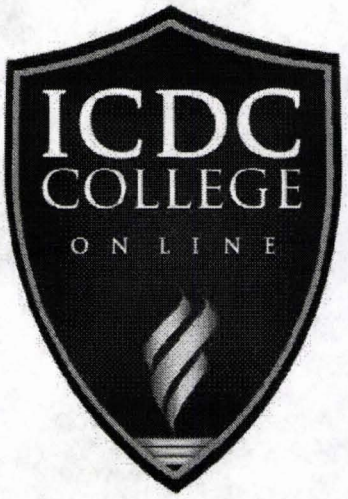
ICDC COLLEGE

Distance Education

CATALOG



MAIN CAMPUS

5422 SUNSET BOULEVARD
LOS ANGELES, CA 90027
Tel: (323) 468-0404; Fax: (323) 468-0420

ONLINE CAMPUS

5995 SEPULVEDA BOULEVARD, SUITE# 300
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www.icdccollege.edu

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From the Desk of the President,

ICDC College's educational objectives are to equip its students with basic working knowledge of the skills required by companies and agencies within the business and medical industries.

Professionally selected programs are designed to meet the ever-increasing needs of today's fast paced business environment. ICDC College maintains membership in various peer organizations, as well as close daily contact with the employment sector. The ICDC College "Program Advisory Committee" membership is composed of nationally recognized educators, industry leaders and professionals.

All faculty members have a minimum of three years' experience in their field of instruction and attend continuing education programs in teaching methodology and professional development.

Graduates of ICDC College will be able to perform specific duties immediately upon employment. They will be prepared to more fully comprehend and utilize the specialized training offered by many companies to new employees. Also, opportunities for students' career advancement will be greater due to the wide scope of knowledge they will gain from ICDC College courses.

ICDC College offers job placement assistance. Employers contact ICDC College requesting qualified graduates. Resume writing, interview techniques, meeting prospective employers and representatives of employment services are just some of the areas covered in our employment preparation coursework.

Our emphasis is on a practical rather than a theoretical approach. Students learn by doing work using actual documents, and they receive hands-on training on equipment they will be using on their job.

As an accredited institution by Accrediting Commission of Career Schools and Colleges (ACCSC), ICDC College is dedicated to providing every student with a wide range of marketable job skills in as short period of time as possible.

At ICDC College, our objective is to help you…

"CHANGE YOUR LIFE TODAY!"

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GENERAL INFORMATION

Approval Disclosure Statement

ICDC College is a private institution. ICDC College's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. ICDC College under Section 94802(a) of CPPEA, will by operation of law, be approved until April 20, 2013. The Act is administered by the Bureau for Private Postsecondary Education under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589; www.bppe.ca.gov.

Online Programs	Total Clock Hours	Total Semester Credit Hours	Document Awarded Upon Graduation
1. Alcohol & Drug Counseling	810	24	Diploma
2. Homeland Security & Investigation	720	24	Diploma **
3. Paralegal	720	24	"Certificate" **
4. Medical Office Management	720	24	Diploma **
5. Computerized Accounting	720	24	Diploma
6. Addiction Treatment Counseling	560	16.5	Certificate
7. AOS-Alcohol and Drug Counseling	1910	60.5	AOS Degree **
8. AOS-Homeland Security	1820	60.5	AOS Degree **
9. AOS-Paralegal	1820	60.5	AOS Degree **
10. AOS-Healthcare Management	1820	60.5	AOS Degree **
11. AOS-Business Management and Accounting	1820	60.5	AOS Degree **
12. AOS-Forensic Scientist	1860	62.0	AOS Degree **

** High School Diploma, GED or equivalent required prior to enrollment.

The institution does not offer English as a Second Language. All instruction is completed in English. By statute, a student who successfully completes a course of study shall be awarded an appropriate diploma or certificate verifying that fact. ICDC College awards its graduates an appropriate diploma, certificate or Associate of Occupational Studies Degree as acknowledgment of their success.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by ICDC College may be directed to the Bureau for Private Postsecondary Education at: P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589. ICDC College's Online Campus Catalog and separate ICDC College School Catalog for onsite campus programs incorporate common policies implemented throughout the institution.

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 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Website www.bppe.ca.gov. Persons seeking to resolve problems or complaints should first contact the instructor in charge and/or Online Campus Director.

ICDC College has never filed a bankruptcy petition, has never operated as a debtor-in-possession nor had a petition of bankruptcy filed against it under Federal Law.

Prospective students are encouraged to visit the ICDC College website and to call the Online School Admissions Office to discuss personal, educational and occupational plans with an Admissions Representative prior to enrolling or signing enrollment agreements. This School currently has available sponsored programs, government and otherwise, to provide grants and loans to pay for portions of tuition and fees.

All information and content in this School Catalog is current and correct, and is so certified as true to the best of my knowledge and belief by:

Anna Berger
President / CEO

Accreditation and Approvals

ICDC College is accredited by the Accrediting Commission of Career Schools and Colleges, which is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ICDC College's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. ICDC College under Section 94802(a) of CPPEA, will by operations of law, be approved until April 20, 2013. The Act is administered by the Bureau for Private Postsecondary Education, under Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589, www.bppe.ca.gov.

Administration

CULVER CITY - CORPORATE OFFICE

Anna Berger	President/Chief Executive Officer
Revekka Geykher	Executive Director
Armand Adkins, Esq.	Chief Legal Officer
David Hall	Regional Director of Education
Tony Kokhtani	Vice President of Facilities Operations and Information Security
Eleanor Metshin	Chief Financial Officer
Eric Rubenstein	Director of Business Operations and Strategy
Marvin Gomez	Vice President of Admissions/Business Development
Gabriella Cicco	Regional Director of Financial Aid
Lisa McGloiry	Director of Media Relations & Community Outreach

LOS ANGELES - MAIN CAMPUS ADMINISTRATION AND FACULTY

Marina Frid	Campus President
Steve Miranda	Associate Campus Director
Carlos Ramos	Director of Student Services
Yazmin Martinez	Student Services Coordinator
Olga Kovalenko	Student Services Coordinator
Carolyn Jones	Director of Placement
Victor Martinez	Job Developer
Rimma Podasheva	Office Manager
Shirley Colon	Senior Admissions Representative
Edgar Ochoa-Contreras	Associate Director of Admissions
Tasha Cortez	Admissions Representative
Jennifer Neunhoffer	Admissions Representative
Jonathan Perea	Financial Aid Coordinator
Abran Esparza	Financial Aid Advisor
Katrina Caberte	Financial Aid Advisor
Kathryn Johnson	Receptionist
Cielo Ruiz	Receptionist
Galina Kolomey	Accounting/Income Tax Instructor
Narine Papazyan	Accounting/Medical Billing Instructor
Alberto Tom-Wan	MS Office/Computer Repair/Networking Instructor
Stephen Lewis, J.D.	Paralegal Instructor
Stacie Rodriguez	Medical Assisting/Billing Instructor
Kathryn Aguirre	Medical Assisting/Billing Instructor
Amir Mikhail	Medical Assisting Instructor
Teresita Madarang	Dental Laboratory Technician/Specialist Instructor
Roger Licup	Graphic/WEB Development Instructor/ School Supervisor
Harold Hunter	Homeland Security and Investigation Program Director/ Instructor
Joshua McMahan	Homeland Security and Investigation Program Instructor
Pete Casas	Massage Therapy Instructor
Vincent Dugan	Addiction Treatment Counseling/Alcohol & Drug Counseling Instructor
Sharae Foster-Love	Addiction Treatment Counseling / Alcohol and Drug Counseling Externship Coordinator
Mateo Lorico	Pharmacy Technician Instructor
Sanquernette Hooks-Outlaw	Pharmacy Technician Program Externship Coordinator
Guillermo "Jesse" Avila	Alcohol and Drug Counseling Program "Supervised Laboratory Practicum" Instructor
Jermaine Fuentes	School Custodian

ONLINE CAMPUS ADMINISTRATION AND FACULTY

George Ingersoll	Campus Director
Charles Orchard	Director of Online Education
Anthony Huh	Associate Director of Online Education
Travis Casillas	Assistant to the Director of Online Education
Vijaya Thulsiraj	Operations Coordinator
Frank Levine	Education Resources Coordinator
Cristal Martinez	Administrative Assistant
Adaleza Espindola	Administrative Assistant

Rosio Alfaro	Administrative Assistant
Monique Jackson	Career Services Advisor
Jorge Reisgo	Career Services Advisor
Ksenia Andrienko	Student Records Manager
Sharae Foster-Love	Addiction Treatment Counseling / Alcohol and Drug Counseling Externship Coordinator
Veronica Baldukhayeva	Registrar
Maria Bato	Registrar
Rosario Garcia	Registrar
Anthony Saucedo	Associate Director of Student Services
Robert Hughes	Associate Director of Student Services
Nhien Nguyen	Associate Director of Student Services
John Paul Alferos II	Associate Director of Student Services
Rocio Vargas	Student Advisor
Giselle Garcia	Student Advisor
Monica Figueroa	Student Advisor
Jaime Kidder	Student Advisor
Flor Palomino	Student Advisor
Judy Hernandez	Student Advisor
Jacquelynn Thomas	Student Advisor
Wendy Gutierrez	Student Advisor
Lucia Monzon	Student Advisor
Maria Reano	Student Advisor
Nora Selmeczi	Student Advisor
Bryan Pacpaco	Senior Admissions Representative
Joseph Deneal	Senior Admissions Representative
Jay Bucsa	Senior Admissions Representative
Jorge Morales	Senior Admissions Representative
Carlos Pellot	Senior Admissions Representative
Alina Kim	Senior Admissions Representative
Elizabeth Monreal	Admissions Representative
Miguel Morales	Admissions Representative
Curtis Stern	Admissions Representative
Starla Fuqua	Admissions Representative
Naisha Ross	Admissions Representative
Bianca Saunders	Admissions Representative
Anthony Lara	Admissions Representative
Clarence Brown	Admissions Representative
Niquisha Burton	Admissions Representative
Jenifer Thomas	Admissions Representative
Crystal Massey	Admissions Representative
Nadya Beltran	Admissions Representative
Meaghan Lorello	Admissions Representative
Edna Cano	Admissions Representative
Annie Chu	Admissions Representative
Richard Ashley II	Admissions Representative
Steven Martinez	Admissions Representative
Mario Garcia-Orozco	Admissions Representative
Kenneth Taitt	Admissions Representative
Blanca Cuellar	Admissions Representative
Brenda Solorio	Admissions Representative
Shon Loya	Admissions Representative
Gloria Rosas	Admissions Representative
Edgar Acosta	Admissions Representative
Jose Cervantes	Admissions Representative
Jahniece Morales	Admissions Representative
Maria Salas	Admissions Representative
Ritu Ahmed	Admissions Representative
Jean-Paul Lamunyon	Technical Support Manager
Michelangelo San Pablo	Lead Technical Support Specialist
Mario Nevarez	Financial Aid Manager
Ashlie Thomas	Financial Aid Advisor
Jeannie Quintanilla	Financial Aid Advisor
Virginia Armstrong	Financial Aid Advisor
Lina Flores	Financial Aid Advisor
Samantha Vo	Financial Aid Advisor
Henry Castro	Financial Aid Advisor
Melanie Ponce	Financial Aid Advisor
Argelia Silvera	Financial Aid Advisor
Edwin Alapisco	Financial Aid Advisor
Marissa Mejia	Financial Aid Advisor
David Son	Lead Military Education Representative / Admissions Representative
Michelle Gonzalez	Military Education Representative / Admissions Representative

Wilfredo Cuadros	Military Education Representative / Senior Admissions Representative
Ruben Camacho	Lead Military Benefits Advisor
Anthony Hart	Military Benefits Advisor
Bryan Rees	Military Benefits Advisor

All faculty members have a minimum of three years experience and/or education in their field of instruction. Several hold teaching credentials and/or degrees and all attend continuing education programs in teaching methodology and professional development. Instructors for the General Education courses possess at a minimum, a Master's Degree with appropriate academic coursework and preparation in the subject area(s) of instruction.

Educational Objectives

ICDC College's Online Programs' educational objectives are to equip each student with a basic working knowledge of skills required by companies and agencies within and related to various industries, including but not limited to: business, medical, legal, counseling, security and forensics for entry-level positions.

As an ICDC College graduate, you will be able to perform specific duties immediately upon employment. Also, opportunities for your career advancement will be greater due to the wide scope of knowledge you will gain from ICDC College's courses and their industry specific application.

You will find that ICDC College's Online Learning Programs represent job-oriented, practical learning experiences. This is accomplished by providing theoretical and "hands-on" practice in concert with the materials/documents and work environment situations commonly experienced by entry-level employees in their chosen career fields. This active online delivery of both theory and work-related situational training provides each student with invaluable resources in the form of knowledge and pre-employment skills training.

Semester Credit Hour Measurement

ICDC College measures academic progress in semester credit hours. The institution uses a formula of "one semester credit hour to equal 30 clock hours of online lecture/lab instruction and one semester credit hour to equal 45 clock hours of externship/internship or work-related experience." This policy is consistent with that which is regulated / approved by the U.S. Department of Education (USDOE) and the Accrediting Commission of Career Schools and Colleges (ACCSC).

A clock hour is a period of time consisting of a 50 to 60 minute online participation or practicum externship/ internship in a 60-minute period.

An academic year is a period that begins on the first day of scheduled class and ends on the last day of scheduled class, examinations or practicum externship/internship, and that is a minimum of 30 weeks of instructional time during which a full-time learner is expected to complete at least 24 semester credit hours.

INSTITUTIONAL POLICIES AND INFORMATION

Statement of Institutional Philosophy and Purpose

ICDC College's Online Learning Programs are dedicated to training individuals for their chosen careers. It is our aim to provide learners with the knowledge and technical proficiency that will make them employable for entry-level positions upon graduation. Each student receives a maximum of personal attention in learning groups that are carefully limited in size, not to exceed thirty (30) students per group.

History of the School

ICDC College was founded on November 13, 1995. ICDC College was involved in software development, hardware configuration and setup, software installation and extensive user training. From its inception, ICDC College experienced a great demand for training computer users in various areas of software and hardware. In the first three (3) years of existence, ICDC College concentrated on providing services for computer training in the corporate arena. Because of increasing employment demands, ICDC College started to offer additional training programs. Among the areas in which ICDC College provided training were database design, business applications design and implementation, and use of various software packages, and other related areas of computer use. The community need was for training in accounting, desktop publishing, computer repair/networking, database programming, tax preparation and medical areas. Although computer training was the first major focus of the institution, the community need to expand into medical programs lead to the addition of programs to help others. In August 1999, ICDC College received approval as an accredited institution by the Accrediting Commission of Career Schools and Colleges (ACCSC).

In August 1999, ICDC College expanded its training base by opening a new facility in Van Nuys, California. ICDC College, Van Nuys Campus, received approval as a Branch Campus in April 2001, in recognition of the institution's commitment to high standards of quality and dedication to career education. The Van Nuys Branch Campus has been recognized by ACCSC as a 2002 / 2003 School of Distinction.

In July 2002, ICDC College expanded its training base by opening a new facility in Huntington Park, California. ICDC College, Huntington Park Campus received approval as a Branch Campus in October 2002. In February 2007, ICDC College expanded its training by opening a new extended facility in Huntington Park. The Huntington Park Branch Campus has been recognized by ACCSC as a 2004 / 2005 School of Distinction.

In December 2003, ICDC College expanded its training base by opening a new satellite facility in Lawndale, California. The ICDC College Lawndale Campus received approval as a Satellite Campus in December 2003. The Lawndale Campus then received approval as a Branch Campus in April 2004. In January 2007, ICDC College expanded its training by opening a new extended facility in Lawndale. The Lawndale Branch Campus has been recognized by ACCSC as a 2006 / 2007 School of Distinction.

In June 2008, ICDC College submitted applications for on-campus Associate of Occupational Studies Programs to ACCSC and received approval in November 2008. In June 2008, ICDC College submitted applications to offer online Associate of Occupational Studies Programs to ACCSC, and received approval in February 2009. Thereafter, in August 2009, ICDC College launched its Online Campus and began offering approved distance education. In September 2009, ICDC College's Online Campus received further approvals from ACCSC to offer select diploma and certificate programs, in addition to its Associate of Occupational Studies degrees.

ACCSC has recognized the Los Angeles Main Campus as a 2009 / 2010 School of Distinction, and the Huntington Park Branch Campus as a 2009 / 2010 School of Distinction. This was the second such award for the Huntington Park Branch Campus.

Physical Description of the School

ICDC College's Corporate Offices and physical site of its Online Campus is located within an approximately 24,000 square foot headquarters at 5995 Sepulveda Boulevard in Culver City, California 90230.

ICDC College's Main Campus is located at the corner of Sunset Boulevard and Western Avenue, with easy access to public transportation and several freeways. The address is 5422 Sunset Boulevard, Hollywood, California 90027. This 19,500 square foot facility provides thirteen (13) spacious air conditioned classrooms and laboratories where students can develop their skills based upon their individual program requirements, a Student Reference Library and Resource Center, administrative offices, and a student lounge area. General equipment for students includes, but are not limited to: computers, medical supplies and test equipment, sterile environment hoods, RxT lab service counter, massage tables, medical exam tables and beds, batons, handcuffs, and other such equipment specific to the various training programs offered. There are special facilities to accommodate the handicapped. The facility will accommodate approximately 300 students at any one time, during the three daily sessions.

ICDC College's Van Nuys Branch Campus occupies approximately 14,000 feet in a traditional campus facility located at 14434 Sherman Way, Van Nuys, California 91405. The facility provides a Student Reference Library and Resource Center, a student lounge, administrative offices, spacious air conditioned classrooms and laboratories where students can practice their skills development based upon their individual program requirements. In addition, the Van Nuys Branch Campus also provides for an Expanded Classroom Facility at 7100 Van Nuys Boulevard. This Expanded Classroom Facility is within walking distance from the Branch location and consists of an additional 4,500 square feet of teaching space for a combined total of approximately 18,500 feet of dedicated space in Van Nuys. General equipment for students includes, but are not limited to: computers, medical supplies and test equipment, sterile environment hoods, RxT lab service counter, massage tables, medical exam tables and beds, batons, handcuffs, and other such equipment specific to the various training programs offered. There are special facilities to accommodate the handicapped. The facility occupancy level will accommodate 300 students at any one time.

ICDC College's Huntington Park Branch Campus occupies approximately 27,500 square feet in a traditional campus facility located at 6812 Pacific Boulevard, Huntington Park, California 90255. In addition, the Huntington Park Branch Campus also provides for an Expanded Classroom Facility of approximately 5,000 square feet at 6330 Pacific Boulevard, Suite #200 (second floor). This Expanded Classroom Facility is within walking distance just three short blocks north from the Branch location. ICDC College offers to its students a Student Reference Library and Resource Center, administrative offices, a student lounge, and spacious air conditioned classrooms and laboratories where students can practice their skills development based upon their individual program requirements. General equipment for students includes, but are not limited to: computers, medical supplies and test equipment, sterile environment hoods, RxT lab service counter, massage tables, medical exam tables and beds, batons, handcuffs, and other such equipment specific to the various training programs offered. There are special facilities to accommodate the handicapped. The combined facilities will accommodate approximately 600 students at any one time.

ICDC College's Lawndale Branch Campus occupies approximately 8,400 square feet in a traditional campus facility located at 4415 Redondo Beach Boulevard, Lawndale, California 90260. In addition, the Lawndale Branch Campus also has an Expanded Classroom Facility of approximately 11, 300 square feet at 15901 Hawthorne Boulevard, (less than one mile north of the Branch location). ICDC College offers to its students a Student Reference Library and Resource Center, administrative offices, spacious air conditioned classrooms and laboratories where students can practice their skills development based upon their individual program requirements. General equipment for students includes, but are not limited to: computers, medical supplies and test equipment, sterile environment hoods, RxT lab service counter, massage tables, medical exam tables and beds, batons, handcuffs, and other such equipment specific to the various training programs offered. There are special facilities to accommodate the handicapped. The combined facilities will accommodate approximately 350 students at any one time.

Online Student Admissions Policy

The Online Learning Programs offered by ICDC College are open for enrollment to men and women who possess the ability to benefit from the education and training offered. Prospective learners are required to identify and/or discuss their needs, goals and objectives with an Admissions Representative by phone, email or in-person. ICDC College's Online Learning Programs use a "Test of Capacity" entrance test that is used as an admissions evaluation tool, which all applicants are required to successfully complete. Non-native English speakers are required to complete an online interview with an Admissions Representative in order to assess the applicant's writing and communication skills, which represent a critical element for successful learning outcomes. Applicants interested in enrolling must complete all the required enrollment documentation and processes prior to official program enrollment being authorized.

The school will consider a non-high school graduate for enrollment into the Addiction Treatment Counseling, Computerized Accounting, and Alcohol and Drug Counseling online programs if they exhibit and possess the ability to benefit from the education and training offered, pass a United States Department of Education approved "Ability to Benefit" test, and meet all other standards for admissions.

The "Diploma" / "Certificate" programs of Homeland Security and Investigation, Paralegal, and Medical Office Management, require evidence of at least a high school diploma, GED or equivalent, and must be presented to ICDC College prior to enrollment. Evidence will include a copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a copy of a DD214 military record indicating the applicant is a high school graduate or equivalent, a high school proficiency exam, a GED certificate or official notification that a GED has been earned, or a college transcript indicating the date of high school graduation. If an applicant resides within the United States but attended the equivalent of high school elsewhere, the diploma must be translated into English, must state the date of graduation, and be notarized. If applicants who currently reside outside of the United States and attended the equivalent of high school in a foreign country where they are unable to produce the required documents, the necessary evidence will include written certification from other official offices in English, and must state the date of graduation.

The Associate of Occupational Studies Degree Programs, offered by ICDC College's Online Campus only, are open for regular enrollment to men and women who possess a high school diploma, a GED or equivalent, and demonstrate the ability to benefit from the training offered. Evidence will include a copy of an original high school diploma; a copy of a high school transcript indicating the date of high school graduation; a copy of a DD214 military record indicating the applicant is a high school graduate or equivalent; a copy of a successfully completed high school proficiency exam; a GED certificate or official notification that a GED has been earned; or a college transcript indicating the date of high school graduation. If an applicant resides within the United States but attended the equivalent of high school elsewhere, the diploma must be translated into English, must state the date of graduation, and be notarized. If applicants who currently reside outside the United States and attended the equivalent of high school in a foreign country where they are unable to produce the required documents, the necessary evidence will include written certification from other official offices in English, and must state the date of graduation.

All prospective students are invited to visit the Online Campus website, as well as discuss their needs, goals and objectives with an Admissions Representative via telephone.

ICDC College's Online Learning Programs do not offer employment as an incentive to enrollment.

Full/Part Time Student Status

The 720 and 810 hour Diploma and Certificate programs, along with all Associate of Occupational Studies Degree Programs offered by ICDC College are considered full time programs, and as such, students enrolled in these programs are considered full time students. The 560 hour Certificate program offered by ICDC College is considered a part time program, and as such, students enrolled in this program are considered part time students.

Online Procedure for Enrollment

To be considered a candidate for enrollment in any of ICDC College's Online Learning Programs, first-time applicants must fulfill the admissions process requirements as follows:

- Participate via telecommunications in a qualitative admissions interview, arranged by one of the School's Admissions Representatives;
- Submit a completed Application for Admission to the School with the registration fee of $150.00. This fee is fully refundable if the School does not accept the application. Tuition is due upon commencement of classes unless alternate arrangements for tuition payments have been made.
- Submit an "End User Licensing Agreement" (EULA);
- Submit a copy, via regular mail or fax to (877) 900-4234, of the applicant's high school diploma or GED; or a copy of the applicant's high school transcripts showing the date of high school graduation; or a copy of a Military DD214 Record Form indicating the applicant is a high school graduate or has achieved an equivalent; a copy of a high school proficiency exam and GED Certificate or official notification that a GED has been earned; or a copy of a college transcript indicating the date of high school graduation. If an applicant resides within the United States but attended the equivalent of high school elsewhere, the diploma must be translated into English, must state the date of graduation, and be notarized. If applicants who currently reside outside the United States and attended the equivalent of high school in a foreign country where they are unable to produce the required documents, the necessary evidence will include written certification from other official offices in English, and must state the date of graduation. If the applicant is not a high school graduate or equivalent, the applicant must take an "Ability to Benefit Test" administered by an independent proctor, on the condition that the program of interest does not require a high school diploma/GED.
- Non-native speakers (English as a second language) are required to complete an online interview with an Online Admissions Representative in order to assess the applicant's writing and communication skills, which represent a critical element for successful learning outcomes; and,
- Complete a Financing Package.

Upon receipt of an application request, an Admissions Representative will contact the applicant. The interview will include discussions covering areas such as personal information, educational background, employment history, and the area of program interest, etc. Following the interview, the qualifying "Test of Capacity" entrance exam evaluation will be made available to the applicant online.

This "Test of Capacity" will be administered by the test publisher online or via in-person application. Once the applicant successfully demonstrates their ability to benefit from their program of interest by scoring, at a minimum, an acceptable score as established by the test publisher, the School and the applicant may proceed with the enrollment process. (The Associate of Occupational Studies - Paralegal Program and Paralegal "Certificate" Program may also require applicants to complete an essay). The test is graded by the publisher and results are disclosed to the School and the applicant.

A Financial Package Prescreen Interview is then completed with a Financial Aid Assistant.

The process may conclude in the applicant enrolling in the program of their choosing with the appropriate documents being completed and registration fee paid.

The School retains the right to accept or reject an online applicant based on the applicant's interests, expectations, character references, and/or scholastic record. The applicant is required to pay in full all charges related to their enrollment and tuition prior to being authorized access to the ICDC College Online Program, unless other documented arrangements are made.

Processing an admissions application normally takes one to two weeks, and early application is recommended. Applicants will be notified via email of the School's acceptance or denial.

Prior to acceptance as a student and entering any such online lessons, each student is required to complete an "Online Student Orientation". Upon completion of the Orientation, the student will be issue a "Certificate of Completion".

"Veteran" Students

In addition to the general policies and procedures for students listed in this School Catalog, please refer to the "Veterans Administration – Addendum to ICDC College's School Catalog". Veteran students, certified by the Veterans Administration for Educational Benefits with 100% eligibility, will be considered for participation in the "Yellow Ribbon" – an ICDC College Scholarship Program.

Acceptance of Credit for Prior Education or Experience

At the discretion of the School, ICDC College may accept transfer credit for a course or courses completed in other postsecondary institutions when comparisons in scope and content can be determined. 25% or more of the credits required for non-degree and undergraduate degree programs must be completed at ICDC College. The institution's established criteria for considering transfer credit is a systematic process of comparability, scope of application, grade earned, institutional accreditation status, examination of current knowledge and skill level testing for comparable course(s).

Transferability of Units

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at ICDC College is at the complete discretion of an institution to which you may seek to transfer. Attendance of the degree, diploma, or certificate you earn at ICDC College 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 ICDC College 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 ICDC College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ICDC College to determine if your credits or degree, diploma, or certificate will transfer. Likewise, ICDC College has not entered into any articulation or transfer agreement with any other college or university.

Online Course Schedule and Calendar

Each Online Program consists of structured courses. The educational process used by ICDC College is widely praised and promoted by educational and training leaders concerned with continuing education. One major reason for our success is that the methods and techniques developed and implemented are geared to the individual needs and adaptability of the student. This allows each student to achieve a pre-determined level of competency.

Our system of scheduling allows participants to commence training at the beginning of a given course, based upon enrollment and faculty availability. Our programs allow a student to commence classes every three weeks, allowing continual progress towards graduation. Once the student receives their username and password, the student will receive a list of courses to be completed as graduation requirements. The student's Online Student Advisors will provide course start and end dates, with assigned faculty progressing from one course of study to the next. Each faculty member will provide their calendar of scheduled hours with respect to recognized holidays.

ICDC College's online students will be considered on Winter Recess beginning December 26, 2011, through January 1, 2012. Classes are considered back in session beginning Monday, January 2, 2012. ICDC College reserves the right to modify this schedule with reasonable advance notice to students.

Statement of Non-Discrimination

ICDC College's Online Programs do not deny admission or discriminate against applicants or enrolled students on the basis of race, color, religion, sex, age, handicap, financial status, area of origin, or sexual orientation in any of the School's activities. ICDC College's Online Programs will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

STUDENT SERVICES

Online Student Advising

The staff of ICDC College's Online Programs makes every effort to maintain close communication with its enrolled students. Students have the option to email or submit concerns, questions, or make suggestions to faculty and/or administrative members regarding issues related to their education or academic needs. Students experiencing personal problems, which require professional counseling, will be referred to a local Department of Social Services office.

Online Student Refresher Training

Graduates of ICDC College's Online Programs may be allowed to complete course refresher education, provided they make their requests in writing to the Online Campus Director, specifying the specific course, learning objectives, and time frame desired. The request will be forwarded to the Director of Online Education to assign the student to a course. Any charge for such training will be determined at the time of enrollment into the refresher course(s). Graduates, within a two (2) year period of graduation, will have access to all technical/student support, along with library access as deemed appropriate by School Administration. Graduates seeking such access must provide School Administration with their requests in writing, specifying the areas of access they desire.

Online Student Career Development and Placement Assistance

ICDC College employs a Career Development staff that works directly with online students and industry employers. Students participate in specific career development education during the course of their online program. As a student nears graduation, the Career Development Staff will be in communication with the student to finalize employment objectives and opportunities.

During the career development education component of their online program, students are assisted with resume preparation, filling out mock job applications, as well as tips on appropriate interviewing attire and presentation techniques to help them project a professional image during their employment interviews. They also learn how to conduct a self-directed job search.

The Career Development representative is often the liaison between graduate and employer. ICDC College's Online Program's Career Development Staff provides placement assistance to all graduates in good standing.

ICDC COLLEGE DOES NOT GUARANTEE EMPLOYMENT FOR ITS GRADUATES.

It is the final responsibility of the graduate to demonstrate to employers the ability to communicate the education, knowledge, skills, and capabilities which the employer is looking for during the interview. A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. Those graduates who demonstrate strong determination in job searching, interviewing, and follow-up are most often successful in reaching their goals of employment.

Note: All graduates will be considered in need of placement assistance unless a signed "Student Waiver Form" for placement assistance, along with a written explanation and supporting documentation is in the student's file. Graduates waiving placement assistance may still receive placement assistance by notifying the Placement Department that they again wish to be an active participant in employment-seeking activities. Only graduates of ICDC College's Online Programs are eligible for placement assistance.

Disclosure and Retention of Educational Records

ICDC College protects the privacy and confidentiality of all student records. The Family Rights and Privacy Act of 1974 prohibits an institution from releasing the school records or any other information about a student to any third-party without the written consent of the student, with the exception of regulatory education agencies. Students have the right to inspect, review, and challenge information contained in their educational records file. Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by ICDC College's Administration. Parents of minor students or parents of tax dependent students may, with prior written notification from the student, inspect, review, and challenge information contained in the student's records. Student records are retained by the School for a period of not less than five (5) years from the date the student graduates, withdraws or otherwise ceases to be enrolled. Student transcripts, however, will be maintained fifty (50) years and will contain the degree or certificate granted and the date on which that degree or certificate was granted, as well as the courses and respective earned grades on which the certificate or degree was based.

Online Student Transcript Records

Permanent transcripts of the student's progress are maintained by the School and are available upon written request by the student. There is a five dollar ($5.00) charge for an official transcript other than the copy available to the student at graduation. A fee of ten dollars ($10.00) will be charged if the last day of attendance was more than five (5) years from the date of the request.

Tuition and Financial Assistance

ICDC College participates in the following U.S. Department of Education's Title IV Financial Aid Programs:

- Federal Pell Grant
- Federal Direct Subsidized Stafford Loan

- Federal Direct Unsubsidized Stafford Loan
- Federal Direct PLUS Loan
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal ACG/SMART Grant (until June 30, 2011)

These programs are available to those who qualify. Applications and additional information may be obtained from the Financial Aid Department by accessing the Online Student Virtual Campus at http://icdcmedia.com/campus/financial-aid.html , or by telephone at (800) 213-5229.

Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: The Veterans Administration; California Department of Rehabilitation; Private Rehabilitation Agencies and Insurance Companies; the State Employment Development Department; Trade Readjustment Act. All public and private agencies have certain requirements for eligibility.

Tuition assistance is also available through private lending institutions. If a student's tuition is not covered by any of these sources, ICDC College may elect to carry the tuition balance, utilizing an agreed-upon "Payment Plan" with the student. However, should the Payment Plan not be adhered to, the School reserves the right to suspend or terminate the student until such time as the Payment Plan can be brought to a current status. The student must sign a promissory note/loan document with a third-party servicer, including required disclosures as well as detailed terms and conditions.

For more information, please refer to the Online Student Directory for Financial Aid questions and concerns located on the ICDC College Online Student Virtual Campus portal.

Tuition must be paid in full before receiving the Certificate, Diploma or Associate of Occupational Studies Degree or any transcripts.

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make good-faith efforts to keep their accounts current may be subject to ICDC College disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full, unless other arrangements are made.

In addition, ICDC College's Online Campus will provide a student with an official transcript upon completion of the program. However, ICDC College's Online Campus Administration reserves the right to deny additional requests for official or unofficial transcripts until the account is brought current.

All credit balances over five dollars ($5.00) will be issued to students within fourteen (14) days after the credit balance occurs.

Scholarship Program

ICDC College has a scholarship program for those students who are unemployed and receiving assistance from an outside agency for tuition. In some instances the outside agency will not provide enough funds to cover ICDC College's published tuition. In these cases, the student may apply for a scholarship in order to meet their financial obligation. The student must complete an application that may be obtained from their Online Financial Aid Advisor. The requirements for this scholarship are specified on the application. The student's application will be presented to the Scholarship Board for recommendation. The applications for scholarship are reviewed by the Scholarship Board on a monthly basis. The student will be notified in writing/email as to the outcome of their application.

Online Student Library Resource Center

Please refer to the "Online Library" section of ICDC College's Online Virtual Campus where ICDC College maintains a Campus Library that provides educational print and electronic collections, resource databases, full-text articles from thousands of major newspapers, trade journals, academic periodicals, magazines, and international publications that strengthen and support the educational degree programs of the School.

ATTENDANCE POLICY AND ACADEMIC POLICY

Online Student Maximum Time Frame for Program Completion

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half times the regular scheduled program length, as illustrated below. Leave of Absences and/or non-attendance/participation termination are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

Maximum Time Frames Allowed:

Program Name	# of Weeks	Maximum Time Frame in Weeks
Associate of Occupational Studies Degree – Homeland Security	91	136.5
Associate of Occupational Studies Degree – Paralegal	91	136.5
Associate of Occupational Studies Degree – Healthcare Management	91	136.5
Associate of Occupational Studies Degree – Business Management and Accounting	91	136.5
Associate of Occupational Studies Degree – Forensic Scientist	93	139.5
Associate of Occupational Studies Degree – Alcohol and Drug Counseling	96	144.0
Alcohol and Drug Counseling	41	61.5
Paralegal "Certificate" Program	36	54.0
Homeland Security and Investigation	36	54.0
Computerized Accounting	36	54.0
Medical Office Management	36	54.0
Addiction Treatment Counseling	24	36.0

Online Student Leave of Absence Policy

If a "Leave of Absence" (LOA) is needed, a student must provide the Online Campus Director with a written request/email communication explaining the basis of the request, the expected return date, and the date of the request. Submission of the request does not automatically reflect the School's approval. Leave of Absence requests will be considered in three (3) week increments for up to 90 calendar days within a 12 month period, based upon the reason(s) provided by the student. Should extenuating circumstances dictate the need for an additional period of time greater than 90 calendar days, upon presentation of documentation (i.e. military, pregnancy, surgery, etc.) via facsimile or scanning, the School will consider extending the request in three (3) week increments up to a maximum of 180 calendar days within a 12 month period. A student may request no more than one Leave of Absence within a 12 month period that begins on the first day of the initial Leave of Absence. If the student's Leave of Absence request is NOT approved, the student will have the option of continuing their course or program of education or to be considered to have withdrawn from the School. If the Leave of Absence request is approved, the student may return prior to or at the end of the Leave of Absence and resume their education and training without paying any additional tuition for the specified period of the "Leave". A student requesting a Leave of Absence must understand that upon return, a revised course completion date will be established.

Online Student Satisfactory Participation Progress ("S.P.P.") Policy

Failure to login consistently will result in disciplinary action, just as it would be for reporting to a job. It may also lead to dismissal. Students must maintain 70% overall "participation" performance or better in order to be considered achieving "Satisfactory Participation Progress" and/or prevent their training from possibly being interrupted.

Due to the nature and scope of the training, the School does not differentiate between an excused day of "non-participation" and a non-excused day of "non-participation" in computing the maximum number of allowable days of non-participation. Unsatisfactory (lack of) participation occurs when a student fails to login more than 30% of the scheduled class days. Unsatisfactory participation may lead to "Probation" status, or possibly to dismissal.

Special Note for all Income Tax Preparer, Homeland Security and Investigations, and Alcohol and Drug Counseling Students: Many states require specified hours of training in either, or both, theory and/or clinical (lab) settings to ultimately qualify for licensing and/or certification within their respective state jurisdiction. A student attending a program involved with licensing or certification must complete the specific required hours of training, at a minimum, as well as those hours required for course completion consideration. Questions regarding required training and other necessary qualifications for licensing and/or certification should be addressed to the respective state agency. Upon request, ICDC College's Online Campus can direct students and prospective students to the relevant agencies.

ICDC College's Online Programs emphasize the need for all students to login regularly, to complete assigned coursework, and participate in all discussion board activities and scheduled chat room environments on a regular and consistent basis. Consistent study habits and participation in designated learning activities with other students provides a platform for all students to develop and maintain a positive learning experience, foster the sharing of ideas and concepts, and engage in an intellectually stimulating environment necessary to ultimately compete in a highly competitive job market.

Satisfactory Participation Progress is measured three (3) times for each academic year during the student's program of enrollment. S.P.P. measurements are completed at completion of the 25% benchmark of the program's total hours and credit units of each academic year, at

the completion of the 50% benchmark, and at the 100% benchmark of each academic year. To maintain Satisfactory Participation Progress, students must login and participate in or complete designated assignments throughout each course on a timely basis. When a student must be absent from any scheduled online class (discussion board and/or chat room environment), the student is to notify the instructor via email. When a student fails to participate in or complete discussion board assignments, he/she will receive a written "WARNING" notification from Student Services, and be advised of the negative consequences of any further lack of coursework participation and/or completed work.

Online Student Participation Probation Policy

The failure to complete designated coursework and/or participate in discussion boards or chat room environments, ia as crucial to an online student's academic development as when an on campus student fails to attend class. Therefore, when a student fails to participate in discussion boards, chat room environments, and/or other participatory activities, less than a cumulative total of seventy (70) percent at any of the three (3) incremental benchmarks, 25%, 50% and 100% of the program's total hours and credit units each academic year, the student will be placed on Student Participation Probation.

The length of probation shall be for an initial duration of thirty (30) business days. During this probation period, any continued failure to complete assigned coursework or participate in discussion boards and/or scheduled chat room environments, may then result in an extension of probationary, suspension or dismissal. Due to the close relationship of academic performance and participation, the probationary period may be lengthened to provide assurance that the student achieves and maintains Satisfactory Participation Progress (S.P.P.).

Online Student Satisfactory Academic Progress Policy (S.A.P.)

For the Online Program student to be considered as achieving Satisfactory Academic Progress status, the Online Program student must maintain a minimum grade of 70% / "C" or better at each of the three (3) incremental benchmarks for determining Satisfactory Academic Progress, 25%, 50%, and 100%, of the program's total hours and credit units each academic year.

For the Online Program student earning a course completion grade of less than 70% / "C" at any time throughout the student's enrollment, the Online student will receive a written "WARNING NOTIFICATION" from Student Services, and be advised of the negative consequences of having less than satisfactory academic coursework upon a student's academic requirements, including the potential of Academic Probation and/or graduation ineligibility.

Online Student Academic Probation Policy

If at the time that Satisfactory Academic Progress (S.A.P.) is measured, it is determined that the student is not achieving the minimum standard of academic performance required by way of Grade Point Average, the online student shall be placed on Academic Probation. A student placed on Academic Probation may be determined by the Financial Aid Advisor to be ineligible for any financial aid disbursements unless the Financial Aid Advisor determines that due to extenuating circumstances, the student will remain eligible. Any student dismissed for failure to meet the academic requirements of ICDC College, may appeal the dismissal by following the Student Appeals Procedure outlined in this Catalog.

The length of probation shall be for an initial duration of thirty (30) business days. During any period of Academic Probation, any failure by the student to achieve a course ending minimum grade of 70% / "C", may result in an extension of the probation period, suspension or dismissal as deemed necessary and/or appropriate by School Administration.

Due to the close relationship of academic performance with graduation eligibility, the probation period may be lengthened to provide assurance that the student achieves and maintains Satisfactory Academic Progress (S.A.P.), and achieves graduation eligibility.

A student's status of Academic Probation may be returned to a status of Satisfactory Academic Progress provided the student's academic Grade Point Average is raised to the minimum required "C" average.

Online Student Grading Scale Policy

Please refer to the "GRADING SCALE" noted below, reflecting the performance evaluation by ICDC College. Overall course grades will normally reflect participation during discussion boards and/or chat room environments, professionalism, quizzes, assignments, projects, and exams. Student learning and coursework requirements will vary depending upon subject and instructional design. Individual course requirements and expectations will be established by the instructor and set forth in the course.

The School's Online Studies "Grading Scale Policy":

A	=	4.0	Excellent	=	90% - 100%
B	=	3.0	Good	=	80% - 89%
C	=	2.0	Satisfactory	=	70% - 79%
D	=	1.0	Poor	=	65% - 69%
F	=	0.0	Failing	=	00% - 64%
I	=	0.0	Incomplete	=	00%
W	=	Withdrawn from Course or Program / No Credit / Grade Assigned			

A student achieving a cumulative G.P.A. of 97% - 100% at the time of program completion shall be given the status of "Honor Roll".

If an online student withdraws from a course voluntarily or otherwise, before the completion of a given course, the School will record a "W" (Withdrawal) for the student for that course. Regardless of conditions, the student must re-take the entire course, completing all coursework requirements. Once the course has been completed, the grade will replace the originally recorded "W". The time needed to repeat the course must be within the maximum time frame for that Program of enrollment.

If the student does not make-up the incomplete coursework by the end of the course that he/she received the incomplete grade in, the incomplete (I) will be considered an "F".

Academic Assistance Program

Any final course grade of 0% to 69% (D/F), the student will be directed to the ICDC College Academic Assistance Program with access to the "Study Hall". A "Written Plan for Academic Improvement" will be developed with the Student Advisor in order to complete any and all make-up, incomplete coursework. Failure to complete designated make-up coursework within the specified time frame may result in disciplinary action, including potentially suspension, probation or dismissal. All course make-up work should be completed within thirty (30) business days in order to maintain satisfactory progress towards graduation requirements.

Online Student Suspension and Dismissal Policy

ICDC College reserves the right to suspend or dismiss any student whose participation, professional conduct, or academic performance does not meet the School's online educational standards and/or who fails to abide by the rules and regulations of the School's Online Student Catalog. Any student who has been suspended or dismissed may appeal the action by following the Student Appeal Procedures outlined in this Catalog.

Online Student Appeal Procedures

An online student who wishes to appeal any decision made by an instructor and/or disciplinary action taken by the School's Online Campus Administration must submit an email or written letter to the School's Online Campus Director, which will be reviewed by an Appeals Board. An appeal by a student must include supporting documentation to support his/her position and any mitigating circumstances that may have existed. The Appeals Board shall not consist of less than three (3) attending members. The Appeals Board shall be chaired by the School's Online Campus Director and consist of, but not limited to, a representative from the Education Department, Financial Aid Department, and Student Services Department. The student will be notified of the Appeals Board decision within thirty (30) business days following the receipt of the student's appeal. The decision of the Appeals Board shall be final.

Online Student Reinstatement Procedure

A previous or current online student requesting to be reinstated as an active student, based on a positive Appeals Board decision, must do so via email or in writing to the Online Campus Director for consideration. A copy of the Appeals Board decision must be included in or attached to the reinstatement request. The Online Campus Director will review the request and issue a "Reinstated Status" declaration within five (5) days of having received the student's request, along with providing a revised course schedule of classes.

An online student who has been approved for reinstatement will do so with an Enrollment Agreement Addendum, if necessary, and will receive credit for all prior ICDC College payments received and coursework completed. Any increase in the tuition, books and/or supplies will be included on the Addendum Agreement, if applicable.

Online Student Re-Enrollment Procedure

A prior online student who wishes to re-enroll (previously terminated enrollment), must email to the Online Campus Director a letter requesting authorization for re-enrollment. A student who has then been authorized for re-enrollment must sign a new Enrollment Agreement at the current tuition rate. Any prior earned tuition balance by the School must be paid in full before a requesting former student is allowed to re-enroll, unless authorized by the Online Campus Director. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required, the student will incur the new textbook cost. A credit memo will be completed and documented in the student's file.

A prior online student who canceled their enrollment agreement within the allowable seven (7) calendar day cancellation period, and wishes to re-enroll, must email or write to the Online Campus Director a letter requesting authorization to enroll. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required, the student will incur the new textbook cost. A credit memo will be completed and documented in the student's file. An online student will only be allowed to re-enroll one (1) time following an initial enrollment cancellation, unless extenuating circumstances can be documented and provided to the Online Campus Director.

Online Student Graduation Requirements Policy

To be eligible for graduation and to receive an appropriate graduation document, all Online Program students must:

- Complete all courses of study within a program with a minimum grade of 70% / "C" or higher for each course;
- Complete all individual course and program survey evaluations;
- Make satisfactory arrangements for all financial obligations to the ICDC College; and,
- All students who have received financial aid must complete a Financial Aid Exit Interview.

The applicable program's Certificate, Paralegal Certificate, Diploma or Degree document will be available to graduates no later than thirty (30) business days from completion/submittal of all four items above.

Upon successful completion of the student's designated program, graduates are encouraged to attend a graduation ceremony, as these ceremonies are held to recognize the efforts of graduates. Graduates who choose to participate in the ceremony are required to pay a graduation fee for the purchase of their cap and gown.

Online Student Required Course Re-take(s) Policy

Online students may be required to re-take a specific course, based upon an academic performance with a course grade of less than 70% / "C", in order to satisfy graduation requirements. Students will be allowed to re-take a course once at no additional charge. Once a student re-takes a course in which he/she receives a grade, the final grade will replace the original grade. The cumulative grade point average will then be recalculated for the student and a determination of their academic status updated. The original grade is maintained as part of their academic performance documentation, but not calculated in the new grade point average. Course retakes must be approved by the Online Campus Director and coordinated by the Director of Online Education and availability of an instructor.

Online Student Late Work Policy

In each course, if an assignment is 1 to 5 days late, then the following percentage of points is deducted from the earned grade for that assignment:

- on the 1st instance an assignment is late, 1% of points deducted
- on the 2nd instance an assignment is late, 2% of points deducted
- on the 3rd instance an assignment is late, 3% of points deducted
- on the 4th instance an assignment is late, 4% of points deducted
- on the 5th or more instance an assignment is late, 5% of points deducted

Online Student Incomplete Coursework Policy

A student will be given an opportunity to make up coursework, prior to the completion of any course. The responsibility of establishing a time frame to complete any outstanding or incomplete coursework prior to the end of a course is the responsibility of the student in cooperation with the instructor. Any outstanding or make-up work submitted prior to the end of the course will be given appropriate course work credit.

Online Student Remediation

Remediation studies provide support for the weakest areas of a student's skills set and learning abilities. A student will be given an opportunity to complete specified remediation coursework, based upon their written request to the Online Campus Director, and subject to the availability of class size and/or instructor. Remediation studies are available to students at no additional charge by the school. Students completing remediation studies are required to continue with their regular coursework and maintain Satisfactory Academic Progress.

SCHOOL POLICIES AND REGULATIONS

Online Student Behavior/Conduct Policy

Students are expected to conduct themselves in a professional and business-like manner. The effectiveness of any ICDC College Online Program is dependent upon the full cooperation between students, faculty, and administrative staff. ICDC College's Online Programs have created a professional "work-like" learning environment in which students can increase their knowledge and develop employment skills according to their professional expectations. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with their online classmates, instructors, and school administrators. Students must adhere to a high standard of scholarship and conduct. In the event where students discredit themselves through their behavior, conduct, coursework or discredit the school, they may be subject to disciplinary action(s) to include dismissal. Learning how to communicate and deal with a variety of people, coping with frustration, time management, problem solving, disciplining ones-self professionally are just a few of the components that go into the makeup of a professional. In these areas, ICDC College has high standards of performances because of the institution's commitment to preparing our students for the highest expectations of employers.

Online Student Grounds for Disciplinary Action Policy

ICDC College's Online Campus Administration reserves the right, in the exercise of their judgment and presence of evidence, to dismiss a student on any of the following grounds, but not limited to:

1) Unsatisfactory academic performance
2) Unsatisfactory participation performance
3) Failure to meet financial aid department requirements
4) Failure to abide by the Rules and Regulations of the School
5) Failure to pay tuition (or any other charges) when due
6) Breach of School Enrollment Agreement
7) Cheating or plagiarism
8) Falsifying personal and/or school documents/records
9) Online student conduct that interferes with the work of any other online student, faculty member, or administrator
10) Instigation and/or participation in rebellious activities against the School and/or its student members
11) Solicitation for personal gain or service, or which reflects unfavorably upon the School, its faculty, and/or its students

Disciplinary action may include, but not limited to, a written warning, probation, suspension, and/or dismissal. A student dismissed for any reason, including unsatisfactory or unprofessional behavior or conduct as noted above, may appeal such determination and request re-admittance into their program by following the procedures set forth under Student Appeal Procedure and Reinstatement in this Catalog.

Student Grievance Procedures

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their instructor. If the instructor is unable to resolve the situation, the student shall submit to his/her Online Student Advisor via email an "Issues and Concerns" form requesting resolution. This form is available through the ICDC College's Online Virtual Campus website. If the matter is still not resolved, the "Issues and Concerns" form will be brought to the attention of the Online Campus Director for final resolution.

Online Student Grievance Procedures

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions.

The procedure is as follows: The written grievance must be submitted to the Online Campus Director within forty-eight (48) hours of the incident. The Online Campus Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the Online Campus Director will call a Grievance Committee Hearing within seventy-two (72) hours of receipt of the report.

All documentation must be submitted with the written grievance, that is to be signed and dated. The Online Campus Director will chair a committee meeting that will consist of not less than three (3) representatives of the following departments (but not limited to):

A. Education Department
B. Financial Aid Department
C. Student Services Department

While it may not be possible for all persons involved with the incident to be present at the time of the hearing, a telephone conference may be appropriate. The committee will hear all sides, and will meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately, via telephone, with mail and/or email follow-up.

If the decision is unacceptable to the student, the student must, within twenty-four (24) hours of the hearing, send copies of all documents and a cover letter to the Online Campus Director explaining why the decision is unacceptable. All complaints will be resolved within thirty (30) business days from the receipt date of the written grievance.

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges ("ACCSC") must have a published procedure and operational plan for handling student complaints. If a student does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting ACCSC. All complaints considered by ACCSC must be in written form, with permission from the complainant(s) for ACCSC to forward a copy of the complaint to the School for response. A copy of ACCSC's Complaint Form may be requested through emailing the Online Campus Director. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by ACCSC. Please direct all inquiries or concerns to: Accrediting Commission of Career Schools and Colleges (ACCSC); 2101 Wilson Boulevard, Suite 302; Arlington, Virginia 22201; Telephone (703) 247-4212.

"CERTIFICATE" & "DIPLOMA" PROGRAMS

Addiction Treatment Counseling Program
(Certificate Program)

PROGRAM DESCRIPTION

The Alcohol and Drug Counseling program provides each student with the education and clinical skills required to perform the function of an Alcohol and Drug Counselor. This 560 clock hours, 24 week, 16.5 Semester Credit Hour program is designed to provide students with the skills, tools and understanding to perform the duties of an Alcohol and Drug Counselor and emphasizes the Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice (TAP 21), and the 12 Core Functions of Substance Abuse Counseling.

PROGRAM OBJECTIVES

The primary objective of the Addiction Treatment Counseling Program focuses upon developing in the student the didactic or educational tools and the technical skills acquired during supervised field work practicum/experience, as established for educational programs by various state certification boards for chemical dependency counseling.

OCCUPATIONAL OBJECTIVES

Graduates of ICDC College's Addiction Treatment Counseling Program that have met the educational and practicum requirements established by their respective state certification boards, and are then eligible for registration and entry-level employment as an Addiction Treatment Counselor at various DUI Diversion programs, hospitals, private practice, clinics, HMOs, probation and parole facilities, penal institutions, detoxification programs, and other substance abuse counseling facilities, along with other related career job titles. State requirements for certification vary, and interested applicants are encouraged to look into their own state's eligibility criteria for working in the field of Alcohol and Drug Counseling or Addiction Treatment Counseling.

The common job title and any other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #045.107-058.

Clinical Days: 8 hours a day, 5 days a week, 4 weeks, 160 clock hours, 3.50 Semester Credit Hours

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150a - Microsoft Word	40	1.00
ADC150 - Alcohol & Drug Counseling Introduction and Overview	60	2.00
ADC151 – Psychoactive Drugs and Pharmacology	60	2.00
ADC152 – Law & Ethics, Prevention, Education, Outreach, Referral	60	2.00
ADC153 – Case Management	60	2.00
ADC154 – Individual, Group, and Family Counseling	60	2.00
ADC156 – Personal and Professional Growth	60	2.00
ADC158a - Agency Orientation and Field Work Practicum/Experience	160	3.50
TOTAL	560	16.5

Course Descriptions

CP150a – Microsoft Word 40 Hours

This course serves as an introduction to PC operation and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting.

ADC150 – Alcohol & Drug Introduction and Overview 60 Hours

This course examines the history of alcohol and other mood-changing drugs in the United States, the myths and stereotypes of alcohol use, the sociocultural factors that contribute to the use of drugs, and the patterns and progressions of alcoholism.

ADC151 – Psychoactive Drugs and Pharmacology 60 Hours

This course examines the effects of alcohol and similar legal psychoactive drugs on human body and behavior. Students will be exposed to tolerance, cross-tolerance, and the synergistic effects of psychoactive drugs. In this course students will also learn about the disease of Alcoholism and examine chemical dependency and/ or addiction. Students will explore concepts relating to Alcoholism, including AMA definition, signs and symptoms, THIO research, endocrine research, and Jellinik's "The Disease Concept of Alcoholism". Furthermore, the pharmacology of alcohol and other psychoactive drugs and their interaction, addiction and cross-addiction, dependency/addiction stages and patterns, and diagnostic laboratory results are discussed. Students will learn about Pharmacological and Physiological treatment and recovery strategies, which include Methadone maintenance, chemo-therapy, individual counseling, group counseling, didactic education groups, stress management, self-help groups, and on-going health care is discussed. Finally, students will explore the differences between male versus female uses of psychoactive drugs.

ADC152 - Law & Ethics, Prevention, Education, Outreach, Referral 60 Hours

This course examines current legal and liability issues that include employment problems, patient's rights, professional liability, legal and regulatory restrictions, potential hazards resulting from non-compliance in professional ethics and responsibilities, community prevention and education, outreach, communication theories and screening techniques, intervention and referral, crisis intervention, and crisis counseling techniques and theories.

ADC153 – Case Management 60 Hours

This course examines assessment, orientation, treatment planning and relapse prevention (aftercare planning). Students will learn administrative requirements for admission, interpersonal dynamics and their potential influence on client behavior. Information needed to complete the intake interview. Students learn the general nature and goals of the treatment program. Students learn about rules that govern client conduct and infractions that can lead to disciplinary action or discharge from the program. Students learn the components of a recovery plan that include problem-solving models and processes. Students learn how to chart the results of the assessment and treatment plan. Students will also be exposed to the role of an aftercare program in the treatment process, and the AA's Twelve Steps and traditions to the recovery process.

ADC154 – Individual, Group, & Family Counseling 60 Hours

This course examines the objectives to counseling to include exploration of a problem and its ramifications, examination of attitude and feelings, and various therapeutic approaches. Theories of family co-dependency are also covered with techniques for motivation for family involvement in the treatment process. Group counseling will also be examined to include the purpose and function of different types of counseling groups, along with models of group counseling intervention.

ADC156 – Personal and Professional Growth 60 Hours

This course examines counselor burnout, signs and symptoms, recognizing personal strengths and limitations using that knowledge to promote personal and professional growth. This course also examines the recovering counselor, realizing the job will not keep you sober. This course also examines ethical and professional standards as the relationship of consultation to counselor support and performance. This course will also cover the voluntary certification and credentialing requirements of various private organizations such as the California Certification Board of Alcohol and Drug Counselors (CCBADC), and the International Certification Reciprocity Consortium (ICRC).

ADC158a – Agency Orientation and Field Work Practicum/Experience 160 Hours

During this course, the student will be required to complete assigned field experience under the supervision of a qualified clinical supervisor where the student will be called upon to demonstrate in providing counseling. Focus will be placed on completing the requirements of the "Five Domains": Assessment, Counseling, Case Management, Client, Family and Community Education, and Professional Responsibility. The format for this training is commonly completed on a one-to-one and/or small group.

Alcohol and Drug Counseling Program
(Diploma Program)

PROGRAM DESCRIPTION

The Alcohol and Drug Counseling program provides each student with the education and clinical skills required to perform the function of an Alcohol and Drug Counselor. This 810 clock hours, 41 week, 24.0 Semester Credit Hour program is designed to provide students with the skills, tools and understanding to perform the duties of an Alcohol and Drug Counselor and emphasizes the Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice (TAP 21), and the 12 Core Functions of Substance Abuse Counseling.

PROGRAM OBJECTIVES

The primary objective of the Alcohol and Drug Counseling Program focuses upon developing a diverse understanding of didactic or educational tools along with the application of technical skills developed during the program and then applied during supervised field work practicum/experience, as established for educational programs by various state certification boards for chemical dependency counseling.

OCCUPATIONAL OBJECTIVES

Graduates of ICDC College's Alcohol and Drug Counseling Program that have met the educational and practicum requirements established by their respective state certification boards are then eligible for registration and entry-level employment as an Alcohol and Drug Counselor at various DUI Diversion programs, hospitals, private practice, clinics, HMOs, probation and parole facilities, penal institutions, detoxification programs, and other substance abuse counseling facilities, along with other related career job titles. State requirements for certification vary, and interested applicants are encouraged to look into their own state's eligibility criteria for working in the field of Alcohol and Drug Counseling or Addiction Treatment Counseling.

The common job title and any other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #045.107-058.

Clinical Days: 4 hours a day, 4 days a week, 17 weeks, 270 clock hours, 6.00 Semester Credit Hours

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP-150 – Introduction to Computers and Microsoft Word	60	2.00
ADC150 - Alcohol & Drug Counseling Introduction and Overview	60	2.00
ADC151 – Psychoactive Drugs and Pharmacology	60	2.00
ADC152 – Law & Ethics, Prevention, Education, Outreach, Referral	60	2.00
ADC153 – Case Management	60	2.00
ADC154 – Individual, Group, and Family Counseling	60	2.00
ADC155 – Treatment Strategies and Planning	60	2.00
ADC156 – Personal and Professional Growth	60	2.00
ADC157 – Supervised Laboratory Counseling	60	2.00
ADC158 - Agency Orientation and Field Work Practicum/Experience	270	6.00
TOTALS:	**810**	**24.0**

Course Descriptions

CP150 – Introduction to Computers and Microsoft Word 60 Hours

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

ADC150 – Alcohol & Drug Introduction and Overview 60 Hours

This course examines the history of alcohol and other mood-changing drugs in the United States, the myths and stereotypes of alcohol use, the sociocultural factors that contribute to the use of drugs, and the patterns and progressions of alcoholism.

ADC151 – Psychoactive Drugs and Pharmacology 60 Hours

This course examines the effects of alcohol and similar legal psychoactive drugs on human body and behavior. Students will be exposed to tolerance, cross-tolerance, and the synergistic effects of psychoactive drugs. In this course students will also learn about the disease of Alcoholism and examine chemical dependency and/ or addiction. Students will explore concepts relating to Alcoholism, including AMA definition, signs and symptoms, THIO research, endocrine research, and Jellinik's "The Disease Concept of Alcoholism". Furthermore, the pharmacology of alcohol and other psychoactive drugs and their interaction, addiction and cross-addiction, dependency/addiction stages and patterns, and diagnostic laboratory results are discussed. Students will learn about Pharmacological and Physiological treatment and recovery strategies, which include Methadone maintenance, chemo-therapy, individual counseling, group counseling, didactic education groups, stress management, self-help groups, and on-going health care is discussed. Finally, students will explore the differences between male versus female uses of psychoactive drugs.

ADC152 - Law & Ethics, Prevention, Education, Outreach, Referral 60 Hours

This course examines current legal and liability issues that include employment problems, patient's rights, professional liability, legal and regulatory restrictions, potential hazards resulting from non-compliance in professional ethics and responsibilities, community prevention and education, outreach, communication theories and screening techniques, intervention and referral, crisis intervention, and crisis counseling techniques and theories.

ADC153 – Case Management 60 Hours

This course examines assessment, orientation, treatment planning and relapse prevention (aftercare planning). Students will learn administrative requirements for admission, interpersonal dynamics and their potential influence on client behavior. Information needed to complete the intake interview. Students learn the general nature and goals of the treatment program. Students learn about rules that govern client conduct and infractions that can lead to disciplinary action or discharge from the program. Students learn the components of a recovery plan that include problem-solving models and processes. Students learn how to chart the results of the assessment and treatment plan. Students will also be exposed to the role of an aftercare program in the treatment process, and the AA's Twelve Steps and traditions to the recovery process.

ADC154 – Individual, Group, & Family Counseling 60 Hours

This course examines the objectives to counseling to include exploration of a problem and its ramifications, examination of attitude and feelings, and various therapeutic approaches. Theories of family co-dependency are also covered with techniques for motivation for family involvement in the treatment process. Group counseling will also be examined to include the purpose and function of different types of counseling groups, along with models of group counseling intervention.

ADC155 – Treatment Strategies & Planning 60 Hours

The objective of this course is to learn to identify client problems and explore strategies of ranking problems that need resolution. In this course, students will learn to establish immediate and long-term treatment strategies, as well as determine the treatment methods and resources that can be used by their clients. Students will further expand their understanding about therapeutic effects of various treatment methods, as well as how well-developed treatment strategies can assist their client.

ADC156 – Personal and Professional Growth 60 Hours

This course examines counselor burnout, signs and symptoms, recognizing personal strengths and limitations using that knowledge to promote personal and professional growth. This course also examines the recovering counselor, realizing the job will not keep you sober. This course also examines ethical and professional standards as the relationship of consultation to counselor support and performance. This course will also cover the voluntary certification and credentialing requirements of various private organizations such as the California Certification Board of Alcohol and Drug Counselors (CCBADC), and the International Certification Reciprocity Consortium (ICRC).

ADC157 – Supervised Laboratory Counseling 60 Hours

This course is designed to occur concurrently with the Field Work Experience (Practicum/Externship) course. Under the supervision of a qualified instructor, this course provides an opportunity for the student to debrief their experiences at the externship facility, discussing cases and applicable skill-sets, along with reinforcement and application of the "five Domains" and "12 Core Functions". The method of student engagement and discussion with instructor and fellow attending students is completed through the use of webcam technology which is available on each student's Notebook Computer.

ADC158 – Agency Orientation and Field Work Practicum/Experience 270 Hours

During this course, the student will be required to complete orientation and complete assigned field experience under the supervision of a qualified clinical supervisor where the student will be called upon to demonstrate in providing counseling. In addition, this course will occur concurrently with the "Supervised Laboratory Counseling" course. Focus will be placed on completing the requirements of the "Five Domains": Assessment, Counseling, Case Management, Client, Family and Community Education, and Professional Responsibility. The format for this training is commonly completed on a one-to-one and/or small group.

Computerized Accounting Program
(Diploma Program)

PROGRAM DESCRIPTION

The program offers in-depth instruction in computerized accounting and income tax preparation software. It provides training in a variety of office skills such as typing, data entry, and spreadsheets. The course will also teach students how to deal with Windows 95 operating environment, Microsoft Word and Microsoft Excel. The program seeks to prepare students for positions such as accounting clerk, bookkeeper, income tax preparer, entry-level accountant, accounts receivable/payable assistant payroll coordinator, and assistant office manager.

PROGRAM OBJECTIVES

This program is specially designed to calculate, post, and verify primary financial data used to produce and maintain financial and statistical documents. All companies need personnel to perform bookkeeping functions. There is a continuous demand for bookkeepers in today's market. You will earn a tax preparer certificate approved by the California Tax Education Council and launch a lucrative career preparing federal and state income tax returns for individuals and small business. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

The Accounting Graduate will be knowledgeable and skilled for entry-level employment as a Tax Preparer, Bookkeeper, Accounting Clerk, Payroll Supervisor / Payroll Clerk, Tax Clerk, Collector / Bill Collector, Administrative Assistant, Accounts Adjustable Clerk, Administrative Clerk, Classification-Control Clerk, Accounts-Payable Bookkeeper, Accounts Payable Clerk, Accounts Payable Clerk, Accounts Receivable Bookkeeper, Accounts Receivable Clerk, and other related accounting career job titles such as Medical Record Technician; Medical Voucher Clerk; Medical Record Clerk, and other career related accounting job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #219.362-070, 210.382-014, 216.482-010, 215.137-014, 219.487-010, 241.367-010, 169.167-010, 214.462-010, 219.362-010, 210.382-030, 210.382-014, and other accounting career related D.O.T. Codes.

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 – Microsoft Office and Microsoft Word	60	2.00
CP152 – Microsoft Excel and PowerPoint	60	2.00
CA150 – Business Communication	60	2.00
CA 151 – Business Math/ Introduction to Bookkeeping	60	2.00
CA 152 – Bookkeeping Fundamentals I	60	2.00
CA 153 – Bookkeeping Fundamentals II	60	2.00
CA 154 – Applied Accounting	60	2.00
CA 155 – Computerized Accounting I	60	2.00
CA 156 – Computerized Accounting II	60	2.00
CA 157 – Computerized Accounting III and Employment Prep	60	2.00
CA 158 – Tax Preparer I	60	2.00
CA 159 – Tax Preparer II	60	2.00
TOTALS:	720	24.0

Course Descriptions

CP150 – Introduction to Computers and Microsoft Word 60 Hours

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and

confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

CP152 – Microsoft Excel and PowerPoint 60 Hours

This course provides students with knowledge of the use of Microsoft Excel and PowerPoint. Upon completion of this course, students develop knowledge and skills in using Microsoft Excel and spreadsheets. Students will learn to create and save workbooks, format text and date, select ranges and format the data. Students will develop ability to create, format and modify charts, as well as ability to manage formulas and spreadsheets. Furthermore, students will learn to create engaging PowerPoint presentations. Topics will include creating slides, inserting and formatting images, and applying special effects, manipulating data, adding comments, narrating the slide show as well as presenting a slide show on a computer.

CA 150 - Business Communication 60 Hours

During this course students will explore business written, oral, as well as electronic communication through carefully organized and designed memos, letters, reports, and presentations. Students will develop understanding of communication theories, develop strategies for planning managerial communications, and build skills in oral and written reporting as well as persuading. Students will explore communication technologies in the world of business and the implications of communication technologies on organizational structure and conduct.

CA 151 – Business Math/ Introduction to Bookkeeping 60 Hours

During this course, students will be introduced to basic principles of bookkeeping. Students will develop the knowledge, understanding, and skill sets used in the applications of accounting principles, both theory and practice. Students will also review of basic math functions with emphasis on practical problems including interest calculations, discount calculations, percentage calculations and payroll calculations. Students will develop in performing business mathematical operations using electronic calculator.

CA 152 – Bookkeeping Fundamentals I 60 Hours

During this course, students will advance their knowledge, understanding, and applications of accounting principles. Students will develop this knowledge and skill sets by the application of recording and summarizing of financial information through various exercise simulations of company records. It is through these practice applications that students will understand and be able to apply a company's assets, liabilities, owner equity, debits and credits, journalizing and posting transactions, financial statements, adjusting procedures, closing procedures, sales journals, and purchase journalizing. Students will also develop the understanding of applications for cash journals, costing merchandise inventory, pricing merchandise, negotiable instruments, and controlling cash.

CA 153 – Bookkeeping Fundamentals II 60 Hours

During this course, students will continue advancing their knowledge, understanding, and applications of accounting principles. Students will develop the knowledge, understanding and skill sets used in the applications of accounting principles and practice in the areas of payroll, property – plant – and equipment depreciation, partnerships and corporations, charting of accounts – journalizing and posting; cash receipts and cash disbursement journalizing; worksheet procedures; trail balances; financial statements; payroll register; bank reconciliation; and partnership division of net income applications.

CA 154 – Applied Accounting 60 Hours

During this course, students will be required to apply the theory learned in Bookkeeping I and apply that knowledge to a real-life business simulations. Students will be required to apply their knowledge and skill sets to create a company's accounting books that include charting of accounts, general ledger, accounts receivable ledger, accounts payable ledger and basic management reports. Students will practice making entries and posting to accounts for an entire accounting cycle.

CA 155 – Computerized Accounting I 60 Hours

During this course, students will develop the knowledge and skill sets required in using "Peachtree Accounting", a popular, integrated, software accounting package. Students will learn by studying the Peachtree Accounting software program and setting up a simulated new company. Students will also learn to structure transactions for cash business; accounts receivable; sales for service business; accounts payable and purchases for a service business; cash payments and cash receipts; preparing the financial statements; purchases of inventory in a merchandise business; sales of inventory in a merchandise business; payroll; job costing; and fixed assets. Students will accomplish this by creating files, entering data, and producing journals and financial statements.

CA 156 – Computerized Accounting II 60 Hours

During this course, students will continue to develop the knowledge and skill sets used in computerized accounting by setting up three separate new simulated companies: 1) a Partnership, 2) a Sole Proprietorship, and 3) Corporation. Students will be required to setup accounts receivable, accounts payable, a beginning balance, employee accounts, monthly transactions, payroll, bank reconciliation, and end of the year procedures along with financial statements.

CA 157 – Computerized Accounting III and Employment Prep 60 Hours

During this course, students will be develop the knowledge and skill sets required in using "QuickBooks Accounting", a popular, integrated, software accounting package. Students will develop these skills by studying the QuickBooks Accounting software program and setting up a simulated new company. Students will practice entering bills, paying bills, writing checks, creating invoices, receive payments, enter cash sales and make deposits. Students will also practice setting up end of period procedures to include general journal entries concerning inventory management, receive items, sell items, process sales discounts, adjust quantity / value on hand, and pay sales tax. Students will also be called upon to customize, update and prepare for the accrual basis of accounting by setting up payroll and processing, pay employees, pay payroll liabilities and process payroll forms; banking transfer of funds, reconcile accounts, and enter credit card charges; track jobs, recording job income, record job payroll expenses, and track time for employees and jobs; and finally, customizing company files with reports using graphs, sub accounts, invoices, letters, and memorized transactions.

In addition, students will develop proficient skill levels in how to seek employment including locating sources of employment; utilize their computer skills using the Microsoft Word program while preparing a resume, writing letters of application; developing interviewing skill-sets for employment; and finally, developing or enhancing their skill-sets in job search techniques and follow up methods / techniques.

CA 158 – Tax Preparer I 60 Hours

During this course, students will develop the knowledge, understanding and skill sets required for the computing, preparing and filing individual income taxes. The course covers the following topics: who must file and when to file. Personal and gross income, deductions and exemptions, casualty losses and bad debts, depreciation and amortization, gain, losses on property transactions, individuals tax credits, estimated taxes; the students will become familiar with preparing individuals and small businesses tax preparation with using the Turbo Tax Software and the intricacies of individual and simple business income tax. Students will become proficient in the preparation of simple partnership and corporate tax returns.

CA 159 – Tax Preparer II 60 Hours

During this course, students will develop the knowledge, understanding and skill sets required for the computing, preparing and filing individual income taxes. The course covers the following topics: who must file and when to file. Personal and gross income, deductions and exemptions, casualty losses and bad debts, depreciation and amortization, gain, losses on property transactions, individuals tax credits, estimated taxes; the students will become familiar with preparing individuals and small businesses tax preparation with using the Turbo Tax Software and the intricacies of individual and simple business income tax. Students will become proficient in the preparation of simple partnership and corporate tax returns.

Homeland Security and Investigation Program
(Diploma Program)

PROGRAM DESCRIPTION

The Homeland Security and Investigation program provides each student with the educational knowledge and training skills required for entry-level employment in the emerging field of Homeland Security and Investigation. Homeland Security has evolved to not only include concerns regarding terrorism, but also natural and man-made disasters, and emergency management. This 720 clock hours, 36 week, 24.00 Semester Credit Hour program provides instruction on how to help secure our borders, airports, waterways and seaports. The program also provides instruction on how to respond to natural disasters and/or terrorist assaults, analyze intelligence, research, and to learn the latest security technology.

PROGRAM OBJECTIVES

The primary objective of the Homeland Security and Investigation program is to prepare its students for the growing field of safety, security and emergency management. This program prepares individuals for careers in Homeland Security, both in the public and private sectors through a broad-based understanding of the emerging discipline of Homeland Security. Students of this program shall develop the fundamental knowledge and skills necessary to protect people, information and locations from threats to their safety and security.

OCCUPATIONAL OBJECTIVES

The demand for employees with knowledge in security and emergency management fields is high and only increasing. Many Homeland Security jobs are entry-level positions with numerous federal and state agencies, as well as in the private sector. Employment in Homeland Security is plentiful, diverse, pays well and offers job security. Graduates of the Homeland Security and Investigation program will be prepared to work in a variety of settings and capacities such as private businesses, emergency management, safety management, intelligence analysis, private security, airports, law enforcement, and government service such as FBI, Secret Service, DEA, Air Marshals, customs investigators, special agents, military service, and border patrol, U.S. Citizenship and Immigration Services (USCIS), U.S. Customs and Border Protection (CBP), Federal Emergency Management Agency (FEMA), U.S. Immigration and Customs Enforcement (ICE), U.S. Transportation Security Administration (TSA), and many others.

Dictionary of Occupational Titles, U.S. Department of Labor, D.O.T. Code: #372.667-034, 189.167-054, 372.167-014, 372.667-038, 189.167-050, 189.167-034, 376.367-018, 372.363-010.

High School Diploma, G.E.D. or equivalent required prior to enrollment. Due to licensing requirements, any previous misdemeanor convictions or periods on parole will diminish or prohibit opportunities for employment in this field. Further, any previous felony convictions will most probably prohibit employment in this field.

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 – Intro to Computers and Microsoft Word	60	2.00
HSI 150 – Introduction to Homeland Security, Law & Ethics, Security Strategies	60	2.00
HSI 151 – Intelligence Analysis, 9/11 Commission	60	2.00
HSI 152 – Critical Problem Analysis, Vulnerability Assessment	60	2.00
HSI 153 – Cyber Security, Security Technology	60	2.00
HSI 154 – WMD/Hazardous Materials	60	2.00
HSI 155 – Emergency Management, Recovery, Security Disaster Medical Operations	60	2.00
HSI 156 – Crime Prevention and Powers to Arrest	60	2.00
HSI 157 –The Penal Code, Civil Law, Employment Preparation	60	2.00
HSI 158 – Investigations, Research, Law & Evidence	60	2.00
HSI 159 – Chemical Agents, Baton, Firearms Training	60	2.00
HSI 160 – Communications Training, Report Writing	60	2.00
TOTALS:	**720**	**24.0**

Course Descriptions

CP150 – Introduction to Computers and Microsoft Word 60 Hours

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

HSI 150 – Introduction to Homeland Security 60 Hours

During this course, the students are introduced to the historical evolution and formation of the Department of Homeland Security, its role and structure, its relations with other government agencies and private companies, as well as key Homeland Security legislations, policies and strategies. Students will develop the knowledge and understanding of the United States critical infrastructures and the role that Homeland Security Department and other government agencies have in protecting such critical infrastructures. Students will also acquire knowledge and understanding of the constitutional articles and amendments that set forth the legal authority and limitations of the federal government in protecting the homeland. They will gain understanding of major Homeland Security legislation and executive orders; learn about the international conventions and declarations governing human and prisoner rights; learn to apply constitutional, national, and international legal principles to advocate and/or defend position statements on legal controversies in Homeland Security (e.g., extreme interrogation techniques, due process of law, and adherence to the Geneva Convention; apply ethical decision-making principles to advocate and/or defend position statements on ethical dilemmas in Homeland Security, e.g., interrogation techniques, prisoner rendition, and denial of medical treatment).

HSI 151 – Intelligence Analysis and 9/11 Commission 60 Hours

During this course, students will learn to analyze aviation security; examine both political parties commentary on Foreign Policy as applied to 9/11; study intelligence and defense issues related to 911; examine Federal and other related law enforcement issues pertaining to 911; analyze United States counterterrorism issues since 911; and inspect the lessons learned leading up to and after 911 attacks. In addition, students will gain the knowledge and understanding of the historical evolution of the intelligence function in the United States. They will study creation of various intelligence agencies, which support intelligence operations at all level of government. Students will learn processes of creating actionable intelligence from information and the role of intelligence as it related to Homeland Security operations, as well as relationships between the United States and foreign intelligence agencies.

HSI 152 – Critical Problem Analysis and Vulnerability Assessment 60 Hours

During this course, students will develop ability to name and access specific sources of data that can be used to identify Homeland Security issues; employ scanning techniques in order to accurately identify Homeland Security related problems in a company or jurisdiction. Students will learn to employ official records, surveys, interviews, and observations to collect data about an identified Homeland Security related problem in a company or jurisdiction; analyze data about a Homeland Security related problem in a company or jurisdiction in order to accurately describe the problem and develop explanations for it. In addition, students will master core concepts and approaches to vulnerability assessment and risk evaluation, as well as learn to identify potential targets, characterize potential threats, and assess consequences.

HSI153 – Cyber Security 60 Hours

During this course, students will develop the knowledge and understanding of many current security technologies including organizational network systems; security of end-user systems; WEB-based attacks and compromises; wireless security; data integrity, and electronic surveillance. Students will explore the relationship between Cyber Security and Homeland Security, as well as develop basic knowledge and understanding of the vocabulary related to Cyber Security. Students will study the role of computers as a part of critical infrastructure; explore laws and policy affecting Cyber Security; examine the research on Cyber Security; survey Technologies used to investigate and prevent Cyber Security incidents; examine Cyber Terrorism.

HSI 154 –WMD/Hazardous Materials 60 Hours

During this course, students will develop fundamental understanding of the basic investigative techniques associated with fire, arson, and bombing investigations. They will explore state/federal arson and explosive laws; learn to locate technical information; gain understanding about explosives and its effects; assess physical security requirements for protection from bombings / explosives; learn to identify explosive products. Students will be exposed to problems associated with hazardous materials transportation, storage, and use of clandestinely produced chemical, biological, and radiological materials. Students will study hazardous materials with respect to chemical reactions, engineering controls, and control techniques during emergency situations and a detailed appreciation and understanding of explosive dynamics as it relates to the use of improvised explosive devices (IED's). At the completion of the course, student will be able to identify explosive and non-explosive components found in IED's; fusing systems; types of containers used to conceal the identity of an IED; types of low and high explosives normally encountered in improvised devices; safety procedures required to minimize injury and/or death from secondary devices and hazardous materials left at the bombing scene; industrial and improvised chemicals.

HSI 155 – Emergency Management and Recovery 60 Hours

During this course, students will develop the knowledge and understanding of the Emergency Management role with local, state, and federal governments. At the completion of the course, students will learn to identify Emergency Management concepts and Incident Management actions. They will gain ability to assess a community using the "All Hazards" Emergency Management approach and develop an Emergency Operations Plan (EOP); learn to identify several recovery considerations specific to different types of disasters, such as floods, earthquakes, tornados, hurricanes, and terrorist attacks; identify the technological tools utilized for the effective administration of an emergency management program; explain the importance of leadership quality and performance in emergency management. Students will be able to describe and analyze the concept of integrated emergency management planning and operations in relations to public safety agencies, levels of government, non-governmental organizations, private industry, and public safety. Furthermore, students will develop the knowledge, understanding and ability to distinguish among the disaster recovery roles and responsibilities of local, state, and federal governments and the private sector and be able to explain the planning process for disaster recovery. At the completion of the course, students will demonstrate understanding of required hardware, software, and best practices for facilitating interagency communications, cooperation and support during a medical response to a natural or human-made disaster. Students will also be exposed to planning strategies for the delivery and recovery of medical systems by various local, state, and federal agencies.

HSI 156 – Crime Prevention and Powers to Arrest 60 Hours

During this course, students will develop the knowledge and understanding of crime prevention while examining a variety of preventive measures such as Numbers of Police, Rapid Response to 911, Random Patrols, Directed Patrols, Reactive Arrests, Proactive Arrests, Community Policing, Neighborhood Watch, Community-Based Intelligence, Public Information About Crime, Police Legitimacy, Problem-Oriented Policing, Criminogenic Commodities, Converging Offenders and Victims, Safety at Home, Safety Away from Home, Senior Safety and Security, Vehicle Security, Home Security, Fraud and Identity Theft, Business Robberies and Burglaries, Check and Credit Card Fraud, Shoplifting, Internal Theft in Business, Computer Crimes, Graffiti Vandalism, Dealing with Homeless People. In addition, students will develop the knowledge and understanding of the legal aspects, techniques, liability, and requirements relating to the arrest of an individual. Implications of an arrest for the subject, the guard, and a company will be explored. In addition, students will investigate escalation and de-escalation techniques in the use of force, as well as general use of restraint techniques and their implications. Trespass laws, their applications and implications of enforcement will also be discussed.

HSI 157 – The Penal Code and Civil Law 60 Hours

During this course, students will develop the knowledge and understanding of the various sections, and application to security training, contained within the California Penal Code. Students will develop the knowledge and understanding of Civil Law as it pertains to Personal injury claims, family law disputes, contract disputes, invasion of privacy, and inappropriate use of physical force, false imprisonment, battery, improper surveillance, and defamation of character.

HSI 158 – Investigations, Research, and Evidence 60 Hours

During this course, students will develop the knowledge and understanding of the various investigative and scientific aspects of crime scene investigation, as well as the collection, preservation, identification and packaging of evidence. Students will develop a knowledge and understanding of the application of both quantitative and qualitative research methods and their utilization in determining security efficiency, efficacy, and feasibility. Applications of observations and informal interviews will be explored. Students will also develop the knowledge and understanding surrounding the legal definitions and elements of a crime. Students will gain an understanding of criminal procedures, learn to obtain facts by investigation and will be introduced to the Evidence Code and applicable rules of evidence.

HSI 159 – Chemical Agents, Baton, and Firearms Training 60 Hours

During this course, students will learn about moral and legal aspects of baton usage. Students will learn First Aid for baton injuries; fundamentals of baton handling, including stances and grips, target areas, defensive techniques, control techniques, arrest and control techniques. In addition, students will develop knowledge and understanding as to the principles of fire safety; fire precautions and defense systems; fire prevention; fire safety management in workplaces. Further, students will learn about the use and effects of Tear Gas, Pepper Spray, Air Borne Chemical Agents, and Water Borne Chemical Agents. Finally, students will develop the knowledge, understanding, and skills pertaining to the moral and legal aspects of firearms use; firearms nomenclature; weapons handling and shooting fundamentals; emergency procedures; range training; as well as acts prohibited by law.

HSI 160 – Communications Training and Report Writing 60 Hours

During this course, students will develop the knowledge and understanding regarding internal communications involving Protocols Pursuant to Contact (Who to Contact and When) and external communications involving Emergency and First Responders, medical personnel, Police, Sheriff, and other enforcement personnel, city services, and government services> Students will be exposed to conflict management strategies, negotiation strategies, dispute handling strategies, and means of controlling boisterous celebrations. Students will also develop the knowledge and understanding as to the importance of proper and timely report writing. Students will learn the basics of investigative report writing, the rules of narrative writing, as well as basics of crime reports, arrest reports, search warrants, and automated report writing.

Medical Office Management Program
(Diploma Program)

PROGRAM DESCRIPTION

This program will open many opportunities for on-site full or part-time work in private medical offices, hospitals, and clinics. Upon successful completion of this program the students will be able to understand what insurance is and why we need it; identify all body systems, their anatomy and be able to explain their functions; understand the different types of insurance coverage and administrators; recognize and use CPT, ICD-9; know insurance and medical terminology; possess the ability to perform billing for Medicaid, Medicare and commercial accounts, be able to determine usual, customary and reasonable charges.

PROGRAM OBJECTIVES

The overall objective is to train individuals in managing, business or front office for the medical Industry. Business office procedures are taught as well as medical terminology and medical business practices. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

Graduates will be qualified for entry-level positions with the knowledge and skill to fulfill employment in various medical facilities such as Medical Record Technician; Medical Secretary; Hospital Admitting Clerk; Medical Record Administrator; Medical Voucher Clerk; Medical Record Clerk, and other related medical career job titles.

These common job titles and other associated title descriptions can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T.: #079.362-014; 201.362-014; 205.362-018; 079.167-014; 214.482-018; 245.362-010, and other medical career related D.O.T. Codes.

High School Diploma, G.E.D. or equivalent required prior to enrollment.

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 – Introduction to Computers & Microsoft Word	60	2.0
CP152 - Microsoft Excel and PowerPoint	60	2.0
MOM150 – Medical Office Procedures / Medical Law and Ethics / Employment Preparation	60	2.0
MOM 151 – Anatomy and Physiology and Medical Terminology I	60	2.0
MOM 152 – Anatomy and Physiology and Medical Terminology II	60	2.0
MOM 153 – Business Math/ Introduction to Bookkeeping	60	2.0
MOM 154 – Bookkeeping Fundamentals I	60	2.0
MOM 155 – Applied Accounting	60	2.0
MOM 156 – Medical Billing Procedures and Insurance Forms	60	2.0
MOM 157 – Reimbursement and Delivery Systems	60	2.0
MOM 158 – Computerized Billing I	60	2.0
MOM 159 – Computerized Billing II	60	2.0
TOTALS:	720	24.0

Course Descriptions

CP150 – Introduction to Computers and Microsoft Word 60 Hours

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and

confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

CP152 – Microsoft Excel, PowerPoint 60 Hours

During this three week course, the student will further broaden their understanding with greater skills using two additional software programs from the Microsoft Office Suite, Excel and PowerPoint. Students will develop proficiencies in the use of Excel software to create spreadsheets and reports in a table format of rows and columns, calculate numerical data, and display the data in various formats. Students will also develop proficiencies in the use of PowerPoint software to create / produce presentations using templates, word documents, excel spreadsheets, graphics, pictures, etc.

MOM 150 – Medical Office Procedures/ Medical Law and Ethics, and Employment Preparation 60 Hours

This course serves as an introduction to medical secretarial duties and medical office procedures. Students will develop the skill-sets in basic telephone procedures and etiquette, patient reception and scheduling techniques. In addition, students will develop the basic techniques in handling medical records, processing mail, conducting inventory control, and handling human relation issues within the medical office setting. Students will also gain a greater understanding of the importance of accuracy, medical ethics and the legal aspects associated with medical records.

In addition, students will develop proficient skill levels in how to seek employment including locating sources of employment; utilize their computer skills using the Microsoft Word program while preparing a resume, writing letters of application; developing interviewing skill-sets for employment; and finally, developing or enhancing their skill-sets in job search techniques and follow up methods / techniques.

MOM 151 – Anatomy and Physiology and Medical Terminology I 60 Hours

During this course, students will develop knowledge of the human body (anatomy), its functions (physiology), and disease, which will be presented along with the study of medical terminology for modern healthcare. Students will develop basic understanding as to the functions of the body's systems with particular emphasis on the Skeletal, Muscular, Integumentary (skin), Nervous, and Circulatory systems and their predominant pathologies. Students will also learn and understand the related terminology to diagnosis and treatments of patients.

MOM 152 – Anatomy and Physiology and Medical Terminology II 60 Hours

This course will continue to develop student knowledge of the human body (anatomy), its functions (physiology), and disease, which will be presented along with the study of medical terminology for modern healthcare. Students will continue to develop basic understanding as to the functions of the body's systems with particular emphasis on the Skeletal, Muscular, Integumentary (skin), Nervous, and Circulatory systems and their predominant pathologies. Students will also learn and understand the related terminology to diagnosis and treatments of patients.

MOM 153 – Business Math/ Introduction to Bookkeeping 60 Hours

During this course, students will review and strengthen their understanding and skill-sets involving many of the basic math functions with an emphasis on practical problem involved in payroll, interest, and percentages. Proficiencies in business mathematical functions and use of the electronic calculator are stressed.

In addition, student will develop the knowledge and basic skill-sets involved with basic principles of bookkeeping as an introduction. Students will develop the knowledge, understanding, and skill-sets used in the applications of accounting principles, both theory and practice which they may experience in a medical office setting.

MOM 154 – Bookkeeping Fundamentals I 60 Hours

During this course, students will continue advancing their knowledge, understanding, and applications of accounting principles. Students will develop this knowledge and skill-sets by the application of recording and summarizing of financial information through various exercise simulations of company records. It is through these practice applications that students will understand and be able to apply a company's assets, liabilities, owner equity, debits and credits, journalizing and posting transactions, financial statements, adjusting procedures, closing procedures, sales journals, and purchase journalizing. Students will also develop the understanding of applications for cash journals, costing merchandise inventory, pricing merchandise, negotiable instruments, and controlling cash.

MOM 155 – Applied Accounting 60 Hours

During this course, students will be required to apply the theory learned in the Introduction to Bookkeeping and Bookkeeping I courses, and apply that knowledge to a real-life business simulation. Students will be required to apply their knowledge and skill-sets to create a company's accounting books that include charting of accounts, general ledger, accounts receivable ledger, accounts payable ledger and basic management reports. Students will practice making entries and posting to accounts for an entire accounting cycle.

MOM 156 – Medical Billing Procedures and Insurance Forms 60 Hours

During this course, students will develop the knowledge and usage of commonly used healthcare forms. Students will develop a working knowledge of all phases of medical insurance claim processes. Students will be introduced to insurance claim cycle, as well as standard coding systems. Classroom learning and laboratory practice will cover the fundamentals of CPT, ICD-9-CM, and HCPCS coding principles. Students will also learn the legal aspects of insurance claims, as well as the importance and application of skill-sets for the insurance biller in customer relations. Students will also develop collection techniques and skill-sets needed to handle patient complaints.

MOM 157 – Reimbursement and Delivery Systems 60 Hours

During this course students will develop the knowledge and skill-sets for using coded data and health information in reimbursement and payment systems appropriate to all healthcare settings. Students will develop the knowledge relative to organization, delivery, regulation, and financing of healthcare services; contemporary healthcare plans and payment systems; and charge-master maintenance. Students will also develop the knowledge and skill-sets in identifying common fraudulent billing practices.

MOM 158 – Computerized Billing I 60 Hours

During this course, student will develop the knowledge of and skill-sets that deal with common business procedures performed in a medical facility. Students are will develop the knowledge of and application to various electronic claims; professional fees; credit arrangements; submission; collections; and data entry. Student learning will focus on with emphasis placed on the practical application of collection procedures, patient billing, and data entry using an IBM PC. Students will use the computer to file a simulated insurance claim with major carriers. Students will practice finding information about carrier requirements for filing claims.

MOM 159 – Computerized Billing II 60 Hours

During this course, students will continue hands-on skills development, utilizing the microcomputer for claim processing and medical office management. Students will focus on posting charges; input information about a patient onto the claim form; and processing healthcare claims. These skill tasks include the practice of completing insurance claim forms and generating financial statements using a commonly used medical office software program.

Paralegal Program
("Certificate" Program)

PROGRAM DESCRIPTION

The Paralegal program is a 24.0 Semester Credit Units (720 clock hours) program requiring 36 weeks of training. The program focuses on developing a student's familiarity in specialized areas of law pertinent to the Paralegal profession.

PROGRAM OBJECTIVES

The program's objective is to prepare the student with comprehensive skills for an entry-level position as a Paralegal. The program is designed to provide the student with an understanding of the legal system referencing the law office through the Federal Court Systems and local agencies. The student will develop a thorough knowledge and skill level in Contract Law, Family Law, Property Law, Criminal Law, Bankruptcy Law, Business Law & Ethics, Immigration and Constitutional Law, Legal Research, Civil Litigation Procedures, Law Office Procedures, Wills, Trusts & Estate Administration, and Torts. In addition, the student will develop a proficiency in MS Word, as well as research skills using the Internet and other legal research systems. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

Graduates of this program will be qualified for entry-level positions in the field of law as Paralegals, Legal Investigator / Legal Assistant, Legal Secretary, File Clerk, and other career related Legal field related job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #119.267-026, 119.267-022, 201.362-010, 206.362-010 and other legal field career related D.O.T. Codes.

High School Diploma, G.E.D. or equivalent required prior to enrollment.

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 - Microsoft Office and Microsoft Word	60	2.00
P150 – Administrative Law, Torts	60	2.00
P151 – Labor Law, Employment Preparation	60	2.00
P152 – Business Law & Ethics, Immigration / Constitutional Law	60	2.00
P153 – Law Office Procedures, Word Processing for the Law Office	60	2.00
P154 – Contract Law, Criminal Law, Law & Evidence	120	4.00
P155 – Legal Research	60	2.00
P156 – Civil Procedures, Litigation	60	2.00
P157 – Property Law, Bankruptcy Law	60	2.00
P158 – Family Law	60	2.00
P159 – Wills, Trusts & Estate Administration, Internet Research	60	2.00
TOTALS:	720	24.0

Course Descriptions

CP150 – Microsoft Office and Microsoft Word 60 Hours

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

P150 – Administrative Law, Torts 60 Hours

Administrative Law

The objective of this course is for the student to develop skills and knowledge surrounding legal concepts and their applications to real world situations. Students will learn to decipher actual law and materials. The student will be exposed to the various documents, research sources, and other materials involved with performing the responsibilities of a paralegal.

Torts (Personal Injury, Workers Compensation)

The objective of this course is for the student to develop skills and knowledge surrounding the legal issues involved with Torts, Personal Injury. The student will develop knowledge regarding the difference between a civil and a criminal wrong, three basic categories of torts: intentional, negligence, and strict liability, an understanding of the application of elements to formulate a cause of action, the defenses which may negate the successful formation of a cause of action, appropriate California statutes. The student will learn why an action based in Worker's Compensation may be brought; and some of the basic forms applicable.

P151 – Labor Law, Employment Preparation 60 Hours

Labor law

The objective of this course is for the student to develop a basic understanding, knowledge, and skills relating to basic labor laws and how they effect a business and office environment.

Employment Preparation

During this course, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

P152 – Business Law & Ethics, Immigration / Constitutional Law 60 Hours

Business Law & Ethics

The objective of this course is for the student to develop a basic understanding, knowledge, and skills relating to Business Law. The student will learn the roles and importance of Business Law and Business Relations; Common Failures of Business Organization; and, Business Organization Risks and Liabilities.

Immigration / Constitutional Law

The objective of this course is for the student to develop fundamental skills and knowledge that represents the construction and application of current Immigration Laws. Students will learn about the nature and origin of the U.S. Constitution and the development of laws. The student will become acquainted with the Branches of Government and how laws are made; including the power of government to regulate Immigration; the Immigration and Naturalization Act (INA), the Immigration Reform and Control Act of 1986 (IRCA), and the Immigration Act of 1990 as the principle employer-related immigration laws.

P153 – Law Office Procedures, Word Processing for the Law Office 60 Hours

Legal Office Procedures

Students will learn in this course, the general office procedures followed in a law office and the student will learn the rules governing those who work in the legal profession. The student will learn: why and how legal professionals are regulated; some of the important ethical rules governing the conduct of attorneys; how law firms may be organized and managed; some of the typical policies and procedures governing law office employment; the importance of an efficient filing system in a legal practice and some typical filing procedures; how clients are billed for legal services; and, how law-office culture and politics may affect the working environment.

Word Processing for the Law Office

The objective of this course is for the student to develop the understanding, knowledge, and skill required to perform computer-assisted legal writing. This course is designed to provide the student with demonstrable skills in legal writing, by use of problems and projects. The course allows the student to develop the skills needed in assisting the attorney in the through the preparation of written documents.

P154 – Contract Law, Criminal Law, Law & Evidence 120 Hours

Contract Law

The objective of this course is for the student to develop a basic understanding, knowledge, and skills relating to: elements of a Valid Contract; elements of a valid lease agreement; enforcement of sales contracts; and, the Common Law of Contracts.

Criminal Law

The objective of this course is for the student to develop skills and knowledge surrounding the legal definitions and elements of a crime and provides the student with an understanding of criminal procedures from arrest through pre-trial, trial, and sentencing. Student will learn how to obtain facts by investigation to convict or defend an alleged criminal. In addition, the student will be able to utilize the California Penal Code with efficiency, be introduced to the Evidence Code and applicable practice guide, and how and why the criminal litigation procedures differ from civil litigation procedures.

Law & Evidence

The objective of this course is for the student to develop skills and knowledge surrounding the legal process regarding the rules of evidence. The student will develop an understanding of the source of evidence available for a trial, the importance of gathering evidence prior to trial, the significance of gathering information at a crime scene along with subsequent investigation of a crime and their applications.

P155 – Legal Research 60 Hours

Legal Research

The objective of this course is for the student to develop skills and knowledge as it relates to functions of a paralegal in legal research. The student will learn through practical application projects, the function of legal research in the legal system and the nature of relative legal writing. The student will be required to create a sample file of legal documents as a result of their research for their future referencing. The student will develop a better understanding of the functions of a paralegal in the drafting of legal documents and correspondence required in normal case management. Students will learn how to research through the U.S. legal system, law publishing's, law books, and law libraries. Students will learn the principal sources of the law: cases, statutes, constitutions, court rules, administrative regulations, and miscellaneous publications used in legal research. The course culminates as the student will be able to demonstrate how to develop research strategies.

P156 – Civil Procedures, Litigation 60 Hours

Civil Procedures

The objective of this course is for the student to develop skills and knowledge involving the practical aspects of drafting simple and complex motions, oppositions to motions, and the procedural rules governing law and motion practice. The student will learn about pre-trail conference statements and settlement documents relating to the pre-trial stage of litigation.

Civil Litigation

The objective of this course is for the student to develop skills and knowledge as the student learns each step of pre-trial preparation and trial. The student will participate in a hypothetical law suit, drafting documents, completing interviews, counseling, and preparation of pleadings, motions, all the way through the settlement techniques, pre-trial, trial, and post-trial activities.

P157 – Property Law, Bankruptcy Law 60 Hours

Property Law

The objective of this course is for the student to develop skills, understanding, and a working knowledge of community and separate property laws. The student will learn the basic concepts in the law of real property, including parties to a real estate transaction, the sales agreement, financing techniques, deeds and indentures, real property descriptions, the closing and settlement process, and post-settlement activities.

Bankruptcy Law

This course will provide the student with basic skills and a better understanding in the activities conducted by the paralegal in a bankruptcy practice to include petitions, motion practice in bankruptcy, the role and powers of the bankruptcy trustee, discharge ability of debts, reorganization cases, and the analysis and preparation of Statements and Schedules. The student will develop a basic understanding of the bankruptcy theory and practice based on the United States Bankruptcy Code.

P158 – Family Law 60 Hours

Family Law

During this course, the student will develop knowledge and skills in a wide range of subjects involving Family Law. This will range from the practical aspects of dissolution and custody procedures to substantive areas on contempt, and spousal nonpayment of custody awards. The student will learn formalities of family law and its impediments, including marriage, annulments, divorce property rights and distribution, alimony, separation agreements, adoptions, parent and child law.

P159 – Wills, Estate & Administration, Internet Research 60 Hours

Wills, Trusts & Estate Administration

The objective of this course is for the student to develop skills and knowledge involved with Wills, Trusts and the Administration of the Estate. The student will form an understanding of the functions of a paralegal in the creation and administration of wills and trusts, in particular, the rules of probate and trust administration generally, and specifically in California. Through practice and exercises, the student will demonstrate skills in completing forms, checklists, and the actual drafts of wills and trusts.

Internet

The course objective is for the student to develop skills and knowledge required to perform computer-assisted legal research using the Internet and World Wide Web's resources. The student will develop skills and the ability to make computerized digest searches, on-line, for case summaries. The student will learn through exercises and projects using computer-assisted legal research, to develop their own index of the material searched.

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAMS

Associate of Occupational Studies – Alcohol and Drug Counseling

PROGRAM DESCRIPTION

This "Associate of Occupational Studies – Alcohol and Drug Counseling" program is a 60.5 Semester Credit Hour/Units (1,910 clock hours) program requiring 96 weeks of combined General Education courses along with Occupational theory and applied skills training. The program focuses on developing a student's academic and occupational competencies as a broad-based foundation in various modalities pertinent to becoming an Alcohol and Drug Counselor. This unique degree granting program is designed to provide students with the skills, tools and understanding to perform the duties of an Alcohol and Drug Counselor and emphasizes the Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice (TAP 21), and the 12 Core Functions of Substance Abuse Counseling.

PROGRAM OBJECTIVES

The program's objective is to prepare the student with a foundation of General Education courses and the knowledge and skills training for an entry-level position as an Alcohol and Drug Counselor having earned an "Associate of Occupational Studies" (A.O.S.) degree. Upon completion of this Associate of Occupational Studies Degree Program for Alcohol and Drug Counseling, the student will have acquired the necessary didactic or educational tools and technical skills, as established for educational programs by various state certification boards for chemical dependency counseling.

This Associate of Occupational Studies Degree program is designed to provide the student with a diverse understanding and a set of counseling skills applicable to most all state and national certifying agencies. With a foundation of general education building-block courses, the student will then develop a thorough knowledge and applied skills in basic substance abuse counseling subject areas as Psychoactive Drugs; Pharmacology; Law & Ethics, Prevention, Education, Outreach, Referral; Case Management; Individual, Group & Family Counseling; Personal & Professional Growth; Supervised Counseling; and Field Work Practicum/Experience.

As a result of having then established their basic knowledge and applied skills in relation to Alcohol and Drug Counseling course studies, the student will successfully complete advanced course training in applied subject areas such as Behavioral & Social Psychology; Conflict Resolution Counseling; Counseling Reports & Record Keeping; Domestic & Family Violence Counseling; Individual and Group Counseling; Treatment Strategies & Planning; Outreach and Referral Techniques; Models for Recovery; Techniques for Psychology Education; Techniques for Family Systems Counseling; Techniques for Mandated Programs; Techniques for Multicultural Counseling; and Chemical Dependency & Co-occurring Disorders Counseling. Using various case studies, research techniques, resources and systems, students will enhance their acquired knowledge, critical thinking abilities, occupational skill level, and ultimately their opportunities for employment and advancement in the Substance Abuse Counseling field.

OCCUPATIONAL OBJECTIVES

Graduates of ICDC College's Associate of Occupational Studies - Alcohol and Drug Counseling Program that have met the educational and practicum requirements established by their respective state certification boards are then eligible for registration and employment as an Alcohol and Drug Counselor or Addiction Treatment Counselor at various DUI Diversion programs, hospitals, private practice, clinics, HMOs, probation and parole facilities, penal institutions, detoxification programs, and other substance abuse counseling facilities, along with other related career job titles. State requirements for certification vary, and interested applicants are encouraged to look into their own state's eligibility criteria for working in the field of Alcohol and Drug Counseling.

Dictionary of Occupational Titles, U.S. Department of Labor, D.O.T. Code: #045.107-058, 045.107-042, 195.167-042.

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 - Microsoft Office and Microsoft Word	60	2.00
ADC150 - Alcohol & Drug Counseling Introduction and Overview	60	2.00
ADC151 – Psychoactive Drugs and Pharmacology	60	2.00
ADC152 – Law & Ethics, Prevention, Education, Outreach, Referral	60	2.00
ADC153 – Case Management	60	2.00
ADC154 – Individual, Group, and Family Counseling	60	2.00

ADC155 – Treatment Strategies and Planning	60	2.00
ADC156 – Personal and Professional Growth	60	2.00
ADC157 – Supervised Laboratory Counseling	60	2.00
ADC158 - Agency Orientation and Field Work Practicum/Experience	270	6.00
ADC250 – Advanced Conflict Resolution Counseling	60	2.00
ADC251 – Advanced Chemical Dependency & Co-occurring Disorders Counseling	60	2.00
ADC252 – Advanced Individual Counseling	60	2.00
ADC253 – Advanced Group Counseling	60	2.00
ADC254 – Advanced Domestic & Family Violence Counseling	60	2.00
ADC255 – Advanced Techniques for Family Systems Counseling	60	2.00
ADC256 – Advanced Techniques for Outreach and Multicultural Counseling	60	2.00
ADC257 – Advanced Models for Recovery	60	2.00
ADC258 – Advanced Behavioral and Social Psychology	60	2.00
ADC259 – Gambling Addiction and the Five Domains of Practice	80	2.50
ADC260 – Advanced Techniques for Managed Programs	60	2.00
ADC261 – Advanced Counseling Reports & Record Keeping	60	2.00
GE250 – College Algebra	60	2.00
GE251 – Introduction to Psychology	60	2.00
GE252 – English/Writing (Composition)	60	2.00
GE253 – U.S. History	60	2.00
GE254 – World History	60	2.00
GE255 – Critical Thinking	60	2.00
ASSOCIATE OF OCCUPATIONAL STUDIES – ALCOHOL AND DRUG COUNSELING PROGRAM TOTALS:	**1,910**	**60.5**

Course Descriptions

CP150 – Microsoft Office and Microsoft Word 60 Hours

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

ADC150 – Alcohol & Drug Introduction and Overview 60 Hours

This course examines the history of alcohol and other mood-changing drugs in the United States, the myths and stereotypes of alcohol use, the sociocultural factors that contribute to the use of drugs, as well as the patterns and progressions of alcoholism.

ADC151 – Psychoactive Drugs and Pharmacology 60 Hours

This course examines the effects of alcohol and similar legal psychoactive drugs on human body and behavior. Students will be exposed to tolerance, cross-tolerance, and the synergistic effects of psychoactive drugs. In this course students will also learn about the disease of Alcoholism and examine chemical dependency and/ or addiction. Students will explore concepts relating to Alcoholism, including AMA definition, signs and symptoms, THIO research, endocrine research, and Jellinik's "The Disease Concept of Alcoholism". Furthermore, the pharmacology of alcohol and other psychoactive drugs and their interaction, addiction and cross-addiction, dependency/addiction stages and patterns, and diagnostic laboratory results are discussed. Students will learn about Pharmacological and Physiological treatment and recovery strategies, which include Methadone maintenance, chemo-therapy, individual counseling, group counseling, didactic education groups, stress management, self-help groups, and on-going health care is discussed. Finally, students will explore the differences between male versus female uses of psychoactive drugs.

ADC152 - Law & Ethics, Prevention, Education, Outreach, Referral 60 Hours

This course examines current legal and liability issues that include employment problems, patient's rights, professional liability, legal and regulatory restrictions, potential hazards resulting from non-compliance in professional ethics and responsibilities, community prevention and education, outreach, communication theories and screening techniques, intervention and referral, crisis intervention, and crisis counseling techniques and theories.

ADC153 – Case Management 60 Hours

This course examines assessment, orientation, treatment planning and relapse prevention (aftercare planning). Students will learn administrative requirements for admission, interpersonal dynamics and their potential influence on client behavior. Information needed to complete the intake interview will also be examined. Students will further explore the general nature and goals of the treatment program, as well as rules that govern client conduct and infractions that can lead to disciplinary action or discharge from the program. Students will learn the components of a recovery plan that include problem-solving models and processes. In addition, students will study how to chart the results of the assessment and treatment plan. The role of an aftercare program in the treatment process, and the AA's Twelve Steps, as well as traditions to the recovery process will be discussed.

ADC154 – Individual, Group, & Family Counseling 60 Hours

This course examines the objectives to counseling, which include exploration of a problem and its ramifications, examination of attitude and feelings, and various therapeutic approaches in counseling. Theories of family co-dependency are also covered, along with techniques for motivation for family involvement in the treatment process. This course will also focus on group counseling purposes. Students will learn the function of different types of counseling groups, along with models of group counseling intervention.

ADC155 – Treatment Strategies & Planning 60 Hours

The student learning objective of this course is to identify client problems and explore strategies of ranking problems that need resolution. In this course, students will learn to establish immediate and long-term treatment strategies, as well as determine the treatment methods and resources that can be used by their clients. Students will further expand their understanding about therapeutic effects of various treatment methods, as well as how well-developed treatment strategies can assist their client.

ADC156 – Personal and Professional Growth 60 Hours

This course examines personal and professional issues within Alcohol and Drug Counseling profession. The course will examine counselor burnout, signs and symptoms of burnout. Students will learn to recognize personal strengths and limitations, as well as ways to use that knowledge to promote personal and professional growth. During this course ethical and professional standards will be discussed. Students will also be exposed to voluntary certification and credentialing requirements of various private organizations such as the California Certification Board of Alcohol and Drug Counselors (CCBADC), and the International Certification Reciprocity Consortium (ICRC).

In addition, students will develop proficient skill levels in how to seek employment including locating sources of employment; utilize their computer skills using the Microsoft Word program while preparing a resume, writing letters of application; developing interviewing skill-sets for employment; and finally, developing or enhancing their skill-sets in job search techniques and follow up methods / techniques.

ADC157 – Supervised Laboratory Counseling 60 Hours

This course is works in partnership with the field work practicum/experience course and provides the student with an opportunity to discuss and practice the practicum (internship) skills being experienced at a facility. Students will discuss the real-world applications of the 12-Core Functions being experienced at a facility in relationship to the learned knowledge involving them from classroom instruction. Students will also discuss of experiences from their field work experience. Simulation of counseling experiences is employed by the instructor in order to give the student the opportunities to further develop their skills in alcohol and drug counseling.

ADC158 – Agency Orientation and Field Work Practicum/Experience 270 Hours

During this course, the student will be required to complete orientation and complete assigned field experience under the supervision of a qualified clinical supervisor where the student will be called upon to demonstrate in providing counseling. Focus will be placed on completing the requirements of the "Five Domains": Assessment, Counseling, Case Management, Client, Family and Community Education, and Professional Responsibility. The format for this training is commonly completed on a one-to-one and/or small group.

ADC250 – Advanced Conflict Resolution Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on increasing their knowledge and counseling skills level when dealing with several current issues. Students will develop addition al skills in inventive ways of resolving conflict; how to mediate conflict between others; what to do if the opposing party refuses to participate in resolution; conflicts and consequences of conflict in the workplace; what to do when resolution does not work; using problem solving techniques to find inventive ways in resolving conflict; etc.

ADC251 – Advanced Chemical Dependency & Co-occurring Disorders Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth and skill in the application of an appropriate treatment plan by identifying individuals with chronic substance and poly-substance abuse; anxiety disorders; mood disorders; personality disorders; persons with antisocial personality disorders; passive aggressive and self-defeating personality disorders; psychotic disorders; etc.

ADC252 – Advanced Individual Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on enhancing their knowledge and counseling skill level when providing treatment to individuals who are either substance abusers or dependent on substances. Students will further explore applications of treatment approaches that includes cognitive-behavioral therapy; reality therapy; Gestalt therapy; Aversion therapy; solution- focused brief therapy; and others. Students will continue to explore the effectiveness of any one theory or model or under what conditions one theory or model may be more effective than another.

ADC253 – Advanced Group Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on enhancing their knowledge and counseling skill level when engaging in treatment counseling in a group environment. The student further develops their skills of leadership and mediation, which are enhanced as the student strengthens the ability for clients to learn "who they are, their capabilities, and their impact or importance to others. Students will further develop the skills in determining the more common types of group counseling used, psychotherapy group or psycho educational group.

ADC254 – Advanced Domestic & Family Violence Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on a greater knowledge and understanding as to the cycle of violence. Students will grasp a greater application of skills and understanding that the cycle of violent behavior is intergenerational. Students will develop a deeper understanding of how domestic violence, mental health and substance abuse intersect, and the effective practices of trauma-sensitive and culturally competent counseling is crucial to the client.

ADC255 – Advanced Techniques for Family Systems Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on the family as a system. The dysfunctional family will be explored in terms of its roles, rules, relationships and patterns. The impact of chemical dependency on the family members and the family unit will be examined, including co-dependency and children's issues.

ADC256 – Advanced Techniques for Outreach and Multicultural Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on increasing their knowledge, understanding, and ability to successfully develop prevention strategies that must be established on a sound planning process. Students will enhance their skills and knowledge based upon Ethnic and Cultural considerations and availability of community-based addiction services and resources. The student will also develop a greater understand and application that there are limits to their scope of counseling. Student will apply to a greater level, their abilities to identify the needed referral based upon specific reason(s), explaining to the client the nature of the referral, and answering why the referral will help the client. Students will explore the evolution of race and ethnicity in our society and how these prevailing attitudes express themselves in the therapeutic group process. Mixed race therapy in a therapeutic group setting is studied to see its impact on the effectiveness of the group. The importance of cultural diversity in a therapeutic group setting is evaluated as it enhances the group process and promotes treatment goals. The importance of cultural competence is also assessed as it relates to the success of the therapeutic group process. Culture, race, and attitudes are also explored to measure their impact on the client. Students participating in a group therapy opportunity have shown to benefit from a culturally diverse therapeutic group experience.

ADC257 – Advanced Models for Recovery 60 Hours

The objective of this course is for the advanced student learning to focus on increasing their knowledge while enhancing their counseling skills while applying various recovery models such as AA Associated 12-Step programs; a Psycho educational Model: Rational Recovery; The Gorski Model; The Stage Model; Pharmacotherapy; Treatment Matching; and a Cognitive-Behavioral/Social Learning Model.

ADC258 – Advanced Behavioral and Social Psychology 60 Hours

The objective of this course is for the advanced student learning to focus on increasing their knowledge and counseling skills level relating to behavioral and social psychology. This class provides the student with greater understandings of behavioral modifications and social mannerisms involved in positives and negatives in social psychology, to include groups and prejudices, functional assessments.

ADC259 – Gambling Addiction and the Five Domains of Practice 80 Hours

During this course, students will develop the skill sets and understanding of the Five Domains associated with Gambling Addiction. The Five Domains are: Addiction Theories, Basic Knowledge of Problem and Pathological Gambling, Gambling Counseling Practice, Special Issues in Gambling Treatment, and Professional Issues.

ADC260 – Advanced Techniques for Mandated Programs 60 Hours

The objective of this course is for the advanced student learning to focus on increasing their knowledge and understanding of the various court mandated programs which will range from12 hour educational programs to residential type programs. The student will enhance the applications and their knowledge of such mandated programs as DUI programs, Anger Management programs, Rehabilitation and Residential programs, Domestic Violence programs, and Outpatient programs. Students will develop a greater depth of knowledge and applications of mandated programs managed by Probation and other such agencies as the Parole Department, Child and Family Services, and even those by an employer.

ADC261 – Advanced Counseling Reports & Record Keeping 60 Hours

The objective of this course is for the student to develop greater skills and increase their knowledge of creating and maintaining complete client records; charting the results of the assessment and treatment plan; writing complete reports, to include progress notes, discharge summaries, and related client data.

GE250 – College Algebra 60 Hours

The objective of this course is for the student to develop basic college level algebra knowledge and skills. This course concentrates on a basic review of mathematics, the language of algebra, equations, inequalities, polynomials, factoring, and rational expressions. Practical application problems are presented throughout the course. The course is categorized into six distinct parts. The first part of the course covers the concepts and use of college level mathematics. The second part of the course investigates the language of algebra. The third part examines the definition and uses of equations and inequalities. The fourth part concentrates on polynomials and solution methods. Factoring and then rational expressions are covered in the fifth and sixth segments. Practical applications are emphasized throughout the course.

GE251 – Introduction to Psychology 60 Hours

The objective of this course is to introduce students to the art and science of Psychology. Course emphasis is on applying the "science of human behavior" through the format of compare and contrast, analyzing and synthesizing subject matter to a variety of settings: vocational, personal, academic, and clinical. Course content introduces the history of psychology, major theories of personality and learning, current research and developmental issues. The course has a holistic approach and integrates the biological basis of behavior, social factors, learning and the unique coping styles of the individual to understand human behavior.

GE252 – English/Writing (Composition) 60 Hours

The objective of this course is for the student to develop and apply a greater proficiency in the writing process with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation. This course also provides the opportunity for students to develop greater proficiencies in the writing process by demonstrating the ability to differentiate between persuasive and argumentative essays, and will include practice in developing a distinctive style, the methods of effective reasoning, library and on-line research. A formal research project is required

GE253 – U.S. History 60 Hours

The objective of this course is for the student to develop a greater factual and structural knowledge of the United States since 1900. The major movements and developments of the decades since that date are examined in both broad outline and in detail to allow the student to infer significant conclusions about the recent past, the present, and the possibilities of the future. Additional topics include intellectual and cultural trends, foreign relations, economic conditions, and the emergence of the United States as a world power.

GE254 – World History 60 Hours

The objective of this course is for the student to develop a greater knowledge and understanding of the world in the 20th Century, that will include the major political and economic changes that have reshaped global relations, while deducing which forces led to the collapse of empires and the resulting rise of nationalism throughout the world during this more recent time era. Students will analyze the argument that the single most profound global transformation in human relations during the twentieth century has been the demise of all remaining empires and the emergence–in their place–of nation-states. Students will also scrutinize such topical areas as war and society, petroleum and the international economy, colonialism and nationalism, internationalism, new nations and ethnic conflicts, the third world, etc.

GE255 – Critical Thinking 60 Hours

The objective of this course is for the student to develop the knowledge and proficiencies in the use of critical thinking and problem solving skills. Students will develop the abilities to distinguish among opinions, facts, and interferences; distinguish and critique underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternate points of view; ask informed questions and make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze and assess ethical issues and situations; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments.

Associate of Occupational Studies – Business Management and Accounting

PROGRAM DESCRIPTION

This "Associate of Occupational Studies – Business Management and Accounting " program is a 60.50 Semester Credit Hour/Units (1,820 clock hours) program requiring 91 weeks of combined General Education courses along with Occupational theory and applied skills training. The program focuses on developing a student's academic and occupational competencies as a broad-based foundation in Business and Accounting studies pertinent to Business Management and Accounting Program.

PROGRAM OBJECTIVES

The program's objective are to prepare the student with comprehensive knowledge and skills for an entry-level position as a Business Management and Accounting administrator, having earned an "Associate of Occupational Studies" (A.O.S.)degree. This A.O.S. Degree program is designed to provide the student with an understanding of the Business Management and Accounting system referencing the business through the Federal Court Systems and local agencies. With a foundation of general education building block courses, the student will then develop a thorough knowledge and applied skills Business Law, Accounting Ethics and Corporate Law, E-Business, Business Market & Advertising, Cost Accounting, Intermediate Accounting, Fundamentals of Insurance, and Human Relations & Employment Law.

As a result of having then established their basic knowledge and applied skills in related Business Management and Accounting Program to facilitate an even greater level of learning outcomes, the student will successfully complete advanced course training in applied subject areas such as Advance Control and UCC Law, Business Law, Accounting Ethics & Corporate Law, Advance Security and Loss Prevention for Businesses, intellectual Property Law, Payroll Management etc. Using various Business Management and Accounting research techniques, resources and systems, students will enhance their acquired knowledge, critical thinking abilities, occupational skill level, and ultimately their opportunities for employment and advancement in the Business Management and Accounting fields.

OCCUPATIONAL OBJECTIVES

Graduates of this Associate of Occupational Studies program will be qualified for entry-level positions in the field of Business Management and Accounting, Business Administration / Office Assistant, Business and or Accounting Secretary, Accounting File Clerk, and other career related Business Management and Accounting field related titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: # 001.061-010, 024.364-010, 201.162-010, 219.362-046, 219.362-050, 243.367-018, 245.362-022, 272.357-018 and other Business Management and Accounting field career related D.O.T. Codes.

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 – Microsoft Office and Microsoft Word	60	2.00
CP152 – Microsoft Excel and PowerPoint	60	2.00
CA 150 – Business Communication	60	2.00
CA 151 – Business Math/ Introduction to Bookkeeping	60	2.00
CA 152 – Bookkeeping Fundamentals I	60	2.00
CA 153 – Bookkeeping Fundamentals II	60	2.00
CA 154 – Applied Accounting	60	2.00
CA 155 – Computerized Accounting I	60	2.00
CA 156 – Computerized Accounting II	60	2.00
CA 157 – Computerized Accounting III and Employment Preparation	60	2.00
CA 158 – Tax Preparer I	60	2.00
CA 159 – Tax Preparer II	60	2.00
BMA250 – Business Management	60	2.00
BMA251 – Business Finance	60	2.00

BMA252 – Cost Accounting	60	2.00
BMA253 – Intermediate Accounting	60	2.00
BMA254 – Human Relations with Employment and Labor Law	60	2.00
BMA255 – Contract and UCC Law	60	2.00
BMA256 – Fundamentals of Risk Management	60	2.00
BMA257 – Accounting Ethics and Corporate Law	60	2.00
BMA258 – Payroll Management	60	2.00
BMA259 – Business Marketing and Advertisement	60	2.00
BMA260 – Business Entrepreneurship and Start-Up Business	60	2.00
BMA261 – Business and the Internet	60	2.00
BMA262 – Advanced Business Communications	20	0.50
GE250 – College Algebra	60	2.00
GE251 – Introduction to Psychology	60	2.00
GE252 – English/Writing (Composition)	60	2.00
GE253 – U.S. History	60	2.00
GE254 – World History	60	2.00
GE255 – Critical Thinking	60	2.00
ASSOCIATE OF OCCUPATIONAL STUDIES – BUSINESS MANAGEMENT & ACCOUNTING PROGRAM TOTALS:	**1,820**	**60.5**

Course Descriptions

CP150 – Introduction to Computers and Microsoft Word 60 Hours

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

CP152 – Microsoft Excel and PowerPoint 60 Hours

This course provides students with knowledge of the use of Microsoft Excel and PowerPoint. Upon completion of this course, students develop knowledge and skills in using Microsoft Excel and spreadsheets. Students will learn to create and save workbooks, format text and date, select ranges and format the data. Students will develop ability to create, format and modify charts, as well as ability to manage formulas and spreadsheets. Furthermore, students will learn to create engaging PowerPoint presentations. Topics will include creating slides, inserting and formatting images, and applying special effects, manipulating data, adding comments, narrating the slide show as well as presenting a slide show on a computer.

CA 150 - Business Communication 60 Hours

During this course students will explore business written, oral, as well as electronic communication through carefully organized and designed memos, letters, reports, and presentations. Students will develop understanding of communication theories, develop strategies for planning managerial communications, and build skills in oral and written reporting as well as persuading. Students will explore communication technologies in the world of business and the implications of communication technologies on organizational structure and conduct.

CA 151 – Business Math/ Introduction to Bookkeeping 60 Hours

During this course, students will be introduced to basic principles of bookkeeping. Students will develop the knowledge, understanding, and skill sets used in the applications of accounting principles, both theory and practice. Students will also review of basic math functions with emphasis on practical problems including interest calculations, discount calculations, percentage calculations and payroll calculations. Students will develop in performing business mathematical operations using electronic calculator.

CA 152 – Bookkeeping Fundamentals I 60 Hours

During this course, students will advance their knowledge, understanding, and applications of accounting principles. Students will develop this knowledge and skill sets by the application of recording and summarizing of financial information through various exercise simulations of company records. It is through these practice applications that students will understand and be able to apply a company's assets, liabilities, owner equity, debits and credits, journalizing and posting transactions, financial statements, adjusting procedures, closing procedures, sales journals, and purchase journalizing. Students will also develop the understanding of applications for cash journals, costing merchandise inventory, pricing merchandise, negotiable instruments, and controlling cash.

CA 153 – Bookkeeping Fundamentals II 60 Hours

During this course, students will continue advancing their knowledge, understanding, and applications of accounting principles. Students will develop the knowledge, understanding and skill sets used in the applications of accounting principles and practice in the areas of payroll, property – plant – and equipment depreciation, partnerships and corporations, charting of accounts – journalizing and posting; cash receipts and cash disbursement journalizing; worksheet procedures; trail balances; financial statements; payroll register; bank reconciliation; and partnership division of net income applications.

CA 154 – Applied Accounting 60 Hours

During this course, students will be required to apply the theory learned in Bookkeeping I and apply that knowledge to a real-life business simulations. Students will be required to apply their knowledge and skill sets to create a company's accounting books that include charting of accounts, general ledger, accounts receivable ledger, accounts payable ledger and basic management reports. Students will practice making entries and posting to accounts for an entire accounting cycle.

CA 155 – Computerized Accounting I 60 Hours

During this course, students will develop the knowledge and skill sets required in using "Peachtree Accounting", a popular, integrated, software accounting package. Students will learn by studying the Peachtree Accounting software program and setting up a simulated new company. Students will also learn to structure transactions for cash business; accounts receivable; sales for service business; accounts payable and purchases for a service business; cash payments and cash receipts; preparing the financial statements; purchases of inventory in a merchandise business; sales of inventory in a merchandise business; payroll; job costing; and fixed assets. Students will accomplish this by creating files, entering data, and producing journals and financial statements.

CA 156 – Computerized Accounting II 60 Hours

During this course, students will continue to develop the knowledge and skill sets used in computerized accounting by setting up three separate new simulated companies: 1) a Partnership, 2) a Sole Proprietorship, and 3) Corporation. Students will be required to setup accounts receivable, accounts payable, a beginning balance, employee accounts, monthly transactions, payroll, bank reconciliation, and end of the year procedures along with financial statements.

CA 157 – Computerized Accounting III and Employment Preparation 60 Hours

During this course, students will be develop the knowledge and skill sets required in using "QuickBooks Accounting", a popular, integrated, software accounting package. Students will develop these skills by studying the QuickBooks Accounting software program and setting up a simulated new company. Students will practice entering bills, paying bills, writing checks, creating invoices, receive payments, enter cash sales and make deposits. Students will also practice setting up end of period procedures to include general journal entries concerning inventory management, receive items, sell items, process sales discounts, adjust quantity / value on hand, and pay sales tax. Students will also be called upon to customize, update and prepare for the accrual basis of accounting by setting up payroll and processing, pay employees, pay payroll liabilities and process payroll forms; banking transfer of funds, reconcile accounts, and enter credit card charges; track jobs, recording job income, record job payroll expenses, and track time for employees and jobs; and finally, customizing company files with reports using graphs, sub accounts, invoices, letters, and memorized transactions.

In addition, students will develop proficient skill levels in how to seek employment including locating sources of employment; utilize their computer skills using the Microsoft Word program while preparing a resume, writing letters of application; developing interviewing skill-sets for employment; and finally, developing or enhancing their skill-sets in job search techniques and follow up methods / techniques.

CA 158 – Tax Preparer I 60 Hours

During this course, students will develop the knowledge, understanding and skill sets required for the computing, preparing and filing individual income taxes. The course covers the following topics: who must file and when to file. Personal and gross income, deductions and exemptions, casualty losses and bad debts, depreciation and amortization, gain, losses on property transactions, individuals tax credits, estimated taxes; the students will become familiar with preparing individuals and small businesses tax preparation with using the Turbo Tax Software and the intricacies of individual and simple business income tax. Students will become proficient in the preparation of simple partnership and corporate tax returns.

CA 159 – Tax Preparer II 60 Hours

During this course, students will develop the knowledge, understanding and skill sets required for the computing, preparing and filing individual income taxes. The course covers the following topics: who must file and when to file. Personal and gross income, deductions and exemptions, casualty losses and bad debts, depreciation and amortization, gain, losses on property transactions, individuals tax credits, estimated taxes; the students will become familiar with preparing individuals and small businesses tax preparation with using the Turbo Tax Software and the intricacies of individual and simple business income tax. Students will become proficient in the preparation of simple partnership and corporate tax returns.

BMA250 – Business Management 60 Hours

The objective of this course is to introduce students to the nature of management, the evolution of management thought, strategic management and planning concepts, as well as decision making and creative problem solving. Students will explore the concepts of motivation and leadership in a changing business environment. Other overview topics will include types of business organizations, organizational structures, various dynamics within organizations, administration dynamics, and work distribution functions.

BMA251 – Business Finance 60 Hours

During this course, students will be introduced to the basics of business finance. Students will learn the role of the financial manager and the common techniques utilized for obtaining and using funds to maximize value. Additional topics covered in this course include: discounted (CF) Cash Flow analysis, valuation methods, risk and return, financial analysis, financial planning and control, working capital management, cost of capital, capital structure, common stock and long term debt financing, and credit management.

BMA252 – Cost Accounting 60 Hours

The course will introduce students to cost concepts, cost accounting process and principles, and integrated accounts. Course topics include introduction to cost accounting, cost concepts, cost accounting for materials, labor and overhead, job costing, process costing, cost control, reconciliation of cost and financial accounts, integrated accounts, cost accounting methods, etc.

BMA253 – Intermediate Accounting 60 Hours

During this course, students will continue to develop working knowledge of applications used in preparing financial statements, for reporting cash and receivables, for conducting inventories, as well as for income, capital depreciation, liabilities, investments, and stockholders' equity, conceptual reporting guidelines, and the concept of liquidity, financial flexibility, risk, operating capability, and return on investment. With the conceptual discussions, students will begin to understand the environment that gave rise to a specific procedures used in accounting.

BMA254 – Human Relations and Employment Law 60 Hours

During this course, students will develop the basic knowledge and understanding of legal guidelines involved in human resources management. Students will examine common policies and practices involved in hiring employees, terminating employees, as well as employee layoff procedures. Students will further be exposed to common practices for conducting interviews and investigating applicant qualifications. Furthermore, course topics will include common human employment law issues, such as compliance with federal and state wage requirements, common benefit packages, issues with workplace health and safety, discrimination, Americans with Disabilities Act, the Family and Medical Leave Act, Age Discrimination in Employment Act, Workers' Compensation, unemployment insurance, etc…

BMA255 – Contract and UCC Law 60 Hours

The objective of this course is for the student to develop a greater skill level and understand into the law involving contracts, both retail and commercial. During this course, the student will learn the nature and classes of contracts, defining the Agreement, capacity and genuine assent, consideration, legality and public policy, form of paper and electronic contracts, interpretation of contracts, third person and contracts, discharge of contracts, and breach of contract and remedies. Student will also develop and advance their understanding, knowledge, and interpretive skills with case studies and applications of statutory contract law. Student studies, enhanced by content with real-world examples, will include classic contract law and contemporary rulings. Applications of the Uniform Commercial Code and the required performances of UCC contracts are examined.

BMA256 – Fundamentals of Risk Management 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and skill-set by examining private security from a business perspective. Students will develop knowledge of managing security department and operations, managing emergencies and disasters, the role of security in risk management, the importance of integration of security into the employer's total environment, the value of armed protective services. Furthermore, course topics will include retail loss prevention; industrial and institutional security; security surveys and risk analysis; as well as the impact of homeland security on the private security sector. Student learning shall also include threat assessment, risk analysis, training opportunities, technological considerations, vehicle security, and domestic and international travel.

BMA257 – Accounting Ethics and Corporate Law 60 Hours

During this course, students will develop a basic understanding, knowledge, and skills relating to Business Law and Ethics. Student will learn the roles and importance of Business Law and Business Relations; Common Failures of Business Organization; and, Business Organization Risks and Liabilities. Students will also review the law of professional responsibility along with some tools for identifying and resolving ethical problems, and practical tips to use in an everyday business environment.

BMA258 – Payroll Management 60 Hours

During this course, students will develop greater skills and knowledge relating to the management of a "general payroll system". Students will learn how to define payroll parameters and approach system implementations. Topics will include daily processing functions, electronic payroll processing, payroll applications with QuickBooks, and other systems that will enable the payroll specialist to complete their tasks effectively and efficiently.

BMA259 – Business Marketing and Advertisement 60 Hours

This course is designed to introduce and provide an overview of marketing, management, and related employment opportunities. Students will explore important marketing and advertisement concepts, functions, communication, and interpersonal skills necessary for marketing and management careers. Students will develop an understanding of concepts and strategies needed to communicate information about products, services, ideas and/or images to achieve a desired outcome.

BMA260 – Business Entrepreneurship and the Start-Up Business 60 Hours

During this course, students will be exposed to both theory principles and practical applications of the business entrepreneurship. Students will develop an understanding of the role of entrepreneurial business in United States and the impact on the national and global economy. Students will explore the skills and commitments necessary to start a business and continue to operate an entrepreneurial venture. Students will be trained on key elements of a business plan. Students will also be exposed to important factors that have a significant impact on sales in small business. In addition, students will explore various issues that arise in business entrepreneurship, such as: business finance, personnel management and the current practices of managing a small business. The course will emphasize the challenges and rewards of entrepreneurship.

BMA261 – Business and the Internet 60 Hours

During this course, students will be introduced to various models for conducting business-to-business and business-to-consumer electronic transactions. The primary goal of this course is to provide students with an understanding of the impact the World Wide Web has on businesses conduct and the opportunities that are arise as a result of Internet availability. Topics include the application of *e-business* strategic management, how to leverage technology to enhance business, the unique characteristics of the *e-marketing*, and how the legal, ethical, and regulatory environments act as a filter for conducting *e-business*.

BMA 262 – Advanced Business Communications 20 Hours

During this course students will explore communication technologies in the world of business and the implications of communication technologies on organizational structure and conduct. Students will explore business written, oral, as well as electronic communication through carefully organized and designed memos, letters, reports, and presentations. Students will develop understanding of communication theories, develop strategies for planning managerial communications, and build skills in oral and written reporting as well as persuading.

GE250 – College Algebra 60 Hours

The objective of this course is for the student to develop basic college level algebra knowledge and skills. This course concentrates on a basic review of mathematics, the language of algebra, equations, inequalities, polynomials, factoring, and rational expressions. Practical application problems are presented throughout the course. The course is categorized into six distinct parts. The first part of the course covers the concepts and use of college level mathematics. The second part of the course investigates the language of algebra. The third part examines the definition and uses of equations and inequalities. The fourth part concentrates on polynomials and solution methods. Factoring and then rational expressions are covered in the fifth and sixth segments. Practical applications are emphasized throughout the course.

GE251 – Introduction to Psychology 60 Hours

The objective of this course is to introduce students to the art and science of Psychology. Course emphasis is on applying the "science of human behavior" through the format of compare and contrast, analyzing and synthesizing subject matter to a variety of settings: vocational, personal, academic, and clinical. Course content introduces the history of psychology, major theories of personality and learning, current research and developmental issues. The course has a holistic approach and integrates the biological basis of behavior, social factors, learning and the unique coping styles of the individual to understand human behavior.

GE252 – English/Writing (Composition) 60 Hours

The objective of this course is for the student to develop and apply a greater proficiency in the writing process with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation. This course also provides the opportunity for students to develop greater proficiencies in the writing process by demonstrating the ability to differentiate between persuasive and argumentative essays, and will include practice in developing a distinctive style, the methods of effective reasoning, library and on-line research. A formal research project is required.

GE253 – U.S. History 60 Hours

The objective of this course is for the student to develop a greater factual and structural knowledge of the United States since 1900. The major movements and developments of the decades since that date are examined in both broad outline and in detail to allow the student to infer significant conclusions about the recent past, the present, and the possibilities of the future. Additional topics include intellectual and cultural trends, foreign relations, economic conditions, and the emergence of the United States as a world power.

GE254 – World History 60 Hours

The objective of this course is for the student to develop a greater knowledge and understanding of the world in the 20th Century, that will include the major political and economic changes that have reshaped global relations, while deducing which forces led to the collapse of empires and the resulting rise of nationalism throughout the world during this more recent time era. Students will analyze the argument that the single most profound global transformation in human relations during the twentieth century has been the demise of all remaining empires and the emergence–in their place–of nation-states. Students will also scrutinize such topical areas as war and society, petroleum and the international economy, colonialism and nationalism, internationalism, new nations and ethnic conflicts, the third world, etc.

GE255 – Critical Thinking 60 Hours

The objective of this course is for the student to develop the knowledge and proficiencies in the use of critical thinking and problem solving skills. Students will develop the abilities to distinguish among opinions, facts, and interferences; distinguish and critique underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternate points of view; ask informed questions and make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze and assess ethical issues and situations; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments.

Associate of Occupational Studies – Forensic Scientist

PROGRAM DESCRIPTION

Forensic science is the application of science to the criminal and civil laws that are enforced by police agencies in a criminal justice system. It can be defined as the art or study of formal debate as well as the use of science and technology to investigate and establish facts in criminal or civil courts of law. As investigators forensic science is one of the primary tools that assist us in establishing the link between the crime scene, the forensic laboratory, and the legal system. The diversity of the profession of forensic science encompasses many such areas as Criminalistics; Engineering Science; Jurisprudence; Odontology; Pathology/Biology; Physical Anthropology; Psychiatry and Behavioral Science; Toxicology; Documents Examination; Fingerprint Examination, Firearms and Tool Mark Examination; Computer and Digital Data Analysis, Photography; etc. This Associate of Occupational Studies – Forensic Scientist program is 93 weeks in length, represents 62.0 Semester Credit Hours, and is designed for students who are seeking knowledge and skills in the scientific study of crime, criminal behavior, crime scene investigation theories, and the importance of scientific analysis as evidence presented in the criminal justice system.

PROGRAM OBJECTIVES

The Associate of Occupational Studies - Forensic Scientist program's objectives are to focus the student's study of scientific theories and analyzing these theories associated with crime scene investigation techniques. Students will develop a broad and comprehensive base of the theories used in forensic science, including the nature and scope of the discipline; the application of forensic science to crime, police investigation and the adjudication process; and the legal and ethical issues associated with forensics. The learning objectives of the Associate of Occupational Studies - Forensic Scientist program include training in such areas as crime scene processing and reconstruction; interview and interrogation; and courtroom testimony which offer students opportunities historically reserved for working professionals in metropolitan police departments.

OCCUPATIONAL OBJECTIVES

Upon completing the program, the Associate of Occupational Studies – Forensic Scientist program graduate will be capable, knowledgeable, and skilled to enter public safety and related professions, with the skills necessary to excel as professionals. Graduates of the A.O.S. Forensic Scientist program will be qualified for various entry-level positions in the broad-based fields of Forensic Science, and the related field of Criminal Justice. The knowledge and skills developed by the student in this program will prepare the graduate for such careers in crime scene investigations, evidence collection, finger printing, criminal investigations, and other forensic science and/or criminal justice career related job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #054.067-014, 029.261-026, 206.387-014, 143.062-026, 375.384-010, 375.387-010, 199.267-022, and other forensic science and/or criminal justice career related D.O.T. Codes.

Due to state specific requirements, any previous misdemeanor convictions or periods on parole will diminish or prohibit opportunities for employment in this field. Further, any previous felony convictions will most probably prohibit employment in this field.

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 - Introduction to Computers and Microsoft Word	60.0	2.00
CP151 - Microsoft Excel, PowerPoint, and Employment Preparation	60.0	2.00
CSI 150 - Forensic Science Criminology, Investigation, and Research	60.0	2.00
CSI 151 - Criminal Law, Law & Evidence	60.0	2.00
CSI 152 - Criminal Profiling & Investigation	60.0	2.00
CSI 153 - Criminalistics and Crime Scene Analysis	60.0	2.00
CSI 154 - Anatomy and Physiology & Lab I	60.0	2.00
CSI 155 - Introduction to Chemistry & Lab	60.0	2.00
CSI 156 - Introduction to Biology & Lab I	60.0	2.00
CSI 157 - Fingerprint Analysis and Footwear Impression	60.0	2.00
CSI 158 - Firearms Forensics Investigation and Crime Scene Photography	60.0	2.00
CSI 159 - Blood Stain Evidence, DNA and the Criminal Justice System	60.0	2.00

FS250 - Practical Shooting Scene Investigation	60.0	2.00
FS251 - Crime Scene Investigations	60.0	2.00
FS252 - Forensic Investigation of Explosives	60.0	2.00
FS253 - Forensic Testimony	60.0	2.00
FS254 - Forensic Science Lab Environment	60.0	2.00
FS255 - Chemistry for Hazardous Materials & Explosives	60.0	2.00
FS256 - Biology & Lab II	60.0	2.00
FS257 - Anatomy and Physiology & Lab II	60.0	2.00
FS258 - Practical Fire & Arson Investigation	60.0	2.00
FS259 - Death Investigations	60.0	2.00
FS260 - Computer Forensics and Cyber Crime	60.0	2.00
FS261 - Forensics & Document Examination	60.0	2.00
FS262 - Psychology and Crime	60.0	2.00
GE250 - College Algebra	60.0	2.00
GE251 - Introduction to Psychology	60.0	2.00
GE252 - English/Writing (Composition)	60.0	2.00
GE253 - U.S. History	60.0	2.00
GE254 - World History	60.0	2.00
GE255 - Critical Thinking	60.0	2.00
ASSOCIATE OF OCCUPATIONAL STUDIES – FORENSIC SCIENTIST PROGRAM TOTAL:	**1,860**	**62.00**

Course Descriptions

CP150 – Introduction to Computers and Microsoft Word

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

CP-151 – Microsoft Excel, PowerPoint, and Employment Preparation

During this three week course, the student will further broaden their understanding with greater skills proficiencies and confidence using two additional software programs from the Microsoft Office suite, Excel and PowerPoint. Students will develop proficiencies in the use of Excel software to create spreadsheets and reports in a table format of rows and columns, calculate numerical data, and display the data in various formats. Students will also develop proficiencies in the use of PowerPoint software to create / produce presentations using templates, word documents, excel spreadsheets, graphics, pictures, etc. In addition, students will develop proficient skill levels in how to seek employment including locating sources of employment; utilize their computer skills using the Microsoft Word program while preparing a resume, writing letters of application; developing interviewing skill-sets for employment; and finally, developing or enhancing their skill-sets in job search techniques and follow up methods / techniques.

CSI 150 – Forensic Science Criminologist, and Investigation and Research

During this course, students will develop a fundamental knowledge of the role of forensic science in the investigation of crime by introducing the non-scientific student to the realm of forensics. The student will examine and develop an understanding of various applications to criminal investigations; a better understanding for explanations of the techniques used, and the abilities and limitations of modern crime labs. The student will be introduced to many of the various types of physical evidence normally encountered in criminal investigations and the processes used with regard to collection and packaging techniques. In addition, during this course, students will develop basic knowledge and skills used in the criminal justice system including research theory, inquiry structure, and modes of observation, data interpretation, program evaluation, and policy analysis. Students will be introduced to the importance of theory as it relates to criminal justice research and learn to differentiate between major research approaches, designs, data collection techniques, and research works.

CSI 151 – Criminal Law, and Law & Evidence

During this course, students will develop a fundamental knowledge surrounding the legal definitions and elements of a crime. The student will also gain an understanding of criminal procedures from arrest through pre-trial, trial, and sentencing. Students will learn the basics of how to obtain facts by investigation in order to convict or defend an alleged criminal. In addition, the student will develop a basic knowledge in substantive criminal law emphasizing the principles of criminal liability and the acts, mental state, and attendant circumstances that are necessary ingredients in crimes against persons or property or in offenses involving theft, fraud, drugs, morality and decency, public peace, or public justice. In addition, during this course, students will develop a fundamental knowledge surrounding the legal process regarding the rules of evidence. The student will develop an understanding of the source of evidence available for a trial, the importance of gathering evidence prior to trial, the significance of gathering information at a crime scene along with subsequent investigation of a crime and their applications.

CSI 152 – Criminal Profiling and Investigation

During this course, students will develop fundamental insight and knowledge involving criminal behavior, its motivation, and the environmental influences and patterns of offending. Students will examine approaches to profiling and how these investigative techniques are applied to helping solve crimes. Student will review the history, theories, and investigative techniques often used in profiling crime offenders, by using a blend of both social science, as well as psychological & legal research. This course addresses certain aspects of behavior, taking into consideration the definition of criminal profiling as the inference of offender traits from physical and/or behavioral evidence. In addition, during this course, students will develop a fundamental knowledge for dealing with an analytical examination of crime detection and solution, including such topics as crime scene procedures, physical evidence, interviews, field notes and reporting, follow-up investigation, interrogation, and rules of evidence. Student will gain an understanding as to specific details collected during investigations involving homicide, sex-related offenses, and crimes against children, robbery, larceny, vehicle thefts, computer crime, environmental crime, arson, and drug abuse. Students also develop an understanding of the applications, analysis, and methodologies used in an investigation by addressing inductive and deductive reasoning to assess the decision making process to solve crimes.

CSI 153 – Criminalistics and Crime Scene Analysis

During this course, students will develop basic skills and knowledge for the proper recognition, collection and preservation of physical evidence at the crime scene. The student will gain an awareness of the services of a crime laboratory and the proper utilization of its services. Student learning will concentrate on the significance of physical evidence and the common examination of this evidence in the crime laboratory. Students will learn of the several types of different tests and techniques used in the field and within the laboratory regarding the study of potential evidence and its connection in solving a criminal case. In addition, during this course, students will learn that crime analysis facilitates informed decision making on criminal activity and prevention, thereby being instrumental in helping society learn the linkages between crime and other factors. Students will examine some of the contemporary practices for analysis and measurement of crime. The student will develop an understanding of modern crime analysis through examination on reducing crime and improving police efficiency by illustrating the impact of crime on the community and community impact on crime through the use of the SARA (scanning, analysis, response, & assessment) problem-solving model.

CSI 154 - ANATOMY AND PHYSIOLOGY & LAB I

During this course, students will develop a basic knowledge while being introduced to the fundamental principles of human anatomy and physiology and the relationships of all the body systems and their functions. Students will also take part in a laboratory learning environment where a practical understanding of the basic principles of human anatomy and physiology are examined by using laboratory simulation software.

CSI 155 – Introduction to Theory in Chemistry & Lab I

During this course, students will be introduced to the principles of basic chemistry, the terminology, methodology and worldview of chemistry and the practical application to everyday living. Students will gain a basic knowledge of chemical concepts, the environment and atmosphere, material and energy resources, and environmental pollution (including air, water, and soil). Students will also take part in a laboratory learning environment where practical understandings of the basic principles of chemistry are practiced by using laboratory simulation software.

CSI 156 – Introduction to Biology & Lab I

During this course, students will be introduced to forensic biology and the scientific principles that underlie forensic techniques. Students will learn how forensic biology has been used to identify illegal products from endangered species, to solving crimes by matching crime scene evidence to suspects. Students will also take part in a laboratory learning environment where a practical understanding of the basic principles of biology is examined by using laboratory simulation software.

CSI 157 – Fingerprint Analysis and Footwear Impression

During this course, students will gain insight to the historical development of fingerprint analysis, as well as discuss the future technologies being developed to enhance fingerprint evidence in the American criminal justice system. The class will use several case studies of real crimes in which fingerprint analysis made a major impact on these crimes and the system. In addition, during this course, students will develop knowledge and an understanding of the processes used by the crime scene investigator to recognize, collect, and preserve footwear evidence in a manner that the footwear examiners can identify.

CSI 158 – Firearms Forensics Investigation and Crime Scene Photography

During this course, students will examine the theories and practices used in Firearms Forensics identification and investigations. Students will explore the historical development and future of firearms forensics and how this science helps law enforcement officers identify weapons used to commit crimes. Students will conduct case studies on real criminal cases in which firearms forensics science played a major role in helping solve the crime. In addition, during this course, students will develop a basic understanding and knowledge used in crime scene photography for producing an accurate photographic reproduction of a crime scene or an accident scene as part of the process of evidence collecting for the benefit of a court or as an aid in an investigation.

CSI 159 – Blood Stain Evidence, DNA and the Criminal Justice System

During this course, students will examine practice and the processes used to maintain the quality and integrity of bloodstain evidence at a crime scene. Students will be introduced to the interpretation of bloodstain evidence at crime scenes based on such considerations as low-velocity impact and angular considerations; medium and high-velocity impact; and the significance of partially dried, clotted, aged, and physically altered bloodstains. In addition, during this course, students will develop a basic understanding through an overview of the concepts and theories associated with how DNA is used within the criminal justice system. Students will develop an understanding as to the ethical use of DNA as criminal and civil evidence and discuss the policies of using DNA.

FS250 – Practical Shooting Scene Investigation

During this course, student will gain a greater knowledge and skill level in crime scene investigations by examining somewhat indistinct and kindred categories involving firearms. They are 1) the function, safety, and mechanical operation of guns; 2) firearms identification, which is the determination that a particular firearm did or did not fire a particular bullet or cartridge case; and 3) crime scene reconstruction involving the examination of the circumstances and physical evidence from the scene of a shooting to ascertain how the incident occurred.

FS251 – Crime Scene Investigations

During this course, students will develop a broader understanding and skill level when dealing with a crime scene investigation. Students will develop a greater understanding as to the responsibilities and role of the lead investigator in coordinating the crime-scene search, the conditions present at the crime scene that should be given particular attention, understanding the various search patterns investigators can use to systematically search the crime scene for evidence, and the processes necessary for the documenting of all initial observations and evidence collected.

FS252 – Forensic Investigation of Explosives

During this course, students will develop an understanding and knowledge of how explosives are classified, such as Black Powder and Smokeless Powder, Chlorate Mixtures, Gas-Air Mixtures, Dynamite, Ammonium Nitrate Explosives Triacetone Tripeoxide, Military High Explosives, Detonators, etc. Students will also gain insight into the processes used to collect the appropriate samples from an explosion scene in order to analyze and determine, through an examination of explosive residues, the type of explosives used at the scene.

FS153 – Forensic Testimony

During this course, students will develop an understanding and practice of courtroom testimony for direct and cross-examination as a forensic science field representative. Students will examine the respective roles and responsibilities for qualified forensic testimony in the context of a criminal trial.

FS254 – Forensic Science Lab Environment

During this course, students will develop a greater understanding and skill level an integrated series of investigative, high-interest, hands-on, forensic lab activities. These investigative lab exercises create a better understanding of the lab, its applications, and further the students mastery of chemistry concepts and techniques employed in forensic science. Such techniques include separation techniques, the classification of fingerprints, and using physical and chemical properties to identify substances. Students will learn first-hand by collecting, analyzing, and interpreting evidence found at a crime scene.

FS255 – Chemistry for Hazardous Materials & Explosives

During this course, students will explore the chemical basics for the classifications of hazardous materials, along with the implications of single and multiple product spills, releases and incidents. Students will also explore the chemical make-up and associated hazards of explosive substances, basic chemical composition of explosives, and common safety precautions and guidelines.

FS256 – Biology & Lab II

During this course, students will further develop their knowledge in areas of biology which are basic and associated with forensic science. Students will develop a broader range of the theoretical understanding of biology and its laboratory applications will be examined and discussed by the student as they explore the relationships between forensic science and human biology. Students will explore such areas as tissues, organs systems, homeostasis, DNA, genes, development and aging, and the basic principles of evolution.

FS257 – Anatomy & Physiology & Lab II

During this course, students will further develop their knowledge in the areas of human anatomy and physiology through instruction and by using laboratory simulation software, which includes an interactive cadaver dissection laboratory experience. Students will explore the human anatomy through layering techniques which allow the student to peel away layers of the human body to reveal and identify structures beneath the surface. Students will explore the skeletal system, muscle tissue physiology, muscular system, nervous system, circulatory system, respiratory system, urinary system, and histology in order to best apply this knowledge to their studies in forensic science.

FS258 – Practical Fire & Arson Investigation

During this course, students will develop knowledge and insight into the conditions necessary to initiate and sustain combustion, the three mechanisms of heat transfer, to recognize the telltale signs of an accelerant-initiated fire, what and how to collect physical evidence at the scene of a suspected arson, and an examination of the laboratory procedures used to detect and identify hydrocarbon residues.

FS259 – Murder Scene Investigations

During this course, student will develop the knowledge, insight, skills used while investigating a crime scene where a death has occurred. Students will study the initial crime scene protocols used such as body examinations, indoor and/or outdoor crime scene searches, evidence collection at the crime scene, concluding the investigations at the crime scene. Students will also study processes used in examining the body, use of crime scene drawings, photographs of the scene, videotaping of the scene, and other techniques used to help in determining a time frame of death and possible cause.

FS260 – Computer Forensics and Cyber Crime

During this course, student will gain a greater knowledge of the legal and technical terms used in computer forensic science and how the investigator or analyst applies them in conducting an analysis. Students will also develop a greater understanding of how criminal behavior and computer crime has evolved, and how it all effects law enforcement. Students will review the U.S. patriot Act and how it has enhanced many of the statutes and procedures used in computer investigations. Students will study the First and Fourth Amendments as they relate to computer investigations, search warrants and the seizure of computers.

FS261 – Forensics & Document Examination

During this course, students will develop knowledge and insight as to various techniques used to recognize and compare the hand-writing and/or transcript contained in a document, in order to ascertain the source or authenticity of a questioned document. Various techniques examined in clued not only hand-writing, but photocopier, printer, fax documents, alterations, erasures, obliterations, ink and paper comparisons.

FS262 – Psychology and Crime

During this course, students will develop knowledge and insight into the contribution that psychology can make, and has made, to knowledge and practice in the fields of criminology and criminal justice. Students will learn the value of understanding 'pathways' to offending behavior, and the critical points at which choices are made. Students will examine the complex relationships between psychology, criminology and criminal justice policy and practice.

GE250 – College Algebra 60 Hours

The objective of this course is for the student to develop basic college level algebra knowledge and skills. This course concentrates on a basic review of mathematics, the language of algebra, equations, inequalities, polynomials, factoring, and rational expressions. Practical application problems are presented throughout the course. The course is categorized into six distinct parts. The first part of the course covers the concepts and use of college level mathematics. The second part of the course investigates the language of algebra. The third part examines the definition and uses of equations and inequalities. The fourth part concentrates on polynomials and solution methods. Factoring and then rational expressions are covered in the fifth and sixth segments. Practical applications are emphasized throughout the course.

GE251 – Introduction to Psychology 60 Hours

The objective of this course is to introduce students to the art and science of Psychology. Course emphasis is on applying the "science of human behavior" through the format of compare and contrast, analyzing and synthesizing subject matter to a variety of settings: vocational, personal, academic, and clinical. Course content introduces the history of psychology, major theories of personality and learning, current research and developmental issues. The course has a holistic approach and integrates the biological basis of behavior, social factors, learning and the unique coping styles of the individual to understand human behavior.

GE252 – English/Writing (Composition) 60 Hours

The objective of this course is for the student to develop and apply a greater proficiency in the writing process with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation. This course also provides the opportunity for students to develop greater proficiencies in the writing process by demonstrating the ability to differentiate between persuasive and argumentative essays, and will include practice in developing a distinctive style, the methods of effective reasoning, library and on-line research. A formal research project is required.

GE253 – U.S. History 60 Hours

The objective of this course is for the student to develop a greater factual and structural knowledge of the United States since 1900. The major movements and developments of the decades since that date are examined in both broad outline and in detail to allow the student to infer significant conclusions about the recent past, the present, and the possibilities of the future. Additional topics include intellectual and cultural trends, foreign relations, economic conditions, and the emergence of the United States as a world power.

GE254 – World History 60 Hours

The objective of this course is for the student to develop a greater knowledge and understanding of the world in the 20th Century, that will include the major political and economic changes that have reshaped global relations, while deducing which forces led to the collapse of empires and the resulting rise of nationalism throughout the world during this more recent time era. Students will analyze the argument that the single most profound global transformation in human relations during the twentieth century has been the demise of all remaining empires and the emergence–in their place–of nation-states. Students will also scrutinize such topical areas as war and society, petroleum and the international economy, colonialism and nationalism, internationalism, new nations and ethnic conflicts, the third world, etc.

GE255 – Critical Thinking 60 Hours

The objective of this course is for the student to develop the knowledge and proficiencies in the use of critical thinking and problem solving skills. Students will develop the abilities to distinguish among opinions, facts, and interferences; distinguish and critique underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternate points of view; ask informed questions and make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze and assess ethical issues and situations; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments.

Associate of Occupational Studies – Healthcare Management

PROGRAM DESCRIPTION

This "Associate of Occupational Studies – Healthcare Management" program is a 60.5 Semester Credit Hour/Units (1,820 clock hours) program requiring 91 weeks of combined occupational theory, applied skills training, and General Education courses. The program focuses on developing a student's occupational competencies and academic learning in the field of health care management, using a broad-based foundation in a medical office environment with common practices in Health Care Management Administrative systems.

PROGRAM OBJECTIVES

The program's learning objectives are to provide the student with comprehensive knowledge and skills sets in the field of Healthcare Management. Program objectives will enable students to develop administrative / managerial knowledge and skill capabilities required in various health care administrative environments with particular emphasis on electronic health records transactions. The student will also develop knowledge and skills through sound medical office practices and health care administrative procedures. By successfully completing the individual and comprehensive learning courses, with pre-determined learning outcomes, the student will earn an "Associate of Occupational Studies" (A.O.S.) Degree in "Healthcare Management".

The Associate of Occupational Studies in Healthcare Management program provides each student with a foundation in medical office management and health care administration. Advanced health care management training includes: electronic healthcare records (EHR); human relations; employment and labor law; payroll management; workplace management issues; public health management practices; and health care management for the global environment.

Electronic health care records is currently one of the fastest developing forms of maintaining a patient's medical record in an electronic format, accessible by computers on a network for the primary purpose of providing health care and health-related services. Students will develop first hand, the knowledge and comprehensive skills sets, using an industry standard electronic health care records system for medical records management. This new emerging form of patient records management will advance the skills of the student in a unique patient records environment which represents the future for patient care and medical history access by integrating multiple systems of administration, financial, and clinical departmental systems.

OCCUPATIONAL OBJECTIVES

Upon successful completion of this program, students can become valuable members of the health care profession. This program will open many opportunities for on-site full or part-time entry-level employment in various healthcare settings such as private medical offices, hospitals, and clinics. Graduates will be qualified for positions entry-level healthcare administrative positions such as Medical Office Manager, Clinic Administrator, Medical Record Technician/Manager; Executive Medical Secretary; and other related healthcare management career job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: # 079.362-014, 201.362-014, 205.362-018, 079.167-014, 214.482-018, 245.362-010, 079.167-014, 205.362-018, 187.117-010 and other Health Care Management related career field D.O.T. Codes.

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 – Introduction to Computers & Microsoft Word	60	2.0
CP152 – Microsoft Excel and PowerPoint	60	2.0
MOM150 – Medical Office Procedures / Medical Law and Ethics / Employment Preparation	60	2.0
MOM 151 – Anatomy and Physiology and Medical Terminology I	60	2.0
MOM 152 – Anatomy and Physiology and Medical Terminology II	60	2.0
MOM 153 – Business Math/ Introduction to Bookkeeping	60	2.0
MOM 154 – Bookkeeping Fundamentals I	60	2.0
MOM 155 – Applied Accounting	60	2.0
MOM 156 – Medical Billing Procedures and Insurance Forms	60	2.0
MOM 157 – Reimbursement and Delivery Systems	60	2.0

MOM 158 – Computerized Billing I	60	2.0
MOM 159 – Computerized Billing II	60	2.0
HCM-250 – Introduction to the United States Healthcare System	60	2.0
HCM251 – Management of Contemporary Healthcare Settings	60	2.0
HCM252 – Medical Billing Management	60	2.0
HCM253 – Healthcare Business Management	60	2.0
HCM254 – Health Data Management	60	2.0
HCM255 – Workplace Management Issues	60	2.0
BMA254 – Human Relations and Employment Law	60	2.0
BMA258 – Payroll Management	60	2.0
HCM256 – Management of Electronic Health Records I	60	2.0
HCM257 – Management of Electronic Health Records II	60	2.0
HCM258 - Public Health Practice Management	60	2.0
HCM 259 – Healthcare Management in the Global Environment	60	2.0
HCM 260 – Business Communications	20	0.5
GE250– College Algebra	60	2.0
GE251 – Introduction to Psychology	60	2.0
GE252 – English/Writing (Composition)	60	2.0
GE253–U.S. History	60	2.0
GE254 – World History	60	2.0
GE255 – Critical Thinking	60	2.0
ASSOCIATE OF OCCUPATIONAL STUDIES – HEALTHCARE MANAGEMENT PROGRAM TOTALS:	**1,820**	**60.5**

Course Descriptions

CP150 – Introduction to Computers and Microsoft Word 60 Hours

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

CP152 – Microsoft Excel and PowerPoint 60 Hours

Students will develop the knowledge and skill-sets in the use of Microsoft Excel and PowerPoint. Upon completion of this course, students will have developed the knowledge and skills in using Microsoft Excel and spreadsheets. Students will learn to create and save workbooks, format text and date, select ranges and format the data. Students will develop ability to create, format and modify charts, as well as ability to manage formulas and spreadsheets.

Furthermore, students will learn to create engaging PowerPoint presentations. Knowledge and skills include creating slides, inserting and formatting images, and applying special effects, manipulating data, adding comments, narrating the slide show as well as presenting a slide show on a computer.

MOM150 – Medical Office Procedures / Medical Law and Ethics / Employment Preparation 60 Hours

This course serves as an introduction to medical secretarial duties and medical office procedures. Students will develop the skill-sets in basic telephone procedures and etiquette, patient reception and scheduling techniques. Students will also develop the basic techniques in handling medical records, processing mail, conducting inventory control, and handling human relation issues within the medical office setting. Students will also gain a greater understanding of the importance of accuracy, medical ethics and the legal aspects associated with medical records.

In addition, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). Students will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. In addition, students will acquire important skills involving employment search techniques, as well as tracking methods commonly used during successful job search.

MOM 151 – Anatomy and Physiology and Medical Terminology I 60 Hours

During this course, students will develop knowledge of the human body (anatomy), its functions (physiology), and disease, which will be presented along with the study of medical terminology for modern healthcare. Students will develop basic understanding as to the functions of the body's systems with particular emphasis on the Skeletal, Muscular, Integumentary (skin), Nervous, and Circulatory systems and their predominant pathologies. Students will also learn and understand the related terminology to diagnosis and treatments of patients.

MOM 152 – Anatomy and Physiology and Medical Terminology II 60 Hours

This course will continue to develop student knowledge of the human body (anatomy), its functions (physiology), and disease, which will be presented along with the study of medical terminology for modern healthcare. Students will continue to develop basic understanding as to the functions of the body's systems with particular emphasis on the Skeletal, Muscular, Integumentary (skin), Nervous, and Circulatory systems and their predominant pathologies. Students will also learn and understand the related terminology to diagnosis and treatments of patients.

MOM 153 – Business Math/ Introduction to Bookkeeping 60 Hours

During this course, students will review and strengthen their understanding and skill-sets involving many of the basic math functions with an emphasis on practical problem involved in payroll, interest, and percentages. Proficiencies in business mathematical functions and use of the electronic calculator are stressed.

In addition, student will develop the knowledge and basic skill-sets involved with basic principles of bookkeeping as an introduction. Students will develop the knowledge, understanding, and skill-sets used in the applications of accounting principles, both theory and practice which they may experience in a medical office setting.

MOM 154 – Bookkeeping Fundamentals I 60 Hours

During this course, students will continue advancing their knowledge, understanding, and applications of accounting principles. Students will develop this knowledge and skill-sets by the application of recording and summarizing of financial information through various exercise simulations of company records. It is through these practice applications that students will understand and be able to apply a company's assets, liabilities, owner equity, debits and credits, journalizing and posting transactions, financial statements, adjusting procedures, closing procedures, sales journals, and purchase journalizing. Students will also develop the understanding of applications for cash journals, costing merchandise inventory, pricing merchandise, negotiable instruments, and controlling cash.

MOM 155 – Applied Accounting 60 Hours

During this course, students will be required to apply the theory learned in the Introduction to Bookkeeping and Bookkeeping I courses, and apply that knowledge to a real-life business simulation. Students will be required to apply their knowledge and skill-sets to create a company's accounting books that include charting of accounts, general ledger, accounts receivable ledger, accounts payable ledger and basic management reports. Students will practice making entries and posting to accounts for an entire accounting cycle.

MOM 156 – Medical Billing Procedures and Insurance Forms 60 Hours

During this course, students will develop the knowledge and usage of commonly used healthcare forms. Students will develop a working knowledge of all phases of medical insurance claim processes. Students will be introduced to insurance claim cycle, as well as standard coding systems. Classroom learning and laboratory practice will cover the fundamentals of CPT, ICD-9-CM, and HCPCS coding principles. Students will also learn the legal aspects of insurance claims, as well as the importance and application of skill-sets for the insurance biller in customer relations. Students will also develop collection techniques and skill-sets needed to handle patient complaints.

MOM 157 – Reimbursement and Delivery Systems 60 Hours

During this course students will develop the knowledge and skill-sets for using coded data and health information in reimbursement and payment systems appropriate to all healthcare settings. Students will develop the knowledge relative to organization, delivery, regulation, and financing of healthcare services; contemporary healthcare plans and payment systems; and charge-master maintenance. Students will also develop the knowledge and skill-sets in identifying common fraudulent billing practices.

MOM 158 – Computerized Billing I 60 Hours

During this course, student will develop the knowledge of and skill-sets that deal with common business procedures performed in a medical facility. Students are will develop the knowledge of and application to various electronic claims; professional fees; credit arrangements; submission; collections; and data entry. Student learning will focus on with emphasis placed on the practical application of collection procedures, patient billing, and data entry using an IBM PC. Students will use the computer to file a simulated insurance claim with major carriers. Students will practice finding information about carrier requirements for filing claims.

MOM 159 – Computerized Billing II 60 Hours

During this course, students will continue hands-on skills development, utilizing the microcomputer for claim processing and medical office management. Students will focus on posting charges; input information about a patient onto the claim form; and processing healthcare claims. These skill tasks include the practice of completing insurance claim forms and generating financial statements using a commonly used medical office software program.

HCM250 – Introduction to the United States Healthcare System 60 Hours

During this course, students will develop a greater knowledge of the infrastructure of the current U.S. healthcare system. Student learning and discussion will include healthcare management as a business in United States, the role of U.S. government in healthcare management, types of healthcare facilities, types of third-party payers that operate in United States, and exploration of healthcare professions within United States.

HCM251 – Management of Contemporary Healthcare Settings 60 Hours

During this course, students will examine and explore a wide range of management issues dealing with various health care settings such as: Hospitals, Ambulatory facilities, Mental Health, Long-Term care, Home Health Care, Hospice, Rehabilitation, Dental care, and Correctional facilities. In each type of facility, students will learn about regulatory issues, quality improvement, risk management, coding and reimbursement issues, and the specific role of the Health Information professional. As a manager, students will develop the knowledge and ability to differentiate between the different types of facilities and the regulations, documentation, and trends associated with each area.

HCM252 – Medical Billing Management 60 Hours

During this course, students will enhance their knowledge in medical billing management for various types of healthcare facilities. Medical billing practices for in-patient facilities, ambulatory surgery centers, mental health facilities, and skilled nursing facilities will be further examined. This course not only focuses on the management of medical billing practices but also entails methods of supervising the revenue cycle and managing staff that perform medical billing and coding procedures within various health care settings.

HCM253 – Healthcare Business Management 60 Hours

This course outlines the general principles of business management with an emphasis on managing a healthcare practice. This course examines the management of human, financial, and physical resources in healthcare settings, with a focus on planning, design, selection, implementation, integration, testing, evaluation, and support. The course examines the importance of professionalism in health care delivery while highlighting various healthcare management practices such as strategic planning, business financial principles, and healthcare regulations. Students will also explore and apply quality improvement tools and techniques often used in the industry.

HCM254 – Health Data Management 60 Hours

During this course, students will examine the often practiced methods used to evaluate the structure, content, and standards of healthcare data management, with an emphasis on accuracy, completeness, compliance with various regulations and standards. Students will be called upon to research, collect, organize, and present healthcare data and statistics with a focus on quality management, effectiveness, and performance improvement.

HCM255 – Workplace Management Issues 60 Hours

During this course, students will examine holistic approaches towards preventing and responding to potential workplace issues as managers, such as violence and insubordination. Students will develop the ability to design a simplistic multidisciplinary strategy involving senior management, HR managers, attorneys, employees, security, safety, public relations, and maintenance. In addition, students will learn how to develop effective incident reporting systems, along with tailored plans, policies and procedures. Case studies and simulations will enable students to develop effective practices in dealing with workplace issues.

BMA254 – Human Relations and Employment Law 60 Hours

During this course, students will develop the knowledge, understanding, and skill-sets surrounding legal guidelines involved in human resources management. Students will examine common management policies and practices involved in hiring employees, terminating employees, as well as employee layoff procedures. Students will gain knowledge of common practices for conducting interviews and investigating applicant qualifications. Students will also examine and discuss management practices that include common human employment law issues, such as compliance with federal and state wage requirements, common benefit packages, issues with workplace health and safety, discrimination, Americans with Disabilities Act, the Family and Medical Leave Act, Age Discrimination in Employment Act, Workers' Compensation, unemployment insurance, etc...

BMA258 – Payroll Management 60 Hours

During this course, students will enhance their knowledge and skill-sets relating to the management of a "general payroll system". As managers, students will learn how to define payroll parameters and approach system implementations. Student learning will focus on management of daily processing functions, electronic payroll processing, accounting software, and other systems that will enable the payroll specialist to complete their tasks effectively and efficiently.

HCM256 – Management of Electronic Health Records I 60 Hours

During this course, students will develop knowledge and skill-sets for managers involving the concepts and principles of modern health information technology. Students will utilize computer medical software and business procedures common to healthcare settings. Students will develop management skills for electron health records that include patient billing, itemized statements, data entry, electronic health claims and records, and collection procedures. Students will study and gain skill-sets in electronic health record maintenance and explore paperless charting systems. As managers, students will learn to apply management policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (HER), personal health record (PHR), public health, and other administrative/management applications.

HCM257 – Management of Electronic Health Records II 60 Hours

This course further enhances and develops the healthcare manager's knowledge and skill-sets involving the concepts and principles of electronic health records. Students will continue to enhance their skills and understanding of electronic health record maintenance by using medical software to ensure data collection, storage, analysis, and reporting of information. As managers, students will further enhance their knowledge of HIPAA regulations and privacy standards, electronic claims submission, and the maintaining the electronic medical record. Students will also develop advanced computer skills as it pertains to medical billing, appointment scheduling, charting, and records organization and management.

HCM258 - Public Health Practice Management 60 Hours

During this course, students will develop knowledge and skill-sets surrounding a comprehensive look at the field of public health and its associated practices and management. Student learning will focus upon the evaluation of communities' health needs through planning and leadership, public health interventions and programs, identifying environmental public health issues, and public health leadership and management.

HCM 259 – Healthcare Management in the Global Environment 60 Hours

During this course, students will examine and discuss healthcare issues that plague both developing and advanced nations. Student discussion will center on current systems around the world that are or are not in place to protect the global community from disease and preventable illnesses. Students will also gain an understanding of the dependency of human health and health care on the environment.

HCM 260 – Business Communications 20 Hours

During this course students will explore communication technologies in the world of business and the implications of communication technologies on organizational structure and conduct. Students will explore business written, oral, as well as electronic communication through carefully organized and designed memos, letters, reports, and presentations. Students will develop understanding of communication theories, develop strategies for planning managerial communications, and build skills in oral and written reporting as well as persuading.

GE250 – College Algebra 60 Hours

The objective of this course is for the student to develop basic college level algebra knowledge and skills. This course concentrates on a basic review of mathematics, the language of algebra, equations, inequalities, polynomials, factoring, and rational expressions. Practical application problems are presented throughout the course. The course is categorized into six distinct parts. The first part of the course covers the concepts and use of college level mathematics. The second part of the course investigates the language of algebra. The third part examines the definition and uses of equations and inequalities. The fourth part concentrates on polynomials and solution methods. Factoring and then rational expressions are covered in the fifth and sixth segments. Practical applications are emphasized throughout the course.

GE251 – Introduction to Psychology 60 Hours

The objective of this course is to introduce students to the art and science of Psychology. Course emphasis is on applying the "science of human behavior" through the format of compare and contrast, analyzing and synthesizing subject matter to a variety of settings: vocational, personal, academic, and clinical. Course content introduces the history of psychology, major theories of personality and learning, current research and developmental issues. The course has a holistic approach and integrates the biological basis of behavior, social factors, learning and the unique coping styles of the individual to understand human behavior.

GE252 – English/Writing (Composition) 60 Hours

The objective of this course is for the student to develop and apply a greater proficiency in the writing process with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation. This course also provides the opportunity for students to develop greater proficiencies in the writing process by demonstrating the ability to differentiate between persuasive and argumentative essays, and will include practice in developing a distinctive style, the methods of effective reasoning, library and on-line research. A formal research project is required.

GE253 – U.S. History 60 Hours

The objective of this course is for the student to develop a greater factual and structural knowledge of the United States since 1900. The major movements and developments of the decades since that date are examined in both broad outline and in detail to allow the student to infer significant conclusions about the recent past, the present, and the possibilities of the future. Additional topics include intellectual and cultural trends, foreign relations, economic conditions, and the emergence of the United States as a world power.

GE254 – World History 60 Hours

The objective of this course is for the student to develop a greater knowledge and understanding of the world in the 20th Century, that will include the major political and economic changes that have reshaped global relations, while deducing which forces led to the collapse of empires and the resulting rise of nationalism throughout the world during this more recent time era. Students will analyze the argument that the single most profound global transformation in human relations during the twentieth century has been the demise of all remaining empires and the emergence–in their place–of nation-states. Students will also scrutinize such topical areas as war and society, petroleum and the international economy, colonialism and nationalism, internationalism, new nations and ethnic conflicts, the third world, etc.

GE255 – Critical Thinking 60 Hours

The objective of this course is for the student to develop the knowledge and proficiencies in the use of critical thinking and problem solving skills. Students will develop the abilities to distinguish among opinions, facts, and interferences; distinguish and critique underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternate points of view; ask informed questions and make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze and assess ethical issues and situations; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments.

Associate of Occupational Studies – Homeland Security

PROGRAM DESCRIPTION

This "Associate of Occupational Studies – Homeland Security" program is a 60.50 Semester Credit Hour/Units (1,820 clock hours) program, requiring 91 weeks of combined general education courses along with occupational theory and applied skills training. Homeland Security has evolved from a basic concern regarding terrorism, but to now include a widening range of investigation and security issues which are not just domestic, they are global. The program focuses on developing a student's academic and occupational competencies as a broad-based foundation through various disciplines of education, training, and security application, all pertinent to possessing the knowledge and understanding for successful employment and advancement in the field of Homeland Security.

PROGRAM OBJECTIVES

The "Associate of Occupational Studies – Homeland Security" program's objectives and design are to provide the student with a diverse understanding and foundation of skill strengthening general education courses, along with a collective of industry related security disciplines which are inherent in the emerging field of Homeland Security. With a foundation of general education building block courses, the student will then develop a thorough and fundamental knowledge with applied skills necessary to protect people, information and locations from threats to their safety and security at our borders, airports, waterways and seaports or in response to man-made and/or natural disasters, and terrorist assaults.

As a result of having then established their basic fundamental knowledge and applied skills and to facilitate an even greater level of learning outcomes and skills, the student will successfully complete advanced course training in applied disciplines such as Border, Port, and Costal Security; Global Terrorism; Industrial Espionage; Explosive Incident Assessment: Methods, Practice, Protocols; Regulatory Issues in Weapons of Mass Destruction; Psychology of Terrorism; Transportation & Cargo Security Management; Chemical, Biological, and Radiological Hazards; Evaluation of Security Programs; Advanced Security and Loss Prevention for Businesses; Special Operations in Emergency Medical Services; Workplace Violence Prevention and Reaction; Natural Disaster Management; Psychology of Disaster; etc.

OCCUPATIONAL OBJECTIVES

This program prepares students for careers in Homeland Security, both in the public and private sectors. The demand for employees with knowledge in security and emergency management fields is high and only increasing. Many Homeland Security jobs are entry-level positions with numerous federal and state agencies, as well as in the private sector. Employment in Homeland Security is plentiful, diverse, pays well and offers job security. Graduates of the Associate of Occupational Studies - Homeland Security program will be prepared to work in a variety of settings and capacities such as private businesses, emergency management, safety management, intelligence analysis, private security, airports, law enforcement, and government service such as FBI, Secret Service, DEA, Air Marshals, customs investigators, special agents, military service, and border patrol, U.S. Citizenship and Immigration Services (USCIS), U.S. Customs and Border Protection (CBP), Federal Emergency Management Agency (FEMA), U.S. Immigration and Customs Enforcement (ICE), U.S. Transportation Security Administration (TSA), and many others.

Dictionary of Occupational Titles, U.S. Department of Labor, D.O.T. Code: #372.667-034, 189.167-054, 372.167-014, 372.667-038, 189.167-050, 189.167-034, 376.367-018, 372.363-010.

Due to licensing requirements, any previous misdemeanor convictions or periods on parole will diminish or prohibit opportunities for employment in this field. Further, any previous felony convictions will most probably prohibit employment in this field.

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 – Intro to Computers and Microsoft Word	60	2.00
HSI 150 – Introduction to Homeland Security, Law & Ethics, Security Strategies	60	2.00
HSI 151 – Intelligence Analysis, 9/11 Commission	60	2.00
HSI 152 – Critical Problem Analysis, Vulnerability Assessment	60	2.00
HSI 153 – Cyber Security, Security Technology	60	2.00
HSI 154 – WMD/Hazardous Materials	60	2.00
HSI 155 – Emergency Management, Recovery, Security Disaster Medical Operations	60	2.00
HSI 156 – Crime Prevention and Powers to Arrest	60	2.00

HSI 157 –The Penal Code, Civil Law, Employment Preparation	60	2.00
HSI 158 – Investigations, Research, Law & Evidence	60	2.00
HSI 159 – Chemical Agents, Baton, Firearms Training	60	2.00
HSI 160 – Communications Training, Report Writing	60	2.00
HS250 – Global Terrorism & Psychology of Terrorism	60	2.00
HS251 – Chemical, Biological, and Radiological Hazards	60	2.00
HS252 – Explosive Incident Assessment: Methods, Practice, Protocols	60	2.00
HS253 – Regulatory Issues in Weapons of Mass Destruction	60	2.00
HS254 – Disaster Management and Emergency Response	60	2.00
HS255 – Special Operations in Emergency Medical Services	60	2.00
HS256 – Psychology of Disaster	60	2.00
HS257 – Business Security and Evaluation	60	2.00
HS258 – Workplace Violence Prevention and Reaction	60	2.00
HS259 – Industrial Espionage	60	2.00
HS260 – Border, Port, and Coastal Security	60	2.00
HS261 – Transportation & Cargo Security Management	60	2.00
HS262 – Profiling International Terrorist Groups	20	0.50
GE250 – College Algebra	60	2.00
GE251 – Introduction to Psychology	60	2.00
GE252 – English/Writing (Composition)	60	2.00
GE253 – U.S. History	60	2.00
GE254 – World History	60	2.00
GE255 – Critical Thinking	60	2.00
ASSOCIATE OF OCCUPATIONAL STUDIES – HOMELAND SECURITY PROGRAM TOTALS:	**1,820**	**60.5**

Course Descriptions

CP150 – Microsoft Office and Microsoft Word 60 Hours

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

HSI 150 – Introduction to Homeland Security, Law & Ethics, Security Strategies 60 Hours

During this course, the students are introduced to the historical evolution and formation of the Department of Homeland Security, its role and structure, its relations with other government agencies and private companies, as well as key Homeland Security legislations, policies and strategies. Students will develop the knowledge and understanding of the United States critical infrastructures and the role that Homeland Security Department and other government agencies have in protecting such critical infrastructures. Students will also acquire knowledge and understanding of the constitutional articles and amendments that set forth the legal authority and limitations of the federal government in

protecting the homeland. They will gain understanding of major Homeland Security legislation and executive orders; learn about the international conventions and declarations governing human and prisoner rights; learn to apply constitutional, national, and international legal principles to advocate and/or defend position statements on legal controversies in Homeland Security (e.g., extreme interrogation techniques, due process of law, and adherence to the Geneva Convention; apply ethical decision-making principles to advocate and/or defend position statements on ethical dilemmas in Homeland Security, e.g., interrogation techniques, prisoner rendition, and denial of medical treatment).

HSI 151 – Intelligence Analysis, 9/11 Commission 60 Hours

During this course, students will learn to analyze aviation security; examine both political parties commentary on Foreign Policy as applied to 9/11; study intelligence and defense issues related to 911; examine Federal and other related law enforcement issues pertaining to 911; analyze United States counterterrorism issues since 911; and inspect the lessons learned leading up to and after 911 attacks. In addition, students will gain the knowledge and understanding of the historical evolution of the intelligence function in the United States. They will study creation of various intelligence agencies, which support intelligence operations at all level of government. Students will learn processes of creating actionable intelligence from information and the role of intelligence as it related to Homeland Security operations, as well as relationships between the United States and foreign intelligence agencies.

HSI 152 – Critical Problem Analysis, Vulnerability Assessment 60 Hours

During this course, students will develop ability to name and access specific sources of data that can be used to identify Homeland Security issues; employ scanning techniques in order to accurately identify Homeland Security related problems in a company or jurisdiction. Students will learn to employ official records, surveys, interviews, and observations to collect data about an identified Homeland Security related problem in a company or jurisdiction; analyze data about a Homeland Security related problem in a company or jurisdiction in order to accurately describe the problem and develop explanations for it. In addition, students will master core concepts and approaches to vulnerability assessment and risk evaluation, as well as learn to identify potential targets, characterize potential threats, and assess consequences.

HSI 153 – Cyber Security, Security Technology 60 Hours

During this course, students will develop the knowledge and understanding of many current security technologies including organizational network systems; security of end-user systems; WEB-based attacks and compromises; wireless security; data integrity, and electronic surveillance. Students will explore the relationship between Cyber Security and Homeland Security, as well as develop basic knowledge and understanding of the vocabulary related to Cyber Security. Students will study the role of computers as a part of critical infrastructure; explore laws and policy affecting Cyber Security; examine the research on Cyber Security; survey Technologies used to investigate and prevent Cyber Security incidents; examine Cyber Terrorism.

HSI 154 – WMD/Hazardous Materials 60 Hours

During this course, students will develop fundamental understanding of the basic investigative techniques associated with fire, arson, and bombing investigations. They will explore state/federal arson and explosive laws; learn to locate technical information; gain understanding about explosives and its effects; assess physical security requirements for protection from bombings / explosives; learn to identify explosive products. Students will be exposed to problems associated with hazardous materials transportation, storage, and use of clandestinely produced chemical, biological, and radiological materials. Students will study hazardous materials with respect to chemical reactions, engineering controls, and control techniques during emergency situations and a detailed appreciation and understanding of explosive dynamics as it relates to the use of improvised explosive devices (IED's). At the completion of the course, student will be able to identify explosive and non-explosive components found in IED's; fusing systems; types of containers used to conceal the identity of an IED; types of low and high explosives normally encountered in improvised devices; safety procedures required to minimize injury and/or death from secondary devices and hazardous materials left at the bombing scene; industrial and improvised chemicals.

HSI 155 - Emergency Management, Recovery, Security Disaster Medical Operations 60 Hours

During this course, students will develop the knowledge and understanding of the Emergency Management role with local, state, and federal governments. At the completion of the course, students will earn to identify Emergency Management concepts and Incident Management actions. They will gain ability to assess a community using the "All Hazards" Emergency Management approach and develop an Emergency Operations Plan (EOP); learn to identify several recovery considerations specific to different types of disasters, such as floods, earthquakes, tornados, hurricanes, and terrorist attacks; identify the technological tools utilized for the effective administration of an emergency management program; explain the importance of leadership quality and performance in emergency management. Students will be able to describe and analyze the concept of integrated emergency management planning and operations in relations to public safety agencies, levels of government, non-governmental organizations, private industry, and public safety. Furthermore, students will develop the knowledge, understanding and ability to distinguish among the disaster recovery roles and responsibilities of local, state, and federal governments and the private sector and be able to explain the planning process for disaster recovery. At the completion of the course, students will demonstrate understanding of required hardware, software, and best practices for facilitating interagency communications, cooperation and support during a medical response to a natural or human-made disaster. Students will also be exposed to planning strategies for the delivery and recovery of medical systems by various local, state, and federal agencies.

HSI 156 – Crime Prevention, Powers to Arrest 60 Hours

During this course, students will develop the knowledge and understanding of crime prevention while examining a variety of preventive measures such as Numbers of Police, Rapid Response to 911, Random Patrols, Directed Patrols, Reactive Arrests, Proactive Arrests, Community Policing, Neighborhood Watch, Community-Based Intelligence, Public Information About Crime, Police Legitimacy, Problem-Oriented Policing, Criminogenic Commodities, Converging Offenders and Victims, Safety at Home, Safety Away from Home, Senior Safety and Security, Vehicle Security, Home Security, Fraud and Identity Theft, Business Robberies and Burglaries, Check and Credit Card Fraud, Shoplifting, Internal Theft in Business, Computer Crimes, Graffiti Vandalism, Dealing with Homeless People. In addition, students will develop the knowledge and understanding of the legal aspects, techniques, liability, and requirements relating to the arrest of an individual. Implications of an arrest for the subject, the guard, and a company will be explored. In addition, students will investigate escalation and de-escalation techniques in the use of force, as well as general use of restraint techniques and their implications. Trespass laws, their applications and implications of enforcement will also be discussed.

HSI 157 – The Penal Code, Civil Law, Employment Preparation 60 Hours

During this course, students will develop the knowledge and understanding of the various sections, and application to security training, contained within the California Penal Code. Students will develop the knowledge and understanding of Civil Law as it pertains to Personal injury claims, family law disputes, contract disputes, invasion of privacy, and inappropriate use of physical force, false imprisonment, battery, improper surveillance, and defamation of character.

In addition, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). Students will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. In addition, students will acquire important skills involving employment search techniques, as well as tracking methods commonly used during successful job search.

HSI 158 – Investigations, Research, Law & Evidence 60 Hours

During this course, students will develop the knowledge and understanding of the various investigative and scientific aspects of crime scene investigation, as well as the collection, preservation, identification and packaging of evidence. Students will develop a knowledge and understanding of the application of both quantitative and qualitative research methods and their utilization in determining security efficiency, efficacy, and feasibility. Applications of observations and informal interviews will be explored. Students will also develop the knowledge and understanding surrounding the legal definitions and elements of a crime. Students will gain an understanding of criminal procedures, learn to obtain facts by investigation and will be introduced to the Evidence Code and applicable rules of evidence.

HSI 159 – Chemical Agents, Baton, Firearms Training 60 Hours

During this course, students will learn about moral and legal aspects of baton usage. Students will learn First Aid for baton injuries; fundamentals of baton handling, including stances and grips, target areas, defensive techniques, control techniques, arrest and control techniques. In addition, students will develop knowledge and understanding as to the principles of fire safety; fire precautions and defense systems; fire prevention; fire safety management in workplaces. Further, students will learn about the use and effects of Tear Gas, Pepper Spray, Air Borne Chemical Agents, and Water Borne Chemical Agents. Finally, students will develop the knowledge, understanding, and skills pertaining to the moral and legal aspects of firearms use; firearms nomenclature; weapons handling and shooting fundamentals; emergency procedures; range training; as well as acts prohibited by law.

HSI 160 – Communications Training, Report Writing 60 Hours

During this course, students will develop the knowledge and understanding regarding internal communications involving Protocols Pursuant to Contact (Who to Contact and When) and external communications involving Emergency and First Responders, medical personnel, Police, Sheriff, and other enforcement personnel, city services, and government services> Students will be exposed to conflict management strategies, negotiation strategies, dispute handling strategies, and means of controlling boisterous celebrations. Students will also develop the knowledge and understanding as to the importance of proper and timely report writing. Students will learn the basics of investigative report writing, the rules of narrative writing, as well as basics of crime reports, arrest reports, search warrants, and automated report writing.

HS250 – Global Terrorism and Psychology of Terrorism 60 Hours

The objective of this course is for the advanced student to develop a greater depth of knowledge and understanding as to the global terrorism and psychology of terrorism. Students will learn about psychological tactics used by terrorist cults and personalities to accomplish their goals. The course will examine well-known terrorist organizations and individuals - Osama bin Laden, militant groups in the Northern Ireland conflict, Hezbollah, and others - who have historically relied upon the psychological effects of terrorism to further their agendas. In addition, students will focus on developing a greater understanding as to the various elements and aspects of International and Domestic Terrorism. Students will explore the cultural and ideological philosophies, as well as the social, economic, political, and religious conditions of select states, groups, and individuals that comprise the phenomena of terrorism. By examining the historical and contemporary aspects of terrorism students develop a working knowledge of the current Global War on Terror and are better prepared to comprehend terrorist motives and ideologies. Student learning will also include such areas as the types of terrorism, conventional and unconventional terrorist tactics, and the media's impact on terrorism including the U.S. Counterterrorism Policies.

HS251 – Chemical, Biological, and Radiological Hazards 60 Hours

During this course, students will focus on developing a greater depth of understanding as a non-scientist, to the study of chemical, biological, and radiological science involved in the different forms of weapons of mass destruction. The student will gain a better understanding and knowledge of such topical areas as basic science, treatment, short- and long- term effects, among other issues central to understanding hostile WMD agents.

HS252 – Explosive Incident Assessment: Methods, Practice, Protocols 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater knowledge and depth of understanding with Explosive Ordinance Disposal (EOD). Due to the extremely hazardous nature surrounding the Standard Operating Procedures (SOPs) used by Explosive Ordinance Disposal teams and Hazardous Devices teams; the student will learn to evaluate the methods; practices and protocols used by such teams during emergency responses. The student will gain a greater insight into the vulnerability and risk of specific EOD procedures to terrorists' actions, and the possible countermeasures are examined for their effectiveness. The student will also learn to examine the applications of industry "Best Practice" risk management processes.

HS253 – Regulatory Issues in Weapons of Mass Destruction 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge as to the legal and regulatory issues associated with weapons of mass destruction response, such as those associated with public law, report authorities, jurisdictional and functional issues that govern organizational, technical, medical, scientific, moral/ethical issues, and other aspects of a response.

HS254 – Disaster Management and Emergency Response 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and skill in evaluating the emergency response to terrorism processes that include response tasks, toxicology, mass casualty triage, decontamination, and other operational issues. Students will focus on developing a greater depth and skill in addressing the planning, recovery, and response system in place in the United States for natural disasters. In addition, students will develop a greater knowledge and insight to issues of organization, operations, training, and other issues associated with the management of natural disasters.

HS255 – Special Operations in Emergency Medical Services 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater knowledge of the specialized issues associated with emergency medical services, which are not commonplace or part of everyday procedure. The student will enhance their knowledge and skills concerning emergency medical services in mass casualty, biological, chemical and radiological incidents. Students will further explore complex contingencies as those faced when fire, police, terrorist, and other emergencies co-exist with the need to provide medical services on-scene and post-disaster.

HS256 – Psychology of Disaster 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater understanding as to the psychological and physiological human response to natural and man-made disasters. Students will examine normal and abnormal psychological reactions, the recovery process and principles of mental health care for victims of mass disasters using clinical research and case histories. The student will examine differences between natural and man-made disasters and factors that mitigate post-traumatic effects, along with the psychological aspects of weapons of mass destruction type disasters

HS257 – Business Security and Evaluation 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and skill by examining private security from a business perspective. The course covers and the student will develop knowledge and skills that include security department management and operations, managing emergencies and disasters, security's role in risk management, integration of security into the employer's total environment, armed protective services; retail loss prevention; industrial and institutional security; security surveys and risk analysis; as well as the impact of homeland security on the private security sector. Student learning shall also include threat assessment, risk analysis, training opportunities, technological considerations, vehicle security, and domestic and international travel.

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and skill while examining industry standards, practices, and methods used in determining the adequacy of the security management programs employed. The student will also explore the interplay of management structures, functions and processes, as well as examine various state-of-the-art management techniques and their impact on security operations.

HS258 – Workplace Violence Prevention and Reaction 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and understanding of the holistic and systems approach towards preventing and responding to workplace violence. The student will develop the ability to design a simplistic multidisciplinary strategy involving senior management, HR managers, attorneys, employees, security, safety, public relations, and maintenance. Students will learn how to develop

effective incident reporting systems, along with tailored plans, policies and procedures using simulations, case studies and an examination of best practices.

HS259 – Industrial Espionage 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of understanding into the role of governments in industrial espionage, methods of industrial espionage such as lasers, video cameras, electronic bugging devices, and binary or digital audio devices, with such countermeasures as non-linear junction detection (NLJD) devices.

HS260 – Border, Port, and Coastal Security 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater understanding as to the federal, state and local organizations involved in border and coastal security, and a broad knowledge of port security issues associated with homeland security. The course addresses various policy and operational strategies used for contemporary border and coastal access concerns and security. Students will also gain a greater knowledge of immigration and non-U.S. approaches to border and coastal security. Students will develop a greater understanding of several contemporary issues, including; the importance of sea borne trade to the North American and United States economies, the value of mega ports to sea borne trade, the vulnerabilities of ports to disruption and asymmetric attack, critical port security incidents such as the Halifax Explosion, and defensive measures to protect ports from disruption or asymmetric attack.

HS261 – Transportation & Cargo Security Management 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of understanding in terms of Homeland Security; it is believed that the greatest threats to our safety are the transportation of weapons of mass destruction and/or terrorists to populated areas of the United States. Students will examine just how the protection of the nation depends on efficient and safe movement of people, goods, information, and financial resources, through the U.S. transportation infrastructure, and interdependent and interconnected system of highways, railways, waterways, pipelines and airports. Students will develop a greater understanding of the basic security practices that can be applied to a wide variety of threats including cargo theft and drug trafficking.

HS262 – Profiling International Terrorist Groups 20 Hours

The objective of this course is for the advanced student to investigate various profiles by government agencies, various terrorist groups such as Sunni Extremist Terrorist Organizations, Shiite Terrorist organizations: Hizballah and State Sponsor Iran, Terrorist Groups active in the Kashmir Conflict, Terrorist Groups involved in the Algerian Conflict, the Nationalist-Palestinian – Israeli Conflict, and conflicts in Colombia and Narco-Terrorism.

GE250 – College Algebra 60 Hours

The objective of this course is for the student to develop basic college level algebra knowledge and skills. This course concentrates on a basic review of mathematics, the language of algebra, equations, inequalities, polynomials, factoring, and rational expressions. Practical application problems are presented throughout the course. The course is categorized into six distinct parts. The first part of the course covers the concepts and use of college level mathematics. The second part of the course investigates the language of algebra. The third part examines the definition and uses of equations and inequalities. The fourth part concentrates on polynomials and solution methods. Factoring and then rational expressions are covered in the fifth and sixth segments. Practical applications are emphasized throughout the course.

GE251 – Introduction to Psychology 60 Hours

The objective of this course is to introduce students to the art and science of Psychology. Course emphasis is on applying the "science of human behavior" through the format of compare and contrast, analyzing and synthesizing subject matter to a variety of settings: vocational, personal, academic, and clinical. Course content introduces the history of psychology, major theories of personality and learning, current research and developmental issues. The course has a holistic approach and integrates the biological basis of behavior, social factors, learning and the unique coping styles of the individual to understand human behavior.

GE252 – English/Writing (Composition) 60 Hours

The objective of this course is for the student to develop and apply a greater proficiency in the writing process with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation. This course also provides the opportunity for students to develop greater proficiencies in the writing process by demonstrating the ability to differentiate between persuasive and argumentative essays, and will include practice in developing a distinctive style, the methods of effective reasoning, library and on-line research. A formal research project is required

GE253 – U.S. History 60 Hours

The objective of this course is for the student to develop a greater factual and structural knowledge of the United States since 1900. The major movements and developments of the decades since that date are examined in both broad outline and in detail to allow the student to infer significant conclusions about the recent past, the present, and the possibilities of

the future. Additional topics include intellectual and cultural trends, foreign relations, economic conditions, and the emergence of the United States as a world power.

GE254 – World History 60 Hours

The objective of this course is for the student to develop a greater knowledge and understanding of the world in the 20th Century, that will include the major political and economic changes that have reshaped global relations, while deducing which forces led to the collapse of empires and the resulting rise of nationalism throughout the world during this more recent time era. Students will analyze the argument that the single most profound global transformation in human relations during the twentieth century has been the demise of all remaining empires and the emergence–in their place–of nation-states. Students will also scrutinize such topical areas as war and society, petroleum and the international economy, colonialism and nationalism, internationalism, new nations and ethnic conflicts, the third world, etc.

GE255 – Critical Thinking 60 Hours

The objective of this course is for the student to develop the knowledge and proficiencies in the use of critical thinking and problem solving skills. Students will develop the abilities to distinguish among opinions, facts, and interferences; distinguish and critique underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternate points of view; ask informed questions and make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze and assess ethical issues and situations; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments.

Associate of Occupational Studies – Paralegal

PROGRAM DESCRIPTION

This "Associate of Occupational Studies – Paralegal" program is a 60.50 Semester Credit Hour/Units (1,820 clock hours) program requiring 91 weeks of combined General Education courses along with Occupational theory and applied skills training. The program focuses on developing a student's academic and occupational competencies as a broad-based foundation in legal studies pertinent to becoming a Paralegal.

PROGRAM OBJECTIVES

The program's objective is to prepare the student with comprehensive knowledge and skills for an entry-level position as a Paralegal. The program is designed to provide the student with an understanding of the legal system referencing the law office through the Federal Court Systems and local agencies. With a foundation of general education building block courses, the student will then develop a thorough knowledge and applied skills in basic legal courses of Contract Law, Family Law, Property Law, Criminal Law, Bankruptcy Law, Business Law & Ethics, Immigration and Constitutional Law, Legal Research, Civil Litigation Procedures, Law Office Procedures, Wills, Trusts & Estate Administration, and Torts.

As a result of having then established their basic knowledge and skills in related paralegal studies, in order to facilitate an even greater level of learning outcomes, the student will successfully complete advanced course training in applied subject areas as Landlord/Tenant Law, Sports and Entertainment Law, Human Relations and Employment Law, Divorce and Custody Resolution, Intellectual Property Law, Advanced Criminal and Constitutional Law, Environmental Law and Governmental Regulations, Advanced Family and Related Issues, Advanced Bankruptcy Law, Advanced Contract and UCC Law, Advanced Immigration Law, etc. Using various legal research techniques, resources and systems, students will enhance their acquired knowledge, critical thinking abilities, occupational skill level, and ultimately their opportunities for employment and advancement in the legal field.

OCCUPATIONAL OBJECTIVES

Graduates of this Associate of Occupational Studies program will be qualified for entry-level positions in the field of law as Paralegals, Legal Investigator / Legal Assistant, Legal Secretary, File Clerk, and other career related Legal field job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #119.267-026, 119.267-022, 201.362-010, 206.362-010, 119.267-034, 169.167-066, 375.137-022 and other legal field career related D.O.T. Codes.

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 - Microsoft Office and Microsoft Word	60	2.00
P150 – Administrative Law, Torts	60	2.00
P151 – Labor Law, Employment Preparation	60	2.00
P152 – Business Law & Ethics, Immigration / Constitutional Law	60	2.00
P153 – Law Office Procedures, Word Processing for the Law Office	60	2.00
P154 – Contract Law, Criminal Law, Law & Evidence	120	4.00
P155 – Legal Research	60	2.00
P156 – Civil Procedures, Litigation	60	2.00
P157 – Property Law, Bankruptcy Law	60	2.00
P158 – Family Law	60	2.00
P159 – Wills, Trusts & Estate Administration, Internet Research	60	2.00
PRG250 – Landlord / Tenant Law, Advanced Contract & UCC Law Environmental Law & Governmental Regulations	120	4.00
PRG251 – Advanced Family Law & Related Issues, Divorce & Custody Resolution Advanced Bankruptcy Law	120	4.00
PRG252 – Discovery / Investigations & Interviews, Evidence and Law, Advanced Criminal & Constitutional Law	120	4.00

PRG253 – Estate Planning, Conservatorship & Elder Abuse Law, Advanced Immigration Law	120	4.00
PRG254 – Advanced Personal Injury & Worker's Compensation Law, Human Relations & Employment Law, Advanced Civil Litigation & Procedures	120	4.00
PRG255 – Advanced Legal Research & Writing, Sports & Entertainment Law, Intellectual Property Law	120	4.00
PRG256 – Business Communications	20	0.50
GE250 – College Algebra	60	2.00
GE251 – Introduction to Psychology	60	2.00
GE252 – English/Writing (Composition)	60	2.00
GE253 – U.S. History	60	2.00
GE254 – World History	60	2.00
GE255 – Critical Thinking	60	2.00
ASSOCIATE OF OCCUPATIONAL STUDIES –		
PARALEGAL PROGRAM TOTAL:	**1,820**	**60.5**

Course Descriptions

CP150 – Microsoft Office and Microsoft Word 60 Hours

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

P150 – Administrative Law, Torts 60 Hours

Administrative Law

The objective of this course is for the student to develop skills and knowledge surrounding legal concepts and their applications to real world situations. Students will learn to decipher actual law and materials. The student will be exposed to the various documents, research sources, and other materials involved with performing the responsibilities of a paralegal.

Torts (Personal Injury, Workers Compensation)

The objective of this course is for the student to develop skills and knowledge surrounding the legal issues involved with Torts, Personal Injury. The student will develop knowledge regarding the difference between a civil and a criminal wrong, three basic categories of torts: intentional, negligence, and strict liability, an understanding of the application of elements to formulate a cause of action, the defenses which may negate the successful formation of a cause of action, appropriate California statutes. The student will learn why an action based in Worker's Compensation may be brought; and some of the basic forms applicable.

P151 – Labor Law, Employment Preparation 60 Hours

Labor law

The objective of this course is for the student to develop a basic understanding, knowledge, and skills relating to basic labor laws and how they effect a business and office environment.

Employment Preparation

During this course, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

P152 – Business Law & Ethics, Immigration / Constitutional Law 60 Hours

Business Law & Ethics

The objective of this course is for the student to develop a basic understanding, knowledge, and skills relating to Business Law. The student will learn the roles and importance of Business Law and Business Relations; Common Failures of Business Organization; and, Business Organization Risks and Liabilities.

Immigration / Constitutional Law

The objective of this course is for the student to develop fundamental skills and knowledge that represents the construction and application of current Immigration Laws. Students will learn about the nature and origin of the U.S. Constitution and the development of laws. The student will become acquainted with the Branches of Government and how laws are made; including the power of government to regulate Immigration; the Immigration and Naturalization Act (INA), the Immigration Reform and Control Act of 1986 (IRCA), and the Immigration Act of 1990 as the principle employer-related immigration laws.

P153 – Law Office Procedures, Word Processing for the Law Office 60 Hours

Legal Office Procedures

Students will learn in this course, the general office procedures followed in a law office and the student will learn the rules governing those who work in the legal profession. The student will learn: why and how legal professionals are regulated; some of the important ethical rules governing the conduct of attorneys; how law firms may be organized and managed; some of the typical policies and procedures governing law office employment; the importance of an efficient filing system in a legal practice and some typical filing procedures; how clients are billed for legal services; and, how law-office culture and politics may affect the working environment.

Word Processing for the Law Office

The objective of this course is for the student to develop the understanding, knowledge, and skill required to perform computer-assisted legal writing. This course is designed to provide the student with demonstrable skills in legal writing, by use of problems and projects. The course allows the student to develop the skills needed in assisting the attorney in the through the preparation of written documents.

P154 – Contract Law, Criminal Law, Law & Evidence 120 Hours

Contract Law

The objective of this course is for the student to develop a basic understanding, knowledge, and skills relating to: elements of a Valid Contract; elements of a valid lease agreement; enforcement of sales contracts; and, the Common Law of Contracts.

Criminal Law

The objective of this course is for the student to develop skills and knowledge surrounding the legal definitions and elements of a crime and provides the student with an understanding of criminal procedures from arrest through pre-trial, trial, and sentencing. Student will learn how to obtain facts by investigation to convict or defend an alleged criminal. In addition, the student will be able to utilize the California Penal Code with efficiency, be introduced to the Evidence Code and applicable practice guide, and how and why the criminal litigation procedures differ from civil litigation procedures.

Law & Evidence

The objective of this course is for the student to develop skills and knowledge surrounding the legal process regarding the rules of evidence. The student will develop an understanding of the source of evidence available for a trial, the importance of gathering evidence prior to trial, the significance of gathering information at a crime scene along with subsequent investigation of a crime and their applications.

P155 – Legal Research 60 Hours

Legal Research

The objective of this course is for the student to develop skills and knowledge as it relates to functions of a paralegal in legal research. The student will learn through practical application projects, the function of legal research in the legal system and the nature of relative legal writing. The student will be required to create a sample file of legal documents as a result of their research for their future referencing. The student will develop a better understanding of the functions of a

paralegal in the drafting of legal documents and correspondence required in normal case management. Students will learn how to research through the U.S. legal system, law publishing's, law books, and law libraries. Students will learn the principal sources of the law: cases, statutes, constitutions, court rules, administrative regulations, and miscellaneous publications used in legal research. The course culminates as the student will be able to demonstrate how to develop research strategies.

P156 – Civil Procedures, Litigation 60 Hours

Civil Procedures

The objective of this course is for the student to develop skills and knowledge involving the practical aspects of drafting simple and complex motions, oppositions to motions, and the procedural rules governing law and motion practice. The student will learn about pre-trail conference statements and settlement documents relating to the pre-trial stage of litigation.

Civil Litigation

The objective of this course is for the student to develop skills and knowledge as the student learns each step of pre-trial preparation and trial. The student will participate in a hypothetical law suit, drafting documents, completing interviews, counseling, and preparation of pleadings, motions, all the way through the settlement techniques, pre-trial, trial, and post-trial activities.

P157 – Property Law, Bankruptcy Law 60 Hours

Property Law

The objective of this course is for the student to develop skills, understanding, and a working knowledge of community and separate property laws. The student will learn the basic concepts in the law of real property, including parties to a real estate transaction, the sales agreement, financing techniques, deeds and indentures, real property descriptions, the closing and settlement process, and post-settlement activities.

Bankruptcy Law

This course will provide the student with basic skills and a better understanding in the activities conducted by the paralegal in a bankruptcy practice to include petitions, motion practice in bankruptcy, the role and powers of the bankruptcy trustee, discharge ability of debts, reorganization cases, and the analysis and preparation of Statements and Schedules. The student will develop a basic understanding of the bankruptcy theory and practice based on the United States Bankruptcy Code.

P158 – Family Law 60 Hours

Family Law

During this course, the student will develop knowledge and skills in a wide range of subjects involving Family Law. This will range from the practical aspects of dissolution and custody procedures to substantive areas on contempt, and spousal nonpayment of custody awards. The student will learn formalities of family law and its impediments, including marriage, annulments, divorce property rights and distribution, alimony, separation agreements, adoptions, parent and child law.

P159 – Wills, Estate & Administration, Internet Research 60 Hours

Wills, Trusts & Estate Administration

The objective of this course is for the student to develop skills and knowledge involved with Wills, Trusts and the Administration of the Estate. The student will form an understanding of the functions of a paralegal in the creation and administration of wills and trusts, in particular, the rules of probate and trust administration generally, and specifically in California. Through practice and exercises, the student will demonstrate skills in completing forms, checklists, and the actual drafts of wills and trusts.

Internet

The course objective is for the student to develop skills and knowledge required to perform computer-assisted legal research using the Internet and World Wide Web's resources. The student will develop skills and the ability to make computerized digest searches, on-line, for case summaries. The student will learn through exercises and projects using computer-assisted legal research, to develop their own index of the material searched.

PRG250 – Landlord / Tenant Law, Advanced Contract & UCC Law Environmental Law & Governmental Regulations 120 Hours

Landlord/Tenant Law

The objective of this course is for the student to develop a greater knowledge and an understanding as to the essential legal principles associated with being a Landlord. The course addresses student learning on Landlord legal issues such as

tenant screening, leases and rental agreements, rent rules, security deposits, discrimination, landlord's duty and responsibilities, resolving disputes, terminations and evictions, liabilities for health hazards, etc.

The student will also develop a greater knowledge and understanding as to the essential rights and protections associated with being a Tenant. Student learning address the legal issues surrounding leases and rental agreements, rent rules, security deposits, discrimination, terms of tenancy, right to privacy, landlord's responsibility to maintain your safety and a healthful environment, tenancy terminations, evictions, change of tenancy, resolving disputes, etc.

Advanced Contract and UCC Law

The objective of this course is for the student to develop and advance their understanding, knowledge, and interpretive skills with case studies and applications of statutory contract law. Student studies, enhanced by content with real-world examples, include classic contract law and contemporary rulings. Applications of the Uniform Commercial Code and the required performances of UCC contracts are examined.

Environmental Law & Governmental Regulations

The objective of this course is for the student to develop a knowledge and understanding of the relationship between the legal system and the regulation of the natural world. The student will learn of the legal processes relevant to environmental law, descriptions of federal and state law and regulations, and special features on recent topics related to environmental law. Students will learn of how environmental laws and regulations are applied and interpreted by the court system.

PRG251 – Advanced Family Law & Related Issues, Divorce & Custody Resolution Advanced Bankruptcy Law 120 Hours

Advanced Family Law and Related Issues

The objective of this course is for the student to develop an advanced level of knowledge and skills that leads to a greater depth of understanding and the ability to analyze the variety of subjects that comprise "family law", from the various methods by which marital relationships may be formed and terminated to issues of marital property, child custody, visitation, support, paternity, and adoption. Students learn through a balance between the theoretical underpinnings of family law and the processes and procedures that govern daily practice such as same-sex marriage, domestic partnerships, covenant marriage, premarital agreements, parenting plans, reproductive technologies and custody battles, alternative dispute resolution and adoption.

Divorce and Custody Resolution

The objective of this course is for the student to develop an understanding and working knowledge of family divorce and custody issues. Students will gain knowledge and build practical skills involving the divorce process, working with mediators or lawyers, how to avoid expensive and painful court battles, figure out alimony, establish child custody and visitation issues, determine child support, divide money and property fairly, draft a basic marital settlement agreement, deal with divorce emergencies, and address post-divorce issues.

Advanced Bankruptcy Law

The objective of this course is for the student to develop an expanded level of knowledge and experience in Bankruptcy Law and is designed to bridge the gap between basic business law and the complex concepts in the Bankruptcy Code. This course places students in hypothetical environments and arenas where clients conduct business by providing the student with greater concepts and appreciation of the laws and processes that govern collection of debts, repossession of personal property, prejudgment remedies, and enforcement and collection of judgments.

PRG252 – Discovery / Investigations & Interviews, Evidence and Law, Advanced Criminal & Constitutional Law 120 Hours

Discovery, Investigations, and Interviews

The objective of this course is for the student to develop knowledge and skills through the utilization of case studies based on actual events and investigations. The student will perfect their skills through practical applications of investigative techniques and strategies and interviewing methods for all areas of litigation. The learning experiences and applications include discovery and investigation techniques, Federal Statues and rules, practical application of paralegal work ethics and responsibilities, techniques for separating legal issues into their elements and finding evidence to prove the elements, and conducting witness interviews.

Evidence and Law

The objective of this course is for the student to develop a substantive view of evidence law, its procedures and its use in the legal process. The student will develop a greater knowledge and enhanced skills capability with relevant cases, analytical legal reasoning, and court decision-making process that exist behind the laws. Students will learn what constitutes evidence, how evidence is gathered from sources such as public, private, and government, analyzing evidence in terms of whether or not it is admissible, and then what happens to it at trial and on appeal. Through case study, student will learn at the evidence gathering stage, how they might use informal techniques to gather evidence,

determine what discovery techniques to utilize and what questions should be asked, how specific rules, state and/or federal, would apply to collection and presentation of evidence.

Advanced Criminal and Constitutional Law

The objective of this course is for the student to develop a greater understanding and breadth of knowledge as to the relationship between criminal law, criminal procedure, and our rights and privileges as defined by the Constitution. Students will develop a greater ability to analyze criminal justice situations from a legal perspective. Students will engage in discussions involving the Constitution and relating U.S. Supreme Court decisions. Students will examine, question, and analyze illustrated fundamental legal concepts based on case histories.

PRG253 – Estate Planning, Conservatorship & Elder Abuse Law, Advanced Immigration Law 120 Hours

Estate Planning

The objective of this course is for the student to develop working knowledge and practical skills concerning wills and living trusts to sophisticated tax-saving strategies. Students will develop applicable skills and abilities to create wills, what is probate and how to avoid it, living trusts, property-control trusts, naming guardians for children, leaving property to children, estate taxes and how to reduce them, living wills (health care directives), financial powers of attorney, final arrangements, and strategies for business owners.

Conservatorships and Elder Abuse Law

The objective of this course is for the student to develop knowledge of the breath and application of Elder Law. Students will learn of the realities surrounding the practice of modern elder law in meeting the needs of America's growing elderly population. Students will learn important case and statutory law within an historical perspective. Practical assignments, hypothetical situations, and elder law practice scenarios are used to bring real-world learning into the classroom. Students will develop a working knowledge in areas of essential elder law such as guardianship and conservatorship issues, physical and financial elder abuse, age discrimination, grandparents rights, Medicaid and Medicare planning, long-term care planning, financial planning and trusts, housing options, love and marriage.

Advanced Immigration Law

The objective of this course is for the student to develop an advance level of changes made in immigration law since September 11, 2001. Student will also develop a more extensive awareness of new procedural and substantive laws created in the aftermath of 9/11 affecting immigration into the United States. Students will become familiar with the American Citizenship Preparation guidelines and forms commonly required and used in immigration matters.

PRG254 – Advanced Personal Injury & Worker's Compensation Law, 120 Hours
Human Relations & Employment Law, Advanced Civil Litigation & Procedures

Advanced Personal Injury & Worker's Compensation Law

The objective of this course is for the student to develop a greater grasp of the principles of tort law applications with specific focus on personal injury and worker's compensation. Emphasizing real world practical skills, students are provided numerous opportunities to engage in discussion and legal applications, as such, "putting it into practice". Student will also be asked to address the theoretical aspects of drafting petitions, presenting cases to an administrative law judge, and bringing an appeal. Students will develop a greater understanding of Worker's Compensation law theory and practice, engaging in ethical discussions and analysis, explore the use of private investigators and various discovery devices in order to examine claims.

Human Relations & Employment Law

The objective of this course is for the student to develop a better understanding and knowledge concerning the basic legal guidelines for human resources policies and practices involving employee hiring, termination, and layoffs, conducting interviews and investigating applicants, compliance with federal and state wage requirements, benefit packages, workplace health and safety, discrimination, Americans with Disabilities Act, the Family and Medical Leave Act, Age Discrimination in Employment Act, Workers' Compensation, unemployment insurance, etc.

Advanced Civil Litigation and Procedures

The objectives of this course is for the student to further advance and develop their knowledge, understanding, and applications of the principles of litigation practice with practical applications. Students will learn in greater detail the relevance of litigation to other legal specialties, such as personal injury, real estate, employment and intellectual property law. The student will explore various law office litigation systems, further developing the students organizational skills and quality control techniques needed to perform successfully in a law office environment. Students will also explore the recent revisions to the Federal Rules of Evidence and Civil and Appellate Procedures, to include the practice requirements of the Health Insurance Portability and Accountability Act.

PRG255 – Advanced Legal Research & Writing, Sports & Entertainment Law, Intellectual Property Law 120 Hours

Advanced Legal Research & Writing

The objective of this course is for the student to develop a greater depth of knowledge and comfort level they need to confidently conduct their Legal Research, Analysis and Writing with a focus on critical thinking skills and practical skill implementation. Through Electronic Legal Research, students learn to explore and utilize legal databases and the Internet, searching with greater substance and depth. Students will develop a greater understanding of primary and secondary authority, identify and state the issues, apply case law and perform counter analysis. As a result, a particular focus is placed on the writing process, including such subject areas of fundamentals of writing, the legal writing process, office legal memoranda, court briefs and correspondence.

Sports and Entertainment Law

The objective of this course is for the student to develop a basic working knowledge, based upon case history and research, involving legal areas and issues facing participants in the sports industry such as contracts, agents, crimes, drugs, disabilities, and others relating to contemporary sports. The course also addresses legal principles, case history, federal regulations and constitutional considerations involved with entertainment law. Legal issues surrounding the television, film, recording and music publishing, and live stage performances are analyzed and addressed.

Intellectual Property Law

The objective of this course is for the student to develop an understanding and basic application as to the four fields of intellectual property law; trademarks, copyrights, patents, and trade secrets. The course introduces topics such as the duration of rights, protection from infringement, patent reform, the rise of patent trolls, copyright pre-registration, and Section 337 ITC investigations. The student will examine realistic case studies providing real world insight into the field of intellectual property law.

PRG256 – Business Communications 20 Hours

During this course students will explore communication technologies in the world of business and the implications of communication technologies on organizational structure and conduct. Students will explore business written, oral, as well as electronic communication through carefully organized and designed memos, letters, reports, and presentations. Students will develop understanding of communication theories, develop strategies for planning managerial communications, and build skills in oral and written reporting as well as persuading.

GE250 – College Algebra 60 Hours

The objective of this course is for the student to develop basic college level algebra knowledge and skills. This course concentrates on a basic review of mathematics, the language of algebra, equations, inequalities, polynomials, factoring, and rational expressions. Practical application problems are presented throughout the course. The course is categorized into six distinct parts. The first part of the course covers the concepts and use of college level mathematics. The second part of the course investigates the language of algebra. The third part examines the definition and uses of equations and inequalities. The fourth part concentrates on polynomials and solution methods. Factoring and then rational expressions are covered in the fifth and sixth segments. Practical applications are emphasized throughout the course.

GE251 – Introduction to Psychology 60 Hours

The objective of this course is to introduce students to the art and science of Psychology. Course emphasis is on applying the "science of human behavior" through the format of compare and contrast, analyzing and synthesizing subject matter to a variety of settings: vocational, personal, academic, and clinical. Course content introduces the history of psychology, major theories of personality and learning, current research and developmental issues. The course has a holistic approach and integrates the biological basis of behavior, social factors, learning and the unique coping styles of the individual to understand human behavior.

GE252 – English/Writing (Composition) 60 Hours

The objective of this course is for the student to develop and apply a greater proficiency in the writing process with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation. This course also provides the opportunity for students to develop greater proficiencies in the writing process by demonstrating the ability to differentiate between persuasive and argumentative essays, and will include practice in developing a distinctive style, the methods of effective reasoning, library and on-line research. A formal research project is required

GE253 – U.S. History 60 Hours

The objective of this course is for the student to develop a greater factual and structural knowledge of the United States since 1900. The major movements and developments of the decades since that date are examined in both broad outline and in detail to allow the student to infer significant conclusions about the recent past, the present, and the possibilities of the future. Additional topics include intellectual and cultural trends, foreign relations, economic conditions, and the emergence of the United States as a world power.

GE254 – World History 60 Hours

The objective of this course is for the student to develop a greater knowledge and understanding of the world in the 20th Century, that will include the major political and economic changes that have reshaped global relations, while deducing which forces led to the collapse of empires and the resulting rise of nationalism throughout the world during this more recent time era. Students will analyze the argument that the single most profound global transformation in human relations during the twentieth century has been the demise of all remaining empires and the emergence–in their place–of nation-states. Students will also scrutinize such topical areas as war and society, petroleum and the international economy, colonialism and nationalism, internationalism, new nations and ethnic conflicts, the third world, etc.

GE255 – Critical Thinking 60 Hours

The objective of this course is for the student to develop the knowledge and proficiencies in the use of critical thinking and problem solving skills. Students will develop the abilities to distinguish among opinions, facts, and interferences; distinguish and critique underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternate points of view; ask informed questions and make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze and assess ethical issues and situations; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments.

TUITION AND FEE POLICY

All tuition and fees are payable in advance unless other arrangements have been made prior to commencing classes.

PROGRAM NAME	TUITION FEE	REGISTRATION FEE Non- Refundable	STUDENT TUITION RECOVERY FUND (CA Residents Only) Non- Refundable	TOTAL COST
ADDICTION TREATMENT COUNSELING PROGRAM	$10,350.00	$150.00	$25.00	$10,525.00
PARALEGAL "CERTIFICATE" PROGRAM	$14,970.00	$150.00	$37.50	$15,157.50
ALCOHOL AND DRUG COUNSELING PROGRAM	$14,970.00	$150.00	$37.50	$15,157.50
HOMELAND SECURITY & INVESTIGATION PROGRAM	$14,970.00	$150.00	$37.50	$15,157.50
MEDICAL OFFICE MANAGEMENT PROGRAM	$14,970.00	$150.00	$37.50	$15,157.50
COMPUTERIZED ACCOUNTING PROGRAM	$14,970.00	$150.00	$37.50	$15,157.50
ASSOCIATE OF OCCUPATIONAL STUDIES – HOMELAND SECURITY PROGRAM	$37,425.00	$150.00	$92.50	$37,667.50
ASSOCIATE OF OCCUPATIONAL STUDIES – PARALEGAL	$37,425.00	$150.00	$92.50	$37,667.50
ASSOCIATE OF OCCUPATIONAL STUDIES – ALCOHOL AND DRUG COUNSELING PROGRAM	$37,425.00	$150.00	$92.50	$37,667.50
ASSOCIATE OF OCCUPATIONAL STUDIES – HEALTHCARE MANAGEMENT PROGRAM	$37,425.00	$150.00	$92.50	$37,667.50
ASSOCIATE OF OCCUPATIONAL STUDIES – BUSINESS MANAGEMENT AND ACCOUNTING	$37,425.00	$150.00	$92.50	$37,667.50
ASSOCIATE OF OCCUPATIONAL STUDIES – FORENSIC SCIENTIST PROGRAM	$37,425.00	$150.00	$92.50	$37,667.50

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.

- The cost includes Tuition; Registration Fee; all text and lesson materials; a netbook computer for the program of instruction; any licensing, permits, and/or certification as a result of taking the Homeland Security and Investigation Program or the Associate of Occupational Studies – Homeland Security Degree Program.
- Job placement assistance.

Statement Regarding the Availability of Comparable Programs Information

Information regarding tuition, fees and length of comparable programs may be obtained by contacting ACCSC at (703) 247-4212, or by mail to: ACCSC; 2101 Wilson Blvd., Suite 302 Arlington, VA 22201

STUDENT TUITION RECOVERY FUND

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

1. You are a student, who is a California resident and prepays 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.
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 California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, 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 one hundred eighty (180) calendar 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 cost.
4. There was a decline in the quality of the course of instruction within thirty (30) calendar days before the school closed or, if the decline began earlier than thirty (30) calendar days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the California Private Postsecondary Education Act of 2009.

CANCELLATION, WITHDRAWAL, AND REFUND

A student shall have the right to cancel an agreement for a program of instruction, through attendance at the first class session, or midnight of the seventh (7th) calendar day after enrollment, whichever is later. Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in the agreement. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement. If the student cancels the agreement, the institution shall refund any consideration paid by the student, less a registration or administration fee of one hundred fifty dollars ($150) and the non-refundable Student Tuition Recovery Fund fee, if applicable. If the institution gave the student any equipment*, the student shall return the equipment forty-five (45) calendar days following the date of the Notice of Cancellation. If the student fails to return the equipment within this forty-five (45) calendar day period, the institution may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment not later than forty-five (45) calendar days from the date the cancellation is received or the post marked date. The student may retain the equipment without further obligation to pay for it.

*Equipment includes all textbooks, supplies, materials, implements, tools, machinery, computers, electronic devices, or any other goods related to the agreement for the course of instruction.

A student has the right to withdraw from a program of instruction at any time. If a student withdraws from a program of instruction after the period allowed for cancellation of the agreement, a student has the right to receive a pro rata refund if you have completed sixty (60) percent or less of the payment period, minus the cost of any equipment is not returned in good condition (good condition does not include equipment that has a broken seal, where a log on occurred, or is marked or damaged in any way) within forty-five (45) calendar days, and a registration or administration fee of one hundred fifty dollars ($150) and the non-refundable Student Tuition Recovery Fund fee, if applicable. The refund is to be paid within forty-five (45) calendar days following the student's withdrawal.

Any student wishing to officially withdraw must notify the Online Campus Director's office or the Registrar's office of their intent to withdraw from School. The student may inform either office by mail, telephone, fax or e-mail. When a student withdraws, the School must calculate a State of California pro-rata refund, which is used to determine allowable charges the School is allowed to retain. If the student has received Title IV student financial assistance funds, a "Return of Title IV Aid" calculation is used to determine the amount of Title IV aid funds a recipient is allowed to retain towards their educational costs.

Students who withdraw from their program up to and including sixty (60) percent of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid, and all other aid is viewed as one hundred (100) percent earned after that point in time.

All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for equipment set forth in the agreement for the program of instruction.

If the institution specifies in the agreement a separate charge for equipment that the student actually obtains and the student returns that equipment in good condition, allowing for reasonable wear and tear, within forty-five (45) calendar days following the date of the student's withdrawal, the institution shall refund the charge for the equipment paid by the student. If the student fails to return that equipment in good condition, allowing for reasonable wear and tear, within forty-five (45) calendar days following the date of the student's withdrawal, the institution may offset against the refund calculated the documented cost to the institution of that equipment. The student shall be liable for the amount, if any, by which the documented cost for equipment exceeds the refund amount. Equipment cannot be returned in good condition if the equipment cannot be reused because of clearly recognized health and sanitary reasons and this fact is clearly and conspicuously disclosed in the agreement. If the institution specifies in the agreement a separate charge for equipment, which the student has not obtained at the time of withdrawal, the refund also shall include the amount paid by the student that is allocable to that equipment.

For the purpose of determining the amount you owe, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

(1) The student notifies the institution of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
(2) The institution terminates the student's enrollment as provided in the agreement.
(3) The student failed to attend/participate in discussion boards or scheduled chat room environments for a period of time equal to a three-week (21 day) period.
(4) The student fails to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance / participation.

RETURNS OF FEDERAL TITLE IV FUNDS POLICY

This policy shall apply to all students who receive financial aid from Title IV funds and withdraws, drops out, takes an unapproved leave of absence, fails to return from an approved leave of absence or are dismissed from their programs.

The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

Unsubsidized Direct loans, subsidized Direct loans, Direct PLUS loans, Federal Pell Grants, Federal SEOG, and ACG/SMART grant (until June 30, 2011).

Return of Title IV Funds: When a student officially withdraws prior to completing at least sixty (60) percent of the payment period, the student has not "earned" all of their federal financial aid, and a Return of Title IV Funds calculation must be performed. The unearned portion (based on the percentage of the payment period remaining) of the aid is returned to the lender or aid program. For example, if a student completes only twenty (20) percent of the payment period, then he or she has failed to earn eighty (80) percent of the Federal financial aid that was disbursed, or could have been disbursed, prior to the withdrawal. If the return of the funds creates a balance due on the student account, the student will be responsible to pay the balance on their account.

Students who withdraw from their program up to and including sixty (60) percent of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid and all other aid is viewed as one hundred (100) percent earned after that point in time.

The return amount will be calculated using the number of days the student attended in the given payment period and the total number of days in the payment period. The percentage of Title IV aid earned shall be calculated as follows:

Number of days completed by student divided by the total number of days in the payment period equals the percentage of payment period completed

Total number of days in the payment period*

The percent of the payment period completed equals the percentage of Title IV aid earned by the student.

****The total number of calendar days in a payment period shall exclude any scheduled breaks of more than five days and any approved leave of absence.***

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be one hunred (100) percent of aid disbursed minus the percent earned. Unearned aid to be returned by the institution is the lesser of:

A. Title IV aid disbursed minus Title IV aid earned by the student for the payment period; or
B. Total institutional charges multiplied by the percent of unearned aid

Returns are made to the Title IV programs in the following order within forty-five (45) days of the date the School determined the student withdrew:

(1) Unsubsidized Federal Stafford Loans; (2) Subsidized Federal Stafford Loans; (3) Unsubsidized Direct Stafford Loans (other than PLUS loans); (4) Subsidized Direct Stafford Loans; (5) Federal Perkins Loans; (6) Federal Parent (PLUS) Loans; (7) Direct Plus Loans; (8) Federal Pell Grants; (9) Federal Supplemental Opportunity Grants; and, (10) ACG/SMART Grant

When the total amount of unearned aid is greater than the amount returned by the School from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:

(1) Unsubsidized Federal Stafford Loans; (2) Subsidized Federal Stafford Loans; (3) Unsubsidized Direct Stafford Loans (other than PLUS loans); (4) Subsidized Direct Stafford Loans; (5) Federal Perkins Loans; (6) Federal Parent (PLUS) Loans; (7) Direct Plus Loans; (8) Federal Pell Grants; and, (9) Federal Supplemental Opportunity Grants

If the student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the verification process is not completed at the time of withdrawal, this may affect the student eligibility for a post-withdrawal disbursement. If a post-withdrawal disbursement includes loan funds, the School will get the permission of the student to disburse those funds within thirty (30) calendar days.

Students may be responsible for the return of the unearned Federal student aid. Loan amounts are repaid under the terms of the promissory note. The total amount of Federal government grant funds that are the responsibility of the student to return are reduced by fifty (50) percent. The student will be notified of the amount that must be returned and sent instructions on where to make these payments.

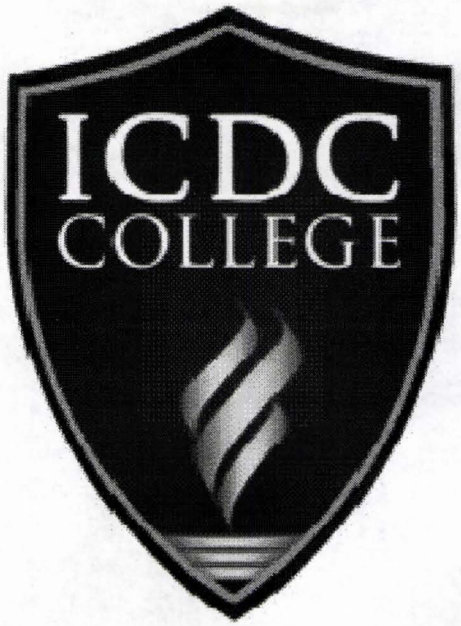
Credit balance refunds and adjusted bills will be sent to the student's home address on file with Student Services Department following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges ("ACCSC") must have a procedure and operational plan for handling student complaints. If the online student does not feel that the School has adequately addressed a complaint or concern, the online student may consider requesting an ACCSC Complaint Form from the School's Online Campus Director, either by email or by calling (877) 900-4232. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission. Once the Complaint Form is obtained, it should be forwarded to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, (703) 247-4212.

ICDC COLLEGE
SCHOOL CATALOG



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From the Desk of the President,

ICDC College's educational objectives are to equip its students with basic working knowledge of skills required by companies and agencies within the business and medical industries.

Professionally selected programs are designed to meet the ever-increasing needs of today's fast paced business environment. ICDC College maintains membership in various peer organizations as well as close daily contact with the employment sector. The ICDC College "Program Advisory Committee" membership is composed of nationally recognized educators, industry leaders and professionals.

All faculty members have a minimum of three years experience in their field of instruction and attend continuing education programs in teaching methodology and professional development.

Graduates of ICDC College will be able to perform specific duties immediately upon employment. They will be prepared to more fully use the specialized training offered by many companies to new employees. Also, opportunities for students' career advancement will be greater due to the wide scope of knowledge they will gain from ICDC College's courses.

ICDC College has in-house job placement assistance. Employers contact ICDC College requesting qualified graduates. Resume writing, interview techniques, meeting prospective employers and representatives of employment services are just some of the things that are covered in our employment preparation course.

Our emphasis is on practical rather than a theoretical approach. Students learn by doing work using actual documents; they receive hands-on training on equipment they will be using on their job.

As an Accredited College by Accrediting Commission of Career Schools and Colleges (ACCSC), our accrediting commission, ICDC College is dedicated to providing every student with a wide range of marketable job skills in as short period of time as possible.

At ICDC College, our objective is to help you…

"CHANGE YOUR LIFE TODAY!"

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GENERAL INFORMATION

Approval Disclosure Statement

ICDC College is a private institution. ICDC College 's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. ICDC College under Section 94802(a) of CPPEA, will by operation of law, be approved until April 20, 2013. The Act is administered by the Bureau for Private Postsecondary Education under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589; www.bppe.ca.gov.

Program Name	Total Clock Hours	Total Semester Credit Hours	Document Awarded Upon Graduation
1. Medical Office Management (LA/DE, VN, HP, LN) *	720	24	Diploma **
2. Massage Therapy (LA, VN, HP, LN) *	720	24	Diploma
3. Medical Assistant (LA, VN, HP, LN) *	720	24	Diploma
4. Computerized Accounting (LA/DE, VN, HP, LN) *	720	24	Diploma
5. Business Office Administrator / Legal Clerk (LA, VN, HP, LN) *	720	24	Diploma **
6. Paralegal (LA/DE, VN, HP, LN) *	720	24	"Certificate" **
7. Graphic / WEB Development (LA, VN) *	720	24	Diploma
8. Networking Technology (LA, HP) *	720	24	Diploma
9. Dental Laboratory Technician (LA) *	720	24	Diploma
10. Physical Therapy Aide (LA, VN, HP, LN) *	720	24	Diploma
11. Alcohol & Drug Counseling (LA/DE, VN, HP, LN) *	810	24	Diploma
12. Pharmacy Technician (LA, HP, LN, VN) *	770	24	Diploma **
13. Homeland Security & Investigation (LA/DE, VN, HP, LN) *	720	24	Diploma **
14. Crime Scene Investigation (LA/DE, VN, HP, LN) *	720	24	Diploma **
15. Medical Office Specialist (LA, VN, HP, LN) *	480	16	Certificate
16. Medical Clinical / Administrative Assistant (LA, VN, HP, LN) *	480	16	Certificate
17. Accounting Office Specialist (LA, VN, HP, LN) *	480	16	Certificate
18. Computerized Office Specialist (LA, VN, HP, LN) *	480	16	Certificate
19. Computer Graphics / WEB Design (LA, VN) *	480	16	Certificate
20. Computer Repair / Networking (LA, HP) *	480	16	Certificate
21. Dental Laboratory Specialist (LA) *	480	16	Certificate
22. Addiction Treatment Counseling (LA/DE, VN, HP, LN) *	560	16.5	Certificate
23. AOS-Paralegal (LA/DE) *	1820	60.5	AOS Degree**
24. AOS-Homeland Security (LA/DE) *	1820	60.5	AOS Degree**
25. AOS-Alcohol and Drug Counseling (LA/DE) *	1910	60.5	AOS Degree**
26. AOS-Business Management and Accounting (LA) *	1820	60.5	AOS Degree**
27. AOS-Healthcare Management (LA/DE) *	1820	60.5	AOS Degree**
28. AOS-Forensic Scientist (LA/DE) *	1860	62.0	AOS Degree**

* Not all the courses are offered at all campuses. LA- Los Angeles Campus, VN- Van Nuys Campus, HP- Huntington Park Campus, LN- Lawndale Campus, DE-Distance Education

** High School Diploma, G.E.D. or equivalent required prior to enrollment.

The institution does not offer English as a Second Language. All instruction is completed in English. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying that fact. ICDC College awards its graduates an appropriate diploma, certificate or Associate of Occupational Studies Degree as acknowledgment of their success.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by ICDC College may be directed to the Bureau for Private Postsecondary Education at: P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589; www.bppe.ca.gov.

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 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website www.bppe.ca.gov.

ICDC College has never filed for bankruptcy petition, has never operated as a debtor in possession nor had a petition of bankruptcy filed against it under Federal Law

Prospective students are encouraged to visit the physical facilities of the School and to discuss personal, educational and occupational plans with School personnel prior to enrolling or signing enrollment agreements. This School currently has available sponsored programs, government and otherwise, to provide grants and loans to pay for portions of tuition and fees. Persons seeking to resolve problems or complaints should first contact the instructor in charge.

All information and content in this School Catalog is current and correct, and is so certified as true to the best of my knowledge and belief by:

Anna Berger
President / CEO

Accreditation and Approvals

ICDC College is accredited by the Accrediting Commission of Career Schools and Colleges, which is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ICDC College's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. ICDC College under Section 94802(a) of CPPEA, will by operations of law, be approved until April 20, 2013. The Act is administered by the Bureau for Private Postsecondary Education, under Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589, www.bppe.ca.gov.

ADMINISTRATION

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Jayson Martherus	Homeland Security and Investigation Program Instructor
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Sharae Foster-Love	Addiction Treatment Counseling / Alcohol and Drug Counseling Externship Coordinator
Mateo Lorico	Pharmacy Technician Instructor
Sanquernette Hooks-Outlaw	Pharmacy Technician Program Externship Coordinator
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Jermaine Fuentes	School Custodian

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HUNTINGTON PARK – BRANCH CAMPUS ADMINISTRATION AND FACULTY

Yana Treystman	Campus President
Gregory Tardiff, J.D.	Associate Campus Director
Alma Meza	Operations Manager
Alona Pariger	Office Manager
Tatiana Musnikov	Administrative Assistant
Gricelda Hernandez	Registrar
Richard Koolmees	Senior Financial Aid Advisor
Dora Ruiz	Lead Financial Aid Advisor
Edwin Hitchman	Financial Aid Assistant
Estrella Zepeda	Financial Aid Assistant
Mayra Ayala	Financial Aid Assistant
Alejandra Flores	Financial Aid Assistant
Janet Aguilar	Acting Director of Admissions
Amalia Hernandez	Associate Director of Admissions
Edlin Ortiz	Admissions Representative
Ricardo Prieto	Admissions Representative
Andrew Martinez	Admissions Representative
Eric Gomez-Godoy	Admissions Representative
Christina Avalos	Admissions Representative
Gloria Garcia	Receptionist
Joanna Leon	Receptionist
Margarita Moreno	Director of Student Services
Eva Moreno	Student Services Coordinator
Ana Rivas	Student Services Coordinator
Liset Quintero	Student Services Coordinator
Maria Bautista	Student Services Coordinator
Joanna Quintero	Student Services Coordinator
Virginia Soto	Student Services Coordinator
Amber Cruz	Job Developer
Fallon Thomas	Job Developer

Arthur Silva	Job Developer
Anita Mathias	Medical Assistant Instructor
Atef Youssef	Medical Assistant Instructor
Rosalba Barbosa	Computerized Accounting / Income Tax/Medical Billing Instructor
Luis Bravo	Computerized Accounting / Income Tax Instructor
Marvin Del Cid	Microsoft Office Instructor
Michelle Gonzalez	Microsoft Office Instructor
David Outlaw	Medical Assistant Instructor
Amal Tosson-Tadrdus	Director of Medical Science Department/Medical Billing Instructor
Noe Henriquez	Computer Repair/Networking Instructor
Julie Duarte	Anatomy & Medical Terminology/Physical Therapy Aide Instructor
Eric Johnson	Massage Therapy Instructor
Angelo Roman	Paralegal Instructor
Meredith Narcisse	Pharmacy Technician Instructor
David Lopez	Pharmacy Technician Instructor
Sanquernette Hooks-Outlaw	Pharmacy Technician Program Externship Coordinator
Guillermo "Jesse" Avila	Alcohol & Drug Counseling Instructor / "Supervised Laboratory Practicum" Instructor
Donna Williams	Addiction Treatment Counseling/Alcohol & Drug Counseling Instructor
Sharae Foster-Love	Addiction Treatment Counseling / Alcohol and Drug Counseling Externship Coordinator
Gilbert Contreras	Acting Program Director / Homeland Security and Investigation Instructor
Troye Holmes	Homeland Security and Investigation Instructor
Eduardo Arellano	Homeland Security and Investigation Instructor
Fidel DeHaro	Facilities Equipment Coordinator
Rafaela Guzman	School Custodian
Ernest Gamboa	School Custodian

LAWNDALE – BRANCH CAMPUS ADMINISTRATION AND FACULTY

Alistair Curamen	Campus Director
Yelena Antseliovich	Associate Campus Director
Wally Ramirez	Operations Manager
Irina Govorun	Office Manager
Ana Gutierrez	Receptionist
Scarlet Trigueros	Lead Financial Aid Advisor
Kishaa Smith	Financial Aid Advisor
Evelyn Gaytan	Financial Aid Advisor
Michelle Dumbrique	Director of Student Services
Mercedes Gabriel	Director of Student Services
Brenda Pineda	Student Services Coordinator
Brenda Estrella	Student Services Coordinator
Christyl Hooks	Student Services Coordinator
Imelda Gastelum	Student Services Coordinator
Grace Lacap	Registrar/Student Services Coordinator
Sergio Andreotti	Director of Placement
Cynthia McKeever	Job Developer
Eddie Ramirez	Associate Director of Admissions
Gil Del Toro	Senior Admissions Representative
Marcel Ming	Senior Admissions Representative
Alina Kim	Admissions Representative
Patricia Garcia	School Supervisor/ Anatomy & Medical Terminology /Physical Therapy Aide Instructor
Shafie Massih	School Supervisor/ Director of Medical Science Department/Medical Assistant Instructor
Susanna Armendariz	Medical Assistant Instructor
Terre Martin	Medical Billing Instructor
Oscar Carin	Accounting Instructor
Tavio Garcia	Microsoft Office Instructor
David Vazquez, J.D.	Paralegal Instructor
Janne Wofford	Massage Therapy Instructor
Johnny Mendoza	Pharmacy Technician Instructor
Sanquernette Hooks-Outlaw	Pharmacy Technician Program Externship Coordinator
Bryan Parker	Homeland Security and Investigation Instructor
Terrence Lawrence	Homeland Security and Investigation Instructor
Paul Miller	Addiction Treatment Counseling / Alcohol & Drug Counseling Programs Instructor
Sharae Foster-Love	Addiction Treatment Counseling / Alcohol and Drug Counseling Externship Coordinator
Sharae Foster-Love	Alcohol & Drug Counseling Program "Supervised Laboratory Practicum" Instructor

All faculty members have a minimum of three years experience and/or education in their field of instruction. Several hold teaching credentials and/or degrees and all attend continuing education programs in teaching methodology and professional development.

Educational Objectives

ICDC College's educational objectives are to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the Business and Medical Industries for entry-level positions.

As an ICDC College graduate, you will be able to perform specific duties immediately upon employment. Also, opportunities for your career advancement will be greater due to the wide scope of knowledge you will gain from ICDC College's courses and their business adaptation.

You will find that ICDC College's training is a job-oriented practical program of laboratory practice, which includes "hands-on" experience with the materials and situations of typical industry job assignments. This active program of work situations training will give you valuable pre-employment experience.

Semester Credit Hour Measurement

ICDC College measures academic progression in semester credit hours. The institution uses a formula of "one semester credit hour to equal 30 clock hours of classroom lecture/lab instruction and one semester credit hour to equal 45 clock hours of externship/internship or work related experience". This policy is consistent with that which is regulated / approved by the U.S. Department of Education (USDE) and the Accrediting Commission of Career Schools and Colleges (ACCSC).

A clock hour is a period of time consisting of a 50 to 60 minute class, lecture, recitation, faculty-supervised laboratory, shop training, or externship/internship in a 60-minute period.

An academic year is a period that begins on the first day of classes and ends on the last day of classes or examinations and that is a minimum of 30 weeks of instructional time during which a full-time student is expected to complete at least 24 semester credit hours.

INSTITUTIONAL POLICIES AND INFORMATION

Statement of Institutional Philosophy and Purpose

ICDC College is dedicated to training individuals for their chosen career. It is our aim to provide students with the knowledge and technical proficiency that will make them employable for entry-level positions upon graduation. The students receive a maximum of personal attention in classes that are carefully limited in size, not to exceed thirty students per class.

History of the School

ICDC College was founded November 13, 1995. ICDC College was involved in software development, hardware configuration and setup, software installation and extensive user training. From its inception, ICDC College experienced a great demand for training computer users in various areas of software and hardware. In the first three years of existence, ICDC College concentrated on providing services for computer training in the corporate arena. Because of increasing employment demands, ICDC College started to offer additional training programs. Among the areas in which ICDC College provided training were database design, business applications design and implementation, and use of various software packages, and other related areas of computer use. The community need was for training in accounting, desktop publishing, computer repair/networking, database programming, tax preparation and medical areas. Computer training started the major activity of the corporation. However, the need to expand the medical programs in the community became a benefit to help others. In August of 1999, ICDC College received approval as an accredited institution by the Accrediting Commission of Career Schools and Colleges (ACCSC).

In August of 1999, ICDC College expanded its training base by opening a new facility in Van Nuys, California. ICDC College, Van Nuys Campus, received approval as a Branch Campus in April 2001 in recognition of the institution's commitment to high standards of quality and dedication to career education. The Van Nuys Branch Campus has been recognized by ACCSC as a 2002 / 2003 School of Distinction.

In July of 2002, ICDC College expanded its training base by opening a new facility in Huntington Park, California. ICDC College, Huntington Park Campus received approval as a Branch Campus in October, 2002. In February 2007, ICDC College expanded its training by opening a new extended facility in Huntington Park. The Huntington Park Branch Campus has been recognized by ACCSC as a 2004 / 2005 School of Distinction.

In December 2003, ICDC College expanded its training base by opening a new satellite facility in Lawndale, California. The ICDC College Lawndale Campus received approval as a Satellite Campus in December, 2003. The Lawndale Campus then received approval as a Branch Campus in April, 2004. In January 2007, ICDC College expanded its training by opening a new extended facility in Lawndale. The Lawndale Branch Campus has been recognized by ACCSC as a 2006 / 2007 School of Distinction.

In June 2008, ICDC College submitted applications for on-campus Associate of Occupational Studies Programs to the Commission and received approval in November 2008. In June 2008, ICDC College submitted applications to offer online Associate of Occupational Studies Programs to the Commission, and received approval in February 2009. Thereafter, in August 2009, ICDC College launched its Online Campus and began offering approved distance education. On September 2009, ICDC College's Online Campus received further approvals from the Commission to offer select diploma and certificate programs, in addition to its Associate of Occupational Studies degrees.

ACCSC has recognized the Los Angeles Main Campus as a 2009 / 2010 School of Distinction, and the Huntington Park Branch Campus as a 2009 / 2010 School of Distinction. (This was the second such award for the Huntington Park Branch Campus)

Physical Description of the School

ICDC College's Corporate Offices and physical site of its Online Campus is located within an approximately 24,000 square foot headquarters at 5995 Sepulveda Boulevard in Culver City, California 90230.

ICDC College's Main Campus is located at the corner of Sunset Boulevard and Western Avenue, with easy access to public transportation and several freeways. The address is 5422 Sunset Boulevard, Hollywood, California 90027. This 19,500 square foot facility provides thirteen spacious air conditioned classrooms and laboratories where students can practice their individual skills development based upon their individual program requirements, a Student Reference Library and Resource Center, administrative offices, and a student lounge area. General equipment for students includes, but not limited to for the various training programs are computers, medical supplies and test equipment, sterile environment hoods, RxT lab service counter, massage tables, medical exam tables and beds, Batons, handcuffs, etc. There are special facilities to accommodate the handicapped. The facility will accommodate approximately 300 students at any one time, during the three daily sessions.

ICDC College's Van Nuys Branch Campus occupies approximately 14,000 feet in a traditional campus facility located at 14434 Sherman Way, Van Nuys, California 91405. The facility provides a Student Reference Library and Resource Center, a student lounge, administrative offices, spacious air conditioned classrooms and laboratories where students can practice their skills development based upon their individual program requirements. In addition, the Van Nuys Branch Campus also provides for an Expanded Classroom Facility at 7100 Van Nuys Boulevard. This Expanded Classroom Facility is within walking distance from the Branch location and consists of an additional 4,500 square feet of teaching space for a combined total of approximately 18,500 feet of dedicated space in Van Nuys. General equipment for students includes, but not limited to for the various training programs are computers, medical supplies and test equipment, sterile environment hoods, RxT lab service counter, massage tables, medical exam tables and beds, Batons, handcuffs, etc. There are special facilities to accommodate the handicapped. The facility occupancy level will accommodate 300 students at any one time.

ICDC College's Huntington Park Branch Campus occupies approximately 27,500 square feet in a traditional campus facility located at 6812 Pacific Boulevard, Huntington Park, California 90255. In addition, the Huntington Park Branch Campus also provides for an Expanded Classroom Facility of approximately 5,000 square feet at 6330 Pacific Boulevard, Suite #200 (second floor). This Expanded Classroom Facility is within walking distance, just three short blocks north from the Branch location. ICDC College offers to its students a Student Reference Library and Resource Center, administrative offices, a student lounge, and spacious air conditioned classrooms and laboratories where students can practice their skills development based upon their individual program requirements. General equipment for students includes, but not limited to for the various training programs are computers, medical supplies and test equipment, sterile environment hoods, RxT lab service counter, massage tables, medical exam tables and beds, Batons, handcuffs, etc. There are special facilities to accommodate the handicapped. The combined facilities will accommodate approximately 600 students at any one time.

ICDC College's Lawndale Branch Campus occupies approximately 8,400 square feet in a traditional campus facility located at 4415 Redondo Beach Boulevard, Lawndale, California 90260. In addition, the Lawndale Branch Campus also has an Expanded Classroom Facility of approximately 11, 300 square feet at 15901 Hawthorne Boulevard, (less than one mile north of the Branch location). ICDC College offers to its students a Student Reference Library and Resource Center, administrative offices, spacious air conditioned classrooms and laboratories where students can practice their skills development based upon their individual program requirements. General equipment for students includes, but not limited to for the various training programs are computers, medical supplies and test equipment, sterile environment hoods, RxT lab service counter, massage tables, medical exam tables and beds, Batons, handcuffs, etc. There are special facilities to accommodate the handicapped. The combined facilities will accommodate approximately 350 students at any one time.

Admissions Policy

The programs offered by the school are open for regular enrollment to men and women who possess a high school diploma or the equivalent, and the ability to benefit from the training offered. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with Admissions Advisors. ICDC College uses a "Test of Capacity" test that is used as an entrance exam.

For the programs of Homeland Security and Investigation, Pharmacy Technician, Paralegal, Business Office Administrator / Legal Clerk, and Medical Office Management, evidence of high school graduation or equivalent must be presented to the College prior to enrollment. Evidence will include a copy of an original high school diploma, a copy of s high school transcript, indicating the date of high school graduation, a copy of a DD214 military record indicating the applicant is a high school graduate or equivalent, a high school proficiency exam, a GED certificate or official notification that a GED has been earned, or a college transcript indicating the date of high school graduation. If applicants who currently reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official offices.

The school will consider a non-high school graduate for enrollment to all other ICDC College programs not identified in the paragraph above if they exhibit and possess the ability-to-benefit from the education and training offered pass a United States Department of Education approved "Ability to Benefit" test and have met all other standards for admissions.

The Associate of Occupational Studies Degree Programs offered by ICDC College's Online Campus only, and are open for regular enrollment to men and women who possess a High School Diploma, a G.E.D. or an equivalent, and demonstrate the ability to benefit from the training offered. Evidence will include a copy of an original high school diploma; a copy of a high school transcript indicating the date of high school graduation; a copy of a DD214 military record indicating the applicant is a high school graduate or equivalent; a copy of a successfully completed high school proficiency exam; a GED certificate or official notification that a GED has been earned; or a college transcript indicating the date of high school graduation. If applicants who currently reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official offices. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with Admissions Advisors. ICDC College uses a "Test of Capacity" test that is used as an entrance exam.

ICDC College does not offer employment as an incentive to enrollment.

Full/Part Time Student Status

All the 720, 770, and 810 hour Diploma programs, along with all Associate of Occupational Studies Degree Programs offered by ICDC College are considered full time programs, and as such, students enrolled in these programs are considered full time students. All the 480

and 560 hour Certificate programs offered by ICDC College are considered part time programs, and as such, students enrolled in these programs are considered part time students.

Procedure for Enrollment

An applicant makes an appointment for an interview with an Admissions Representative. When the applicant visits the facility, the applicant will complete an application covering their personal, educational, and employment history, and the area of occupational interest. Following the initial portion of the entrance interview, the qualifying admissions evaluation is administered. The "Test of Capacity" test is then administered. Once the applicant successfully demonstrates their ability by scoring, at a minimum, an acceptable score as established by the test publisher, the institution may proceed with the enrollment. (Paralegal program applicants may be required to complete an essay). All applicants must pass the school's "Test of Capacity" exam (Passing scores are established by the test publisher guidelines). The test is graded and results are disclosed to the applicant. If the applicant is NOT a high school graduate or possess an equivalent at the time of enrollment (as some programs require that the applicant possess a high school diploma or its equivalent), and applying for enrollment in an eligible, they must take an "Ability to Benefit Test" administered by an Independent Proctor. The applicant is then taken on a tour of the facilities. This tour includes an explanation of what goes on in each classroom and a review of course equipment and materials. Following the tour, the admission's representative responds to any further questions the applicant may have. A Financial Aid Prescreen Interview is then completed with a Financial Aid Assistant. The interview may culminate in the applicant enrolling in the program of their choosing with the appropriate documents being completed and registration fee paid.

The school retains the right to accept or reject an applicant based on the applicant's interests, expectations, character references, and/or scholastic record. The student is required to pay in full, the registration fee on or prior to the fifth consecutive day of class unless other arrangements are made.

Applicants residing outside of the local area or in another state please call or write so we can mail the proper application forms. Applications must be submitted to the school with the registration fee of $150.00. This fee is fully refundable if the school does not accept the application. Processing an application normally takes one to two weeks, and early submission of an application is recommended. Out of area applicants will be notified by mail of the school's acceptance or denial. Tuition is due upon commencement of classes unless arrangement for tuition payments are made.

Applicants from out of the local area must arrange to be at the facility location by the Thursday prior to commencement of classes, for school orientation. During this facility orientation, a tour is given and the enrollment process is completed. Tuition is due upon commencement of classes unless arrangement for tuition payments are made under the various programs offered by the school.

If an applicant lives outside the United States, applicants are encouraged to call or write so that a school representative can mail the appropriate application forms, student VISA and housing information. The applicant must complete the application and return it to the school with the registration fee of $150.00.The fee is fully refundable if the school does not accept the application. The procedure for facility orientation and enrollment is the same as that for the out-of-local-area applicant.

"Veteran" Students

In addition to the general policies and procedures for students listed in this School Catalog, please refer to the "Veterans Administration – Addendum to ICDC College's School Catalog". Veteran students, certified by the Veterans Administration for Educational Benefits with 100% eligibility, will be considered for participation in the "Yellow Ribbon" - ICDC College Scholarship Program.

Acceptance of Credit for Prior Education or Experience

Students who have previously attended another school or college may receive credit for such attendance when proof of said attendance is presented at time of enrollment and upon review of the transcript. Appropriate credit for previous experience is determined through an examination of the experience and skill testing.

At the discretion of the School, ICDC College may accept transfer credit for a course or courses completed in other postsecondary institutions when comparable in scope and content can be determined. 25% or more of the credits required for non-degree and undergraduate degree programs must be completed at ICDC College. The institution's established criteria for considering transfer credit is a systematic process of comparability, scope of application, grade earned, institutional accreditation status, examination of current knowledge and skill level testing for comparable course(s).

Transferability of Units

NOTICE CONCERNING TRANSFERABILITY OF UNITS
AND DEGREES EARNED AT OUR SCHOOL

The transferability of credits you earn at ICDC College is at the complete discretion of an institution to which you may seek to transfer. Attendance of the degree, diploma, or certificate you earn in ICDC College 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 ICDC College to determine if your credits or degree, diploma, or certificate will transfer. Likewise, this institution has not entered into any transfer or articulation agreements with any other college or university.

Schedule and Calendar

Each vocational program consists of structured modules of instruction. Subject matter is based on solid educational principles to assure that high standards are maintained. The design is flexible to provide for the integration of new technologies and techniques as they are

developed. Our system of scheduling allows participants to commence training at the beginning of a given module, based upon space availability. The teaching, learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Individualized instructional techniques are employed so that each student receives the attention required to achieve their goals. The combination of methods, techniques, and appropriate scheduling assures that each student is able to attain their goal(s) in an efficient and effective manner.

The educational process used by ICDC College is widely praised and promoted by state and national education and training leaders concerned with continuing education. One major reason for our success is because the methods and techniques are geared to the individual need and adaptability of the student. This allows each student to achieve a pre-determined level of competency. Using this scheduling method and curriculum structure, along with competency based learning materials and teaching methods, our programs allow a student to commence classes every 1 to 4 weeks and progress through the desired program to graduation. Specialized programs offerings are scheduled on the basis of space availability and applications.

Classes are conducted:

Mornings:	4 hours daily	5 days a week	9:00 AM - 1:00 PM
Afternoons:	4 hours daily	5 days a week	2:00 PM - 6:00 PM
Evenings:	4 hours daily	5 days a week	6:00 PM - 10:00 PM

The following holidays are honored:

New Year Day
Martin Luther King Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the day after

Holy Days of all religious beliefs are respected and allowed. ICDC College reserves the right to revise the student holiday schedule with reasonable advance notice to students

Students will be on Holiday recess beginning Monday, December 26, 2011 through Monday, January 2, 2012. Classes will resume on Tuesday, January 3, 2012. ICDC reserves the right to modify this schedule with reasonable advance notice to students.

Statement of Non-Discrimination

ICDC College does not deny admission or discriminate against students currently enrolled at the school on the basis of Race Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin or, Sexual Orientation Residence in any of the school's activities. ICDC College will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

STUDENT SERVICES

Student Parking

Student parking is available in the parking facility and/or areas adjacent to the school buildings at each location. ICDC College is not responsible for parking violations, property theft, damage, etc. Please keep your vehicle locked at all the times.

Student Transportation

Student bus tokens are available to those who have need for and are qualified. For those who are qualified, bus tokens are available during the first two weeks of training. Thereafter, a monthly Bus Pass Application will be issued, with proof of enrollment, for discounted rates. Both are available (for those who applied and are qualified) from the Student Service Office. Please check with the Financial Aid Office to obtain authorization prior to submitting your request to the Student Service Office.

Advising

The staff of ICDC College makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic advising. Students experiencing personal problems, which require professional counseling, will be referred to a local Department of Social Services office. In addition, ICDC College has obtained professional counseling referral agreements for the purpose of providing needed access to counseling professionals and the varied services they and/or their offices provide. Any student with such special need(s) is to visit or contact the school's Student Service Office for referral information.

DEPARTMENT OF SOCIAL SERVICES

- 12860 Crossroads Parkway South , City of Industry, CA 91746 Phone # (562) 908-8669
- 14545 Lanark St., Panorama City, CA 91402 Phone # (818) 901-4120
- 1740 E. Gage Ave., Los Angeles, CA 90001 Phone # (323) 586-7299
- 2707 S. Grand Ave., Los Angeles, CA 90007 Phone # (213) 744-4860

Referral Services

Upon application to ICDC College, out-of-area applicants will receive information about local or dormitory housing available. In Southern California, while it is not necessary, auto transportation is desirable. Housing is not owned or maintained by ICDC College. ICDC College campus locations are located near excellent hospitals. Should the need arise; ICDC College will refer student(s) to an appropriate medical facility.

Refresher Training

Graduates who desire refresher training within two (2) years of graduation in the course may be admitted to retake a desired module. Any charge for such training will be determined at the time of enrollment. Admittance is based on space availability.

Career Development and Placement Assistance

ICDC College employs Career Development staff members to work directly with students and employers. Students participate in Career Development throughout the course of their training as part of the general curriculum. As a student nears course completion, they will meet on an individual basis with one of the Career Development staff members to finalize employment preparation and goals.

The Career Development representative is the liaison between graduate and employer. They are in constant communication with various owners, managers, and supervisors who are new to and familiar with our training programs, and will refer the graduate for employment interviews. ICDC College provides placement assistance to all graduates in good standing.

During Career Development training, students are assisted in the classroom with resume preparation, filling out mock job applications, along with tips on appropriate interviewing attire and presentation techniques to help them project a professional image during their employment interviews. They also learn how to conduct a self-directed job search.

ICDC COLLEGE DOES NOT GUARANTEE EMPLOYMENT FOR ITS GRADUATES.

It is the final responsibility of the graduate to demonstrate to the employer, the ability to communicate their knowledge and skills which the employer is looking for during the interview. However, those graduates who have demonstrated a strong determination in job searching, interviewing, and follow up, is most often successful reaching their goals.

ICDC College is always available to assist, in future years, an alumnus who contemplates a change in employment. Only students/graduates of ICDC College are eligible for placement assistance.

Note: All graduates will be considered to need placement assistance unless a signed student waiver of placement assistance, with a written explanation, is in the student file. Graduates waiving placement assistance may still receive placement assistance by notifying the Placement Department that they again wish to be placed in an active, placement-seeking category.

A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. While employment is not guaranteed, assuming cooperation on the part of the graduate, the Placement Office will work diligently with each graduate until he/she successfully obtains employment.

Disclosure and Retention of Educational Records

Students have the right to inspect, review, and challenge information contained in their educational records. Parents of minor students or parents of tax dependent students may, with prior written notification from the student, inspect, review, and challenge information contained in the student's records.

Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by ICDC College. Written consent is required before educational records may be disclosed to third parties with the exception of regulatory education agencies.

A school official must be in the office at all times during the examination of the student files. Student records are retained by this institution for a period of not less than five (5) years, and transcripts are retained for a period of not less than fifty (50) years, from the date the student graduates, withdraws or otherwise ceases to be enrolled.

Tuition and Financial Assistance

ICDC College participates in the following U.S. Department of Education's Title IV Financial Aid Programs:

- Federal Pell Grant
- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct PLUS Loan
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal ACG/SMART Grant

These programs are available to those who qualify. Applications and additional information may be obtained from Financial Aid Office.

Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: The Veterans Administration; Department of Defense; California Department of Rehabilitation; Private

Rehabilitation Agencies and Insurance Companies; the GAIN program; the State Employment Development Department; Workforce Investment Act; Trade Readjustment Act. All public and private agencies have certain requirements for eligibility.

Tuition assistance is also available through private lending institutions. For more information, contact the school Financial Aid Office.

Tuition must be paid in full before receiving your "Diploma" or "Certificate", Awarded Degree document, requested "Transcript", or participation in formal Graduation Ceremony.

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good- faith effort to keep their account current and in good-standing may be subject to college disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. In addition, ICDC College does provide a student with an official transcript upon completion of the program; however, ICDC College reserves the right to deny additional requests for official or unofficial transcripts until the account is brought current.

All credit balances over $5.00 will be issued to students within fourteen (14) days after the credit balance occurs.

Scholarship Program

ICDC College has a scholarship program for those students who are unemployed and receiving assistance from an outside agency for tuition. In some instances the outside agency will not provide enough funds to cover ICDC's published price. In these cases the student may apply for a scholarship in order to meet their financial obligation. The student must complete an application that they may obtain from the financial aid office. The requirements for this scholarship are specified on the application. The student must also meet with a Scholarship Board Member for recommendation. The applications for scholarship are reviewed by the Scholarship committee on a monthly basis. The student will be notified in writing as to the outcome of their application.

Library (Resource Center)

A reference library is located near the Educational Department area and is available to all students to help provide information that may aid them in their program of study. Students may check out reference books by completing a "Book Check-out Form" and giving it to the Student Services Coordinator. The Student Service Coordinator will assist any student who would like to use the reference books outside the facility. In addition, students and faculty may access the "LexisNexis" Virtual Library the ICDC College website at www.icdccollege.edu

Classroom Temperatures

Classroom temperatures may fluctuate slightly. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain a moderate/average temperature throughout all areas of instruction and administration. It is recommended that students bring a sweater to class, if necessary.

Student Lounge

The student lounge is located near the classroom areas for the convenience of all students. Vending machines are available for student use. Please use care when using this equipment. Please dispose of all eating and drinking containers in the appropriate refuse container located in the Student Lounge. Please empty all drinking containers in the rest rooms before disposing in the trash receptacle.

Childcare

ICDC College does offer assistance to students who are looking for childcare provisions for their children. Student Services has details of childcare providers in the area including nursery places and registers of child minders. Students are asked to contact the Student Services office for more information.

CCRC/Valerio Head Start	*All Children Great and Small*	*The Good Day Care*	*Children First Child Development Ctr.*
15035 Valerio Street	4612 Welch Place	2563 Clarendon Ave.,	4415 W. 165 TH. Street
Van Nuys, CA 91405	Los Angeles, CA 90027	Huntington Park, CA 90255	Lawndale , CA 90260
(818) 786-3427	(323) 666-6154	(323) 585-4773	(310) 371-3265

ATTENDANCE POLICY

It is important that the school has a record of attendance for each student. Instructors will take daily attendance at any time during class hours. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status. Students are expected to be on time to class every day, and complete the required work to the best of their ability, as they would on their job.

When a student must be absent from class, the student is to call the school prior to the start of class. The student is to state the class they are enrolled in, give an explanation of why they will not be in class that day, and when we can expect their return.

Re-occurring absences will result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain a 70% overall attendance performance or better in order to be considered achieving "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted.

Due to the nature and scope of the training, the school does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. Unsatisfactory attendance occurs when a student misses more than 30% of the scheduled class time. Unsatisfactory attendance may lead to a "Probation" status, or possibly to dismissal.

Special Note for all Income Tax Preparer Students: The California State Department of Consumer Affairs does require specified hours of training in either, or both, theory and/or clinical (lab) settings for licensing and/or certification. A student attending a program involved with licensing or certification must complete the specific required hours of training, at a minimum, as well as those hours required for course completion consideration.

Absences

ICDC College views absences just as employers do. Students cannot develop job skills when they are not in attendance. Excessive absences may result in probation, suspension, or termination.

Tardiness

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. Excessive tardiness may result in disciplinary actions to include, but not limited to, probation, suspension, or termination.

Leaving Early

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. A student leaving early from class will be documented on the daily roster as leaving early. Excessive early departures from class may result in disciplinary actions to include, but not limited to, probation, suspension, or termination.

Leave of Absence

If a "Leave of Absence" is needed, a student must submit in writing to the Campus President/Director, the basis of the request, the expected return date and include the student's signature and the date of the request. Submission of the request does not automatically reflect the School's approval. An initial Leave of Absence will be considered for up to 90 days, based upon the reason(s) provided by the student. Should extenuating circumstances dictate the need for an additional period of time greater than 90 days, upon presentation of documentation (i.e. military, pregnancy, surgery, etc.), the School will consider the request. A student may request more than one "Leave of Absence". However, under no circumstance will a request, or multiples of requests, exceed a maximum total of 180 days within a 12 month period that begins on the first day of the initial Leave of Absence. If the student's Leave of Absence is NOT approved, the student will be considered to have withdrawn from the School. If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition for the specified period of the "Leave". Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established.

Maximum Time Frame for Course Completion

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half times the regular scheduled program length, as illustrated below. Leave of Absences and non-attendance termination are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

Maximum Time Frames Allowed

Program Name	Session	# of Weeks	Time Frame
Medical Office Management	Day/Evening	36	54
Computerized Accounting	Day/Evening	36	54
Business Office Administrator / Legal Clerk	Day/Evening	36	54
Graphic / WEB Development	Day/Evening	36	54
Networking Technology	Day/Evening	36	54
Medical Assistant	Day/Evening	36	54
Paralegal	Day/Evening	36	54
Dental Laboratory Technician	Day/Evening	36	54
Massage Therapy	Day/Evening	36	54
Physical Therapy Aide	Day/Evening	36	54
Alcohol and Drug Counseling	Day/Evening	41	61
Pharmacy Technician	Day/Evening	36	54
Homeland Security and Investigation	Day/Evening	36	54
Crime Scene Investigator	Day/Evening	36	54
Medical Office Specialist	Day/Evening	24	36
Accounting Office Specialist	Day/Evening	24	36
Computerized Office Specialist	Day/Evening	24	36
Computer Graphics / WEB Design	Day/Evening	24	36
Computer Repair / Networking	Day/Evening	24	36
Medical Clinical / Administrative Assistant	Day/Evening	24	36

Dental Laboratory Specialist	Day/Evening	24	36
Addiction Treatment Counseling	Day/Evening	24	36
AOS-Paralegal	Day/Evening	91	136.5
AOS-Homeland Security	Day/Evening	91	136.5
AOS-Alcohol and Drug Counseling	Day/Evening	96	144
AOS-Business Management and Accounting	Day/Evening	91	136.5
AOS-Healthcare Management	Day/Evening	91	136.5
AOS-Forensic Scientist	Day/Evening	93	139.5

Attendance Probation Policy

Any student failing to maintain a minimum 70% of their program hours shall be placed on "Attendance Probation". The length of probation shall be for the period of 30 school days. During this probationary period, any additional absences may result in suspension or dismissal. The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress.

Suspension and Dismissal

ICDC College reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance do not meet the school's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the Student Appeal Procedures outlined in this catalog.

Satisfactory Academic Progress Policy

With consideration given to a student's program of enrollment and the scheduled total hours and credit units, and the "Maximum Time Frame Allowed" (defined as one and one half times the regular scheduled program length) for course completion, Satisfactory Academic Progress is measured at three (3) incremental benchmarks within a student's program of enrollment, one at the 25% benchmark of the program's total hours and credit units, second at the 50% benchmark of the program's total hours and credit units, and the third one at the 100% benchmark of the program's hours and credit units of their training program. In addition to meeting the required benchmark hours and units, to be considered achieving Satisfactory Academic Progress, at each incremental benchmark (25%, 50% and 100%), each student must have achieved a cumulative earned minimum grade point average (G.P.A.) of 70% = C or better on all scheduled program modules.

In determining Satisfactory Academic Progress, students shall be given the opportunity to make-up coursework when the earned module grade is less than 70.0%. The make-up course work receiving a higher grade achievement shall replace the original lesser grade for that module. Credit for all hours of attendance shall be given. Students must request permission to make up work directly from their instructor.

A student achieving a cumulative grade point average below 70% or a "C" at the time of evaluation will be advised of their "Unsatisfactory Academic Progress" and placed on "30-day" Academic Probation. During this period of probation, the student must maintain, at a minimum, a cumulative grade point average of 70% or "C". If the student is unable to maintain cumulative grade point average 70% or "C" or better during the probation period, the Dismissal Policy might be in effect. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the Student Appeals Procedure outlined in this catalog.

For the Associate of Occupational Studies Degree Programs:

Satisfactory Academic Progress is measured at three (3) incremental benchmarks within a student's program of enrollment or for each Academic Year of enrollment.

Within a student's program of enrollment or for an Academic Year of enrollment, the first incremental measurement of progress during an Academic Year, is completed at the 25% benchmark for hours and credit units, second at the 50% benchmark for hours and credit units, and the third one is completed at the 100% benchmark for required hours and credit units completed.

The Grading Scale Policy

Please refer to the "GRADING FORMAT" noted below, reflecting the performance evaluation by ICDC College. It is recommended that if a student receives an "I" (Incomplete), that he/she completes the make-up course work prior to course completion. If the student does not make-up the incomplete course work by the end of the module that he/she received the incomplete grade the incomplete will be considered an "F". Students should check with their instructor to arrange any/or all make-up (Incomplete) course work. Re-occurring course work make-ups may result in disciplinary action. Incompletes (I) are used in calculating the cumulative grade point average and carry a value of zero (0). Weekly grades reflect attendance, professionalism, class participation, quizzes, and tests. Students must complete, at a minimum, 70% of any module requirements, in order to receive a cumulative grade for that module.

The School's grading system is as follows:

A = Excellent.....90% - 100%
B = Good.....80% - 89%
C = Satisfactory .....70% - 79%
D = Poor.....65% - 69%
F = Failing .....00% - 64%
I = Incomplete 00%
W = Withdrawn from Module/Course.....No Credit/Grade Assigned

A student achieving a cumulative G.P.A. of 97% - 100% at the time of program completion shall be given the status of "Honor Roll".

If a student withdraws from a course voluntarily or otherwise, before the completion of a given module, the school will record a "W" (Withdrawal) for the student for that module, provided that the student has not successfully completed at a minimum 70% course work for that module. If a student has completed, at a minimum, 70% of the required course work, than a cumulative grade will be assigned to that specific module and added to the overall course grade point average. If the student returns to school, all course work graded "I" must be successfully completed within a 30-day period or training may be interrupted. If the student returns to school, all course work graded "W" must be repeated.

Students may be required to repeat a module in order to satisfy graduation requirements. Students will be allowed to repeat a module once at no additional charge. Once a student repeats a module in which he/she receives a grade, the final grade will replace the original grade. The cumulative grade point average is then recalculated. The original grade is maintained on the student's grade card but not calculated in the new grade point average. The time needed to repeat the module must be within the maximum timeframe for that course. The student will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remediate or make up lost work. This work shall be given full standing and credit with respect to the evaluation of the student maintaining Satisfactory Progress.

Students, who have been dismissed for lack of satisfactory academic progress from any program, may apply to the School Director, in writing, to be re-admitted to the school by following the Reinstatement Procedures outlined in this catalog.

A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog.

Academic Probation Policy

If a student fails to achieve a cumulative grade point average of 70% or "C", the student will be placed on Academic Probation until a cumulative grade point average of 70% or "C" is attained. During that probationary period, the student must maintain, at a minimum, a grade point average of 70% or "C" on all course work. A student placed on Academic Probation may be determined by the Financial Aid Officer to be ineligible for any financial aid disbursements unless the Financial Aid Officer determines that due to extenuating circumstances, the student will remain eligible. If the student is unable to maintain a cumulative grade point average of 70% or "C" or better during the probation period, the Dismissal Policy will be in effect. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the Student Appeals Procedure outlined in this catalog.

If a student maintains a cumulative grade point average of 70% or "C" and/or achieves a cumulative grade point average of 70% or "C", probation will be removed. However, if the student has failed to maintain a 70% or "C" grade point average and/or will be unable to achieve a cumulative grade point average within the allowable maximum time frame for the course, the student will be dismissed from the program.

Student Appeal Procedures

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor or Administrator, must submit a written letter to the School Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall not consist of less than three (3) attending members. The Appeals Board shall be chaired by a school administrator and consist of, but not limited to, a representative from the Education Department, Financial Aid Department, and Placement Department. The student will be notified of the Appeals Board decision within thirty (30) days following the receipt of the student's appeal. The decision of the Appeals Board shall be final.

Reinstatement

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, must do so in writing to the School's Director for review by the Reinstatement Review Board. Supportive documentation and/or information concerning any mitigating circumstances must be noted in the request. This Reinstatement Review Board shall not consist of less than three (3) attending members. The Reinstatement Review Board shall be chaired by a school administrator and consist of, but not limited to, a representative from the Education Department, Financial Aid Department, and Placement Department. The requesting prior student shall be notified of the Reinstatement Review Board within five (5) days following the decision of the Board.

A student, who has been approved for reinstatement, will do so with an Enrollment Agreement Addendum and will receive credit for all prior ICDC College payments received. Any increase in the tuition, books and/or supplies will be included on the Addendum agreement.

Re-Enrollment

A prior student who wishes to re-enroll (previously terminated enrollment), must submit to the Campus President/Director a letter requesting authorization for re-enrollment. A student who has been authorized for re-enrollment must sign a new Enrollment Agreement at the current tuition rate. Any prior earned tuition balance must be paid in full before they are allowed to re-enroll, unless authorized by the Campus Director. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required the student will incur the new textbook cost. A credit memo must be completed and documented in the student's file.

A prior student who canceled their enrollment agreement within the allowable seven (7) day cancellation period, and wishes to re-enroll, must have any prior balance paid in full, to include the Registration Fee, before they are allowed to re-enroll. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required the student will incur the new textbook cost. A credit memo must be completed and documented in the student's file. Students will only be allowed to re-enroll one (1) time, unless extenuating circumstances can be documented.

Graduation Requirements

To be eligible for graduation and to receive their certificates/diplomas, all students must:

- Pass all modules/courses with the cumulative grade of seventy (70) percent or higher;
- Complete a minimum of seventy (70) percent of the total scheduled program hours;
- Meet all academic requirements for all modules/courses in their respective programs;
- Make satisfactory arrangements for all financial obligations to the college and attend all graduate/financial aid exit interviews.

Graduate Certificates/Diplomas will be available not later than thirty (30) days from the last day of attendance.

Upon successful completion of the student's designated program, graduates are encouraged to attend a graduation ceremony, as these ceremonies are held to recognize the efforts of graduates. Graduates who choose to participate in the ceremony are required to pay a graduation fee for the purchase of their cap and gown.

Make-up Work

Students are given the opportunity to make-up work for the loss of class time. Students must request permission to make up work directly from their instructor. Upon approval, all make-up work must be completed before a grade will be issued.

The instructor, on the student's grade form, will record documentation of make-up subject and time. This make-up time will be credited towards meeting graduation requirements. Make-up classroom time/work must be completed on the school premises.

Incomplete Subjects and Remediation

A student will be given an opportunity, at the discretion of the Campus President/Director and subject to the availability of space, to repeat, remediate or make up lost work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Student Records

The Family Right and Privacy Act of 1974 prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student ICDC College protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. The institution retains all student files for a minimum of five (5) years retains all student files.

Permanent transcripts of the student's progress are maintained by the school and are available upon written request by the student. There is a $5.00 charge for education transcripts. A fee of $10.00 will be charged if the last day of attendance was more than five (5) years from the date of the request.

SCHOOL POLICIES AND REGULATIONS

NO FOOD AND/OR BEVERAGES ARE ALLOWED IN ANY OF THE CLASSROOMS!!!

CHILDREN ARE NOT ALLOWED AT SCHOOL DURING YOUR CLASSES. THIS POLICY IS FOR THEIR SAFETY!!!

Professionally Dressing for Success

Professional dress is recommended at all times, and for some programs, specific uniforms i.e. knit shirts, lab coats, scrubs are required. Normal standards of appropriate business attire apply to all students and unconventional clothing cannot be permitted at school. Students arriving for class directly from work may be permitted to wear work clothes, unless specific uniforms attire is required, to evening classes. Students who are dressed inappropriately will be asked to return home and change into the appropriate attire. Furthermore, employers will occasionally visit the campus, sometimes unannounced. Therefore, all students will always want to look their best.

This Dress Code Policy was established in order to enable our students to become comfortable with the type of work related apparel expected by the employers who interview and hire our graduates. If a student does not have the proper attire to professionally interview in, it is recommended that one begin obtaining a suitable wardrobe during the early days of training. Dressing the part of a successful professional raises our self-esteem and confidence. This policy is part of ICDC College expectations for graduation.

Smoking

Smoking is not permitted inside the school facilities and building.

Telephones

School telephones are not intended for personal use by students. Students are allowed to use school's phones for emergency purposes only. Student's cell phones are to be turned off during class hours to avoid any classroom disruption.

Office Equipment

Students are not allowed to use any of the school's office equipment to include the copy/fax machines without authorization from the Campus Director.

Student Behavior/Conduct

Students are expected to conduct themselves in a professional and business like manner. The effectiveness of any training program is dependent upon the full cooperation between students and school staff. ICDC College has created a professional "work-like" environment in which students can grow and develop according to their professional expectations. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with their classmates, instructors, and the administrators. Students must adhere to high standards of scholarship and conduct. Those, whose conduct reflects discredit upon himself or herself, or the school, may be subject to termination. Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining ones-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers.

Grounds for Disciplinary Action

The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

1) Unsatisfactory Academic performance.
2) Unsatisfactory Attendance.
3) Excessive tardiness.
4) Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5) Failure to meet Placement Department requirements.
6) Failure to meet Financial Aid Department requirements.
7) Inappropriate professional clothing worn during training.
8) Failure to abide by the Rules and Regulations of the school.
9) Failure to pay tuition (or any other charges) when due.
10) Breach of school enrollment agreement.
11) Cheating.
12) Falsifying school records.
13) Carrying a concealed or potentially dangerous weapon.
14) Disorderly conduct that interferes with the learning process of any other student, instructor, or the general progress of the class.
15) Instigation and/or participation in rebellious activities against the school and/or its student(s).
16) Solicitation, which reflects unfavorably upon the school and/or its students.
17) Vandalism of school property.

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.
A student dismissed for unsatisfactory or unprofessional behavior or conduct may request re-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

Controlled Substance, Alcohol and Drug Abuse Policy

All students and employees are informed that the unlawful manufacture, distribution possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or expulsion from a school program. Drug free awareness program and detailed information regarding:

1) Dangers of drug and alcohol abuse.
2) Assistance with drug and alcohol abuse counseling.
3) Penalties for the abuse of alcohol or drugs.
4) Rehabilitation programs.

There are local agencies that provide assistance to our employees, students, and their families.

Drug Information Hot-Lines:	(800) 662-HELP
National Institute on Drug Abuse	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept. of Education, Southwest Region	(213) 598-7661
U.S. Dept. of Education Task Force	(202) 708-9069

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school. Each employee and student is required to read and sign this statement.

1) Your continued employment and/or schooling are subject to abiding by the terms of this statement, and

2) Notify the administration of any criminal statute conviction for a violation occurring in the work-place no later than five (5) days after such conviction. The U.S. Drug Agency will be notified within ten (10) days after receiving notice from an employee or student or otherwise a copy of such conviction will be submitted to the agency.

The school will take the following actions within thirty (30) days of receiving notice with respect to any employee or student who is so convicted.

1) Terminate employment of the employee or the schooling of the student.

2) Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, many will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows: Substance Crime and Penalties, Chemically treated/manufactured drugs, Felony, up to 10 years in prison and $4 million; Marijuana Felony, up to 20 years in prison and $4-$10 million; Selling/Providing alcohol to minors felony or Misdemeanor, discretion of the judge.

Institutional Security Policies and Crime Statistics

Federal regulations require every school that participates in federal Student Financial Assistance programs to publish and distribute an annual security report that contains prescribed information relative to campus security policies and crime statistics. The School must disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. ICDC College encourages accurate and prompt reporting of all crimes to campus security personnel and to the appropriate police agencies, and has designated the Regional Director and the Campus President/Director as the appropriate security personnel to report, either in person, by telephone, or by internet access, any criminal actions or other emergencies occurring on campus. Any student witnessing, or being a victim of any criminal offenses on campus are to report those actions to the Regional Director or the Campus President/Director immediately. Prompt reporting of offenses is required to ensure the preservation of evidence for the proof of a criminal offense and for the purpose of making timely warning reports to members of the campus community. ICDC College allows victims or witnesses to report crimes on a voluntary, confidential basis.

The School requires all criminal offenses that occur on campus be reported to the Regional Director or the Campus President/ Director immediately, but not later than forty-eight (48) hours after the incident. The School is required to assist in notifying authorities if the incident involves a victim who requests assistance. Anyone needing to report a crime should complete a Campus Crime Report at the office of the Campus President/Director, to ensure accurate and prompt reporting. The Campus President/Director will take a statement from the claimant and contact the appropriate authorities. A copy of the report may be filed with the local authorities. The report will be reviewed for administrative action at the school's next staff meeting or at an emergency meeting, if necessary. The School will determine if action by the school is necessary to prevent a reoccurrence of the incident. If institutional action is necessary, notification to students will take place by bulletin on the bulletin board and by general notice distribution throughout the campus. Although this School does not offer regular scheduled crime awareness or prevention programs, this policy, which is published in the School's catalog and is disclosed by general notice distribution every October 1st, is designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

The campuses of ICDC College are open every business day from 9:00 a.m. until 10:00 p.m., and the facilities are accessible during these normal business hours. Security of the campus is under the supervision of the State and local police. The School does not employ security personnel with the authority to arrest individuals. However, the School encourages its students, employees, and visitors to immediately report suspected criminal activity or other emergencies to the designated school officials and/or, in the event of an emergency, directly to local law enforcement or other emergency response agencies by dialing "911." The School assists in notifying authorities in incidences of a criminal offense, and State and local police agencies have the right to make arrests.

The School does not offer regularly scheduled sexual assault programs to prevent sex offenses, or educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. However, ICDC College has developed policies and procedures to follow if a sex offense occurs. As stated above, ICDC College encourages accurate and prompt reporting of all crimes to campus security personnel and to the appropriate police agencies, and has designated the Regional Director and the Campus Director as the appropriate security personnel to report, either in person, by telephone, or by internet access, any criminal actions or other emergencies occurring on campus. The student has the option to notify appropriate law enforcement authorities, including campus security personnel and local police. Institutional personnel will assist the student in notifying the authorities if the student requests the assistance of these personnel. The School offers no on-campus counseling for victims of sex offenses. However, off-campus counseling options such as off-campus counseling, mental health, or other services for victims of sex offenses are available to students and staff by contacting the Los Angeles Commission on Assaults Against Women Rape and Battering Hotline at (213) 626-3393. The institution will change a victim's academic situation after an alleged sex offense, if those changes are requested by the victim and are reasonably available. Procedures for campus disciplinary action in cases of an alleged sex offense include a formal hearing to determine facts and disciplinary action, if warranted. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). Sanctions may include probation, suspension, or termination.

The following statistics reflect activity of the school for the designated calendar years.

ANNUAL CRIME STATISTICS Los Angeles Campus												
	On Campus			Non-Campus			Public Property			Prejudicial		
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007	2008	2009
Criminal homicide												
Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses												
Forcible sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	1	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime												
Larceny-theft	N/A	N/A	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism	N/A	N/A	0	0	0	0	0	0	0	0	0	0
Arrests for:												
Liquor law violation	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violation	0	0	0	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0
Referred for campus disciplinary action:												
Liquor law violation	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violation	0	0	0	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0

ICDC College wants you to know that these reported offenses occurred at or adjacent to the Los Angeles campus.

ANNUAL CRIME STATISTICS Van Nuys Campus												
	On Campus			Non-Campus			Public Property			Prejudicial		
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007	2008	2009
Criminal homicide												
Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses												
Forcible sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime												
Larceny-theft	N/A	N/A	1	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism	N/A	N/A	1	0	0	0	0	0	0	0	0	0
Arrests for:												
Liquor law violation	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violation	0	0	0	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0
Referred for campus disciplinary action:												
Liquor law violation	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violation	0	0	0	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0

ICDC College wants you to know that these reported offences occurred at or adjacent to the Van Nuys campus.

ANNUAL CRIME STATISTICS Huntington Park Campus												
	On Campus			Non-Campus			Public Property			Prejudicial		
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007	2008	2009
Criminal homicide												
Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses												
Forcible sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime												
Larceny-theft	N/A	N/A	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism	N/A	N/A	0	0	0	0	0	0	0	0	0	0
Arrests for:												
Liquor law violation	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violation	0	0	0	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0
Referred for campus disciplinary action:												
Liquor law violation	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violation	0	0	0	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0

ICDC College wants you to know that these reported offenses occurred at or adjacent to the Huntington Park campus.

ANNUAL CRIME STATISTICS Lawndale Campus												
	On Campus			Non-Campus			Public Property			Prejudicial		
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007	2008	2009
Criminal homicide												
Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses												
Forcible sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime												
Larceny-theft	N/A	N/A	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism	N/A	N/A	0	0	0	0	0	0	0	0	0	0
Arrests for:												
Liquor law violation	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violation	0	0	0	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0
Referred for campus disciplinary action:												
Liquor law violation	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violation	0	0	0	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0

ICDC College wants you to know that these reported offenses occurred at or adjacent to the Lawndale campus.

A copy of the most current, completed Annual Crime Statistics report may be obtained from the Campus President/Director.

The School does not officially recognize any student organizations; likewise, the School does not monitor and record through local police agencies any criminal activity in which students engage in at off-campus locations.

The School will collect information prescribed in Section 485 (a) and (f) of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act) (20 U.S.C. 1092 (a) and (f)), from all internal available resources including but not limited to filed campus crime reports and from local law enforcement agencies to compile and disseminate crime statistics. Data from the previous calendar year (January through December) will be collected for inclusion in the annual crime statistics for publication and disclosure beginning on October 1st of the subsequent year.

Student Grievance Procedures

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the Instructor is unable to resolve the situation, the student is to meet with the Director of Student Services for resolution. If the matter is still not resolved, it should be brought to the attention of the Campus Director for final resolution.

Complaint Procedure

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the School Director, must be received from the student within forty-eight (48) hours after the incident occurs.

The procedure is as follows: The written grievance must be submitted to the School Director within forty-eight (48) hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within seventy-two (72) hours of receipt of the report.

All documentation must be submitted with the report that is to be signed and dated. The School Director will chair a committee meeting that will consist of not less than three representatives, but not limited to, due to the personal circumstances of each concern, the following:

A. Education Department Representative
B. Financial Aid Representative
C. Placement Department Representative

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear all sides, and will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within twenty-four (24) hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaints will be resolved within thirty (30) days from the receipt date of the incident report.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a published procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for response. A copy of the Commission's Complaint Form is available at the school and may be obtained by request to the School Director. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquires or concerns to: Accrediting Commission of Career Schools and Colleges (ACCSC); 2101 Wilson Boulevard, Suite 302; Arlington, Virginia 22201; Telephone (703) 247-4212

MEDICAL OFFICE MANAGEMENT PROGRAM

PROGRAM DESCRIPTION

This program will open many opportunities for on-site full or part-time work in private medical offices, hospitals, and clinics. Upon successful completion of this program the students will be able to understand what insurance is and why we need it; identify all body systems, their anatomy and be able to explain their functions; understand the different types of insurance coverage and administrators; recognize and use CPT, ICD-9; know insurance and medical terminology; possess the ability to perform billing for Medicaid, Medicare and commercial accounts, be able to determine usual, customary and reasonable charges.

PROGRAM OBJECTIVES

The overall objective is to train individuals in managing, business or front office for the medical Industry. Business office procedures are taught as well as medical terminology and medical business practices. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

Graduates will be qualified for entry-level positions with the knowledge and skill to fulfill employment in various medical facilities such as Medical Record Technician; Medical Secretary; Hospital Admitting Clerk; Medical Record Administrator; Medical Voucher Clerk; Medical Record Clerk, and other related medical career job titles.

These common job titles and other associated title descriptions can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T.: #079.362-014; 201.362-014; 205.362-018; 079.167-014; 214.482-018; 245.362-010, and other medical career related D.O.T. Codes.

High School Diploma, G.E.D. or equivalent required prior to enrollment.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
MOM110 - Medical Office Management	60	2.00
Introduction to Computers *Microsoft Office*		
MOM111 - Medical Office Management	60	2.00
Microsoft Office		
MOM112 - Medical Office Management	60	2.00
Keyboarding on Microcomputer		
MOM120 - Medical Office Management	60	2.00
Business Math *Filing Procedures*		
MOM121 - Medical Office Management	120	4.00
Bookkeeping *Applied Accounting*		
MOM122 - Medical Office Management	60	2.00
Medical Assisting Clinical Procedures		
MOM123 - Medical Office Management	60	2.00
Medical Law and Ethics *Medical Office Procedures* *Psychology*		
MOM124 - Medical Office Management	60	2.00
Medical Insurance Forms *Medical Billing Procedures*		

MOM125 - Medical Office Management	60	2.00
Anatomy & Medical Terminology		
MOM126 - Medical Office Management	60	2.00
Microsoft Office *Computerized Billing*		
MOM127 - Medical Office Management	60	2.00
Computerized Billing *Employment Preparation*		
TOTALS:	720	24.0

MODULE DESCRIPTIONS

MOM110 - Medical Office Management

Introduction to Computers 20 Hours

This module is an introduction to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are: Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, and database and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Microsoft Office 40 Hours

During this module, the student will begin developing their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

The student will continue to develop their knowledge, skill set, and confidence in using Word through the next group of exercises and proficiency skill demonstrations that include Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

MOM111 - Medical Office Management

Microsoft Office 60 Hours

During this module, the student will again continue to develop their knowledge, skill set, and confidence in using Microsoft Office Suite. During this segment, the student will enhance their skills by studying the next popular program in the Microsoft Suite, Excel. This first module in excel calls for the student to study and demonstrate their proficiency skills by performing exercises that include Getting Started with Excel, Working with Functions, Formulas, and Charts.

The student will continue to develop their knowledge, skill set, and confidence in using Excel through the next group of exercises and proficiency skill demonstrations that includes Advanced Printing, Formatting, and Editing, Advanced Chart Techniques, Working with Lookup Functions, Pivot Charts, and Pivot Tables, Internet and Integration with Excel.

In this segment of training, the student will continue to develop their knowledge, skill set, and confidence in using the Microsoft Office Suite. The student will again be able to enhance their skills by studying the next popular program in the Microsoft Suite, Access. The student will study and demonstrate their proficiency skills by performing exercises that include Getting Started with Access, Working with Tables, Working with Datasheets, Simplifying Data Entry with Lookups and Forms.

MOM112 - Medical Office Management

Keyboarding on Microcomputer 60 Hours

This module provides students with knowledge of keyboarding fundamentals and skill building. The student will be able to type data on the computer, using proper alpha numeric keyboarding skills with an emphasis on techniques and function keys; type from rough draft, implementing corrections from proofreader's marks; proofread for proper use of language skills.

MOM120 - Medical Office Management

Business Math 40 Hours

During this module, students will review of basic math functions with emphasis on practical problems including interest, discounts, percentages and payroll. Proficiency is developed in performing business mathematical operations usage with the electronic calculator.

Filing Procedures 20 Hours

During this module, students will examine and experience whether office records are paper, computer tapes or disks, optical disks, audio and video cassettes, or microforms, locating the records requires that they be arranged in some meaningful way. Basic filing methods are presented: alphabetic filing by name, subject, or geographic location, and numeric filing methods. Students learn how letters, numbers, dates, and, more recently, colors function as the principal means of organizing records. Once learned, these skills can be adapted to organize office records of any variety.

MOM121 - Medical Office Management

Bookkeeping 80 Hours

During this module, students will develop the knowledge, understanding, and skill sets used in the applications of accounting principles, both theory and practice. Students will develop this knowledge and skill sets by the application of recording and summarizing of financial information through various exercise simulations of company records. It is through these practice applications that students will understand and be able to apply a company's assets, liabilities, owner equity, debits and credits, journalizing and posting transactions, financial statements, adjusting procedures, closing procedures, sales journals, and purchase journalizing. Students will also develop the understanding of applications for cash journals, costing merchandise inventory, pricing merchandise, negotiable instruments, and controlling cash.

Applied Accounting 40 Hours

During this module, students will be required to apply the theory learned in bookkeeping and apply that knowledge to a real life business simulation. Students will be required to apply their knowledge and skill sets to create a company's accounting books that include charting of accounts, general ledger, accounts receivable ledger, accounts payable ledger and basic management reports. Students will make all entries and posting to accounts for an entire accounting cycle.

MOM122 - Medical Office Management

Medical Assisting Clinical Procedures 60 Hours

During this module, students will learn to take vital signs; recognize emergencies; perform first aid and CPR; prepare and maintain examination and treatment area; interview and take patient history; prepare patients for procedures.

MOM123 - Medical Office Management

Medical Law and Ethics 20 Hours

During this module student learning focuses on the development and the knowledge of current laws regarding health care system, and also ethical aspect of working with patients.

Medical Office Procedures 20 Hours

During this module, student learning focuses to fundamental Medical Secretarial duties and office procedures. Students are trained in telephone procedures and etiquette, patient reception and scheduling techniques, medical files and record management, mail processing and inventory control, human relations and medical office management. The importance of accuracy, medical ethics and the legal aspects associated with medical records are emphasized.

Psychology 20 Hours

During this module, students will develop a greater scope of understanding and knowledge while studying the basics of Human Psychology, the structure of human personality, and also psychological aspects of patient care.

MOM124 - Medical Office Management

Medical Insurance Forms 20 Hours

During this module, students will develop the basic understanding and knowledge required when working with medical records and the preparation of health and accident insurance forms. Private and governmental insurance plans are studied. Students will be trained to prepare insurance forms used by insurance plans and workers compensation. Standard coding systems are studied. Legal aspects of insurance claims are emphasized.

Medical Billing Procedures 40 Hours

During this module, students will build a working knowledge of all phases of medical insurance billing for hospitals, doctor's offices and medical facilities. The importance of the insurance biller in customer relations and quality patient care will be

examined and how to deal effectively with patients and patient complaints. Effective collection techniques will also be addressed. Lectures will cover Medicare and Medicare CPT Codes and in-depth review of CPT 9 codes.

MOM125 - Medical Office Management

Anatomy & Medical Terminology 60 Hours

During this module of Anatomy & Medical Terminology, student learning focuses on developing the basic knowledge of the human body (anatomy), its functions (physiology), its terminology (as in pronunciations, plurals, spelling origin and construction), and disease. Students develop an understanding to the functions of the body's systems with particular emphasis on the Skeletal, Muscular, Integumentary (skin), Nervous, and Circulatory systems and their predominant pathologies.

MOM126 - Medical Office Management

Microsoft Office 20 Hours

During this module, the student will continue to develop their knowledge, skill sets, and confidence in using Microsoft Office Suite. During this segment, the student will further enhance their knowledge, skills set, and confidence in using Microsoft Access. The student will complete exercises and demonstrate their proficiency skills which will include Finding Information in a Database, and Display Information with Reports.

Computerized Billing 40 Hours

During this module, students develop a working knowledge of the microcomputer and the procedures for completing insurance billing, via computer, using an IBM PC gains hands-on experience in utilizing a microcomputer to automate insurance billing procedures. You will focus on posting charges and claims. Completing insurance forms, generating financial statements.

MOM127 - Medical Office Management

Computerized Billing 40 Hours

During this module, student learning will continue, based upon the previous Computerized Billing module, in which students will continue to develop a working knowledge of the microcomputer and the procedures for completing insurance billing, via computer, using an IBM PC gains hands-on experience in utilizing a microcomputer to automate insurance billing procedures. You will focus on posting charges and claims. Completing insurance forms, generating financial statements.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

MEDICAL ASSISTANT PROGRAM

PROGRAM DESCRIPTION

The Medical Assistant Program combines the skill and knowledge development required for entry-level Medical Assistant employment in an administrative front office and/or clinical back office position. This 36 week, 720 hour program prepares students to assist in all aspects of medical practice under the direct responsibility of a physician.

PROGRAM OBJECTIVES

The objective of this program is to prepare the student for a position as a Medical Assistant with extensive and comprehensive training in both body structure and the various body systems. Students will develop a working knowledge in such areas as: the role of the health care provider, Medical Assistant professionalism, ethics and legal responsibilities, safety and the medical office environment, interpersonal communications, records management, bookkeeping and collections, medical coding and insurance billing, general Medical office management responsibilities, Anatomy, Physiology, psychology, medical terminology, clinical duties and responsibilities, patient care and wellness, specimen collection and laboratory procedures, diagnostic test procedures, minor surgical procedures, pharmacology, CPR Certification, emergency and acute illness care, patient behaviors and health care, and basic computer skills using MS Word. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

Graduates of this program will be qualified for entry-level employment in the medical field in position such as Medical Assistants; Medical Laboratory Technician / Laboratory Assistant; Medical Record Administrator; Medical Record Technician; Medical Secretary; Hospital Admitting Clerk; Medical Voucher Clerk; Medical Record Clerk; Phlebotomy; and other related medical career job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #079.362-010; #078.261-038; #079.167-014; #079.362-014; #201.362-014;#205.362-018; #214.482-018; #245.362-010; #079.364-022; and other medical career related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
MA110 - Medical Assistant	60	2.00
Introduction to Computers *Microsoft Office*		
MA120 - Medical Assistant	60	2.00
Anatomy & Medical Terminology I		
MA121 - Medical Assistant	60	2.00
Anatomy & Medical Terminology II		
MA122 - Medical Assistant	60	2.00
Medical Law and Ethics *Psychology* *Patient Preparation & Care*		
MA123 - Medical Assistant	60	2.00
Pharmacology		
MA124 - Medical Assistant	60	2.00
Medical Assisting Laboratory Procedures I		
MA125 - Medical Assistant	60	2.00
Medical Assisting Laboratory Procedures II		
MA126 - Medical Assistant	60	2.00
Medical Assisting Clinical Procedures		

MA127 - Medical Assistant	60	2.00
Venipuncture		
MA128 - Medical Assistant	60	2.00
Medical Insurance Forms *Medical Billing Procedures*		
MA129 - Medical Assistant	60	2.00
Medical Office Procedures *Computerized Billing*		
MA130 - Medical Assistant	60	2.00
Computerized Billing *Employment Preparation*		
TOTALS:	720	24.0

MODULE DESCRIPTIONS

MA110 - Medical Assistant

Introduction to Computers 20 Hours

This module is an introduction for students to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are: Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, and database and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Microsoft Office 40 Hours

During this module, the student will develop their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

MA120 - Medical Assistant

Anatomy & Medical Terminology 60 Hours

During this initial module pertaining to Anatomy & Medical Terminology, students will begin development of a basic knowledge of the human body (anatomy), its functions (physiology), its terminology (as in pronunciations, plurals, spelling origin and construction), and disease. Students will develop an understanding as to the functions of the body's systems with particular emphasis on the Skeletal, Muscular, and Integumentary (skin).

MA121 - Medical Assistant

Anatomy & Medical Terminology 60 Hours

During this second module pertaining to Anatomy & Medical Terminology, students will continue to develop a basic knowledge of the human body (anatomy), its functions (physiology), its terminology (as in pronunciations, plurals, spelling origin and construction), and disease. Students will develop a further understanding to the functions of the body's systems with particular emphasis on the Nervous, and Circulatory systems and their predominant pathologies.

MA122 - Medical Assistant

Medical Law and Ethics 20 Hours

This module will provide students with knowledge of current law regarding health care system, and also ethical aspect of working with patients.

Psychology 20 Hours

This module will provide students with the knowledge relating to the basics of Human Psychology, the structure of the human personality, and how the psychological aspects relate to best practices in patient care.

Patient Preparation & Care 20 Hours

This module will teach students to handle appointment scheduling, prepare and maintain examination and treatment area, interview and take patient history and prepare patients for procedures

MA123 - Medical Assistant

Pharmacology 60 Hours

During this module, the student will learn and demonstrate skills in the use PDRs for both prescription and nonprescription medications, abbreviations commonly used in regard to medications, recording of medications on the patient's chart, how to categorize medications, the legal and ethical concerns regarding medications, the various drugs that are under federal regulations, and how to phone in and write a prescription as ordered by the physician

MA124 - Medical Assistant

Medical Assisting Laboratory Procedures I 60 Hours

During this module, the student will develop knowledge and skills regarding laboratory safety procedure, OSHA (Occupational Safety & Health Administration) regulations, universal precautions and PPE (Personal Protective Equipment), proper hand washing techniques, CLIA (Clinical Laboratory Improvement Act) regulations, and safety in the medical office. In this module, the student will develop knowledge and skills in order to in the use of the Spiro meter, dipstick and microscopic analysis, and the EKG. The student will also learn the body's defensive mechanisms and the infection cycle, sanitation, disinfection, and sterilization, types of sterilization (chemical and autoclaving), minor office surgery trays, and assisting the physician in minor office surgical procedures.

MA125 - Medical Assistant

Medical Assisting Laboratory Procedures II 60 Hours

During this module, students will continue and expand upon the development and enhancement of their knowledge and skills regarding laboratory safety procedure, OSHA (Occupational Safety & Health Administration) regulations, universal precautions and PPE (Personal Protective Equipment), proper hand washing techniques, CLIA (Clinical Laboratory Improvement Act) regulations, and safety in the medical office. Students will continue the development and enhancement of their knowledge and skills in order to in the use of the Spiro meter, dipstick and microscopic analysis, and the EKG. Students will also continue to enhance their knowledge of the body's defensive mechanisms and the infection cycle, sanitation, disinfection, and sterilization, types of sterilization (chemical and autoclaving), minor office surgery trays, and assisting the physician in minor office surgical procedures.

MA126 - Medical Assistant

Medical Assisting Clinical Procedures 60 Hours

During this module, the student will develop knowledge and skills in performing such tasks as: vital signs, injections, become CPR certified and complete first aid responses. In this module, the student will develop knowledge and skills relating to recording patient histories and patient charting using the POMR (Problem Oriented Medical Report) system and the SOAP (Subject Objective Assessment Plan. The student will also develop skills in the preparation of the exam room and patients, along with types of pre-examination and positioning.

MA127 - Medical Assistant

Venipuncture 60 Hours

During this module, the student will develop their knowledge of venipuncture and develop the skill-sets essential to aseptic techniques, autoclave procedures, finger sticks, hemoglobin and glucose tests, and venipuncture.

MA128 - Medical Assistant

Medical Insurance Forms 20 Hours

During this module, the student will develop basic the basic knowledge and skill-sets required of medical office personnel for the preparation of health and accident insurance. Private and governmental insurance plans are studied. Students will be trained to prepare insurance forms used by insurance plans and workers compensation. Standard coding systems are studied, along with the legal aspects of insurance claims being emphasized.

Medical Billing Procedures 40 Hours

During this module, students will build a working knowledge of all phases of medical insurance billing for hospitals, doctor's offices and medical facilities. The importance of the insurance biller in customer relations and quality patient care will be examined and how to deal effectively with patients and patient complaints. Effective collection techniques will also be addressed. Theory and discussions will cover Medicare and Medicare CPT Codes and ICD codes.

MA129 - Medical Assistant

Medical Office Procedures 20 Hours

This module is an introduction to Medical Secretarial duties and office procedures. You are trained in telephone procedures and etiquette, patient reception and scheduling techniques, medical files and record management, mail processing and inventory control, human relations and medical office management. The importance of accuracy, medical ethics and the legal aspects associated with medical records are emphasized.

Computerized Billing I 40 Hours

During this module, students will develop a working knowledge of the procedures and practices for completing insurance billing using a computer and a computerized billing software program. Students will gain hands-on experience while practicing automated insurance billing procedures. Students will focus on posting charges and claims. Completing insurance forms, generating financial statements.

MA130 - Medical Assistant

Computerized Billing II 40 Hours

During this module, students will continue to enhance their practical skills-sets in medical billing. Students will complete several hands-on, real-world exercises while posting charges and claims; completing insurance forms; and generating financial statements and reports.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

MEDICAL OFFICE SPECIALIST PROGRAM

PROGRAM DESCRIPTION

The course is designed to develop a working knowledge of the microcomputer and the procedures for completing insurance billing using MediSoft. Students will also learn Microsoft Word, Microsoft Excel, and light bookkeeping. The program will teach the students essential skills for beginning a career assisting with patients, keeping patients, keeping patient records and scheduling appointments. This program will open many opportunities for on-site full or part-time work in private medical offices, hospitals, and clinics. Upon successful completion of this program the students will be able to understand what insurance is and why we need it; identify all body systems, their anatomy and be able to explain their functions; understand the different types of insurance coverage and administrators; recognize and use CPT, ICD-9; know insurance and medical terminology; possess the ability to perform billing for Medicaid, Medicare and commercial accounts, be able to determine usual, customary and reasonable charges.

PROGRAM OBJECTIVES

This program is designed to prepare the graduate with the skills for the administrative and clerical work in medical offices, in hospitals and other healthcare facilities. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

Graduates will be qualified for entry-level positions with the knowledge and skill to fulfill employment in various medical facilities such as Medical Record Technician; Medical Secretary; Hospital Admitting Clerk; Medical Record Administrator; Medical Voucher Clerk; Medical Record Clerk, and other related medical career job titles.

These common job titles and other associated title descriptions can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T.: #079.362-014; 201.362-014; 205.362-018; 079.167-014; 214.482-018; 245.362-010, and other medical career related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 24 weeks, 480 clock hours, 16.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 24 weeks, 480 clock hours, 16.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
MOS110 - Medical Office Specialist	60	2.00
Introduction to Computers *Microsoft Office*		
MOS120 - Medical Office Specialist	60	2.00
Keyboarding on Microcomputer *Business Math*		
MOS121 - Medical Office Specialist	120	4.00
Bookkeeping *Applied Accounting*		
MOS122 - Medical Office Specialist	60	2.00
Anatomy & Medical Terminology		
MOS123 - Medical Office Specialist	60	2.00
Medical Insurance Forms *Medical Billing Procedures*		
MOS124 - Medical Office Specialist	60	2.00
Medical Office Procedures *Computerized Billing*		
MOS125 - Medical Office Specialist	60	2.00
Computerized Billing *Employment Preparation*		
TOTALS:	**480**	**16.0**

MODULE DESCRIPTIONS

MOS110 - Medical Office Specialist

Introduction to Computers 20 Hours

This module is an introduction to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, database, and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Microsoft Office 40 Hours

During this module, the student will begin developing their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

The student will continue to develop their knowledge, skill set, and confidence in using Word through the next group of exercises and proficiency skill demonstrations that include Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

MOS120 - Medical Office Specialist

Keyboarding on Microcomputer 20 Hours

This module provides students with knowledge of keyboarding fundamentals. The student will be able to type data on the computer, using proper alpha numeric keyboarding skills with an emphasis on techniques and function keys; type from rough draft, implementing corrections from proofreader's marks; proofread for proper use of language skills.

Business Math 40 Hours

During this module, a review of basic math functions is provided with emphasis on practical problems including interest, discounts, percentages and payroll. Proficiency is developed in performing business mathematical operations usage with the electronic calculator.

MOS121 - Medical Office Specialist

Bookkeeping 80 Hours

During this module, students will develop the knowledge, understanding, and skill sets used in the applications of accounting principles, both theory and practice. Students will develop this knowledge and skill sets by the application of recording and summarizing of financial information through various exercise simulations of company records. It is through these practice applications that students will understand and be able to apply a company's assets, liabilities, owner equity, debits and credits, journalizing and posting transactions, financial statements, adjusting procedures, closing procedures, sales journals, and purchase journalizing. Students will also develop the understanding of applications for cash journals, costing merchandise inventory, pricing merchandise, negotiable instruments, and controlling cash.

Applied Accounting 40 Hours

During this module, students will be required to apply the theory learned in bookkeeping and apply that knowledge to a real life business simulation. Students will be required to apply their knowledge and skill sets to create a company's accounting books that include charting of accounts, general ledger, accounts receivable ledger, accounts payable ledger and basic management reports. Students will make all entries and posting to accounts for an entire accounting cycle.

MOS122 - Medical Office Specialist

Anatomy & Medical Terminology 60 Hours

During this module, Anatomy & Medical Terminology provides students with the basic knowledge of the human body (anatomy), its functions (physiology), its terminology (as in pronunciations, plurals, spelling origin and construction), and disease. Students develop an understanding to the functions of the body's systems with particular emphasis on the Skeletal, Muscular, Integumentary (skin), Nervous, and Circulatory systems and their predominant pathologies.

MOS123 - Medical Office Specialist

Medical Insurance Forms 20 Hours

This module provides medical office personnel with basic knowledge required for the preparation of health and accident insurance. Private and governmental insurance plans are studied. You will be trained to prepare insurance forms used by insurance plans and workers compensation. Standard coding systems are studied. Legal aspects of insurance claims are emphasized.

Medical Billing Procedures 40 Hours

During this module, students will build a working knowledge of all phases of medical insurance billing for hospitals, doctor's offices and medical facilities. The importance of the insurance biller in customer relations and quality patient care will be examined and how to deal effectively with patients and patient complaints. Effective collection techniques will also be addressed. Lectures will cover Medicare and Medicare CPT Codes and in-depth review of CPT 9 codes.

MOS124 - Medical Office Specialist

Medical Office Procedures 20 Hours

This module is an introduction to Medical Secretarial duties and office procedures. You are trained in telephone procedures and etiquette, patient reception and scheduling techniques, medical files and record management, mail processing and inventory control, human relations and medical office management. The importance of accuracy, medical ethics and the legal aspects associated with medical records are emphasized.

Computerized Billing 40 Hours

During this module, students develop a working knowledge of the microcomputer and the procedures for completing insurance billing, via computer, using an IBM PC gains hands-on experience in utilizing a microcomputer to automate insurance billing procedures. You will focus on posting charges and claims. Completing insurance forms, generating financial statements.

MOS125 - Medical Office Specialist

Computerized Billing 40 Hours

During this module, students will continue to enhance their working knowledge of the microcomputer and the procedures for completing insurance billing, via computer, using an IBM PC, gaining hands-on experience in utilizing a microcomputer to automate insurance billing procedures. Students continue to focus on posting charges and claims, completing insurance forms, and generating financial statements.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

PHYSICAL THERAPY AIDE PROGRAM

PROGRAM DESCRIPTION

This 24.0 Semester Credit Hours (720 clock hour) is designed to prepare the student with the necessary duties required as a entry-level Physical Therapy Aide. Students will learn basic medical terminology, as well as being introduced to the Anatomy and Physiology procedures outlined in this course. Students will have the ability to work with the Physical Therapist in a medical facility assisting with the patients' recovery.

PROGRAM OBJECTIVES

The Physical Therapy Aide program prepares the student for assisting the physical therapist in all aspects of the front and back office procedures. The course includes the ability to perform the procedures that are common to physical therapy under the supervision of physical therapist. The student will be able to assist with exercising, heat packs, ultra sound, and other procedures involved in the care of the rehabilitated patient. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

The Physical Therapy Aide Graduate will be knowledgeable and skilled for entry-level employment as a physical therapy aide and other related medical career job titles such as Medical Record Technician; Medical Voucher Clerk; Medical Record Clerk. The graduate will also be trained in both basic massage and insurance billing.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #355.354-010; 079.362-014; 214.482-018; 245.362-010, and other medical career related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
PTA110 - Physical Therapy Aide	60	2.00
Introduction to Computers *Microsoft Office*		
PTA120 - Physical Therapy Aide	60	2.00
Medical Systems		
PTA121 - Physical Therapy Aide	60	2.00
Medical Systems		
PTA122 - Physical Therapy Aide	60	2.00
Medical Systems		
PTA123 - Physical Therapy Aide	60	2.00
Medical Systems		
PTA124 - Physical Therapy Aide	60	2.00
Anatomy & Medical Terminology		
PTA125 - Physical Therapy Aide	120	4.00
Massage Therapy		
PTA126 - Physical Therapy Aide	120	4.00
Massage Therapy *Employment Preparation* *Medical Insurance Forms*		

PTA127 - Physical Therapy Aide	120	4.00
Medical Billing Procedures *Computerized Billing*		
TOTALS:	720	24.0

MODULE DESCRIPTIONS

PTA110 - Physical Therapy Aide

Introduction to Computers 20 Hours

This module is an introduction to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are: Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, database, and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Microsoft Office 40 Hours

During this module, the student will begin developing their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

The student will continue to develop their knowledge, skill set, and confidence in using Word through the next group of exercises and proficiency skill demonstrations that include Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

PTA120 - Physical Therapy Aide

Medical Systems 60 Hours

During this module, students will begin developing knowledge and understanding of the ethical and legal issues involved while practicing Physical Therapy, communication responsibilities and practices with patients, medical abbreviations used while performing Physical Therapy, and the scientific principles of basic structure and body functions.

PTA121 - Physical Therapy Aide

Medical Systems 60 Hours

During this module, students will review and demonstrate prior skill-sets, as well as continue to develop an understanding and knowledge of the application and recognition of medical disorders relating to Physical Therapy; the safety of the working Physical Therapy work environment; preparation for patient care in Physical Therapy; and the transporting and transferring the patients during the practice of Physical Therapy.

PTA122 - Physical Therapy Aide

Medical Systems 60 Hours

During this module, students will review and demonstrate prior skill-sets, as well as practice and gain a greater degree of skill-sets in the application of Physical Therapy modalities such as assisting with ambulation, therapeutic exercises, ultrasound, paraffin bath, and cold and hot packs.

PTA123 - Physical Therapy Aide

Medical Systems 60 Hours

During this module, student will review and demonstrate the full set of skills developed during prior modules and explore specialized clinical procedures used in the field of Physical Therapy.

PTA124 - Physical Therapy Aide

Anatomy & Medical Terminology 60 Hours

This module of Anatomy & Medical Terminology, provides students with the basic knowledge of the human body (anatomy), its functions (physiology), its terminology (as in pronunciations, plurals, spelling origin and construction), and disease. Students develop an understanding to the functions of the body's systems with particular emphasis on the Skeletal, Muscular, Integumentary (skin), Nervous, and Circulatory systems and their predominant pathologies.

PTA125 - Physical Therapy Aide

Massage Therapy 120 Hours

During this module, students will focus their studies in massage to both historical and modern massage techniques, the physiological and psychological benefits of massage. The student will learn the basics of massage techniques involved in therapeutic massage and deep tissue sculpting massage.

PTA126 - Physical Therapy Aide

Massage Therapy 80 Hours

During this module, students will continue to focus their attention to the study of massage, its physiological and psychological benefits, while developing the knowledge and clinical skills in performing Sports Massage and Russian Massage.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

Medical Insurance Forms 20 Hours

This module provides medical office personnel with basic knowledge required for the preparation of health and accident insurance. Private and governmental insurance plans are studied. You will be trained to prepare insurance forms used by insurance plans and workers compensation. Standard coding systems are studied. Legal aspects of insurance claims are emphasized.

PTA127 - Physical Therapy Aide

Medical Billing Procedures 40 Hours

During this module, students will build a working knowledge of all phases of medical insurance billing for hospitals, doctor's offices and medical facilities. The importance of the insurance biller in customer relations and quality patient care will be examined and how to deal effectively with patients and patient complaints. Effective collection techniques will also be addressed. Lectures will cover Medicare and Medicare CPT Codes and in-depth review of CPT 9 codes.

Computerized Billing 80 Hours

During this module students develop a working knowledge of the microcomputer and the procedures for completing insurance billing, via computer, using an IBM PC gains hands-on experience in utilizing a microcomputer to automate insurance billing procedures. You will focus on posting charges and claims. Completing insurance forms, generating financial statements.

MEDICAL CLINICAL / ADMINISTRATIVE ASSISTANT PROGRAM

PROGRAM DESCRIPTION

The Medical Clinical / Administrative Assistant Program prepare students to assist in all aspects of medical practice under the direct responsibility of a physician. Extensive training in patient care management, administrative and clinical procedures, knowledge of ethical and legal standards of professional practice prepares students to meet the vital needs of this profession.

PROGRAM OBJECTIVES

The objective of this program is to prepare the student for a position in the medical field as a Medical Front Office or Medical Back Office Assistant. Graduates will be able to perform "front" office procedures such as scheduling, billing, reception and insurance processing. They also will be able to perform common "back office" procedures such as taking vital signs, preparing patients for examination, interview and take patient history, and venipuncture. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

Medical Clinical / Administrative Assistants fill the very necessary preliminary functions that allow Doctors and Nurses to handle patients more proficiently. Graduates will be qualified for entry-level positions in most medical facilities to include labs, clinics, hospitals and doctor's offices. Graduates of this program will be qualified for entry-level employment in the medical field in position such as Medical Assistants; Medical Laboratory Technician / Laboratory Assistant; Medical Record Administrator; Medical Record Technician; Medical Secretary; Hospital Admitting Clerk; Medical Voucher Clerk; Medical Record Clerk; Phlebotomy; and other related medical career job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #079.362-010; #078.261-038; #079.167-014; #079.362-014; #201.362-014;#205.362-018; #214.482-018; #245.362-010; #079.364-022; and other medical career related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 24 weeks, 480 clock hours, 16.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 24 weeks, 480 clock hours, 16.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
MCAA110 - Medical Clinical / Administrative Assistant	60	2.00
Introduction to Computers *Microsoft Office*		
MCAA120 - Medical Clinical / Administrative Assistant	60	2.00
Anatomy & Medical Terminology		
MCAA121 - Medical Clinical / Administrative Assistant	60	2.00
Medical Law and Ethics *Psychology* *Patient Preparation & Care*		
MCAA122 - Medical Clinical / Administrative Assistant	60	2.00
Medical Assisting Clinical Procedures		
MCAA123 - Medical Clinical / Administrative Assistant	60	2.00
Venipuncture		
MCAA124 - Medical Clinical / Administrative Assistant	60	2.00
Medical Insurance Forms *Medical Billing Procedures*		
MCAA125 - Medical Clinical / Administrative Assistant	60	2.00
Medical Office Procedures *Computerized Billing I*		

MCAA126 - Medical Clinical / Administrative Assistant	60	2.00
Computerized Billing II *Employment Preparation*		
TOTALS:	**480**	**16.0**

MODULE DESCRIPTIONS

MCAA110 - Medical Clinical / Administrative Assistant

Introduction to Computers 20 Hours

This module is an introduction to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are: Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, and database and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Microsoft Office 40 Hours

During this module, the student will develop their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

MCAA120 - Medical Clinical / Administrative Assistant

Anatomy & Medical Terminology 60 Hours

During this module, Anatomy & Medical Terminology provides students with the basic knowledge of the human body (anatomy), its functions (physiology), its terminology (as in pronunciations, plurals, spelling origin and construction), and disease. Students develop an understanding to the functions of the body's systems with particular emphasis on the Skeletal, Muscular, Integumentary (skin), Nervous, and Circulatory systems and their predominant pathologies.

MCAA121 - Medical Clinical / Administrative Assistant

Medical Law and Ethics 20 Hours

This module will provide students with knowledge of current law regarding health care system, and also ethical aspect of working with patients.

Psychology 20 Hours

This module will provide students with basics of Human Psychology, the structure of the human personality, and also psychological aspects of patient care.

Patient Preparation & Care 20 Hours

This module will teach students to handle appointment scheduling, prepare and maintain examination and treatment area, interview and take patient history and prepare patients for procedures

MCAA122 - Medical Clinical / Administrative Assistant

Medical Assisting Clinical Procedures 60 Hours

During this module, the student will develop knowledge and skills in performing such tasks as: vital signs, injections, become CPR certified and complete first aid responses. In this module, the student will develop knowledge and skills relating to recording patient histories and patient charting using the POMR (Problem Oriented Medical Report) system and the SOAP (Subject Objective Assessment Plan. The student will also develop skills in the preparation of the exam room and patients, along with types of pre-examination and positioning.

MCAA123 - Medical Clinical / Administrative Assistant

Venipuncture 60 Hours

During this initial module in Venipuncture, students will be introduced to the essentials of aseptic techniques, autoclave procedures, finger sticks, hemoglobin and glucose tests, and venipuncture.

MCAA124 - Medical Clinical / Administrative Assistant

Medical Insurance Forms 20 Hours

This module provides medical office personnel with basic knowledge required for the preparation of health and accident insurance. Private and governmental insurance plans are studied. You will be trained to prepare insurance forms used by insurance plans and workers compensation. Standard coding systems are studied. Legal aspects of insurance claims are emphasized.

Medical Billing Procedures 40 Hours

During this module, students will build a working knowledge of all phases of medical insurance billing for hospitals, doctor's offices and medical facilities. The importance of the insurance biller in customer relations and quality patient care will be examined and how to deal effectively with patients and patient complaints. Effective collection techniques will also be addressed. Lectures will cover Medicare and Medicare CPT Codes and ICD codes.

MCAA125 - Medical Clinical / Administrative Assistant

Medical Office Procedures 20 Hours

This module is an introduction to Medical Secretarial duties and office procedures. You are trained in telephone procedures and etiquette, patient reception and scheduling techniques, medical files and record management, mail processing and inventory control, human relations and medical office management. The importance of accuracy, medical ethics and the legal aspects associated with medical records are emphasized.

Computerized Billing I 40 Hours

During this module, students develop a working knowledge of the microcomputer and the procedures for completing insurance billing, via computer, using an IBM PC gains hands-on experience in utilizing a microcomputer to automate insurance billing procedures. You will focus on posting charges and claims. Completing insurance forms, generating financial statements.

MCAA126 - Medical Clinical / Administrative Assistant

Computerized Billing II 40 Hours

During this module, students develop a working knowledge of the microcomputer and the procedures for completing insurance billing, via computer, using an IBM PC gains hands-on experience in utilizing a microcomputer to automate insurance billing procedures. You will focus on posting charges and claims. Completing insurance forms, generating financial statements.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

MASSAGE THERAPY PROGRAM

PROGRAM DESCRIPTION

This program provides an in-depth and extensive entry-level training for students intending to practice massage therapy. This program is best for those who want to integrate Eastern and Western theory and technique. It also prepares students to function effectively within the medical paradigm as they learn the values and perspectives inherent in the principles of wellness, healing and body/mind/spirit wholism.

PROGRAM OBJECTIVES

The objective of our program is to train the student to perform bodywork skills with excellence, grace, sensitivity and ease. This is what we believe distinguishes the outstanding quality therapist from the routine technician. We have developed a program that emphasizes a combination of strength, flexibility and fluidity in the body along with creativity, intuitiveness and receptivity in the mind. The program blends training in therapeutic massage techniques with supportive activities such as corrective exercise and movement, understanding the client/practitioner relationship, relaxation techniques, and knowledge of the structures and functions of the body. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

Graduates will be qualified for entry-level employment in health - related settings such as chiropractic offices, medical clinics, wellness centers, retirement communities, long-term care facilities, hospitals and corporate wellness programs, Health clubs, beauty salons, hotels, resorts and other such medical or business related facilities who hire professional massage therapists. Many massage therapists work as self-employed practitioners in a professional setting or a home office.

This educational program is designed to lead to positions in a profession, occupation, trade, or career field that requires licensure in the State of California, pursuant to SB 731, and overseen by the California Massage Therapy Council. Students interested in this educational program are strongly encouraged to contact the Council for eligibility requirements for certification as a Massage Therapist at One Capital Mall, Suite 320, Sacramento, CA 95814, (916) 669-5336, www.camtc.org.

The common job titles for this career field can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #334.374-010, and 334.677-010.

High School Diploma, G.E.D. or equivalent required prior to enrollment. Due to licensing requirements, any previous misdemeanor convictions or periods on parole will diminish or prohibit opportunities for employment in this field. Further, any previous felony convictions will most probably prohibit employment in this field.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
MT120 - Massage Therapy	60	2.00
Anatomy & Medical Terminology		
MT121 - Massage Therapy	60	2.00
Anatomy & Medical Terminology *Business Practices, CPR/First Aid, HIV/AIDS Awareness*		
MT122 - Massage Therapy	120	4.00
Massage Therapy		
MT123 - Massage Therapy	120	4.00
Massage Therapy		
MT124 - Massage Therapy	120	4.00
Massage Therapy		
MT125 - Massage Therapy	120	4.00
Massage Therapy		

MT126 - Massage Therapy	120	4.00
Massage Therapy *Massage Therapy Law and Ethics* *Employment Preparation*		
TOTALS:	**720**	**24.0**

MODULE DESCRIPTIONS

MT120 - Massage Therapy

Anatomy & Medical Terminology 60 Hours

During this initial module, Anatomy & Medical Terminology provides students with the basic knowledge of the human body (anatomy), its functions (physiology), its terminology (as in pronunciations, plurals, spelling origin and construction), and disease. Students develop an understanding to the functions of the body's systems with particular emphasis on the Skeletal, Muscular, Integumentary (skin), Nervous, and Circulatory systems and their predominant pathologies.

MT121 - Massage Therapy

Anatomy & Medical Terminology 40 Hours

During this module, students will continue development of knowledge relating to specific muscular movements, skeletal structure, and diseases or conditions which relate specifically to massage will be enhanced. The student's knowledge and ability to identify and further understand the relationship of the human anatomy and of its relationship to massage will be enhanced to facilitate the applications and performances of various massage techniques.

Business Practices, CPR/First Aid, HIV/AIDS Awareness 20 Hours

During this module, training includes cardiopulmonary resuscitation, aid to choking victims and other emergency procedures, the latest facts about AIDS/HIV and dispels rumors, myths and prejudices, the principles of building and organizing a business.

MT122 - Massage Therapy

Massage Therapy 120 Hours

During this module, students focus their attention to the study of massage history, modern massage techniques and systems, and the physiological and psychological benefits of Massage. Students will gain an understanding as to the physiological and psychological effects of stress and pain; the legal aspects of the scope of therapeutic massage practice. Students will also gain a greater understanding of a wellness model and how massage can be a part of that model. The student will observe and demonstrate skills in proper draping techniques and stances along with proper massage techniques of massage on the front and back of arms; back; front and back of the legs; the feet and hands; the head and neck; and ultimately the full body massage.

MT123 - Massage Therapy

Massage Therapy 120 Hours

During this module, students focus their attention to understanding how the organ systems work to perform bodily functions. Students develop knowledge as to the different planes and regions of the body; the structure and function of the skin and why the knowledge of the skin will enhance massage treatments; an understanding of the characteristics of the muscles, their origin, insertion, and functionality; common dysfunctions and diseases of the muscular system; an understanding and the knowledge of how the circulatory system can enhance massage treatments; an understanding and knowledge of why the lymph and immune systems will enhance massage treatments and improve the client's health, while concentrating on the skills sets needed to perform a full body massage.

MT124 - Massage Therapy

Massage Therapy 120 Hours

During this module, students focus their attention to understanding of the role the nervous system, the functions of neurons and nerves, as part of the techniques used in trigger point massage, as well as those used in reflexology for the hands and feet. Students, through a greater understanding and knowledge of the components and functions of the central nervous system, the peripheral nervous system, the 12 pairs of central nerves, the spinal nerves, the pituitary, thyroid, parathyroid, pancreas, adrenal, sex glands, and the respiratory system, will be called upon to perform the proper techniques in providing a trigger massage, while concentrating on the skills sets needed to perform deep tissue massage, chair massage, and a full body massage.

MT125 - Massage Therapy

Massage Therapy 120 Hours

During this module, students focus their attention to understanding of the role the digestive system, its path and the proper massage techniques used on the stomach to include the small and large intestine, colon, and the male and female reproductive organs. Students will continue to demonstrate the skill set development in performing a full body massage. The student will learn massage techniques involved in therapeutic massage, deep tissue sculpting massage, and pathology. In this module students will learn about the sports massage, kinesiology and palpation, Russian clinical massage. This module helps to develop understanding of shiatsu and acupressure, Swedish and geriatric massage, utilization of aromatherapy; hydrotherapy; spa exfoliation and body wrap. Students will continue concentrating on the skills sets needed to perform deep tissue massage, chair massage, and a full body massage.

MT126 - Massage Therapy

Massage Therapy 80 Hours

During this module, students will develop the knowledge and skill sets for providing Swedish Massage, Reflexology Techniques, and providing massages to women who are pregnant. Students will continue the development and understanding as to the psychological effects of massage; limitations of massage therapy during pregnancy and to those who may be critically ill, while using proper precautions against infection, sanitation and safety in the workplace. Students also learn of the different types and purposes of massage lubricants, the possible allergic reactions or sensitivities. Students will also practice an initial consultation role play communication with a "customer"; the use of intake and medical history forms; development and use of diagrams used to facilitate communication during the initial massage session; factors used in conducting a preliminary assessment; the components of SOAP charting; and the benefits of grounding and centering for the massage therapist. Students will continue concentrating on the skills sets needed to perform deep tissue massage, chair massage, and a full body massage.

Massage Therapy Law and Ethics 20 Hours

This module will provide students with knowledge of current law regarding health care system, and also ethical aspect of working with patients.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

COMPUTERIZED ACCOUNTING PROGRAM

PROGRAM DESCRIPTION

The program offers in-depth instruction in computerized accounting and income tax preparation software. It provides training in a variety of office skills such as typing, data entry, and spreadsheets. The course will also teach students how to deal with Windows 95 operating environment, Microsoft Word and Microsoft Excel. The program seeks to prepare students for positions such as accounting clerk, bookkeeper, income tax preparer, entry-level accountant, accounts receivable/payable assistant payroll coordinator, and assistant office manager.

PROGRAM OBJECTIVES

This program is specially designed to calculate, post, and verify primary financial data used to produce and maintain financial and statistical documents. All companies need personnel to perform bookkeeping functions. There is a continuous demand for bookkeepers in today's market. You will earn a tax preparer certificate approved by the California Tax Education Council and launch a lucrative career preparing federal and state income tax returns for individuals and small business. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

The Accounting Graduate will be knowledgeable and skilled for entry-level employment as a Tax Preparer, Bookkeeper, Accounting Clerk, Payroll Supervisor / Payroll Clerk, Tax Clerk, Collector / Bill Collector, Administrative Assistant, Accounts Adjustable Clerk, Administrative Clerk, Classification-Control Clerk, Accounts-Payable Bookkeeper, Accounts Payable Clerk, Accounts Payable Clerk, Accounts Receivable Bookkeeper, Accounts Receivable Clerk, and other related accounting career job titles such as Medical Record Technician; Medical Voucher Clerk; Medical Record Clerk, and other career related accounting job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #219.362-070, 210.382-014, 216.482-010, 215.137-014, 219.487-010, 241.367-010, 169.167-010, 214.462-010, 219.362-010, 210.382-030, 210.382-014, and other accounting career related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CA110 - Computerized Accounting	60	2.00
Introduction to Computers *Microsoft Office*		
CA111 - Computerized Accounting	60	2.00
Microsoft Office		
CA112 - Computerized Accounting	60	2.00
Keyboarding on Microcomputer		
CA120 - Computerized Accounting	120	4.00
Business Math *Bookkeeping*		
CA121 - Computerized Accounting	120	4.00
Bookkeeping *Applied Accounting*		
CA122 - Computerized Accounting	60	2.00
Computerized Accounting		
CA123 - Computerized Accounting	60	2.00
Computerized Accounting		
CA124 - Computerized Accounting	60	2.00
Computerized Accounting *Employment Preparation*		

CA125 - Computerized Accounting	120	4.00
Tax Preparer		
TOTALS:	**720**	**24.0**

MODULE DESCRIPTIONS

CA110 - Computerized Accounting

Introduction to Computers 20 Hours

This course is an introduction to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, database, and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Microsoft Office 40 Hours

During this module, the student will begin developing their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

The student will continue to develop their knowledge, skill set, and confidence in using Word through the next group of exercises and proficiency skill demonstrations that include Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

CA111 - Computerized Accounting

Microsoft Office 60 Hours

During this module, the student will again continue to develop their knowledge, skill set, and confidence in using Microsoft Office Suite. During this segment, the student will enhance their skills by studying the next popular program in the Microsoft Suite, Excel. This first module in excel calls for the student to study and demonstrate their proficiency skills by performing exercises that include Getting Started with Excel, Working with Functions, Formulas, and Charts.

The student will continue to develop their knowledge, skill set, and confidence in using Excel through the next group of exercises and proficiency skill demonstrations that includes Advanced Printing, Formatting, and Editing, Advanced Chart Techniques, Working with Lookup Functions, Pivot Charts, and Pivot Tables, Internet and Integration with Excel.

In this segment of training, the student will continue to develop their knowledge, skill set, and confidence in using the Microsoft Office Suite. The student will again be able to enhance their skills by studying the next popular program in the Microsoft Suite, Access. The student will study and demonstrate their proficiency skills by performing exercises that include Getting Started with Access, Working with Tables, Working with Datasheets, Simplifying Data Entry with Lookups and Forms.

CA112 - Computerized Accounting

Keyboarding on Microcomputer 60 Hours

This module provides students with knowledge of keyboarding fundamentals. The student will be able to type data on the computer, using proper alpha numeric keyboarding skills with an emphasis on techniques and function keys; type from rough draft, implementing corrections from proofreader's marks; proofread for proper use of language skills.

CA120 - Computerized Accounting

Business Math 40 Hours

During this module, a review of basic math functions is provided with emphasis on practical problems including interest, discounts, percentages and payroll. Proficiency is developed in performing business mathematical operations usage with the electronic calculator.

Bookkeeping 80 Hours

During this module, students will develop the knowledge, understanding and skill sets used in the applications of accounting principles, both theory and practice. Students will develop this knowledge and skill sets by the application of recording and summarizing of financial information through various exercise simulations of company records. It is through these practice applications that students will understand and be able to apply a company's assets, liabilities, owner equity, debits and credits, journalizing and posting transactions, financial statements, adjusting procedures, closing procedures, sales journals, and purchase journalizing. Students will also develop the understanding of applications for cash journals, costing merchandise inventory, pricing merchandise, negotiable instruments, and controlling cash.

CA121 - Computerized Accounting

Bookkeeping 80 Hours

During this module, students will develop the knowledge, understanding and skill sets used in the applications of accounting principles and practice in the areas of payroll, property – plant – and equipment depreciation, partnerships and corporations, charting of accounts – journalizing and posting; cash receipts and cash disbursement journalizing; worksheet procedures; trail balances; financial statements; payroll register; bank reconciliation; and partnership division of net income applications.

Applied Accounting 40 Hours

During this module, students will be required to apply the theory learned in bookkeeping and apply that knowledge to a real life business simulation. Students will be required to apply their knowledge and skill sets to create a company's accounting books that include charting of accounts, general ledger, accounts receivable ledger, accounts payable ledger and basic management reports. Students will make all entries and posting to accounts for an entire accounting cycle.

CA122 - Computerized Accounting

Computerized Accounting 60 Hours

During this module, the student will be developing the knowledge and skill sets required in using "Peachtree Accounting", a popular, integrated, software accounting package. Students will develop these skills by studying the Peachtree Accounting software program and setting up a simulated new company. Students will also learn to structure transactions for cash business; accounts receivable; sales for service business; accounts payable and purchases for a service business; cash payments and cash receipts; preparing the financial statements; purchases of inventory in a merchandise business; sales of inventory in a merchandise business; payroll; job costing; and fixed assets. Students accomplish this by creating files, entering data, and producing journals and financial statements.

CA123 - Computerized Accounting

Computerized Accounting 60 Hours

During this module, students will continue to develop the knowledge and skill sets used in computerized accounting by setting up three separate new simulated companies: 1) a Partnership, 2) a Sole Proprietorship, and 3) Corporation. Students will be required to setup accounts receivable, accounts payable, a beginning balance, employee accounts, monthly transactions, payroll, bank reconciliation, and end of the year procedures along with financial statements.

CA124 - Computerized Accounting

Computerized Accounting 40 Hours

During this module, the student will be developing the knowledge and skill sets required in using "QuickBooks Accounting", a popular, integrated, software accounting package. Students will develop these skills by studying the QuickBooks Accounting software program and setting up a simulated new company. Students will practice entering bills, paying bills, writing checks, creating invoices, receive payments, enter cash sales and make deposits. Students will also practice setting up end of period procedures to include general journal entries concerning inventory management, receive items, sell items, process sales discounts, adjust quantity / value on hand, and pay sales tax. Students will also be called upon to customize, update and prepare for the accrual basis of accounting by setting up payroll and processing, pay employees, pay payroll liabilities and process payroll forms; banking transfer of funds, reconcile accounts, and enter credit card charges; track jobs, recording job income, record job payroll expenses, and track time for employees and jobs; and finally, customizing company files with reports using graphs, sub accounts, invoices, letters, and memorized transactions.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

Fixed Restorative Techniques 40 Hours

This module is an introduction to the design and fabrication of fixed appliances, such as full crowns, inlays, and onlays. The course will include appliance design requirements, the properties and safe use of the materials utilized in fixed appliance construction, methods of wax pattern fabrication, flame casting, soldering procedures and materials, and the terminology used in this branch of dentistry.

DLT126 - Dental Laboratory Technician

Crown and Bridge Principles and Techniques 80 Hours

This module covers various procedures for model development, waxing, casting, finishing and polishing crowns and bridges. Theory and fundamental applied techniques for inlay and crown construction; model and die fabrication, articulation, wax up, direct spruing and investing, of single inlays, crowns and onlays are discussed. Students will learn: the application of procedural steps in the lost wax process, casting and finishing both single and multi-unit restorations, principles of bridge design, study of bridge components, design and construction of the broken stress bridge and post crown restoration.

Dental Implants 40 Hours

During this module, student will learn the different kinds of implants: subperiosteal, transosteal, but primarily, endosseous (osseointegration). Also covered are different parts used: screws, posts, analogs, healing caps, etc. and some of the procedures used with each. The precision attachments covered will be introcoronal and extracoronal for fixed restorations, fixed to removable and fully endentulous, also stud and bar attachments with miscellaneous screws, plungers, and cross arch bracing. Special topics will include treatment planning, biomechanical, and fabrication techniques. Strong emphasis will be placed on the concept of team approach and the student's establishing a professional working relationship with the dentist of the various specialties necessary in the total implant treatment process.

DLT127 - Dental Laboratory Technician

Orthodontic/Pedodontic Principles and Techniques 20 Hours

This module is designed to enable the student to acquire the knowledge necessary to perform the varied laboratory procedures in the fabrication of orthodontic/pedodontic appliances such as: space maintainers, habit-breaking appliances, and appliances for minor tooth movement. This course includes appliance design, the properties and safe handling of the materials utilized in orthodontic appliance construction, soldering materials and techniques with emphasis on design and wire contouring of various types of arch wires, clasps and springs, the types of tooth movement, categories of malocclusion, and the terminology used in this branch of dentistry.

Removable Prosthodontic Principles and Techniques 40 Hours

During this module, student will learn about the different types of removable prosthodontic appliances, complete denture to partial denture, plastic vs. porcelain teeth, overdentures, and repairs.

DLT128 - Dental Laboratory Technician

Ceramics 40 Hours

During this module, students will learn the theory and fundamental applied techniques for model and die preparation and cast evaluation, design and construction of the single unit ceramic alloy framework. Opaque procedures; porcelain manipulation; basic shade control; firing cycles; shaping and glazing single unit ceramic restorations utilizing metal ceramic technology. Students will also explore the theory and applied techniques for constructing metal ceramic restorations for multiple crowns and bridgework. Multi-unit framework design, porcelain build-up, external and internal staining and corrections will be explored along with fabrication of porcelain shoulder margin and laminate veneer.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

COMPUTERIZED OFFICE SPECIALIST PROGRAM

PROGRAM DESCRIPTION

The program is designed to provide students with the knowledge and necessary skills to succeed in today's automated and ever-changing office environment. This course will acquaint students with the increasingly comprehensive fields of records management. Graduates will be able to create a company's books, including chart of accounts, general ledger, and basic management reports.

PROGRAM OBJECTIVES

Completion of this course will prepare students to operate the most popular applications for microcomputers using Microsoft Windows, Microsoft Word, and Microsoft Excel. They also will be guided through essential principles of fraction, decimals, percentages, ratios and proportions. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

The Computerized Office Specialist Graduate will be knowledgeable and skilled for entry-level employment as an Administrative Assistant, Management Trainee, Secretary, Administrative Secretary, Clerk Typist, Data Entry Clerk, File Clerk I, Computer Operator, Administrative Clerk, Appointment Clerk / Receptionist Clerk, Information Clerk, General Office Clerk, Bookkeeper, Accounts Adjustable Clerk, Payroll Supervisor / Payroll Clerk, Accounting Clerk, Office Helper, Collector / Bill Collector and other career related general office and accounting job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #169.167-010, 189.167-018, 201.362-030, 169.167-014, 203.362-010, 203.582-054, 206.387-034, 213.362-010, 219.362-010, 237.367-010, 237.367-022, 209.562-010, 210.382-014, 214.462-010, 215.137-014, 216.482-010, 239.567-010, 241.367-010, and other accounting career related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 24 weeks, 480 clock hours, 16.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 24 weeks, 480 clock hours, 16.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
COS110 - Computerized Office Specialist	60	2.00
Introduction to Computers *Microsoft Office*		
COS111 - Computerized Office Specialist	60	2.00
Microsoft Office		
COS112 - Computerized Office Specialist	60	2.00
Keyboarding on Microcomputer		
COS113 - Computerized Office Specialist	60	2.00
Keyboarding on Microcomputer		
COS120 - Computerized Office Specialist	60	2.00
Microsoft Office *Employment Preparation*		
COS121 – Computerized Office Specialist	120	4.00
Business Math *Bookkeeping*		
COS122 – Computerized Office Specialist	60	2.00
Applied Accounting *Filing Procedures*		
TOTALS:	480	16.0

MODULE DESCRIPTIONS

COS110 - Computerized Office Specialist

Introduction to Computers 20 Hours

This module is an introduction to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are: Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, and database and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Microsoft Office 40 hours

During this module, the student will begin developing their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

The student will continue to develop their knowledge, skill set, and confidence in using Word through the next group of exercises and proficiency skill demonstrations that include Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

COS111 - Computerized Office Specialist

Microsoft Office 60 Hours

During this module, the student will again continue to develop their knowledge, skill set, and confidence in using Microsoft Office Suite. During this segment, the student will enhance their skills by studying the next popular program in the Microsoft Suite, Excel. This first module in excel calls for the student to study and demonstrate their proficiency skills by performing exercises that include Getting Started with Excel, Working with Functions, Formulas, and Charts.

The student will continue to develop their knowledge, skill set, and confidence in using Excel through the next group of exercises and proficiency skill demonstrations that includes Advanced Printing, Formatting, and Editing, Advanced Chart Techniques, Working with Lookup Functions, Pivot Charts, and Pivot Tables, Internet and Integration with Excel.

In this segment of training, the student will continue to develop their knowledge, skill set, and confidence in using the Microsoft Office Suite. The student will again be able to enhance their skills by studying the next popular program in the Microsoft Suite, Access. The student will study and demonstrate their proficiency skills by performing exercises that include Getting Started with Access, Working with Tables, Working with Datasheets, Simplifying Data Entry with Lookups and Forms.

COS112 - Computerized Office Specialist

Keyboarding on Microcomputer 60 Hours

This module provides students with knowledge of keyboarding fundamentals. The student will be able to type data on the computer, using proper alpha numeric keyboarding skills with an emphasis on techniques and function keys; type from rough draft, implementing corrections from proofreader's marks; proofread for proper use of language skills.

COS113 - Computerized Office Specialist

Keyboarding on Microcomputer 60 Hours

This module advances the students skill sets with a greater challenge level of keyboarding skills. The student will be challenged at a higher level of performances while typing data on the computer, a higher key-stroke requirement of performance with continued emphasis on techniques and function keys; and expanding the student's skill in preparing various letter, memo, and technical document drafts and final presentation.

COS120 - Computerized Office Specialist

Microsoft Office 40 Hours

During this module, the student will continue to develop their knowledge, skill sets, and confidence in using Microsoft Office Suite. During this segment, the student will further enhance their knowledge, skills set, and confidence in using Microsoft Access. The student will complete exercises and demonstrate their proficiency skills which will include Finding Information in a Database, and Display Information with Reports.

During this next module, students will again be able to enhance their skills by studying the next popular program in the Microsoft Suite, PowerPoint. The student will study and demonstrate their proficiency skills by performing exercises that includes Getting Started with PowerPoint, Designing, Editing and Formatting a PowerPoint Presentation.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

COS121 – Computerized Office Specialist

Business Math 40 Hours

During this module, a review of basic math functions is provided with emphasis on practical problems including interest, discounts, percentages and payroll. Proficiency is developed in performing business mathematical operations usage with the electronic calculator.

Bookkeeping 80 Hours

During this module, students will develop the knowledge, understanding and skill sets used in the applications of accounting principles, both theory and practice. Students will develop this knowledge and skill sets by the application of recording and summarizing of financial information through various exercise simulations of company records. It is through these practice applications that students will understand and be able to apply a company's assets, liabilities, owner equity, debits and credits, journalizing and posting transactions, financial statements, adjusting procedures, closing procedures, sales journals, and purchase journalizing. Students will also develop the understanding of applications for cash journals, costing merchandise inventory, pricing merchandise, negotiable instruments, and controlling cash.

COS122 – Computerized Office Specialist

Applied Accounting 40 Hours

During this module, students will be required to apply the theory learned in bookkeeping and apply that knowledge to a real life business simulation. Students will be required to apply their knowledge and skill sets to create a company's accounting books that include charting of accounts, general ledger, accounts receivable ledger, accounts payable ledger and basic management reports. Students will make all entries and posting to accounts for an entire accounting cycle.

Filing Procedures 20 hours

During this module, whether office records are paper, computer tapes or disks, optical disks, audio and video cassettes, or microforms, locating the records requires that documents be arranged in some meaningful way. Basic filing methods are presented: alphabetic filing by name, subject, or geographic location, and numeric filing methods. Students learn how letters, numbers, dates, and, more recently, colors function as the principal means of organizing records. Once learned, these skills can be adapted to organize office records of any variety.

GRAPHIC / WEB DEVELOPMENT PROGRAM

PROGRAM DESCRIPTION

The program is designed to prepare students to become an entry-level graphic designer and WEB Page designer. Students will learn comprehensive foundation in design methods, conceptual techniques to create visually pleasing and effective graphic communications, will learn how to design logos, and stationery systems. Students will learn how to create WEB pages that contains graphic and text, how to create and edit hypertext; HTML, JAVA SCRIPT, FLASH, DREAMWEAVER.

PROGRAM OBJECTIVES

The program is designed to prepare students to become entry-level WEB page designers and computer graphic design professionals. This program provides comprehensive instructions on usage of Microsoft Office, Illustrator 9.0, Photoshop 6.0, QuarkXpress 4.0, HTML, JAVA SCRIPT, DREAMWEAVER, Web Site Publishing and Internet. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

Graduates of this program will be qualified for entry-level employment as Graphic Designers / WEB Developers, Illustrator / Artists, Commercial Artists, Graphic Artists, Cartoonists, Desktop Publishers, Paste Up Artists, while working for advertising agencies, organizations with art or publicity departments, publishers, television, film studios, and other career related Graphics job titles. Beginning Graphic Designers and Web Designers may successfully compete with established professionals for these assignments.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #141.061-018, 141.061-022, 141.081-010, 979.382-026, 972.381-030, and other computer graphics career field related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
GWD110 - Graphic/WEB Development	60	2.00
Introduction to Computers *Microsoft Office*		
GWD111 - Graphic/WEB Development	60	2.00
Microsoft Office *Internet*		
GWD120 – Graphic/WEB Development	60	2.00
PhotoShop		
GWD121 - Graphic/WEB Development	60	2.00
PhotoShop *Illustrator*		
GWD122 - Graphic/WEB Development	60	2.00
Illustrator		
GWD123 - Graphic/WEB Development	60	2.00
QuarkXpress		
GWD124 - Graphic/WEB Development	120	4.00
QuarkXpress *Flash*		
GWD125 - Graphic/WEB Development	120	4.00
Dreamweaver *Employment Preparation*		

GWD126 - Graphic/WEB Development	60	2.00
HTML		
GWD127 - Graphic/WEB Development	60	2.00
JavaScript		
TOTALS:	720	24.0

MODULE DESCRIPTIONS

GWD110 - Graphic/WEB Development

Introduction to Computers 20 Hours

This module is an introduction to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, database, and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Microsoft Office 40 Hours

During this module, the student will begin developing their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

The student will continue to develop their knowledge, skill set, and confidence in using Word through the next group of exercises and proficiency skill demonstrations that include Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

GWD111 - Graphic/WEB Development

Microsoft Office 40 Hours

During thismodule, the student will again continue to develop their knowledge, skill set, and confidence in using Microsoft Office Suite. During this segment, the student will enhance their skills by studying the next popular program in the Microsoft Suite, Excel. This first module in excel calls for the student to study and demonstrate their proficiency skills by performing exercises that include Getting Started with Excel, Working with Functions, Formulas, and Charts.

The student will continue to develop their knowledge, skill set, and confidence in using Excel through the next group of exercises and proficiency skill demonstrations that includes Advanced Printing, Formatting, and Editing, Advanced Chart Techniques, Working with Lookup Functions, Pivot Charts, and Pivot Tables, Internet and Integration with Excel.

Internet 20 Hours

During this module, students develop the knowledge, understanding, and skills set needed to navigate the World Wide Web; to research specific information and data; customize search and download files. Students will explore the Internet and World Wide Web's resources; develop and use of the framework for assessing the appropriate use of the various resources available on the Internet and World Wide Web.

GWD120 – Graphic/WEB Development

PhotoShop 60 Hours

During this module, students will learn how to create pixel graphics, complex layering, compound masking, complex duotones, tritones and quadtones, channel operations. In addition they will learn how to use the various palettes for paint styles, gradation, layering, and character manipulation.

GWD121 - Graphic/WEB Development

PhotoShop 40 Hours

During this module, students will continue to enhance their skill-sets in creating pixel graphics, complex layering, compound masking, complex duotones, tritones and quadtones, channel operations. In addition they will continue to build upon their skills using the various palettes for paint styles, gradation, layering, and character manipulation.

Illustrator 20 Hours

During this module, students will become confident using tools, to get professional-quality results. Adobe Illustrator gives an unmatched level of precision and control over an artwork and the flexibility to produce anything from small designs to large, complex projects. Adobe Illustrator also provides a consistent work environment with other Adobe applications: Adobe Photoshop and QuarkXpress.

GWD122 - Graphic/WEB Development

Illustrator 60 Hours

During this module, students will enhance their confident using the tools, to get professional-quality results. Student will continue their skill development using Adobe Illustrator, in order to perfect their level of precision and control over an artwork and the flexibility to produce anything from small designs to large, complex projects. While continuing to Use Adobe Illustrator, students will also enhance their ability to utilize other Adobe applications such as Adobe Photoshop and QuarkXpress.

GWD123 - Graphic/WEB Development

QuarkXpress 60 Hours

During this module, students will begin their skill building using QuarkXpress to create a page layout for text, pictures, lines and other graphic elements, all of which together compose a page or a series of pages. QuarkXpress 4.0 includes a variety of features that makes desktop publishing and graphic design easier than ever.

GWD124 - Graphic/WEB Development

QuarkXpress 20 Hours

During this module, student will continue to enhance their skill-sets through expand practice in creating advanced page layout for text, pictures, lines and other graphic elements, all of which together compose a page or a series of pages.

Flash 100 Hours

During this module, students will learn the fundamental skills required to construct multiple-layered animations containing interactive buttons, movie clips, and graphics. Proper set-up for optimum playback over the internet is examined, as well as controlling embedded sounds. Students will use the new publish feature to output to a variety of formats.

GWD125 - Graphic/WEB Development

Dreamweaver 100 Hours

During this module, students will learn Dreamweaver, the WEB Editor program that has received industry–wide recognition as the "ultimate professional Web Editor" for allowing the design of world-class WEB sites.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

GWD126 - Graphic/WEB Development

HTML 60 Hours

During this module, students will learn the skills, techniques and strategies to successfully build and promote their presence on the Web. Emphasis is placed on how to layout and format text for the Web Page, how to choose the proper format for the graphics, how to apply colors to the text, how to add links from the first page to other pages on the site, e-mail and more. You will also learn about hyperlinks, tables, frames, targets, columns, CGI Scripting and Style Sheets Cascading using HTML.

GWD127 - Graphic/WEB Development

JavaScript 60 Hours

During this module, students will learn how to write compact, efficient JavaScript Codes and how to embed this code in their pages. More specifically, Java Script object model, and how core programming constructs such as statements, variables, conditionals, loops, and functions apply to Java Script. You will also learn Dynamic Data Processing, form validation, creation of new windows, manipulating image sources, Java Script Commands, and Program Structure, Controlling Cookies with Java Script.

COMPUTER GRAPHICS / WEB DESIGN PROGRAM

PROGRAM DESCRIPTION

This 480 clock hour program is designed to prepare students for a career as a entry-level graphic/WEB designer. A career in advertising, corporate graphics, package design, publishing, illustration, WEB designing and other design-related professions awaits graduates of this program. Practical assignments will develop your proficiency in handling the design tools. You will learn about placing images within the document, trapping, and 4-color separations. You will pick up some professional techniques of good layout and composition that will help you recognize and create winning design projects.

PROGRAM OBJECTIVES

The program is designed to prepare students to become skilled computer graphic design professionals. This program provides comprehensive instructions on usage of Microsoft Office, Illustrator 8.0, Photoshop 5.0, QuarkXpress 4.0, Flash 4.0, and Dreamweaver. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

Graduates of this program will be qualified for entry-level employment as Graphic Designers / WEB Designers, Illustrator / Artists, Commercial Artists, Graphic Artists, Cartoonists, Desktop Publishers, Paste Up Artists, while working for advertising agencies, organizations with art or publicity departments, publishers, television, film studios, and other career related Graphics job titles. Beginning Graphic Designers and Web Designers may successfully compete with established professionals for these assignments.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #141.061-018, 141.061-022, 141.081-010, 979.382-026, 972.381-030, and other computer graphics career field related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 24 weeks, 480 clock hours, 16.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 24 weeks, 480 clock hours, 16.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CGWD110 - Computer Graphics/WEB Design	60	2.00
Introduction to Computers *Microsoft Office*		
CGWD111 - Computer Graphics/WEB Design	60	2.00
Microsoft Office *Employment Preparation*		
CGWD120 – Computer Graphics/WEB Design	60	2.00
PhotoShop		
CGWD121 - Computer Graphics/WEB Design	60	2.00
PhotoShop *Illustrator*		
CGWD122 - Computer Graphics/WEB Design	60	2.00
Illustrator *QuarkXpress*		
CGWD123 - Computer Graphics/WEB Design	60	2.00
QuarkXpress		
CGWD124 - Computer Graphics/WEB Design	60	2.00
Dreamweaver		
CGWD125 - Computer Graphics/WEB Design	60	2.00
Flash		
TOTALS:	480	16.0

CGWD110 - Computer Graphics/WEB Design

Introduction to Computers 20 Hours

This course is an introduction to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, database, and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Microsoft Office 40 Hours

During this module, the student will begin developing their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

The student will continue to develop their knowledge, skill set, and confidence in using Word through the next group of exercises and proficiency skill demonstrations that include Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

CGWD111 - Computer Graphics/WEB Design

Microsoft Office 40 Hours

During this module, the student will again continue to develop their knowledge, skill set, and confidence in using Microsoft Office Suite. During this segment, the student will enhance their skills by studying the next popular program in the Microsoft Suite, Excel. This first module in excel calls for the student to study and demonstrate their proficiency skills by performing exercises that include Getting Started with Excel, Working with Functions, Formulas, and Charts.

The student will continue to develop their knowledge, skill set, and confidence in using Excel through the next group of exercises and proficiency skill demonstrations that includes Advanced Printing, Formatting, and Editing, Advanced Chart Techniques, Working with Lookup Functions, Pivot Charts, and Pivot Tables, Internet and Integration with Excel.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

CGWD120 – Computer Graphics/WEB Design

PhotoShop 60 Hours

During this module, students will learn how to create pixel graphics, complex layering, compound masking, complex duotones, tritones and quadtones, channel operations. In addition they will learn how to use the various palettes for paint styles, gradation, layering, and character manipulation.

CGWD121 - Computer Graphics/WEB Design

PhotoShop 40 Hours

During this module, students will continue to enhance their skill-sets in creating pixel graphics, complex layering, compound masking, complex duotones, tritones and quadtones, channel operations. In addition they will continue to build upon their skills using the various palettes for paint styles, gradation, layering, and character manipulation.

Illustrator 20 Hours

During this module, students will become confident using tools, to get professional-quality results. Adobe Illustrator gives an unmatched level of precision and control over an artwork and the flexibility to produce anything from small designs to large, complex projects. Adobe Illustrator also provides a consistent work environment with other Adobe applications: Adobe Photoshop and QuarkXpress.

CGWD122 - Computer Graphics/WEB Design

Illustrator 40 Hours

During this module, students will enhance their confident using the tools, to get professional-quality results. Student will continue their skill development using Adobe Illustrator, in order to perfect their level of precision and control over an artwork and the flexibility to produce anything from small designs to large, complex projects. While continuing to Use Adobe Illustrator, students will also enhance their ability to utilize other Adobe applications such as Adobe Photoshop and QuarkXpress.

QuarkXpress 20 Hours

During this module, students will begin their skill building using QuarkXpress to create a page layout for text, pictures, lines and other graphic elements, all of which together compose a page or a series of pages. QuarkXpress 4.0 includes a variety of features that makes desktop publishing and graphic design easier than ever.

CGWD123 - Computer Graphics/WEB Design

QuarkXpress 60 Hours

During this module, student will continue to enhance their skill-sets through expand practice in creating advanced page layout for text, pictures, lines and other graphic elements, all of which together compose a page or a series of pages.

CGWD124 - Computer Graphics/WEB Design

Dreamweaver 60 Hours

During this module, students will learn Dreamweaver, the WEB Editor program that has received industry–wide recognition as the "ultimate professional Web Editor" for allowing the design of world-class WEB sites.

CGWD125 - Computer Graphics/WEB Design

Flash 60 Hours

During this module, students will learn the fundamental skills required to construct multiple-layered animations containing interactive buttons, movie clips, and graphics. Proper set-up for optimum playback over the internet is examined, as well as controlling embedded sounds. Students will use the new publish feature to output to a variety of formats.

NETWORKING TECHNOLOGY PROGRAM

PROGRAM DESCRIPTION

The program is designed to prepare students to enter the workforce as an entry-level personal computer repair technician. Instructional activities will include the identification of computer system problems, determine hardware or software related problems, and teach students how to perform preventative maintenance functions. In addition, the student will learn how to follow procedures for the removal and installation of memory, hard drives and other accessory boards. Training is also given in operating systems and networking fundamentals.

PROGRAM OBJECTIVES

This program is designed to prepare students to become skilled entry-level computer repair specialist. Students are trained to install, configure and troubleshoot PC components, upgrade PC by adding or replacing such components as mother boards, memories, modems, CD-ROMs, soundboards and many more. The program also prepares to effectively set up, interconnect, and manage medium and large scale Windows NT Networking. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

Graduates of this program will be qualified for entry-level employment as Network Control Operator, Technical Support Specialist, Microcomputer Support Specialist, User Support Analyst, and other career related Networking Technology job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #031.262-014, 033.162-018, 039.263-010, 032.262-010, and other Networking Technology career field related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
NT110 - Networking Technology	60	2.00
Introduction to Computers *Microsoft Office*		
NT111 - Networking Technology	60	2.00
Microsoft Office *Internet*		
NT120 – Networking Technology	60	2.00
Personal Computer Mechanical and Electronic Components *PC Hardware Concepts and Fundamentals* *Operating Systems*		
NT121 - Networking Technology	60	2.00
Operating Systems		
NT122 - Networking Technology	60	2.00
Operating Systems *Hard Disk Management*		
NT123 - Networking Technology	60	2.00
Hard Disk Management *Personal Computer Diagnostic and Repair*		
NT124 - Networking Technology	60	2.00
Personal Computer Diagnostic and Repair		
NT125 - Networking Technology	60	2.00
Personal Computer Diagnostic and Repair		

NT126 - Networking Technology	60	2.00
Personal Computer Diagnostic and Repair *Networking*		
NT127 - Networking Technology	120	4.00
Networking		
NT128 - Networking Technology	60	2.00
Networking *Employment Preparation*		
TOTALS:	**720**	**24.0**

MODULE DESCRIPTIONS

NT110 - Networking Technology

Introduction to Computers 20 Hours

This course is an introduction to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, database, and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Microsoft Office 40 Hours

During this module, the student will begin developing their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

The student will continue to develop their knowledge, skill set, and confidence in using Word through the next group of exercises and proficiency skill demonstrations that include Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

NT111 - Networking Technology

Microsoft Office 40 Hours

During this module, the student will again continue to develop their knowledge, skill set, and confidence in using Microsoft Office Suite. During this segment, the student will enhance their skills by studying the next popular program in the Microsoft Suite, Excel. This first module in excel calls for the student to study and demonstrate their proficiency skills by performing exercises that include Getting Started with Excel, Working with Functions, Formulas, and Charts.

The student will continue to develop their knowledge, skill set, and confidence in using Excel through the next group of exercises and proficiency skill demonstrations that includes Advanced Printing, Formatting, and Editing, Advanced Chart Techniques, Working with Lookup Functions, Pivot Charts, and Pivot Tables, Internet and Integration with Excel.

Internet 20 Hours

During this module, students develop the knowledge, understanding, and skills set needed to navigate the World Wide Web; to research specific information and data; customize search and download files. Students will explore the Internet and World Wide Web's resources; develop and use of the framework for assessing the appropriate use of the various resources available on the Internet and World Wide Web.

NT120 – Networking Technology

PC Mechanical & Electronic Components 20 Hours

During this module, student will become familiarized with the functions and schematic symbols used for typical mechanical, electromechanical, and electronic components found in the PC and its peripherals (such as printers, modems, and drives). They will also learn about current component packaging and marking conventions, along with the popular connector approaches.

PC Hardware Concepts and Fundamentals 20 Hours

This module provides the student with knowledge of the major parts of a microcomputer system such as microprocessor, keyboard, monitor, hard disk drive, floppy disk drive, CD-ROM, printer, mouse, joystick, speakers, and telephone modem. They will learn the relationship of each peripheral device to the microcomputer.

Operating Systems 20 Hours

This laboratory-based module will cover disk operating system functions and features, file and directories management, backup procedures, system configuration and optimization, startup command programs, and hardware/software upgrade procedures.

NT121 - Networking Technology

Operating Systems 60 Hours

This laboratory-based module will cover disk operating system functions and features, file and directories management, backup procedures, system configuration and optimization, startup command programs, and hardware/software upgrade procedures.

NT122 - Networking Technology

Operating Systems 20 Hours

This laboratory-based module will cover disk operating system functions and features, file and directories management, backup procedures, system configuration and optimization, startup command programs, and hardware/software upgrade procedures.

Hard Disk Management 40 Hours

This module introduces the student to the fundamentals of hard drive setup and maintenance. Areas of study will include hardware installation, system installations, system software installation, data compression, hard drive backup and restore, and defragmentation.

NT123 - Networking Technology

Hard Disk Management 40 Hours

This module continues to focus the student's learning experience with the fundamentals of hard drive setup and maintenance. Areas of study will include hardware installation, system installations, system software installation, data compression, hard drive backup and restore, and defragmentation.

Personal Computer Diagnostic and Repair 20 Hours

During this module, students will explore both hardware and software diagnostics ensuring a well-educated approach to troubleshooting. They will be able to run diagnostic software to identify hardware problems; diagnose motherboards, disk drives, CD-ROMs, monitors. Upon successful completion of this course of study, students will be able to repair defective components of computer hardware; replace and upgrade processors, motherboard, disk drives; add memory chips.

NT124 - Networking Technology

PC Diagnostic & Repair 60 Hours

During this module, student will be introduced to the fundamentals of hard drive setup and maintenance. Areas of study will include hardware installation, system installations, system software installation, data compression, hard drive backup and restore, and defragmentation.

NT125 - Networking Technology

PC Diagnostic & Repair 60 Hours

During this module, students will continue to focus on developing the fundamentals of hard drive setup and maintenance. Areas of study will include hardware installation, system installations, system software installation, data compression, hard drive backup and restore, and defragmentation.

NT126 - Networking Technology

Personal Computer Diagnostic and Repair 20 Hours

During this module, the student will develop the knowledge and skill-sets surrounding the fundamentals of hard drive setup and maintenance. Areas of study will include hardware installation, system installations, system software installation, data compression, hard drive backup and restore, and defragmentation.

Networking 40 Hours

During this module, students are introduced to concepts of networking in local area network (LAN) environments. Topics include network protocols, configuration, design, installation, administration, management, security, and connectivity among networks. Laboratory experiences will provide hands-on opportunities to work with network operating systems.

NT127 - Networking Technology

Networking 120 Hours

During this module, students will continue to enhance their knowledge and skill-sets in relationship to concepts of networking in local area network (LAN) environments. Students will continue to learn about networking protocols, configuration, design, installation, administration, management, security, and connectivity among networks. Laboratory experiences will provide hands-on opportunities to work with network operating systems.

NT128 - Networking Technology

Networking 40 Hours

During this module, students are expected to polish their skills for networking in local area network (LAN) environments. Students will continue to apply their training skills with various networking protocols, configuration, design, installation, administration, management, security, and connectivity among networks. Laboratory experiences will provide hands-on opportunities to work with network operating systems.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

COMPUTER REPAIR / NETWORKING PROGRAM

PROGRAM DESCRIPTION

The program is designed to provide students with knowledge of disk operating system functions and features, file and directories management, backup procedures, system configuration and optimization, startup command programs, and hardware/software installation. The program also provides students with the background necessary to understand the local area networking information on workstations and networking and provides a hands-on study of the Internet and World Wide Web.

PROGRAM OBJECTIVES

This program is designed to prepare students to become skilled entry-level computer repair specialist. Students are trained to evaluate, select, install, configure, troubleshoot, and utilize microcomputer. Student will learn, through actual hands on projects, how to setup a new computer system in a professional location. System verification and certification will be explored through the use of diagnostic software, along with preventative service maintenance. Students will learn the entire inner-workings of a microprocessor based computer system. They will have knowledge in the installation, operation, maintenance and repair of computers in the market today. Students will explore both hardware and software diagnostics insuring a well educated approach to troubleshooting. They also will be able to identify the components of a LAN, recognize the primary network architectures and functions of network operating systems, and support the major networking components. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

Graduates of this program will be qualified for entry-level employment as Network Control Operator, Technical Support Specialist, Microcomputer Support Specialist, User Support Analyst, and other career related Computer Repair/ Networking job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #031.262-014, 033.162-018, 039.263-010, 032.262-010, and other Networking Technology career field related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 24 weeks, 480 clock hours, 16.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 24 weeks, 480 clock hours, 16.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CRN110 - Computer Repair / Networking	60	2.00
Introduction to Computers *Microsoft Office* *Internet*		
CRN120 – Computer Repair / Networking	60	2.00
Personal Computer Mechanical and Electronic Components *PC Hardware Concepts and Fundamentals* *Operating Systems*		
CRN121 - Computer Repair / Networking	60	2.00
Operating Systems		
CRN122 - Computer Repair / Networking	60	2.00
Operating Systems *Hard Disk Management*		
CRN123 - Computer Repair / Networking	60	2.00
Hard Disk Management *Personal Computer Diagnostic and Repair*		
CRN124 - Computer Repair / Networking	60	2.00
Personal Computer Diagnostic and Repair		

CRN125 - Computer Repair / Networking	60	2.00
Personal Computer Diagnostic and Repair *Networking*		
CRN126 - Computer Repair / Networking	60	2.00
Networking *Employment Preparation*		
TOTALS:	480	16.0

MODULE DESCRIPTIONS

CRN110 - Computer Repair / Networking

Introduction to Computers 20 Hours

This module is an introduction to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, database, and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Microsoft Office 20 Hours

During this module, the student will begin developing their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

Internet 20 Hours

During this module, students develop the knowledge, understanding, and skills set needed to navigate the World Wide Web; to research specific information and data; customize search and download files. Students will explore the Internet and World Wide Web's resources; develop and use of the framework for assessing the appropriate use of the various resources available on the Internet and World Wide Web.

CRN 120 – Computer Repair / Networking

PC Mechanical & Electronic Components 20 Hours

During this module, student will become familiarized with the functions and schematic symbols used for typical mechanical, electromechanical, and electronic components found in the PC and its peripherals (such as printers, modems, and drives). They will also learn about current component packaging and marking conventions, along with the popular connector approaches.

PC Hardware Concepts and Fundamentals 20 Hours

This module provides the student with knowledge of the major parts of a microcomputer system such as microprocessor, keyboard, monitor, hard disk drive, floppy disk drive, CD-ROM, printer, mouse, joystick, speakers, and telephone modem. They will learn the relationship of each peripheral device to the microcomputer.

Operating Systems 20 Hours

This laboratory-based module will cover disk operating system functions and features, file and directories management, backup procedures, system configuration and optimization, startup command programs, and hardware/software upgrade procedures.

CRN 121 - Computer Repair / Networking

Operating Systems 60 Hours

This laboratory-based module will cover disk operating system functions and features, file and directories management, backup procedures, system configuration and optimization, startup command programs, and hardware/software upgrade procedures.

CRN 122 - Computer Repair / Networking

Operating Systems 20 Hours

This laboratory-based module will continue to enhance the student's knowledge and skills involving disk operating system functions and features, file and directories management, backup procedures, system configuration and optimization, startup command programs, and hardware/software upgrade procedures.

Hard Disk Management 40 Hours

These modules introduce the student to the fundamentals of hard drive setup and maintenance. Areas of study will include hardware installation, system installations, system software installation, data compression, hard drive backup and restore, and defragmentation.

CRN 123 - Computer Repair / Networking

Hard Disk Management 40 Hours

This module continues to focus the student's learning experience with the fundamentals of hard drive setup and maintenance. Areas of study will include hardware installation, system installations, system software installation, data compression, hard drive backup and restore, and defragmentation.

Personal Computer Diagnostic and Repair 20 Hours

During this module, students will explore both hardware and software diagnostics ensuring a well-educated approach to troubleshooting. They will be able to run diagnostic software to identify hardware problems; diagnose motherboards, disk drives, CD-ROMs, monitors. Upon successful completion of this course of study, students will be able to repair defective components of computer hardware; replace and upgrade processors, motherboard, disk drives; add memory chips.

CRN 124 - Computer Repair / Networking

PC Diagnostic & Repair 60 Hours

During this module, student will be introduced to the fundamentals of hard drive setup and maintenance. Areas of study will include hardware installation, system installations, system software installation, data compression, hard drive backup and restore, and defragmentation.

CRN 125 - Computer Repair / Networking

Personal Computer Diagnostic and Repair 20 Hours

During this module, students will explore both hardware and software diagnostics ensuring a well-educated approach to troubleshooting. They will be able to run diagnostic software to identify hardware problems; diagnose motherboards, disk drives, CD-ROMs, monitors. Upon successful completion of this course of study, students will be able to repair defective components of computer hardware; replace and upgrade processors, motherboard, disk drives; add memory chips.

Networking 40 Hours

During this module, students are introduced to concepts of networking in local area network (LAN) environments. Topics include network protocols, configuration, design, installation, administration, management, security, and connectivity among networks. Laboratory experiences will provide hands-on opportunities to work with network operating systems.

CRN 126 - Computer Repair / Networking

Networking 40 Hours

During this module, students are expected to polish their skills for networking in local area network (LAN) environments. Students will continue to apply their training skills with various networking protocols, configuration, design, installation, administration, management, security, and connectivity among networks. Laboratory experiences will provide hands-on opportunities to work with network operating systems.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

DENTAL LABORATORY SPECIALIST PROGRAM

PROGRAM DESCRIPTION

The Dental Laboratory Specialist focuses its training on the basic and advanced techniques of applying fabrication in the areas of: complete dentures, partial dentures, bridges, and orthodontics. Students are also taught dental sciences such as occlusion and dental material. This 24 week, 480 clock hour program, combines classroom instruction in theory and laboratory practice, along with clinical skills development in a typical dental laboratory environment. Graduates of this program will be qualified for entry-level employment in private dental offices as well as private and commercial dental laboratories.

PROGRAM OBJECTIVES

The objective of the Dental Laboratory Specialist program is to prepare the student to fill prescriptions for a variety of dental appliances. Using the dentists' detailed written directions and molds of the patient's teeth or oral soft tissues, Dental Laboratory Specialists make: full dentures for patients who are missing all of their teeth, removable partial dentures or fixed bridges for those who are missing only one or a few teeth, crowns, which cover the tooth and are designed to restore its original size and shape, orthodontic appliances and splints used to help straighten and protect teeth. Students will develop a working knowledge in such areas as: professionalism, ethics and legal responsibilities, safety and the general dental laboratory environment, oral anatomy and terminology. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

OCCUPATIONAL OBJECTIVES

Graduates of this program will be qualified for entry-level positions in the dental field as Dental Laboratory Technicians/ Specialists, Dental Laboratory Technician Apprentices, Denture Finishers, and Denture Model Makers, and other career related Dental field related job titles. These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #712.381-018, 712.381-022, 712.381-050, 712.684-046, and other Dental field career related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 24 weeks, 480 clock hours, 16.0 Semester Credit Hours
Evenings:4 hours an evening, 5 evenings a week, 24 weeks, 480 clock hours, 16.0 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
DLS120 – Dental Laboratory Specialist	60	2.00
Intro to the Dental Laboratory *Dental Law and Ethics*		
DLS121 – Dental Laboratory Specialist	60	2.00
Oral Anatomy/Morphology and Dental Terminology *Orthodontic/Pedodontic Principles and Techniques*		
DLS122 – Dental Laboratory Specialist	120	4.00
Dental Materials *Complete Denture Principles and Techniques*		
DLS123 – Dental Laboratory Specialist	120	4.00
Fixed Restorative Techniques *Crown and Bridge Principles and Techniques*		
DLS124 – Dental Laboratory Specialist	60	2.00
Removable Partial Denture Principles and Techniques		
DLS125 – Dental Laboratory Specialist	60	2.00
Employment Preparation *Removable Partial Denture Principles and Techniques*		
TOTALS:	480	16.0

DLS120 – Dental Laboratory Specialist

Intro to the Dental Laboratory 40 Hours

During this module, students will learn about the development of the modern dental laboratory. Emphasis will be placed on the routine operation of the dental laboratory, its equipment, safety procedures and daily business operations and will cover a variety of topics necessary to the understanding and comprehension of the relationships between the dental profession and dental laboratory industry. Topics include history of dental care, subsequent education; recognized programs; the work environment and the dental health team concept are presented.

Dental Law and Ethics 20 Hours

During this module, the student will develop a greater knowledge and understanding of the relative impact of historical and current laws involved in the dental healthcare system. Students will gain insight into the Nature of Rights and Consent to Treatments laws applied in the dental practice and laboratory environments; ethical issues and policies applied in the dental laboratory environment; and the ethical relationships between the dental profession and the dental laboratory industry.

DLS121 – Dental Laboratory Specialist

Oral Anatomy/Morphology and Dental Terminology 40 Hours

This module is an introduction to tooth anatomy, morphology and related terminology, including anatomy of the head and neck emphasizing structures and functions related to the oral cavity. The course will include an overview of the fundamentals of anatomical and physiological structure affiliated with cranial, facial, and intraoral anatomy in relation to construction of fixed and removable prosthetic devices and dentition. Students will learn tooth relationship, form, occlusion and to develop manual dexterity. The student will develop a dental vocabulary including areas such as pronunciation, plurals, spelling, origin and construction.

Orthodontic/Pedodontic Principles and Techniques 20 Hours

This module is designed to enable the student to acquire the knowledge necessary to perform the varied laboratory procedures in the fabrication of orthodontic/pedodontic appliances such as: space maintainers, habit-breaking appliances, and appliances for minor tooth movement. This course includes appliance design, the properties and safe handling of the materials utilized in orthodontic appliance construction, soldering materials and techniques with emphasis on design and wire contouring of various types of arch wires, clasps and springs, the types of tooth movement, categories of malocclusion, and the terminology used in this branch of dentistry.

DLS122 – Dental Laboratory Specialist

Dental Materials 40 Hours

This module describes the uses, characteristics, properties, manipulation, reactions and technique variables that effect the desired properties of commonly used dental materials like non-metallics including: gypsum, waxes, resins, impression materials, polishing compounds and metallics including: gold and chromium-cobalt alloys.

Complete Denture Principles and Techniques 80 Hours

This module introduces the student to the general principles and procedures involved in the construction of complete dentures. Topics include: edentulous anatomy, articulators, jaw relations, tooth selection, and denture occlusion. There is also an introduction to complete dentures laboratory techniques. Emphasis will be placed on the basic requirements in the fabrication of edentulous maxillary and mandibular casts, including construction of custom impression trays, base plates, wax rims, use of the articulator, setting artificial teeth, and waxing of complete dentures. Students will: perform procedures to repair individual teeth and denture bases utilizing cold cure techniques, realign and rebase ill-fitting complete dentures and fabricate a surgical splint for immediate dentures.

DLS123 – Dental Laboratory Specialist

Fixed Restorative Techniques 40 Hours

This module is an introduction to the design and fabrication of fixed appliances, such as full crowns, inlays, and onlays. The course will include appliance design requirements, the properties and safe use of the materials utilized in fixed appliance construction, methods of wax pattern fabrication, flame casting, soldering procedures and materials, and the terminology used in this branch of dentistry.

Crown and Bridge Principles and Techniques 80 Hours

This module covers various procedures for model development, waxing, casting, finishing and polishing crowns and bridges. Theory and fundamental applied techniques for inlay and crown construction; model and die fabrication, articulation, wax up, direct spruing and investing, of single inlays, crowns and onlays are discussed. Students will learn: the application of procedural steps in the lost wax process, casting and finishing both single and multi-unit restorations, principles of bridge design, study of bridge components, design and construction of the broken stress bridge and post crown restoration.

DLS124 – Dental Laboratory Specialist

Removable Partial Denture Principles and Techniques 60 Hours

During this module, students will learn about the broad aspect of removable partial dentures from identification of parts of frameworks and completed dentures to classifications, concepts of survey and design, duplication, waxing, casting, finishing and polishing using chrome cobalt alloys. In addition, tooth arrangement, processing and other considerations are covered. The laboratory aspect will reflect the practical application of the information and techniques for fabricating master casts; surveying, designing, and fabricating refractory casts; waxing, spruing, casting, finishing and polishing; setting of denture teeth; and processing of partial denture frameworks.

DLS125 – Dental Laboratory Specialist

Removable Prosthodontic Principles and Techniques 40 Hours

During this module, student will learn about the different types of removable prosthodontic appliances, complete denture to partial denture, plastic vs. porcelain teeth, overdentures, and repairs.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

ADDICTION TREATMENT COUNSELING PROGRAM

PROGRAM DESCRIPTION

The Addiction Treatment Counseling program provides each student with the education and clinical skills required for entry-level employment in Alcohol and Drug Counseling. This 560 clock hours, 24 week, 16.89 Semester Credit Hour program exceeds the standards of training, established by the California Certification Board of Alcohol & Drug Counselors (CCBADC) for course work and supervised practicum, in order to register as a Counselor in the State of California. The program also places a high degree of importance in learning and understanding upon the Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice (TAP 21).

PROGRAM OBJECTIVES

The primary objective of the Addiction Counseling Program focuses upon developing in the student the didactic or educational tools and the technical skills acquired during supervised field work practicum, as established for educational programs by the California Certification Board of Chemical Dependency Counselors (CCBCDC), Commission on Alcohol and Drug Counselor Education Programs (CADCEP), the California Certification Board of Alcohol and Drug Counselors (CCBADC), and a number of the certifying organizations in the State of California.

OCCUPATIONAL OBJECTIVES

Graduates of the Addiction Treatment Counseling Program, having therefore met the educational and practicum requirements established by CCBCDC, CADCEP, CCBADC, are then eligible for Registration and entry-level employment as a Certified Alcohol & Drug Counselor Associate (formerly Registered Alcohol and Drug Intern) at various DUI Diversion programs, hospitals, private practice, clinics, HMOs, probation and parole, penal institutions, detoxification programs, and other substance abuse counseling facilities.

Dictionary of Occupational Titles, U.S. Department of Labor, D.O.T. code #045.107-058

CLASSES AND FIELD EXPERIENCES (EXTERNSHIP) ARE CONDUCTED:

Days:	4 hours a day, 5 days a week, 24 weeks, 560 clock hours, 16.5 Semester Credit Hours
Evenings:	4 hours an evening, 5 evenings a week, 24 weeks, 560 clock hours, 16.5 Semester Credit Hours
EXTERNSHIP:	8 hours a day, 5 days a week, 4 weeks

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
ATC120 - Addiction Treatment Counseling	60	2.00
Alcohol and Drug Introduction and Overview		
ATC121 - Addiction Treatment Counseling	60	2.00
Law & Ethics, Prevention, Education, Outreach, Referral		
ATC122 - Addiction Treatment Counseling	60	2.00
Personal and Professional Growth		
ATC123 - Addiction Treatment Counseling	60	2.00
Case Management		
ATC124 - Addiction Treatment Counseling	60	2.00
Individual, Group & Family Counseling		
ATC125 - Addiction Treatment Counseling	60	2.00
Psychoactive Drugs *Pharmacology*		
ATC126 - Addiction Treatment Counseling	200	4.50
Intro to Computers *Employment Preparation* *Field Work Experience (Externship)*		
TOTALS:	560	16.5

MODULE DESCRIPTIONS

ATC120 - Addiction Treatment Counseling

Alcohol and Drug Introduction and Overview 60 Hours

This module examines the history of alcohol and other mood-changing drugs in the United States, the myths and stereotypes of alcohol use, the sociocultural factors that contribute to the use of drugs, and the patterns and progressions of alcoholism.

ATC121 - Addiction Treatment Counseling

Law & Ethics, Prevention, Education, Outreach, Referral 60 Hours

This module examines current legal and liability issues that include employment problems, patient's rights, professional liability, legal and regulatory restrictions, potential hazards resulting from non-compliance in professional ethics and responsibilities, community prevention and education, outreach, communication theories and screening techniques, intervention and referral, crisis intervention, and crisis counseling techniques and theories.

ATC122 - Addiction Treatment Counseling

Personal and Professional Growth 60 Hours

This module examines counselor burnout, signs and symptoms, recognizing personal strengths and limitations using that knowledge to promote personal and professional growth. This module also examines the recovering counselor, realizing the job will not keep you sober. This module also examines ethical and professional standards as the relationship of consultation to counselor support and performance. This module will also cover the voluntary certification and credentialing requirements of various private organizations such as the California Certification Board of Alcohol and Drug Counselors (CCBADC), and the International Certification Reciprocity Consortium (ICRC).

ATC123 - Addiction Treatment Counseling

Case Management 60 Hours

This module examines assessment, orientation, treatment planning and relapse prevention (aftercare planning). Students will learn administrative requirements for admission, interpersonal dynamics and their potential influence on client behavior. Information needed to complete the intake interview. Students learn the general nature and goals of the treatment program. Students learn about rules that govern client conduct and infractions that can lead to disciplinary action or discharge from the program. Students learn the components of a recovery plan that include problem-solving models and processes. Students learn how to chart the results of the assessment and treatment plan. Students will also be exposed to the role of an aftercare program in the treatment process, and the AA's Twelve Steps and traditions to the recovery process.

ATC124 - Addiction Treatment Counseling

Individual, Group & Family Counseling 60 Hours

This module examines the objectives to counseling to include exploration of a problem and its ramifications, examination of attitude and feelings, and various therapeutic approaches. Theories of family co-dependency are also covered with techniques for motivation for family involvement in the treatment process. Group counseling will also be examined to include the purpose and function of different types of counseling groups, along wit models of group counseling intervention.

ATC125 - Addiction Treatment Counseling

Psychoactive Drugs 40 Hours

This module examines the effects of alcohol and similar legal psychoactive drugs to the body and in behavior, tolerance, cross-tolerance, and the synergistic effects of psychoactive drugs. The module also addresses the differences between male versus female uses of psychoactive drugs. Finally, this module addresses the Disease of Alcoholism, including signs and symptoms, THIO research, endocrine research, AMA definition, and Jellinik's "The Disease Concept of Alcoholism".

Pharmacology 20 Hours

This module examines chemical dependency and/or addiction. The pharmacology of alcohol and other psychoactive drugs and their interaction, addiction and cross-addiction, dependency/addiction stages and patterns, and diagnostic laboratory results are discussed. Pharmacological and Physiological treatment and recovery strategies which include Methadone maintenance, chemo-therapy, individual counseling, group counseling, didactic education groups, stress management, self-help groups, and on-going health care is discussed.

ATC126 - Addiction Treatment Counseling

Intro to Computers 20 Hours

This course is an introduction to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, database, and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

Field Work Experience (Externship) 160 Hours

During this module, the student will be required to complete assigned field experience under the supervision of a qualified clinical supervisor where the student will be called upon to demonstrate in providing counseling. Focus will be placed on completing the requirements of the "Five Domains": Assessment, Counseling, Case Management, Client, Family and Community Education, and Professional Responsibility. The format for this training is commonly completed on a one-to-one and/or small group.

PHARMACY TECHNICIAN PROGRAM

PROGRAM DESCRIPTION

The Pharmacy Technician program provides each student with the educational knowledge, laboratory skills and field experiences required for entry-level employment as a Registered Pharmacy Technician. This 770 clock hours, 36 week, 24.00 Semester Credit Hour program exceeds the standards of the California State Board of Pharmacy for Pharmacy Technician Registration. The program focuses on students developing a familiarization of drugs, their applications, and an ability to assist the Pharmacist in prescription preparation and administration. This program provides the training for which a Registered Pharmacy Technician will ultimately, in a work environment and under the direct supervision and control of a Pharmacist, perform packaging, manipulative, repetitive, or other non-discretionary tasks related to the processing of a prescription in a licensed pharmacy, excluding all functions restricted to a Registered Pharmacist.

PROGRAM OBJECTIVES

The primary objective of the Pharmacy Technician Program focuses upon developing in the student the didactic or educational tools and laboratory skills required of them as Registered Pharmacy Technicians under the supervision of the attending Licensed Pharmacist. Students will develop knowledge and skills in such areas as entering prescription data into a computer, using the Pharmacy computer to generate prescription labels and update patient profiles, dispensing the correct drug to the correct patient at the correct time, managing and/or maintaining adequate pharmaceutical inventory, interacting with the public and other Health Professionals, etc.

OCCUPATIONAL OBJECTIVES

Graduates of the Pharmacy Technician Program, having therefore met the requirements of instruction as specified in Section 1793.6 (c) of Title 16 of the California Code of Regulations, and having submitted an Application for Registration along with the required Affidavit of Completed Coursework or Graduation, and the required F.B.I. and Department of Justice "Live Scan Service", to and approved by the California State Board of Pharmacy for Registration as a Pharmacy Technician, are then eligible for entry-level employment as a Registered Pharmacy Technician in any community, institutional, or other Pharmacy in the State of California.

This educational program is designed to lead to positions in a profession, occupation, trade, or career field that requires registration/licensure in the State of California, overseen by the California State Board of Pharmacy. Students interested in this educational program are strongly encouraged to contact the Board of Pharmacy for eligibility requirements for registration as a Pharmacy Technician at 1625 N. Market Boulevard, Suite N219, Sacramento, CA 95834, (916) 574-7900, www.pharmacy.ca.gov.

Dictionary of Occupational Titles, U.S. Department of Labor, D.O.T. Code: #074.382-010

High School Diploma, G.E.D. or equivalent required prior to enrollment. Due to licensing requirements, any previous misdemeanor convictions or periods on parole will diminish or prohibit opportunities for employment in this field. Further, any previous felony convictions will most probably prohibit employment in this field.

CLASSES AND FIELD EXPERIENCES (EXTERNSHIP) ARE CONDUCTED:

Days:	4 hours a day, 5 days a week, 36 weeks, 770 clock hours, 24.0 Semester Credit Hours
Evenings:	4 hours an evening, 5 evenings a week, 36 weeks, 770 clock hours, 24.0 Semester Credit Hours
EXTERNSHIP:	6 hours a day, 5 days a week, 5 weeks

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
RXT110 - Pharmacy Technician	60	2.00
Introduction to Computers *Microsoft Office* Basic Pharmaceuticals		
RXT120 – Pharmacy Technician	60	2.00
Pharmacy and Healthcare for the Pharmacy Technician *Pharmacy Law and Ethics* *Drug Regulations and Control*		
RXT121 - Pharmacy Technician	60	2.00
Drug Information *Pharmaceutical Terminology*		
RXT122 - Pharmacy Technician	60	2.00
Prescriptions Community, Institutional, and other Pharmacies *Inventory Management and Financial Issues*		

RXT123 - Pharmacy Technician	60	2.00
Routes and Formulations *Neuro-sensory / Endocrine / Reproduction*		
RXT124 - Pharmacy Technician	60	2.00
Numbers, Measurements, Equations, and Variables *Ratios, Proportions, Percents, & Solutions* *Dilution and Concentrations*		
RXT125 - Pharmacy Technician	60	2.00
Gastrointestinal / Nutrition / Cardio-Vascular *Children's Doses*		
RXT126 - Pharmacy Technician	60	2.00
Parenterals *Infectious Disease / Renal*		
RXT127 - Pharmacy Technician	60	2.00
Factors Affecting Drug Activities *Respiratory / Psychiatry / Musculoskeletal*		
RXT128 - Pharmacy Technician	60	2.00
Compounding *Special Populations / Hematology / Oncology*		
RXT129 – Pharmacy Technician	170	4.00
Employment Preparation *Pharmacy Experience (Externship)*		
TOTALS:	**770**	**24.0**

MODULE DESCRIPTIONS

RXT110 - Pharmacy Technician

Intro to Computers 20 Hours

This module is designed as an introduction for the student to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are: Start-up and operate a PC confidently; distinguish between hardware/software and format with floppy disks. The student will learn the ease of using the windows interface under which most popular computer applications operate. The student will learn how to: Start-up and shut down, navigate the desktop, use program manager; customize windows and using windows accessories.

Microsoft Office 20 Hours

During these two modules, the student will begin developing their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

Basic Pharmaceuticals 20 Hours

During this module, the student will learn the importance of chemistry to their future careers as pharmacy technicians. To this end, they will learn the basic ions necessary for proper electrolyte balance and what each one contributes to the body. Students will review atoms, molecules, protons, electrons, and neutrons. They will be able to differentiate between ionic and covalent bonds. Students also will learn which amino acids are necessary for a balanced diet, and the difference between acids and bases. They also will obtain specific knowledge about temperature scales and pH. The students will learn how chemistry affects the practice of pharmacy technicians. They will learn that chemistry plays an important role in the action and reaction of drugs.

RXT120 – Pharmacy Technician

Pharmacy & Healthcare for the Pharmacy Technician 20 Hours

During this module, the student will develop the knowledge and understanding of basic history and development of the use of medicines; the role of natural drugs; the role of scientific discovery; the major developments in modern pharmaceutics; the basic environments of pharmacy practice; the importance of computers in the pharmacy; basic roles of the technicians; the basic supervisory role of the pharmacist; personal standards; required training and competency issues; the certification process; the importance and role of regulations; the drug development and approval process; prescription label and labeling requirements; controlled substance schedules and requirements for handling controlled substances; drug recall process; and understanding liability issues.

Pharmacy Law and Ethics 20 Hours

During this module, the student will have the opportunity to learn the key terms and to trace the history of federal laws affecting pharmacies. The student will explore FDA, DEA, and HIPAA regulations and procedures that affect pharmacy technicians' work. The student will be introduced to the classification of controlled substances and record keeping, ordering, and storage processes for this class of drugs. The student will learn who can prescribe medication and medical devices, and how to tell if a prescriber's DEA number is valid. In addition to learning federal regulations, students will research their state's laws and learn to determine which law prevails. Beyond the letter of the law, the student will learn to compare and contrast technicians' tasks with pharmacists' responsibilities, and they will be exposed to the interplay between morals, ethics, and liabilities in the pharmacy.

Drug Regulations and Control 20 Hours

During this module, the student will be introduced to the qualifications, skills, and nonjudgmental duties required of pharmacy technicians in various job settings. They will also have the opportunity to learn about pharmacy technician certification. In addition to learning about the traditional settings for technicians, students will explore industry trends, such as e-pharmacies, and ways in which technicians can combine their knowledge of pharmacy with other skills and move into other positions. The student will also learn about Drug Use Control and how it is applied to pharmacy: these are the steps necessary to move a drug from purchase to patient

RXT121 - Pharmacy Technician

Drug Information 40 Hours

During this module, the student will have the opportunity to learn key terms and information on over-the-counter (OTC) medications as well as skin care products. The student will learn how the FDA determines whether a drug is suitable for OTC use. The student will learn the most common OTC medicines, their uses, and important patient information such as side effects and drug interactions. The student will learn basics of skin anatomy and become familiar with the most common skin conditions (especially acne and psoriasis) and their treatments. The student also will learn the SPF system for rating sunscreen and how this information can be used by the consumer to select an appropriate product. The student is introduced to the functions and structures of the eyes and ears. Students will learn about various conditions that affect the visual and auditory systems, and they will be introduced to the agents used to treat these conditions. Several conditions, such as glaucoma, conjunctivitis, and perforated eardrums, will be explored in greater depth. In addition, students will learn to explain the drug action of the medications used for conditions of the eyes and ears.

Pharmaceutical Terminology 20 Hours

During this module, the student will have the opportunity to master the key terms and will be able to appropriately reference drugs and other information. The student will learn about the information contained in specific pharmacy reference books and how often this information is updated. The role of journals, news magazines, and professional organizations in the continuing education of pharmacy technicians is explored. The student also will learn about the Internet as a valuable reference tool. The students will be introduced to the primary responsibilities of a pharmacy technician. The student will learn the basics of registration and certification, and they will become more familiar with current federal pharmacy laws. The student will also have the opportunity to learn which competencies successful pharmacy technicians use to reduce medication and workplace errors. In particular, the student will learn the importance of good communication skills, and will learn situational applications, such as dealing with a terminally ill patient. The student will also become familiar with the requirements for maintaining patient confidentiality. The student will learn to recognize and use the medical and pharmacy terminology to read/write prescriptions.

RXT122 - Pharmacy Technician

Prescriptions 20 Hours

During this module, the student will begin learning the processes for accurately filling prescriptions in outpatient and inpatient facilities. The student will focus on the steps taken to fill prescriptions in each of these settings, with particular attention paid to the checks needed to minimize errors. The student will become familiar with the types of information present on prescription labels. The student will be introduced to the rights of patients and will learn when a pharmacist consultation must be offered. The student will become familiar with types of automated equipment, such as computer dispensing systems. The student will learn what extra steps are needed to fill prescriptions for controlled substances, and how hard copies of prescriptions are labeled and filed.

Community, Institutional, & other Pharmacies 20 Hours

During this module, the student will learn some of the key terms encountered in a hospital pharmacy. The student will become familiar with different hospital units, the stock they require, and the different functions they serve. The chapter defines the most common tasks performed by hospital pharmacy technicians and reveals the pertinent information required for processing patient orders.

Inventory Management and Financial Issues 20 Hours

During this module, the student will learn the purpose of a formulary and how formulary drugs, both generic and trade, affect costs to patients, pharmacies, and insurance companies. The student will be introduced to the primary types of insurance company and how each manages drug coverage. To familiarize the student with the Medicare prescription drug benefit (new in 2006), several class activities and a homework assignment feature articles and government updates about the policy that affects 40 million Americans. The student also will learn methods of ordering to keep stock levels constant and the types of automated dispensing systems in use.

RXT123 - Pharmacy Technician

Routes and Formulations 20 Hours

During this module, the student will develop specific skills and the knowledge and understanding of routes; formulations; issues associated with each route and formulation; issues affecting intravenous administration; IV equipment; aseptic techniques; working with a laminar flow hood or biological safety hood; preparing admixtures; safety issues; total parenteral nutrition; uses of compounding; importance of accuracy and stability of compounded products; compounding equipment; measuring liquids and solids accurately; compounding techniques; issues affecting different compounds; and preparing compounds.

Neuro-sensory / Endocrine / Reproduction 40 Hours

During this module, the student will explore the main functions of the nervous system as a whole and the functions of the various divisions of the nervous system. The student will identify the main parts of a neuron and learn how they function in transmitting signals. The student will become familiar with the main neurotransmitters of the nervous system and the types of drugs that affect the system in different ways. Methods of action, normal dosing, and auxiliary labels for these drugs are discussed. In addition, the student will learn of various conditions affecting the nervous system and their treatments. The student will be introduced to the endocrine system and its role in regulating key processes throughout the human body. The student will learn the names of the glands that make up the endocrine system and the functions of each one. The student will become familiar with the most common endocrine system diseases as well as the drugs and surgical procedures that are used to treat them. In addition, the student will learn about the side effects these drugs may cause. The student will review the basics of male and female reproductive anatomy. The student will learn the most important male and female hormones and their roles during normal development. The student will become familiar with diseases and conditions of the male reproductive system and the appropriate treatments for each one. The student will also learn the uses of female hormones for hormone replacement therapy, oral contraception, and abortifacients.

RXT124 - Pharmacy Technician

Numbers, Measurements, Equations, Variables 20 Hours

During this module, the student will review the basic math skills need for a pharmacy technician. The student will add, subtract, multiply and divide whole numbers, reduce fractions to lowest terms and add subtract, multiply divide mixed numbers. The student will also convert fractions to decimal fractions and express numbers in ratio and proportion and solve for unknowns. The student will also have the opportunity to learn the key terms and will learn to perform conversions among the four most commonly used systems of measurement. The student will learn several methods for calculating dosages of medicines, as well as how to dilute and combine medicines to achieve the desired dosage. The student will also learn specific requirements for pediatric dosing and for preparation of IV medications. The student will also learn how to covert Arabic numbers into Roman numerals and vice versa, and how to use international time.

Ratios, Proportions, Percents, & Solutions 20 Hours

During this module, the student will learn how to calculate medications that are in units, milliequivalent, and Percents of Concentrations. The student will calculate doses of antibiotic, insulin doses and anticoagulant doses measured in units. The student will also interpret dosages of medications when they are expressed as a percent and interpret dosage of solutions expressed in ratio strength. The student will also learn how to dilute stock medications and interpret solution labels. The student will learn to dilute stock medications to the necessary strength using strengths expressed percent, fractions, and ratios. The student will also calculate the amount of active ingredients in a substance.

Dilution and Concentrations 20 Hours

During this module, the student will learn how to interpret orders for amounts of medications in intravenous (IV) fluids. The student will learn how to calculate dosage of solutes in IV administration including those expressed as percentage. The student will learn also how to calculate the IV flow rates in drops per minute (drips/min) and calculate IV infusion time.

RXT125 - Pharmacy Technician

Gastrointestinal / Nutrition / Cardio-Vascular 40 Hours

During this module, the student will learn the major organs of the digestive system, including auxiliary organs such as the pancreas and gallbladder, as well as the functions of each. The student will learn the most common conditions affecting the digestive system, particularly the stomach and intestines. The student will become familiar with the causes and treatments of peptic ulcers, GERD, and hyperacidity. The student will learn the characteristics of several drug classes used to treat constipation, as well as the most common treatments for other intestinal conditions such as diarrhea and flatulence. The student will be able to explain the functions of vitamins and minerals. The student will be able to list the most commonly used minerals by name and symbol, and the essential trace elements, along with their importance. The differences between water-soluble and fat-soluble vitamins and their recommended daily allowances will be discussed. The students will understand the adverse effects of overusing vitamins and minerals and the conditions caused by a deficiency of some vitamins. Additionally, food sources of the common elements will be explored. The student will learn the structures and functions of the cardiovascular system. The student will become familiar with the major diseases affecting the heart and the treatments for each of these. The student also will learn the definitions and causes of hyperlipidemia and hypertension, and how these conditions can contribute to heart disease. The student will describe the modes of action for the major classes of diuretics and anticoagulants and be able to list detailed information for the most commonly prescribed drugs.

Children's Doses 20 Hours

During this module, the student will learn how to calculate doses of medications for children and adults using body weight. The student will learn to use Clark' rule and Young's rule to calculate children dosages along with Fried's rule to calculate infant dosages; the student will also calculate doses of mediations for special populations based on body surface area as well.

RXT126 - Pharmacy Technician

Parenterals 20 Hours

During this module, the student will learn the types and sizes of syringes, needles, and containers used in the preparation of parenteral medications. The student will understand proper aseptic technique as it applies to working with these items in both horizontal and vertical flow hoods and the care of the flow hoods. The student also will learn of the types of stock and medications used in an IV room, as well as special considerations needed for some medications. Additionally, the student will gain an understanding of total and peripheral parenteral nutrition.

Infectious Disease / Renal 40 Hours

During this module, the student will explore antibiotics from several angles: their discovery and development, their bacteriostatic and bactericidal drug actions, gram-positive and gram-negative microbes, and the interplay between drug-resistant bacteria and new generations of antibiotics. The student will learn to describe several types of communicable diseases, common pathogenic microorganisms, and the ways in which they can be transmitted. In addition, the student will learn the classifications of anti-infective agents used for bacterial, fungal, parasitic, and viral infections, along with these agents' drug actions and side effects. The student will learn the major organs and functions of the urinary system. The student will become familiar with the parts of the nephron and the processes of secretion and reabsorption. The student will be introduced to the most common conditions affecting the urinary system and the drugs used to treat each of these. The student will learn the circumstances under which dialysis is needed, the dialysis methods currently in use, and the medications needed by patients undergoing dialysis. The student will also learn the details of medications used to treat edema.

RXT127 - Pharmacy Technician

Factors Affecting Drug Activities 20 Hours

During this module, the student will learn the definition of a drug. How drugs are substances that affects a biological system in useful way, to prevent, modify or cure disease, introduced into the body in various ways most common is swallowing or injecting, two major routes of administration is enteral and parenteral. The student will also about other methods of administration, drug interactions, Altered drug distribution and eliminations. The student will describe how Addition, Synergism, Antagonism of drugs affect the body and how associated factors affect drug actions. The student will learn how organisms are classified using taxonomic systems; in particular, the system of Whittaker will be highlighted. The students will become familiar with the characteristics of each of the five kingdoms of organisms and what diseases are caused by the members of each kingdom. The student will learn the differences between the cell walls of gram-positive and gram-negative bacteria as well as how to distinguish these two types using the Gram stain technique. The student will be introduced to viruses and how they are classified; in addition, the student will learn some of the drugs used to treat viral infections.

Respiratory / Psychiatry / Musculosketal 40 Hours

During this module, the student will be able to identify the components and functions of the respiratory system, as well as describe the act of respiration in terms of oxygen/carbon dioxide transfer. The student will learn to differentiate between emphysema, asthma, and bronchitis. The chapter also will introduce the student to the most common conditions that affect the lungs and the medications used to treat these conditions. The student will learn details about the drugs, including their generic and trade names, classification, indication, common side effects, and auxiliary labels for prescriptions of the drugs. The student will be introduced to the most common forms of mental illness and their treatments. The student will become familiar with the methods used to treat mental illness in the past, as well as with a number of nondrug therapies currently in use. The student will learn the types of mental health professionals and what conditions they normally treat. The student will become familiar with the major classes of drugs to treat mania and depression, as well as the side effects and cautions for each of those drug classes. The student will learn how insomnia is treated and what types of drugs are used for sedative and hypnotic purposes. In addition, in this first chapter of Section III (Classifications of Drugs), the student should begin creating sets of flashcards for each drug class introduced. The flashcards will be used in class activities to help memorization and promote understanding. The student will be introduced to the symptoms and causes of inflammation. The student will learn the characteristics of first- and second-generation NSAIDs as well as steroidal anti-inflammatory such as glucocorticoids. The student will become familiar with the conditions that are treated using NSAIDs and other anti-inflammatories. The student will learn the causes of asthma and allergies and how these are treated. The student also will learn the major side effects of the drugs most commonly prescribed for inflammation, asthma, and allergies.

RXT128 - Pharmacy Technician

Compounding 20 Hours

During this module, the student will learn to define key terms and procedures used in repackaging and compounding. The student will understand how to assign new expiration dates, how to use several kinds of balances, and how to properly document the compounding and repackaging process. The student will explore the reasons why pharmacies practice repackaging and compounding and will be introduced to the various risks, responsibilities, and benefits—both to pharmacies and pharmacists—of repackaging and compounding.

Special Populations / Hematology / Oncology 40 Hours

During this module, the student will be introduced to the history and uses of several types of complementary and alternative medicine (CAM). The student will explore the differences between Eastern and Western medical philosophies, and how certain alternative practices are gaining acceptance as complements to Western medicine. The student will consider why consumers are interested in CAM, as well as what is being done to test some of these practices. The student will become familiar with the most commonly used herbal remedies, their uses, potential interactions with other drugs and herbs, and possible side effects. The students will understand the importance of vaccines. They will be able to describe how vaccines are produced, and which ones are most common. Students will learn about the body's immune system, including how the body builds up immunity and the difference between active and passive immunity. Students will also learn the schedule for administering vaccines, why some vaccines require boosters, and under which circumstances adults should be vaccinated. Finally, students will learn about the various types of bacteria, viruses, and immunological malfunctions that can affect the body. The, students will be able to list the common types of cancer and the causes of cancer. They will know how cancer is diagnosed and how it spreads. Students also will become familiar with the various treatments for cancer, especially as they relate to pharmacology. In addition, students will learn how normal cells reproduce. They will understand the side effects of chemotherapy. A diagnosis of cancer used to be a death sentence, but students will learn how early diagnosis and advanced treatments are changing that by increasing cancer patients' chances of recovering and leading normal lives.

RXT129 - Pharmacy Technician

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

Pharmacy Experience (Externship) 150 Hours

During this five week module, the student will be required to complete assigned pharmacy experiences under the direct supervision and control of a pharmacist. During this Externship, the student shall gain experience performing such tasks as packing, manipulative, repetitive, or other non-discretionary tasks related to include the preparation and dispensing of medications and the maintenance of appropriate records in a licensed pharmacy, excluding all functions restricted to a registered pharmacist.

HOMELAND SECURITY & INVESTIGATION PROGRAM

PROGRAM DESCRIPTION

The Homeland Security and Investigation program provides each student with the educational knowledge and training skills required for entry-level employment in the emerging field of Homeland Security and Investigation. Homeland Security has evolved to not only include concerns regarding terrorism, but also natural and man-made disasters, and emergency management. This 720 clock hours, 36 week, 24.00 Semester Credit Hour program provides instruction on how to help secure our borders, airports, waterways and seaports. The program also provides instruction on how to respond to natural disasters and/or terrorist assaults, analyze intelligence, research, and to learn the latest security technology.

PROGRAM OBJECTIVES

The primary objective of the Homeland Security and Investigation program is to prepare its students for the growing field of safety, security and emergency management. This program prepares individuals for careers in Homeland Security, both in the public and private sectors through a broad-based understanding of the emerging discipline of Homeland Security. Students of this program shall develop the fundamental knowledge and skills necessary to protect people, information and locations from threats to their safety and security.

OCCUPATIONAL OBJECTIVES

The demand for employees with knowledge in security and emergency management fields is high and only increasing. Many Homeland Security jobs are entry-level positions with numerous federal and state agencies, as well as in the private sector. Employment in Homeland Security is plentiful, diverse, pays well and offers job security. Graduates of the Homeland Security and Investigation program will be prepared to work in a variety of settings and capacities such as private businesses, emergency management, safety management, intelligence analysis, private security, airports, law enforcement, and government service such as customs investigators, special agents, military service, and border patrol, U.S. Citizenship and Immigration Services (USCIS), U.S. Customs and Border Protection (CBP), Federal Emergency Management Agency (FEMA), U.S. Immigration and Customs Enforcement (ICE), U.S. Transportation Security Administration (TSA), and many others.

Dictionary of Occupational Titles, U.S. Department of Labor, D.O.T. Code: #372.667-034, 189.167-054, 372.167-014, 372.667-038, 189.167-050, 189.167-034, 376.367-018, 372.363-010.

High School Diploma, G.E.D. or equivalent required prior to enrollment. Due to licensing requirements, any previous misdemeanor convictions or periods on parole will diminish or prohibit opportunities for employment in this field. Further, any previous felony convictions will most probably prohibit employment in this field.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 36 weeks, 720 clock hours, 24.00 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 36 weeks, 720 clock hours, 24.00 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
HSI119 - Homeland Security & Investigation	60	2.00
Introduction to Computers *Microsoft Office*		
HSI120 – Homeland Security & Investigation	60	2.00
Introduction to Homeland Security *Law & Ethics in Homeland Security* *Criminal Law & Evidence*		
HSI121 – Homeland Security & Investigation	60	2.00
Penal Code *Civil Law* *Communications Training*		
HSI122 – Homeland Security & Investigation	60	2.00
Powers to Arrest *Report Writing*		
HSI123 – Homeland Security & Investigation	60	2.00
Homeland Security Disaster Medical Operations *Crime Prevention*		

HSI124 – Homeland Security & Investigation	60	2.00
Homeland Disaster Recovery *Homeland Security Vulnerability and Risk Management*		
HSI125 – Homeland Security & Investigation	60	2.00
Homeland Security Technology *Homeland and Global Cyber Security*		
HSI126 – Homeland Security & Investigation	60	2.00
Investigations and Research *Homeland Emergency Management*		
HSI127 – Homeland Security & Investigation	60	2.00
Chemical Agents *Homeland Security and WMD/Hazardous Materials*		
HSI128 – Homeland Security & Investigation	60	2.00
Homeland Security Strategies *Homeland Security Critical Problem Analysis*		
HSI129 – Homeland Security & Investigation	60	2.00
Baton and Fire Safety Training *Homeland Intelligence Analysis*		
HSI130 – Homeland Security & Investigation	60	2.00
Fire Arms Training *Homeland Security Lessons Learned from the 9/11 Commission* *Employment Preparation*		
TOTALS:	**720**	**24.0**

MODULE DESCRIPTIONS

HSI119 - Computers

Introduction to Computers 20 Hours

This module is an introduction to become comfortable and confident in using the computer. It is designed for those with little or no previous experience, the goals are Start-up and operate a PC confidently, distinguish between hardware/software and format with floppy disks. Open, copy, move, rename, delete and undelete files, word processing, database, and spreadsheet programs. Discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories, implementing DOS commands, applying OLE. In this class you will learn the real power of windows environment, the current standard for graphics-oriented PC software from spreadsheets and databases, to word processors.

Microsoft Office 40 Hours

During this module, the student will begin developing their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

The student will continue to develop their knowledge, skill set, and confidence in using Word through the next group of exercises and proficiency skill demonstrations that include Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

HSI120 – Homeland Security & Investigation

Introduction to Homeland Security 20 Hours

During this module, the student will develop the knowledge and understanding of the historical evolution and formation of the Department of Homeland Security; the role and structure of the Department of Homeland Security; the Department of

Homeland Security relations with other government agencies and private companies; the key Homeland Security legislation, policy and strategy.

Law & Ethics in Homeland Security 20 Hours

During this module, the student will develop the knowledge and understanding of the constitutional articles and amendments that set forth the legal authority and limitations of the federal government in protecting the homeland; explain major Homeland Security legislation and executive orders; describe the international conventions and declarations governing human and prisoner rights; apply constitutional, national, and international legal principles to advocate and/or defend position statements on legal controversies in Homeland Security, e.g., extreme interrogation techniques, due process of law, and adherence to the Geneva Convention; apply ethical decision-making principles to advocate and/or defend position statements on ethical dilemmas in Homeland Security, e.g., interrogation techniques, prisoner rendition, and denial of medical treatment.

Criminal Law & Evidence 20 Hours

During this module, the student will develop the knowledge and understanding surrounding the legal definitions, elements of a crime, an understanding of criminal procedures; obtain facts by investigation; introduced to the Evidence Code and applicable rules of evidence; how to identify crime scene evidence; care and handling of evidence; securing the immediate area; legal issues to evidence tampering and/or removal; significance of gathering information at a crime scene.

HSI121 – Homeland Security & Investigation

Penal Code 20 Hours

During this module, the student will develop the knowledge and understanding of the various sections, and application to security training, contained within the California Penal Code.

Civil Law 20 Hours

During this module, the student will develop the knowledge and understanding of Civil Law as it pertains to Personal injury claims, family law disputes, contract disputes, invasion of privacy, inappropriate use of physical force, false imprisonment, battery, improper surveillance, defamation of character.

Communications Training 20 Hours

During this module, the student will develop the knowledge and understanding regarding internal communications involving Protocols Pursuant to Contact (Who to Contact and When), radio and monitors; external communications involving Emergency and First Responders, medical personnel, Police, Sheriff, and other enforcement personnel, city services, and government services; conflict management; speaking and confronting conflicts constructively; valuing diversity; negotiating; handling disputes; controlling boisterous celebrations.

HSI122 – Homeland Security & Investigation

Powers to Arrest 20 Hours

During this module, the student will develop the knowledge and understanding of the legal aspects, techniques, liability, and requirements relating to the arrest of an individual; definition of an arrest, implications for the subject, the guard, and a company; escalation and de-escalation techniques in the use of force; use of restraint techniques and their implications; trespass laws, their applications and implications of enforcement.

Report Writing 40 Hours

During this module, the student will develop the knowledge and understanding as to the importance of proper and timely report writing. The student will examine various processes to be used to include gathering when (time and day) the incident happened, names of reporting party, parties involved (including witnesses), ages, addresses of where people reside and the address or hundred block where the incident occurred; investigative report writing basics such as note taking, the rules of narrative writing, how to describe persons and property, crime reports, arrest reports, writing search warrants, and automated report writing are covered.

HSI123 – Homeland Security & Investigation

Homeland Security Disaster Medical Operations 20 Hours

During this module, the student will develop the knowledge and understanding of required hardware, software, and best practices for facilitating interagency communications; interagency cooperation and support during a medical response to a natural or human-made disaster; planning for the delivery and recovery of medical systems by various local, state, and federal agencies; First Responder CPR and First Aid.

Crime Prevention 40 Hours

During this module, the student will develop the knowledge and understanding of crime prevention while examining a variety of preventive measures such as Numbers of Police, Rapid Response to 911, Random Patrols, Directed Patrols, Reactive Arrests, Proactive Arrests, Community Policing, Neighborhood Watch, Community-Based Intelligence, Public Information About Crime, Police Legitimacy, Problem-Oriented Policing, Criminogenic Commodities, Converging Offenders and Victims, Safety at Home, Safety Away from Home, Senior Safety and Security, Vehicle Security, Home Security, Fraud and Identity Theft, Business Robberies and Burglaries, Check and Credit Card Fraud, Shoplifting, Internal Theft in Business, Computer Crimes, Graffiti Vandalism, Dealing with Homeless People.

HSI124 – Homeland Security & Investigation

Homeland Disaster Recovery 20 Hours

During this module, the student will develop the knowledge, understanding and ability to distinguish among the disaster recovery roles and responsibilities of local, state, and federal governments and the private sector; able to identify several specific considerations pertinent to business recovery and continuity; able to identify and explain the planning process for disaster recovery; able to identify several recovery considerations specific to different types of disaster, such as floods, earthquakes, tornados, hurricanes, and terrorist attacks.

Homeland Security Vulnerability and Risk Management 40 Hours

During this module, the student will develop the knowledge and understanding of the core concepts and approaches to vulnerability assessment and risk evaluation; how to identify potential targets, to characterize threats, and to assess consequences; basic security survey development.

HSI125 – Homeland Security & Investigation

Homeland Security Technology 20 Hours

During this module, the student will develop the knowledge and understanding of many current security technologies to include the safety of an organization's network system,; security of end-user systems; WEB-based attacks and compromise; wireless security; data integrity, electronic surveillance.

Homeland and Global Cyber Security 40 Hours

During this module, the student will develop the knowledge and understanding of the vocabulary related to Cyber Security; Cyber Security as it relates to Homeland Security; computers as a part of critical infrastructure; laws and policy affecting Cyber Security; research on Cyber Security; Technologies used to investigate and prevent Cyber Security incidents; Cyber Terrorism.

HSI126 – Homeland Security & Investigation

Homeland Emergency Management 20 Hours

During this module, the student will develop the knowledge and understanding of the Emergency Management role with local, state, and federal government; identify Emergency Management concepts and Incident Management actions; ability to assess a community using the "All Hazards" Emergency Management approach and develop an Emergency Operations Plan (EOP); able to identify several recovery considerations specific to different types of disasters such as floods, earthquakes, tornados, hurricanes, and terrorist attacks; identify the technological tools utilized for the effective administration of an emergency management program; explain the importance of leadership quality and performance in emergency management, and identify the leadership traits of competent emergency management in government and industry; describe and analyze the concept of integrated emergency management planning and operations in relations to public safety agencies, levels of government, non-governmental organizations, private industry, and public safety.

Investigations and Research 40 Hours

During this module, the student will develop the knowledge and understanding of the various investigative and scientific aspects of crime scene investigation; the collection, preservation, identification and packaging of evidence as result of a crime scene investigation; develop a knowledge and understanding of the application of both quantitative and qualitative research methods; their utilization in determining security efficiency, efficacy, and feasibility; applications of observations and informal interviews.

HSI127 – Homeland Security & Investigation

Chemical Agents 20 Hours

During this module, the student will develop the knowledge and understanding of Tear Gas use and its effects; Pepper Spray and its effects; Air Borne Chemical Agents and their effects; Water Borne Chemical Agents and their effects.

Homeland Security and WMD/Hazardous Materials 40 Hours

During this module, the student will develop the knowledge and fundamental understanding of the basic investigative techniques associated with fire, arson, and bombing investigations; state and federal arson and explosive laws; how to locate technical information; appreciation of explosion and effects; assess physical security requirements for protection from bombings / explosives; able to identify explosive products; problems associated with hazardous materials transportation, storage, and use including clandestinely produced chemical, biological, and radiological materials; hazardous materials with respect to chemical reactions, engineering controls, and control techniques during an emergency situation; a detailed appreciation and understanding of explosive dynamics as it relates to the use of improvised explosive devices (IED's); able to identify explosive and non-explosive components found in IED's; fusing systems; types of containers used to conceal the identity of an IED; types of low and high explosives normally encountered in improvised devices; Safety procedures required to minimize injury and/or death from secondary devices and hazardous materials left at the bombing scene; industrial and improvised chemicals.

HSI128 – Homeland Security & Investigation

Homeland Security Strategies 20 Hours

During this module, the student will develop the knowledge and understanding of the United States' critical infrastructure and what makes the infrastructure critical; the role of Homeland Security Department and other government agencies in protecting critical infrastructures; the role the private sector plays in protecting critical infrastructure; the challenges the security professionals face protecting critical infrastructure; the legislation and policy related to critical infrastructure protection.

Homeland Security Critical Problem Analysis 40 Hours

During this module, the student will develop an ability to name and access specific sources of data that can be used to identify Homeland Security related problems; employ scanning techniques in order to accurately identify Homeland Security related problems in a company or jurisdiction; employ official records, surveys, interviews, and observations to collect data about an identified Homeland Security related problem in a company or jurisdiction; analyze data about a Homeland Security related problem in a company or jurisdiction in order to accurately describe the problem and develop explanations for it.

HSI129 – Homeland Security & Investigation

Baton and Fire Safety Training 20 Hours

During this module, the student will develop the knowledge, understanding, and skills involved with the moral and legal aspects of baton usage; use of force; baton familiarization and uses; First Aid for baton injuries; fundamentals of baton handling to include stances and grips, target areas, defensive techniques, control techniques, arrest and control techniques. In addition, the student will develop a knowledge and understanding as to the principles of fire safety; fire precautions and defense systems; fire prevention; fire safety management in workplaces.

Homeland Intelligence Analysis 40 Hours

During this module, the student will develop the knowledge and understanding of the historical evolution of the intelligence function in the United States; creation of various intelligence agencies which support intelligence operations at all level of government; processes of creating actionable intelligence from information; role of intelligence as related to Homeland Security operations; relationship between the United States and foreign intelligence.

HSI130 – Homeland Security & Investigation

Fire Arms Training 20 Hours

During this module, the student will develop the knowledge, understanding, and skills pertaining to the moral and legal aspects of firearms use; firearms nomenclature; weapons handling and shooting fundamentals; emergency procedures; range training; acts prohibited by law.

Homeland Security Lessons Learned from the 9/11 Commission 20 Hours

During this module, the student will develop the knowledge and understanding of how to analyze aviation security; examine both political parties commentary on Foreign Policy as applied to 9/11; examine defense issues related to 911; examine intelligence issues related to 911; examine Federal and related law enforcement issues pertaining to 911; analyze United States counterterrorism issues since 911; examine the lessons learned leading up to and after 911 attacks.

Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

CRIME SCENE INVESTIGATOR PROGRAM

PROGRAM DESCRIPTION

Forensic Science is a very broad field of study. Forensic Science is the application of the methods and techniques of the basic sciences to legal issues as well as the scientific analysis and documentation of evidence suitable for legal proceedings. In practice, forensic science draws upon physics, chemistry, biology, and other scientific principles and methods. Forensic science is also concerned with the recognition, identification, individualization, and evaluation of physical evidence.

The Crime Scene Investigator program is 36 weeks in length, consisting of 720 hours of classroom training, and 24 semester credit units. As crime scene investigators, forensic science is one of the primary tools that assist us in establishing the link between the crime scene, the forensic laboratory, and the legal system. Forensic scientists work in partnership with the justice system, because law is at the core of forensics. As such, it is important that individuals and candidates interested in this career field possess the ability to meet various background/clearance requirements.

PROGRAM OBJECTIVES

The Crime Scene Investigator program's objective is to prepare the student with a diverse yet comprehensive level of knowledge and skills for various entry-level employment opportunities in the rapidly growing field of forensics science. Student learning will focus upon fundamental legal, science, and forensic areas of study such as Forensic Investigation and Research, Law & Evidence, Criminal Profiling, Chemistry, Biology, Crime Scene Analysis, Fingerprint Analysis, Firearms Forensics Investigation, Blood Stain Evidence, and DNA and the Criminal Justice System.

OCCUPATIONAL OBJECTIVES

Graduates of the Crime Scene Investigator program will be qualified for various entry-level positions in the general fields of Forensic Science and the related field of Criminal Justice. The knowledge and skills developed by the student in this program will prepare the graduate for such careers in crime scene investigations, evidence collection, finger printing, criminal investigations, and other forensic and/or criminal justice career related job titles.

Note: Conviction of a felony or certain misdemeanors will diminish or prohibit my employment in the forensic or criminal justice fields.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #054.067-014, 029.261-026, 206.387-014, 143.062-026, 375.384-010, 375.387-010, 199.267-022, and other forensic science and/or criminal justice career related D.O.T. Codes.

Classes are conducted:

Days: 4 hours a day, 5 days a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours
Evenings: 4 hours a day, 5 days a week, 36 weeks, 720 clock hours, 24.0 Semester Credit Hours

Module Title	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CSI110 - Introduction to Computers and Microsoft Word	60.0	2.00
Introduction to Computers *Microsoft Word*		
CSI111 - Microsoft Excel, PowerPoint, and Employment Preparation	60.0	2.00
Microsoft Excel *Microsoft PowerPoint* *Employment*		
CSI120 - Forensic Science Criminology, Investigation, and Research	60.0	2.00
Forensic Science Criminology *Investigation and Research*		
CSI121 - Criminal Law, Law & Evidence	60.0	2.00
Criminal Law *Law & Evidence*		
CSI122 - Criminal Profiling & Investigation	60.0	2.00
Criminal Profiling *Criminal Investigation*		
CSI123 - Criminalistics and Crime Scene Analysis	60.0	2.00

Criminalistics
Crime Scene Analysis

CSI124 - Anatomy and Physiology & Lab I	60.0	2.00
Forensic Anatomy and Physiology & Lab		
CSI125 - Introduction to Chemistry & Lab I	60.0	2.00
Introduction to Forensic Chemistry & Lab I		
CSI126 - Introduction to Biology & Lab I	60.0	2.00
Introduction to Forensic Biology & Lab I		
CSI127 - Fingerprint Analysis and Footwear Impression	60.0	2.00
Fingerprint Analysis *Footwear Impression*		
CSI128 - Firearms Forensics Investigation and Crime Scene Photography	60.0	2.00
Firearms Forensic Investigation *Introduction to Crime Scene Photography*		
CSI129 - Blood Stain Evidence, DNA and the Criminal Justice System	60.0	2.00
Blood Stain Evidence *DNA and the Criminal Justice System*		
TOTAL:	**720.0**	**24.00**

MODULE DESCRIPTIONS

CSI110 – Introduction to Computers and Microsoft Word

During this one (1) week of 20 clock hours titled "Introduction to Computers", the student's initial knowledge and skill building will evolve around becoming comfortable and confident in using the computer. It is designed for those with little or no previous experience, the basic goals are to operate a PC confidently, distinguish between hardware/software, formatting. Students will learn to open, copy, move, rename, delete and undelete files. Students will discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories.

During these two (2) weeks totaling 40 clock hours, title "Microsoft Word", the student will begin developing their knowledge, skill set, and confidence in using Word, one of the many Microsoft Office Suite programs. The student will be called upon to demonstrate skills sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail. During the second week of this module, the student will continue to develop their knowledge, skill set, and confidence in using Word through the next group of exercises and proficiency skill demonstrations that include Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

CSI111 – Microsoft Excel, PowerPoint, and Employment Preparation

During this one (1) week of 20 clock hours titled "Microsoft Excel", the student will again continue to develop their knowledge, skill sets, and confidence in using Microsoft Office Suite. During this segment, the student will enhance their skills by studying the next popular program in the Microsoft Suite, Excel. This module in excel calls for the student to study and demonstrate their proficiency skills by performing exercises that include Getting Started with Excel, Working with Functions, Formulas, and Charts.

During this one week of 20 clock hours titled "Microsoft PowerPoint", the student will again be able to enhance their skills by studying the next popular program in the Microsoft Suite, PowerPoint. The student will study and demonstrate their proficiency skills by performing exercises that includes Getting Started with PowerPoint, Designing, Editing and Formatting a PowerPoint Presentation.

During this one week of 20 clock hours title "Employment Preparation", the student will apply their Microsoft Office "Word" training experience to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

CSI120 – Forensic Science Criminology, Investigation, and Research

During this one (1) week of 20 clock hours title "Forensic Science Criminology", students will develop basic knowledge of the role of forensic science in the investigation of crime by introducing the non-scientific student to the realm of forensics. The student will examine and develop an understanding of various applications to criminal investigations; a better understanding for explanations of the techniques used, and the abilities and limitations of modern crime labs. The student will be introduced to many of the various types of physical evidence normally encountered in criminal investigations and the processes used with regard to collection and packaging techniques.

During these two (2) weeks, totaling 40 clock hours, titled "Investigation and Research", students will develop basic knowledge and skills used in the criminal justice system including research theory, inquiry structure, and modes of observation, data interpretation, program evaluation, and policy analysis. Students will be introduced to the importance of theory as it relates to criminal justice research and learn to differentiate between major research approaches, designs, data collection techniques, and research works.

CSI121 – Criminal Law, Law & Evidence

During these two (2) weeks, totaling 40 clock hours, titled "Criminal Law", students will develop basic skills and knowledge surrounding the legal definitions and elements of a crime and will provide the student with an understanding of criminal procedures from arrest through pre-trial, trial, and sentencing. Student will learn how to obtain facts by investigation to convict or defend an alleged criminal. In addition, the student will develop a basic knowledge in substantive criminal law emphasizing the principles of criminal liability and the acts, mental state, and attendant circumstances that are necessary ingredients in crimes against persons or property or in offenses involving theft, fraud, drugs, morality and decency, public peace, or public justice.

During this one (1) week of 20 clock hours title "Law & Evidence", students will develop basic skills and knowledge surrounding the legal process regarding the rules of evidence. The student will develop an understanding of the source of evidence available for a trial, the importance of gathering evidence prior to trial, the significance of gathering information at a crime scene along with subsequent investigation of a crime and their applications.

CSI122 – Criminal Profiling & Investigation

During this one (1) week of 20 clock hours, titled "Criminal Profiling", students will develop basic skills and knowledge while exploring criminal behavior, its motivation, and the environmental influences and patterns of offending. Other topics examined are the approaches to profiling and how these investigative techniques are applied to helping solve crimes. Student will develop knowledge of the history, theories, and investigative techniques often used in profiling crime offenders by using a blend of both social science, as well as psychological & legal research. The module addresses aspects of behavior, taking into consideration the definition of criminal profiling as the inference of offender traits from physical and/or behavioral evidence.

During these two (2) weeks, totaling 40 clock hours, titled "Criminal Investigation", students will develop basic skills and knowledge for dealing with an analytical examination of crime detection and solution, including such topics as crime scene procedures, physical evidence, interviews, field notes and reporting, follow-up investigation, interrogation, and rules of evidence. Specific detail is given to investigations involving homicide, sex-related offenses, and crimes against children, robbery, larceny, vehicle thefts, computer crime, environmental crime, arson, and drug abuse. Students also develop an understanding of the applications, analysis, and methodologies used in an investigation addressing inductive and deductive reasoning to assess the decision making process to solve crimes.

CSI123 – Criminalistics and Crime Scene Analysis

During this one (1) week of 20 clock hours title "Criminalistics", students will develop basic skills and knowledge in the proper recognition, collection and preservation of physical evidence at the crime scene. The student will gain a greater awareness of the services of a crime laboratory and the proper utilization of its services. Students learning will concentrate on the significance of physical evidence and the common examination of this evidence in the crime laboratory. Students will explore several types of different tests and techniques used in the field and within the laboratory regarding the study of potential evidence and its connection in solving a criminal case.

During these two (2) weeks, totaling 40 clock hours, titled "Crime Scene Analysis", students will develop basic skills and knowledge of contemporary practices for analysis and measurement of crime including the use of geographical information systems (GIS) to map various aspects of crime. The student will gain a better understanding of modern crime analysis through examination on reducing crime and improving police efficiency by illustrating the impact of crime on the community and community impact on crime through the use of the SARA (scanning, analysis, response, & assessment) problem-solving model. Crime analysis facilitates informed decision making on criminal activity and prevention, thereby being instrumental in helping society learn the linkages between crime and other factors such as poverty or drug abuse.

CSI124 – Forensic Anatomy and Physiology & Lab I

During these three (3) weeks, totaling 60 clock hours, titled "Forensic Anatomy and Physiology & Lab", students will develop basic skills and knowledge while being introduced to the fundamental principles of human anatomy and physiology and the relationships of all the body systems and their functions. Students will also take part in a laboratory learning environment where a deeper and practical understanding of the basic principles of human anatomy and physiology are examined by using laboratory simulation software.

CSI125 – Introduction to Forensic Chemistry & Lab I

During these three (3) weeks, totaling 60 clock hours, titled "Introduction to Forensic Chemistry & Lab", students will develop basic skills and knowledge while being introduced to the principles of basic chemistry, the terminology, methodology and worldview of chemistry and the practical application to everyday living. Students will gain a basic knowledge of chemical concepts, the environment and atmosphere, material and energy resources, and environmental pollution (including air, water, and soil). Students will also take part in a laboratory learning environment where a deeper and practical understanding of the basic principles of chemistry is examined by using laboratory simulation software.

CSI126 – Introduction to Forensic Biology & Lab I

During these three (3) weeks, totaling 60 clock hours, titled "Introduction to Forensic Biology & Lab", students will develop basic skills and knowledge while being introduced to forensic biology and the scientific principles that underlie forensic techniques. Students will learn how forensic biology has been used to identify illegal products from endangered species, to solving crimes by matching crime scene evidence to suspects. Students will also take part in a laboratory learning environment where a deeper and practical understanding of the basic principles of biology is examined by using laboratory simulation software.

CSI127 – Fingerprint Analysis and Footwear Impression

During these two (2) weeks, totaling 40 clock hours, titled "Fingerprint Analysis", students will develop basic skills and knowledge while exploring the historical development of fingerprint analysis as well as discuss the future technologies being developed to enhance fingerprint evidence in the American criminal justice system. The class will use several case studies of real crimes in which fingerprint analysis made a major impact on these crimes and the system.

During this one (1) week of 20 clock hours titled "Footwear Impression", students will develop basic skills and knowledge while exploring the processes used by the crime scene investigator to recognize, collect, and preserve footwear evidence in a manner that the footwear examiners can identify.

CSI128 – Firearms Forensics Investigation and Crime Scene Photography

During these two (2) weeks, totaling 40 clock hours, titled "Firearms Forensics Investigation", students will develop basic skills and knowledge while exploring the theories and practices used in Firearms Forensics identification and investigations. Topics explored will be the historical development and future of firearms forensics and how this science helps law enforcement officers identify weapons used to commit crimes. Students will conduct case studies on real criminal cases in which firearms forensics science played a major role in helping solve the crime.

During this one (1) week of 20 clock hours titled "Introduction to Crime Scene Photography", students will develop a basic understanding and knowledge of the applications for producing an accurate photographic reproduction of a crime scene or an accident scene as part of the process of evidence collecting for the benefit of a court or as an aid in an investigation.

CSI129 – Blood Stain Evidence, DNA and the Criminal Justice System

During this one (1) week of 20 clock hours, titled "Blood Stain Evidence", students will develop basic skills and knowledge while exploring the processes used to maintain the quality and integrity of bloodstain evidence at a crime scene. Students will be introduced to the Interpretation of Bloodstain Evidence at Crime Scenes based on such considerations as low-velocity impact and angular considerations; medium and high-velocity impact; and the significance of partially dried, clotted, aged, and physically altered bloodstains.

During these two (2) weeks, totaling 40 clock hours, titled "DNA and the Criminal Justice System", students will develop basic skills and knowledge through an overview of the concepts and theories associated with how DNA is used within the criminal justice system. The course will cover ethical use of DNA as criminal and civil evidence and discuss the policies of using DNA.

ASSOCIATE OF OCCUPATIONAL STUDIES – HOMELAND SECURITY

PROGRAM DESCRIPTION

This "Associate of Occupational Studies – Homeland Security" program is a 60.50 Semester Credit Hour/Units (1,820 clock hours) program, requiring 91 weeks of combined general education courses along with occupational theory and applied skills training. Homeland Security has evolved from a basic concern regarding terrorism, but to now include a widening range of investigation and security issues which are not just domestic, they are global. The program focuses on developing a student's academic and occupational competencies as a broad-based foundation through various disciplines of education, training, and security application, all pertinent to possessing the knowledge and understanding for successful employment and advancement in the field of Homeland Security.

PROGRAM OBJECTIVES

The "Associate of Occupational Studies – Homeland Security" program's objectives and design are to provide the student with a diverse understanding and foundation of skill strengthening general education courses, along with a collective of industry related security disciplines which are inherent in the emerging field of Homeland Security. With a foundation of general education building block courses, the student will then develop a thorough and fundamental knowledge with applied skills necessary to protect people, information and locations from threats to their safety and security at our borders, airports, waterways and seaports or in response to man-made and/or natural disasters, and terrorist assaults.

As a result of having then established their basic fundamental knowledge and applied skills and to facilitate an even greater level of learning outcomes and skills, the student will successfully complete advanced course training in applied disciplines such as Border, Port, and Costal Security; Global Terrorism; Industrial Espionage; Explosive Incident Assessment: Methods, Practice, Protocols; Regulatory Issues in Weapons of Mass Destruction; Psychology of Terrorism; Transportation & Cargo Security Management; Chemical, Biological, and Radiological Hazards; Evaluation of Security Programs; Advanced Security and Loss Prevention for Businesses; Special Operations in Emergency Medical Services; Workplace Violence Prevention and Reaction; Natural Disaster Management; Psychology of Disaster; etc.

OCCUPATIONAL OBJECTIVES

This program prepares students for careers in Homeland Security, both in the public and private sectors. The demand for employees with knowledge in security and emergency management fields is high and only increasing. Many Homeland Security jobs are entry-level positions with numerous federal and state agencies, as well as in the private sector. Employment in Homeland Security is plentiful, diverse, pays well and offers job security. Graduates of the Associate of Occupational Studies - Homeland Security program will be prepared to work in a variety of settings and capacities such as private businesses, emergency management, safety management, intelligence analysis, private security, airports, law enforcement, and government service such as customs investigators, special agents, military service, and border patrol, U.S. Citizenship and Immigration Services (USCIS), U.S. Customs and Border Protection (CBP), Federal Emergency Management Agency (FEMA), U.S. Immigration and Customs Enforcement (ICE), U.S. Transportation Security Administration (TSA), and many others.

Dictionary of Occupational Titles, U.S. Department of Labor, D.O.T. Code: #372.667-034, 189.167-054, 372.167-014, 372.667-038, 189.167-050, 189.167-034, 376.367-018, 372.363-010.

Due to licensing requirements, any previous misdemeanor convictions or periods on parole will diminish or prohibit opportunities for employment in this field. Further, any previous felony convictions will most probably prohibit employment in this field.

CLASSES ARE CONDUCTED:

Days:	4 hours a day, 5 days a week, 91 weeks, 1820 clock hours, 60.5 Semester Credit Hours
Evenings:	4 hours an evening, 5 evenings a week, 91 weeks, 1820 clock hours, 60.5 Semester Credit Hours

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 – Microsoft Office and Microsoft Word	60	2.00
HS150 – Introduction to Homeland Security	60	2.00
HS151 – Intelligence Analysis and the 9/11 Commission	60	2.00
HS152 – Critical Problem Analysis and Vulnerability Assessment	60	2.00
HS153 – Cyber Security	60	2.00
HS154 – WMD/Hazardous Materials	60	2.00
HS155 – Emergency Management and Recovery	60	2.00
HS156 – Crime Prevention and Powers to Arrest	60	2.00

HS157 – The Penal Code and Civil Law	60	2.00
HS158 – Investigations, Research, and Evidence	60	2.00
HS159 – Chemical Agents, Baton, and Firearms Training	60	2.00
HS160 – Communications Training and Report Writing	60	2.00
HS250 – Global Terrorism & Psychology of Terrorism	60	2.00
HS251 – Chemical, Biological, and Radiological Hazards	60	2.00
HS252 – Explosive Incident Assessment: Methods, Practice, Protocols	60	2.00
HS253 – Regulatory Issues in Weapons of Mass Destruction	60	2.00
HS254 – Disaster Management and Emergency Response	60	2.00
HS255 – Special Operations in Emergency Medical Services	60	2.00
HS256 – Psychology of Disaster	60	2.00
HS257 – Business Security and Evaluation	60	2.00
HS258 – Workplace Violence Prevention and Reaction	60	2.00
HS259 – Industrial Espionage	60	2.00
HS260 – Border, Port, and Coastal Security	60	2.00
HS261 – Transportation & Cargo Security Management	60	2.00
EP200 – Employment Preparation	20	0.50
GE250 – College Algebra	60	2.00
GE251 – Introduction to Psychology	60	2.00
GE252 – English/Writing (Composition)	60	2.00
GE253 – U.S. History	60	2.00
GE254 – World History	60	2.00
GE255 – Critical Thinking	60	2.00
ASSOCIATE OF OCCUPATIONAL STUDIES – HOMELAND SECURITY PROGRAM TOTALS:	**1,820**	**60.5**

COURSE DESCRIPTIONS

CP150 – Microsoft Office and Microsoft Word 60 Hours

This course serves as an introduction to PC operation, Microsoft Office applications and Microsoft Word. Students will learn to distinguish between hardware/software and format with floppy disks. They will learn to open, copy, move, rename, delete and undelete files, as well as to use word processing, database, and spreadsheet programs. In addition, students will learn to employ notepad, paintbrush and windows accessories, as well as how to implement DOS commands, applying OLE. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail, Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

HS150 – Introduction to Homeland Security 60 Hours

During this course, the students are introduced to the historical evolution and formation of the Department of Homeland Security, its role and structure, its relations with other government agencies and private companies, as well as key Homeland Security legislations, policies and strategies. Students will develop the knowledge and understanding of the United States critical infrastructures and the role that Homeland Security Department and other government agencies have in protecting such critical infrastructures. Students will also acquire knowledge and understanding of the constitutional articles and amendments that set forth the legal authority and limitations of the federal government in

protecting the homeland. They will gain understanding of major Homeland Security legislation and executive orders; learn about the international conventions and declarations governing human and prisoner rights; learn to apply constitutional, national, and international legal principles to advocate and/or defend position statements on legal controversies in Homeland Security (e.g., extreme interrogation techniques, due process of law, and adherence to the Geneva Convention; apply ethical decision-making principles to advocate and/or defend position statements on ethical dilemmas in Homeland Security, e.g., interrogation techniques, prisoner rendition, and denial of medical treatment).

HS151 – Intelligence Analysis and 9/11 Commission 60 Hours

During this course, students will learn to analyze aviation security; examine both political parties commentary on Foreign Policy as applied to 9/11; study intelligence and defense issues related to 911; examine Federal and other related law enforcement issues pertaining to 911; analyze United States counterterrorism issues since 911; and inspect the lessons learned leading up to and after 911 attacks. In addition, students will gain the knowledge and understanding of the historical evolution of the intelligence function in the United States. They will study creation of various intelligence agencies, which support intelligence operations at all level of government. Students will learn processes of creating actionable intelligence from information and the role of intelligence as it related to Homeland Security operations, as well as relationships between the United States and foreign intelligence agencies.

HS152 – Critical Problem Analysis and Vulnerability Assessment 60 Hours

During this course, students will develop ability to name and access specific sources of data that can be used to identify Homeland Security issues; employ scanning techniques in order to accurately identify Homeland Security related problems in a company or jurisdiction. Students will learn to employ official records, surveys, interviews, and observations to collect data about an identified Homeland Security related problem in a company or jurisdiction; analyze data about a Homeland Security related problem in a company or jurisdiction in order to accurately describe the problem and develop explanations for it. In addition, students will master core concepts and approaches to vulnerability assessment and risk evaluation, as well as learn to identify potential targets, characterize potential threats, and assess consequences.

HS153 – Cyber Security 60 Hours

During this course, students will develop the knowledge and understanding of many current security technologies including organizational network systems; security of end-user systems; WEB-based attacks and compromises; wireless security; data integrity, and electronic surveillance. Students will explore the relationship between Cyber Security and Homeland Security, as well as develop basic knowledge and understanding of the vocabulary related to Cyber Security. Students will study the role of computers as a part of critical infrastructure; explore laws and policy affecting Cyber Security; examine the research on Cyber Security; survey Technologies used to investigate and prevent Cyber Security incidents; examine Cyber Terrorism.

HS154 – WMD/Hazardous Materials 60 Hours

During this course, students will develop fundamental understanding of the basic investigative techniques associated with fire, arson, and bombing investigations. They will explore state/federal arson and explosive laws; learn to locate technical information; gain understanding about explosives and its effects; assess physical security requirements for protection from bombings / explosives; learn to identify explosive products. Students will be exposed to problems associated with hazardous materials transportation, storage, and use of clandestinely produced chemical, biological, and radiological materials. Students will study hazardous materials with respect to chemical reactions, engineering controls, and control techniques during emergency situations and a detailed appreciation and understanding of explosive dynamics as it relates to the use of improvised explosive devices (IED's). At the completion of the module, student will be able to identify explosive and non-explosive components found in IED's; fusing systems; types of containers used to conceal the identity of an IED; types of low and high explosives normally encountered in improvised devices; safety procedures required to minimize injury and/or death from secondary devices and hazardous materials left at the bombing scene; industrial and improvised chemicals.

HS155 - Emergency Management and Recovery 60 Hours

During this course, students will develop the knowledge and understanding of the Emergency Management role with local, state, and federal governments. At the completion of the module, students will earn to identify Emergency Management concepts and Incident Management actions. They will gain ability to assess a community using the "All Hazards" Emergency Management approach and develop an Emergency Operations Plan (EOP); learn to identify several recovery considerations specific to different types of disasters, such as floods, earthquakes, tornados, hurricanes, and terrorist attacks; identify the technological tools utilized for the effective administration of an emergency management program; explain the importance of leadership quality and performance in emergency management. Students will be able to describe and analyze the concept of integrated emergency management planning and operations in relations to public safety agencies, levels of government, non-governmental organizations, private industry, and public safety. Furthermore, students will develop the knowledge, understanding and ability to distinguish among the disaster recovery roles and responsibilities of local, state, and federal governments and the private sector and be able to explain the planning process for disaster recovery. At the completion of the module, students will demonstrate understanding of required hardware, software, and best practices for facilitating interagency communications, cooperation and support during a medical response to a natural or human-made disaster. Students will also be exposed to planning strategies for the delivery and recovery of medical systems by various local, state, and federal agencies.

HS156 – Crime Prevention and Powers to Arrest 60 Hours

During this course, students will develop the knowledge and understanding of crime prevention while examining a variety of preventive measures such as Numbers of Police, Rapid Response to 911, Random Patrols, Directed Patrols, Reactive Arrests, Proactive Arrests, Community Policing, Neighborhood Watch, Community-Based Intelligence, Public Information About Crime, Police Legitimacy, Problem-Oriented Policing, Criminogenic Commodities, Converging Offenders and Victims, Safety at Home, Safety Away from Home, Senior Safety and Security, Vehicle Security, Home Security, Fraud and Identity Theft, Business Robberies and Burglaries, Check and Credit Card Fraud, Shoplifting, Internal Theft in Business, Computer Crimes, Graffiti Vandalism, Dealing with Homeless People. In addition, students will develop the knowledge and understanding of the legal aspects, techniques, liability, and requirements relating to the arrest of an individual. Implications of an arrest for the subject, the guard, and a company will be explored. In addition, students will investigate escalation and de-escalation techniques in the use of force, as well as general use of restraint techniques and their implications. Trespass laws, their applications and implications of enforcement will also be discussed.

HS157 – The Penal Code and Civil Law 60 Hours

During this course, students will develop the knowledge and understanding of the various sections, and application to security training, contained within the California Penal Code. Students will develop the knowledge and understanding of Civil Law as it pertains to Personal injury claims, family law disputes, contract disputes, invasion of privacy, and inappropriate use of physical force, false imprisonment, battery, improper surveillance, and defamation of character.

HS158 – Investigations, Research, and Evidence 60 Hours

During this course, students will develop the knowledge and understanding of the various investigative and scientific aspects of crime scene investigation, as well as the collection, preservation, identification and packaging of evidence. Students will develop a knowledge and understanding of the application of both quantitative and qualitative research methods and their utilization in determining security efficiency, efficacy, and feasibility. Applications of observations and informal interviews will be explored. Students will also develop the knowledge and understanding surrounding the legal definitions and elements of a crime. Students will gain an understanding of criminal procedures, learn to obtain facts by investigation and will be introduced to the Evidence Code and applicable rules of evidence.

HS159 – Chemical Agents, Baton, and Firearms Training 60 Hours

During this course, students will learn about moral and legal aspects of baton usage. Students will learn First Aid for baton injuries; fundamentals of baton handling, including stances and grips, target areas, defensive techniques, control techniques, arrest and control techniques. In addition, students will develop knowledge and understanding as to the principles of fire safety; fire precautions and defense systems; fire prevention; fire safety management in workplaces. Further, students will learn about the use and effects of Tear Gas, Pepper Spray, Air Borne Chemical Agents, and Water Borne Chemical Agents. Finally, students will develop the knowledge, understanding, and skills pertaining to the moral and legal aspects of firearms use; firearms nomenclature; weapons handling and shooting fundamentals; emergency procedures; range training; as well as acts prohibited by law.

HS160 – Communications Training and Report Writing 60 Hours

During this course, students will develop the knowledge and understanding regarding internal communications involving Protocols Pursuant to Contact (Who to Contact and When) and external communications involving Emergency and First Responders, medical personnel, Police, Sheriff, and other enforcement personnel, city services, and government services> Students will be exposed to conflict management strategies, negotiation strategies, dispute handling strategies, and means of controlling boisterous celebrations. Students will also develop the knowledge and understanding as to the importance of proper and timely report writing. Students will learn the basics of investigative report writing, the rules of narrative writing, as well as basics of crime reports, arrest reports, search warrants, and automated report writing.

HS250 – Global Terrorism and Psychology of Terrorism 60 Hours

The objective of this course is for the advanced student to develop a greater depth of knowledge and understanding as to the global terrorism and psychology of terrorism. Students will learn about psychological tactics used by terrorist cults and personalities to accomplish their goals. The course will examine well-known terrorist organizations and individuals - Osama bin Laden, militant groups in the Northern Ireland conflict, Hezbollah, and others - who have historically relied upon the psychological effects of terrorism to further their agendas. In addition, students will focus on developing a greater understanding as to the various elements and aspects of International and Domestic Terrorism. Students will explore the cultural and ideological philosophies, as well as the social, economic, political, and religious conditions of select states, groups, and individuals that comprise the phenomena of terrorism. By examining the historical and contemporary aspects of terrorism students develop a working knowledge of the current Global War on Terror and are better prepared to comprehend terrorist motives and ideologies. Student learning will also include such areas as the types of terrorism, conventional and unconventional terrorist tactics, and the media's impact on terrorism including the U.S. Counterterrorism Policies.

HS251 – Chemical, Biological, and Radiological Hazards 60 Hours

During this course, students will focus on developing a greater depth of understanding as a non-scientist, to the study of chemical, biological, and radiological science involved in the different forms of weapons of mass destruction. The student will gain a better understanding and knowledge of such topical areas as basic science, treatment, short- and long- term effects, among other issues central to understanding hostile WMD agents.

HS252 – Explosive Incident Assessment: Methods, Practice, Protocols 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater knowledge and depth of understanding with Explosive Ordinance Disposal (EOD). Due to the extremely hazardous nature surrounding the Standard Operating Procedures (SOPs) used by Explosive Ordinance Disposal teams and Hazardous Devices teams; the student will learn to evaluate the methods; practices and protocols used by such teams during emergency responses. The student will gain a greater insight into the vulnerability and risk of specific EOD procedures to terrorists' actions, and the possible countermeasures are examined for their effectiveness. The student will also learn to examine the applications of industry "Best Practice" risk management processes.

HS253 – Regulatory Issues in Weapons of Mass Destruction 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge as to the legal and regulatory issues associated with weapons of mass destruction response, such as those associated with public law, report authorities, jurisdictional and functional issues that govern organizational, technical, medical, scientific, moral/ethical issues, and other aspects of a response.

HS254 – Disaster Management and Emergency Response 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and skill in evaluating the emergency response to terrorism processes that include response tasks, toxicology, mass casualty triage, decontamination, and other operational issues. Students will focus on developing a greater depth and skill in addressing the planning, recovery, and response system in place in the United States for natural disasters. In addition, students will develop a greater knowledge and insight to issues of organization, operations, training, and other issues associated with the management of natural disasters.

HS255 – Special Operations in Emergency Medical Services 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater knowledge of the specialized issues associated with emergency medical services, which are not commonplace or part of everyday procedure. The student will enhance their knowledge and skills concerning emergency medical services in mass casualty, biological, chemical and radiological incidents. Students will further explore complex contingencies as those faced when fire, police, terrorist, and other emergencies co-exist with the need to provide medical services on-scene and post-disaster.

HS256 – Psychology of Disaster 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater understanding as to the psychological and physiological human response to natural and man-made disasters. Students will examine normal and abnormal psychological reactions, the recovery process and principles of mental health care for victims of mass disasters using clinical research and case histories. The student will examine differences between natural and man-made disasters and factors that mitigate post-traumatic effects, along with the psychological aspects of weapons of mass destruction type disasters

HS257 – Business Security and Evaluation 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and skill by examining private security from a business perspective. The course covers and the student will develop knowledge and skills that include security department management and operations, managing emergencies and disasters, security's role in risk management, integration of security into the employer's total environment, armed protective services; retail loss prevention; industrial and institutional security; security surveys and risk analysis; as well as the impact of homeland security on the private security sector. Student learning shall also include threat assessment, risk analysis, training opportunities, technological considerations, vehicle security, and domestic and international travel.

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and skill while examining industry standards, practices, and methods used in determining the adequacy of the security management programs employed. The student will also explore the interplay of management structures, functions and processes, as well as examine various state-of-the-art management techniques and their impact on security operations.

HS258 – Workplace Violence Prevention and Reaction 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and understanding of the holistic and systems approach towards preventing and responding to workplace violence. The student will develop the ability to design a simplistic multidisciplinary strategy involving senior management, HR managers, attorneys, employees, security, safety, public relations, and maintenance. Students will learn how to develop effective incident reporting systems, along with tailored plans, policies and procedures using simulations, case studies and an examination of best practices.

HS259 – Industrial Espionage 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of understanding into the role of governments in industrial espionage, methods of industrial espionage such as lasers, video cameras, electronic bugging devices, and binary or digital audio devices, with such countermeasures as non-linear junction detection (NLJD) devices.

HS260 – Border, Port, and Coastal Security 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater understanding as to the federal, state and local organizations involved in border and coastal security, and a broad knowledge of port security issues associated with homeland security. The course addresses various policy and operational strategies used for contemporary border and coastal access concerns and security. Students will also gain a greater knowledge of immigration and non-U.S. approaches to border and coastal security. Students will develop a greater understanding of several contemporary issues, including; the importance of sea borne trade to the North American and United States economies, the value of mega ports to sea borne trade, the vulnerabilities of ports to disruption and asymmetric attack, critical port security incidents such as the Halifax Explosion, and defensive measures to protect ports from disruption or asymmetric attack.

HS261 – Transportation & Cargo Security Management 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of understanding in terms of Homeland Security; it is believed that the greatest threats to our safety are the transportation of weapons of mass destruction and/or terrorists to populated areas of the United States. Students will examine just how the protection of the nation depends on efficient and safe movement of people, goods, information, and financial resources, through the U.S. transportation infrastructure, and interdependent and interconnected system of highways, railways, waterways, pipelines and airports. Students will develop a greater understanding of the basic security practices that can be applied to a wide variety of threats including cargo theft and drug trafficking.

EP200 – Employment Preparation 20 Hours

During this course, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). Students will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. In addition, students will acquire important skills involving employment search techniques, as well as tracking methods commonly used during successful job search.

GE250 – College Algebra 60 Hours

The objective of this course is for the student to develop basic college level algebra knowledge and skills. This course concentrates on a basic review of mathematics, the language of algebra, equations, inequalities, polynomials, factoring, and rational expressions. Practical application problems are presented throughout the course. The course is categorized into six distinct parts. The first part of the course covers the concepts and use of college level mathematics. The second part of the course investigates the language of algebra. The third part examines the definition and uses of equations and inequalities. The fourth part concentrates on polynomials and solution methods. Factoring and then rational expressions are covered in the fifth and sixth segments. Practical applications are emphasized throughout the course.

GE251 – Introduction to Psychology 60 Hours

The objective of this course is to introduce students to the art and science of Psychology. Course emphasis is on applying the "science of human behavior" through the format of compare and contrast, analyzing and synthesizing subject matter to a variety of settings: vocational, personal, academic, and clinical. Course content introduces the history of psychology, major theories of personality and learning, current research and developmental issues. The course has a holistic approach and integrates the biological basis of behavior, social factors, learning and the unique coping styles of the individual to understand human behavior.

GE252 – English/Writing (Composition) 60 Hours

The objective of this course is for the student to develop and apply a greater proficiency in the writing process with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation. This course also provides the opportunity for students to develop greater proficiencies in the writing process by demonstrating the ability to differentiate between persuasive and argumentative essays, and will include practice in developing a distinctive style, the methods of effective reasoning, library and on-line research. A formal research project is required

GE253 – U.S. History 60 Hours

The objective of this course is for the student to develop a greater factual and structural knowledge of the United States since 1900. The major movements and developments of the decades since that date are examined in both broad outline and in detail to allow the student to infer significant conclusions about the recent past, the present, and the possibilities of the future. Additional topics include intellectual and cultural trends, foreign relations, economic conditions, and the emergence of the United States as a world power.

GE254 – World History 60 Hours

The objective of this course is for the student to develop a greater knowledge and understanding of the world in the 20th Century, that will include the major political and economic changes that have reshaped global relations, while deducing which forces led to the collapse of empires and the resulting rise of nationalism throughout the world during this more recent time era. Students will analyze the argument that the single most profound global transformation in human relations during the twentieth century has been the demise of all remaining empires and the emergence–in their place–of nation-states. Students will also scrutinize such topical areas as war and society, petroleum and the international economy, colonialism and nationalism, internationalism, new nations and ethnic conflicts, the third world, etc.

GE255 – Critical Thinking 60 Hours

The objective of this course is for the student to develop the knowledge and proficiencies in the use of critical thinking and problem solving skills. Students will develop the abilities to distinguish among opinions, facts, and interferences; distinguish and critique underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternate points of view; ask informed questions and make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze and assess ethical issues and situations; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments.

ASSOCIATE OF OCCUPATIONAL STUDIES – ALCOHOL AND DRUG COUNSELING

PROGRAM DESCRIPTION

This "Associate of Occupational Studies – Alcohol and Drug Counseling" program is a 60.5 Semester Credit Hour/Units (1,910 clock hours) program requiring 95 weeks of combined General Education courses along with Occupational theory and applied skills training. The program focuses on developing a student's academic and occupational competencies as a broad-based foundation in various modalities pertinent to becoming an Alcohol and Drug Counselor. This unique degree granting program meets and/or exceeds the standards of training, established by the California Certification Board of Alcohol & Drug Counselors (CCBADC) for course work and supervised practicum, in order to register as an Alcohol and Drug Associate in the State of California and as such in other states. The program also follows the state regulations which place a degree of reliance upon the Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice (TAP 21), and the 12 Core Functions of the Substance Abuse Counseling.

PROGRAM OBJECTIVES

The program's objective is to prepare the student with foundation of General Education courses and the knowledge and skills training for an entry-level position as an Alcohol and Drug Counselor having earned an "Associate of Occupational Studies" (A.O.S.) degree. Upon completion of this Associate of Occupational Studies Degree Program for Alcohol and Drug Counseling, the student will have the required proficiencies in didactic or educational tools and the technical skills as established for educational programs by the California Certification Board of Chemical Dependency Counselors (CCBCDC), Commission on Alcohol and Drug Counselor Education Programs (CADCEP), the California Certification Board of Alcohol and Drug Counselors (CCBADC), and the California Association of Alcoholism and Drug Counselors (CAADAC), and other state specific certify agencies.

This Associate of Occupational Studies Degree program is designed to provide the student with a diverse understanding and a set of counseling skills applicable to most all state and national certifying agencies. With a foundation of general education building block courses, the student will then develop a thorough knowledge and applied skills in basic substance abuse counseling subject areas as Psychoactive Drugs; Pharmacology; Law & Ethics, Prevention, Education, Outreach, Referral; Case Management; Individual, Group & Family Counseling; Personal & Professional Growth; Supervised Counseling; and Field Work Experience.

As a result of having then established their basic knowledge and applied skills in related Alcohol and Drug Counseling course studies, to facilitate an even greater level of learning outcomes and skills, the student will successfully complete advanced course training in applied subject areas such as Behavioral & Social Psychology; Conflict Resolution Counseling; Counseling Reports & Record Keeping; Domestic & Family Violence Counseling; Individual and Group Counseling; Treatment Strategies & Planning; Outreach and Referral Techniques; Models for Recovery; Techniques for Psychology Education; Techniques for Family Systems Counseling; Techniques for Mandated Programs; Techniques for Multicultural Counseling; and Chemical Dependency & Co-occurring Disorders Counseling. Using various case studies, research techniques, resources and systems, students will enhance their acquired knowledge, critical thinking abilities, occupational skill level, and ultimately their opportunities for employment and advancement in the Substance Abuse Counseling field.

OCCUPATIONAL OBJECTIVES

Graduates of the Associate of Occupational Studies - Alcohol and Drug Counseling Program, having therefore met the educational and practicum requirements established by CCBCDC, CADCEP, CCBADC, CAADAC, and other such state agencies, are then eligible for Registration and entry-level employment as an Alcohol and Drug Associate at various DUI Diversion programs, hospitals, private practice, clinics, HMOs, probation and parole, penal institutions, detoxification programs, and other substance abuse counseling facilities.

Dictionary of Occupational Titles, U.S. Department of Labor, D.O.T. Code: #045.107-058, 076.224-014, 045.107-042, 195.167-042.

CLASSES ARE CONDUCTED:

Days:	4 hours a day, 5 days a week, 93 weeks, 1910 clock hours, 60.5 Semester Credit Hours
Evenings:	4 hours an evening, 5 evenings a week, 93 weeks, 1910 clock hours, 60.5 Semester Credit Hours
EXTERNSHIP:	4 hours a day, 4 days a week, 14 weeks

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 - Microsoft Office and Microsoft Word	60	2.00
ADC150 - Alcohol & Drug Counseling Introduction and Overview	60	2.00
ADC151 – Psychoactive Drugs and Pharmacology	60	2.00
ADC152 – Law & Ethics, Prevention, Education, Outreach, Referral	60	2.00
ADC153 – Case Management	60	2.00
ADC154 – Individual, Group, and Family Counseling	60	2.00

ADC155 – Treatment Strategies and Planning	60	2.00
ADC156 – Personal and Professional Growth	60	2.00
ADC157 – Supervised Laboratory Counseling	60	2.00
ADC158 - Agency Orientation and Field Work Experience	270	6.00
ADC250 – Advanced Conflict Resolution Counseling	60	2.00
ADC251 – Advanced Chemical Dependency & Co-occurring Disorders Counseling	60	2.00
ADC252 – Advanced Individual Counseling	60	2.00
ADC253 – Advanced Group Counseling	60	2.00
ADC254 – Advanced Domestic & Family Violence Counseling	60	2.00
ADC255 – Advanced Techniques for Family Systems Counseling	60	2.00
ADC256 – Advanced Techniques for Outreach and Multicultural Counseling	60	2.00
ADC257 – Advanced Models for Recovery	60	2.00
ADC258 – Advanced Behavioral and Social Psychology	60	2.00
ADC259 – Advanced Techniques for Psychology Education	60	2.00
ADC260 – Advanced Techniques for Managed Programs	60	2.00
ADC261 – Advanced Counseling Reports & Record Keeping	60	2.00
EP200 – Employment Preparation	20	0.50
GE250 – College Algebra	60	2.00
GE251 – Introduction to Psychology	60	2.00
GE252 – English/Writing (Composition)	60	2.00
GE253 – U.S. History	60	2.00
GE254 – World History	60	2.00
GE255 – Critical Thinking	60	2.00
ASSOCIATE OF OCCUPATIONAL STUDIES – ALCOHOL AND DRUG COUNSELING PROGRAM TOTALS:	**1,910**	**60.5**

COURSE DESCRIPTIONS

CP150 – Microsoft Office and Microsoft Word 60 Hours

This module serves as an introduction to PC operation, Microsoft Office applications and Microsoft Word. Students will learn to distinguish between hardware/software and format with floppy disks. They will learn to open, copy, move, rename, delete and undelete files, as well as to use word processing, database, and spreadsheet programs. In addition, students will learn to employ notepad, paintbrush and windows accessories, as well as how to implement DOS commands, applying OLE. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail, Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

ADC150 – Alcohol & Drug Introduction and Overview 60 Hours

This module examines the history of alcohol and other mood-changing drugs in the United States, the myths and stereotypes of alcohol use, the sociocultural factors that contribute to the use of drugs, as well as the patterns and progressions of alcoholism.

ADC151 – Psychoactive Drugs and Pharmacology 60 Hours

This module examines the effects of alcohol and similar legal psychoactive drugs on human body and behavior. Students will be exposed to tolerance, cross-tolerance, and the synergistic effects of psychoactive drugs. In this module students will also learn about the disease of Alcoholism and examine chemical dependency and/ or addiction. Students will explore concepts relating to Alcoholism, including AMA definition, signs and symptoms, THIO research, endocrine research, and Jellinik's "The Disease Concept of Alcoholism". Furthermore, the pharmacology of alcohol and other psychoactive drugs and their interaction, addiction and cross-addiction, dependency/addiction stages and patterns, and diagnostic laboratory results are discussed. Students will learn about Pharmacological and Physiological treatment and recovery strategies, which include Methadone maintenance, chemo-therapy, individual counseling, group counseling, didactic education groups, stress management, self-help groups, and on-going health care is discussed. Finally, students will explore the differences between male versus female uses of psychoactive drugs.

ADC152 - Law & Ethics, Prevention, Education, Outreach, Referral 60 Hours

This module examines current legal and liability issues that include employment problems, patient's rights, professional liability, legal and regulatory restrictions, potential hazards resulting from non-compliance in professional ethics and responsibilities, community prevention and education, outreach, communication theories and screening techniques, intervention and referral, crisis intervention, and crisis counseling techniques and theories.

ADC153 – Case Management 60 Hours

This module examines assessment, orientation, treatment planning and relapse prevention (aftercare planning). Students will learn administrative requirements for admission, interpersonal dynamics and their potential influence on client behavior. Information needed to complete the intake interview will also be examined. Students will further explore the general nature and goals of the treatment program, as well as rules that govern client conduct and infractions that can lead to disciplinary action or discharge from the program. Students will learn the components of a recovery plan that include problem-solving models and processes. In addition, students will study how to chart the results of the assessment and treatment plan. The role of an aftercare program in the treatment process, and the AA's Twelve Steps, as well as traditions to the recovery process will be discussed.

ADC154 – Individual, Group, & Family Counseling 60 Hours

This module examines the objectives to counseling, which include exploration of a problem and its ramifications, examination of attitude and feelings, and various therapeutic approaches in counseling. Theories of family co-dependency are also covered, along with techniques for motivation for family involvement in the treatment process. This module will also focus on group counseling purposes. Students will learn the function of different types of counseling groups, along with models of group counseling intervention.

ADC155 – Treatment Strategies & Planning 60 Hours

The student learning objective of this module is to identify client problems and explore strategies of ranking problems that need resolution. In this module, students will learn to establish immediate and long-term treatment strategies, as well as determine the treatment methods and resources that can be used by their clients. Students will further expand their understanding about therapeutic effects of various treatment methods, as well as how well-developed treatment strategies can assist their client.

ADC156 – Personal and Professional Growth 60 Hours

This course examines personal and professional issues within Alcohol and Drug Counseling profession. The course will examine counselor burnout, signs and symptoms of burnout. Students will learn to recognize personal strengths and limitations, as well as ways to use that knowledge to promote personal and professional growth. During this module ethical and professional standards will be discussed. Students will also be exposed to voluntary certification and credentialing requirements of various private organizations such as the California Certification Board of Alcohol and Drug Counselors (CCBADC), and the International Certification Reciprocity Consortium (ICRC).

ADC157 – Supervised Laboratory Counseling 60 Hours

This module is works in partnership with the field work experience module and provides the student with an opportunity to discuss and practice the practicum (internship) skills being experienced at a facility. Students will discuss the real-world applications of the 12-Core Functions being experienced at a facility in relationship to the learned knowledge involving them from classroom instruction. Students will also discuss of experiences from their field work experience. Simulation of counseling experiences is employed by the instructor in order to give the student the opportunities to further develop their skills in alcohol and drug counseling.

ADC158 – Agency Orientation and Field Work Experience 270 Hours

During this course, the student will be required to complete orientation and complete assigned field experience under the supervision of a qualified clinical supervisor where the student will be called upon to demonstrate in providing counseling. Focus will be placed on completing the requirements of the "Five Domains": Assessment, Counseling, Case Management, Client, Family and Community Education, and Professional Responsibility. The format for this training is commonly completed on a one-to-one and/or small group.

ADC250 – Advanced Conflict Resolution Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on increasing their knowledge and counseling skills level when dealing with several current issues. Students will develop addition al skills in inventive ways of resolving conflict; how to mediate conflict between others; what to do if the opposing party refuses to participate in resolution; conflicts and consequences of conflict in the workplace; what to do when resolution does not work; using problem solving techniques to find inventive ways in resolving conflict; etc.

ADC251 – Advanced Chemical Dependency & Co-occurring Disorders Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth and skill in the application of an appropriate treatment plan by identifying individuals with chronic substance and poly-substance abuse; anxiety disorders; mood disorders; personality disorders; persons with antisocial personality disorders; passive aggressive and self-defeating personality disorders; psychotic disorders; etc.

ADC252 – Advanced Individual Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on enhancing their knowledge and counseling skill level when providing treatment to individuals who are either substance abusers or dependent on substances. Students will further explore applications of treatment approaches that includes cognitive-behavioral therapy; reality therapy; Gestalt therapy; Aversion therapy; solution- focused brief therapy; and others. Students will continue to explore the effectiveness of any one theory or model or under what conditions one theory or model may be more effective than another.

ADC253 – Advanced Group Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on enhancing their knowledge and counseling skill level when engaging in treatment counseling in a group environment. The student further develops their skills of leadership and mediation are enhanced as the student strengthens the ability for clients to learn "who they are, their capabilities, and their impact or importance to others". The student will further develop the skills in determining the more common types of group counseling used, psychotherapy group or psycho educational group.

ADC254 – Advanced Domestic & Family Violence Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on a greater knowledge and understanding as to the cycle of violence. Students will grasp a greater application of skills and understanding that the cycle of violent behavior is intergenerational. Students will develop a deeper understanding of how domestic violence, mental health and substance abuse intersect, and the effective practices of trauma-sensitive and culturally competent counseling is crucial to the client.

ADC255 – Advanced Techniques for Family Systems Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on the family as a system. The dysfunctional family will be explored in terms of its roles, rules, relationships and patterns. The impact of chemical dependency on the family members and the family unit will be examined, including co-dependency and children's issues.

ADC256 – Advanced Techniques for Outreach and Multicultural Counseling 60 Hours

The objective of this course is for the advanced student learning to focus on increasing their knowledge, understanding, and ability to successfully develop prevention strategies that must be established on a sound planning process. Students will enhance their skills and knowledge based upon Ethnic and Cultural considerations and availability of community-based addiction services and resources. The student will also develop a greater understand and application that there are limits to their scope of counseling. Student will apply to a greater level, their abilities to identify the needed referral based upon specific reason(s), explaining to the client the nature of the referral, and answering why the referral will help the client. Students will explore the evolution of race and ethnicity in our society and how these prevailing attitudes express themselves in the therapeutic group process. Mixed race therapy in a therapeutic group setting is studied to see its impact on the effectiveness of the group. The importance of cultural diversity in a therapeutic group setting is evaluated as it enhances the group process and promotes treatment goals. The importance of cultural competence is also assessed as it relates to the success of the therapeutic group process. Culture, race, and attitudes are also explored to measure their impact on the client. Students participating in a group therapy opportunity have shown to benefit from a culturally diverse therapeutic group experience.

ADC257 – Advanced Models for Recovery 60 Hours

The objective of this course is for the advanced student learning to focus on increasing their knowledge while enhancing their counseling skills while applying various recovery models such as AA Associated 12-Step programs; a Psycho educational Model: Rational Recovery; The Gorski Model; The Stage Model; Pharmacotherapy; Treatment Matching; and a Cognitive-Behavioral/Social Learning Model.

ADC258 – Advanced Behavioral and Social Psychology 60 Hours

The objective of this course is for the advanced student learning to focus on increasing their knowledge and counseling skills level relating to behavioral and social psychology. This class provides the student with greater understandings of behavioral modifications and social mannerisms involved in positives and negatives in social psychology, to include groups and prejudices, functional assessments.

ADC259 – Advanced Techniques for Psychology Education 60 Hours

The objective of this course is for the advanced student learning to focus on increasing their knowledge of and ability to apply psychology education on the basis that addiction is a preventable behavior, and it is a treatable disease. The student will develop greater skills at educating the client and/or or their family with new attitudes towards dependency, that it is a treatable disease, and that it has recognizable signs. The student's ability to successfully utilize their skills in psychology education will help their client to handle feelings of guilt and low esteem which contributes to their behavior and addiction.

ADC260 – Advanced Techniques for Mandated Programs 60 Hours

The objective of this course is for the advanced student learning to focus on increasing their knowledge and understanding of the various court mandated programs which will range from12 hour educational programs to residential type programs. The student will enhance the applications and their knowledge of such mandated programs as DUI programs, Anger Management programs, Rehabilitation and Residential programs, Domestic Violence programs, and Outpatient programs. Students will develop a greater depth of knowledge and applications of mandated programs managed by Probation and other such agencies as the Parole Department, Child and Family Services, and even those by an employer.

ADC261 – Advanced Counseling Reports & Record Keeping 60 Hours

The objective of this course is for the student to develop greater skills and increase their knowledge of creating and maintaining complete client records; charting the results of the assessment and treatment plan; writing complete reports, to include progress notes, discharge summaries, and related client data.

EP200 – Employment Preparation 20 Hours

During this course, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). Students will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. In addition, students will acquire important skills involving employment search techniques, as well as tracking methods commonly used during successful job search.

GE250 – College Algebra 60 Hours

The objective of this course is for the student to develop basic college level algebra knowledge and skills. This course concentrates on a basic review of mathematics, the language of algebra, equations, inequalities, polynomials, factoring, and rational expressions. Practical application problems are presented throughout the course. The course is categorized into six distinct parts. The first part of the course covers the concepts and use of college level mathematics. The second part of the course investigates the language of algebra. The third part examines the definition and uses of equations and inequalities. The fourth part concentrates on polynomials and solution methods. Factoring and then rational expressions are covered in the fifth and sixth segments. Practical applications are emphasized throughout the course.

GE251 – Introduction to Psychology 60 Hours

The objective of this course is to introduce students to the art and science of Psychology. Course emphasis is on applying the "science of human behavior" through the format of compare and contrast, analyzing and synthesizing subject matter to a variety of settings: vocational, personal, academic, and clinical. Course content introduces the history of psychology, major theories of personality and learning, current research and developmental issues. The course has a holistic approach and integrates the biological basis of behavior, social factors, learning and the unique coping styles of the individual to understand human behavior.

GE252 – English/Writing (Composition) 60 Hours

The objective of this course is for the student to develop and apply a greater proficiency in the writing process with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation. This course also provides the opportunity for students to develop greater proficiencies in the writing process by demonstrating the ability to differentiate between persuasive and argumentative essays, and will include practice in developing a distinctive style, the methods of effective reasoning, library and on-line research. A formal research project is required

GE253 – U.S. History 60 Hours

The objective of this course is for the student to develop a greater factual and structural knowledge of the United States since 1900. The major movements and developments of the decades since that date are examined in both broad outline and in detail to allow the student to infer significant conclusions about the recent past, the present, and the possibilities of the future. Additional topics include intellectual and cultural trends, foreign relations, economic conditions, and the emergence of the United States as a world power.

GE254 – World History 60 Hours

The objective of this course is for the student to develop a greater knowledge and understanding of the world in the 20th Century, that will include the major political and economic changes that have reshaped global relations, while deducing which forces led to the collapse of empires and the resulting rise of nationalism throughout the world during this more recent time era. Students will analyze the argument that the single most profound global transformation in human relations during the twentieth century has been the demise of all remaining empires and the emergence–in their place–of nation-states. Students will also scrutinize such topical areas as war and society, petroleum and the international economy, colonialism and nationalism, internationalism, new nations and ethnic conflicts, the third world, etc.

GE255 – Critical Thinking 60 Hours

The objective of this course is for the student to develop the knowledge and proficiencies in the use of critical thinking and problem solving skills. Students will develop the abilities to distinguish among opinions, facts, and interferences; distinguish and critique underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternate points of view; ask informed questions and make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze and assess ethical issues and situations; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments.

ASSOCIATE OF OCCUPATIONAL STUDIES – PARALEGAL

PROGRAM DESCRIPTION

This "Associate of Occupational Studies – Paralegal" program is a 60.50 Semester Credit Hour/Units (1,820 clock hours) program requiring 91 weeks of combined General Education courses along with Occupational theory and applied skills training. The program focuses on developing a student's academic and occupational competencies as a broad-based foundation in legal studies pertinent to becoming a Paralegal.

PROGRAM OBJECTIVES

The program's objective is to prepare the student with comprehensive knowledge and skills for an entry-level position as a Paralegal. The program is designed to provide the student with an understanding of the legal system referencing the law office through the Federal Court Systems and local agencies. With a foundation of general education building block courses, the student will then develop a thorough knowledge and applied skills in basic legal courses of Contract Law, Family Law, Property Law, Criminal Law, Bankruptcy Law, Business Law & Ethics, Immigration and Constitutional Law, Legal Research, Civil Litigation Procedures, Law Office Procedures, Wills, Trusts & Estate Administration, and Torts.

As a result of having then established their basic knowledge and skills in related paralegal studies, in order to facilitate an even greater level of learning outcomes, the student will successfully complete advanced course training in applied subject areas as Landlord/Tenant Law, Sports and Entertainment Law, Human Relations and Employment Law, Divorce and Custody Resolution, Intellectual Property Law, Advanced Criminal and Constitutional Law, Environmental Law and Governmental Regulations, Advanced Family and Related Issues, Advanced Bankruptcy Law, Advanced Contract and UCC Law, Advanced Immigration Law, etc. Using various legal research techniques, resources and systems, students will enhance their acquired knowledge, critical thinking abilities, occupational skill level, and ultimately their opportunities for employment and advancement in the legal field.

OCCUPATIONAL OBJECTIVES

Graduates of this Associate of Occupational Studies program will be qualified for entry-level positions in the field of law as Paralegals, Legal Investigator / Legal Assistant, Legal Secretary, File Clerk, and other career related Legal field job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #119.267-026, 119.267-022, 201.362-010, 206.362-010, 119.267-034, 169.167-066, 375.137-022 and other legal field career related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 91 weeks, 1,820 clock hours, 60.50 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 91 weeks, 1,820 clock hours, 60.50 Semester Credit Hours

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 - Microsoft Office and Microsoft Word	60	2.00
P160 – Torts	60	2.00
P161 – Labor & Administrative Law	60	2.00
P162 – Business Law, Immigration, and Constitutional Law	60	2.00
P163 – Law Office Procedures & Writing	60	2.00
P164 – Contracts, Criminal Law & Evidence	120	4.00
P165 – Legal Research	60	2.00
P166 – Civil Procedures & Litigation	60	2.00
P167 – Property & Bankruptcy Law	60	2.00
P168 – Family Law	60	2.00
P169 – Wills, Estate Administration, and Internet Research	60	2.00
P260 – Advanced Paralegal Series I	120	4.00
P261 – Advanced Paralegal Series II	120	4.00
P262 – Advanced Paralegal Series III	120	4.00

P263 – Advanced Paralegal Series IV	120	4.00
P264 – Advanced Paralegal Series V	120	4.00
P265 – Advanced Paralegal Series VI	120	4.00
EP200 – Employment Preparation	20	0.50
GE250 – College Algebra	60	2.00
GE251 – Introduction to Psychology	60	2.00
GE252 – English/Writing (Composition)	60	2.00
GE253 – U.S. History	60	2.00
GE254 – World History	60	2.00
GE255 – Critical Thinking	60	2.00
ASSOCIATE OF OCCUPATIONAL STUDIES –		
PARALEGAL PROGRAM TOTAL:	1,820	60.5

COURSE DESCRIPTIONS

CP150 – Microsoft Office and Microsoft Word 60 Hours

This module serves as an introduction to PC operation, Microsoft Office applications and Microsoft Word. Students will learn to distinguish between hardware/software and format with floppy disks. They will learn to open, copy, move, rename, delete and undelete files, as well as to use word processing, database, and spreadsheet programs. In addition, students will learn to employ notepad, paintbrush and windows accessories, as well as how to implement DOS commands, applying OLE. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail, Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

P160 – Torts 60 Hours

Torts (Personal Injury, Workers Compensation)

The objective of this module is for the student to develop skills and knowledge surrounding the legal issues involved with Torts, Personal Injury. The student will develop knowledge regarding the difference between a civil and a criminal wrong, three basic categories of torts: intentional, negligence, and strict liability, an understanding of the application of elements to formulate a cause of action, the defenses which may negate the successful formation of a cause of action, appropriate California statutes. The student will learn why an action based in Worker's Compensation may be brought; and some of the basic forms applicable.

P161 – Labor Law & Administrative Law 60 Hours

Labor law

The objective of this module is for the student to develop a basic understanding, knowledge, and skills relating to basic labor laws and how they effect a business and office environment.

Administrative Law

The objective of this module is for the student to develop skills and knowledge surrounding legal concepts and their applications to real world situations. Students will learn to decipher actual law and materials. The student will be exposed to the various documents, research sources, and other materials involved with performing the responsibilities of a paralegal.

P162 – Business Law, Immigration & Constitutional Law 60 Hours

Business Law & Ethics

The objective of this module is for the student to develop a basic understanding, knowledge, and skills relating to Business Law. The student will learn the roles and importance of Business Law and Business Relations; Common Failures of Business Organization; and, Business Organization Risks and Liabilities.

Immigration / Constitutional Law

The objective of this module is for the student to develop fundamental skills and knowledge that represents the construction and application of current Immigration Laws. Students will learn about the nature and origin of the U.S. Constitution and the development of laws. The student will become acquainted with the Branches of Government and how laws are made; including the power of government to regulate Immigration; the Immigration and Naturalization Act (INA), the Immigration Reform and Control Act of 1986 (IRCA), and the Immigration Act of 1990 as the principle employer-related immigration laws.

P163 – Law Office Procedures & Writing 60 Hours

Legal Office Procedures

Students will learn in this module, the general office procedures followed in a law office and the student will learn the rules governing those who work in the legal profession. The student will learn: why and how legal professionals are regulated; some of the important ethical rules governing the conduct of attorneys; how law firms may be organized and managed; some of the typical policies and procedures governing law office employment; the importance of an efficient filing system in a legal practice and some typical filing procedures; how clients are billed for legal services; and, how law-office culture and politics may affect the working environment.

Word Processing for the Law Office

The objective of this course is for the student to develop the understanding, knowledge, and skill required to perform computer-assisted legal writing. This course is designed to provide the student with demonstrable skills in legal writing, by use of problems and projects. The course allows the student to develop the skills needed in assisting the attorney in the through the preparation of written documents.

P164 – Contracts, Criminal Law, & Evidence 120 Hours

Contract Law

The objective of this module is for the student to develop a basic understanding, knowledge, and skills relating to: elements of a Valid Contract; elements of a valid lease agreement; enforcement of sales contracts; and, the Common Law of Contracts.

Criminal Law

The objective of this module is for the student to develop skills and knowledge surrounding the legal definitions and elements of a crime and provides the student with an understanding of criminal procedures from arrest through pre-trial, trial, and sentencing. Student will learn how to obtain facts by investigation to convict or defend an alleged criminal. In addition, the student will be able to utilize the California Penal Code with efficiency, be introduced to the Evidence Code and applicable practice guide, and how and why the criminal litigation procedures differ from civil litigation procedures.

Law & Evidence

The objective of this module is for the student to develop skills and knowledge surrounding the legal process regarding the rules of evidence. The student will develop an understanding of the source of evidence available for a trial, the importance of gathering evidence prior to trial, the significance of gathering information at a crime scene along with subsequent investigation of a crime and their applications.

P165 – Legal Research 60 Hours

Legal Research

The objective of this module is for the student to develop skills and knowledge as it relates to functions of a paralegal in legal research. The student will learn through practical application projects, the function of legal research in the legal system and the nature of relative legal writing. The student will be required to create a sample file of legal documents as a result of their research for their future referencing. The student will develop a better understanding of the functions of a paralegal in the drafting of legal documents and correspondence required in normal case management. Students will learn how to research through the U.S. legal system, law publishing's, law books, and law libraries. Students will learn the principal sources of the law: cases, statutes, constitutions, court rules, administrative regulations, and miscellaneous publications used in legal research. The module culminates as the student will be able to demonstrate how to develop research strategies.

P166 – Civil Procedures & Litigation 60 Hours

Civil Procedures

The objective of this module is for the student to develop skills and knowledge involving the practical aspects of drafting simple and complex motions, oppositions to motions, and the procedural rules governing law and motion practice. The student will learn about pre-trail conference statements and settlement documents relating to the pre-trial stage of litigation.

Civil Litigation

The objective of this module is for the student to develop skills and knowledge as the student learns each step of pre-trial preparation and trial. The student will participate in a hypothetical law suit, drafting documents, completing interviews, counseling, and preparation of pleadings, motions, all the way through the settlement techniques, pre-trial, trial, and post trial activities.

P167 – Property & Bankruptcy Law 60 Hours

Property Law

The objective of this module is for the student to develop skills, understanding, and a working knowledge of community and separate property laws. The student will learn the basic concepts in the law of real property, including parties to a real estate transaction, the sales agreement, financing techniques, deeds and indentures, real property descriptions, the closing and settlement process, and post-settlement activities.

Bankruptcy Law

This module will provide the student with basic skills and a better understanding in the activities conducted by the paralegal in a bankruptcy practice to include petitions, motion practice in bankruptcy, the role and powers of the bankruptcy trustee, discharge ability of debts, reorganization cases, and the analysis and preparation of Statements and Schedules. The student will develop a basic understanding of the bankruptcy theory and practice based on the United States Bankruptcy Code.

P168 – Family Law 60 Hours

Family Law

During this module, the student will develop knowledge and skills in a wide range of subjects involving Family Law. This will range from the practical aspects of dissolution and custody procedures to substantive areas on contempt, and spousal nonpayment of custody awards. The student will learn formalities of family law and its impediments, including marriage, annulments, divorce property rights and distribution, alimony, separation agreements, adoptions, parent and child law.

P169 – Wills, Estate Administration, & Internet Research 60 Hours

Wills, Trusts & Estate Administration

The objective of this module is for the student to develop skills and knowledge involved with Wills, Trusts and the Administration of the Estate. The student will form an understanding of the functions of a paralegal in the creation and administration of wills and trusts, in particular, the rules of probate and trust administration generally, and specifically in California. Through practice and exercises, the student will demonstrate skills in completing forms, checklists, and the actual drafts of wills and trusts.

Internet

The module objective is for the student to develop skills and knowledge required to perform computer-assisted legal research using the Internet and World Wide Web's resources. The student will develop skills and the ability to make computerized digest searches, on-line, for case summaries. The student will learn through exercises and projects using computer-assisted legal research, to develop their own index of the material searched.

P260 – Advanced Paralegal Series I 120 Hours

Landlord/Tenant Law

The objective of this course is for the student to develop a greater knowledge and an understanding as to the essential legal principles associated with being a Landlord. The course addresses student learning on Landlord legal issues such as tenant screening, leases and rental agreements, rent rules, security deposits, discrimination, landlord's duty and responsibilities, resolving disputes, terminations and evictions, liabilities for health hazards, etc.

The student will also develop a greater knowledge and understanding as to the essential rights and protections associated with being a Tenant. Student learning address the legal issues surrounding leases and rental agreements, rent rules, security deposits, discrimination, terms of tenancy, right to privacy, landlord's responsibility to maintain your safety and a healthful environment, tenancy terminations, evictions, change of tenancy, resolving disputes, etc.

Advanced Contract and UCC Law

The objective of this course is for the student to develop and advance their understanding, knowledge, and interpretive skills with case studies and applications of statutory contract law. Student studies, enhanced by content with real-world examples, include classic contract law and contemporary rulings. Applications of the Uniform Commercial Code and the required performances of UCC contracts are examined.

Environmental Law & Governmental Regulations

The objective of this course is for the student to develop a knowledge and understanding of the relationship between the legal system and the regulation of the natural world. The student will learn of the legal processes relevant to environmental law, descriptions of federal and state law and regulations, and special features on recent topics related to environmental law. Students will learn of how environmental laws and regulations are applied and interpreted by the court system.

P261 – Advanced Paralegal Series II 120 Hours

Advanced Family Law and Related Issues

The objective of this course is for the student to develop an advanced level of knowledge and skills that leads to a greater depth of understanding and the ability to analyze the variety of subjects that comprise "family law", from the various methods by which marital relationships may be formed and terminated to issues of marital property, child custody, visitation, support, paternity, and adoption. Students learn through a balance between the theoretical underpinnings of family law and the processes and procedures that govern daily practice such as same-sex marriage, domestic partnerships, covenant marriage, premarital agreements, parenting plans, reproductive technologies and custody battles, alternative dispute resolution and adoption.

Divorce and Custody Resolution

The objective of this course is for the student to develop an understanding and working knowledge of family divorce and custody issues. Students will gain knowledge and build practical skills involving the divorce process, working with mediators or lawyers, how to avoid expensive and painful court battles, figure out alimony, establish child custody and visitation issues, determine child support, divide money and property fairly, draft a basic marital settlement agreement, deal with divorce emergencies, and address post-divorce issues.

Advanced Bankruptcy Law

The objective of this course is for the student to develop an expanded level of knowledge and experience in Bankruptcy Law and is designed to bridge the gap between basic business law and the complex concepts in the Bankruptcy Code. This course places students in hypothetical environments and arenas where clients conduct business by providing the student with greater concepts and appreciation of the laws and processes that govern collection of debts, repossession of personal property, prejudgment remedies, and enforcement and collection of judgments.

P262 – Advanced Paralegal Series III 120 Hours

Discovery, Investigations, and Interviews

The objective of this course is for the student to develop knowledge and skills through the utilization of case studies based on actual events and investigations. The student will perfect their skills through practical applications of investigative techniques and strategies and interviewing methods for all areas of litigation. The learning experiences and applications include discovery and investigation techniques, Federal Statues and rules, practical application of paralegal work ethics and responsibilities, techniques for separating legal issues into their elements and finding evidence to prove the elements, and conducting witness interviews.

Evidence and Law

The objective of this course is for the student to develop a substantive view of evidence law, its procedures and its use in the legal process. The student will develop a greater knowledge and enhanced skills capability with relevant cases, analytical legal reasoning, and court decision-making process that exist behind the laws. Students will learn what constitutes evidence, how evidence is gathered from sources such as public, private, and government, analyzing evidence in terms of whether or not it is admissible, and then what happens to it at trial and on appeal. Through case study, student will learn at the evidence gathering stage, how they might use informal techniques to gather evidence, determine what discovery techniques to utilize and what questions should be asked, how specific rules, state and/or federal, would apply to collection and presentation of evidence.

Advanced Criminal and Constitutional Law

The objective of this course is for the student to develop a greater understanding and breath of knowledge as to the relationship between criminal law, criminal procedure, and our rights and privileges as defined by the Constitution. Students will develop a greater ability to analyze criminal justice situations from a legal perspective. Students will engage in discussions involving the Constitution and relating U.S. Supreme Court decisions. Students will examine, question, and analyze illustrated fundamental legal concepts based on case histories.

P263 – Advanced Paralegal Series IV 120 Hours

Estate Planning

The objective of this course is for the student to develop working knowledge and practical skills concerning wills and living trusts to sophisticated tax-saving strategies. Students will develop applicable skills and abilities to create wills, what is probate and how to avoid it, living trusts, property-control trusts, naming guardians for children, leaving property to children, estate taxes and how to reduce them, living wills (health care directives), financial powers of attorney, final arrangements, and strategies for business owners.

Conservatorships and Elder Abuse Law

The objective of this course is for the student to develop knowledge of the breath and application of Elder Law. Students will learn of the realities surrounding the practice of modern elder law in meeting the needs of America's growing elderly population. Students will learn important case and statutory law within an historical perspective. Practical assignments, hypothetical situations, and elder law practice scenarios are used to bring real-world learning into the classroom. Students will develop a working knowledge in areas of essential elder law such as guardianship and conservatorship issues, physical and financial elder abuse, age discrimination, grandparents rights, Medicaid and Medicare planning, long-term care planning, financial planning and trusts, housing options, love and marriage.

Advanced Immigration Law

The objective of this course is for the student to develop an advance level of changes made in immigration law since September 11, 2001. Student will also develop a more extensive awareness of new procedural and substantive laws created in the aftermath of 9/11 affecting immigration into the United States. Students will become familiar with the American Citizenship Preparation guidelines and forms commonly required and used in immigration matters.

P264 – Advanced Paralegal Series V 120 Hours

Advanced Personal Injury & Worker's Compensation Law

The objective of this course is for the student to develop a greater grasp of the principles of tort law applications with specific focus on personal injury and worker's compensation. Emphasizing real world practical skills, students are provided numerous opportunities to engage in discussion and legal applications, as such, "putting it into practice". Student will also be asked to address the theoretical aspects of drafting petitions, presenting cases to an administrative law judge, and bringing an appeal. Students will develop a greater understanding of Worker's Compensation law theory and practice, engaging in ethical discussions and analysis, explore the use of private investigators and various discovery devices in order to examine claims.

Human Relations & Employment Law

The objective of this course is for the student to develop a better understanding and knowledge concerning the basic legal guidelines for human resources policies and practices involving employee hiring, termination, and layoffs, conducting interviews and investigating applicants, compliance with federal and state wage requirements, benefit packages, workplace health and safety, discrimination, Americans with Disabilities Act, the Family and Medical Leave Act, Age Discrimination in Employment Act, Workers' Compensation, unemployment insurance, etc.

Advanced Civil Litigation and Procedures

The objectives of this course is for the student to further advance and develop their knowledge, understanding, and applications of the principles of litigation practice with practical applications. Students will learn in greater detail the relevance of litigation to other legal specialties, such as personal injury, real estate, employment and intellectual property law. The student will explore various law office litigation systems, further developing the students organizational skills and quality control techniques needed to perform successfully in a law office environment. Students will also explore the recent revisions to the Federal Rules of Evidence and Civil and Appellate Procedures, to include the practice requirements of the Health Insurance Portability and Accountability Act.

P265 – Advanced Paralegal Series VI 120 Hours

Advanced Legal Research & Writing

The objective of this course is for the student to develop a greater depth of knowledge and comfort level they need to confidently conduct their Legal Research, Analysis and Writing with a focus on critical thinking skills and practical skill implementation. Through Electronic Legal Research, students learn to explore and utilize legal databases and the Internet, searching with greater substance and depth. Students will develop a greater understanding of primary and secondary authority, identify and state the issues, apply case law and perform counter analysis. As a result, a particular focus is placed on the writing process, including such subject areas of fundamentals of writing, the legal writing process, office legal memoranda, court briefs and correspondence.

Sports and Entertainment Law

The objective of this course is for the student to develop a basic working knowledge, based upon case history and research, involving legal areas and issues facing participants in the sports industry such as contracts, agents, crimes, drugs, disabilities, and others relating to contemporary sports. The course also addresses legal principles, case history, federal regulations and constitutional considerations involved with entertainment law. Legal issues surrounding the television, film, recording and music publishing, and live stage performances are analyzed and addressed.

Intellectual Property Law

The objective of this course is for the student to develop a understanding and basic application as to the four fields of intellectual property law; trademarks, copyrights, patents, and trade secrets. The course introduces topics such as the duration of rights, protection from infringement, patent reform, the rise of patent trolls, copyright pre-registration, and Section 337 ITC investigations. The student will examine realistic case studies providing real world insight into the field of intellectual property law.

EP200 – Advanced Paralegal Series VII 20 Hours

Employment Preparation

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews,. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

GE250 – College Algebra 60 Hours

The objective of this course is for the student to develop basic college level algebra knowledge and skills. This course concentrates on a basic review of mathematics, the language of algebra, equations, inequalities, polynomials, factoring, and rational expressions. Practical application problems are presented throughout the course. The course is categorized into six distinct parts. The first part of the course covers the concepts and use of college level mathematics. The second part of the course investigates the language of algebra. The third part examines the definition and uses of equations and inequalities. The fourth part concentrates on polynomials and solution methods. Factoring and then rational expressions are covered in the fifth and sixth segments. Practical applications are emphasized throughout the course.

GE251 – Introduction to Psychology 60 Hours

The objective of this course is to introduce students to the art and science of Psychology. Course emphasis is on applying the "science of human behavior" through the format of compare and contrast, analyzing and synthesizing subject matter to a variety of settings: vocational, personal, academic, and clinical. Course content introduces the history of psychology, major theories of personality and learning, current research and developmental issues. The course has a holistic approach and integrates the biological basis of behavior, social factors, learning and the unique coping styles of the individual to understand human behavior.

GE252 – English/Writing (Composition) 60 Hours

The objective of this course is for the student to develop and apply a greater proficiency in the writing process with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation. This course also provides the opportunity for students to develop greater proficiencies in the writing process by demonstrating the ability to differentiate between persuasive and argumentative essays, and will include practice in developing a distinctive style, the methods of effective reasoning, library and on-line research. A formal research project is required

GE253 – U.S. History 60 Hours

The objective of this course is for the student to develop a greater factual and structural knowledge of the United States since 1900. The major movements and developments of the decades since that date are examined in both broad outline and in detail to allow the student to infer significant conclusions about the recent past, the present, and the possibilities of the future. Additional topics include intellectual and cultural trends, foreign relations, economic conditions, and the emergence of the United States as a world power.

GE254 – World History 60 Hours

The objective of this course is for the student to develop a greater knowledge and understanding of the world in the 20th Century, that will include the major political and economic changes that have reshaped global relations, while deducing which forces led to the collapse of empires and the resulting rise of nationalism throughout the world during this more recent time era. Students will analyze the argument that the single most profound global transformation in human relations during the twentieth century has been the demise of all remaining empires and the emergence–in their place–of nation-states. Students will also scrutinize such topical areas as war and society, petroleum and the international economy, colonialism and nationalism, internationalism, new nations and ethnic conflicts, the third world, etc.

GE255 – Critical Thinking 60 Hours

The objective of this course is for the student to develop the knowledge and proficiencies in the use of critical thinking and problem solving skills. Students will develop the abilities to distinguish among opinions, facts, and interferences; distinguish and critique underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternate points of view; ask informed questions and make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze and assess ethical issues and situations; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments.

ASSOCIATE OF OCCUPATIONAL STUDIES – BUSINESS MANAGEMENT AND ACCOUNTING

PROGRAM DESCRIPTION

This "Associate of Occupational Studies – Business Management and Accounting " program is a 60.50 Semester Credit Hour/Units (1,820 clock hours) program requiring 91 weeks of combined General Education courses along with Occupational theory and applied skills training. The program focuses on developing a student's academic and occupational competencies as a broad-based foundation in Business and Accounting studies pertinent to Business Management and Accounting Program.

PROGRAM OBJECTIVES

The program's objective are to prepare the student with comprehensive knowledge and skills for an entry-level position as a Business Management and Accounting administrator, having earned an "Associate of Occupational Studies" (A.O.S.)degree. This A.O.S. Degree program is designed to provide the student with an understanding of the Business Management and Accounting system referencing the business through the Federal Court Systems and local agencies. With a foundation of general education building block courses, the student will then develop a thorough knowledge and applied skills Business Law, Accounting Ethics and Corporate Law, E-Business, Business Market & Advertising, Cost Accounting, Intermediate Accounting, Fundamentals of Insurance, and Human Relations & Employment Law.

As a result of having then established their basic knowledge and applied skills in related Business Management and Accounting Program to facilitate an even greater level of learning outcomes, the student will successfully complete advanced course training in applied subject areas such as Advance Control and UCC Law, Business Law, Accounting Ethics & Corporate Law, Advance Security and Loss Prevention for Businesses, intellectual Property Law, Payroll Management etc. Using various Business Management and Accounting research techniques, resources and systems, students will enhance their acquired knowledge, critical thinking abilities, occupational skill level, and ultimately their opportunities for employment and advancement in the Business Management and Accounting fields.

OCCUPATIONAL OBJECTIVES

Graduates of this Associate of Occupational Studies program will be qualified for entry-level positions in the field of Business Management and Accounting, Business Administration / Office Assistant, Business and or Accounting Secretary, Accounting File Clerk, and other career related Business Management and Accounting field related titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: # 001.061-010, 024.364-010, 201.162-010, 219.362-046, 219.362-050, 243.367-018, 245.362-022, 272.357-018 and other Business Management and Accounting field career related D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 91 weeks, 1,820 clock hours, 60.50 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 91 weeks, 1,820 clock hours, 60.50 Semester Credit Hours

COURSE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 – Microsoft Office and Microsoft Word	60	2.00
CP152 – Microsoft Excel and PowerPoint	60	2.00
BMA150 – Business Communication	60	2.00
BMA151 – Business Math/ Introduction to Bookkeeping	60	2.00
BMA152 – Bookkeeping Fundamentals I	60	2.00
BMA153 – Bookkeeping Fundamentals II	60	2.00
BMA154 – Applied Accounting	60	2.00
BMA155 – Computerized Accounting I	60	2.00
BMA156 – Computerized Accounting II	60	2.00
BMA157 – Computerized Accounting III	60	2.00
BMA158 – Tax Preparer I	60	2.00
BMA159 – Tax Preparer II	60	2.00
BMA250 – Business Management	60	2.00

BMA251 – Business Finance	60	2.00
BMA252 – Cost Accounting	60	2.00
BMA253 – Intermediate Accounting	60	2.00
BMA254 – Human Relations with Employment and Labor Law	60	2.00
BMA255 – Contract and UCC Law	60	2.00
BMA256 – Fundamentals of Risk Management	60	2.00
BMA257 – Accounting Ethics and Corporate Law	60	2.00
BMA258 – Payroll Management	60	2.00
BMA259 – Business Marketing and Advertisement	60	2.00
BMA260 – Business Entrepreneurship and Start-Up Business	60	2.00
BMA261 – Business and the Internet	60	2.00
EP200 – Employment Preparation	20	0.50
GE250 – College Algebra	60	2.00
GE251 – Introduction to Psychology	60	2.00
GE252 – English/Writing (Composition)	60	2.00
GE253 – U.S. History	60	2.00
GE254 – World History	60	2.00
GE255 – Critical Thinking	60	2.00
ASSOCIATE OF OCCUPATIONAL STUDIES – BUSINESS MANAGEMENT & ACCOUNTING PROGRAM TOTALS:	**1,820**	**60.5**

COURSE DESCRIPTIONS

CP150 – Introduction to Computers and Microsoft Word 60 Hours

This course serves as an introduction to PC operation, Microsoft Office applications and Microsoft Word. Students will learn to distinguish between hardware/software and format data. They will learn to open, copy, move, rename, delete and undelete files, as well as to use word processing, database, and spreadsheet programs. Students will also learn to employ notepad, paintbrush and windows accessories, as well as how to implement DOS commands, applying OLE. In addition, students will develop their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail, Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

CP152 – Microsoft Excel and PowerPoint 60 Hours

This course provides students with knowledge of the use of Microsoft Excel and PowerPoint. Upon completion of this module, students develop knowledge and skills in using Microsoft Excel and spreadsheets. Students will learn to create and save workbooks, format text and date, select ranges and format the data. Students will develop ability to create, format and modify charts, as well as ability to manage formulas and spreadsheets. Furthermore, students will learn to create engaging PowerPoint presentations. Topics will include creating slides, inserting and formatting images, and applying special effects, manipulating data, adding comments, narrating the slide show as well as presenting a slide show on a computer.

BMA150 - Business Communication 60 Hours

During this course students will explore business written, oral, as well as electronic communication through carefully organized and designed memos, letters, reports, and presentations. Students will develop understanding of communication theories, develop strategies for planning managerial communications, and build skills in oral and written reporting as well as persuading. Students will explore communication technologies in the world of business and the implications of communication technologies on organizational structure and conduct.

BMA151 – Business Math/ Introduction to Bookkeeping 60 Hours

During this course, students will be introduced to basic principles of bookkeeping. Students will develop the knowledge, understanding, and skill sets used in the applications of accounting principles, both theory and practice. Students will also review of basic math functions with emphasis on practical problems including interest calculations, discount calculations, percentage calculations and payroll calculations. Students will develop in performing business mathematical operations using electronic calculator.

BMA152 – Bookkeeping Fundamentals I 60 Hours

During this course, students will advance their knowledge, understanding, and applications of accounting principles. Students will develop this knowledge and skill sets by the application of recording and summarizing of financial information through various exercise simulations of company records. It is through these practice applications that students will understand and be able to apply a company's assets, liabilities, owner equity, debits and credits, journalizing and posting transactions, financial statements, adjusting procedures, closing procedures, sales journals, and purchase journalizing. Students will also develop the understanding of applications for cash journals, costing merchandise inventory, pricing merchandise, negotiable instruments, and controlling cash.

BMA153 – Bookkeeping Fundamentals II 60 Hours

During this course, students will continue advancing their knowledge, understanding, and applications of accounting principles. Students will develop the knowledge, understanding and skill sets used in the applications of accounting principles and practice in the areas of payroll, property – plant – and equipment depreciation, partnerships and corporations, charting of accounts – journalizing and posting; cash receipts and cash disbursement journalizing; worksheet procedures; trail balances; financial statements; payroll register; bank reconciliation; and partnership division of net income applications.

BMA154 – Applied Accounting 60 Hours

During this course, students will be required to apply the theory learned in Bookkeeping I and apply that knowledge to a real-life business simulations. Students will be required to apply their knowledge and skill sets to create a company's accounting books that include charting of accounts, general ledger, accounts receivable ledger, accounts payable ledger and basic management reports. Students will practice making entries and posting to accounts for an entire accounting cycle.

BMA155 – Computerized Accounting I 60 Hours

During this course, students will develop the knowledge and skill sets required in using "Peachtree Accounting", a popular, integrated, software accounting package. Students will learn by studying the Peachtree Accounting software program and setting up a simulated new company. Students will also learn to structure transactions for cash business; accounts receivable; sales for service business; accounts payable and purchases for a service business; cash payments and cash receipts; preparing the financial statements; purchases of inventory in a merchandise business; sales of inventory in a merchandise business; payroll; job costing; and fixed assets. Students will accomplish this by creating files, entering data, and producing journals and financial statements.

BMA156 – Computerized Accounting II 60 Hours

During this course, students will continue to develop the knowledge and skill sets used in computerized accounting by setting up three separate new simulated companies: 1) a Partnership, 2) a Sole Proprietorship, and 3) Corporation. Students will be required to setup accounts receivable, accounts payable, a beginning balance, employee accounts, monthly transactions, payroll, bank reconciliation, and end of the year procedures along with financial statements.

BMA157 – Computerized Accounting III 60 Hours

During this course, students will be develop the knowledge and skill sets required in using "QuickBooks Accounting", a popular, integrated, software accounting package. Students will develop these skills by studying the QuickBooks Accounting software program and setting up a simulated new company. Students will practice entering bills, paying bills, writing checks, creating invoices, receive payments, enter cash sales and make deposits. Students will also practice setting up end of period procedures to include general journal entries concerning inventory management, receive items, sell items, process sales discounts, adjust quantity / value on hand, and pay sales tax. Students will also be called upon to customize, update and prepare for the accrual basis of accounting by setting up payroll and processing, pay employees, pay payroll liabilities and process payroll forms; banking transfer of funds, reconcile accounts, and enter credit card charges; track jobs, recording job income, record job payroll expenses, and track time for employees and jobs; and finally, customizing company files with reports using graphs, sub accounts, invoices, letters, and memorized transactions.

BMA158 – Tax Preparer I 60 Hours

During this course, students will develop the knowledge, understanding and skill sets required for the computing, preparing and filing individual income taxes. The course covers the following topics: who must file and when to file. Personal and gross income, deductions and exemptions, casualty losses and bad debts, depreciation and amortization, gain, losses on property transactions, individuals tax credits, estimated taxes; the students will become familiar with preparing individuals and small businesses tax preparation with using the Turbo Tax Software and the intricacies of individual and simple business income tax. Students will become proficient in the preparation of simple partnership and corporate tax returns.

BMA159 – Tax Preparer II 60 Hours

During this course, students will develop the knowledge, understanding and skill sets required for the computing, preparing and filing individual income taxes. The course covers the following topics: who must file and when to file. Personal and gross income, deductions and exemptions, casualty losses and bad debts, depreciation and amortization, gain, losses on property transactions, individuals tax credits, estimated taxes; the students will become familiar with preparing individuals and small businesses tax preparation with using the Turbo Tax Software and the intricacies of individual and simple business income tax. Students will become proficient in the preparation of simple partnership and corporate tax returns.

BMA250 – Business Management 60 Hours

The objective of this course is to introduce students to the nature of management, the evolution of management thought, strategic management and planning concepts, as well as decision making and creative problem solving. Students will explore the concepts of motivation and leadership in a changing business environment. Other overview topics will include types of business organizations, organizational structures, various dynamics within organizations, administration dynamics, and work distribution functions.

BMA251 – Business Finance 60 Hours

During this course, students will be introduced to the basics of business finance. Students will learn the role of the financial manager and the common techniques utilized for obtaining and using funds to maximize value. Additional topics covered in this course include: discounted (CF) Cash Flow analysis, valuation methods, risk and return, financial analysis, financial planning and control, working capital management, cost of capital, capital structure, common stock and long term debt financing, and credit management.

BMA252 – Cost Accounting 60 Hours

The course will introduce students to cost concepts, cost accounting process and principles, and integrated accounts. Course topics include introduction to cost accounting, cost concepts, cost accounting for materials, labor and overhead, job costing, process costing, cost control, reconciliation of cost and financial accounts, integrated accounts, cost accounting methods, etc.

BMA253 – Intermediate Accounting 60 Hours

During this course, students will continue to develop working knowledge of applications used in preparing financial statements, for reporting cash and receivables, for conducting inventories, as well as for income, capital depreciation, liabilities, investments, and stockholders' equity, conceptual reporting guidelines, and the concept of liquidity, financial flexibility, risk, operating capability, and return on investment. With the conceptual discussions, students will begin to understand the environment that gave rise to a specific procedures used in accounting.

BMA254 – Human Relations and Employment Law 60 Hours

During this course, students will develop the basic knowledge and understanding of legal guidelines involved in human resources management. Students will examine common policies and practices involved in hiring employees, terminating employees, as well as employee layoff procedures. Students will further be exposed to common practices for conducting interviews and investigating applicant qualifications. Furthermore, course topics will include common human employment law issues, such as compliance with federal and state wage requirements, common benefit packages, issues with workplace health and safety, discrimination, Americans with Disabilities Act, the Family and Medical Leave Act, Age Discrimination in Employment Act, Workers' Compensation, unemployment insurance, etc…

BMA255 – Contract and UCC Law 60 Hours

The objective of this course is for the student to develop a greater skill level and understand into the law involving contracts, both retail and commercial. During this module, the student will learn the nature and classes of contracts, defining the Agreement, capacity and genuine assent, consideration, legality and public policy, form of paper and electronic contracts, interpretation of contracts, third person and contracts, discharge of contracts, and breach of contract and remedies. Student will also develop and advance their understanding, knowledge, and interpretive skills with case studies and applications of statutory contract law. Student studies, enhanced by content with real-world examples, will include classic contract law and contemporary rulings. Applications of the Uniform Commercial Code and the required performances of UCC contracts are examined.

BMA256 – Fundamentals of Risk Management 60 Hours

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and skill-set by examining private security from a business perspective. Students will develop knowledge of managing security department and operations, managing emergencies and disasters, the role of security in risk management, the importance of integration of security into the employer's total environment, the value of armed protective services. Furthermore, course topics will include retail loss prevention; industrial and institutional security; security surveys and risk analysis; as well as the impact of homeland security on the private security sector. Student learning shall also include threat assessment, risk analysis, training opportunities, technological considerations, vehicle security, and domestic and international travel.

BMA257 – Accounting Ethics and Corporate Law 60 Hours

During this course, students will develop a basic understanding, knowledge, and skills relating to Business Law and Ethics. Student will learn the roles and importance of Business Law and Business Relations; Common Failures of Business Organization; and, Business Organization Risks and Liabilities. Students will also review the law of professional responsibility along with some tools for identifying and resolving ethical problems, and practical tips to use in an everyday business environment.

BMA258 – Payroll Management 60 Hours

During this course, students will develop greater skills and knowledge relating to the management of a "general payroll system". Students will learn how to define payroll parameters and approach system implementations. Topics will include daily processing functions, electronic payroll processing, payroll applications with QuickBooks, and other systems that will enable the payroll specialist to complete their tasks effectively and efficiently.

BMA259 – Business Marketing and Advertisement 60 Hours

This course is designed to introduce and provide an overview of marketing, management, and related employment opportunities. Students will explore important marketing and advertisement concepts, functions, communication, and interpersonal skills necessary for marketing and management careers. Students will develop an understanding of concepts and strategies needed to communicate information about products, services, ideas and/or images to achieve a desired outcome.

BMA260 – Business Entrepreneurship and the Start-Up Business 60 Hours

During this course, students will be exposed to both theory principles and practical applications of the business entrepreneurship. Students will develop an understanding of the role of entrepreneurial business in United States and the impact on the national and global economy. Students will explore the skills and commitments necessary to start a business and continue to operate an entrepreneurial venture. Students will be trained on key elements of a business plan. Students will also be exposed to important factors that have a significant impact on sales in small business. In addition, students will explore various issues that arise in business entrepreneurship, such as: business finance, personnel management and the current practices of managing a small business. The course will emphasize the challenges and rewards of entrepreneurship.

BMA261 – Business and the Internet 60 Hours

During this course, students will be introduced to various models for conducting business-to-business and business-to-consumer electronic transactions. The primary goal of this course is to provide students with an understanding of the impact the World Wide Web has on businesses conduct and the opportunities that are arise as a result of Internet availability. Topics include the application of *e-business* strategic management, how to leverage technology to enhance business, the unique characteristics of the *e-marketing*, and how the legal, ethical, and regulatory environments act as a filter for conducting *e-business*.

EP200 – Employment Preparation 20 Hours

During this module, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). Students will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. In addition, students will acquire important skills involving employment search techniques, as well as tracking methods commonly used during successful job search.

GE250 – College Algebra 60 Hours

The objective of this course is for the student to develop basic college level algebra knowledge and skills. This course concentrates on a basic review of mathematics, the language of algebra, equations, inequalities, polynomials, factoring, and rational expressions. Practical application problems are presented throughout the course. The course is categorized into six distinct parts. The first part of the course covers the concepts and use of college level mathematics. The second part of the course investigates the language of algebra. The third part examines the definition and uses of equations and inequalities. The fourth part concentrates on polynomials and solution methods. Factoring and then rational expressions are covered in the fifth and sixth segments. Practical applications are emphasized throughout the course.

GE251 – Introduction to Psychology 60 Hours

The objective of this course is to introduce students to the art and science of Psychology. Course emphasis is on applying the "science of human behavior" through the format of compare and contrast, analyzing and synthesizing subject matter to a variety of settings: vocational, personal, academic, and clinical. Course content introduces the history of psychology, major theories of personality and learning, current research and developmental issues. The course has a holistic approach and integrates the biological basis of behavior, social factors, learning and the unique coping styles of the individual to understand human behavior.

GE252 – English/Writing (Composition) 60 Hours

The objective of this course is for the student to develop and apply a greater proficiency in the writing process with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation. This course also provides the opportunity for students to develop greater proficiencies in the writing process by demonstrating the ability to differentiate between persuasive and argumentative essays, and will include practice in developing a distinctive style, the methods of effective reasoning, library and on-line research. A formal research project is required.

GE253 – U.S. History 60 Hours

The objective of this course is for the student to develop a greater factual and structural knowledge of the United States since 1900. The major movements and developments of the decades since that date are examined in both broad outline and in detail to allow the student to infer significant conclusions about the recent past, the present, and the possibilities of the future. Additional topics include intellectual and cultural trends, foreign relations, economic conditions, and the emergence of the United States as a world power.

GE254 – World History 60 Hours

The objective of this course is for the student to develop a greater knowledge and understanding of the world in the 20th Century, that will include the major political and economic changes that have reshaped global relations, while deducing which forces led to the collapse of empires and the resulting rise of nationalism throughout the world during this more recent time era. Students will analyze the argument that the single most profound global transformation in human relations during the twentieth century has been the demise of all remaining empires and the emergence–in their place–of nation-states. Students will also scrutinize such topical areas as war and society, petroleum and the international economy, colonialism and nationalism, internationalism, new nations and ethnic conflicts, the third world, etc.

GE255 – Critical Thinking 60 Hours

The objective of this course is for the student to develop the knowledge and proficiencies in the use of critical thinking and problem solving skills. Students will develop the abilities to distinguish among opinions, facts, and interferences; distinguish and critique underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternate points of view; ask informed questions and make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze and assess ethical issues and situations; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments.

ASSOCIATE OF OCCUPATIONAL STUDIES – HEALTHCARE MANAGEMENT

PROGRAM DESCRIPTION

This "Associate of Occupational Studies – Healthcare Management" program is a 60.5 Semester Credit Hour/Units (1,820 clock hours) program requiring 91 weeks of combined occupational theory, applied skills training, and General Education courses. The program focuses on developing a student's occupational competencies and academic learning in the field of health care management, using a broad-based foundation in a medical office environment with common practices in Health Care Management Administrative systems.

PROGRAM OBJECTIVES

The program's learning objectives are to provide the student with comprehensive knowledge and skills sets in the field of Healthcare Management. Program objectives will enable students to develop administrative / managerial knowledge and skill capabilities required in various health care administrative environments with particular emphasis on electronic health records transactions. The student will also develop knowledge and skills through sound medical office practices and health care administrative procedures. By successfully completing the individual and comprehensive learning courses, with pre-determined learning outcomes, the student will earn an "Associate of Occupational Studies" (A.O.S.) Degree in "Healthcare Management".

The Associate of Occupational Studies in Healthcare Management program provides each student with a foundation in medical office management and health care administration. Advanced health care management training includes: electronic healthcare records (EHR); human relations; employment and labor law; payroll management; workplace management issues; public health management practices; and health care management for the global environment.

Electronic health care records is currently one of the fastest developing forms of maintaining a patient's medical record in an electronic format, accessible by computers on a network for the primary purpose of providing health care and health-related services. Students will develop first hand, the knowledge and comprehensive skills sets, using an industry standard electronic health care records system for medical records management. This new emerging form of patient records management will advance the skills of the student in a unique patient records environment which represents the future for patient care and medical history access by integrating multiple systems of administration, financial, and clinical departmental systems.

OCCUPATIONAL OBJECTIVES

Upon successful completion of this program, students can become valuable members of the health care profession. This program will open many opportunities for on-site full or part-time entry-level employment in various healthcare settings such as private medical offices, hospitals, and clinics. Graduates will be qualified for positions entry-level healthcare administrative positions such as Medical Office Manager, Clinic Administrator, Medical Record Technician/Manager; Executive Medical Secretary; and other related healthcare management career job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: # 079.362-014, 201.362-014, 205.362-018, 079.167-014, 214.482-018, 245.362-010, 079.167-014, 205.362-018, 187.117-010 and other Health Care Management related career field D.O.T. Codes.

CLASSES ARE CONDUCTED:

Days: 4 hours a day, 5 days a week, 91 weeks, 1,820 clock hours, 60.5 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 91 weeks, 1,820 clock hours, 60.5 Semester Credit Hours

MODULE TITLE	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 – Introduction to Computers & Microsoft Word	60	2.0
CP151 – Microsoft Excel, PowerPoint, and Employment Preparation	60	2.0
HCM150 – Medical Office Procedures/ Medical Law and Ethics	60	2.0
HCM151 – Anatomy and Physiology and Medical Terminology I	60	2.0
HCM152 – Anatomy and Physiology and Medical Terminology II	60	2.0
BMA151 – Business Math/ Introduction to Bookkeeping	60	2.0
BMA152 – Bookkeeping Fundamentals I	60	2.0
BMA154 – Applied Accounting	60	2.0
HCM156 – Medical Billing Procedures and Insurance Forms	60	2.0

HCM157 – Reimbursement and Delivery Systems	60	2.0
HCM158 – Computerized Billing I	60	2.0
HCM159 – Computerized Billing II	60	2.0
HCM-250 – Introduction to the United States Healthcare System	60	2.0
HCM251 – Management of Contemporary Healthcare Settings	60	2.0
HCM252 – Medical Billing Management	60	2.0
HCM253 – Healthcare Business Management	60	2.0
HCM254 – Health Data Management	60	2.0
HCM255 – Workplace Management Issues	60	2.0
BMA254 – Human Relations and Employment Law	60	2.0
BMA258 – Payroll Management	60	2.0
HCM256 – Management of Electronic Health Records I	60	2.0
HCM257 – Management of Electronic Health Records II	60	2.0
HCM258 - Public Health Practice Management	60	2.0
HCM 259 – Healthcare Management in the Global Environment	60	2.0
CP200 – Advanced Employment Preparation	20	0.5
GE250– College Algebra	60	2.0
GE251 – Introduction to Psychology	60	2.0
GE252 – English/Writing (Composition)	60	2.0
GE253–U.S. History	60	2.0
GE254 – World History	60	2.0
GE255 – Critical Thinking	60	2.0
ASSOCIATE LEVEL COURSES SUB TOTAL:	**1100**	**36.5**
ASSOCIATE OF OCCUPATIONAL STUDIES – HEALTHCARE MANAGEMENT PROGRAM TOTALS:	**1,820**	**60.5**

COURSE DESCRIPTIONS

CP150 – Introduction to Computers and Microsoft Word 60 Hours

This course serves as an introduction to PC operations, Microsoft Office applications and Microsoft Word. Students will learn to distinguish between hardware/software and format data. They will learn to open, copy, move, rename, delete and undelete files, as well as to use word processing, database, and spreadsheet programs. Students will also learn to employ notepad, paintbrush and windows accessories, as well as how to implement DOS commands, applying OLE. In addition, students will develop their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail, Creating Tables, Creating Documents with Merge, Creating and Editing Longer Documents, Enhancing Documents, and Automating Tasks.

CP151 – Microsoft Excel, PowerPoint, and Employment Preparation 60 Hours

This course is divided into three separate phases and is designed to develop the student's practical computer technical skills and employment preparation skills. The first phase of this course will focus on developing the student's basic skills and familiarity with Microsoft Excel, including creating spreadsheets, formatting, editing, modifying and integrating data and charts. The second phase will develop the student's basic skills and familiarity with PowerPoint, including the use of graphics, images, special effects, sound and slideshows for presentations. The third phase will prepare the student for his or her job search, concentrating on the following: resume writing; cover letters and other correspondence integral to the interviewing process; providing insight and guidelines in networking; preparing for and participating in interviews, and using job search resources.

HCM150 – Medical Office Procedures/ Medical Law and Ethics 60 Hours

This course serves as an introduction to medical secretarial duties and medical office procedures. Students will develop the skill-sets in basic telephone procedures and etiquette, patient reception and scheduling techniques. In addition, students will develop the basic techniques in handling medical records, processing mail, conducting inventory control, and handling human relation issues within the medical office setting. Students will also gain a greater understanding of the importance of accuracy, medical ethics and the legal aspects associated with medical records.

HCM151 – Anatomy and Physiology and Medical Terminology I 60 Hours

During this course, students will develop knowledge of the human body (anatomy), its functions (physiology), and disease, which will be presented along with the study of medical terminology for modern healthcare. Students will develop basic understanding as to the functions of the body's systems with particular emphasis on the Skeletal, Muscular, Integumentary (skin), Nervous, and Circulatory systems and their predominant pathologies. Students will also learn and understand the related terminology to diagnosis and treatments of patients.

HCM152 – Anatomy and Physiology and Medical Terminology II 60 Hours

This course will continue to develop student knowledge of the human body (anatomy), its functions (physiology), and disease, which will be presented along with the study of medical terminology for modern healthcare. Students will continue to develop basic understanding as to the functions of the body's systems with particular emphasis on the Skeletal, Muscular, Integumentary (skin), Nervous, and Circulatory systems and their predominant pathologies. Students will also learn and understand the related terminology to diagnosis and treatments of patients.

BMA151 – Business Math/ Introduction to Bookkeeping 60 Hours

During this course, students will review and strengthen their understanding and skill-sets involving many of the basic math functions with an emphasis on practical problem involved in payroll, interest, and percentages. Proficiencies in business mathematical functions and use of the electronic calculator are stressed.

In addition, student will develop the knowledge and basic skill-sets involved with basic principles of bookkeeping as an introduction. Students will develop the knowledge, understanding, and skill-sets used in the applications of accounting principles, both theory and practice which they may experience in a medical office setting.

BMA152 – Bookkeeping Fundamentals I 60 Hours

During this course, students will continue advancing their knowledge, understanding, and applications of accounting principles. Students will develop this knowledge and skill-sets by the application of recording and summarizing of financial information through various exercise simulations of company records. It is through these practice applications that students will understand and be able to apply a company's assets, liabilities, owner equity, debits and credits, journalizing and posting transactions, financial statements, adjusting procedures, closing procedures, sales journals, and purchase journalizing. Students will also develop the understanding of applications for cash journals, costing merchandise inventory, pricing merchandise, negotiable instruments, and controlling cash.

BMA154 – Applied Accounting 60 Hours

During this course, students will be required to apply the theory learned in the Introduction to Bookkeeping and Bookkeeping I courses, and apply that knowledge to a real-life business simulation. Students will be required to apply their knowledge and skill-sets to create a company's accounting books that include charting of accounts, general ledger, accounts receivable ledger, accounts payable ledger and basic management reports. Students will practice making entries and posting to accounts for an entire accounting cycle.

HCM156 – Medical Billing Procedures and Insurance Forms 60 Hours

During this course, students will develop the knowledge and usage of commonly used healthcare forms. Students will develop a working knowledge of all phases of medical insurance claim processes. Students will be introduced to insurance claim cycle, as well as standard coding systems. Classroom learning and laboratory practice will cover the fundamentals of CPT, ICD-9-CM, and HCPCS coding principles. Students will also learn the legal aspects of insurance claims, as well as the importance and application of skill-sets for the insurance biller in customer relations. Students will also develop collection techniques and skill-sets needed to handle patient complaints.

HCM157 – Reimbursement and Delivery Systems 60 Hours

During this course students will develop the knowledge and skill-sets for using coded data and health information in reimbursement and payment systems appropriate to all healthcare settings. Students will develop the knowledge relative to organization, delivery, regulation, and financing of healthcare services; contemporary healthcare plans and payment systems; and charge-master maintenance. Students will also develop the knowledge and skill-sets in identifying common fraudulent billing practices.

HCM158 – Computerized Billing I 60 Hours

During this course, student will develop the knowledge of and skill-sets that deal with common business procedures performed in a medical facility. Students are will develop the knowledge of and application to various electronic claims; professional fees; credit arrangements; submission; collections; and data entry. Student learning will focus on with emphasis placed on the practical application of collection procedures, patient billing, and data entry using an IBM PC. Students will use the computer to file a simulated insurance claim with major carriers. Students will practice finding information about carrier requirements for filing claims.

HCM159 – Computerized Billing II 60 Hours

During this course, students will continue hands-on skills development, utilizing the microcomputer for claim processing and medical office management. Students will focus on posting charges; input information about a patient onto the claim form; and processing healthcare claims. These skill tasks include the practice of completing insurance claim forms and generating financial statements using a commonly used medical office software program.

HCM250 – Introduction to the United States Healthcare System 60 Hours

During this course, students will develop a greater knowledge of the infrastructure of the current U.S. healthcare system. Student learning and discussion will include healthcare management as a business in United States, the role of U.S. government in healthcare management, types of healthcare facilities, types of third-party payers that operate in United States, and exploration of healthcare professions within United States.

HCM251 – Management of Contemporary Healthcare Settings 60 Hours

During this course, students will examine and explore a wide range of management issues dealing with various health care settings such as: Hospitals, Ambulatory facilities, Mental Health, Long-Term care, Home Health Care, Hospice, Rehabilitation, Dental care, and Correctional facilities. In each type of facility, students will learn about regulatory issues, quality improvement, risk management, coding and reimbursement issues, and the specific role of the Health Information professional. As a manager, students will develop the knowledge and ability to differentiate between the different types of facilities and the regulations, documentation, and trends associated with each area.

HCM252 – Medical Billing Management 60 Hours

During this course, students will enhance their knowledge in medical billing management for various types of healthcare facilities. Medical billing practices for in-patient facilities, ambulatory surgery centers, mental health facilities, and skilled nursing facilities will be further examined. This course not only focuses on the management of medical billing practices but also entails methods of supervising the revenue cycle and managing staff that perform medical billing and coding procedures within various health care settings.

HCM253 – Healthcare Business Management 60 Hours

This course outlines the general principles of business management with an emphasis on managing a healthcare practice. This course examines the management of human, financial, and physical resources in healthcare settings, with a focus on planning, design, selection, implementation, integration, testing, evaluation, and support. The course examines the importance of professionalism in health care delivery while highlighting various healthcare management practices such as strategic planning, business financial principles, and healthcare regulations. Students will also explore and apply quality improvement tools and techniques often used in the industry.

HCM254 – Health Data Management 60 Hours

During this course, students will examine the often practiced methods used to evaluate the structure, content, and standards of healthcare data management, with an emphasis on accuracy, completeness, compliance with various regulations and standards. Students will be called upon to research, collect, organize, and present healthcare data and statistics with a focus on quality management, effectiveness, and performance improvement.

HCM255 – Workplace Management Issues 60 Hours

During this course, students will examine holistic approaches towards preventing and responding to potential workplace issues as managers, such as violence and insubordination. Students will develop the ability to design a simplistic multidisciplinary strategy involving senior management, HR managers, attorneys, employees, security, safety, public relations, and maintenance. In addition, students will learn how to develop effective incident reporting systems, along with tailored plans, policies and procedures. Case studies and simulations will enable students to develop effective practices in dealing with workplace issues.

BMA254 – Human Relations and Employment Law 60 Hours

During this course, students will develop the knowledge, understanding, and skill-sets surrounding legal guidelines involved in human resources management. Students will examine common management policies and practices involved in hiring employees, terminating employees, as well as employee layoff procedures. Students will gain knowledge of common practices for conducting interviews and investigating applicant qualifications. Students will also examine and discuss management practices that include common human employment law issues, such as compliance with federal and state wage requirements, common benefit packages, issues with workplace health and safety, discrimination, Americans with Disabilities Act, the Family and Medical Leave Act, Age Discrimination in Employment Act, Workers' Compensation, unemployment insurance, etc…

BMA258 – Payroll Management 60 Hours

During this course, students will enhance their knowledge and skill-sets relating to the management of a "general payroll system". As managers, students will learn how to define payroll parameters and approach system implementations. Student learning will focus on management of daily processing functions, electronic payroll processing, accounting software, and other systems that will enable the payroll specialist to complete their tasks effectively and efficiently.

HCM256 – Management of Electronic Health Records I 60 Hours

During this course, students will develop knowledge and skill-sets for managers involving the concepts and principles of modern health information technology. Students will utilize computer medical software and business procedures common to healthcare settings. Students will develop management skills for electron health records that include patient billing, itemized statements, data entry, electronic health claims and records, and collection procedures. Students will study and gain skill-sets in electronic health record maintenance and explore paperless charting systems. As managers, students will learn to apply management policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (HER), personal health record (PHR), public health, and other administrative/management applications.

HCM257 – Management of Electronic Health Records II 60 Hours

This course further enhances and develops the healthcare manager's knowledge and skill-sets involving the concepts and principles of electronic health records. Students will continue to enhance their skills and understanding of electronic health record maintenance by using medical software to ensure data collection, storage, analysis, and reporting of information. As managers, students will further enhance their knowledge of HIPAA regulations and privacy standards, electronic claims submission, and the maintaining the electronic medical record. Students will also develop advanced computer skills as it pertains to medical billing, appointment scheduling, charting, and records organization and management.

HCM258 - Public Health Practice Management 60 Hours

During this course, students will develop knowledge and skill-sets surrounding a comprehensive look at the field of public health and its associated practices and management. Student learning will focus upon the evaluation of communities' health needs through planning and leadership, public health interventions and programs, identifying environmental public health issues, and public health leadership and management.

HCM 259 – Healthcare Management in the Global Environment 60 Hours

During this course, students will examine and discuss healthcare issues that plague both developing and advanced nations. Student discussion will center on current systems around the world that are or are not in place to protect the global community from disease and preventable illnesses. Students will also gain an understanding of the dependency of human health and health care on the environment.

EP200 – Advanced Employment Preparation 20 Hours

During this course, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). Students will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. In addition, students will acquire important skills involving employment search techniques, as well as tracking methods commonly used during successful job search.

GE250 – College Algebra 60 Hours

The objective of this course is for the student to develop basic college level algebra knowledge and skills. This course concentrates on a basic review of mathematics, the language of algebra, equations, inequalities, polynomials, factoring, and rational expressions. Practical application problems are presented throughout the course. The course is categorized into six distinct parts. The first part of the course covers the concepts and use of college level mathematics. The second part of the course investigates the language of algebra. The third part examines the definition and uses of equations and inequalities. The fourth part concentrates on polynomials and solution methods. Factoring and then rational expressions are covered in the fifth and sixth segments. Practical applications are emphasized throughout the course.

GE251 – Introduction to Psychology 60 Hours

The objective of this course is to introduce students to the art and science of Psychology. Course emphasis is on applying the "science of human behavior" through the format of compare and contrast, analyzing and synthesizing subject matter to a variety of settings: vocational, personal, academic, and clinical. Course content introduces the history of psychology, major theories of personality and learning, current research and developmental issues. The course has a holistic approach and integrates the biological basis of behavior, social factors, learning and the unique coping styles of the individual to understand human behavior.

GE252 – English/Writing (Composition) 60 Hours

The objective of this course is for the student to develop and apply a greater proficiency in the writing process with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation. This course also provides the opportunity for students to develop greater proficiencies in the writing process by demonstrating the ability to

differentiate between persuasive and argumentative essays, and will include practice in developing a distinctive style, the methods of effective reasoning, library and on-line research. A formal research project is required.

GE253 – U.S. History 60 Hours

The objective of this course is for the student to develop a greater factual and structural knowledge of the United States since 1900. The major movements and developments of the decades since that date are examined in both broad outline and in detail to allow the student to infer significant conclusions about the recent past, the present, and the possibilities of the future. Additional topics include intellectual and cultural trends, foreign relations, economic conditions, and the emergence of the United States as a world power.

GE254 – World History 60 Hours

The objective of this course is for the student to develop a greater knowledge and understanding of the world in the 20th Century, that will include the major political and economic changes that have reshaped global relations, while deducing which forces led to the collapse of empires and the resulting rise of nationalism throughout the world during this more recent time era. Students will analyze the argument that the single most profound global transformation in human relations during the twentieth century has been the demise of all remaining empires and the emergence–in their place–of nation-states. Students will also scrutinize such topical areas as war and society, petroleum and the international economy, colonialism and nationalism, internationalism, new nations and ethnic conflicts, the third world, etc.

GE255 – Critical Thinking 60 Hours

The objective of this course is for the student to develop the knowledge and proficiencies in the use of critical thinking and problem solving skills. Students will develop the abilities to distinguish among opinions, facts, and interferences; distinguish and critique underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternate points of view; ask informed questions and make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze and assess ethical issues and situations; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments.

ASSOCIATE OF OCCUPATIONAL STUDIES – FORENSIC SCIENTIST

PROGRAM DESCRIPTION

Forensic science is the application of science to the criminal and civil laws that are enforced by police agencies in a criminal justice system. It can be defined as the art or study of formal debate as well as the use of science and technology to investigate and establish facts in criminal or civil courts of law. As investigators forensic science is one of the primary tools that assist us in establishing the link between the crime scene, the forensic laboratory, and the legal system. The diversity of the profession of forensic science encompasses many such areas as Criminalistics; Engineering Science; Jurisprudence; Odontology; Pathology/Biology; Physical Anthropology; Psychiatry and Behavioral Science; Toxicology; Documents Examination; Fingerprint Examination, Firearms and Tool Mark Examination; Computer and Digital Data Analysis, Photography; etc. This Associate of Occupational Studies – Forensic Scientist program is 93 weeks in length, represents 61.0 Semester Credit Hours, and is designed for students who are seeking knowledge and skills in the scientific study of crime, criminal behavior, crime scene investigation theories, and the importance of scientific analysis as evidence presented in the criminal justice system.

PROGRAM OBJECTIVES

The Associate of Occupational Studies - Forensic Scientist program's objectives are to focus the student's study of scientific theories and analyzing these theories associated with crime scene investigation techniques. Students will develop a broad and comprehensive base of the theories used in forensic science, including the nature and scope of the discipline; the application of forensic science to crime, police investigation and the adjudication process; and the legal and ethical issues associated with forensics. The learning objectives of the Associate of Occupational Studies - Forensic Scientist program include training in such areas as crime scene processing and reconstruction; interview and interrogation; and courtroom testimony which offer students opportunities historically reserved for working professionals in metropolitan police departments.

OCCUPATIONAL OBJECTIVES

Upon completing the program, the Associate of Occupational Studies – Forensic Scientist program graduate will be capable, knowledgeable, and skilled to enter public safety and related professions, with the skills necessary to excel as professionals. Graduates of the A.O.S. Forensic Scientist program will be qualified for various entry-level positions in the broad-based fields of Forensic Science, and the related field of Criminal Justice. The knowledge and skills developed by the student in this program will prepare the graduate for such careers in crime scene investigations, evidence collection, finger printing, criminal investigations, and other forensic science and/or criminal justice career related job titles.

These common job titles and other associated titles can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T. Codes: #054.067-014, 029.261-026, 206.387-014, 143.062-026, 375.384-010, 375.387-010, 199.267-022, and other forensic science and/or criminal justice career related D.O.T. Codes.

Due to state specific requirements, any previous misdemeanor convictions or periods on parole will diminish or prohibit opportunities for employment in this field. Further, any previous felony convictions will most probably prohibit employment in this field.

Classes are conducted:

Days: 4 hours a day, 5 days a week, 93 weeks, 1,860 clock hours, 62.0 Semester Credit Hours
Evenings: 4 hours an evening, 5 evenings a week, 93 weeks, 1,860 clock hours, 62.0 Semester Credit Hours

Module Title	TOTAL CLOCK HOURS	TOTAL SEMESTER HOURS
CP150 - Introduction to Computers and Microsoft Word	60.0	2.00
CP151 - Microsoft Excel, PowerPoint, and Employment Preparation	60.0	2.00
FS150 - Forensic Science Criminology, Investigation, and Research	60.0	2.00
FS151 - Criminal Law, Law & Evidence	60.0	2.00
FS152 - Criminal Profiling & Investigation	60.0	2.00
FS153 - Criminalistics and Crime Scene Analysis	60.0	2.00
FS154 - Anatomy and Physiology & Lab I	60.0	2.00
FS155 - Introduction to Chemistry & Lab	60.0	2.00
FS156 - Introduction to Biology & Lab I	60.0	2.00
FS157 - Fingerprint Analysis and Footwear Impression	60.0	2.00
FS158 - Firearms Forensics Investigation and Crime Scene Photography	60.0	2.00

FS159 - Blood Stain Evidence, DNA and the Criminal Justice System	60.0	2.00
FS250 - Practical Shooting Scene Investigation	60.0	2.00
FS251 - Crime Scene Investigations	60.0	2.00
FS252 - Forensic Investigation of Explosives	60.0	2.00
FS253 - Forensic Testimony	60.0	2.00
FS254 - Forensic Science Lab Environment	60.0	2.00
FS255 - Chemistry for Hazardous Materials & Explosives	60.0	2.00
FS256 - Biology & Lab II	60.0	2.00
FS257 - Anatomy and Physiology & Lab II	60.0	2.00
FS258 - Practical Fire & Arson Investigation	60.0	2.00
FS259 - Death Investigations	60.0	2.00
FS260 - Computer Forensics and Cyber Crime	60.0	2.00
FS261 - Forensics & Document Examination	60.0	2.00
FS262 - Psychology and Crime	60.0	2.00
GE250 - College Algebra	60.0	2.00
GE251 - Introduction to Psychology	60.0	2.00
GE252 - English/Writing (Composition)	60.0	2.00
GE253 - U.S. History	60.0	2.00
GE254 - World History	60.0	2.00
GE255 - Critical Thinking	60.0	2.00
ASSOCIATE OF OCCUPATIONAL STUDIES –		
FORENSIC SCIENTIST PROGRAM TOTAL:	**1,860**	**62.00**

COURSE DESCRIPTIONS

CP150 - INTRODUCTION TO COMPUTERS AND MICROSOFT WORD

During this three week course, the student's initial knowledge and skill building will evolve around becoming comfortable and confident in using the computer. It is designed for those with little or no previous experience, the basic goals are to operate a PC confidently, distinguish between hardware/software, formatting. Students will learn to open, copy, move, rename, delete and undelete files. Students will discover the ease of using the windows interface under which most popular computer applications operate which covers starting-up and closing, navigating the desktop program, using program manager, customizing windows, employing notepad, paintbrush and windows accessories. In addition, the student will broaden their understanding with greater skills proficiencies and confidence using the Microsoft Office software program Word. Students will develop proficiencies in the use of Word software to create text-based documents such as letters, memos, reports, etc. The student will be called upon to demonstrate skills-sets in Word by first studying, and then demonstrate proficiency skills through exercises that include Getting Started with Word, Basic Editing Skills, Formatting Basics, and Using the Internet and E-mail.

CP-151 - MICROSOFT EXCEL, POWERPOINT, AND EMPLOYMENT PREPARATION

During this three week course, the student will further broaden their understanding with greater skills proficiencies and confidence using two additional software programs from the Microsoft Office suite, Excel and PowerPoint. Students will develop proficiencies in the use of Excel software to create spreadsheets and reports in a table format of rows and columns, calculate numerical data, and display the data in various formats. Students will also develop proficiencies in the use of PowerPoint software to create / produce presentations using templates, word documents, excel spreadsheets, graphics, pictures, etc. In addition, students will develop proficient skill levels in how to seek employment including locating sources of employment; utilize their computer skills using the Microsoft Word program while preparing a resume, writing letters of application; developing interviewing skill-sets for employment; and finally, developing or enhancing their skill-sets in job search techniques and follow up methods / techniques.

FS150 – FORENSIC SCIENCE CRIMINOLOGIST, AND INVESTIGATION AND RESEARCH

During this course, students will develop a fundamental knowledge of the role of forensic science in the investigation of crime by introducing the non-scientific student to the realm of forensics. The student will examine and develop an understanding of various applications to criminal investigations; a better understanding for explanations of the techniques used, and the abilities and limitations of modern crime labs. The student will be introduced to many of the various types of physical evidence normally encountered in criminal investigations and the processes used with regard to collection and packaging techniques. In addition, during this course, students will develop basic knowledge and skills used in the criminal justice system including research theory, inquiry structure, and modes of observation, data interpretation, program evaluation, and policy analysis. Students will be introduced to the importance of theory as it relates to criminal justice research and learn to differentiate between major research approaches, designs, data collection techniques, and research works.

FS151 - CRIMINAL LAW, AND LAW & EVIDENCE

During this course, students will develop a fundamental knowledge surrounding the legal definitions and elements of a crime. The student will also gain an understanding of criminal procedures from arrest through pre-trial, trial, and sentencing. Students will learn the basics of how to obtain facts by investigation in order to convict or defend an alleged criminal. In addition, the student will develop a basic knowledge in substantive criminal law emphasizing the principles of criminal liability and the acts, mental state, and attendant circumstances that are necessary ingredients in crimes against persons or property or in offenses involving theft, fraud, drugs, morality and decency, public peace, or public justice. In addition, during this course, students will develop a fundamental knowledge surrounding the legal process regarding the rules of evidence. The student will develop an understanding of the source of evidence available for a trial, the importance of gathering evidence prior to trial, the significance of gathering information at a crime scene along with subsequent investigation of a crime and their applications.

FS152 - CRIMINAL PROFILING AND INVESTIGATION

During this course, students will develop fundamental insight and knowledge involving criminal behavior, its motivation, and the environmental influences and patterns of offending. Students will examine approaches to profiling and how these investigative techniques are applied to helping solve crimes. Student will review the history, theories, and investigative techniques often used in profiling crime offenders, by using a blend of both social science, as well as psychological & legal research. This module addresses certain aspects of behavior, taking into consideration the definition of criminal profiling as the inference of offender traits from physical and/or behavioral evidence. In addition, during this course, students will develop a fundamental knowledge for dealing with an analytical examination of crime detection and solution, including such topics as crime scene procedures, physical evidence, interviews, field notes and reporting, follow-up investigation, interrogation, and rules of evidence. Student will gain an understanding as to specific details collected during investigations involving homicide, sex-related offenses, and crimes against children, robbery, larceny, vehicle thefts, computer crime, environmental crime, arson, and drug abuse. Students also develop an understanding of the applications, analysis, and methodologies used in an investigation by addressing inductive and deductive reasoning to assess the decision making process to solve crimes.

FS153 - CRIMINALISTICS AND CRIME SCENE ANALYSIS

During this course, students will develop basic skills and knowledge for the proper recognition, collection and preservation of physical evidence at the crime scene. The student will gain an awareness of the services of a crime laboratory and the proper utilization of its services. Student learning will concentrate on the significance of physical evidence and the common examination of this evidence in the crime laboratory. Students will learn of the several types of different tests and techniques used in the field and within the laboratory regarding the study of potential evidence and its connection in solving a criminal case. In addition, during this course, students will learn that crime analysis facilitates informed decision making on criminal activity and prevention, thereby being instrumental in helping society learn the linkages between crime and other factors. Students will examine some of the contemporary practices for analysis and measurement of crime. The student will develop an understanding of modern crime analysis through examination on reducing crime and improving police efficiency by illustrating the impact of crime on the community and community impact on crime through the use of the SARA (scanning, analysis, response, & assessment) problem-solving model.

FS154 - ANATOMY AND PHYSIOLOGY & LAB I

During this course, students will develop a basic knowledge while being introduced to the fundamental principles of human anatomy and physiology and the relationships of all the body systems and their functions. Students will also take part in a laboratory learning environment where a practical understanding of the basic principles of human anatomy and physiology are examined by using laboratory simulation software.

FS155 - INTRODUCTION TO THEORY IN CHEMISTRY & LAB

During this course, students will be introduced to the principles of basic chemistry, the terminology, methodology and worldview of chemistry and the practical application to everyday living. Students will gain a basic knowledge of chemical concepts, the environment and atmosphere, material and energy resources, and environmental pollution (including air, water, and soil). Students will also take part in a laboratory learning environment where practical understandings of the basic principles of chemistry are practiced by using laboratory simulation software.

FS156 - INTRODUCTION TO BIOLOGY & LAB I

During this course, students will be introduced to forensic biology and the scientific principles that underlie forensic techniques. Students will learn how forensic biology has been used to identify illegal products from endangered species, to solving crimes by matching crime scene evidence to suspects. Students will also take part in a laboratory learning environment where a practical understanding of the basic principles of biology is examined by using laboratory simulation software.

FS157 - FINGERPRINT ANALYSIS AND FOOTWEAR IMPRESSION

During this course, students will gain insight to the historical development of fingerprint analysis, as well as discuss the future technologies being developed to enhance fingerprint evidence in the American criminal justice system. The class will use several case studies of real crimes in which fingerprint analysis made a major impact on these crimes and the system. In addition, during this course, students will develop knowledge and an understanding of the processes used by the crime scene investigator to recognize, collect, and preserve footwear evidence in a manner that the footwear examiners can identify.

FS158 - FIREARMS FORENSICS INVESTIGATION AND CRIME SCENE PHOTOGRAPHY

During this course, students will examine the theories and practices used in Firearms Forensics identification and investigations. Students will explore the historical development and future of firearms forensics and how this science helps law enforcement officers identify weapons used to commit crimes. Students will conduct case studies on real criminal cases in which firearms forensics science played a major role in helping solve the crime. In addition, during this course, students will develop a basic understanding and knowledge used in crime scene photography for producing an accurate photographic reproduction of a crime scene or an accident scene as part of the process of evidence collecting for the benefit of a court or as an aid in an investigation.

FS159 - BLOOD STAIN EVIDENCE, DNA AND THE CRIMINAL JUSTICE SYSTEM

During this course, students will examine practice and the processes used to maintain the quality and integrity of bloodstain evidence at a crime scene. Students will be introduced to the interpretation of bloodstain evidence at crime scenes based on such considerations as low-velocity impact and angular considerations; medium and high-velocity impact; and the significance of partially dried, clotted, aged, and physically altered bloodstains. In addition, during this course, students will develop a basic understanding through an overview of the concepts and theories associated with how DNA is used within the criminal justice system. Students will develop an understanding as to the ethical use of DNA as criminal and civil evidence and discuss the policies of using DNA.

FS250 - PRACTICAL SHOOTING SCENE INVESTIGATION

During this course, student will gain a greater knowledge and skill level in crime scene investigations by examining somewhat indistinct and kindred categories involving firearms. They are 1) the function, safety, and mechanical operation of guns; 2) firearms identification, which is the determination that a particular firearm did or did not fire a particular bullet or cartridge case; and 3) crime scene reconstruction involving the examination of the circumstances and physical evidence from the scene of a shooting to ascertain how the incident occurred.

FS251 - CRIME SCENE INVESTIGATIONS

During this course, students will develop a broader understanding and skill level when dealing with a crime scene investigation. Students will develop a greater understanding as to the responsibilities and role of the lead investigator in coordinating the crime-scene search, the conditions present at the crime scene that should be given particular attention, understanding the various search patterns investigators can use to systematically search the crime scene for evidence, and the processes necessary for the documenting of all initial observations and evidence collected.

FS252 - FORENSIC INVESTIGATION OF EXPLOSIVES

During this course, students will develop an understanding and knowledge of how explosives are classified, such as Black Powder and Smokeless Powder, Chlorate Mixtures, Gas-Air Mixtures, Dynamite, Ammonium Nitrate Explosives Triacetone Triperoxide, Military High Explosives, Detonators, etc. Students will also gain insight into the processes used to collect the appropriate samples from an explosion scene in order to analyze and determine, through an examination of explosive residues, the type of explosives used at the scene.

FS153 - FORENSIC TESTIMONY

During this course, students will develop an understanding and practice of courtroom testimony for direct and cross-examination as a forensic science field representative. Students will examine the respective roles and responsibilities for qualified forensic testimony in the context of a criminal trial.

FS254 - FORENSIC SCIENCE LAB ENVIRONMENT

During this course, students will develop a greater understanding and skill level an integrated series of investigative, high-interest, hands-on, forensic lab activities. These investigative lab exercises create a better understanding of the lab, its applications, and further the students mastery of chemistry concepts and techniques employed in forensic science. Such techniques include separation techniques, the classification of fingerprints, and using physical and chemical properties to identify substances. Students will learn first hand by collecting, analyzing, and interpreting evidence found at a crime scene.

FS255 - CHEMISTRY FOR HAZARDOUS MATERIALS & EXPLOSIVES

During this course, students will explore the chemical basics for the classifications of hazardous materials, along with the implications of single and multiple product spills, releases and incidents. Students will also explore the chemical make-up and associated hazards of explosive substances, basic chemical composition of explosives, and common safety precautions and guidelines.

FS256 - BIOLOGY & LAB II

During this course, students will further develop their knowledge in areas of biology which are basic and associated with forensic science. Students will develop a broader range of the theoretical understanding of biology and its laboratory applications will be examined and discussed by the student as they explore the relationships between forensic science and human biology. Students will explore such areas as tissues, organs systems, homeostasis, DNA, genes, development and aging, and the basic principles of evolution.

FS257 - ANATOMY & PHYSIOLOGY & LAB II

During this course, students will further develop their knowledge in the areas of human anatomy and physiology through instruction and by using laboratory simulation software, which includes an interactive cadaver dissection laboratory experience. Students will explore the human anatomy through layering techniques which allow the student to peel away layers of the human body to reveal and identify structures beneath the surface. Students will explore the skeletal system, muscle tissue physiology, muscular system, nervous system, circulatory system, respiratory system, urinary system, and histology in order to best apply this knowledge to their studies in forensic science.

FS258 - PRACTICAL FIRE & ARSON INVESTIGATION

During this course, students will develop knowledge and insight into the conditions necessary to initiate and sustain combustion, the three mechanisms of heat transfer, to recognize the telltale signs of an accelerant-initiated fire, what and how to collect physical evidence at the scene of a suspected arson, and an examination of the laboratory procedures used to detect and identify hydrocarbon residues.

FS259 - MURDER SCENE INVESTIGATIONS

During this course, student will develop the knowledge, insight, skills used while investigating a crime scene where a death has occurred. Students will study the initial crime scene protocols used such as body examinations, indoor and/or outdoor crime scene searches, evidence collection at the crime scene, concluding the investigations at the crime scene. Students will also study processes used in examining the body, use of crime scene drawings, photographs of the scene, videotaping of the scene, and other techniques used to help in determining a time frame of death and possible cause.

FS260 - COMPUTER FORENSICS AND CYBER CRIME

During this course, student will gain a greater knowledge of the legal and technical terms used in computer forensic science and how the investigator or analyst applies them in conducting an analysis. Students will also develop a greater understanding of how criminal behavior and computer crime has evolved, and how it all effects law enforcement. Students will review the U.S. patriot Act and how it has enhanced many of the statutes and procedures used in computer investigations. Students will study the First and Fourth Amendments as they relate to computer investigations, search warrants and the seizure of computers.

FS261 - FORENSICS & DOCUMENT EXAMINATION

During this course, students will develop knowledge and insight as to various techniques used to recognize and compare the hand-writing and/or transcript contained in a document, in order to ascertain the source or authenticity of a questioned document. Various techniques examined in clued not only hand-writing, but photocopier, printer, fax documents, alterations, erasures, obliterations, ink and paper comparisons.

FS262 - PSYCHOLOGY AND CRIME

During this course, students will develop knowledge and insight into the contribution that psychology can make, and has made, to knowledge and practice in the fields of criminology and criminal justice. Students will learn the value of understanding 'pathways' to offending behavior, and the critical points at which choices are made. Students will examine the complex relationships between psychology, criminology and criminal justice policy and practice.

GE250 - COLLEGE ALEGBRA

The learning objectives of this course are for the student to rediscover and/or develop fundamental college level algebra knowledge and skills. The course concentrates on the application of several basic areas to include a review of algebraic fundamentals; the language of algebra; equations, inequalities, polynomials, factoring, and rational expressions. Practical application problems are presented throughout the course for renewed student learning.

GE251 - INTRODUCTION TO PSYCHOLOGY

The learning objectives of this course are to introduce students to the art and science of Psychology. Course emphasis is on applying the "science of human behavior" to a variety of settings: vocational, personal, academic, and clinical. Course content introduces the history of psychology, major theories of personality and learning, current research and developmental issues. The course has a holistic approach and integrates the biological basis of behavior, social factors, learning and the unique coping styles of the individual to understand and analyze human behavior.

GE252 - ENGLISH/WRITING (COMPOSITION)

The learning objectives of this course are for the student to develop and apply greater proficiencies in the writing process, with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings through analysis and compare-contrast writing methods, and incorporating sources into essays with appropriate documentation. This course also provides the opportunity for students to develop greater proficiencies in the writing process with a focus on persuasive and argumentative essays, and will include practice in developing a distinctive writing style, methods of effective reasoning, and library and on-line research.

GE253 - U.S. HISTORY

The learning objectives of this course are for the student to develop a greater factual and structural knowledge of the United States since 1900. Students will be called upon to analyze the major movements and developments of the decades since that date. Students are provided opportunities to study in both broad outline and in detail, in order for the student to draw significant self-conclusions about the recent past, the present, and the possibilities of the future. Additional topics for study include intellectual and cultural trends, foreign relations, economic conditions, and the emergence of the United States as a world power.

GE254 - WORLD HISTORY

The learning objectives of this course are for the student to develop a greater depth of knowledge and understanding of the world in the 20th Century. This will include the analysis of major political and economic changes that have reshaped global relations, while focusing on the forces leading to the collapse of empires and the resulting rise of nationalism throughout the world during this more recent time era. Students will explore the argument that the single most profound global transformation in human relations during the twentieth century has been the demise of all remaining empires and the emergence–in their place–of nation-states. Students will also explore such topical areas as war and society, petroleum and the international economy, colonialism and nationalism, internationalism, new nations and ethnic conflicts, the third world, etc.

GE255 - CRITICAL THINKING

The learning objectives of this course are for the student to develop the analytical skills and application proficiencies in the use of critical thinking and problem solving skills. Students will develop the capabilities to compare/contrast and distinguish the differences between opinions, facts, and interferences; identify and critique underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternative points of view; ask informed questions and make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze, and assess ethical issues and situations; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments.

TUITION AND FEE POLICY

All tuition and fees are payable in advance unless other arrangements have been made prior to commencing classes.

PROGRAM NAME	TUITION FEE	REGISTRATION FEE Non-Refundable	STUDENT TUITION RECOVERY FUND Non-Refundable	TOTAL COST*
Medical Assistant	$14,970.00	$150.00	$37.50	$15,157.50
Computerized Accounting	$14,970.00	$150.00	$37.50	$15,157.50
Networking Technology	$14,970.00	$150.00	$37.50	$15,157.50
Graphic/WEB Development	$14,970.00	$150.00	$37.50	$15,157.50
Business Office Administrator / Legal Clerk	$14,970.00	$150.00	$37.50	$15,157.50
Massage Therapy	$14,970.00	$150.00	$37.50	$15,157.50
Paralegal	$14,970.00	$150.00	$37.50	$15,157.50
Dental Laboratory Technician	$14,970.00	$150.00	$37.50	$15,157.50
Physical Therapy Aide	$14,970.00	$150.00	$37.50	$15,157.50
Alcohol and Drug Counseling	$14,970.00	$150.00	$37.50	$15,157.50
Pharmacy Technician	$14,970.00	$150.00	$37.50	$15,157.50
Homeland Security and Investigation	$14,970.00	$150.00	$37.50	$15,157.50
Crime Scene Investigator	$14,970.00	$150.00	$37.50	$15,157.50
Medical Office Management	$14,970.00	$150.00	$37.50	$15,157.50
Computer Graphics/WEB Design	$10,350.00	$150.00	$25.00	$10,525.00
Computer Repair/Networking	$10,350.00	$150.00	$25.00	$10,525.00
Medical Clinical/Administrative Assistant	$10,350.00	$150.00	$25.00	$10,525.00
Dental Laboratory Specialist	$10,350.00	$150.00	$25.00	$10,525.00
Medical Office Specialist	$10,350.00	$150.00	$25.00	$10,525.00
Addiction Treatment Counseling	$10,350.00	$150.00	$25.00	$10,525.00
Accounting Office Specialist	$10,350.00	$150.00	$25.00	$10,525.00
Computerized Office Specialist	$10,350.00	$150.00	$25.00	$10,525.00
AOS - Alcohol and Drug Counseling	$37,425.00	$150.00	$92.50	$37,667.50
AOS - Homeland Security Program	$37,425.00	$150.00	$92.50	$37,667.50
AOS - Paralegal	$37,425.00	$150.00	$92.50	$37,667.50
AOS - Business Management and Accounting	$37,425.00	$150.00	$92.50	$37,667.50
AOS - Healthcare Management	$37,425.00	$150.00	$92.50	$37,667.50
AOS – Forensic Scientist	$37,425.00	$150.00	$92.50	$37,667.50

* You are responsible for this amount. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount refund.

- The cost includes Tuition, Registration, Student Tuition Recovery Fund (STRF) and all text and lesson materials.
- Monthly progress reports are provided upon request.
- Job placement assistance is provided which includes resume preparation, job skills and employment support.

Statement Regarding the Availability of Comparable Programs Information

Information regarding tuition, fees and length of comparable programs may be obtained by contacting ACCSC at (703) 247-4212, or mail to: ACCSC; 2101 Wilson Blvd., Suite 302, Arlington, VA 22201.

STUDENT TUITION RECOVERY FUND (STRF)

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, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by a third party, 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 STRF assessment, if either of the following applies:

1. You are not a California resident.
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 California residents who were students 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; 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 the 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 or other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act."

CANCELLATION, WITHDRAWAL, AND REFUND

A student shall have the right to cancel an agreement for a program of instruction, through attendance at the first class session, or midnight of the seventh (7TH) calendar day after enrollment, whichever is later. Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in the agreement. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.

If the student cancels the agreement, the institution shall refund any consideration paid by the student, less a registration or administration fee of one hundred fifty dollars ($150) and the non-refundable Student Tuition Recovery Funds (California residents only). If the institution gave the student any equipment*, the student shall return the equipment 45 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 45 day period, the institution may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment not later than 45 days from the date the cancellation is received or the post marked date. The student may retain the equipment without further obligation to pay for it.

*Equipment includes all textbooks, supplies, materials, implements, tools, machinery, computers, electronic devices, or any other goods related to the agreement for the course of instruction.

A student has the right to withdraw from a program of instruction at any time after the cancellation period. If a student withdraws from a program of instruction after the period allowed for cancellation of the agreement, a student has the right to receive a pro rata refund if you have completed sixty (60) percent of less, minus the cost of any equipment not returned in good condition (good condition does not include equipment that has a broken seal, where a log on occurred, or is marked or damaged in any way) within 45 days, and a registration or administration fee of one hundred fifty dollars ($150) and the non-refundable Student Tuition Recovery Fund fee (if applicable). The refund is to be paid within 45 days following the student's withdrawal.

Any student wishing to officially withdraw must notify the Director's office or the Registrar's office of their intent to withdraw from school. The student may inform either office by mail, telephone, fax, or e-mail. When a student withdraws, the school must calculate a State of California pro-rata refund, which is used to determine allowable charges the school is allowed to retain. If the student has received Title IV student financial assistance funds, a "Return of Title IV Aid" calculation is used to determine the amount of Title IV aid funds a recipient is allowed to retain towards their educational costs.

Students who withdraw from their program up to and including sixty (60) percent of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid, and all other aid is viewed as one hundred (100) percent earned after that point in time.

All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for equipment set forth in the agreement for the program of instruction.

If the institution specifies in the agreement a separate charge for equipment that the student actually obtains and the student returns that equipment in good condition, allowing for reasonable wear and tear, within 45 days following the date of the student's withdrawal, the institution shall refund the charge for the equipment paid by the student. If the student fails to return that equipment in good condition, allowing for reasonable wear and tear, within 45 days following the date of the student's withdrawal, the institution may offset against the refund calculated the documented cost to the institution of that equipment. The student shall be liable for the amount, if any, by which the documented cost for equipment exceeds the refund amount. Equipment cannot be returned in good condition if the equipment cannot be reused because of clearly recognized health and sanitary reasons and this fact is clearly and conspicuously disclosed in the agreement. If the institution specifies in the agreement a separate charge for equipment, which the student has not obtained at the time of withdrawal, the refund also shall include the amount paid by the student that is allocable to that equipment.

FEDERAL RETURNS OF TITLE IV POLICY

This policy shall apply to all students who receive financial aid from Title IV funds and withdraws, drops out, takes an unapproved leave of absence, fails to return from an approved leave of absence or are expelled from their programs.

The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

Unsubsidized Direct/FFEL loans, subsidized Direct/FFEL loans, Direct/FFEL PLUS loans, Federal Pell Grants, Federal SEOG, and ACG/SMART grant.

Return of Title IV Funds: When a student officially withdraws prior to completing at least 60 percent of the payment period, the student has not "earned" all of their federal financial aid, and a Return of Title IV Funds calculation must be performed. The unearned portion (based on the percentage of the payment period remaining) of the aid is returned to the lender or aid program. For example, if a student completes only 20 percent of the payment period, then he or she has failed to earn 80 percent of the Federal financial aid that was disbursed, or could have been disbursed, prior to the withdrawal. If the return of the funds creates a balance due on the student account, the student will be responsible to pay the balance on their account.

Students who withdraw from their program up to and including 60% of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid and all other aid is viewed as 100% earned after that point in time.

The return amount will be calculated using the number of days the student attended in the given payment period and the total number of days in the payment period. The percentage of Title IV aid earned shall be calculated as follows:

Number of days completed by student divided by the total number of days in the payment period=Percent of payment period completed

Total number of days in the payment period*

The percent of the payment period completed equals the percentage of Title IV aid earned by the student.

****The total number of calendar days in a payment period shall exclude any scheduled breaks of more than five days and any approved leave of absence.***

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100% of aid disbursed minus the percent earned.

Unearned aid to be returned by the institution is the lesser of:

A. Title IV aid disbursed minus Title IV aid earned by the student for the payment period; or
B. Total institutional charges multiplied by the percent of unearned aid

Returns are made to the Title IV programs in the following order within 45 days of the date the school determined the student withdrew:

(1) Unsubsidized Federal Stafford Loans; (2) Subsidized Federal Stafford Loans; (3) Unsubsidized Direct Stafford Loans (other than PLUS loans); (4) Subsidized Direct Stafford Loans; (5) Federal Perkins Loans; (6) Federal Parent (PLUS) Loans; (7) Direct Plus Loans; (8) Federal Pell Grants; (9) Federal Supplemental Opportunity Grants; and, (10) ACG/SMART Grant

When the total amount of unearned aid is greater than the amount returned by the school from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:

(1) Unsubsidized Federal Stafford Loans; (2) Subsidized Federal Stafford Loans; (3) Unsubsidized Direct Stafford Loans (other than PLUS loans); (4) Subsidized Direct Stafford Loans; (5) Federal Perkins Loans; (6) Federal Parent (PLUS) Loans; (7) Direct Plus Loans; (8) Federal Pell Grants; and, (9) Federal Supplemental Opportunity Grants

If the student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the verification process is not completed at the time of withdrawal, this may affect the student eligibility for a post-withdrawal disbursement. If a post-withdrawal disbursement includes loan funds, the School will get the permission of the student to disburse those funds within 30 days.

Students may be responsible for the return of the unearned Federal student aid. Loan amounts are repaid under the terms of the promissory note. The total amount of Federal government grant funds that are the responsibility of the student to return are reduced by 50%. The student will be notified of the amount that must be returned and sent instructions on where to make these payments.

Credit balance refunds and adjusted bills will be sent to the student's home address on file with Student Services office following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

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

Schools accredited by Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If the student does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, (703) 247-4212. A copy of the Commission's Complaint Form is available at the School and may be obtained by contacting the Campus President/Director.