning Server-Level Strategy, Planning Certificate Services, Planning High Availability Services, Planning Network Monitoring, Remote Administration, Recovery, etc.

***MS-70294: Planning and Maintaining an MS W/2003 Active Directory Infrastructure***

***4 Sem. Credit Units, Prerequisite: MS 70293***

Topics include the following: Overview of the Active Directory, Planning and Installing the Active Directory; Installing and Managing Trees and Forests; Configuring Sites and Managing Replication; Administering the Active Directory; Planning Security for Active Directory; Active Directory Optimization and Reliability;

Planning, Planning, Implementing, and Managing Group Policies; and Software Deployment through Group Policy.

**MS 70270      *Installing, Configuring, and Administering MS W/XP Professional***

**2 Sem. Credit Units, Prerequisite: WIN 100**

Topics include the following: Getting Started with XP Professional, Automating the Windows XP Installation, Upgrading to Windows XP Professional, Configuring the Windows XP Environment, Managing the Windows XP Professional Desktop, Managing Users and Groups, Managing Security, Managing Disks, Accessing Files and Folders, Managing Network Connections, Managing Printing, Dial-Up Networking and Internet Connectivity, Optimizing Windows XP, Performing System Recovery Functions, etc.

**MS 70297      *Designing an MX W/2003 Active Directory***

**4 Sem. Credit Units**

**Prerequisite: MS 70294**

Topics include the following: Analyzing the Administrative Structure, Determining Business and Technical Requirements, Designing the Active Directory Forest Structure, Designing the Active Directory Domain Structure, Designing the Organizational Unit Structure for Administrative Purposes, Designing Organizational Units for Group Policy, Designing Accounts Access and Management, Designing the Site Topology, Designing Remote Access, and Analyzing Name Resolution

**NS 100      *Network Security***

**4 Sem. Credit Units**

**Prerequisite: WIN 100**

This course introduces the student to topics like Topology, Firewalls, CISCO Routers security, Intrusion Detection Systems, Viruses System Recovery, etc. This training will enable the student to prepare for the Security+ exam.

**ORL 100      *Introduction to Oracle 9i SQL***

**4 Sem. Credit Units**

**Prerequisite: WIN 100**

This course covers the necessary topics related to Oracle DBA Certification Exam No. 1.

**ORL 200      *Oracle Fundamentals I***

**4 Sem. Credit Units**

**Prerequisite: ORL 100**

This course covers the necessary topics related to Oracle DBA Certification Exam No. 2.

**ORL 250      *Oracle Fundamentals II***

**4 Sem. Credit Units**

**Prerequisite: ORL 200**

This course covers the necessary topics related to Oracle DBA Certification Exam No. 3.

**ORL 270      *Oracle 9i Performance Tuning***

**5 Sem. Credit Units**

**Prerequisite: ORL 250**

This course covers the necessary topics related to Oracle DBA Certification Exam No. 4.

**POS 100      *Point of Sale***

**Prerequisite: WIN 100**

This module will prepare the student to install, configure, and use point-of-sale software used in the retail business.

**VB 100      *Visual Basic***

**4 Sem. Credit Units**

**Prerequisite: WIN 100**

The course is designed to introduce students to the concepts of computer programming using the Visual BASIC programming environment. The student will write programs to implement a variety of typical applications. There will be an emphasis on structured programming techniques, writing readable code and developing user-friendly programs. Concepts introduced will include data types, constants, and variables; flow of control, decisions, and loops; forms and simple Visual BASIC controls as elements of

the user interface; arrays; scope of variables; functions; string manipulation; rudimentary file operations; simple Drag and Drop and graphics operations; and error handling.

***VC 100 Visual C++***

***4 Sem. Credit Units  
Prerequisite: VB-100***

This course introduces the concept of Object-Oriented Programming (OOP) as a model of building programs as a collection of abstract data types. Emphasis is upon creating or designing structured programs to solve problems. Topics will include beginning fundamentals, GUI design skills and file processing. Students are encouraged to think, both critically and flexibly, about problems in program design and implementation.

***WIN 100 Windows XP***

***4 Sem. Credit Units  
Prerequisite: None***

This course will introduce students to one of the most popular networking systems supported by MS Windows XP. Students will be introduced to topics like install Windows XP, users, groups and policies, configure Windows XP workstation, file system, file and directory security, security structures, TCP/IP and connectivity, workgroups and domains, remote access services, network printing, and applications support. The course also covers the topics needed for Workstation.

***WM 200 Adobe Photoshop***

***3 Sem. Credit Units  
Prerequisite: None***

This class in Adobe Photoshop involves the learning of image file formats for the Web, and for print. Adobe Photoshop delivers powerful, industry-standard image editing tools for graphics. The students will learn the fundamentals concepts and features they'll need to master the program. They will follow step by step instructions for creating a specific project.

***WM 210 Adobe Illustrator***

***2 Sem. Credit Units  
Prerequisite: None***

Adobe Illustrator is the industry-standard illustration program for print, multimedia, and online graphics. Whether you are a designer or technical illustrator producing artwork for print publishing, an artist producing multimedia graphics, or a creator of Web pages or online content, the Adobe Illustrator program offers you the tools you need to get professional-quality results.

The course includes topics on getting to know the work area, creating basic shapes, painting, working with brushes, using the pen tool, working with type, working with layers, creating airbrush effects, and preparing graphics for Web publications.*Prerequisite: None*

***WM 220 Flash***

***3 Sem. Credit Units  
Prerequisite: None***

ActionScript is Flash's scripting language. Students will use ActionScript to control objects in Flash movies to create navigation and interactive elements and to extend Flash to create highly interactive movies and Web Applications. Students will learn new features for creating immersive, interactive Web sites with sophisticated games, forms, surveys, and real-time interactivity such as chat systems. Topics in this course include drawing, animation, buttons, sounds, and exporting to the Web.

***WM 230 DHTML/Dreamweaver***

***4 Sem. Credit Units  
Prerequisite: None***

Macromedia Dreamweaver is a WYSIWYG (What You See Is What You Get) XHTML generator. This means that if something is changed on the screen inside Dreamweaver, it will show the results instantly. The instant feedback of a live design environment speeds up the work tremendously. Dreamweaver is a complete Web application development tool, capable of developing advanced Web Applications, e-commerce sites, dynamic data-driven sites, and much more. The course involves starting a Website,

learning basic commands, editing HTML, adding and editing images, creating links, tables, frames, forms, and plug ins.

**WM 240      *Java Script***

**4 Sem. Credit Units**

***Prerequisite: None***

Topics include an Orientation to JavaScript, Putting JavaScript into HTML pages, Data and Variables, Operators and Expressions, Structures, Building and Calling Functions, Objects and Objects Hierarchies, the Document Object Model, Frames, Event Handlers, Forms, Dynamic HTML, Attributes, Using PHP with JavaScript, using ASP with JavaScript, CGI and Perl, Working with SML, Flash ActionScript and JavaScript, JavaScript and other Languages.

**WM 250      *Visual Basic.NET***

**4 Sem. Credit Units**

***Prerequisite: None***

Topics include Introduction to visual Basic.NET, the Microsoft.NET framework, Writing Software, Controlling the Flow, Working with Data Structures, Building Windows Applications, Displaying Dialog Boxes, Creating menus, Debugging and Error Handling, Building Objects, Advanced Object-Oriented Techniques, Building Class Libraries, Creating Custom Controls, Programming Custom Graphics, Accessing Databases, Web Forms, Creating Web-Server Controls, Visual Basic.NET and XML, Web Services and .NET Remoting, Building Mobile Applications, Architecture and Design Patterns.

**WM 260      *Visual C++.NET***

**4 Sem. Credit Units**

***Prerequisite: None***

Topics include Introduction to Visual C++.NET, C++.NET, Basics of object-Oriented Programming, Variables and Operators, Using Functions, Decision and Loop Statements, Classes and Objects, Controlling Objects Lifetimes, Inheritance, Value Types, Arrays and Collections, Properties, Delegates and Events, the .NET Framework Class Libraries, Windows Forms, Dialog Boxes and Controls, Graphical Output, Working with Files, Reading and Writing XML, Transforming XML, Using ADO.NET, Building a Web Service, Introduction to ATL.

**WM 270      *Fundamentals of E-Commerce***

**4 Sem. Credit Units**

***Prerequisite: None***

This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Topics include Internet technology for business advantage, managing electronic commerce funds transfer, reinventing the future of business through electronic commerce, business opportunities in electronic commerce, electronic commerce Web site design, and social, political and ethical issues associated with electronic commerce, and business plans for technology ventures. The purpose of this course is to educate a new generation of managers, planners, analysts, and programmers of the realities and potential for electronic commerce.

**WM 280      *Architecture & Design for e-Commerce***

**5 Sem. Credit Units**

***Prerequisite: None***

Topics include e-Commerce applications, the Internet & TCP/IP, Clients & Services, Distributed Paradigms, Database Service & SQL, Web Servers, Programming Web Servers, XML<RMI & Distributed Systems, Bots, Agents & Spiders, Mobile Computing, Case Study, Module Review, and Final Test.

# Computerized Office Management

CIP: 52.0204

O\*NET: 43-3031.00/43-3021.02/43,9022

**A Diploma Program**

**720 Clock Hours**

**49 Quarter Credit Units**

**Class Schedule:** 8 a.m. to 2 p.m., Monday to Friday; 30 Hours a Week  
6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week

## OBJECTIVE

Students will learn general office administration through the use of the computers.

## EMPLOYMENT OUTLOOK

Administrative Assistant, Data Processor, Office Manager, Clerk, General Office, Receptionist & Secretary

## PROGRAM OUTLINE

<b>Module</b>	<b>Module Name</b>	<b>Lect/Lab</b>	<b>Number of Clock Hours</b>	<b>Quarter Credit Units</b>
I	Introduction to Computers and Typing	34/56	90	6.2
II	Medical Billing	34/56	90	6.2
III	Microsoft Windows	34/56	90	6.2
IV	Microsoft Word	34/56	90	6.2
V	Microsoft Excel	34/56	90	6.2
VI	Microsoft Access	34/56	90	6.2
VII	Microsoft PowerPoint	34/56	90	6.2
VIII	Office Procedures	34/56	90	6.2
<b>TOTAL</b>		<b>272/448</b>	<b>720</b>	<b>49</b>

## **Module Descriptions—Computerized Office Management**

### **Module I: Introduction to Computers and Typing**

The student will be able to identify the various parts of the computer, distinguish the different types of operating systems, and will be able to determine whether a computer system is good for purchase. The student will also learn to type at least 35 words per minute with 95-98% accuracy.

### **Module II: Medical Billing**

At the conclusion of this module, the student will be able to describe major insurance programs and federal health care legislation. The course provides a basic knowledge of medical diagnoses and procedure coding systems and complete insurance claims.

### **Module III: Microsoft Windows**

At the conclusion of this module, the student will be able to demonstrate fluency in the usage of Microsoft Windows operating software, which is the basis for learning and managing software. In addition, the student will be able to enhance the computer with extras, learn about the various features, and terminology.

### **Module IV: Microsoft Word**

After finishing this module, the student will have the ability of creating a variety of documents using this software. Among these documents are letters, memos, resumes, flyers, newsletters and advertisement, which can be of great benefit in the workplace.

### **Module V: Microsoft Excel**

At end of Module V the student will be able to demonstrate knowledge of creating various documents using the spreadsheet, such as calendar, charts, graph, and date entry. In addition, formulas used in this program will present critical thinking tasks that can help the student solve problems with numbers, patterns and sequences.

### **Module VI: Microsoft Access**

In Module VI student will be able to demonstrate how to create and maintain a database. The student will have the opportunity to organize information and record collections and reports.

### **Module VII: Microsoft PowerPoint**

Student will be able to demonstrate competency in the process of presenting any type of information to an audience. This software will assist the student with a visual idea of the facts being delivered. The student will have the ability to enhance the presentation with sounds, graphics and the necessary information.

### **Module VIII: Office Procedures**

At the conclusion of Module VIII, the student will be able to demonstrate job search skills and aptitude in working in a professional environment. In addition, the student will be able to handle difficult situations in the workplace and obtain excellent communication skills.

# Massage Therapist

CIP: 51.3501

O\*NET: 31-9011.00

**A Diploma Program**

**720 Clock Hours  
53 Quarter Credit Units**

**Class Schedule:** 8 a.m. to 2 p.m., Monday to Friday; 30 Hours a Week  
6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week

## Educational Objective

Student will learn in-depth the practical applications of massage and bodywork. This course includes Externship.

## Employment Outlook

Massage Therapist, Chiropractor Assistant, Recreational Therapist, Acupuncture Assistant, & Health/Fitness Assistant

## COURSE OUTLINE

Module	Module Name	Lect/Lab	Externship	Number of Clock Hours	Quarter Credit Units
I	Massage History, Theory and Business; Aromatherapy	70/20	0	90	8.0
II	Anatomy, Physiology, and Pathology 1	60/30	0	90	7.5
III	Anatomy, Physiology, and Pathology 2	60/30	0	90	7.5
IV	Anatomy, Physiology and Pathology 3	60/30	0	90	7.5
V	Massage Techniques	40/50	0	90	6.5
VI	Massage Forms 1	40/50	0	90	6.5
VII	Massage Forms 2	40/50	0	90	6.5
X	Externship	0	90	90	3.0
<b>TOTAL</b>		<b>370/260</b>	<b>90</b>	<b>720</b>	<b>53</b>

## **Module Descriptions—Massage Therapist**

### **Module I: Massage History, Theory and Business, Aromatherapy**

After completing this module the student will be able to explain the rich heritage and history of therapeutic massage and the influence of historical event on the current development of it. The student will also review professional ethics, laws and regulations governing the practice of massage. Students will learn the practice of aromatherapy.

### **Module II: Anatomy, Physiology and Pathology 1**

The focus of this module is to give each student a strong foundation on anatomy and physiology. Working on a model of a human skeleton each student will learn the bones and the bone markings, exploring the shapes and relationships of the bones to each other. Students will also learn kinesiology which is muscles and musculoskeletal movement through lecture, discussion and practical application. Included in this module are the pathologies of the musculoskeletal system to enable the student to understand the indications and contraindications of massage.

### **Module III: Anatomy, Physiology and Pathology 2**

This course continues the study of other system of the body with a particular emphasis on the nervous, cardiovascular, lymphatic and respiratory systems. Through lecture, discussion, videocassettes system and practical application, students will learn how to apply this knowledge to their hands-on work.

### **Module IV: Anatomy, Physiology and Pathology 3**

At the end of this module the student will be able to understand the anatomy of the excretory systems and reproductive systems of the body with particular emphasis on the female reproductive system. Students will review the different diseases and disorders with special attention in indications and contraindications of massage.

### **Module V: Massage Techniques**

In a format that combines lecture, demonstration, practical application and discussion, this module allows the student to use massage techniques to support a person's health and well-being. By reviewing diseases and disorders of the different systems the student will be able to understand the indications and contraindications massage as well as its effects and benefits.

### **Module VI: Massage Forms 1**

This module will enable the student to understand the physiological mechanism of complementary body work systems, identify overlap in the technical skills among the various systems and integrate concepts of the style into the therapeutic massage. During the supervised practical section the student will both give and receive massage in order the master the techniques taught.

### **Module VII: Massage Forms 2**

At the end of this module the student will be proficient on the different massage forms emphasizing on deep tissue, reflexology and energetic manipulation. Due to the fact that we are training health-care practitioners, students will also have a week of First Aid & CPR/AED.

### **Module X: Externship**

The externship program has been designed to provide the student with supervised practical work experience. Externship is for students who have completed classroom training. Externship hours are scheduled for 90 hours.

# Medical Assistant

CIP: 51-0710

O\*NET: 31-9092.00

**A Diploma Program**

**720 Clock Hours  
47 Quarter Credit Units**

**Class Schedule:** 8 a.m. to 2 p.m., Monday to Friday; 30 Hours a Week  
6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week

## Educational Objective

Successful graduates will learn to work in a clinical setting of a doctor's office. Instructors teach current procedures for medical administration. Students will be exposed to our 'in-house' medical clinics and labs which make our Externship an intense and valuable experience.

## Employment Outlook

Medical Assistant, Medical Records Clerk, Medical Receptionist, Medical Biller, Claims Processor, Admitting Clerk, Clinical Lab Technician, Medical laboratory Assistant, EKG Technician (upon receiving state certification), & Physician Office Lab Assistant.

## PROGRAM OUTLINE

Module	Module Name	Lect/Lab	Extern-ship	Number of Clock Hours	Quarter Credit Units
I	Vital Signs	45/45	0	90	6.8
II	Phlebotomy	45/45	0	90	6.8
III	Managing Emergencies	45/45	0	90	6.8
IV	Injections	45/45	0	90	6.8
V	Minor Surgery	45/45	0	90	6.8
VI	Medical Office Management	55/55	0	110	8.3
VII	Externship	0	160	160	5.3
<b>TOTAL</b>		<b>280/280</b>	<b>160</b>	<b>720</b>	<b>47</b>

## **Module Descriptions—Medical Assistant**

### **Module I: Vital Signs**

In this module, students are introduced to the medical assistant career. History of Medicine, Universal Precautions, Anatomy and Physiology are also discussed in Module I. Students learn how to interact with patients and the importance of taking accurate medical history and vital signs. They also practice and discuss laboratory procedures commonly performed in the physician office laboratory.

### **Module II: Phlebotomy**

In Module II students learn to identify the basic anatomy and physiology of the cardiovascular system, respiratory system, male and female reproductive system and urinary system. Related diseases, disorders and terminology are also discussed in Module II. Students learn electrical pathways of the heart muscle in preparation for connecting ECG leads and recording an electrocardiogram. Students also practice venipuncture and learn to identify the different color-coded tubes for routine diagnostic blood tests.

### **Module III: Managing Emergencies**

Module III prepares students to recognize and respond to different emergency situations. Instruction in cardiopulmonary resuscitation (CPR) enables the student to react an emergency. In this module the students are introduced to patient education on nutritional needs, basic food groups, weight control, and exercise.

### **Module IV: Injections**

In this module students learn basic anatomy and physiology of the skeletal, muscular and neurosensory systems. Diseases, disorders, terminology as well as procedures used to diagnose are emphasized. Students also develop skills to prepare and administer intradermal, subcutaneous, and intramuscular injections. Basic pharmacology and vaccines are also discussed.

### **Module V: Minor Surgery**

In this module students learn to identify the basic structural components, functions of the integumentary system, and the digestive system as well as, procedure to diagnose diseases and disorders. Students are introduced to minor surgical procedures and learn to identify surgical instrument. The importance of verbal and non-verbal communicational skills is emphasized to educate and better understanding the patients.

### **Module VI: Medical Office Management**

Module VI is focused on the medical office management. Students are introduced to ethics and legal responsibilities of physicians and health care professionals with great emphasis on confidentiality. Students develop computer skills in order to prepare written communication and insurance claims. They also become familiar with billing and medical coding ICD-9/o and CPT-4. Students also learn how to schedule appointments and effectively communicate on the telephone using proper etiquette. During the entire medical assistant program, the students become familiar with essential rules for medical terminology roots, prefixes, and suffixes.

### **Module VII: Externship**

The externship program has been designed to provide the students with supervised practical work experience. Externship is for students who have completed classroom training and is required to qualify for graduation. Externship hours are generally scheduled for 40 hours a week.

# Vocational Nurse Training Program

CIP: 51.3999

O\*NET: 29-2061.00

**A Diploma Program**

**1560 Clock Hours  
93 Quarter Credit Units**

**Class Schedule:**     **8 a.m. to 2 p.m., Monday to Friday; 30 Hours a Week, 52 Weeks**  
                              **6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week, 78 Weeks**  
                              **9 a.m. to 5 p.m., Saturday and Sunday, 16 Hours a Week; 98 Weeks**

## **OBJECTIVE**

At the end of this program, the graduate will be able to meet all the education requirements of the California Board of Vocational Nursing and be educationally prepared to assume the role of a beginning Vocational Nurse in a clinical setting and be eligible to take the NCLEX-PN exam.

## **EMPLOYMENT OUTLOOK**

Successful graduates will be ready to care for ill, injured, convalescent, or disabled persons in Clinics, Hospitals, Private Clinics, nursing homes, group homes, and similar institutions. Practical Nurses/Vocational Nurses may work under the supervision of a Registered Nurse.

## **PROGRAM OUTLINE**

<b>Module/ Level</b>	<b>Module Name</b>	<b>Lect/Lab</b>	<b>Clinical</b>	<b>Number of Clock Hours</b>	<b>Quarter Credit Units</b>
I	Fundamentals of Nursing	140/120	140	390	24.7
II	Anatomy and Physiology	120/120	150	390	23.0
III	Neurology/Neurovascular	120/120	150	390	23.0
IV	Psychology/Mental Health	120/120	150	390	23.0
<b>TOTAL</b>		<b>500/480</b>	<b>590</b>	<b>1560</b>	<b>93</b>



# ENGLISH AS A SECOND LANGUAGE

## CIP: 23.9999

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**A Diploma Program**

**720 Clock Hours**  
**61 Quarter Credit Units**

**Class Schedule:**     **9:00 a.m. to 1:00 p.m., Monday to Friday; 18 Hours a Week, 40 Weeks**  
                               **1:00 p.m. to 5:00 p.m., Monday to Friday; 18 Hours a Week, 40 Weeks**  
                               **5:30 p.m. to 9:30 p.m., Monday to Friday; 18 Hours a Week, 40 Weeks**

### **OBJECTIVE**

The Program aims to provide students with listening, speaking, reading, and writing skills so they can transition to building their own careers. It enables Limited English Proficiency students to achieve satisfactory English achievement as they progress from one level to another.

### **EDUCATION OUTLOOK**

Students need to achieve English language skills necessary in day-to-day activities which include school work, work place, and social groups. The acquired English skills will be put into practice in further assisting the students through any future academic courses and/or careers.

### **PROGRAM OUTLINE**

<b>Module</b>	<b>Module Name</b>	<b>Lect/Lab</b>	<b>Number of Clock Hours</b>	<b>Quarter Credit Units</b>
I	ESL I – Beginner	100/44	144	12.2
II	ESL II—High Beginner	100/44	144	12.2
III	ESL III—Intermediate	100/44	144	12.2
IV	ESL IV—High Intermediate	100/44	144	12.2
V	ESL V—Advanced	100/44	144	12.2
<b>TOTAL</b>		<b>500/220</b>	<b>720</b>	<b>61</b>

## **MODULE DESCRIPTIONS— ENGLISH AS A SECOND LANGUAGE**

### **Module I: ESL I—Beginner**

In this level, students will be introduced to the English Language. This course will emphasize elementary competency in standard English with a focus on basic grammar, writing, academic vocabulary, oral communication and reading skills that are necessary for success in introductory academic English.

### **Module II: ESL II—High Beginner**

In Level/Module II, students will be introduced to the basics of the English language with more intense emphasis on the fundamentals of sentence construction. This course will extrapolate from the building blocks obtained in Module I but with more detail in order to obtain higher grammar, oral communication, writing, vocabulary, listening, and pronunciation skills.

### **Module III: ESL III—Intermediate**

In this level, students must have acquired the basics and are now expected to utilize the obtained skills to advance and achieve intermediate proficiency of the English language. Intermediate level of academic vocabulary, grammar, listening, oral communication, writing, and pronunciation skills will be taught to individuals or a group setting.

### **Module IV: ESL IV—High Intermediate**

Students at high intermediate proficiency are able to function well in most everyday situations but still require academic language support. The module addresses students' difficulty understanding text beyond the literal level. They will be reinforced to correct errors in structure and idiomatic language. The curricular focus is more advanced applications of literacy skills.

### **Module V: ESL V—Advanced**

Students are expected to handle most personal, social, and academic language. This course will utilize all the previous English skills and build on more advanced idioms and structure. Students will utilize the dictionary to deal with complicated literacy and academic texts that may seem unfamiliar with the student. The ESL curricular focus is based on literacy skills necessary for success in a chosen career/profession.

## Tuition and Fees

Effective January 2011

<b>Program</b>	<b>Registration Fee*</b>	<b>Tuition</b>	<b>Books/ Uniforms</b>	<b>STRF Assessment Fee*</b>	<b>Total</b>
Associate Degree Programs	100.00	9,000.00 per year	700.00 per year	22.50/yr	\$9,822.50 per year
Computer Office Management	75.00	4,000.00	100.00	10.00	\$4,185.00
English as a Second Language	75.00	2,200.00	200.00	0.00**	\$2,475.00
Massage Therapist	75.00	2,000.00	40.00	5.00	\$2,120.00
Medical Assistant	75.00	4,000.00	250.00	10.00	\$4,335.00
Vocational Nursing Training Program	75.00	18,000.00	725.00	45.00	\$18,845.00

\*Non-Refundable

\*\*Please check student's eligibility for STRF.

- THE ABOVE TUITION AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.
- REGISTRATION FEES AND STRF ASSESSMENT FEES ARE NON- REFUNDABLE. THE MAXIMUM REGISTRATION FEE FOR VETERANS IS \$10.

## Hamilton College Honor Code

- ❖ *I will not Lie, Cheat, Steal, nor Tolerate those who do;*
- ❖ *I will Respect the Rights and Privacy of Others;*
- ❖ *I will zealously guard my Personal and Professional Integrity and Reputation and that of my College;*
- ❖ *I will accept Personal Responsibility for all my actions;*
- ❖ *I will Remain Drug Free Except under Medical Supervision;*
- ❖ *I will obey all Rules, Regulations, and Laws of my College, the City and County of Los Angeles, the State of California, and the United States of America.*