



2011 CATALOG

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**Pacific International College
1543 West Olympic Blvd., Suite 430
Los Angeles, CA 90015
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Website: www.piccollege.com**

Pacific International College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (Institution Code: 1941891).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, Internet Web site address: www.bppe.ca.gov, telephone: 1 (888) 370-7589, fax: 1 (916) 263-1897.

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

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

Pacific International College will provide our school catalog to any person upon request. In addition, if we have student brochures, we will disclose the requested brochures to any interested person upon request.

If Pacific International College develops a general student brochure and/or a program-specific brochure, we will provide these to prospective students prior to enrollment.

MISSION STATEMENT

Pacific International College's central mission is to prepare our students for life after graduation by offering degrees and programs that provide students with a broad range of skills transferable to employers across various industries and to promote multicultural understanding, intellectual curiosity, and open-mindedness.

All class sessions are held at the following address at the following address:

Pacific International College
1543 West Olympic Blvd., Suite 430
Los Angeles, CA 90015
Phone: 213-632-0405
Fax: 213-632-0407

2011 ACADEMIC CALENDAR

<i>Winter Quarter, 2011</i>	January 4-March 31
<i>Spring Quarter, 2011</i>	April 4-June 30
<i>Summer Quarter 2011</i>	July 5- September 29
<i>Fall Quarter, 2011</i>	October 3 – December 23

ACADEMIC PROGRAMS

Bachelor of Science in Business Administration, International Business Emphasis

Program Description: The Bachelor of Science in Business Administration with an emphasis in International Business is a bachelor degree completion program. Through a project-based curriculum, students master the fundamentals of business in a global context, becoming prepared for entry-level jobs in business management, finance, marketing, management, and human resources. Throughout the program, special emphasis is given to real-world applications of communication skills, business problem solving skills, accounting procedures, leadership skills, organizational behavioral theories, information technology, domestic and international legal practices, and ethical solutions.

After successful completion of this program, students will be able to:

- Demonstrate a solid understanding of the global economy.
- Communicate effectively in business contexts.
- Use analytical skills for making business decisions.
- Effectively use technology to manage information.
- Apply the principles of managerial and financial accounting.
- Effectively lead an organization or firm.
- Demonstrate an understanding of United States law and international law.
- Demonstrate an understanding of international finance.

- Conduct international financial transactions.
- Identify and manage business risks.
- Engage in ethical business practices.

In order to graduate with the Bachelor of Science in Business Administration, students must meet the following requirements:

1. This is a baccalaureate degree completion program. Students must have earned an associate or higher level degree from an accredited postsecondary institution.
2. Fulfill the general education requirements.
3. Maintain a minimum 2.00 GPA in all college courses.
4. Complete all required courses for the program (94.5 quarter credits total)
5. Complete a 180 quarter credits total, including major requirements, general education courses, and electives (General education courses must be taken at an accredited postsecondary institution).

<i>Bachelor of Science in Business Administration, International Business Emphasis</i>		
Required Coursework		
<u>CODE</u>	<u>COURSEWORK</u>	<u>QUARTER UNITS</u>
<i>All of the following lower division Business Administration courses:</i>		
BUS – 100	Business Communications I	4.5
BUS – 101	Business Ethics	4.5
BUS – 102	Business Law	4.5
BUS – 103	Microeconomics	4.5
BUS – 104	Macroeconomics	4.5
BUS – 200	Accounting I	4.5
BUS – 201	Accounting II	4.5
BUS – 202	Information Technology	4.5
BUS – 203	Business Calculus	4.5
BUS – 204	Principles of Business Management	4.5
<i>All of the following upper division Business Administration courses:</i>		
BUS – 300	Business Communications II	4.5
BUS – 301	Corporate Finance	4.5
BUS – 302	Organizational Behavior for Business Management	4.5
BUS – 303	Marketing	4.5
BUS – 304	Probability and Statistics	4.5
<i>All of the following upper division International Business Emphasis courses:</i>		
BUS – 400	International Business	4.5

	Law	
BUS – 401	International Business Management	4.5
BUS – 402	International Marketing	4.5
BUS – 403	International Supply Chain Management	4.5
BUS – 404	International Trade	4.5
BUS – 405	Finance	4.5
<i>Total Quarter Units of Required Coursework</i>		94.5

Course Descriptions: Bachelor of Science in Business Administration, International Business

Required Lower Division Courses

BUS 100 - BUSINESS COMMUNICATIONS I

This course covers basic business communication faculties. In a business context, students develop effective reading, writing, listening, and speaking strategies. Topics include reading & listening strategies; oral presentations; paraphrase and summary; facts, assumptions, and opinions; oral and written responses; effective introductions and conclusions, business documents; business format and style; Standard English; documentation; and plagiarism.

BUS 101 -BUSINESS ETHICS

This course investigates business ethics issues related to the global community, industry practices, marketing, products, and the supply chain. Special emphasis is given to ethical arguments, ethical solutions, and ethical leadership.

BUS – 102 BUSINESS LAW

This course introduces business law concepts and practices. Topics include legal history, legal reasoning, legal terminology, constitutional law, uniform commercial code, property law, labor law, negotiable instruments, contracts, torts, business entities, business crimes, product liability, civil procedure, agency, business transactions, and ethics.

BUS - 103 MICROECONOMICS

This course covers the principles of microeconomics. Topics include competition, market structures, government roles, consumers, supply and demand, entrepreneurs, income distribution, markets, consumers, and profit.

BUS – 104 MACROECONOMICS

This course teaches the fundamentals of macroeconomics. Topics include aggregate demand, aggregate supply, budget deficits, public debt, economic growth, employment, unemployment, GDP, inflation, monetary policy, and the Federal Reserve.

BUS – 200 ACCOUNTING I (MANAGERIAL)

This course covers the principles of managerial accounting. Topics include cost terms, cost classifications, system design, cost behavior, cost-volume-profit relationships, variable costing, activity-based costing, profit planning, standard costs, flexible budgets, segment reporting, and decentralization.

BUS – 202 ACCOUNTING II (FINANCIAL)

This course teaches the fundamentals of financial accounting. Topics include financial statements, financing decisions, investment decisions, income statements, operating decisions, Sales revenue, receivables, cash flows, bonds, liabilities, and owners' equities.

BUS – 202 INFORMATION TECHNOLOGY

This course explores how businesses use information technologies in the 21st century. Topics include transaction process technologies, decision technologies, Internet and Web-based technologies, and security risk management.

BUS – 203 BUSINESS CALCULUS

This course covers differential and integral calculus in business problem-solving contexts. Special emphasis is given to the business applications of the following topics: algebraic, exponential and logarithmic functions; limits and continuity; differentiations; exponentials; and functions of two variables.

BUS – 204 PRINCIPLES OF BUSINESS MANAGEMENT

This course covers major concepts in business management. Special emphasis is given to case studies and real-world applications of theory. Topics include management structure, the history of management, management and organizational behavior, ethics, managing individuals and groups, human resources, principles of leadership, and managing information.

Required Upper Division Courses

BUS – 300 BUSINESS COMMUNICATIONS II This course covers advanced business communication faculties. Topics include the functions of communication in the business environment, effective communication strategies, communication technologies, etiquette, style and format, communication ethics, research, and documentation. Special attention is given to cases studies, business reports, and problem-solving strategies.

BUS – 301 CORPORATE FINANCE - This course covers the fundamentals of corporate finance, using relevant case studies to demonstrate the application of financial theory. Topics include valuation and risk, investment opportunity analysis, dividend policy, capital structure, options, futures, derivatives, financial planning, short-term financing, mergers, and acquisitions.

BUS – 302 ORGANIZATIONAL BEHAVIOR FOR BUSINESS MANAGEMENT

Drawing upon the fields of psychology, sociology, and economics, this course covers major theories of human behavior relevant to work organizations. Topics include people-centered organizations, diversity, self-concept, personality, values, attitudes, job satisfaction, social perception, improving job performance, group dynamics, decision making, conflict, leaderships, and effective communication strategies.

BUS – 303 MARKETING

This course covers the fundamentals of marketing. Topics include effective marketing strategies, marketing ethics, consumer behavior, organizational purchasing behavior, advertising, packaging, sales, sales management, global marketing, market targets, marketing research, and value.

BUS – 304 PROBABILITY AND STATISTICS

This course covers the fundamentals of probability and statistics. Special emphasis is given to business applications, case studies, and problem solving. Topics include basic probability, random variables, probability distributions, mathematical expectation, sampling theory, estimation theory, inference, regression, correlation, variance, nonparametric tests, and Bayesian methods.

Required Upper Division Coursework - International Business Emphasis**BUS – 400 INTERNATIONAL BUSINESS LAW**

In the context of international business law, this course covers the following topics: dispute settlement, environmental regulation, multinational enterprises, foreign investment, finance, import and export, intellectual property, product liability, transportation, sales, services and labor, agency agreements, taxation, and international contracts.

BUS – 401 INTERNATIONAL BUSINESS MANAGEMENT

This course covers the fundamentals of global business management. Students will learn to develop and implement a global business plan. Special emphasis is given to import / export business management. Topics

include business ethics, cross-cultural communication skills, environmental factors, global business planning, research concepts, risk assessment, risk management, compliance, budgeting, and global business technologies.

BUS – 402 INTERNATIONAL MARKETING

This course covers the components of designing and implementing a successful global marketing plan. Topics include assessing the global business environment, identifying global marketing opportunities, market research, research analysis, maximizing profit, products and services, pricing, global promotion, and global distribution.

BUS – 403 INTERNATIONAL SUPPLY CHAIN MANAGEMENT

This course teaches skills and strategies for evaluating supply chain options. Topics include modes of transport, storage, inventory, import/export documentation, compliance, intermediaries, international conventions, and risk management implementation.

BUS – 404 INTERNATIONAL TRADE FINANCE

This course teaches optimal financial practices and strategies. Students evaluate financial data from target markets and determine accurate costs and overall efficacy of global business plans. Emphasis is placed on practical skills and knowledge. Topics include foreign currency exchange, international financial transactions, financing, credit reports, banking, and insurance.

Bachelor of Arts in English Literature

Program Description: This program provides a comprehensive overview of English and American literature and fosters the study of literature from a global perspective. Students read, analyze, and interpret representative texts from major literary periods and are encouraged to explore a wide range of critical approaches to literature. Additionally, this degree develops an extensive range of transferable skills attractive across various industries. These transferable skills include critical thinking, professional writing, leadership, and time management skills. This program may be taken on campus or online.

After successful completion of this program, students will be able to:

- Explain and recognize conventions and genres of the American and British Literature
- Engage in oral and written analysis of American and British literature, using literary terminology (e.g., interpret meaning, tone, grammatical elements, rhetoric, literary technique)
- Answer factual questions about the literary histories of the United States and Great Britain
- Identify major literary works of American and British Literature
- Apply literary theory to literary texts (e.g., historical, New Historical, poststructuralist, Marxist, psychoanalytic)

Additionally, students will have developed:

- Critical reading and writing skills useful in professional and academic contexts.
- Cultural sensitivity
- An overall appreciation for the literature and the arts

In order to graduate with the Bachelor of Arts in English Literature, students must meet the following requirements:

1. This is a baccalaureate degree completion program. Students must have earned an associate or higher level degree from an accredited postsecondary institution.
2. Fulfill the general education requirements.
3. Maintain a minimum 2.00 GPA in all college courses.
4. Complete all required courses for the program (54 quarter credits total)
5. Complete a 180 quarter credits total, including required courses, general education courses, and electives (general education courses must be taken at an accredited postsecondary institution).

<i>Bachelor of Arts in English Literature Required Coursework</i>		
CODE	COURSEWORK	QUARTER CREDIT UNITS
<i>All of the following courses:</i>		
ENG 200	Introduction to Literary Studies	4.5
ENG 205A	British Literature I	4.5
ENG 205B	British Literature II	4.5
ENG 210A	American Literature I	4.5
ENG 210B	American Literature II	4.5
ENG 300	Shakespeare I	4.5
ENG 400	Shakespeare II	4.5
ENG 401	Introduction to Literary Theory	4.5
<i>Two of the following courses:</i>		
ENG 402	The Middle English Period	4.5
ENG 403	The Early Modern Period	4.5
ENG 404	The Neoclassical Period	4.5
ENG 408	The English Novel I	4.5
ENG 410	The American Novel I	4.5
<i>Two of the following courses:</i>		
ENG 405	The Middle English Period	4.5
ENG 406	The Early Modern Period	4.5
ENG 407	The Neoclassical Period	4.5
ENG 409	The English Novel II	4.5
ENG 411	American Novel II	4.5
<i>Total Units of Required Coursework</i>		54

Course Descriptions: Bachelor of Arts in English

ENG 200 INTRODUCTION TO LITERARY STUDIES

An introduction to the discipline of English literature. Students read, interpret, and analyze literary texts; write poetry explications, literary analysis essays, and literary research papers; learn literary terminology; and develop an understanding of literary genres and literary history.

ENG 205A BRITISH LITERATURE I

Broad overview of British literature before 1660. Readings include representative texts from the Old English Period, The Renaissance, and The Neoclassical period. Special emphasis is given to prominent literary figures, aesthetic movements, literary techniques, and socio-historical contexts.

ENG 205B BRITISH LITERATURE II

A broad overview of British literature from 1660 to the present. Readings include representative texts from The Romantic Period, The Victorian Period, and The Modern period. Special emphasis is given to prominent literary figures, aesthetic movements, literary techniques, and socio-historical contexts.

ENG 210A AMERICAN LITERATURE I

American Literature I surveys American literature from pre-colonial times to 1865. Students will explore Indigenous American cultural literature, Colonial literature, literature of the American Revolution, and Civil War literature. Special attention will be given to the development of American literature through the examination of prominent literary figures, aesthetic movements, literary techniques, and social and historical contexts.

ENG 210B AMERICAN LITERATURE II

Surveys American literature from the end of the civil war to the present. Students will examine realism, modernism, and postmodernism. Special attention will be given to the development of American literature through the examination of prominent literary figures, aesthetic movements, literary techniques, and social and historical contexts.

ENG 300 SHAKESPEARE I

Examines Shakespeare's early plays and poetry through historical and cultural contexts; introduces students to Shakespeare studies and the controversies surrounding his work; explores the rhetoric and language of Shakespeare. Covers Shakespearian performance, including film adaptations.

ENG 400 SHAKESPEARE II

This course examines Shakespeare's later plays through historical and cultural contexts; prepares students for advanced Shakespeare studies; explores the rhetoric and language of Shakespeare; and examines Shakespearian genre. Additionally, students will learn about Shakespearian performances, including film adaptations. Extensive reading of secondary sources is required.

ENG 401 LITERARY THEORY

This course introduces students to 20th century literary theory. Topics include Russian formalism, New Criticism, structuralism, poststructuralism, feminism, new historicism, psychoanalytic criticism, and postcolonial studies.

ENG 402 THE MIDDLE ENGLISH PERIOD

Critical overview of the religious and secular writings of the Middle English Period (1066 - 1500). Representative authors include Langley, Chaucer, Malory, Gower, and the author of *Sir Gawain and the Green Knight*.

ENG 403 THE EARLY MODERN PERIOD

Critical overview of British Literature from 1500 – 1660, covering selected works from the Elizabethan Age, Jacobean Age, Caroline Age, Commonwealth Period. Representative authors of include Marlow, Sidney, Spenser, Raleigh, Bacon, Shakespeare, Donne, Burton, Jonson, Lovelace, Milton, and Marvell.

ENG 404 THE NEOCLASSICAL PERIOD

Critical overview of British literature from 1660 – 1785, covering the Restoration, Augustan Age, and the Age of Sensibility. Representative authors include Dryden, Butler, Bunyan, Pope, Swift, Addison, Defoe, Johnson, Richardson, Fielding, and Sterne.

ENG 405 THE ROMANTIC PERIOD

Critical overview of the English Romantic Period (1785 - 1832). Representative authors include Coleridge, Keats, Wordsworth, Lamb, Percy Shelley, Byron, and Mary Shelley.

ENG 406 VICTORIAN LITERATURE

Critical overview of the Victorian Era (1832 – 1901). Topics include the Pre-Raphaelites, Aestheticism, and Decadence . Representative authors include Tennyson, Browning, Rossetti, Arnold, Dickens, and the Bronte's.

ENG 407 MODERN BRITISH LITERATURE

Critical overview of 20th century British literature. Representative authors include Conrad, Woolf, T.S. Eliot, Dylan Thomas, and Samuel Beckett.

ENG 408 THE ENGLISH NOVEL I

Traces the development of the English novel from the end of the 17th century through the 18th century. Representative authors may include Defoe, Richardson, Fielding, and Sterne.

ENG 409 THE ENGLISH NOVEL II

Traces the development of the English novel from the beginning of the 19th century to the present day. Representative authors may include Austen, Dickens, the Brontes, Conrad, Joyce, Woolf, Lawrence, Beckett, Huxley, and Winterson.

ENG 410 THE AMERICAN NOVEL I

Traces the development of the American novel during the 19th century. Representative authors may include Twain, Hawthorn, Melville, and Crane.

ENG 411 THE AMERICAN NOVEL II

Traces the development of the American novel from the beginning of the 20th century to the present day. Representative authors may include Hemingway, Steinbeck, Fitzgerald, DeLillo, and Pynchon.

Associate of Arts in American Culture

Program Description: this degree provides a historical overview of American Arts and Culture, including history, art, literature, cinema, and music. Examining political, social, and cultural contexts, students develop an understanding of the diverse perspectives that comprise the American experience. Additionally, this degree develops an extensive range of transferable skills attractive across various industries. These transferable skills include critical thinking, professional writing, leadership, and time management skills.

After successful completion of this program, students will be able to:

- Engage in oral and written analysis of American literature, using literary terminology (e.g., interpret meaning, tone, grammatical elements, rhetoric, literary technique)
- Create a timeline of important historical events from pre-colonial times to the present
- Recognize significant American artworks by artist, style, theme, period, and medium.
- Discuss controversial issues related to American history, culture, society, and the arts.
- Evaluate the United States from a global context

Additionally, students will have developed:

- Critical reading and writing skills useful in professional and academic contexts.
- Cultural sensitivity
- A deeper understanding of American culture, its influences, and its impact on the world

In order to graduate with Associate of Arts in American Culture, students must meet the following requirements:

1. Fulfill the general education requirements.
2. Maintain a minimum 2.00 GPA in all college courses
3. Complete all required courses for the program (36 quarter credits total)
4. Complete a 90 quarter credits total, including major requirements, general education courses, and electives (General education courses must be taken at an accredited postsecondary institution).

<i>Associate of Arts in American Culture Required Coursework</i>		
CODE	COURSEWORK	QUARTER CREDIT UNITS
<i>All of the following courses:</i>		
ACL 101	American History, Culture & Traditions I	4.5
ACL 202	American History, Culture & Traditions II	4.5
ACL 103	American Literature I	4.5
ACL 204	American Literature II	4.5
ACL 105	American Art I	4.5
ACL 206	American Art II	4.5
ACL 107	History of American Music	4.5
ACL 208	American Film	4.5
<i>Total Quarter Units of Required Coursework</i>		36

Course Descriptions: Associate of Arts in American Culture

ACL 101 - AMERICAN HISTORY: CULTURE & TRADITIONS I (4.5 CREDITS) This course covers American history and traditions from pre-colonial times to the Civil War. In addition to the study of historical facts, students will explore possible causes and effects of important historical events. Students will examine American history through political, social, and cultural contexts. Moreover, students will consider the various perspectives that comprise the American experience.

ACL 202 - AMERICAN HISTORY: CULTURE & TRADITIONS II (4.5 CREDITS) This course covers American history and traditions from the end of the Civil War to the present. In addition to the study of historical facts, students will explore possible causes and effects of important historical events. Students will examine American history through political, social, and cultural contexts. Moreover, students will consider the various perspectives that comprise the American experience.

ACL 107 - AMERICAN MUSIC I (4.5 CREDITS) American Music I traces the development of American music from the 1800's up to the present. Students will examine the Anglo-Celtic American tradition, the American Indian tradition, and Latino traditions. Additionally, students will explore French, African, Scandinavian, Arab, and Asian influences on American Music. Moreover, this course will provide an introduction to the development of popular musical forms, including blues, ragtime, gospel, country, jazz, rock, and electronic music.

ACL 103 - AMERICAN ART I (4.5 CREDITS) This survey course covers American visual arts, sculpture, and architecture from pre-colonial times to the end of the Civil War. Students will examine how aesthetic traditions and historical perspectives have shaped American arts and architecture. Three periods of art will be covered: The Colonial Period; The Federal Period; and The Romantic Period.

ACL 104 - AMERICAN ART II (4.5 CREDITS) This survey course covers American visual arts, sculpture, and architecture from the end of the Civil War to the beginning of the 21st century. Students will examine how aesthetic traditions and historical perspectives have shaped American arts and architecture. Three periods of art will be covered: The American Renaissance; Modernism and Postmodernism.

ACL 103 / ENG 210A - AMERICAN LITERATURE I American Literature I surveys American literature from pre-colonial times to 1865. Students will explore Indigenous American cultural literature, Colonial literature, literature of the American Revolution, and Civil War literature. Special attention will be given to the development of American literature through the examination of prominent literary figures, aesthetic movements, literary techniques, and social and historical contexts.

ACL 103 / ENG 210A - AMERICAN LITERATURE II Surveys American literature from the end of the civil war to the present. Students will examine realism, modernism, and postmodernism. Special attention will be given to the development of American literature through the examination of prominent literary figures, aesthetic movements, literary techniques, and social and historical contexts.

ACL 208 / FLM 208 - AMERICAN FILM (3-4 CREDITS) This course covers the history of American cinema. Students will explore the emergence of Hollywood; independent films; the narrative techniques of film; influences from around the world on American cinema; and American genres of film—including melodrama, the musical, science fiction, comedy, drama, war, noir, the western, and experimental film. Moreover, students will examine and critique the cultural role of American cinema.

Associate of Arts in Arts and Humanities

Program Description: This program provides an introduction to the study of arts and humanities and encourages the exploration of a wide range of academic disciplines, including history, art history, music, film studies, and literature. Additionally, this degree develops an extensive range of transferable skills attractive across various industries. These transferable skills include critical thinking, professional writing, leadership, and time management skills.

After successful completion of this program, students will be able to:

- Engage in oral and written analysis literary works, using literary terminology (e.g., interpret meaning, tone, grammatical elements, rhetoric, literary technique).
- Create a timeline of important historical events related to the development of the arts, culture, and society.
- Recognize significant artworks by artist, style, theme, period, and medium.

- Discuss controversial issues related to history, culture, society, and the arts.

Additionally, students will have developed:

- Critical reading and writing skills useful in professional and academic contexts.
- Cultural sensitivity
- A deeper understanding of the Arts & Humanities

In order to graduate with Associate of Arts in Arts and Humanities, students must meet the following requirements:

1. Fulfill the general education requirements.
2. Maintain a minimum 2.00 GPA in all college courses.
3. Complete all required courses for the program (36 quarter credits total)
4. Complete a 90 quarter credits total, including major requirements, general education courses, and electives (General education courses must be taken at an accredited postsecondary institution).

<i>Associate of Arts in Arts and Humanities</i> REQUIRED COURSEWORK	QUARTER CREDIT UNITS
8 Courses in Arts and Humanities (History, Film Studies, English, Art History)	36
<i>Total Units of Required Coursework</i>	36

Associate of Arts, Film

Program Description: This degree combines the study of film history and film aesthetics with the study and practice of acting, screenwriting, and film production. Using a variety of critical approaches, students will explore physical and vocal characteristics of acting performance, narrative techniques of screenwriting, and technical aspects of film production. The study of practical applications includes audition techniques, the acting portfolio, “pitching” a script, and working on a film set. Additionally, this degree develops an extensive range of transferable skills attractive across various industries. These transferable skills include critical thinking, professional writing, leadership, and time management skills.

After successful completion of this program, students will be able to:

- Use film terminology when discussing film technique.
- Discuss the development of film technology and film as an art form.
- Demonstrate a complex understanding of narrative.
- Collaborate on entry-level film projects during preproduction, production, and postproduction as actors, assistant directors, editors, and writers.
- Describe the aesthetic possibilities of the film medium.
- Evaluate films from artistic, economic, and social perspectives.

Additionally, students will have developed:

- Critical reading and writing skills useful in professional and academic contexts.
- Cultural sensitivity.
- A deeper understanding of the arts and humanities.

In order to graduate with Associate of Arts in Film Studies, students must meet the following requirements:

1. Fulfill the general education requirements.
2. Maintain a minimum 2.00 GPA in all college courses.
3. Complete all required courses for the program (36 quarter credits total)
4. Complete a 90 quarter credits total, including major requirements, general education courses, and electives (General education courses must be taken at an accredited postsecondary institution).

<i>Associate of Arts in Film Studies Required Coursework</i>		
CODE	<i>Coursework</i>	QUARTER CREDIT UNITS
<i>All of the following courses:</i>		
FLM 100	Film History I	4.5
FLM 200	Film History II	4.5
FLM 102	The Art of Film	4.5
FLM 203	Fundamentals of Acting for the Screen	4.5
FLM 204	Writing the Short Film	4.5
FLM 209	Writing the Feature- Length Screenplay	4.5
FLM 207	Advanced Acting for the Screen	4.5
FLM 206	American Film Genres	4.5
<i>Total Quarter Units of Required Coursework</i>		36

Course Descriptions: Associate of Arts, Film Studies

FLM 102 - The Art of Film (4.5 credits) This course introduces students to key concepts in the study of film as an art form. Students will explore *how* films are made *how* filmmakers use various techniques to create aesthetic experiences for the viewer. Special attention is given to the application of film terminology and concepts. Students will view films critically and discuss their content, structure, and form. Students will develop their critical thinking and analytic writing by evaluating films from artistic, economic, and cultural perspectives skills. Representative examples of basic and more advanced film techniques will be screened in class.

FLM 100 - History of Film I (4.5 credits) This course traces the development of film from the 1880's to the end of World War II from a global perspective Special attention will be given to prominent directors, aesthetic movements, film techniques, technological developments, economic factors, and sociocultural contexts.

FLM 200 - History of Film II (4.5 credits) This course traces the development of from post-WW II to the present day. Special attention will be given to prominent directors, aesthetic movements, film techniques, and cultural contexts.

FLM - 204 Writing the Short Film (4.5 credits) This course focuses on writing screenplays for short films. Students will explore the medium of short film and study the basics of storytelling Special emphasis is given to how screenwriters develop characters, create dialogue, incorporate sound, and use visual writing strategies. Students will write at least two short screenplays in two different genres. Additionally, students will learn industry standard screenwriting format.

FLM – 209 Writing the Feature-length Screenplay (4.5 credits) This course explores the creation of feature-length

screenplays. Students will study advanced screenwriting techniques used by screenwriters around the world. Students will study three-part and non-linear structure; learn advanced dialogue strategies; experiment with advanced visual writing techniques; and engage in an on-going conversation about the “universality” of film. Students are required to write the first half of a screenplay for a feature-length film or one episode of a television series. Additionally, students will write one complete “treatment” of a feature-length film.

FLM - 203 Fundamentals of Acting for the Screen (4.5 credits) Using a variety of critical approaches, students will explore the physical and vocal characteristics of acting performance and develop a complex understanding of the film medium.

FLM - 207 Advanced Acting for the Screen (4.5 credits) Covers advanced screen acting concepts and techniques, including single camera acting, the “master shot”, the “close-up”, “blocking”, improvisation, business, and vocal projection; explores theories of acting (Stanislavski, Method, Meisner). The study of practical applications includes audition techniques and the creation of a portfolio.

FLM - 208 American Film Genres (4.5 credits) This course examines one or more American film genres. Students explore genre conventions related to structure, form, and content. Genre selections may include melodrama, the musical, science fiction, comedy, drama, war, noir, the western, and experimental film.

Certificate in Import/Export Management

Program Description: This program covers the knowledge and skills necessary for managing a successful of import / export business and provides a broad overview of the international business environment. Students study the fundamentals of global business management, the components of designing and implementing a successful global marketing plan, the skills and strategies for evaluating supply chain options, and optimal financial practices and strategies. It is designed to help prepare students for the NASBITE Certified Global Business Credential Exam.

After successful completion of this program, students will be able to:

- Demonstrate the knowledge and skills to run an import/export business.
- Demonstrate an understanding of international law.
- Identify international import/export opportunities.
- Demonstrate an understanding of international finance.
- Conduct international financial transactions.
- Engage in ethical business practices.
- Identify and manage business risks.

In order to graduate with the Certificate in Import/Export Management

students must meet the following requirements:

<u>CODE</u>	<u>REQUIRED COURSEWORK</u>	<u>CONTACT HOURS</u>
BUS 401 –	International Business Management	48
BUS 402 –	International Marketing	48
BUS 403 –	International Supply Chain Management	48
BUS 404 –	International Trade Finance	48
Total Contact Hours		192

Course Descriptions: Certificate in Import/Export Management

BUS-401 INTERNATIONAL BUSINESS MANAGEMENT

This course covers the fundamentals of global business management. Students will learn to develop and implement a global business plan. Special emphasis is given to import / export business management. Topics include: business ethics, cross-cultural communication skills, environmental factors, global business planning, research concepts, risk assessment, risk management, compliance, budgeting, and global business technologies.

BUS-402 INTERNATIONAL MARKETING

This course covers the components of designing and implementing a successful global marketing plan. Topics include assessing the global business environment, identifying global marketing opportunities, market research, research analysis, maximizing profit, products and services, pricing, global promotion, and global distribution.

BUS-403 INTERNATIONAL SUPPLY CHAIN MANAGEMENT

This course teaches skills and strategies for evaluating supply chain options. Topics include modes of transport, storage, inventory, import/export documentation, compliance, intermediaries, international conventions, and risk management implementation.

BUS-404 INTERNATIONAL TRADE FINANCE

This course teaches optimal financial practices and strategies. Students evaluate financial data from target markets and determine accurate costs and overall efficacy of global business plans. Emphasis is placed on practical skills and knowledge. Topics include foreign currency exchange, international financial transactions, financing, credit reports, banking, and insurance.

Certificate in Graphic Arts and Multimedia

Program Description:

The Certificate in Graphic Design and Multimedia Arts integrates the study of visual design, web design, and digital video editing. Students apply the fundamentals of art and design in a variety of contexts, creating print and digital media through a project-based curriculum that emphasizes real-world problem solving tasks. During the Visual Design phase of the program, students develop their skills with digital media tools, designing and redesigning photography, collages, logos, advertisements, brochures, and flyers. During the Web Design phase of the program, students master the technical, research, and design skills necessary to create, implement, and maintain web projects. Individual and collaborative projects include two-dimensional and three dimensional web graphics, websites, digital narratives, and animations. During the Digital Video Editing phase of the program, students gain valuable experience and technical knowledge of shooting video, shot composition, video editing, story planning, special effects, audio, and motion graphics. Individual and collaborative projects include action sequences, news stories, short films, commercials, and documentaries. This program helps prepare students for entry-level jobs in graphic design and multimedia arts: as graphic designers, web designers, and video editors.

Component I: Visual Design

After successful completion of the Visual Design component, students will be able to:

- Explain the fundamentals of art and design.
- Enhance and retouch digital photographs.
- Design and redesign professional quality print and digital media for business and artistic purposes.
- Effectively use Adobe Photoshop, Adobe InDesign, and Adobe Acrobat Pro.
- Collaborate effectively with peers and business associates.
- Research solutions for visual design problems.
- Use information ethically and legally.

Component II: Web Design

After successful completion of the Web Design component students will be able to:

- Explain how the fundamentals of art and design apply to web design.
- Apply the fundamentals of art and design to website design.
- Design and redesign professional quality websites according for business and artistic purposes.
- Effectively use Adobe Dreamweaver.
- Collaborate effectively with peers and business associates.
- Research and implement solutions for web design problems.
- Use information ethically and legally.

Component III: Digital Video Editing

After successful completion of the Digital Video Editing component, students will be able to:

- Explain the video production process, using specific terminology.
- Shoot high quality video.
- Create video sequences using video clips.
- Use advanced video editing techniques.
- Incorporate and edit sound and music into video.
- Effectively use Adobe Premier Pro.
- Explain video mediums and formats.
- Collaborate effectively with peers and business associates.
- Import audio and video into video editing platform.
- Research and implement solutions for video production problems.
- Use information ethically and legally.

In order to graduate with the Certificate in Graphic Arts and Multimedia students must meet the following requirements:

<u>REQUIRED COURSEWORK</u>	<u>CONTACT HOURS</u>
Fundamentals of Art & Design (GAM 101)	48
Visual Design I (GAM 102)	48
Visual Design II (GAM 103)	48
Graphic Design for the Web (GAM 104)	48

Web Design I (GAM 105)	48
Web Design II (GAM 106)	48
The Art of Film (GAM 107)	48
Digital Editing I (GAM 108)	48
Digital Editing II (GAM 109)	48
Total Contact Hours	432

Course Descriptions: *Certificate in Graphic Arts and Multimedia*

GAM – 100 VISUAL DESIGN I

Students apply principles of art and design as they learn the necessary technical skills to create professional quality digital and print media, using basic the basic features of Adobe Photoshop, Adobe InDesign, and Adobe Acrobat Pro (4.5 quarter credits).

GAM – 101 VISUAL DESIGN II

Students apply principles of art and design as they learn the necessary technical skills to create professional quality digital and print media, using the advanced features of Adobe Photoshop, Adobe InDesign, Adobe Acrobat Pro, and Adobe Illustrator (4.5 quarter credits).

GAM – 102 FUNDAMENTALS OF ART & DESIGN

This course covers the fundamentals of art & design, including subject, form, content, line, shape, value, texture, color, space, time, and motion. Students will analyze and discuss a wide range of artistic examples. Special emphasis is given to key vocabulary, aesthetic concepts, and the application of theory to practice (4.5 quarter credits).

GAM 103 - WEB DESIGN

Students apply principles of art and design as they learn the necessary technical skills to create and modify basic web content. Special emphasis is given to problem solving, technical web publishing, and professional collaboration skills (4.5 quarter credits).

GAM 104 - WEB DESIGN II

Students apply principles of art and design as they learn the necessary technical skills to create and modify advanced web content. Special emphasis is given to problem solving, technical multimedia skills, and professional collaboration skills (4.5 quarter credits).

GAM 105 - DIGITAL ART

This course explores the theory and practice of digital art forms, including internet art, animation, software art, and virtual reality. Special emphasis is given to key vocabulary and concepts (4.5 quarter credits).

GAM 106 - DIGITAL VIDEO I

Students learn basic digital camera operation, fundamentals of sound, lighting techniques, story planning, audio recording, and video editing. This course covers Adobe Premier Pro CS5, Adobe After Effects, and Adobe Encore in detail (4.5 quarter credits).

GAM 107 DIGITAL VIDEO II

Working on collaborative projects, students gain experience in advanced digital video production. Projects include a 30-second commercial, a mini documentary, and a short film (4.5 quarter credits).

GAM 108 - THE ART OF FILM Students will explore how films are made how filmmakers use various techniques to create aesthetic experiences for the viewer. Special attention is given to the application of film terminology and concepts. Students will view films critically and discuss their content, structure, and form. Representative

examples of basic and more advanced film techniques will be screened in class (4.5 quarter credits).

Certificate in Computer Business Applications (Computer Training Program)

Program Description

The Certificate in Computer Business Applications (Computer Training Program) provides the student with an advanced understanding of the software programs used in today's business environment. The program focuses on database use, spreadsheet creation, word processing programs, presentation software, and email management. Students may use this certificate to advance their careers in business, education, or other fields where computer business applications are used, or they may choose to pursue work as administrative assistants.

Upon successful completions of this program, students will be able to demonstrate the following skills:

- **WORD PROCESSING SKILLS**
Manage word processing environment, format content, apply page layout and reusable content, integrate illustrations and graphics, proofread documents, apply references and hyperlinks, and perform mail merge operations.
- **PRESENTATION SOFTWARE SKILLS**
Manage PowerPoint environment, create slide presentations, work with graphical and multimedia elements, create charts and tables, apply transitions and animations, collaborate on presentations, prepare presentations, and deliver presentations.
- **SPREADSHEET/WORKSHEET SKILLS**
Manage worksheet environment, create cell data, format cells and worksheets, managing worksheets and workbooks, apply formulas and functions, present data visually, share worksheet data, analyze and organize data
- **DATABASE SKILLS**
Manage database environment, build tables, build forms, create and manage queries, and design reports.
- **EMAIL MANAGEMENT SKILLS**
Manage the Outlook environment, create and format item content, merge email messages, manage contacts, manage calendar objects, and work with tasks, notes, and journal entries.
- **PROJECT SKILLS**
Configure tools and options, set up a project, estimate and budget tasks, create a WBS, resource project plans, and update and report on project performance.

Admission Requirements: This is a certificate program. The final determination of admission will be based on placement test results, prior education, motivation, and general capability to pursue the degree. Each applicant will be assessed on an individual basis. Non-native English speakers may be required to submit TOEFL scores prior to admission and/or concurrently enroll in ESL courses. In general, a TOEFL score of at least 70 is recommended for full admission into the program; a score of 60, for conditional admission.

Course Descriptions

BCA- 100 WORD I

This course covers the basic, intermediate and advanced word processing functions in Microsoft Word. Topics include sharing and maintaining Word documents, formatting content, applying page layout and reusable content, including illustrations and graphics, proofreading documents, applying references and hyperlinks, and performing mail merge operations.

BCA – 201 POWERPOINT

This course covers the basic, intermediate and advanced word processing functions in Microsoft PowerPoint. Topics include managing the PowerPoint environment, creating slide presentations, working with graphical and multimedia elements, creating charts and tables, applying transitions and animations, collaborating on presentations, preparing presentations, delivering presentations.

BCA – 102 – EXCEL

This course covers the basic, intermediate and advanced word processing functions in Microsoft Excel. Topics include managing worksheet environment, creating cell data, formatting cells and worksheets, managing worksheets and workbooks, applying formulas and functions, presenting data visually, sharing worksheet data, analyzing and organizing data

BCA – 203 – ACCESS

This course covers the basic, intermediate and advanced word processing functions in Microsoft Access. Topics include managing databases, building tables, building forms, creating and managing queries, and designing reports.

BCA – 204 – OUTLOOK

This course covers the basic, intermediate and advanced word processing functions in Microsoft Outlook. Topics include managing the outlook environment, creating and formatting item content, merging email messages, managing contacts, managing calendar objects, working with tasks, notes, and journal entries.

BCA – 205 – OFFICE PROJECT

This course covers the basic, intermediate and advanced word processing functions in Microsoft Project. Topics include configuring tools and options, setting up a project, estimating, scheduling, and budgeting tasks, resourcing project plans, updating and reporting on project performance.

Program Length: Estimated time of completion is 2 quarters (24 weeks).

In order to graduate with the Certificate in Computer Business Applications, students must meet the following requirements:

1. Maintain a minimum 2.00 GPA in all courses.
2. Complete all required courses for the program

<u>REQUIRED COURSEWORK</u>	<u>CONTACT HOURS</u>
<u>BCA- 100 WORD</u>	48
<u>BCA – 201 POWERPOINT</u>	48
<u>BCA – 102 – EXCEL</u>	48
<u>BCA – 203 – ACCESS</u>	48
<u>BCA – 204 – OUTLOOK</u>	48
<u>BCA – 205 – OFFICE PROJECT</u>	48
<i>Total Contact Hours</i>	288

Estimated time to complete required coursework is two quarters (24 weeks).

Certificate in Certificate in Interpretation

Program Description:

This is an introductory program for bilingual students interested in becoming professional interpreters. In formal and informal contexts, students engage in real-world simulations that aid in the acquisition of consecutive interpretation, simultaneous interpretation, and sight translation skills. Additionally, students examine the role of the interpreter in light of ethical and cultural considerations. This program is open to individuals who can demonstrate near-native proficiency in English and one of the following languages: Korean, Japanese, Mandarin, Cantonese, or Russian.

After successful completion of this program, students will be able to:

- Accurately interpret oral passages of up to 40 words.
- Apply note-taking strategies during interpretation.
- Explain the difference between simultaneous and consecutive interpretation.

- Maintain mental focus during interpretation and sight translation.
- Speak confidently when delivering an interpretation.
- Identify syntactical differences.
- Identify semantic units.
- Define and explain key terminology related to interpretation and translation (e.g., chunking, shadowing, lag time, intuitive delivery).
- Quickly and accurately translate brief written documents.
- Describe interpreter career paths.
- Discuss ethical issues related to the field of interpretation.

In order to graduate with the Certificate in Interpretation, students must meet the following requirements:

<u>REQUIRED COURSEWORK</u>	<u>CONTACT HOURS</u>
Consecutive Interpretation (INT – 100)	48
Simultaneous Interpretation (INT – 101)	48
Sight Translation (INT – 102)	48
Total Contact Hours	144

Course Descriptions: *Certificate in Interpretation*

INT – 100 CONSECUTIVE INTERPRETATION: This course helps students develop accurate consecutive interpretation skills (during consecutive interpretation, an interpreter listens to a speaker and then interprets the content into the target language). Topics for this course include speech analysis (e.g., identifying speech structure and ideas), note-taking systems (mind mapping, vertical layout with hierarchical incidents, logical links, and symbols), concentration techniques, active listening, public speaking, error analysis, and tone and mood. Students gain extensive practice interpreting oral passages of up to 60 words in formal and informal contexts. Additionally, this course explores ethical concerns, cultural considerations, and professional standards (4.5 quarter credits).

INT – 101 SIMULTANEOUS INTERPRETATION: This course helps students develop accurate simultaneous interpretation skills (during simultaneous interpretation, an interpreter listens and verbally interprets at the same time someone is speaking). Topics for this course include the use of technology, lag time, shadowing, chunking, intuitive delivery, pair work, multitasking, subject matter content, interference, speaking skills, listening skills, and tone. Students gain extensive practice in simultaneous interpretation for time periods of up to twenty minutes. Emphasis is placed on the interpretation of spoken English into one or more target languages (4.5 quarter credits).

INT – 102 SIGHT TRANSLATION: Students build the necessary skills to quickly and accurately create written translations of written documents. Topics include advanced reading skills, textual analysis, identifying semantic units, and identifying syntactical differences. Students gain extensive practice translating brief articles into the target language (4.5 quarter credits).

Certificate in Medical Interpretation

Program Description:

This program is designed for bilingual students interested in becoming professional medical interpreters. In formal and informal medical contexts, students engage in real-world simulations that aid in the acquisition of consecutive interpretation, simultaneous interpretation, and sight translation skills. Additionally, students learn medical terminology and medical expressions. Finally, students examine the role of the interpreter in light of ethical and cultural considerations. This program is open to individuals who can demonstrate near-native proficiency in English and Korean, Japanese, Mandarin, Cantonese, or Russian.

After successful completion of this program, students will be able to:

- Make informed ethical decisions as medical interpreters.
- Follow standardized interpreting protocols.
- Explain interpreter roles in various healthcare settings.
- Define and explain medical terminology, medical concepts, and medical expressions.
- Maintain professional focus while applying cross-cultural adaptive strategies in healthcare settings.
- Foster patient-provider direct communication.
- Respond to nonverbal language relevant to patient-provider direct communication.
- Demonstrate knowledge of health disparities.
- Accurately interpret oral passages of up to 60 words.
- Quickly and accurately translate brief medical documents.
- Apply note-taking strategies during interpretation.
- Explain the difference between simultaneous and consecutive interpretation.
- Maintain mental focus during interpretation and sight translation.
- Speak confidently when delivering an interpretation.
- Identify syntactical differences.
- Identify semantic units.
- Define and explain key terminology related to interpretation and translation (e.g., chunking, shadowing, lag time, intuitive delivery).

In order to graduate with the Certificate in Medical Interpretation students must meet the following requirements:

<u>REQUIRED COURSEWORK</u>	<u>CONTACT HOURS</u>
Introduction to Medical Interpreting (MINT – 100)	48
Medical Interpreting Skills I (MINT – 102)	48
Medical Interpreting Skills II (MINT – 103)	48
Medical Terminology for Interpreters (MINT – 101)	48
Total Contact Hours	192

Course Descriptions: *Certificate in Medical Interpretation*

MINT 100 - INTRODUCTION TO MEDICAL INTERPRETING

This course provides a comprehensive introduction to the medical interpreting profession, emphasizing standards of practice, ethical principles, interpreting protocols, and the roles of the medical interpreter. Additionally, students learn the fundamentals of consecutive interpretation and sight translation and study basic medical terminology and concepts. Throughout the course, instructors explain case studies and examples in

order to illustrate real-world applications of theory (4.5 quarter credits).

MINT 101 - MEDICAL TERMINOLOGY FOR INTERPRETERS

This course combines the study of basic medical terminology and concepts with effective interpretation strategies. Students study and review terminology in English and Korean, Japanese, Mandarin, Cantonese, or Russian. Topics include body systems, disorders and diseases, wounds, viral and bacterial infections, and treatment and intervention. Throughout the course, interpreting exercises emphasize effective patient-provider communication in cross-cultural contexts (4.5 quarter credits)

MINT - 102 MEDICAL INTERPRETING SKILLS I

This course focuses on basic medical interpreting and sight translation skills. Topics include: interpreting protocols, ethical principles, and cross-cultural communication. Students gain extensive practice interpreting oral passages of up to 40 words in formal and informal contexts. Consecutive interpreting exercises include speech analysis (e.g., identifying speech structure and ideas), note-taking systems (mind mapping, vertical layout with hierarchical incidents, logical links, and symbols), concentration techniques, active listening, public speaking, error analysis, and tone and mood (4.5 quarter credits).

MINT – 103 MEDICAL INTERPRETING SKILLS II

This course builds on the skills learned in Medical Interpreting Skills I. Emphasis is placed on real-world simulation exercises, which allow students to practice interpreting protocols, apply ethical principles, engage in error analysis, and respond to cross-cultural scenarios. Additionally, students learn how to assess their own interpreting performances through audio and video recording. Students gain extensive practice interpreting oral passages of up to 60 words in formal and informal contexts and engage in sight translation exercises that emphasize advanced reading skills, textual analysis, identifying semantic units, and identifying syntactical differences (4.5 quarter credits).

Certificate in Legal Interpretation

Program Description:

This program is designed for bilingual students interested in becoming professional legal interpreters. In legal contexts, students engage in real-world simulations that aid in the acquisition of consecutive interpretation, simultaneous interpretation, and sight translation skills. Additionally, students study legal interpreting professional standards and ethics, legal terminology and concepts, legal expressions, and United States legal history. This program is open to individuals who can demonstrate near-native proficiency in English and Korean, Japanese, Mandarin, Cantonese, or Russian.

After successful completion of this program, students will be able to:

- Engage in accurate simultaneous translation in legal contexts.
- Engage in accurate consecutive translation in legal contexts.
- Quickly and accurately sight-translate legal documents.
- Demonstrate ability to speak English and one non-English language fluently in legal contexts.
- Demonstrate accurate pronunciation in English and one non-English language.
- Explain the court interpreter's role in legal proceedings.
- Define and explain legal terminology, legal concepts, and legal expressions.
- Demonstrate knowledge of United States court procedure.
- Describe legal interpreting careers.
- Accurately interpret oral passages of up to 60 words.
- Apply note-taking strategies during interpretation.
- Maintain mental focus during interpretation and sight translation.
- Speak confidently while delivering an interpretation.
- Identify syntactical differences.
- Identify semantic units.

- Define and explain key terminology related to interpretation and translation (e.g., chunking, shadowing, lag time, intuitive delivery).

In order to graduate with the Certificate in Legal Interpretation students must meet the following requirements:

<u>REQUIRED COURSEWORK</u>	<u>CONTACT HOURS</u>
United States Legal System (LINT – 100)	48
Language Skills for Court Interpreters (LINT – 101)	48
Legal Interpreting I (LINT – 102)	48
Legal Interpreting II (LINT – 103)	48
<i>Total Contact Hours</i>	192

Course Descriptions: *Certificate in Legal Interpretation*

LINT – 100 - THE UNITED STATES LEGAL SYSTEM

This course provides a comprehensive overview of the United States legal system. Topics include basic legal concepts and terminology tied to the history of the United States Legal System, The Courts, Legislation, Executive Branch, legal professions, substantive and procedural issues, ethics, jurisdiction, torts, family law, estates and probate, property law, contracts, business law, criminal law, and criminal procedures (4.5 quarter credits).

LINT – 101 - LANGUAGE SKILLS FOR COURT INTERPRETERS

This course develops the advanced language skills necessary to succeed as courtroom interpreters. Topics include legal writing, legal syntax, grammar, false cognates, general and technical vocabulary, idioms and expressions, slang and colloquialisms, numbers, names, dates, register/style, and special function words. (4.5 quarter credits).

LINT – 102 - LEGAL INTERPRETING I

This course provides an introduction to the legal interpreting profession, emphasizing professional standards and ethics. Topics include legal interpreting careers, accuracy, impartiality, confidentiality, giving legal advice, professional relationships, continuing education, assessing interpreting performance, and ethical violations. Additionally, students learn effective listening strategies, memorization techniques, and the fundamentals of simultaneous, consecutive interpretation, and sight translation (4.5 quarter credits).

LINT – 103 - LEGAL INTERPRETING II

This course builds on the skills learned in Legal Interpreting. Students gain extensive experience in advanced sight translation, consecutive interpretation, and simultaneous interpretation. Emphasis is placed on real-world simulation exercises, which require students to apply professional interpreting standards, legal concepts and terminology, and ethical principles (4.5 quarter credits).

Beginning English as a Second Language, Levels 1 & 2

Program Description: This program develops basic English skills and is designed for people with limited English proficiency. Minimum requirements to enroll are a high school diploma or equivalent and Pass 50% of English Proficiency Test. This class meets for a total of 18 hours per week for a total of 12 weeks.

The total number of clock hours required for completion is 216 Hours for each level.

Beginning English as a Second Language Objectives

LEVEL ONE OBJECTIVES (Beginning English as a Second Language)**Listening**

- Demonstrate understanding of greetings and polite expressions
- Respond to requests for basic personal information
- Follow basic commands, warnings, and directions
- Identify verbal letter sounds
- Respond to requests for clarification and repetition
- Demonstrate comprehension of nonverbal social customs

Speaking

- Express individual needs using one word answers
- Use basic greetings and polite expressions
- Express lack of understanding
- Ask questions for clarification and repetition
- Respond accurately to yes/no questions and one-word response questions
- Express basic descriptions and warnings
- Express basic personal feelings
- Accurately pronounce consonants, vowels, and blends

Reading

- Express understanding of high-frequency words
- Read sentences and paragraphs on familiar topics
- Read instructions
- Recognize cardinal numbers
- Recognize and demonstrate understanding of the relationship between sounds and letters
- Identify and express understanding of basic signs and symbols

Writing/ Structure

- Copy letters of the alphabet and numerals
- Fill out basic personal forms
- Write a list
- Use end punctuation correctly (e.g., periods and questions marks)
- Capitalize proper nouns and capitalize the first word of a sentence

LEVEL TWO OBJECTIVES (Beginning English as a Second Language)**Listening**

- Demonstrate understanding of high-frequency words, phrases, and questions related to immediate needs and daily face-to-face conversations
- Respond accurately to basic commands, warnings, and directions
- Respond accurately to requests for clarification and repetition

Speaking

- Participate in daily face-to-face conversations
- Express immediate needs using high-frequency words and phrases
- Express agreement / disagreement
- Express satisfaction and dissatisfaction
- Introduce oneself

- Ask questions using question words
- Express simple facts
- Give commands
- Make requests

Reading

- Demonstrate understanding of high frequency sight words
- Demonstrate understanding of short reading passages on familiar topics
- Express understanding of advanced basic reading vocabulary
- Identify basic parts of speech (noun, verb, adjective, adverb)

Writing/Structure

- Compose simple sentences
- Copy or write familiar words and phrases
- Transcribe simple sentences
- Grammar

Express understanding of the following:

1. “Be” verb
2. Questions
3. Joining sentences
4. “Yes/No” and question words
5. Count/non-count nouns
6. Verb tenses
 - A. Simple Present
 - B. Simple Past
 - C. Present Continuous
 - D. Simple Future with “be going to”
 - E. Helping verbs

Intermediate English as a Second Language, Levels 3 & 4

Program Description: This program teaches everyday English communication. Minimum requirements to enroll are a high school diploma or equivalent and Pass 50% of English Proficiency Test. This class meets for a total of 18 hours per week for a total of 12 weeks. The total number of clock hours required for completion is 216 Hours for each level.

LEVEL THREE OBJECTIVES (Intermediate English as a Second Language)

Listening

- Demonstrate understanding of intermediate vocabulary and phrases
- Identify the main idea of a conversation
- Accurately interpret non-face-to-face speech related to personal information and immediate needs (phone conversations and routine announcements)
- Differentiate present, past, and future verb tenses

Speaking

- Ask and answer questions related to basic needs and common actions

- Use the appropriate verb tense when making statements about basic needs
- Use key words and common phrases when making statements about basic needs
- Effectively use the telephone to acquire and share basic information
- Participate effectively in simple face-to-face conversations
- Express basic courtesies (e.g., thankfulness and regret)
- Arrange / cancel a meeting

Reading

- Read short stories, biographies, and articles
- Interpret a restaurant menu
- Engage in pre-reading activities (eg., scanning, making predictions, asking questions, examining visuals)
- Use prefixes and suffixes to determine word meaning
- Demonstrate understanding of intermediate reading vocabulary
- Demonstrate understanding of street signs and advertising

Writing/Structure

- Copy basic important information (recipes, directions, stories)
- Write a group of sentences based on experiences
- Employ four basic sentence types (Declarative, Interrogative, Imperative, Exclamatory)
- Use appropriate syntax when writing sentences
- Grammar

Identify the parts of speech in written material:

1. Noun
2. Pronoun
3. Verb
4. Adjective
5. Adverb
6. Conjunction
7. Preposition
8. Interjection

LEVEL FOUR OBJECTIVES (Intermediate English as a Second Language)

Listening

- Identify main idea and important details of everyday conversations
- Recognize a speaker's emotions / determine mood
- Express understanding of orally presented stories based on familiar subject matter
- Demonstrate understanding of most everyday conversations when spoken at a reduced speed.

Speaking

- Participate effectively in conversations on topics such as personal stories and descriptions of people or places
- Appropriately use formal and informal diction
- Use restatement to clarify meaning
- Use the telephone to effectively give and receive information
- Give basic directions or instructions
- Use chronological order
- Stay on topic

Reading

- Read short stories, biographies, articles, and blogs
- Demonstrate understanding of simple reading passages on familiar topics
- Exhibit comprehension of simple passages on unfamiliar subjects if material includes pictures or other help
- Demonstrate comprehension of advanced reading vocabulary
- Identify the main idea of a paragraph
- Identify transitional words and expressions
- Describe relationships between paragraphs

Writing/Structure

- Record detailed telephone messages
- Write complex sentences
- Write paragraphs
- Take notes on simple lectures
- Fill in advanced forms or applications
- Grammar
 - Demonstrate understanding of the following:
 1. Clauses – Independent and Dependent (including adverb, adjective, and noun clause identification and function)
 2. Verbals – Gerund, Infinitive, and Participle
 3. Passive Voice
 4. Direct Speech

Advanced English as a Second Language, Levels 5 & 6

Program Description: This program is designed to meet the needs of advanced English language learners. Minimum requirements to enroll are a high school diploma or equivalent and Pass 70% of English Proficiency Test. This class meets for a total of 18 hours per week for a total of 12 weeks.

The total number of clock hours required for completion is 216 Hours for each level.

LEVEL FIVE OBJECTIVES (Advanced English as a Second Language)**Listening**

- Demonstrate understanding of most conversations when spoken at a normal rate
- Recognize abstract ideas in familiar subject matter
- Demonstrate a basic understanding of the level of English used in most movies and television programs
- Use context to determine the meaning of unfamiliar vocabulary

Speaking

- Ask and answer questions about main ideas and supporting details
- Speak about abstract ideas
- Clarify meaning
- Speak with minimal verb tense errors
- Demonstrate basic English fluency during most face-to-face and non-face-to-face conversations

Reading

- Read short stories, poetry, biographies, magazine articles, newspaper articles, and blogs
- Identify main ideas and supporting details of reading passages
- Use context to determine the meaning of unfamiliar vocabulary
- Make inferences based on reading passages
- Summarize reading passages
- Respond personally to reading material
- Demonstrate understanding of college and business level vocabulary

Writing/Structure

- Take detailed notes from lectures
- Write a five paragraph essay
- Demonstrate understanding of common rhetorical modes (description, definition, argumentation, narrative, exposition, exemplification, comparison-contrast, cause / effect)
- Write summaries and reviews of reading passages
- Write letters for job applications and letters of complaint
- Punctuate sentences correctly
- Effectively use transitions between paragraphs

LEVEL SIX OBJECTIVES (Advanced English as a Second Language)**Listening**

- Demonstrate a high level understanding of most conversations when spoken at a normal rate
- Interpret abstract ideas
- Demonstrate a strong understanding of the level of English used in most movies and television programs
- Use context to determine the meaning of unfamiliar vocabulary

Speaking

- Ask and answer complex questions related to main ideas and supporting details
- Clarify meaning
- Speak with minimal verb tense errors
- Demonstrate a high level of English fluency during most face-to-face and non-face-to-face conversations

Reading

- Read short stories, poetry, biographies, magazine articles, newspaper articles, blogs, and college-level reading material
- Analyze main ideas and supporting details of reading passages
- Use context to determine the meaning of unfamiliar vocabulary
- Evaluate inferences based on reading passages
- Re-contextualize reading passages
- Respond personally and critically to reading material
- Demonstrate a high level understanding of college and business level vocabulary

Writing/Structure

- Take detailed notes from lectures
- Create outlines
- Write a five paragraph essay
- Demonstrate high level understanding of common rhetorical modes (description, definition, argumentation, narrative, exposition, exemplification, comparison-contrast, cause / effect)
- Write summaries and reviews of reading passages
- Prepare a resume
- Write letters for job applications and letters of complaint
- Punctuate sentences correctly
- Effectively use transitions between paragraphs

TOEIC Preparation

Program Description: This program is designed towards students who want to be admitted to degree granting institutions of higher learning. Minimum requirements are: 1) High School diploma or equivalent 2) Pass 70% of Casas Test and Test for Spoken English. This class meets for a total of 20 hours per week for a total of 12 weeks. The total

number of clock hours required for completion is 240 Hours.

TOEIC PROGRAM OBJECTIVES

Listening

- Demonstrate understanding of business communication
- Identify the speaker's intention / mood of message
- Answer specific questions related to content
- Identify topic
- Identify main idea and supporting details
- Demonstrate accurate note taking
- Make inferences
- Draw conclusions

Speaking

- Connect ideas using transitional words and parallel structures
- Utilize business vocabulary
- Define key words
- Connect ideas by rephrasing key words
- Use pronouns
- Express your opinion
- Restate other people's opinions
- Summarize content
- Demonstrate understanding of effective speech presentation
- Use appropriate diction
- Sequence ideas
- Deliver effective conclusions

Reading

- Demonstrate understanding of meaning based on context
- Utilize business vocabulary
- Select the most appropriate synonym
- Demonstrate understanding of organizational patterns, transitions, connectors, and referents within reading passages
- Identify main idea of reading passages
- Identify supporting details of reading passages
- Make inferences
- Evaluate validity of inferences
- Identify paraphrases
- Identify facts
- Identify exceptions
- Compare / contrast reading passages
- Demonstrate understanding of graphic organizers

Writing

- Compose a well-written five paragraph essay
- Utilize business vocabulary
- Demonstrate understanding of essay and paragraph organizational strategies
- Write effective thesis statements
- Write effective introductions and conclusions
- Write concise sentences and paragraphs
- Use transitional words and expressions

- Define key words
- Use parallel structures
- Demonstrate understanding of the writing process
- Write compositions that exhibit a high level of critical thinking

TOEFL Preparation and Testing

Program Description: This program is designed for students who want to be admitted to degree granting institutions of higher learning. Minimum requirements are: 1) High School diploma or equivalent 2) Pass 70% of Casas Test and Test for Spoken English. This class meets for a total of 20 hours per week for a total of 12 weeks. The total number of clock hours required for completion is 240 Hours.

TOEFL PROGRAM OBJECTIVES

Listening

- Demonstrate understanding of college-level lectures, speeches, and discussions
- Identify the speaker's intention / mood of message
- Answer specific questions related to content
- Identify topic
- Identify main idea and supporting details
- Demonstrate accurate note taking
- Make inferences
- Draw conclusions

Speaking

- Connect ideas using transitional words and parallel structures
- Define key words
- Connect ideas by rephrasing key words
- Use pronouns
- Express your opinion
- Restate other people's opinions
- Summarize content
- Demonstrate understanding of effective speech presentation
- Use appropriate diction
- Sequence ideas
- Deliver effective conclusions

Reading

- Demonstrate understanding of meaning based on context
- Select the most appropriate synonym
- Demonstrate understanding of organizational patterns, transitions, connectors, and referents within reading passages
- Identify main idea of reading passages
- Identify supporting details of reading passages
- Make inferences
- Evaluate validity of inferences
- Identify paraphrases
- Identify facts
- Identify exceptions
- Compare / contrast reading passages

- Demonstrate understanding of graphic organizers

Writing

- Compose a well-written five paragraph essay
- Demonstrate understanding of essay and paragraph organizational strategies
- Write effective thesis statements
- Write effective introductions and conclusions
- Write concise sentences and paragraphs
- Use transitional words and expressions
- Define key words
- Use parallel structures
- Demonstrate understanding of the writing process
- Write compositions that exhibit a high level of critical thinking

ACADEMIC POLICIES AND REGULATIONS

QUARTER CREDIT UNIT

Courses at Pacific International College are based on the quarter unit credit. Consistent with regional and national standards, at Pacific International College, a quarter unit requires a minimum of 10 contact hours/clock hours. 4.5 quarter unit credit classes meet 4 hours a week over the course of a 12-week quarter, for a total of 48 contact hours. A class hour/contact equals 50 minutes. In addition to classroom contact hours, students are expected to spend 4 to 5 hours of outside study on homework per week over a 12-week quarter for each 4.5 quarter credit class, for which they are enrolled.

EXPERIENTIAL CREDIT

Pacific International College does not award credit for prior experiential learning.

AWARD OF DEGREE

Award of a degree is dependent upon a student's successful completion of the requirements of his or her degree program. The assessment and involvement of faculty in the educational process is critical and central to the assessment of each student's successful completion of each course required in order to satisfy the programmatic criteria.

ACADEMIC STANDARDS

A student must meet or exceed the objectives of his or her chosen course of study in order to receive a certificate or degree. Programmatic objectives are described in this catalog below each program description. These objectives are established and evaluated by faculty and the Chief Academic Officer. Students meet these objectives through written coursework, projects, and examinations.

GRADING SYSTEM

<u>Grade</u>	<u>Comment</u>	<u>Percent</u>
A	Excellent	90 - 100 %
B	Good	80 - 89%
C	Average	70 - 79 %
D	Below Average	60 - 69 %
F	Failure	Below 60 %
I	Incomplete	N/A

GENERAL EDUCATION REQUIREMENTS

Pacific International College does not offer general education courses at this time.

Students must earn the following general education requirements from an accredited postsecondary institution in order to

receive a bachelor's degree from PIC: 13.5 quarter units of communication skills, 13.5 quarter units of humanities, 9 quarter units of mathematics, 13.5 quarter units of natural or physical science, and 9 quarter units of behavioral or social science. All general education requirements must be completed with a grade of "C" or higher.

In order to earn an associate degree from PIC, students must earn the following general education requirements from an accredited postsecondary institution: 9 quarter units of communication skills, 9 quarter units of humanities courses (in addition to required coursework), 4.5 quarter units of mathematics, 9 quarter units of natural or physical science, and 4.5 quarter units of behavioral or social science. All general education requirements must be completed with a grade of "C" or higher.

Please note: certificate programs do not require general education requirements.

ADMINISTRATIVE OFFICE

Office hours are from 9:00 a.m. to 9:00 p.m., Monday through Friday. All business transactions including admission, registration, counseling and payment of tuition and fees are conducted at the main administrative office.

ACADEMIC FREEDOM POLICY

PIC promotes academic freedom. PIC encourages independent and creative thinking of the students as well as that of the faculty. All are assured of the following academic freedoms:

- (1) Freedom of discussion in the classroom, espousing diverse points of view and opinions that are related to the subject being instructed.
- (2) Freedom to express diverse views on any subject so long as the faculty member believes that it would enhance understanding in the specialized discipline.

EQUAL OPPORTUNITY

PIC is committed to providing equal opportunity for all. PIC does not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, pregnancy, or prior military service in administration of its educational policies, admission, financial aid, employment, educational programs, or activities. The Director is responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints alleging discrimination.

The laws and regulations prohibiting the above discrimination are 1) Title VI and VII of the Civil Rights Act of 1964, 29 CFR 1601-1607; 2) Equal P Act of 1963, 29 CFR Part 800; 3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; 4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850; 5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; 6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; 7) the Americans' with disabilities Act of 1990.

ADMISSION INFORMATION

BASIS OF ADMISSION

Applicants are evaluated primarily on the basis of academic ability sufficient to complete the educational program in which they are enrolled successfully and within the allotted time frame. Other factors that are taken into consideration are: personal and professional goals that are compatible with the stated mission of the Institute and objectives of the educational program selected.

ADMISSION REQUIREMENTS

Admission requirements place emphasis on individual commitment to professional and educational goals and objectives. In general, those who are over 18 years of age, demonstrate a desire to learn, and possess a high school diploma or a General Equivalency Diploma (GED) apply to PIC. Applicants must take a placement test given by PIC and have an interview with an Admission Representative. The final determination of admission will be based on placement test results, prior education, motivation, and general capability to pursue a chosen program. Each applicant will be assessed on an individual basis.

NOTIFICATION OF ACCEPTANCE

Those applicants, who meet PIC admission requirements established for each of the educational programs for which they applied, will receive a notice of acceptance from the Director.

LANGUAGE OF INSTRUCTION

All courses are conducted in English. To enroll in the ESL program, students must score 50% or higher on an English Proficiency Test. Students enrolling in non-ESL programs whose first language is not English must receive an acceptable score on the TOEFL.

ENGLISH LANGUAGE REQUIREMENTS FOR NON-ESL PROGRAMS 2011

ENGLISH LANGUAGE REQUIREMENTS FOR NON-ESL PROGRAMS 2011			
TOEFL			IELTS
Paper-based	Computer-based	Internet-based	
527	197	minimum overall score of 71: minimum subscore of 15 in reading & writing	6.0 overall; minimum 6.0 on reading & writing

FACULTY

The Chief Academic Officer, in conjunction with the Chief Operating Officer, continually seeks experienced professionals in the various departments or disciplines and maintains a file of potential staff/faculty. PIC is committed to employing duly qualified faculty sufficient in number to provide exemplary instruction and assessment, in order to carry out PIC's mission and objectives. The following provides the faculty minimum qualifications:

Certificate Programs

Minimum of a Bachelor's degree appropriate to the subject being taught
Previous teaching experience in a vocational or public institution is preferred

Associate Degree Programs

A minimum of Bachelors degree in the related field
Minimum two (2) years of experience
Previous teaching experience in a vocational or public institution is preferred.

Bachelor Degree programs

A minimum of Masters degree in the related field
Minimum of 2 years experience
Previous teaching experience in a vocational or public institute is preferred

TUITION AND FEES

TUITION AND FEES – CERTIFICATE PROGRAMS				
Application Fee: \$75.00 (one time only fee)				
Program	Quarterly Tuition	Books/Materials* (per quarter)	Tuition Total	
ESL Tuition <ul style="list-style-type: none"> • Beginning • Intermediate • Advanced 	\$600.00	\$100.00	\$600.00 (per quarter)	
TOEFL Preparation	\$750.00	\$100.00	\$850.00 (per quarter)	
TESOL	\$1500.00	\$100.00	\$1500.00 (per quarter)	
Certificate in Computer Business Applications (Computer Training Program)	\$1200.00	\$100.00	\$4050.00 (entire program)	
Certificate in Import/Export Management	\$2500.00	\$100.00	\$2500.00 (entire program)	
Certificate in Graphic Arts and Multimedia	\$2025.00	\$100.00	\$6,075.00 (entire program)	
Certificate in Interpretation	\$2500.00	\$200.00	\$2500.00 (entire program)	
Certificate in Legal Interpretation	\$2500.00	\$200.00	\$2500.00 (entire program)	
Certificate in Medical Interpretation	\$2500.00	\$200.00	\$2500.00 (entire program)	
TUITION AND FEES – DEGREE PROGRAMS				
Application Fee: \$75.00 (one time only fee)				
Program	Total Quarter Credit Units	Cost Per Quarter Credit Unit	Books/Materials* (per quarter)	Tuition Fee Total (Entire program)
Associate of Arts, American Culture	36	\$150.00	\$200.00	\$5,400.00 (entire program)
Associate of Arts, Film	36	\$150.00	\$200.00	\$5,400.00 (entire program)
Associate of Arts, Arts and Humanities	36	\$150.00	\$200.00	\$5,400.00 (entire program)
Bachelor of Arts, English Literature	54	\$150.00	\$200.00	\$8,100.00 (entire program)
Bachelor of Science, Business Administration	94.5	\$150.00	\$200.00	\$14,175.00 (entire program)
*Prices for Books/Materials are per course and subject to change without notice. The prices given are estimates.				

TUITION PAYMENT POLICY

All tuition and fees are payable at registration. For details concerning the monthly installment payment plan, consult with the Director. Failure to make payments of tuition, fees, or other charges owed the Institute when they fall due, or failure to make arrangements for such payments before their delinquent dates, is considered sufficient grounds for barring the student from taking classes or taking final examinations, until the debt has been paid or suitable arrangement for payment has been made with the Director. Non-payment of charges due also is cause for withholding performance progress reports, certificates, degrees, and transcripts.

STUDENT'S RIGHT TO CANCEL.

You may cancel your enrollment agreement and receive a refund according to the refund policy by providing a notice of cancellation in writing to the school:

**Connie Ann/Director
Pacific International College**

1543 W. Olympic Blvd. Suite 430
Los Angeles, CA 90015

REFUND POLICY

Withdrawal may be effectuated by the student's written notice, by a student's misconduct, including a student's lack of attendance. The student has a right to a 100 percent of the amount paid for institutional charges, less the application fee if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The school shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. This school will also refund money collected and sent to a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, Internet Web site address: www.bppe.ca.gov, telephone: 1 (888) 370-7589, fax: 1 (916) 263-1897.

FINANCIAL AID

Pacific International College **does not** offer state or federal financial aid programs at this time. Once approved by the Bureau to operate as a degree-granting institution, Pacific International College will provide alternative student loans to students who need assistance. Loans will be made privately through banks and other financial institutions and are subject to their terms.

LOANS

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

ACADEMIC PROBATION

PIC expects students to maintain "C" average or better in their courses. If a student has completed at least 13.5 quarter credit units, that student must maintain a grade point average of at least 2.0, or be placed on academic probation. When their overall grade point average rises to 2.0 or better, students are removed from academic probation.

ACADEMIC DISMISSAL

Students are subject to academic dismissal after they have been on academic probation for two consecutive terms if their grade point average in the most recent term is not 2.0 or better.

APPEALS AND READMISSION

Students who are placed on probation or dismissal are notified in writing. The notification includes the process for appealing the dismissal to the dean of student life. Dismissed students who wish to appeal their dismissal status must request for reinstatement in writing. Extenuating circumstances that would allow students to successfully appeal dismissal might include, but are not limited to, health problems, family emergency, or extreme change in financial situation.

STATE OF CALIFORNIA TUITION RECOVERY FUND

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

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

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

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

LANGUAGE OF INSTRUCTION

The language of instruction for all certificate and degree programs at Pacific International College is **English**.

MAKE-UP EXAMINATION POLICY

Make-up assignments for missed classes, quizzes, mid-terms and final exams for a specific course shall be made only by the instructor in charge and only at the discretion of the instructor.

ATTENDANCE AND TARDINESS POLICY

It is important that the school have a record of attendance for each student. It is your responsibility to sign the sign in sheet daily, located in your classroom. 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.

When students must be absent from class, just as employees are expected to do on a job, the student should call the school prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain an 85% attendance performance or better (maximum program length) in order to be considered doing "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted.

Unsatisfactory attendance occurs when a student misses more than 15% of the maximum time frame of the program.

Unsatisfactory attendance may lead to probationary status.

LEAVE OF ABSENCE

If a “Leave of Absence” is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the school's approval. A Leave of Absence is limited to 12 weeks (one quarter). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the school.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Pacific International College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your 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 Pacific International College to determine if your (credits or degree, diploma or certificate) will transfer.

ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION OR EXPERIENCE

In general, PIC accepts transfer credits from regionally or nationally accredited institutions of higher learning. Students who have previously attended another school or college may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment. Appropriate credit for previous experience is also determined through a determination of the experience, passing of the institution's examination and skill testing. This option to apply for credit is the sole responsibility of the prospective student.

ARTICULATION AGREEMENTS

Pacific International College has articulation agreements with two nationally accredited institutions:

Career College Consultants (Los Angeles, CA) will accept records from PIC courses whose contents are equivalent to requirement of Career College Consultants and where credit hours are comparable. Additionally, a student transferring credit from PIC to Career College Consultants will be tested by oral or written examination or both. The courses covered by this agreement are English as a Second Language and all degree programs.

Upon evaluation, for courses taken at Pacific International College with a grade of “C or higher, New Technology Training Institute (Los Angeles, CA) will accept transfer credits from PIC. Additional testing may be required.

PRIVACY OF STUDENT RECORDS & RECORD KEEPING POLICIES

In compliance with regulatory agencies' requirements, PIC maintains student records that are related to admission, academic performance, and certificates of completion. California regulatory agency requires that student records are to be maintained at least five years but accrediting agencies, a minimum of ten years. However, transcripts are required to be maintained indefinitely by the California regulatory agency. Students have the right to review their educational records. The Family Educational Rights and Privacy Act of 1974 makes every effort to protect the privacy and confidentiality of all student records. Students wishing to review their records should make a written request to the Director. An appointment with the director will be scheduled within one week after receipt of the written request. Disclosure of a student's educational records to other parties, except those permitted by law, will not be made without prior written consent of the student. Student records are maintained in written form/hard copy, in lockable file cabinets, which are located in the Admission and records Office. Only designated school personnel have access to such records. All employees sign a confidentiality statement prohibiting them from divulging any information contained in such records. Records generated by the school itself, such as grades, and transcripts are also maintained on computer disk.

In accordance with CCR §71930 and CCR §71920(b)(5), student records will be kept in hard copy for five (5) years and academic transcripts indefinitely.

GRIEVANCE PROCEDURES

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 48 hours after the incident occurs.

The procedure is as follows: The written grievance must be submitted to the School Director within 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 Compliance Director will call a appeal hearing.

All documentation must be submitted with the report, which is to be signed and dated by the student. The School Director will call a meeting with the Compliance Director. In addition, all persons involved with the incident must be present at the time of the hearing.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report. Unresolved complaints may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, Internet Web site address: www.bppe.ca.gov, telephone: 1 (888) 370-7589, fax: 1 (916) 263-1897.

BANKRUPTCY

PIC does not have a pending petition in bankruptcy.

PIC is not operating as a debtor in possession.

PIC has never filed a petition in bankruptcy.

PIC has never had a petition in bankruptcy filed against it, which if filed may have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

FACILITIES & STUDENT SERVICES

PHYSICAL FACILITIES

Classes will be held at 1543 W. Olympic Blvd., Suite 430, Los Angeles, CA 90015, in the main Wilshire corridor just west of the downtown civic center. The facility occupies over 10,000 square feet in a professional setting. We have classrooms, computer labs, study rooms, a library and a student lounge that makes the learning process pleasant and efficient. The institution is easily accessible as the school's location is convenient to the many public transportation services available including the metro. The school also has parking reservations available for the students in the building's parking structure at a minimal charge.

CLASSROOMS

Classrooms are spacious, and air-conditioned to promote a pleasant learning atmosphere.

LIBRARY

The library provides materials to assist with information regarding class instruction. Included is a computer with high speed internet and business related books and magazines to supplement classroom instruction. Additionally, electronic databases are available. In order to access the electronic databases, students must see their academic advisor for a password. The library is an integral part of the educational process. Students have full access to the library during normal business hours.

PARKING

There is ample parking for students, staff, and visitors.

ADVISING

The staff of PIC makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for financial assistance, vocational and academic advising. Students experiencing personal problems, which require professional counseling will be referred to the appropriate agencies.

HOUSING

Upon application to PIC, out of area applicants will upon request receive information about local and dormitory housing. Local housing starts at \$600.00 a month. Dormitory rooms, available through Pacific International College, start at \$600.00 a month. PIC advisors are available to assist students find housing that meets their needs.

MEDICAL CARE

PIC is located near excellent hospitals and will refer students to one of them whenever the need should arise. In the case of emergencies, 911 will be called.

REFRESHER TRAINING

Graduates who desire refresher training within 1 year of graduation, in any of the courses, may be admitted to retake a desired module. The charge for such training, if any, will be determined at the time of enrollment. Admittance is based on space availability.

STUDENT LOUNGE

The student lounge is comfortable room for students and visitors to relax and socialize. Fast food establishments are conveniently located on the ground floor of the building as well as nearby.

JOB PLACEMENT SUPPORT

Student advisors and faculty work together to provide job placement support to students on an ongoing basis. Assistance will consist of resume tutorials, job interview preparation, job opening resources, and career planning assistance.